

# Table of Contents

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# Navigation

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## The Main Menu

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The Main Menu opens right after the Introduction.

You can access every section of the program from the main menu. Section titles appear as you glide the mouse over the screen. To go to a section, click on its title.



## Navigation Buttons

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There is a set of navigation buttons in the upper right corner of every screen.



This button opens a list of the last 20 screens viewed. To return to one of these screens, click on its title.



This button takes you one step back in the list of viewed screens.



This button opens the main menu.



This button opens the table of contents.




This button opens the dictionary.



When this button is displayed, you can click on it to view other pages on the same topic.

## Table of Contents

To open the **table of contents**, click on the  button at the upper right of the screen.

The **table of contents** contains every screen in the program. The miniature pictures are links to the **section screens** and the little rectangles are links to the **topic screens**.

You can go directly to any screen by clicking on its link.



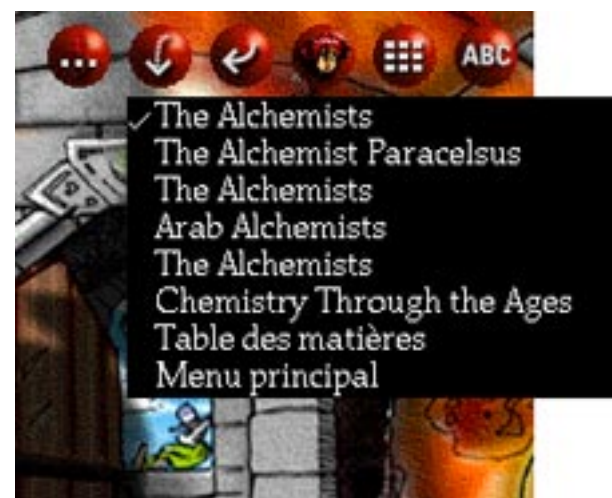
## Backtracking



This button opens a list of the last 20 screens viewed, beginning with the most recent one. To return to a screen, click on its title.



This button takes you one step back in the list of viewed screens.



# Screens

## Section Screens

**Section screens** are shown in miniature on the **table of contents** screen.



As you glide your mouse over a **section screen**, you will notice little white arrows:



These arrows are links. Just click on one to open a different section of the program.



## Section Screens and Topic Screens

Each **section screen** has a heading. As you glide the cursor over the screen, topic titles will pop up. To view a topic, just click on its title.

There are two types of **topic screen**:

- **overlay** topic screens are displayed over a section screen. They do not have any extra buttons.
- **full** topic screens are completely separate from the section screen. They usually have extra buttons that display sounds or pictures. You can recognize them by the dog-eared (folded) corner.



A full screen may have extra buttons.

To return to the section screen:

- from an overlay screen: click when the cursor becomes a turning arrow.
- from a full screen: click on the dog-eared corner.



An overlay screen does not have any extra buttons.

## Contents of Topic Screens


**Topic** screens may contain many different things:

- written text, with drawings or animations



- spoken narration, illustrated by a drawing, animation, or film



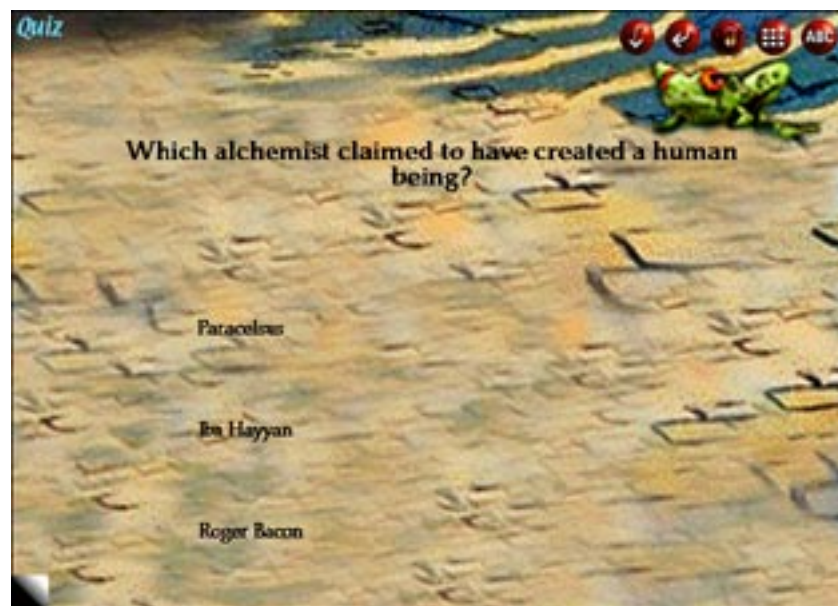
You will notice a  button next to the title of any topic with a narration. Click on this button to display the text of the narration and the control bar. (See **Control Bar**) Click on the button again to close the text and the control bar.



## Activities and Games


Various short activities and games, with instant feedback, are scattered throughout the program.

There is also a **Quiz** that opens from the table of contents. The quiz contains 80 questions on the contents of the program. Your score will be displayed when you have finished the quiz.






## Control Bar

You can use the **control bar** to control narrations, animations, and films.

Open the control bar by clicking on the  button next to the topic title.



-  Click on this button to start or stop.
-  The up-arrow button shows you where you are in the sequence. You can rewind or advance to any point in the sequence by dragging the up-arrow to the left or right.  

NOTE: The up-arrow comes to the end of the bar when the sequence is finished. Click on the replay button to replay the sequence.
-  The replay button starts the sequence over and returns the up-arrow to the beginning of the bar.



# Search

To open the search engine, choose **Find** from the **Search** menu.

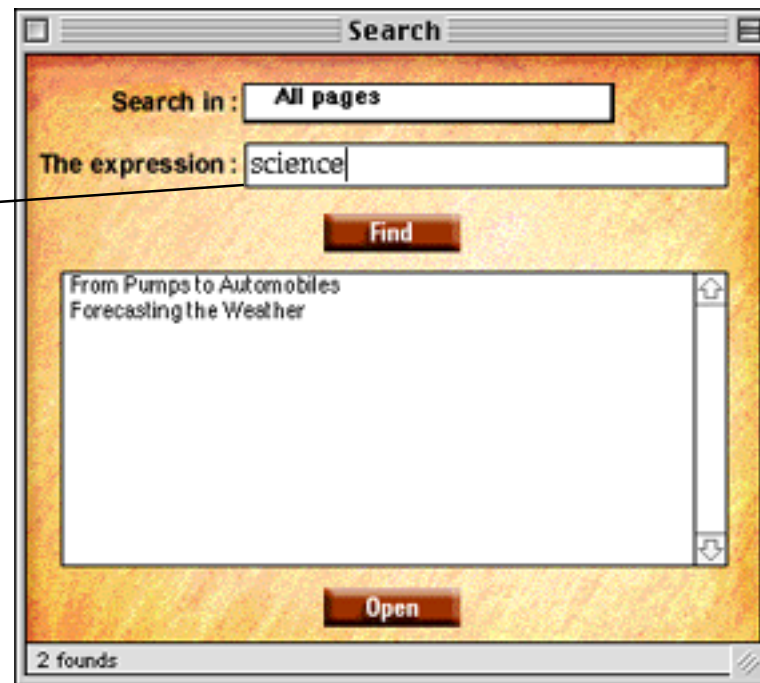
You can choose to search the current screen or all the screens of the program.

In this box, type what you are looking for: a sequence of letters, a word, or a phrase.

To start the search, click on the **Find** button. The **Find** button then changes to a **Stop** button that lets you stop the search at any time. The titles of screens containing the search term are displayed as they are found.

When the search is finished, the number of matching items is displayed at the bottom of the window. The list displays all the screens containing the term. To go to a screen, double-click on its title, or select its title and click on the **Open** button.

You can continue to view the screens on the list after you have closed the search window. Just type **Control-G** (Windows), or **Command-G** (Macintosh), and the matching screens will open one after another.



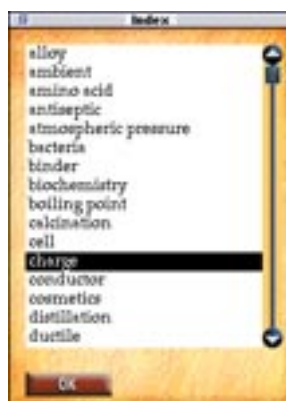


# Dictionary

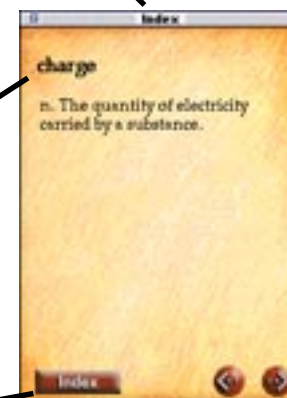
The **dictionary** is displayed in a separate window. You can open it at any time by clicking the **ABC** button in the upper right corner of the screen.

The dictionary contains an index and a number of definitions. From the index, click on any item in the list and then click **OK** to open its definition. From a definition, click on the **Index** button to return to the index, or on an **arrow** to move between the definitions in alphabetical order.

You can also open the dictionary by clicking on **underlined words** in the text. When you click on an underlined word or phrase, its definition is displayed.



Index

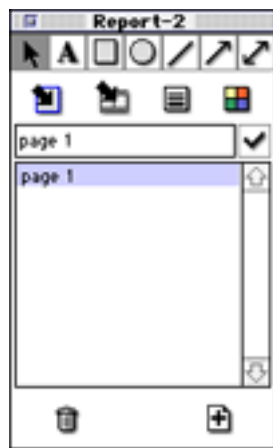


Definition

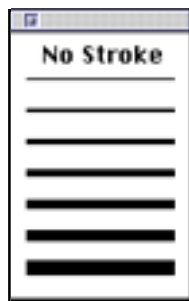
# CyberEditor

**CyberEditor** is a page-editing tool that lets you create documents containing text, pictures, and films. It also lets you draw simple shapes such as lines, circles and rectangles.

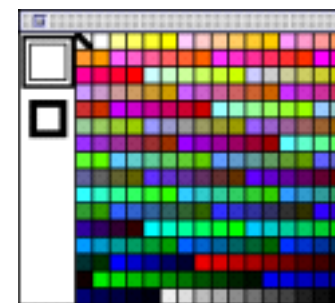
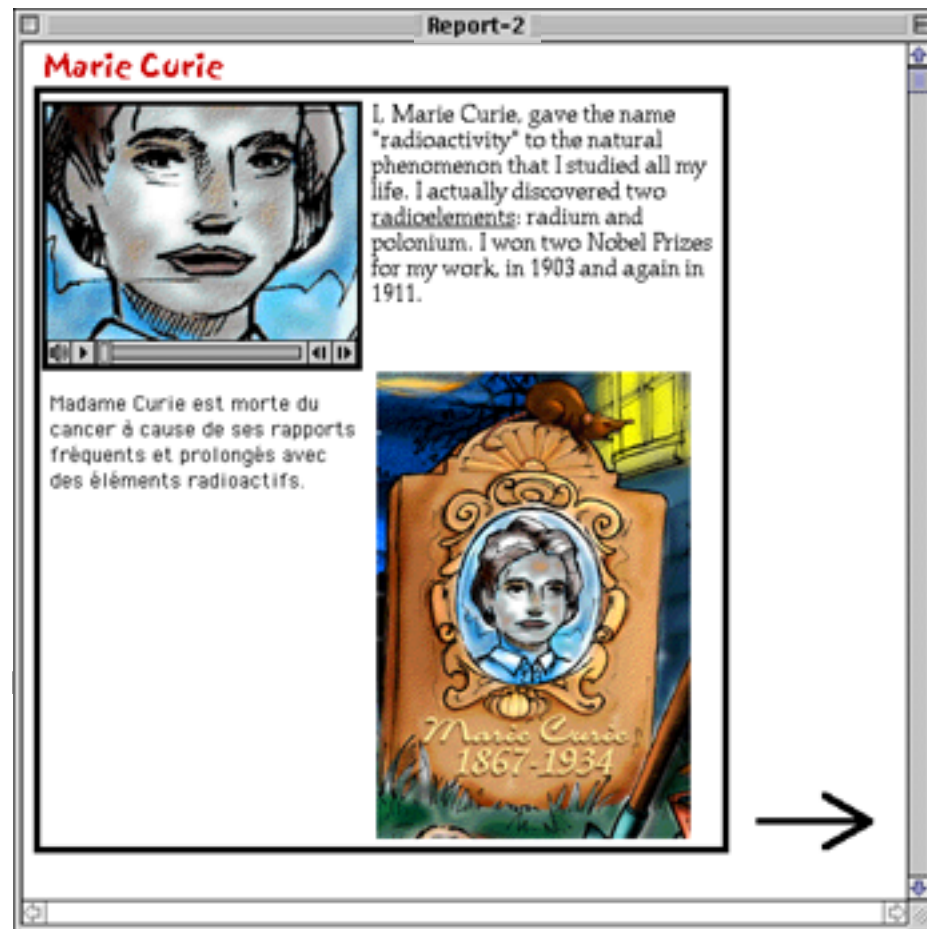
**CyberEditor** can be used to produce documents with a number of pages, such as illustrated travel journals, school reports, etc.



Tool palette



Line palette



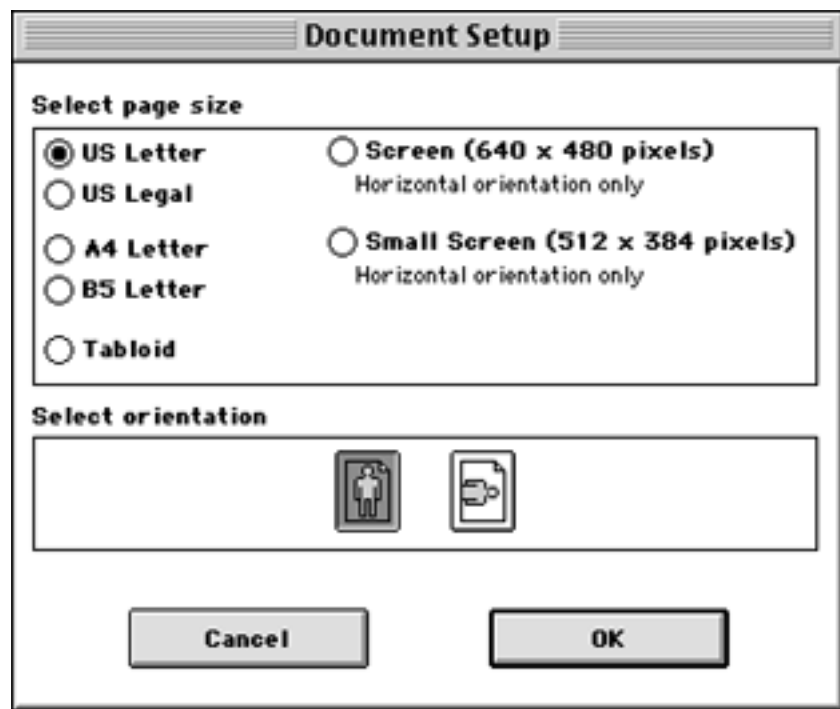
Color palette

## Creating a Report

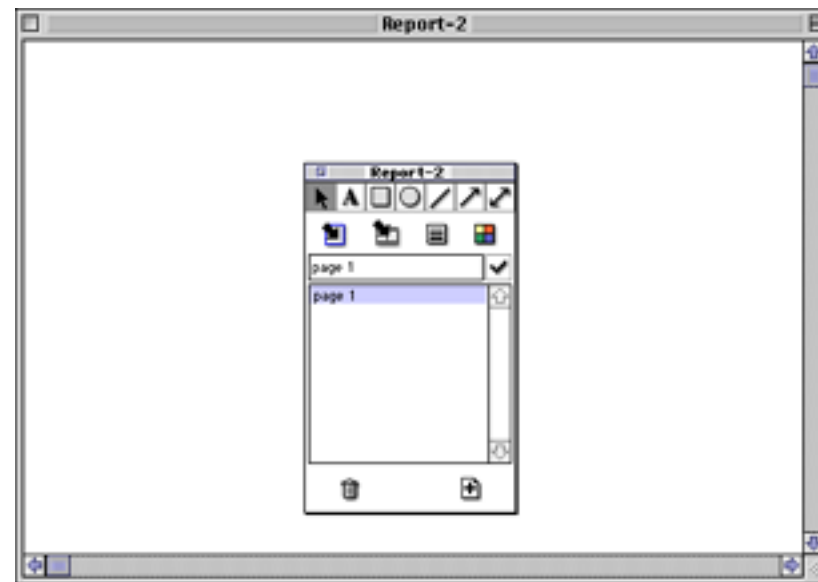
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To create a new **report**, choose **New** from the **File** menu or type **Control-N** (Windows) or **Command-N** (Macintosh) .

The **Document Setup** dialog will open. Select a format for your report, and click on **OK**.



A report window and the tool palette will appear.



## CyberEditor Tools



Most of the CyberEditor tools are on the tool palette. There are two other palettes for selecting line thickness and color.



The pointer lets you select and modify the shape of objects (except PICT or BMP pictures that have a fixed size).



The text tool lets you create text frames and enter text.



The square tool lets you draw squares and rectangles.



The circle tool lets you draw circles and ovals.



The last three tools let you draw straight lines, arrows and double arrows.



This button lets you import pictures.



This button lets you import films.



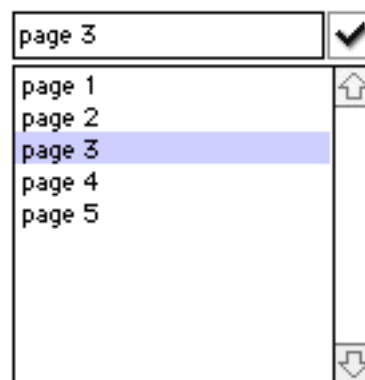
This button opens the line palette.




This button opens the color palette.


## The page list

The page list displays the title of each page of your report.



You can drag the titles on the list to change the order of the pages.

You can also change a title. Click on the title and it will appear in the upper field; now type your new title in this field and click on the check mark  to confirm it.

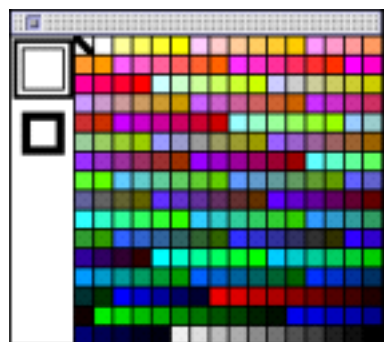
To delete a page, select it on the list and click on the garbage can .

To add a page, click on this button .



## The color palette

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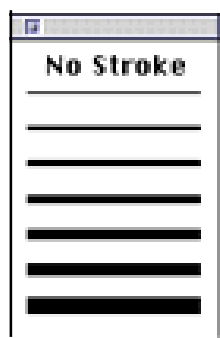
The color palette that lets you choose the line and fill (interior) colors of a selected object.

The square with a diagonal strike-through means “no color”, which makes a line or a fill transparent.

(Note: PICT and BMP shapes that look transparent on the screen will print in opaque white on Postscript™ printers.)

## The line palette

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The line palette that lets you choose the line thickness of a selected object.

## CyberEditor Menu

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You can use the **CyberEditor** menu to perform a number of operations:

**Insert Page** adds a page to your report.

**Delete Page** deletes the current page.

**Next Page** opens the next page of your report.

**Previous Page** opens the previous page of your report.

**Tool Palette** displays the tool palette.

**Color Palette** displays the color palette.

**Line Palette** displays the line palette.

**Bring to Front** places the selected item in front of any other object on the page.

**Send to Back** places the selected item behind any other object on the page.

**Slide Show** lets you view your report as a slide show.  
(See **Running a Slide Show**.)

# Creating and Modifying

## Creating Shapes

1- Click on a tool to select it .




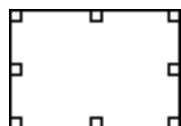
In your report window, click on the starting location and drag the mouse.



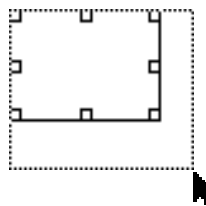
Release the mouse button when your shape is formed. The cursor becomes a pointer again.

## To modify an existing shape

Select the pointer tool .



Click on the shape. When it is selected, you will see 8 little squares on its sides and corners.



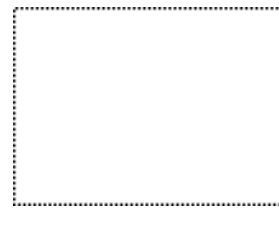
Click on one of these squares and drag.



Release the mouse button when you have the desired shape.

## Creating Text

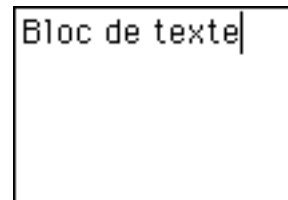
Click on the **Text**  tool to select it.



Click the mouse button in the report window, and drag to form a text frame.



Release the mouse. The frame is displayed with an I cursor in the upper left corner.



Type your text.

When you are finished, you can select a different tool from the palette or create a new block of text by repeating steps 1 through 4.

## To edit text

Select the **text**  tool on the palette.

Click where you want to edit, and type.

## Capturing the Screen

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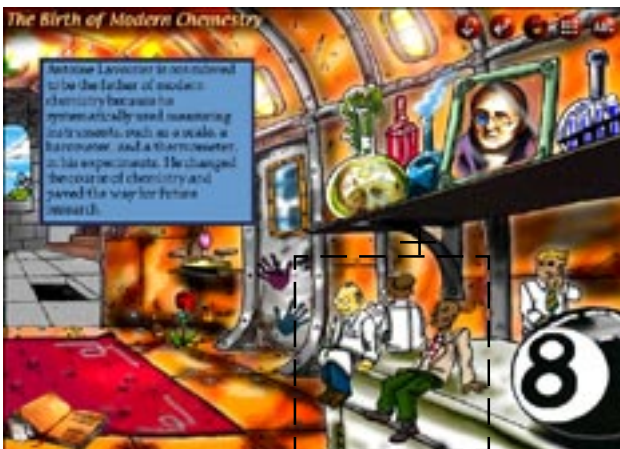
CyberEditor lets you copy selected parts of a program screen and paste them into your report.

Click on the main program window to bring it to the front.

Choose **Capture Screen** from the **Edit** menu. The cursor becomes a cross.

Click and drag the mouse to select the portion of the screen that you want to copy.

Release the mouse button. The selected area flashes and the picture is copied.



Bring your report to the front.

Choose **Paste** from the **Edit** menu. The picture is copied to your report.

You can move pictures, but you cannot change their shape or size.



# Copying and Pasting

## Copying and Pasting Text

CyberEditor lets you copy text from a different application or from another CyberEditor report.



Copy text from another application OR select text in a CyberEditor report and choose **Copy** from the **Edit** menu.

Bring to the front the report into which you want to paste the text.

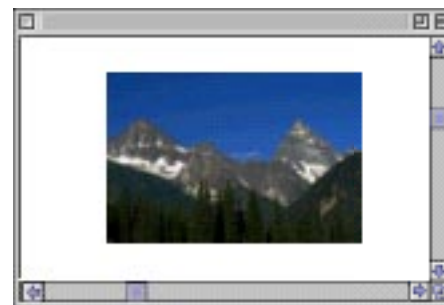


Choose **Paste** from the **Edit** menu. The text appears in a frame in your report.

**Note:** Text copied from most other applications can be pasted into CyberEditor reports, either in Windows or on a Macintosh.

## Copying and Pasting Pictures

CyberEditor lets you copy pictures from a different application or from another CyberEditor report.



Copy a picture from another application OR select a picture in a CyberEditor report and choose **Copy** from the **Edit** menu.

Bring to the front the report into which you want to paste the picture.



Choose **Paste** from the **Edit** menu. The picture is pasted into your report.

**Note: Windows 95:** The compatible picture format is Bitmap (BMP). Pictures copied from **Paint** for **Windows 95™** or **Adobe Photoshop™** can be pasted into CyberEditor reports.

**Macintosh:** The compatible picture format is **PICT**. Most applications that let you copy pictures use this format.



## Copying and Pasting Films

When a screen contains a film, the **Copy Film** option in the **Edit** menu becomes available. You can use this option to copy the film which can then be pasted into your report

With the screen containing the film at the front, choose



**Copy Film** from the **Edit** menu.

Bring your report to the front.

Choose **Paste** from the **Edit** menu. The film is pasted into your report.

It is also possible to copy and paste films from one report to




another.

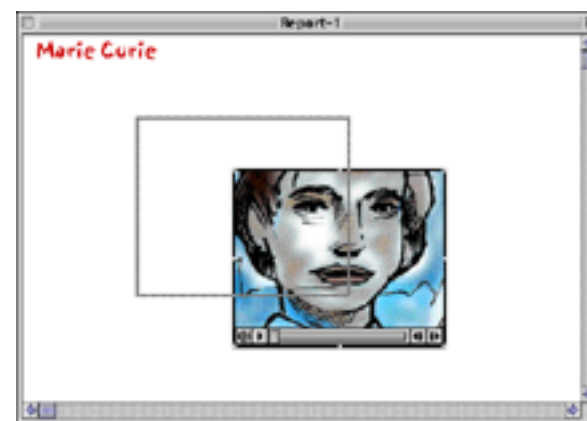
Click on the film in the first report; choose **Copy** from the **Edit** menu; bring the second report to the front; and choose **Paste** from the **Edit** menu.


## Selecting and Moving Films

To select a film, click on it's frame.

To move a film, click down on the frame and drag. Release the mouse button when the film is in the desired location.

To run the film, double-click on it or click on the  button.




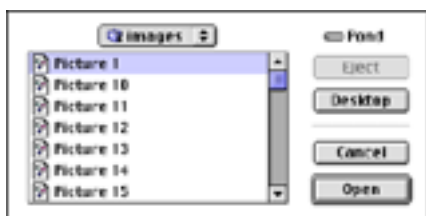
To stop the film, click on it or click on the  button.

# Importing

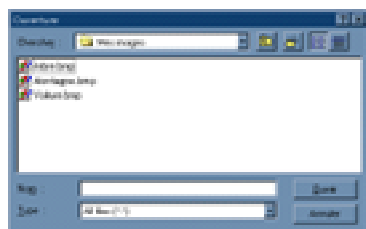
## Importing Pictures

It is also possible to import pictures made with other applications.

Click on the **Import Picture** button  on the tool palette. The window that opens lets you select a picture to import.

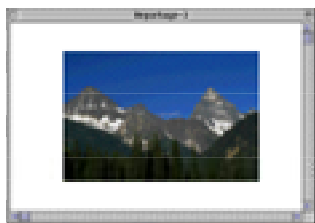


Macintosh



Windows 95™

Select the file you want and click on **Open**. The picture is pasted in your report.



On a **Macintosh**, the compatible file format is **PICT**. A number of programs, including **Adobe Photoshop™** let you save files in **PICT** format.

With **Windows 95**, the compatible file format is **Bitmap (BMP)**. These files usually end in **.bmp**. A number of programs, including **Paint** for **Windows 95™** and **Adobe Photoshop**, let you save files in Bitmap.

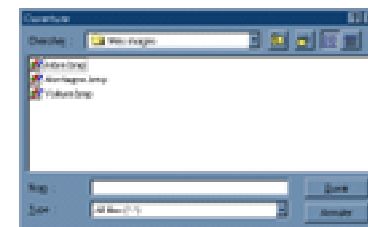
## Importing Films

It is also possible to import films made with other applications. These films must be in **QuickTime™**, whether you are using a Mac or Windows 95™.

Click on the **Import Film** button on the tool palette. The window that opens lets you select a **QuickTime™** file to import. In Windows 95™, these files end in **.mov**.



Macintosh



Windows 95™

Select the file you want and click on **Open**. The film is pasted in your report.






*Note: Your report actually contains only a **link** to the film file. If the file is deleted or changes its name or location, the link will be destroyed.*



## Running a Slide Show

You can view your report in the form of a slide show, with each page as a separate slide. Open the report and choose **Slide Show** from the **CyberEditor** menu. The report window will move to the center of the screen and the slide show controls will appear.



-  This button runs the slide show on automatic, displaying the slides one after another at one-second intervals. Press this button to start, stop, or restart.
-  This button goes back to the first slide.
-  This button goes back one slide at a time.
-  This button advances one slide at a time.
-  This button ends the slide show and returns to edit mode.

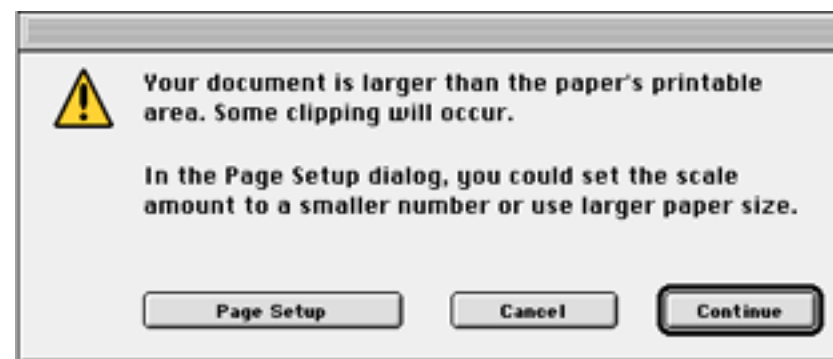
## Printing a Report

When you are ready to print your report, bring it to the front and choose **Print** from the **File** menu.

A dialog will alert you if your selected page setup will not allow the document to be printed in its entirety:

Your document is larger than the available print surface.

In the **Page Setup** dialog, reduce the size of your document or choose a larger paper size.



You have three options:

**Page Setup** opens the Page Setup dialog where you can choose a larger paper size or reduce the percentage of the document (print the pages smaller).

**Cancel** closes the dialog and cancels printing.

**Continue** will print the document with part of each page missing.

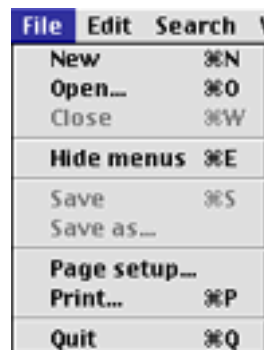
This alert remains on the screen as long as your page setup will not accommodate the entire document. When the alert disappears, it means that your document can be printed in full.

# Menus

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## File Menu

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The **File** menu contains the following options:

**New** lets you create a new report.

**Open** lets you open an existing report.

**Close** closes the front window.

Note: You cannot use this command to close the main menu.

**Hide Menu Bar** hides the menu bar at the top of the screen. To bring back the menu bar, type **Control-Space** (Windows), or **⌘-E** (Macintosh).

**Save** and **Save As** let you save a report.

**Page Setup** opens a dialog that lets you select paper size and percentage reduction for printing.

**Print** opens the print dialog. You can print a report or a main program window.

**Quit** closes the program.

## Edit Menu

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The **Edit** menu contains the following options:

**Undo**, **Cut**, **Copy**, **Paste**, and **Delete** can be used in reports.

The **Copy** option can also be used to copy selected text from a program screen.



**Select All** applies to text in a program screen or on a report page, and to objects on a report page.

**Capture** lets you copy part of a program screen as a picture. It applies only when the screen is at the front.

**Copy Film** lets you copy a QuickTime™ film from the current screen. This option is dimmed if the current screen does not contain a film.

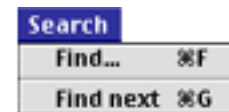
**Font**, **Size**, **Style**, **Color**, **Alignment**, and **Line Spacing** let you modify the appearance of text in your report.

## Search Menu

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The **Search** menu contains the following options:

**Find** opens the search dialog.



**Find Next** applies after you have run a search. It takes you to the next occurrence of the search word or phrase.

## CyberEditor Menu

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See page 14.



## Windows Menu

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The **Windows** menu lists open windows and lets you select which window you want to bring to the front.

## Sound Menu

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The **Sound** menu lets you start and stop the background sound and adjust its volume. These sound controls do not affect narrations or animations.