

Replica for Macintosh

Quick Reference Guide

Welcome to Replica for Macintosh! This quick reference guide will help you use Replica to share documents with other users. To learn more about Replica, see “What Replica can do for you” on page 3.

The file you are now viewing, “Replica for Macintosh Quick Reference Guide,” is a Replica document and is being displayed by the Replica Viewer. It contains a shortened version of the *Replica for Macintosh User’s Guide*.

To print this document:

1. Open the Chooser and make sure your desired printer is selected. Do not select the Replica Creator.
2. Choose Print from the File menu and click OK.

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What Replica can do for you

Replica for Macintosh works with the other applications on your computer. It allows you to send files to other users for viewing and printing even if they don't have the original application. You can make a Replica copy of any document for convenient viewing on other people's computers, and in most cases the Replica copy looks exactly the same as the original document.

For example, you can make a Replica copy of a document created with Microsoft Excel or Aldus PageMaker and then send it directly to users who do not have either application. If you have used fonts that other users don't have, you can include them with your Replica copy. When it arrives at the other person's computer, the recipient can use the Replica Viewer—which you can also include with the Replica copy—to open and view the document in its original fonts. You can also simply give individual copies of the Viewer—no royalty fee—to your colleagues and send Replica documents to them.

Replica saves the expense and disk space otherwise required for your co-workers to keep individual copies of the applications and fonts you use to create your documents.

Free Trial Version

If you received the Free Trial Version of Replica, you do not have a serial number to type in during installation; however, you can continue to install. You are entitled to create five Replica documents at no charge. If you'd like to be able to create an unlimited number of Replica documents, you can purchase a copy of Replica with a serial number from your Farallon dealer. For more information, choose About Replica Viewer from the Apple menu.

How Replica works

Replica consists of a **Creator**[™] and a **Viewer**[™].

The Replica Creator is a Chooser extension that makes a Replica copy of your original document. You print the document to the Replica Creator just as you would to your usual printer.

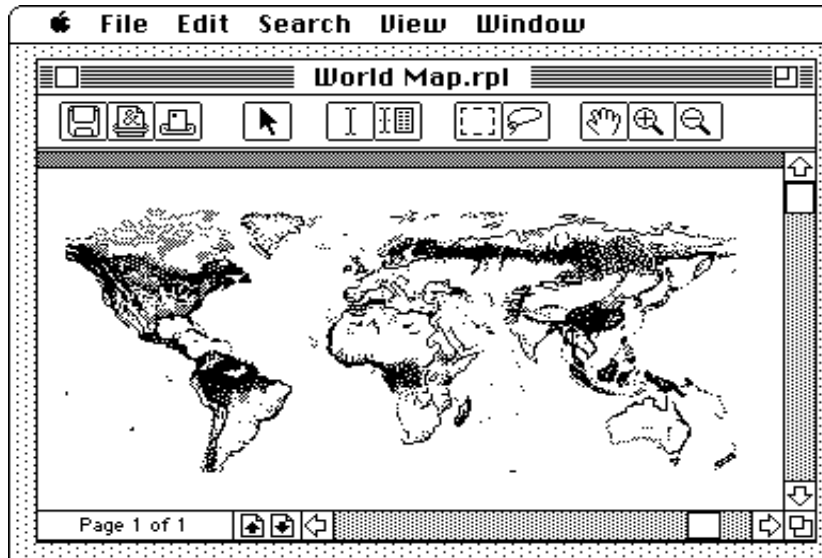
The Replica Viewer is an application that displays Replica documents. With the Viewer you can

- Open and view documents created by either Replica for Macintosh or Replica for Windows.
- Copy text and graphics from a Replica document to the Clipboard
- Find text or substrings in the document
- Save Replica documents on your computer
- Send a Replica document to another user on your network.
- Include the Viewer along with the document so that it can be opened directly from the Finder.
- Print a Replica document

The Replica Viewer window, its buttons, and tools are explained in the next section.

The Replica Viewer window

The Replica Viewer window displays a Replica document, that is, a Replica copy of a document created by another application:



After you open a Replica document, you can use the buttons and tools in the Tool Bar to work with the document. See the following pages to learn about Replica's command buttons, selection tools, and view tools.

You can move through the document by clicking the   buttons at the bottom of the window or by using the Go To Page command in the Search menu.

To learn how to use the menus, see "Menus and Dialog Boxes" later in this guide.

Command buttons

Use these buttons as shortcuts for commands in the File menu:



Save As



Print



Send

Selection Tools

Use these tools to select text and pictures from Replica documents:



Use the arrow tool to select text or pictures as objects for copying into a draw program.



Use the text tool to select text for copying into a word processing program. If your document has two or more columns, use the column text tool described below.



Use the column text tool to select text that is formatted in columns.



Use the marquee tool to select a rectangular area of your document as a bitmap for copying into a paint program. The area may contain text, pictures, or both.



Use the lasso tool to select an irregular area of your document as a bitmap for copying into a paint program. The area may contain text, pictures, or both.

View tools

Use these tools to magnify, reduce, or reposition the image in the Replica window:



Click the Zoom-In tool to enlarge the image.



Click the Zoom-Out tool to reduce the image.



Use the Browse tool to move the image within the window.

Where Replica files are installed

The Installer creates a Replica folder at the top level of your hard disk and copies Replica Viewer, Replicator, Read Me, Uses of Replica, and Quick Reference Guide to it.

System 7 users: The Installer copies the Replica Creator to the Extensions folder of the System Folder and copies Replica Shortcut to the Control Panels folder.

System 6 users: The Installer copies the Replica Creator to the System Folder.

If you want to remove Replica, use the installer application's Remove command or simply drag the files described above to the Trash and empty the Trash.

Basic Skills

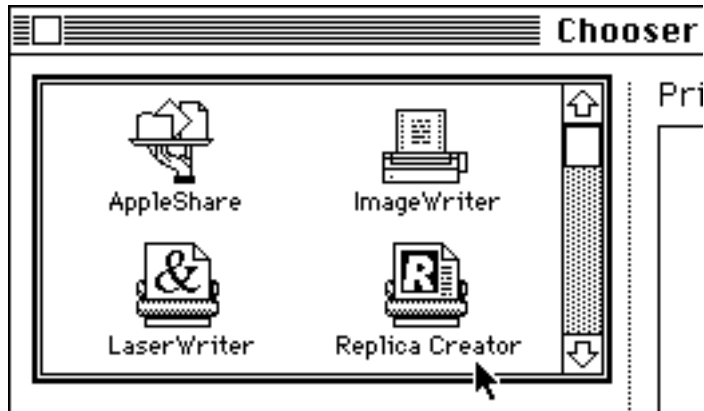
This section explains the all the tasks you can perform with Replica. Consult the Table of Contents or Index for specific topics.

Making a Replica copy of your document

You don't need to start the Replica Viewer program to make a Replica copy of your document. All you have to do is switch from your usual printer to Replica. By printing to Replica, you make a copy of the document in Replica format in your computer's memory. That copy can then be distributed, along with the Replica Viewer, to any other Macintosh user. It can also be viewed on a PC that has Replica for Windows.

To make a Replica copy of your document:

1. Stay in the application you used to create the original document.
2. Open the Chooser.
3. Select the Replica Creator icon:



4. Return to your document.
5. Choose Page Setup from the File menu, make any desired changes, and click OK.
6. Choose Print from the File menu.
7. Select any desired options in the Print dialog box and click the Print button.

Replica makes a copy of the document. It then displays a Save As dialog box or, if so instructed in the Print dialog box, it opens the Viewer and displays the Replica copy—the latter option is available only under System 7.

Opening a Replica document

The easiest way to open a Replica document created on a Macintosh is to double-click the document icon in the Finder. The procedure below will open a Replica document created on either a Macintosh or a Windows computer.

To open a Replica document:

1. Open the Replica Viewer application.
2. Choose Open from the File menu.
3. If you are looking for a Replica copy created on a Windows computer that does not have a .rpl or .exe filename extension, click the Show All Files Types option.
4. Select the desired document.
5. Click the Open button.

Saving a Replica document

You have two options for saving a Replica copy of your document:

- When you print to Replica and do not select the “Open Replica After Printing” option, Replica displays a Save As dialog box before making the copy. This is the default setting. Enter the desired document name and click the Save button.
- **System 7 users only:** When you print to Replica and select the “Open Replica After Printing” option, the copy is displayed in the Replica Viewer. At that time, you can follow the procedure below.

Note: You don’t have to save the Replica copy if you only want to send it to other users. However, you will need to save a copy if you plan to use or send the document at a later time.

To save a Replica document:

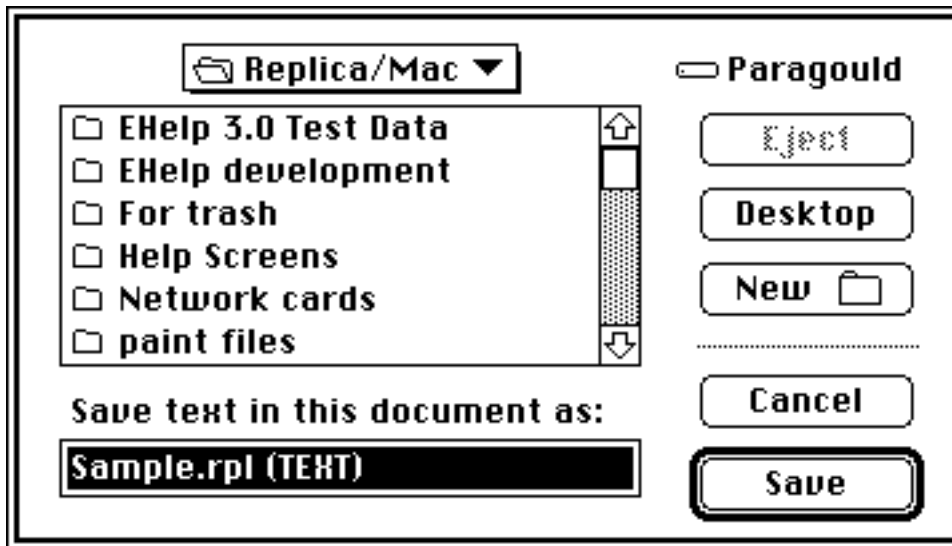
1. Choose Save As from the File menu or click  in the Tool Bar.
2. Enter the desired document name.
3. If you want to change the features that are included in the document—Viewer, font options, password—click the Options button, make the desired changes, and click OK to return to the Save As dialog box.
4. Click the Save button.

Saving a Replica document as a text file

You may want to save only the text of your document in a separate file. Replica lets you do this without having to perform multiple text selections and copying them individually to the Clipboard.

To save a Replica document as a text file:

1. Choose Save Text from the File menu.



2. Enter the desired document name.
3. Click the Save button.

Note: The Save Text command does not save any text created by a paint application.

Sending a Replica document

You can use Microsoft Mail or Farallon's Timbuktu Pro to distribute your Replica document directly from Replica.

To send a Replica document:

1. Choose Send from the File menu or click  in the Tool Bar. You are prompted to log on to your mail application, if necessary.
2. The electronic mail dialog box or Timbuktu Send Files dialog box is displayed. Select the desired recipients and enter other options as desired.
3. Click the Send button.

Note: To specify which application should be displayed by the Send command, choose Send Setup from the File menu, select the desired application, and click OK. If your mail application is not supported by Replica, you can still send saved Replica documents with it as enclosures.

Including the Viewer with a Replica document

You may need to send a Replica document to someone who doesn't have the Replica Viewer application. You can include a copy of the Viewer with the document, as explained below.

To include the Viewer with a Replica document:

1. Choose Options from the File menu.
2. Select Include Macintosh Viewer.
3. Click OK.

When you send or save the document, a copy of the Viewer application along with online Help accompanies it.

Note: Users who open self-launching documents are notified that the Viewer is being installed on their disks. They can reuse it to view other Replica documents at a later time.

Including fonts with a Replica document

You may need to include fonts with a document you're sending to someone who doesn't have them. Optimal fonts (see below) is the default selection.

To include fonts with a Replica document:

1. Choose Options from the File menu.
2. Select the desired Font Embedding option.
3. Click OK.

The following sections describe exactly how each of Replica's font embedding options works.

No Fonts

A No Fonts document contains no outline tables or bitmapped fonts. It is the correct choice if the recipients of your Replica copy have the same Macintosh fonts as the ones you used to create the original document. A No Fonts Replica copy

- Takes the least time to make.
- Results in the smallest possible file size—always smaller than the original file—which is desirable for documents that must be sent through modems or posted on electronic bulletin boards.
- Is convenient for workgroups that use a common set of fonts.

Screen Fonts

A Screen Fonts document contains only bitmapped fonts at 72 dpi resolution. It is the correct choice if the recipients—either Macintosh or Windows users—of your Replica copy will view it on screen and not print it. A Screen Fonts Replica copy

- Results in a file size smaller than an Optimal Fonts copy.
- Takes less time to make than an Optimal Fonts copy.

Optimal Fonts

An Optimal Fonts document contains font information—outline tables and bitmapped fonts—for *nonstandard Macintosh fonts*, that is, fonts other than Chicago, Courier, Geneva, Helvetica, Monaco, and Times. When bitmapped fonts are required, they are embedded in two tables: one with 72-dpi resolution and another with 300-dpi resolution. The 72-dpi characters are used for screen display, and the 300-dpi characters are used for printing.

Optimal Fonts is the correct choice if the recipients are other Macintosh users and will be printing the Replica copy. An Optimal Fonts Replica copy

- Results in a file size smaller than an All Fonts copy
- Takes less time to make than an All Fonts copy

All Fonts

An All Fonts document contains font information—outline tables and bitmaps—for *all Macintosh fonts*. When bitmaps are required, they are embedded in two tables: one with 72-dpi resolution and another with 300-dpi resolution. The 72-dpi characters are used for screen display, and the 300-dpi characters are used for printing.

All Fonts is the correct choice if the recipients are Microsoft Windows users and will be printing the Replica copy. Using All Fonts ensures the highest possible fidelity between the Replica copy and the original document.

Printing a Replica document

Replica documents can be printed as easily as any document created with a word processor.

To print a Replica document:

1. Start Replica and open the document.
2. Choose Page Setup from the File menu and make sure the desired printer is selected. If necessary, reselect your printer in the Chooser.

Do **not** select the Replica Creator in the Chooser

If the document is in landscape orientation, make sure to select Landscape in the Page Setup dialog box.

3. Choose Print from the File menu or click  in the Tool Bar.
4. Select any desired options in the Print dialog box.
5. Click the Print button.

Hint: If Replica displays a message that your Macintosh does not have enough memory to print the document, open the Chooser, select your printer, and switch Background Printing on.

Copying text as characters

You can copy text as characters from single-column documents and from multi-column documents. Choose the appropriate procedure below.

Note: Text created in a paint program can't be selected with the text tools. Use the marquee and lasso tools for this kind of text. Paint programs change text into bitmapped graphic data, which contains no font information.

To copy text from a document that is not formatted in columns:

1. Click  in the Tool Bar. The pointer changes to .
2. Drag through the text you wish to select.
3. Choose Copy from the Edit menu.

Note: To select additional text, hold down the Shift key and click the last character that you want in the selection. Replica selects this character and all text between it and the first selection.

To copy a single column:

1. Click  in the Tool Bar. The pointer changes to .
2. Select the column, or any part of it, by dragging through the desired text.
3. Choose Copy from the Edit menu.

To copy multiple columns:

1. Click  in the Tool Bar. The pointer changes to .
2. Select the first column, or any part of it, by dragging through the desired text.
3. Hold down the Command (⌘) key.
4. With the Command key held down, select another column. Replica will remember the order in which the columns are selected.
5. If necessary, repeat steps 3 and 4 to select additional columns.

Note: To change the amount of text in the most recent block you have selected, hold down the Shift key and drag across the selection from above or below. Replica adjusts this block without affecting the previously selected text.

6. Choose Copy from the Edit menu.

Copying objects

You can copy pictures and text to the Clipboard as objects. This allows you to maintain items as individual objects that can be edited in a draw program.

To copy text or pictures as objects:

1. Click  in the Tool Bar. The pointer changes to .
2. To select contiguous objects, drag across them.

To select noncontiguous objects, after clicking the first object, hold down the Shift key and click the other objects (text or pictures) you wish to select.

3. Choose Copy from the Edit menu.

Note: After you have pasted the selection into your draw application, you may need to ungroup it before you can edit individual items.

Copying bitmaps

You can copy any part of a Replica document to the Clipboard as a bitmap. This means the information is stored as a set of pixels, rather than as text (ASCII codes) or as objects (drawing commands).

To copy a rectangular area as a bitmap:

1. Click  in the Tool Bar. The pointer changes to .
2. Drag the pointer across the area you wish to select.
3. Choose Copy from the Edit menu.

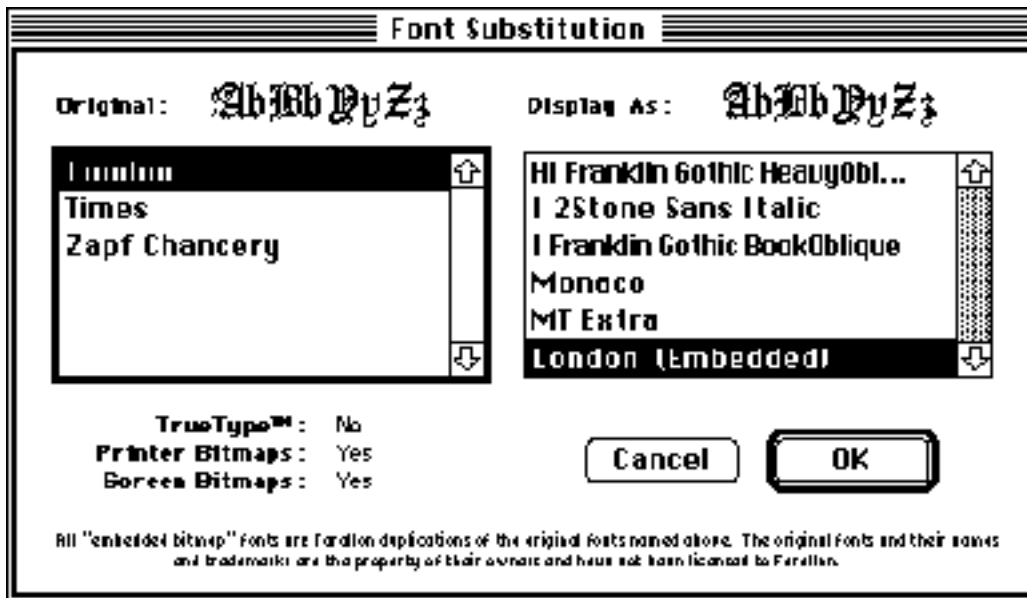
To copy an irregular area as a bitmap:

1. Click  in the Tool Bar. The pointer changes to .
2. Outline the area you wish to select with the lasso.
3. Choose Copy from the Edit menu.

Substituting fonts

The Replica copy you receive from another user may use fonts not installed on your computer or embedded in the copy. In that case, you can substitute fonts installed on your computer for the fonts you don't have.

To see if you should substitute any fonts, choose Font Substitution from the Edit menu:



Select the fonts, one by one, in the Original list and read the embedding information for each font below the list. The following conditions require, or may require, font substitution:

- The font is not embedded in the Replica Copy in any format; in this case, Replica automatically selects substitute fonts. You can substitute different ones if you want to. This is the only case in which no sample text appears above the Original list.
- The font is not embedded in the Replica Copy either as TrueType or as printer bitmaps; if you intend to print the document, you should substitute a font installed on your computer for a more attractive printout.
- The font is embedded as TrueType or as printer bitmaps or both, but you just don't like its appearance; you can always substitute a different font whenever you please.

To substitute fonts:

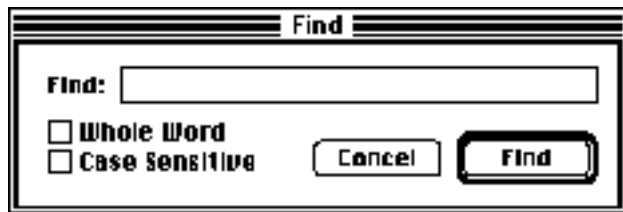
1. Choose Font Substitution from the Edit menu.
2. In the Original font list, select the font that requires a substitute.
3. In the Display As font list, select a substitute font. A sample of the substitute font appears above the list.
4. Repeat steps 2-3 for any other fonts requiring substitution.
5. Click OK.

Searching for text

If you need to find a specific word, phrase, or any sequence of characters, you can use the Find command to search through the text of a Replica document automatically.

To search for text:

1. Choose Find from the Search menu or press **⌘-F**.



2. In the Find box type the *search string*, that is, the word, phrase, or group of characters you want Replica to search for.
 - If you are only interested in finding isolated occurrences of the search string, select Whole Word; Replica will only look for occurrences that have a space on the left and right side of the search string.
 - If you want Replica to search only for occurrences that match the capitalization of each letter in the search string, click Case Sensitive; otherwise, Replica will ignore the case of the search string.
3. Click the Find button or press Return.
 - If Replica finds the search string, it displays the appropriate page and highlights the first occurrence of the string.
 - If Replica does not find the search string, it beeps.

4. If you wish to search for more occurrences of the same string, choose Find Again from the Search menu, or press ⌘-G. Replica highlights the next occurrence, if any, of the string.

When Replica can find no more occurrences, it beeps and then redisplay the Find dialog box with the current search string.

Displaying pages

You can use commands in the Search menu to move quickly back and forth in a Replica document.

To display the first page:

Choose First Page from the Search menu or press ⌘-1.

To display the last page:

Choose Last Page from the Search menu or press ⌘-4.

To display the previous page:

Choose Previous Page from the Search menu or press ⌘-2.

To display the next page:

Choose Next Page from the Search menu or press ⌘-3.

To display a specific page:

1. Choose Go To Page from the Search menu or click the Page Number box in the lower left corner of the Replica window.
2. Type the desired page number and click the Go To button or press Return.

Improving contrast in pictures

System 7 users only: If you displaying a 256-color bitmap on a color monitor that is set to 16 colors or Black & White, you may be able to display a greater number of shades by choosing Dither from the View menu. The Dither option is not available to System 6 users.

Enlarging and reducing the image

You can use commands in the View menu to change the scale of the image in the Viewer window.

To reduce or expand the image to the size of your Viewer window:

Choose Fit To Window or Fit to Width from the View menu.

To enlarge the image:

Choose 150%, 200%, or a higher percentage from the View menu.

To reduce the image:

Choose 75%, 50%, or a lower percentage from the View menu.

To enter your own percentage of enlargement or reduction:

1. Choose Other from the View menu.
2. Type in the desired percentage of enlargement (greater than 100%) or reduction (less than 100%).
3. Click OK or press Return.

To view the document one page at a time:

Choose Single Page from the View menu.

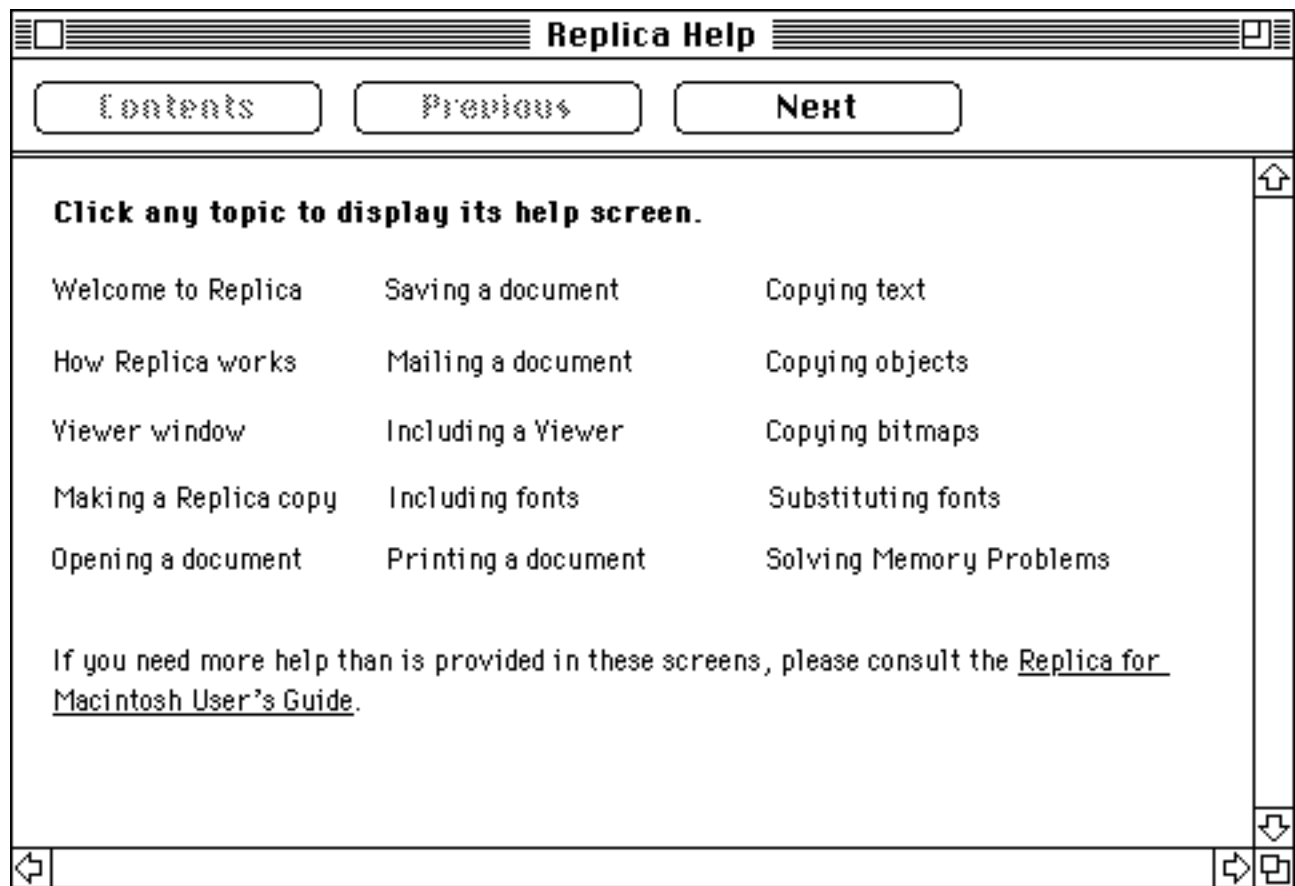
To view the document two pages at a time:

Choose Double Page from the View menu.

Getting help

System 7 users can view Replica's Help topics by choosing Replica Viewer Help from the  (Help) menu.

System 6 users can view Replica's Help topics by choosing Help from the Apple menu.



Click the desired topic to display it.

- To move forward or backward through the help topics, click the Next or Previous button.
- To redisplay the table of contents, click the Contents button.
- To close the Help window, click the close box in the upper left corner.

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your Replica document. While most TrueType font manufacturers allow embedding of their fonts, some do not. Please consult the “Read Me” file which came with the Software for information on which fonts may be legally embedded. If the font you wish to embed is not manufactured by one of the companies that allows font embedding, please contact the font manufacturer for further information prior to creating a Replica document using embedded fonts.

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