



# INSIDE MACINTOSH

by Apple Computer, Inc.

CD-ROM



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This pamphlet briefly describes the contents of the *Inside Macintosh CD-ROM* and provides an introduction to the Apple DocViewer application. Because DocViewer offers many useful features, some of which you might not be aware of even if you have used the application before, we strongly recommend you look through this pamphlet before starting to use the CD.

## **How to Keep in Touch**

The *Inside Macintosh* documentation and this CD are products of Apple Developer Press. We are always happy to receive your comments and corrections. You can contact us by AppleLink at DPFEEDBACK or at DPFEEDBACK@applelink.apple.com. Or send a letter to Inside Mac CD Feedback, 1 Infinite Loop, MS 303-4DP, Cupertino, CA 95014.

If you want to be on Addison-Wesley's mailing list to receive notices of updates to this CD and other Macintosh system software documentation, send in the registration card included with the CD.

## **What's on the CD**

The contents of the CD are displayed on your computer desktop when you insert the CD in the disk drive. The CD contains the following folders and files:

- **A Read Me** file with information about the CD; you should read it before the first time you open any other document on the disk.

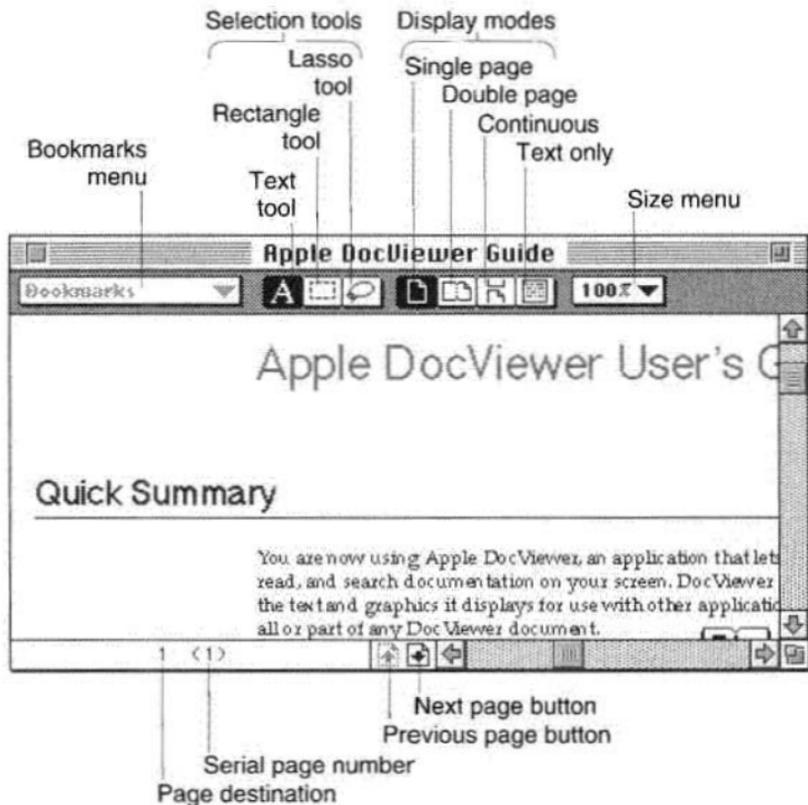
- A folder that contains the *Inside Macintosh X-Ref*—a general index to all *Inside Macintosh* books, several specialized indexes, a list of result codes, and a combined glossary of terms used in *Inside Macintosh*.
- A folder that contains the full set of the currently published *Inside Macintosh* books, plus the *Macintosh Human Interface Guidelines*.
- A folder with a set of Apple DocViewer collection files containing *Inside Macintosh* books. For example, the Macintosh Toolbox collection contains the books *Inside Macintosh: Macintosh Toolbox Essentials* and *Inside Macintosh: More Macintosh Toolbox*.
- A folder with the Apple DocViewer application, the *Apple DocViewer User's Guide*, a Read Me file, a questions and answers file, a set of fonts, and the DocViewer Apple Events Info folder. The user's guide is the complete reference for Apple DocViewer. The Read Me file contains information too recent to have been included in the user's guide. The Q&A file contains answers to the questions asked most often about Apple DocViewer, including licensing information. The fonts folder contains several fonts that you need in order to read the DocViewer documents on this CD. The Apple Events Info folder contains information about how to use the Apple event support built into Apple DocViewer.
- A folder that contains aliases for every file on the CD.

There are also several files on the CD that are used only by DocViewer. These files have names ending in .idx. You cannot open these files.

## **Using DocViewer**

Apple DocViewer is an application that lets you display and search documentation online. DocViewer also lets you copy text and graphics into other applications and print all or any part of a DocViewer document. The DocViewer application is described in detail in the *Apple DocViewer User's Guide*, which is included on this CD. This pamphlet describes important features of DocViewer, some of which you might not discover on your own. At the end of this pamphlet is a list of the keyboard equivalents for DocViewer commands.

The following figure shows the elements of a DocViewer document window.



Here are a few features of the DocViewer application that are not obvious from playing with the controls shown in the figure:

- You can control the speed at which the scroll arrows move all documents. To do so, choose Preferences from the File menu.
- Sometimes graphics in a viewer document are scaled to fit the page. To see a graphic in its original size, double-click it.
- Text is copied as a plain character stream—with tab characters but without tabbing instructions, graphics, typographic styling, hidden text, or elements supplied by templates.
- Graphic material is copied in PICT format. If you include text in a graphic selection (such as the caption with a figure), it is copied graphically, not as text.

## **Navigation**

DocViewer provides several ways to navigate within and among documents: a table of contents, an index, bookmarks, and navigation commands.

### **Table of Contents**

To see the table of contents that DocViewer creates for the active document, choose Open Table of Contents from the Outlines menu. Double-click a line in the TOC to go to its location in the document. You can have several TOC windows open at one

time. You can filter the lines in a TOC so that they appear only if they contain a specified keyword.

## **Index**

Choose the command Open Book Index from the Outlines menu to see the online equivalent of the index found in the back of the printed book. Double-click an index entry to go to that reference in the document. You can filter entries in the book index so that they appear only if they contain a specified keyword.

After you have gone to the first place in the document referenced by an index entry, you can go to subsequent places for the same entry by choosing Next Reference from the Outlines menu. To go backward to previous places, hold down the Shift key while you choose Next Reference.

## **Bookmarks**

The Bookmarks pop-up menu in the upper-left corner of the document window gives you a list of existing bookmarks. To go to a bookmark, choose an item in the menu. To create a new bookmark, first select a piece of text in the document, or, to place a bookmark on a figure, select its text caption. Then choose Set from the Bookmark menu. The selected text (up to 63 characters) appears as the default label in the Set Bookmark dialog box. If you want a different label, type it in the dialog box's text field. Click the Set button. To list all bookmarks alphabetically, choose Alphabetical from the Bookmark menu in the menu bar.

Note that DocViewer saves your list of bookmarks on your hard disk so that you can place bookmarks in DocViewer documents that are on a CD without copying the documents themselves to your hard disk. However, the DocViewer application itself must be on your hard disk for the bookmark feature to work.

### **Navigation Commands**

The Navigation menu provides several ways to find specific pages or sections in the active document. The First Page, Last Page, Previous Page, and Next Page commands take you to those pages of the active document. The Previous Heading and Next Heading commands take you to the previous or next heading of any level. The Go To command displays a dialog box that lets you enter a page number to go to. The Display Selection command takes you to the page where text is currently selected or where the text insertion point is currently located. The Go Forward and Go Backward commands refer to a navigation record that DocViewer maintains. As you move from page to page, it records the last 15 pages you have viewed. The Go commands take you back and forth along this personal route.

### **Finding Text**

DocViewer provides two different ways to search for text. To find a single occurrence of a string of text in a single document, use the Find command in the Search menu. To find all occurrences of selected keywords in one or more documents, use the Query command in the Search menu.

## **Find Command**

When you choose Find from the Search menu, a dialog box appears in which you can enter a string of text characters. Click the Find button to find the first occurrence of that string beyond the current selection or insertion point in the text. When you choose Find Again from the Search menu, DocViewer finds the next occurrence of the string after the one just found. The Find dialog box allows you to set a variety of search options (Literal, Entire Word, Backwards, Wrap-Around Search, and Case Sensitive Search).

Choose Find Selection from the Search menu to search for the next occurrence of the currently selected text as if you had entered that text in the Find dialog box.

If you hold down the Shift key while choosing Find Again or Find Selection, DocViewer searches backward for the previous occurrence. To stop a lengthy Find operation, press Command-period. When you choose Find Again or Find Selection, the search options remain as previously set.

## **Query Command**

When you choose Query from the Search menu, DocViewer prepares a list of all occurrences of a specified word or words within a document or set of documents. The Query search distinguishes only significant words in the text being searched. For example, a Query search for “text or graphics” finds “text and graphics” as well, because “or” and “and” are not significant words. For this reason, a search string

must contain at least one significant word. Also, you can search only for entire words or combinations of entire words. Query searches are not case sensitive.

The Query dialog box displays all the instances of a word or phrase in a document or group of documents. You can select the Show Context checkbox to see the context of each occurrence of the search string. Double-clicking a line in the list takes you to the text where the word or phrase occurs. To go to the next reference in the list, choose Next Occurrence from the Search menu.

The Query command is very powerful and offers too many features to be discussed here. For example, you can search a specific document or several documents, and you can use the More Options feature in the Query dialog box to narrow your search. For details of these and other features, see the *Apple DocViewer User's Guide*.

## **Collections**

A collection is an assembly of documents and parts of documents that you put together under a new title. You can create a collection from any mixture of chapters, sections, and whole documents—any text elements that are displayed in a DocViewer table of contents. For example, you can create a collection that consists only of the reference sections of several *Inside Macintosh* chapters.

To make a new collection, choose New Collection from the File menu. Drag individual lines from different tables of contents into the new empty window.

DocViewer copies the TOC lines without disturbing the original documents. If you drag a line that has subsections, DocViewer copies all the subsection references, too. When you have all the elements you want, save the collection with a name, using Save As from the File menu. Note that you can save the collection file on your hard disk even if all of the documents referred to are on the CD.

To read any text included in a collection, double-click the line that references it. DocViewer will open the original document and display the text.

You can filter a collection to display only those headings that contain a keyword or phrase. You can use the Query command to search all the documents in a collection, all open collections, or a specific document in an open collection.

## **Printing**

You can print any page range in a viewer document by using the Print commands in the File menu. Printing will always follow the document's original format and typography, regardless of the current display mode.

The Print One command prints only the visible portion of the active document, which may be more than one page if you are in double-page or continuous display mode. It can also print the contents of any selected window.

## Keyboard equivalents

Many of DocViewer's commands have keyboard equivalents. Here is a list of them.

<b>Menu item</b>	<b>Keys</b>
Close	Command-W
Collapse All	Command-D
Copy	Command-C
Cut	Command-X
Expand All	Command-E
Find	Command-F
Find Again	Command-G
Find Again backward	Command-Shift-G
Find Selection	Command-H
Find Selection backward	Command-Shift-H
First Page	Command-1 or Home
Go Backward	Command-[
Go Forward	Command-]
Last Page	Command-4 or End
New Collection	Command-N
Next Heading	Command-6

<b>Menu item</b>	<b>Keys</b>
Next Occurrence	Command-U
Next Page	Command-3
Next Reference	Command-R
Open	Command-O
Open Book Index	Command-I
Open Table of Contents	Command-L
Paste	Command-V
Previous Page	Command-2
Previous Occurrence	Command-Shift-U
Previous Reference	Command-Shift-R
Previous Heading	Command-5
Print	Command-P
Query	Command-Y
Quit	Command-Q
Set (bookmark)	Command-M
Undo	Command-Z

You can use a special set of keyboard equivalents to navigate a TOC.

<b>TOC action</b>	<b>Keys</b>
Collapse all sections	Command-D
Collapse section	Command–Left Arrow
Collapse section and subsections	Command–Option–Left Arrow
Expand all sections	Command-E
Expand section	Command–Right Arrow
Expand section and subsections	Command–Option–Right Arrow
Go to reference in document	Enter

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