

Common Ground™ Mini-Manual

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INTRODUCTION

Welcome to the No Hands family of satisfied customers. We are committed to delivering to you superior products and exceptional customer service. If you have any suggestions regarding this or any of our other products, please contact us at (415) 802-5820. We want to know what you are thinking so that we may continually improve our products.

Digital Communication

How many times have you sent or received a file that is unusable because it can't be opened, viewed, or printed? Worse yet, have you opened a document only to find the fonts replaced or missing and the entire format ruined?

Common Ground software changes all that. Common Ground uses our DigitalPaper™ technology, which lets you create and distribute a document that is pixel-for-pixel identical with the original. A document that can be viewed or printed by any Macintosh user — even if they don't have the creating application or fonts. Distribute documents company-wide or send a newsletter to a colleague or client, always knowing that everyone will be able to use the document. Electronic document distribution has other benefits. Common Ground documents reduce the desire to pirate the creating software application and will save your organization a bundle in paper costs.

DigitalPaper

DigitalPaper is meant to have many of the properties of regular paper. If I give you a piece of paper, I know you will be able to view it as it was created. Paper is a medium that places virtually no requirements on the recipient. Similarly, DigitalPaper places few requirements on the recipient. Digital Paper is platform independent (versions for other platforms will be available in 1993), and may be viewed without the creating application and fonts. In each case, the recipient will see a document that is pixel-for-pixel identical with the original.

DigitalPaper has many advantages over paper. With DigitalPaper, you can electronically search the document for text and can copy and paste freely. Or even save out to PICT or text for further editing. In the future we will add features to our Digital Paper based products to give them further advantages over regular paper.

Common Ground is easy.

To free your documents from the constraints of your own system configuration, System 7 users can simply drag and drop your document onto the Common Ground AutoMaker icon. Other users will just print from any application after selecting the CG Maker printer driver from the Chooser. Common Ground does all the rest, instantly creating an identical document which can then be viewed anywhere with the Common Ground Viewer. Or better yet, enclose our Mini-

Viewer with the document at the time of creation, so the recipient will be able to view your documents even without the Common Ground Viewer.

Portable documents let you share information.

Common Ground eases the flow of information between you and your colleagues by ensuring your documents can be viewed and printed on any Macintosh. And by enclosing our compact Mini-Viewer with the Common Ground document when it is created, the recipient will need nothing else to view your document, making it truly portable.

Common Ground's powerful features

- **The Universal Solution**

Virtually any document in any application can be transformed into a Common Ground document using our cross platform, universal display language. And Common Ground works transparently with all fonts, including PostScript® and TrueType™.

- **Pixel-for-Pixel Identical Documents**

Our DigitalPaper technology captures all the information about the fonts used in your document and provides a pixel-for-pixel representation of your original document. Common Ground documents not only appear perfect on screen, they print perfectly as well: At a precise, 300 dpi resolution.

- **Search, copy, and paste freely**

A Common Ground file is not a mere bit-map copy of your document. Each Common Ground file contains text and graphics you can search, copy, and paste into other documents. You can even save out to text or PICT file formats for further editing.

- **Maximum security**

All Common Ground files can be secured to prevent unwanted copying, and printing. All documents can be password protected and DES encrypted as well for additional privacy.

- **Attach Sounds to Documents.**

Sounds can be notes you record to describe the document or prerecorded sounds that enhance the document.

- **Powerful Text Search**

In addition to searching for whole words and exact case matches, you can also generate a list of all occurrences of the found text and the page on which each occurrence appears.

Who can benefit from Common Ground?

Common Ground makes life easier for anyone who needs to exchange text with special fonts and complex graphics. People who find Common Ground useful include:

- **Writers/Designers/Editors**

Common Ground lets writers and designers send brochures, ads, newsletters, and other documents they create to their clients and editors for review. The clients and editors can then view and print all the information without having to own the programs that created the documents. Designers will especially appreciate being able to enclose a Mini-Viewer with their Common Ground document, so they can electronically send a comp of their work to a client, knowing that the client will be able to view it, even without the Common Ground Viewer.

- **Business People**

Common Ground allows executives, managers, and sales people to exchange sophisticated proposals, memos, and other business communications that contain special fonts and graphics, knowing that the recipient will be able to view and print a document that is pixel-for-pixel identical to the original.

- **Engineers and Drafters**

Anyone who creates drawings can use Common Ground to send their drawings to other people for review.

- **Faxless People**

People without fax machines can receive Common Ground documents on disk or over a modem and print out the documents. Also, because Common Ground documents support 300-dpi printing, the quality of the output is better than faxes.

- **Bulletin Boards**

Organizations that use electronic bulletin board systems (BBSs) can use Common Ground to distribute information to their subscribers. Common Ground documents containing announcements, calendars of events, job listings, and other types of information can be downloaded and used by subscribers. Because Common Ground lets you embed a Mini-Viewer to create a self-launching document, you know that everyone will be able to access the information you've posted and view it with the fonts and graphics intact.

CHAPTER 1

CHAPTER 1 — Getting Started

The following sections cover system requirements and installation.

Software and Memory Requirements

- Common Ground will work on any Macintosh running System 6.0.5 or later or System 7.0 or later.
- A minimum of 700 K of free memory is required to run Common Ground. This means you must have 2 Mb of memory under System 6.0.x and 3 Mb under System 7.

Installing Common Ground

Common Ground should be installed on your hard disk. Before you install Common Ground, make a copy of the program diskette and store the original in a safe place, away from heat, humidity, or anything magnetic like speakers, ringing telephones, and so on.

Common Ground is shipped on the Common Ground disk and consists of these files:

- Common Ground
- CG Maker
- CG AutoMaker

The procedures for installing Common Ground under System 6.0.x and System 7 are nearly identical. These instructions assume you know how to select and copy files. If you are not sure how to do this, see the book Macintosh Reference, which was shipped with your computer.

To install Common Ground:

1. Insert the Common Ground diskette into a floppy drive in the Macintosh.

2. The disk opens in a window.



Common Ground Disk

3. Select and copy the Common Ground and CG AutoMaker files onto your hard disk.

Tip: Move the CG AutoMaker onto the desktop to make it easier to access when you use it to generate documents.

4. Select and copy the CG Maker file into your System folder. If you are using System 7, an alert dialog box will ask if you want to put the file in the Extensions folder. Click OK.
5. Restart your Macintosh.

That's it! You're ready to get started using Common Ground.

CHAPTER 2

CHAPTER 2 — Quick Start

This chapter takes you through the process of creating and viewing a Common Ground document.

Before you create a Common Ground document, make sure you have installed the Common Ground software. See the section, “Installing Common Ground,” in Chapter 1 of this document for installation instructions.

Using the AutoMaker to create a Common Ground document

The easiest way to create a Common Ground document is by using CG AutoMaker. CG AutoMaker lets you create Common Ground documents by simply dragging and dropping a document in the Finder. This saves you the trouble of opening the original document. CG AutoMaker uses certain default settings to automatically create Common Ground documents. (You can use the Common Ground printer driver if you want to choose page setup and print options. See the sections below for more information.)

Note: This feature is only available if you are running System 7. See the sections below for instructions on choosing options for Common Ground documents and creating documents using System 6.0.x.

To create a Common Ground document using the AutoMaker:

1. Go to the Finder.
2. Open the folder that contains the document you want to use to create a Common Ground document.
3. Make sure the CG AutoMaker icon is visible on the screen. If CG AutoMaker is in a folder, open the folder.
4. Drag the document on top of the CG AutoMaker icon. The CG AutoMaker icon should highlight.
5. Release the mouse button when the CG AutoMaker icon is highlighted. A new Common Ground document appears next to the original. The Common Ground document is named after the original document, but with the extension “.dp” at the end of the document name.

Creating a Common Ground document from within an application

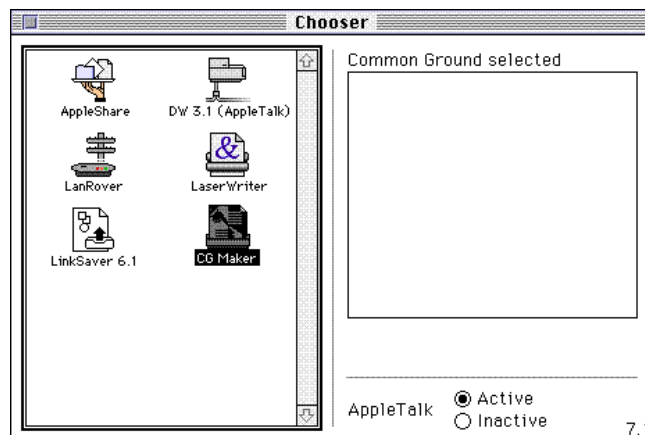
The first step in creating a Common Ground document is to open a document in another application. You can use any application you want (so long as it supports the standard Macintosh Print command). The document should contain more than one page and at least a few lines of text to work best with this example. (See the manual that came with the application for information on starting the application and opening documents.)

Selecting the CG Maker Printer Driver

You use the CG Maker printer driver to create Common Ground documents. Once you install the Common Ground software, the CG Maker printer driver appears in the Chooser dialog box.

To select the CG Maker printer driver:

1. Pull down the Apple (🍏) menu and select Chooser. The Chooser window opens.
2. Click the CG Maker icon. The icon is highlighted.



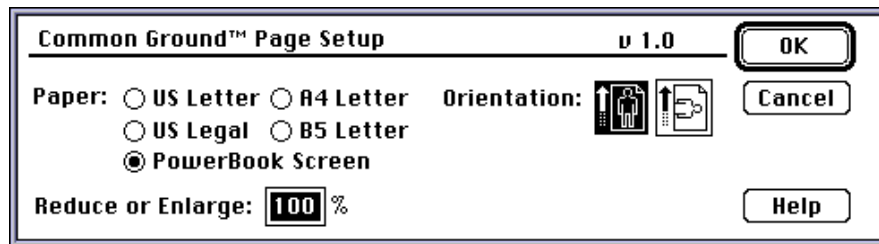
3. Click the Close box in the Chooser window. The window closes. Click OK to close the alert dialog box that prompts you to change the page setup.

Defining the Page Setup

After you change printer drivers, you need to define the page setup for the chosen device (printer, fax/modem, and so on). In this case, you define the page setup for the Common Ground document you will create.

To define the page setup for the document:

1. Go back to the application and select the File menu and choose Page Setup. The first time you create a Common Ground document, you are asked to personalize your copy of the CG Maker. Type your name into the Name box. Then click in the Company box or press the Tab key. Type your company name. Click OK. The Page Setup dialog box opens.



The default settings should work fine in most cases, so just leave them as they are.

2. Click OK to close the Page Setup dialog box.

Choosing Printing Options

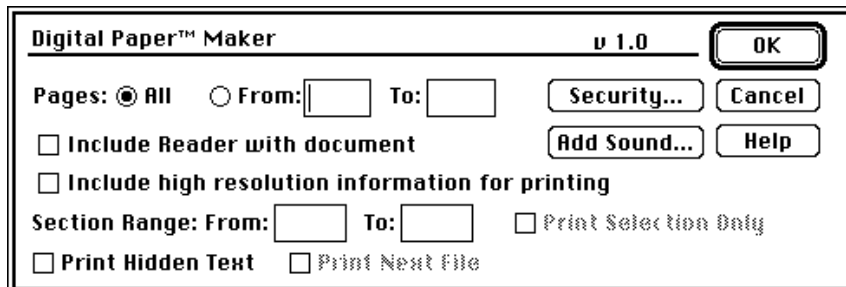
Common Ground gives you many options when you create a new document. These options let you:

- Choose the range of pages to be included in a document
- Prevent people from copying text and/or graphics in a document
- Encrypt a document with a password
- Attach a sound
- Include high resolution information for printing
- Include a Mini-Viewer

These options are accessed in the Print dialog box. All these options are described in detail later in the Common Ground manual. See Chapter 3 "Creating Common Ground Documents" for information.

To create the Common Ground document:

1. Open the File menu and choose Print. The Print dialog box opens.



Once you click OK in the Common Ground dialog, you will be asked where you want to save the Common Ground document.

Working With the Common Ground Document

You can now open the Common Ground document you created. If you included high resolution information in the document, you can print the text and graphics at the highest possible level of quality. In addition, text and graphics can be selected and copied for use in other applications.

Opening other documents

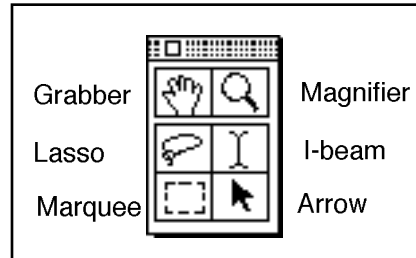
You can use the Common Ground program to open Common Ground, and several other types of documents. In addition to Common Ground documents, you can open documents saved in these formats:

- MacPaint
- PICT
- Text

Thus Common Ground can be used as a general 'generic' document viewer.

Using the Tool Palette

The Tool palette contains the tools you use to select text and graphics and zoom in or out from a document. You can open and close the Tool palette and move it to a convenient place on the screen.



Tool palette

To close the Tool palette:

- Click the Close box in the Tool palette or press the Spacebar. The Tool palette disappears from the screen.

To open the Tool palette:

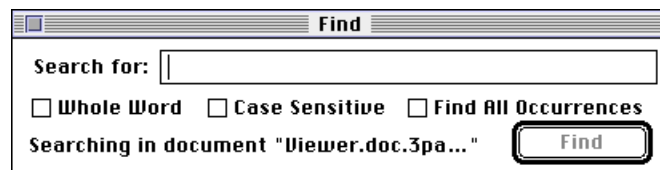
- Open the Windows menu and choose Tools. The Tool palette opens.

To move the Tool palette:

1. With the arrow selected, point to the title bar on the Tool palette.
2. Press and hold the mouse button, then drag the Tool palette where you want it.
3. Release the mouse button when you are finished.

Searching for Text

Use the Find dialog box to locate text in a document. You can restrict the search to text that matches certain criteria and locate all occurrences of text.



To find text in a document:

1. Open the Edit menu and choose Find. The Find dialog box opens.
2. Check the Find options you want. Click a box to check it. The Find options are described below.
3. Type the text you want to find.
4. Click the Find button. The program highlights the first occurrence of the specified text in your document.

Note: You may always close the dialog box after an occurrence is found by clicking in the dialog close box.

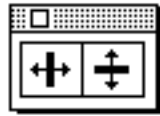
5. Click the Find Next button to find the next occurrence of text in the document. The next occurrence of text is highlighted. When the program reaches the end of the document, a dialog box appears.
6. Click OK to resume the search at the beginning of the document; click Cancel to stop the search.

Section Guides

Section guides allow you to define sections you want to treat as discrete areas, such as columns and rows. When you first open a Common Guide document that contains text laid out in columns or columns and rows, the program doesn't initially recognize the special layout. For example, without section guides, if you select text on a page with columns, all the lines of text across the page are selected, not just the text in a certain column. If you use vertical section guides to define the columns, however, Common Ground lets you select the text in the individual columns. You can use horizontal column guides to define rows in tables and spreadsheets. Once you define the sections on a page, you can easily select the part of the column or row you want to copy using the I-beam tool.

To place a section guide:

1. Open the Windows menu and choose Section Guides. The Section Guides palette opens.



Drag the palette by its title bar to move it. Click its Close box or press the Spacebar to close it. When the Section Guides palette is closed, the section guides placed on the page are hidden.

2. Click the Vertical or Horizontal section guide tool, depending on which one you want.
3. Point where you want the section guide to appear. The pointer changes to the Section Guide pointer. A plus sign appears in the pointer to show you are ready to add a new section guide.
4. Press and hold the mouse button, then drag to precisely place the section guide. Or, simply click the mouse button. A section guide appears at each point you release the mouse button.

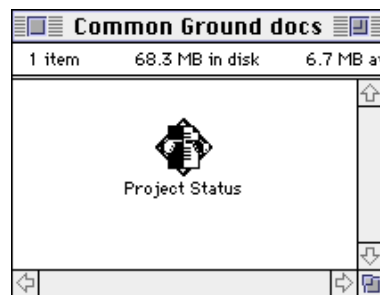
For more information on using section guides, see the Common Ground manual.

Using the Mini-Viewer

As an option, a Mini-Viewer can be included in a Common Ground document. The Mini-Viewer lets anyone open a Common Ground document as long as the document is not password protected. The Mini-Viewer let anyone view on screen a Common Ground document, but not search in or copy from the document.

.i.mini viewers:using

Documents that contain a Mini-Viewer look like this:



To open a Common Ground document that contains a Mini-Viewer:

- Double-click the Common Ground document icon in the Finder.

To display a different page:

- Open the Page menu and choose Next to display the next page; choose Previous to display the previous page.

To close the document:

- Open the File menu and choose Quit. The document closes and the Mini-Viewer quits.

CHAPTER 3

CHAPTER 3 — Tips and Troubleshooting

Important Tips

Below are some useful tips for getting the most out of Common Ground.

Printing

- When do I not need to use the ‘Include high resolution information for printing’ option?

When you create a Common Ground document using this option, you achieve the best possible quality under all circumstances. This option may however also slow down printing. If the fonts in the document are to be available on your viewing system, you can save time by not selecting this option. Check ‘Document Fonts’ under the Windows menu to see the fonts the viewing system will need for high resolution printing if you do not select this option.

If you are only concerned about viewing the Common Ground document on the screen, you do not need to include the high resolution information for printing.

If you are using SuperATM, you do not need to include the ‘high resolution printing’ information since SuperATM will generate such information itself.

If you are trying to achieve the smallest possible file size, you may not want to include this information as it can significantly increase the size of the file.

Mini-Viewer

- How is the Mini-Viewer different from the Common Ground Viewer?

The Mini-Viewer is significantly smaller than the Common Ground Viewer, thus keeping the size of the file small while allowing someone without Common Ground to view your documents. Enclosing the Mini-Viewer creates a self launching document that anyone can view or print. However they will need the full Common Ground Viewer to be able to search or copy from the document.

The Mini-Viewer can not be included with Common Ground documents that have been encrypted or that included recorded sounds.

Working with Color

- How can color affect the size of my documents?

Common Ground creates documents based on the bit depth of your monitor. If your monitor is set to millions of colors when you create a Common Ground document, the document will contain millions of colors even if your document is only black and white text. The most effective way to keep your documents small is to set your monitor to the highest bit depth of the document. In the case of a black and white text only document, you should set your monitor to black and white and then create the document.

Selection and Copying Options

Common Ground gives you lots of flexibility in selecting text and pictures in a document. Below is a list of the various options available for selection and copying.

NOTE: If you wish to copy all the text from a Common Ground document, you can use the Save As... command under the File menu to save a text file.

Lasso: Use the Lasso tool to select irregularly shaped pictures and text you want to copy as a picture. The Lasso is also useful for accurately selecting pictures surrounded by white space. The Lasso intelligently selects only the picture and leaves out the white space.

Marquee: Use the Marquee tool to select rectangular pictures and large chunks of text. When you use the Marquee tool, you have the option of copying selected pictures as bitmaps or PICT objects and selected text as a bitmap, PICT object, or as a series of characters (text).

I-beam: Use the I-beam tool to select from one character to many pages of text. After you select the text, you can copy it and then paste it into a word processing, page layout, or spreadsheet program and edit it.

Section Guides: Use section guides to define sections on a page. Section guides let you define areas on pages that are laid out in columns and rows, for example, multi-column newsletters, tables, and spreadsheets. After defining the sections, you can use the I-beam or Marquee tool to easily select text in the sections you want.

See the section, “Using the Tool Palette” in Chapter 4 “Viewing Common Ground Documents” in Common Ground manual.c. for information on using the Lasso, Marquee, and I-beam tools. See the description of section guides in Chapter 5 “Common Ground Command Reference” for information on using section guides.

Copying: After you select a picture, you can choose to copy it as a bitmap or as a PICT object. You can also copy text as a bitmap, PICT object, or as a series of characters. Bitmaps are commonly used in paint programs (such as MacPaint). Once in a paint program, you can

edit the individual pixels (picture elements) that make up the bitmap. PICT objects are commonly used in drawing programs (such as MacDraw). PICT objects are composed of a series of lines and geometric shapes (such as circles and rectangles). You might want to copy text as a bitmap if you want to paste the text into a paint program and apply some special effect to it (such as skew, distort, or perspective). If you want to be able to edit the characters in the text and use it in a word processing or spreadsheet program, you need to copy it as text or as a PICT object. You can select all and copy as a PICT. You can now go to a drawing program and paste. Once you select the 'Ungroup' feature, all the individual components of the original document will be editable. See the description of the Marquee and I-beam tools in Chapter 4 "Viewing Common Ground Documents" for instructions on using the copy options.

NOTE: When copying text from Common Ground, the pasted fonts might be different from the fonts used in the Common Ground document. If the fonts used in the Common Ground document are not present, the text will be pasted using the default system font. If the fonts are present, the text will be pasted correctly.

Technical Support

If the previous troubleshooting section has not solved your problem, the No Hands Technical Support Department is available to help you. The No Hands Technical Support Department can be reached by calling (415) 802-5820. No Hands Software also maintains support forums on AppleLink, CompuServe, and America OnLine. Our AppleLink address is NOHANDS, our America OnLine address is NoHands, and our CompuServe address is 74740,2142.

What to do before you call:

Before calling Technical Support, please have the following information ready. This will aid us in answering your question quickly and efficiently.

1. Have your original diskettes or upgrade diskettes with your registration number.
2. Be prepared to describe your computer setup as thoroughly as possible.
3. How repeatable is the problem? Does it happen every time, only sometimes, or only once?