WhitePineBoard™

User Manual
Version 2.0

White Pine Software

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White Pine

Keeping You Connected

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Preface

Structure of This Manual

This document is a user manual for WhitePineBoard™, a product designed for IBM® and IBM-compatible systems running Enhanced CU-SeeMe® on Microsoft Windows™, Windows 3.1, Windows NT, or Windows 95, and the Apple ® Macintosh® family or Macintosh-compatible computers. The content of this document is described as follows:

- Chapter 1 introduces the WhitePineBoard and provides an overview of its features.
- Chapter 2 **e**xplains how to create a WhitePineBoard conference.
- Chapter 3 describes the features of WhitePineBoard.
- Chapter 4 provides specific instructions on how to import documents from popular presentation, word processing, spreadsheet, and graphic programs.
- Chapter 5 describes advanced features of WhitePineBoard: scrolling together, using More Features, pre-sending files, and combining documents in a Browser for ease of presentation.
- Chapter 6 explains how to use the WhitePineBoard drawing tools to create and edit objects.
- Appendix A describes how to contact White Pine Technical Support and information to prepare to help us solve your problem.
- Appendix B provides a complete menu reference, describing the commands on each menu when you are using Fewer or More Features.

Intended Audience

White Pine Software has designed this product for users who wish to use WhitePineBoard from their Enhanced CU-SeeMe application.

Documentation Conventions

When directions differ for use of WhitePineBoard in Windows or on a Macintosh, they are noted in the text. Keyboard shortcuts are given in parenthesis after the command they replace. The Windows shortcut is given first, followed by a semicolon, and then the Macintosh shortcut, for example (Ctrl-N; Command-N).

This user guide contains information for using WhitePineBoard on computers using the Windows operating system and the Macintosh operating system. Some pictures in this guide show Windows dialog boxes and windows. Others show Macintosh dialog boxes and windows. In most cases, WhitePineBoard will operate identically on these two operating systems. When the two are substantially different, both versions of a dialog box or window appear.

When information pertains to only one platform, an icon appears in the side bar:

For Windows

For Macintosh

Personal computer system refers to both an IBM or IBM-compatible machine or an Apple Macintosh or Macintosh compatible system. PC refers to an IBM or IBM-compatible machine.

System text appears in the `Courier` font.

User input appears in **bold** text.

All dialog boxes, menus, and other graphics that appear throughout the document are shown with their default settings.

Chapter 1 Introduction

Introduction

WhitePineBoard is designed to allow people using Enhanced CU-SeeMe to work together on documents. WhitePineBoard allows you to sketch ideas on an electronic markerboard and to share and mark up documents while discussing them in an Enhanced CU-SeeMe conference.

As you make the transition from conference table meetings to electronic conferences, your document communication must evolve as well. It is no longer practical to sketch ideas on a markerboard because the markerboard is out of view of most of your colleagues. It is no longer practical to photocopy a document and pass it around the table as there is no table. WhitePineBoard replaces markerboards and photocopies and provides the medium for document communication in videoconferences. WhitePineBoard allows you to present your ideas and review documents electronically.

Working with WhitePineBoard

You can use a WhitePineBoard document as a markerboard to sketch ideas, or you can import documents from presentation, word processing, spreadsheet, graphic, and other types of applications.

Markerboard

If you normally use colored markers on a markerboard, WhitePineBoard provides an electronic replacement for this important meeting tool. Simply use the WhitePineBoard drawing tools to sketch your ideas just as you did with colored markers. WhitePineBoard provides a sophisticated set of drawing tools you can use to sketch and edit ideas. As you sketch, other participants see your work instantly. If you want, all conference participants can sketch simultaneously. Figure 1-1 shows an example of Markerboard.

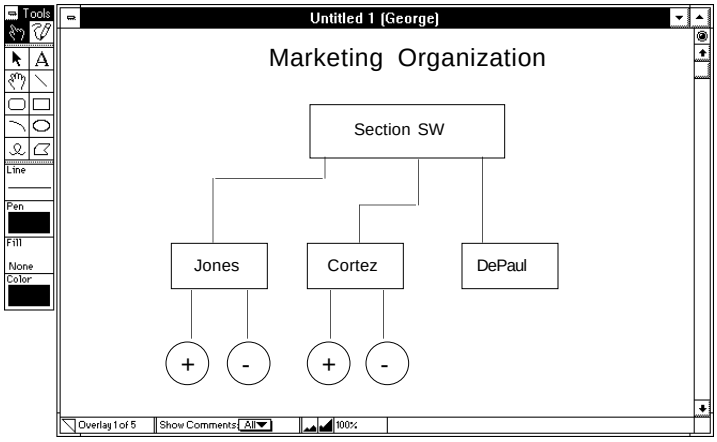


Figure 1-1. Markerboard with More Features Shown (Windows 3.x)

Presentations

You can present slide shows to clients and customers at remote locations using WhitePineBoard. Most presentation programs, including Aldus Persuasion® and Microsoft PowerPoint®, can save slide shows in a WhitePineBoard compatible format. With WhitePineBoard, you can open the presentation document and give the presentation to a remote colleague. You can sketch on the slides or take notes that all of you can see. Figure 1-2 shows a sample of a slide presentation.

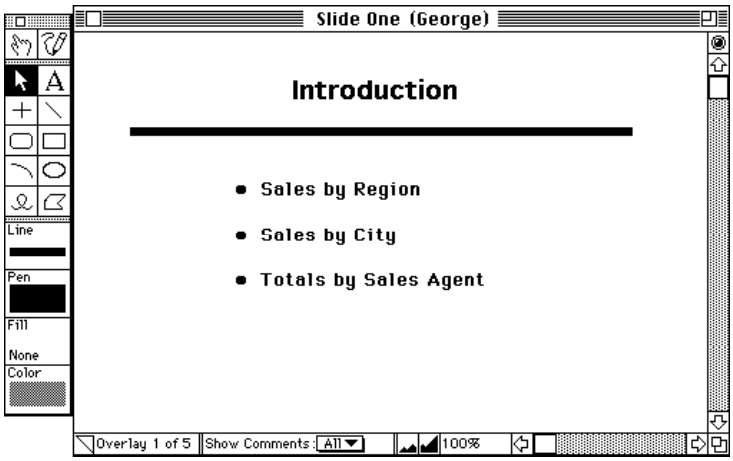


Figure 1-2. Presentation with More Features Shown (Macintosh)

See “Presentations” in Chapter 4 for tips on importing slides and slide shows into WhitePineBoard and “Sizing Windows for Presentations” in Chapter 5 for information about using WhitePineBoard features to make it easier to give your presentation on remote computers.

Written Documents

If your organization writes text documents, WhitePineBoard lets you review and mark up these documents with a remote person. WhitePineBoard will dramatically improve your editing process because everyone can see the latest draft and type in corrections that all of you can approve. Figure 1-3 shows a sample of a written document. See “Word Processing” in Chapter 4 for tips on importing word processing documents into WhitePineBoard.

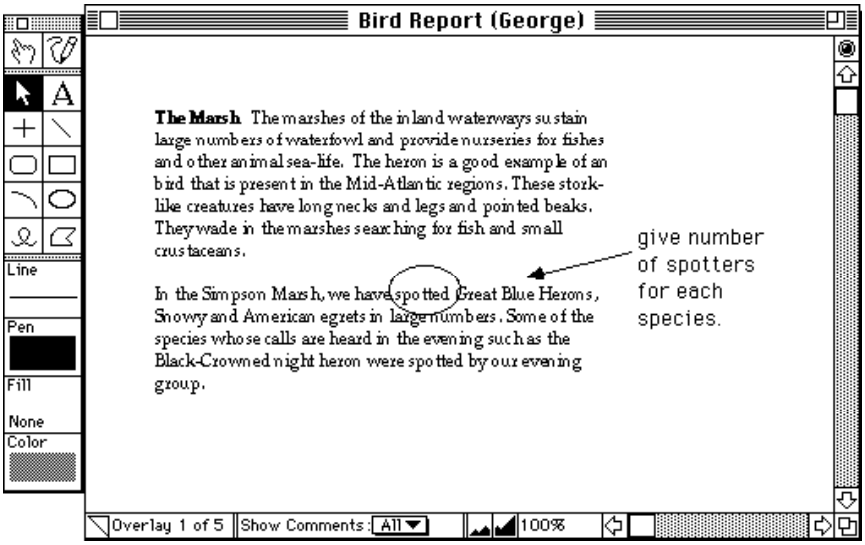


Figure 1-3. Written Document with More Features Shown (Macintosh)

Spreadsheets

Spreadsheets (shown in Figure 1-4) from programs such as Microsoft Excel® and Lotus 1-2-3® can be imported into WhitePineBoard for review and annotatation. If you need to recalculate during your teleconference, you can quickly and easily import the new spreadsheet to share with other participants. See “Spreadsheets” in Chapter 4 for tips on importing spreadsheets into WhitePineBoard.

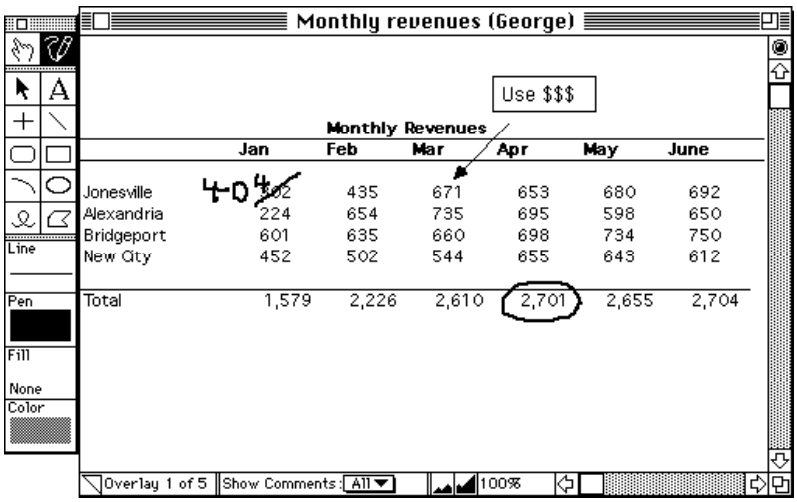


Figure 1-4. Example of a Spreadsheet with More Features Shown (Macintosh)

Graphic Documents

You can use WhitePineBoard to review graphic documents (shown in Figure 1-5). Most graphic programs such as ClarisDraw®, Canvas™, Aldus SuperPaint®, CorelDRAW™, Micrografx Designer™, and Adobe Photoshop™ can save a document in a format that can be imported by WhitePineBoard. See “Graphics” in Chapter 4 for tips on importing graphics into WhitePineBoard.

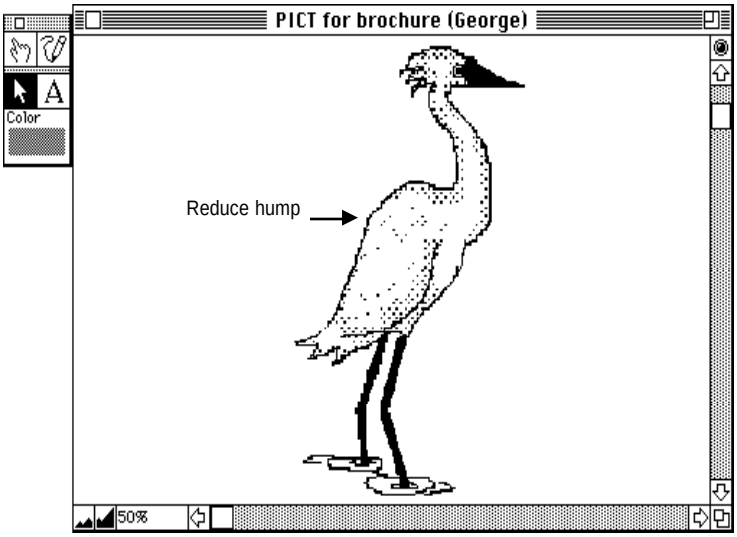


Figure 1-5. Example of a Graphics Document with Fewer Features Shown (Macintosh)

Working Together

When you are connected with other participants using WhitePineBoard, the documents you create, open, or import are automatically sent to them. This means everyone in a conference can mark up, print, and save the document on their own computer. WhitePineBoard provides Pointers which are cursors visible on all screens simultaneously that allow you to direct your attention to specific portions of the markerboard or document.

WhitePineBoard provides other collaborative features to create a complete environment for working together. These include the ability to synchronize scrolling and zooming between the connected computers and to make comments on up to five overlays. See “Advanced Features” in Chapter 5.

Chapter 2 Creating a WhitePineBoard Conference

A WhitePineBoard conference provides a medium for sharing ideas and documents in a conference. It is designed to allow you to work on documents with others who are in remote locations via Enhanced CU-SeeMe. Using WhitePineBoard, you can sketch your ideas using the drawing tools and share, review, and mark up computer documents. There are two ways to make connections:

- Point-to-point between two people
- Multipoint between two or more people using a Reflector

Important: In order to maintain privacy when conferencing via a reflector, have the conference administrator restrict the conference to include only the people taking part in the conference. Unless the conference is restricted, anyone with access to the reflector can participate in your WhitePineBoard conference.

Making a Connection

To make a WhitePineBoard Connection:

1. All participants start Enhanced CU-SeeMe, making a connection to the same conference on the same Reflector.

   Notes:

   - It is not necessary for participants to have audio and video capabilities for WhitePineBoard connections.
   - If you are not on a LAN or WAN network and wish to make an Enhanced CU-SeeMe connection, use White Pine PPP, included with Enhanced CU-SeeMe. Follow the instructions in the Enhanced CU-SeeMe User Manual for making a White Pine PPP connection.
   - For more information on making an Enhanced CU-SeeMe connection, refer to your Enhanced CU-SeeMe User Manual.

2. All participants choose WhitePineBoard from the Conference menu.

3. One participant creates a WhitePineBoard document by choosing New (Ctrl-N; Command-N) for opens an existing document by choosing Open (Ctrl-O; Command-O) from the File menu.

   Alert messages appear on the screens. The WhitePineBoard originator receives a message stating who is connecting to the conference. The other participants receive a message stating who originated the document.

   The document is created on all computers. A time line appears on the screens as the document is being downloaded or transferred.

Note: Depending on a number of factors, such as a network bandwidth, the number of participants connecting, and the number of conferences on a reflector, it may take a minute or two to open the document on each screen.

Once a document has been created or opened, conference participants can begin reviewing it together. When you are connected, WhitePineBoard links document windows so all participants look at the same part of the document as they work. You and the other participants can see the document, scroll through it, mark it up, and discuss it. If one person scrolls through the WhitePineBoard document, the other participants follow automatically. When one person zooms in or out of the WhitePineBoard document, all participants zoom in or out. When one participant switches to a different WhitePineBoard document, the active document on all computers changes. Afterwards, everyone can print, save, and close the document(s).

Summary of WhitePineBoard

Figure 2-3 is a flowchart diagramming the basic operation of WhitePineBoard.

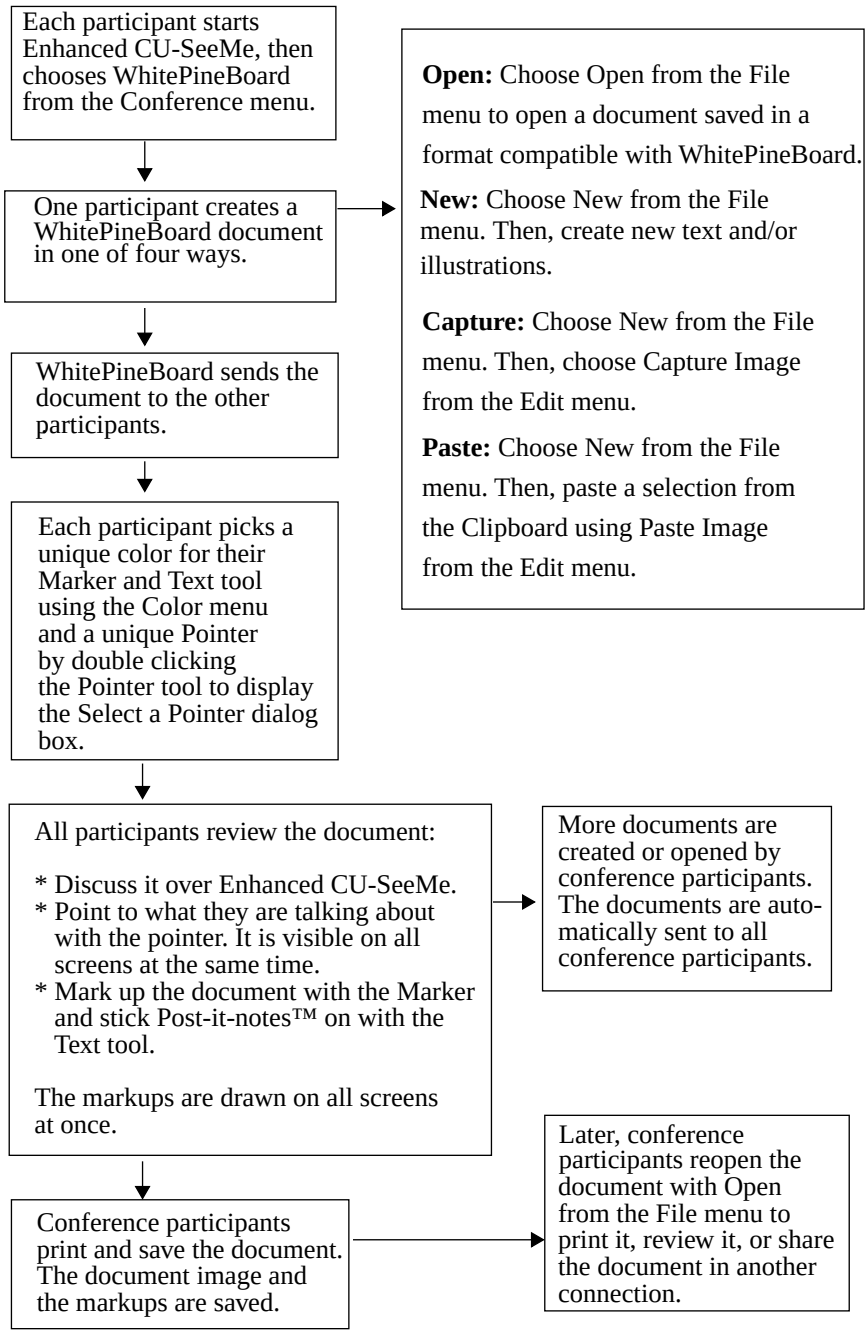


Figure 2-1. WhitePineBoard Flowchart

Chapter 3 WhitePineBoard Features

This chapter explains the basics of using WhitePineBoard to make sketches and to share and mark up imported documents. It explains the process of creating a WhitePineBoard document, sending it to others, marking up the markerboard or an imported document, printing, saving, and reopening the WhitePineBoard document. It covers the following topics:

- Document window
- Displaying a document image
- Importing documents into the overlay
- Naming documents
- Sending documents
- Getting information about the active document
- Saving documents
- Printing documents

The Document Window

In WhitePineBoard, you view your document in a window. Figure 3-1 shows the parts of a WhitePineBoard window.

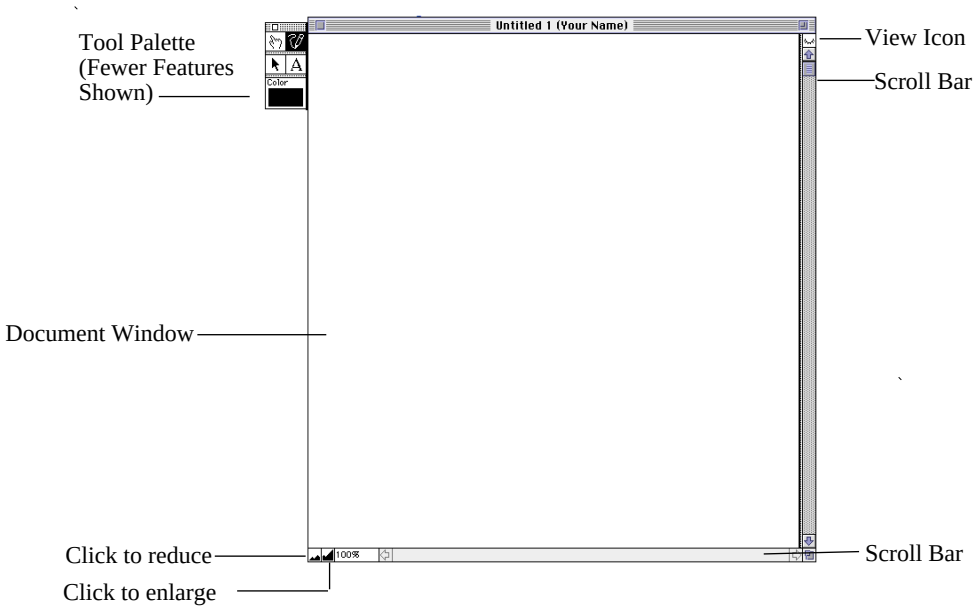


Figure 3-1. The WhitePineBoard Window (Macintosh)

WhitePineBoard tools allow you to draw in the document window just as you would on a markerboard. A document window has two parts:

- **Document Image**

  You can import a document created in another application, such as Microsoft Excel, Adobe Photoshop, or WordPerfect, and place it in the background of the WhitePineBoard document as a document image. This document image is like an "electronic printout"; you can see it and mark it up, but you can't make changes to the image itself. You mark up the document image by drawing in an overlay.

- **Overlays**

  An overlay is like a transparent acetate sheet laid on top of the document image. If you use the WhitePineBoard document as a markerboard, you draw in the overlay. If you are using Fewer Features, you have only one overlay. If you are using More Features, you can use up to five overlays. See "Using Five Overlays and Showing Comments" in Chapter 5.

  - **Tool Palette** - the Tool palette gives you access to the WhitePineBoard collaboration and markup tools. With Fewer Features you have four tools, including a marker and a text Post-it™ tool, and the color pop-up menu. More tools are available when you are using More Features.

  - **Zoom Feature** - you can use the mountain icons in the bottom bar of the document window to zoom in (Ctrl-click; Command-click) or out (Ctrl-shift-click; Command-shift-click) of a document.

  - **View icon** - the View icon is displayed in the upper right corner of the document window. When you first connect, you see an Open Eye icon. This means your view of a document window is linked to the others' view so that you all see the same document and scroll together while you work. See "Viewing Together" in Chapter 5.

Displaying a Document Image

You can import documents created in other applications into WhitePineBoard and display them as document images using one of three methods:

- **Open** - opening a document as a document image is fast and easy if the document is saved in a format recognized by WhitePineBoard.

- **Capture Image** - capturing a selection of a document from screen display is convenient. This method allows you to import a portion of a document that is not in a format recognized by WhitePineBoard. It provides an easy way to show a change you have made in an originating program.

- **Paste Image** - pasting a document image is useful when the Clipboard contents are in a compatible format.

  On the Macintosh, both Word Perfect and Microsoft Excel can save pages to the Clipboard in picture format which can be pasted into a WhitePineBoard document as a document image.

See “Importing Documents into WhitePineBoard” in Chapter 4 for instructions on importing documents from many popular software applications.

Opening a Document as a Document Image

You can open documents saved in a compatible format directly into WhitePineBoard by using the Open command from the File menu. WhitePineBoard can open documents saved in the following formats:

- Windows - BMP, EPS, GIF, PICT, PCX, TGA, TXT, TIF, and WMF
- Macintosh - PICT, TEXT, or the Scrapbook

Note: PICT copies of pages or other selections can be pasted to a Scrapbook file, then opened in WhitePineBoard. See “Opening a Scrapbook as a Browser (Macintosh)” in Chapter 5 for more information on opening the Scrapbook file.

To open documents saved in compatible formats:

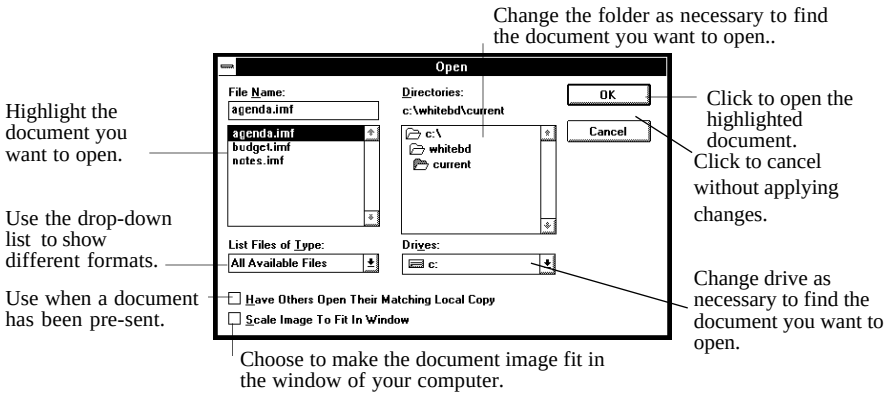
1. Access WhitePineBoard through Enhanced CU-SeeMe.

   Before opening a document, you can set a default window size so your document windows are sized as you wish. See “Sizing Windows for Presentations” in Chapter 5 for more information.

2. Choose Open (Ctrl-O; Command-O) from the File menu.

The Open dialog box is displayed as shown in Figure 3-2.

Windows 3.x



Macintosh

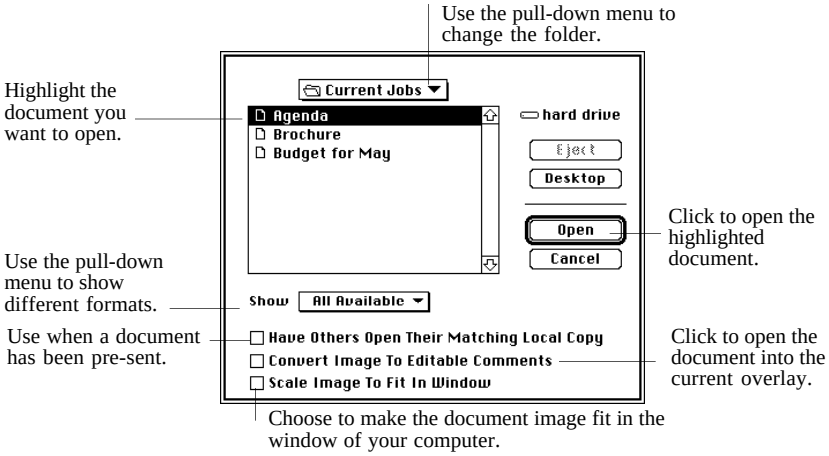


Figure 3-2. Open Dialog Box

3. Choose the type of documents you want to open using the drop down list (Windows) or the Show pull-down menu (Macintosh).

   The default shows all available documents.

4. If the document was pre-sent, click the “Have Others Open Their Matching Local Copy” check box.

   Instead of sending the document, WhitePineBoard opens the matching copy on the other computers. See “Pre-Sending Files” in Chapter 5 for more information about pre-sending files to the remote computers.

5. If you want the document image to be scaled to fit in your computer screen, click the Scale Image to Fit in Window check box.

The entire document image will be displayed in your window , and if you are connected, on the remote computers if your views are linked.

6. Select the document you want to open and click Open.

   The document is:

   - Opened as the document image of a new WhitePineBoard document.
   - Sent to the others and placed as the document image of a new WhitePineBoard document on the other computers when you are connected. You see a progress indicator showing the percent of the document that has been sent.

When the document is displayed on all screens, you can discuss it and mark it up.

Capturing a Screen Image of a Document

You can capture any document displayed on your computer screen and place it as the document image in a WhitePineBoard document. You can capture only that portion of the document that is visible on the screen. Because some documents cannot be displayed completely on your screen, you may want to use one of the other methods to bring them into WhitePineBoard.

To capture an image from screen display:

1. Choose WhitePineBoard from the Conference menu.

2. Choose New (Ctrl-N; Command -N) from the File menu.

   A new document is opened on your computer. If you are connected with others, it is created instantly on their computers as well.

3. Open the document you would like to capture in its originating program so it is displayed.

   For example, if you want to capture a document image from a MacWrite™ document, run MacWrite and open that document. Scroll to the part of the document you want to capture so it is visible on the screen.

4. Switch to WhitePineBoard.

   Make sure the document you want to capture is immediately behind the WhitePineBoard window on your computer. If you have followed a different procedure, another screen may be behind your WhitePineBoard window.

5. Choose Capture Image from the Edit menu.

   If the active WhitePineBoard document already contains a document image, you are warned (as shown in Figure 3-3) that the image will be replaced by the newly captured image. The others in your conference are not warned. Be sure to let the others know you are replacing a document image.

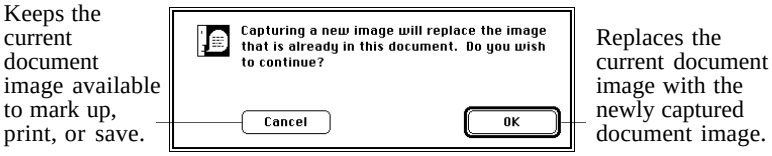


Figure 3-3. Capture Image Alert Message (Macintosh)

The document behind WhitePineBoard is displayed and the cursor becomes a cross-hair.

In Windows, WhitePineBoard displays the entire screen behind it, including the menus and other attributes of the program. A cross-hair cursor is provided to drag over that part of the screen you want to capture.

On the Macintosh, WhitePineBoard displays a flashing directional note as shown in Figure 3-4. This message disappears when you start to drag the cross-hair cursor over the part of the screen you want to capture.

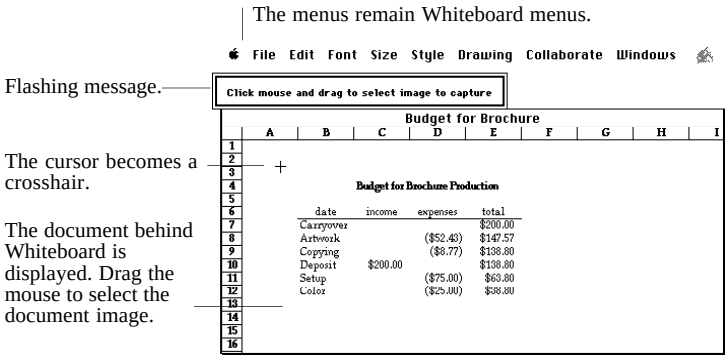


Figure 3-4. Directional Note Alert (Macintosh)

6. Drag the cross-hair to draw an imaginary rectangle around the area of the screen you want to capture.

   When you release the mouse button, the portion of the screen you selected is:

   - Placed as the document image of your active WhitePineBoard document.
   - Sent to the others and placed as the document image on their computer screens when you are connected. You see a progress indicator showing the percent of the captured image that has been sent.

When the document is displayed on all screens, you can mark it up.

Pasting a Selection as a Document Image

WhitePineBoard can paste a selection as a document image if it is saved to the Clipboard in an appropriate format.

To place the contents of the Clipboard as a document image:

1. Open a document in its originating program, make a selection, and copy the selection to the Clipboard. Or, copy a selection to the Clipboard from the Scrapbook.

   See “Importing Documents into WhitePineBoard” in Chapter 4 for directions on copying selections from documents in an appropriate format.

2. Launch WhitePineBoard.

3. Choose New (Ctrl-N; Command-N) from the File menu.

   The document is opened on all the computers immediately when you are connected.

4. Choose Paste Image from the Edit menu.

   If Paste Image is dimmed, the selection in the Clipboard is not compatible with WhitePineBoard. If the active WhitePineBoard document already contains a document image, the person pasting the image is warned (shown in Figure 3-5) that the current image will be replaced by the pasted image. The others are not warned, so be sure to discuss this before replacing a document image.

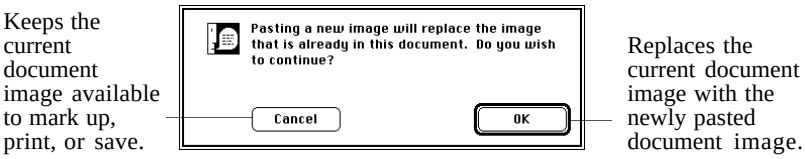


Figure 3-5. Clipboard Already Contains a Document Alert Message (Macintosh)

When you choose Paste Image, the Clipboard contents:

- Are pasted as the document image of your active WhitePineBoard document.
- Sent to the others and placed as the document image in the same document when you are connected. You see a progress indicator showing the percent of the pasted image that has been sent.

Importing Documents into the Overlay

You can bring a document or a selection from a document into the WhitePineBoard overlay as an object using one of two methods:

- Open a document in a compatible format into an overlay
- Paste a selection from the Clipboard into an overlay

See Chapter 4, “Importing Documents into WhitePineBoard” for instructions on importing documents from many popular programs.

Your ability to edit a document opened or pasted into an overlay with the drawing tools depends on the program it was created in. The WhitePineBoard object locking feature allows only one person at a time to work on any object, including text objects. If you are finished working on an object, click outside of the object to remove your selection and allow the others to edit it.

Opening a Document into an Overlay

To open a document in a compatible format into an overlay:

1. Select WhitePineBoard from the Enhanced CU-SeeMe Conference menu.

2. Choose Open (Ctrl-O; Command-O) from the File menu.

   The Open dialog box is displayed. WhitePineBoard can open these documents into an overlay: graphic documents on the Macintosh and text documents on both Windows and Macintosh. Text documents are imported as text objects. Using the Text tool, you can edit the imported text.

   In Windows, WhitePineBoard opens all text documents into the overlay automatically. If you want graphics objects in the overlay, follow the directions in “Pasting a Selection into an Overlay.”

3. Select the document you want to open.

   In Windows, select a text document.

   On the Macintosh, click the Convert Image to Editable Comments check box (Figure 3-6).

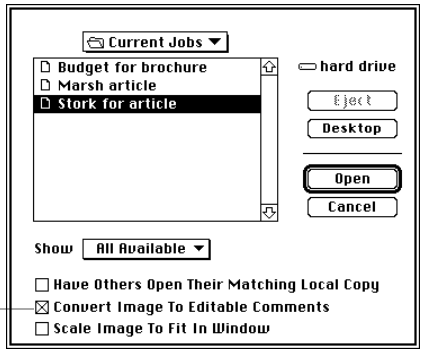


Figure 3-6. Open Document Dialog Box (Macintosh)

4. Click Open. The document opens into the current overlay.

Pasting a Selection into an Overlay

To paste a selection from the Clipboard into the current overlay:

1. Copy a selection into the Clipboard from another WhitePineBoard document, from another application, or, on the Macintosh, from the Scrapbook.

2. Switch to WhitePineBoard and display the overlay in which you want to place the selection.

3. Choose Paste from the Edit menu.

   The Clipboard is pasted into the current overlay. Selections from word processing and spreadsheet applications are pasted into a text box automatically.

   Note: Use Paste and not Paste Image; Paste Image pastes a document image. If Paste is dimmed, the selection in the Clipboard is not compatible with WhitePineBoard.

Naming Documents

WhitePineBoard uses a naming method that helps you coordinate multiple documents while you are connected. When you open or create a document, WhitePineBoard makes you the document "sponsor" by placing your name in parentheses after the document name in the Title bar. The document sponsor is the only person who can send a document to someone who has closed it.

For example (Figure 3-7), an untitled document that George creates is titled "Untitled 1 (George)" on his computer and on the other computers connected to his.

Windows 3.x

Macintosh

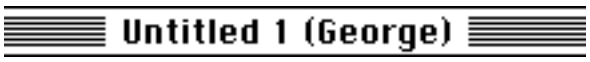


Figure 3-7. Untitled Documents

Sending Documents

Usually, WhitePineBoard sends documents that you create or open to the others to whom you are connected. Documents are sent automatically in the following situations:

- You are connected with WhitePineBoard already. When you create a new document, open a WhitePineBoard document, or import a publishing document created in another application, the document is sent automatically to the others as soon as it opens on your computer.

- You are working alone in WhitePineBoard and have documents open when you connect with another user. All of the documents you have open in WhitePineBoard are automatically sent when you connect with the others. Close documents you do not want to share before connecting.

While documents are being sent, a progress indicator is displayed on the sending and receiving computers. If a document is empty or small, you may not see a progress indicator. Once a document is fully sent, you can switch to that document and work while WhitePineBoard sends the other documents. You can switch to another application on your own computer, if you want. The sending and receiving of documents continues uninterrupted in the background.

Pre-sending Files

You should pre-send files to eliminate the need to wait for them to be transmitted during a review session. Pre-sending files is especially important if you are using a slower communications link, if you plan to use large documents or if you want to share a large number of documents. See “Pre-Sending Files” in Chapter 5 for more information.

Re-sending Documents

As described in “Pre-sending Files” in the previous section, when a document is created or opened, it is automatically sent to another person who connects or who is connected. That person is free to close the document at any time. However, if they close the document, they can no longer view and discuss it with you. If one or more users in the connection close a document, you may want to resend it. This allows you to continue to work on it together and allows them to save or print a copy.

Use Send Document from the File menu to resend a document. The Send Document command from the File menu is dimmed unless at least one other person in the connection has closed your active document.

To re-send a document:

1. Make the document you want to send the active document.

   An active document has a title bar that is solid on Windows and striped on the Macintosh. To make a document active, choose it from the WhitePineBoard Windows menu or click on any part of the document if you can see it.

2. Choose Send Document from the File menu.

   The Send dialog box appears (Figure 3-8).

Figure 3-8. Send Alert Message (Macintosh)

3. If the document was pre-sent, click the “Have Others Open Their Matching Local Copy” check box.

   Instead of sending the document, WhitePineBoard opens it instantly on the other computers. See “Pre-Sending Files” in Chapter 5 for more information about pre-sending files to the remote computers.

4. Click Send.

   The document is sent.

Getting Information about the Active Document

WhitePineBoard provides information about the active document in a Document Info dialog box.

To display active document information:

1. Make the document active on your screen.

   An active document has a title bar that is solid on Windows and striped on the Macintosh. To make a document active, choose it from the WhitePineBoard Windows menu or click on any part of the document if you can see it.

2. Choose Document Info from the File menu.

   The Document Info dialog box is displayed (Figure 3-9), containing the following information:

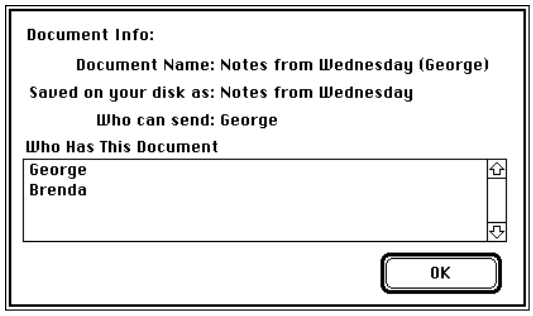


Figure 3-9. Document Info Dialog Box

- **Document Name** - displays the name of the active document. The name displayed is that chosen by the document sponsor.

- **Saved on Your Disk As** - when you save a document, the name of the document displayed on your computer screen remains the name chosen by the document sponsor. If you have saved the document, the name under which you saved it is displayed here. Otherwise, the word Unsaved is displayed.

- **Who can send** - The name of the person who is the document sponsor (the participant who originally sent the document to others) is displayed. Usually you will know who the document sponsor is because the name is given in parentheses after the document title.

- **Who has this document** - WhitePineBoard automatically sends a document when you are connected. However, another person may have closed a document. In the Document Info dialog box, the names of those who have the document open on their computers are listed. If one or more users have closed the document, use Send from the File menu to send it. See “Sending Documents” earlier in this chapter for information on sending documents.

3. Click OK.

Exporting Documents in Windows

In Windows, the WhitePineBoard File menu has a command for exporting documents to a different format. To open a WhitePineBoard document in another program, export it to a compatible format. You can export to these formats: BMP, PICT, EPS, GIF, PCX, TGA, TXT, TIF, and WMF.

To export documents:

1. Choose Export from the File menu.

   The Export dialog box appears as shown in Figure 3-10.

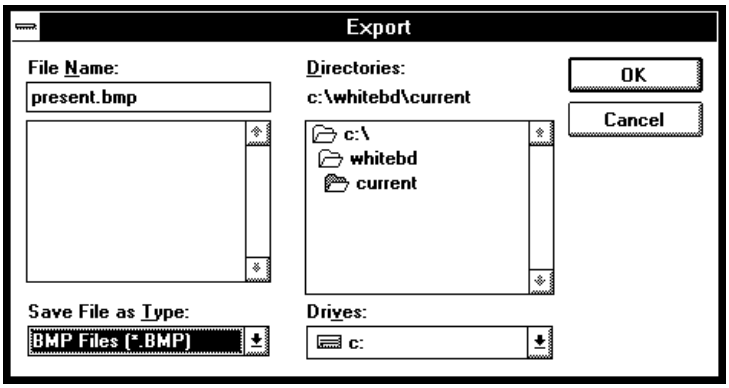


Figure 3-10. Windows 3.x Export Dialog Box

2. Type a name for the exported document.

3. Choose a file type in the drop-down list.

4. Click OK.

   The document is saved in the selected format.

Saving Documents

You can save a document at any time. When you save a WhitePineBoard document, the overlays and all of the associated markup objects and the document image, if any, are saved. The document is only saved on your computer, not on the other computers. It is a good idea for everyone to save documents frequently.

Using Save As

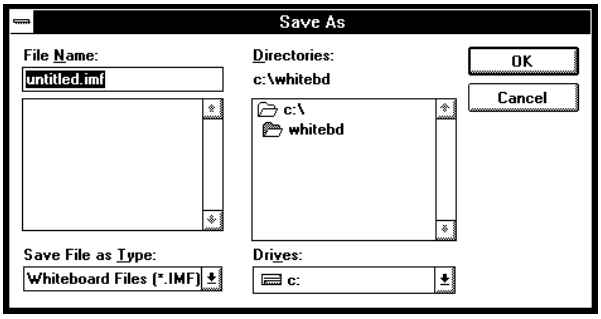
Use the Save As command to save newly created documents. The Save command is dimmed to help you avoid overwriting an original file.

To save a document using Save As:

1. Choose Save As from the File menu.

   WhitePineBoard displays the Save As dialog box (shown in Figure 3-11).

Windows 3.x



Macintosh

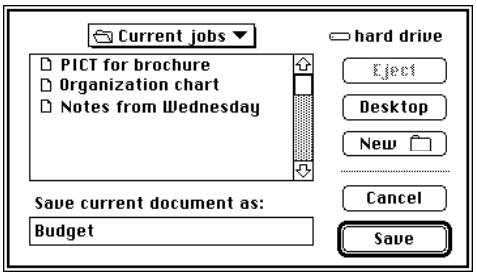


Figure 3-11. Save As Dialog Box

2. Open the folder where you want to store the document.

3. Enter a document name. Notice that WhitePineBoard drops the name of the document sponsor from the title when you save it.

4. Click Save.

   Both the overlay with any markups and the document image, if any, are saved. WhitePineBoard remembers the size and location of the document window when you save a document. When you reopen the document, the window is displayed as it was saved.

Note: If you imported a file, do not use the same name when you save your new WhitePineBoard document or you will lose the original file. WhitePineBoard does not save the document in the original format. Use the Save As command again if you want to save a document under a different name or to a different location.

Using Save

Once you have saved a document with Save As, you can choose Save (Ctrl-S; Command-S) from the File menu to save the document. The document is updated using the name and location you entered in the Save As dialog box.

Printing Documents

You can print a document at any time. When you print a document, WhitePineBoard prints the markup objects together with the document image, if any.

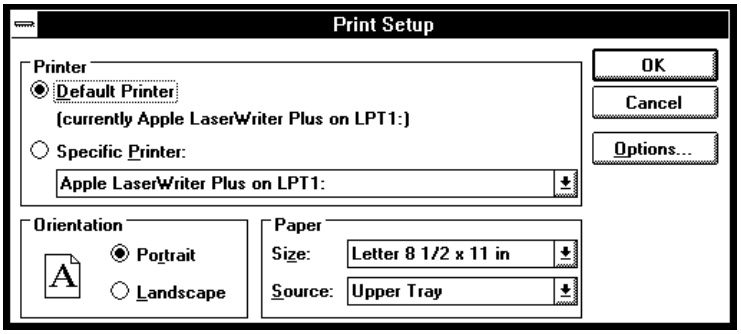
Choosing a Printer

Before you print, select a printer if a default printer is not specified. In Windows, use the Print Manager from the Program Manager Main Group Window to select a printer. On the Macintosh, use the Chooser from the Apple menu to select a printer.

Setting Up the Pages

Choose Print Setup (Windows) or Page Setup (Macintosh) from the File menu to prepare a document for printing. The Print Setup dialog box appears (shown in Figure 3-12). You can change the paper size, the orientation of the printing, the scale of the printing, and more depending on your printer. Refer to the manual that came with your printer.

Windows 3.x (Print Setup)



Macintosh (Page Setup)

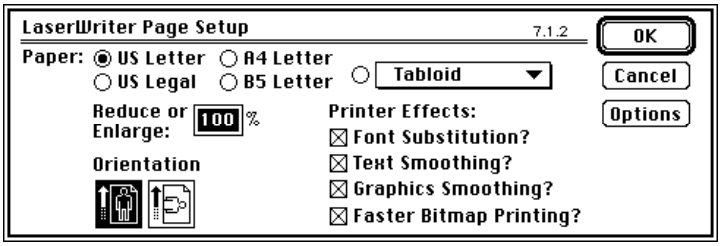


Figure 3-12. Setup Dialog Box

Printing a Document

Once you select a printer and specify the way you want the document to be set up using Print Setup (Windows) or Page Setup (Macintosh), you are ready to print.

To print a document:

1. Choose Print (Ctrl-P; Command-P) from the File menu to print a WhitePineBoard document.

   The Print dialog box for your selected Printer appears.

2. Click OK in the Print dialog box to print using the default print settings.

   You can change any selections available in the Print dialog box for your printer before clicking OK.

Changing the Way the Document Prints

When you are using More Features, you can use the Layout dialog box (shown in Figure 3-13) from the Drawing menu to set features that affect the way your document prints. You can change the size of the document and the printing sequence.

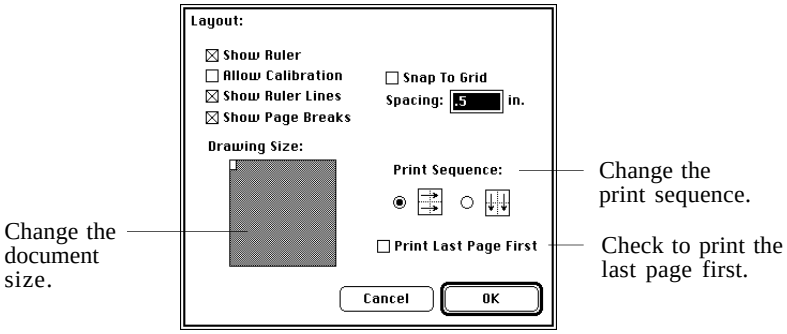


Figure 3-13. Layout Dialog Box

You can change the following characteristics of the document:

◆ **Document Size**

The Drawing Size box represents the potential size of the WhitePineBoard document. Each page is represented in the box as a small white rectangle. Place the Selection Arrow over a white page symbol and drag to add or subtract pages. Figure 3-14 represents the size of a document.

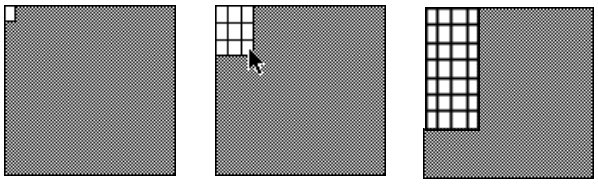


Figure 3-14. Representation of Document Size

When you use Page Setup from the File menu to increase the size of a page, the larger page size is reflected in the Drawing Size box. For instance, if you increase the paper size, the white rectangles representing a page are proportionately larger and fewer pages fit in the gray square.

- **Print Sequence**

  You can change the print sequence for a multi-page document. Click the button next to the sequence you wish to use. The button on the left causes printing to occur by rows, across the top of the document first. The button on the right causes printing to occur by columns, down the left side of the document first. To print the last page first, click the Print Last Page First check box.

- **Display Page Breaks**

  You can hide or show page break lines in the WhitePineBoard document. The lines appear as heavy dashed lines on screen. You can draw across the lines as if they were hidden. The page break lines are not printed. To show the page break lines, place a check in the Show Page Breaks check box.

Reopening the Document After Saving and Closing

You may want to reopen a document you have previously saved to review the comments, print it, or share it with other users.

To reopen the document:

1. Choose Open from the File menu.
2. Highlight the document in the Open dialog box.
3. Click OK.

Or

- Double-click the document icon in the File Manager (Windows 3.x), ‘95 Explorer (Windows 95), or the Finder (Macintosh).

The document opens.

Saving a Document

Everyone can save a WhitePineBoard document. You can reopen the WhitePineBoard document later and review it by yourself or with others.

To save a document:

- Choose Save As from the File menu. The Save As dialog box appears.

If you opened a document created in another application, enter a new document name so you do not overwrite the original.

Change any setting as needed and then click OK to print your document.

Closing a Document

When you have finished working on a document, and have saved a final copy, close it using Close (Ctrl-W; Command-W) from the File menu or by clicking in the Close box.

Disconnecting from WhitePineBoard

When you are finished working together with WhitePineBoard, you can disconnect from the other participants.

To disconnect from WhitePineBoard:

- Choose Close or Quit from the WhitePineBoard File menu.

  If you have not saved the document, a dialog box appears asking if you wish to save the document. When a WhitePineBoard document is saved, comments are saved and WhitePineBoard remembers who made which comments.

  The connection with the other users closes.

- You can unlink your views from the Collaborate menu. Once unlinked, you can look at different parts of the same document or different documents without affecting the document window of the others connected to you.

Chapter 4 Importing Documents into WhitePineBoard

This chapter explains how to import documents from a variety of applications into WhitePineBoard for review and comment. The sections provide general guidelines for importing documents from four types of applications. In addition, they provide specific steps for several popular software packages. The four types of applications are:

- Presentations
- Word processing documents
- Spreadsheets
- Graphics

Remember, you can always capture an image of a document from the screen no matter which application created it. Use either Copy and Paste or Paste Image for a quick and easy solution for importing from many programs.

Once you have determined how to import a document from your application, see “Displaying a Document Image” for steps to open, capture and paste an image, and “Importing Documents into the Overlay” in Chapter 3 to open and paste into an overlay.

Presentations

You can import documents from presentation or slide show applications by saving the slides, capturing a slide from the screen, and pasting a selection as a document image or an object in the overlay.

On the Macintosh, most slide presentation programs can save in the scrapbook format. To open a scrapbook, see “Opening a Scrapbook as a Browser (Macintosh)” in Chapter 5.

Aldus Persuasion

To save an Aldus Persuasion slide show (Windows):

1. Display a slide or select the slide in Outline mode.
2. Choose Save As from the Aldus Persuasion File menu.
3. Select the WMF format.
4. Click OK.

Repeat this process for each slide. Then, group the slides into a Browser for easy presentation. See “Browsing a Group of Documents” in Chapter 5 for more information.

To save an Aldus Persuasion slide show as a scrapbook (Macintosh):

1. Choose Export from the Aldus Persuasion File menu.
2. Give the file a new name.
3. Choose the scrapbook format.
4. Click OK.

Then, in WhitePineBoard, use Open to open the scrapbook as a Browser.

Microsoft PowerPoint

To save a PowerPoint slide show (Windows):

1. Display a slide or select the slide in Outline mode.
2. Choose Save As from the PowerPoint File menu.
3. Select the WMF format.
4. Click OK.

Then, in WhitePineBoard, use Open to open the scrapbook as a Browser.

Repeat this process for each slide. Then, in WhitePineBoard, group the slides into a Browser for easy presentation. See “Browsing a Group of Documents” in Chapter 5 for more information.

To save a PowerPoint slide show as a scrapbook (Macintosh):

1. Choose Save As from the PowerPoint File menu.
2. Give the document a new name.
3. Choose Save slides as pictures in a scrapbook.
4. Click OK.

Then, in WhitePineBoard, use Open to open the scrapbook as a Browser.

Word Processing

You can import text from a word processing program in a number of ways, depending on the capabilities of your program.

To import a text document as a text object in an overlay:

- Open a document saved in the text format as an object into the overlay.

If your word processing program allows you to copy a page of text to the Clipboard in a WhitePineBoard compatible format, use either of these methods to import pages as document images.

- Copy a page to the Clipboard and use Paste Image from the WhitePineBoard Edit menu to paste it as a document image.
- On the Macintosh, copy pages one at a time and paste them into the Scrapbook then use Open from the WhitePineBoard File menu to open the Scrapbook

MacWrite

You can open a MacWrite document saved in the text format. In addition, you can paste a selection as a text object in an overlay. Save MacWrite documents as text files.

To open them into the overlay as text objects:

1. Open a document in MacWrite.
2. Save the document as a text (ASCII) file and close it.
3. Choose Open from the WhitePineBoard File menu.
4. Choose the document you want to open.
5. Check the Convert Image to Editable Contents check box.
6. Click OK.

The document opens into the current overlay. See “Opening a Document into the Overlay” in Chapter 3.

WordPerfect

You can open a WordPerfect document using WhitePineBoard. Save Word Perfect documents as text files.

To open them into the overlay as text objects.

1. Open a document in Word Perfect.
2. Save the document as a text (ASCII) file and close it.
3. Choose Open from the WhitePineBoard File menu.
4. Choose the document you want to open.
5. On the Macintosh, check the Convert Image to Editable Contents check box.
6. Click OK.

The document opens into the current overlay. See “Opening a Document into the Overlay” in Chapter 3.

To copy WordPerfect documents to the Clipboard in PICT format (Macintosh):

1. Make a selection up to one page in length and copy it to the Clipboard using Copy (Command-C) from the Edit menu.
2. Click anywhere in the document to deselect the page.
3. Click on the graphics icon in the upper right corner of the WordPerfect document.
4. Paste the page into the graphic window.
5. Select the text object that contains the page and copy it to the Clipboard.

Now, switch to WhitePineBoard and choose Paste Image from the WhitePineBoard Edit menu, or on the Macintosh, paste the Clipboard to the Scrapbook.

Microsoft Word

You can edit a Microsoft Word document using WhitePineBoard. Save Microsoft Word documents as text files.

To open them into the overlay as text objects:

1. Open a document in Microsoft Word.
2. Save the document as a text (ASCII) file and close it.
3. Switch to WhitePineBoard.
4. Choose Open from the WhitePineBoard File menu.
5. On the Macintosh, check the Convert Image to Editable Contents check box.
6. Click OK.

The document opens into the current overlay. See “Opening a Document into the Overlay” in Chapter 3.

To copy Microsoft Word documents to the Clipboard in PICT format (Macintosh):

1. Make a selection up to one page in length.
2. Copy the selection to the Clipboard using the Command-Option-D keyboard shortcut.
3. Paste the Clipboard to the Scrapbook or switch to WhitePineBoard and choose Paste Image from the WhitePineBoard Edit menu.

Spreadsheets

You can import spreadsheets in a number of ways, depending on the capabilities of your spreadsheet program. Capturing an image of a spreadsheet is a reliable method.

If your spreadsheet program allows you to copy a page of text to the Clipboard in a WhitePineBoard compatible format, use either of these methods to import pages as document images.

- Copy a selection to the Clipboard and use Paste Image to paste the Clipboard contents as a document image.

Mac™OS

- On the Macintosh, copy pages one at a time and paste them into the Scrapbook and then use Open from the WhitePineBoard File menu to open the Scrapbook.

To import a page of a spreadsheet as a text object in an overlay:

- Copy a selection from the spreadsheet to the Clipboard and then use Paste from the WhitePineBoard Edit menu to paste the Clipboard contents into an overlay as a text object.

Microsoft Excel

You can open a Microsoft Excel document using WhitePineBoard.

To save pages of Microsoft Excel documents in a WhitePineBoard compatible format:

1. Make a selection.
2. Copy the selection to the Clipboard, by holding the Shift key down while you choose Copy Picture from the Excel Edit menu.
3. Switch to WhitePineBoard and choose Paste Image or Paste from the WhitePineBoard Edit menu.

Lotus 1-2-3

You can open a Lotus 1-2-3 Document using WhitePineBoard.

To import a page from Lotus 1-2-3 as a document image:

- Capture it from the screen using Capture Image from the WhitePineBoard Edit menu.

In addition, you can paste Lotus Clipboard selections as text objects in a WhitePineBoard overlay.

Graphics

You can import from drawing and painting programs in a number of ways, depending on the capabilities of your program.

To import graphics as document images, use one of the following methods:

- Save a document in a compatible format then use Open from the WhitePineBoard File menu to open it as a document image.
- Copy a selection and use Paste Image from the WhitePineBoard Edit menu to paste the Clipboard contents as a document image.
- On the Macintosh, copy selections and paste them into a new Scrapbook file then open the Scrapbook file.

To import graphics as objects in an overlay, use one the following methods:

- Copy a selection and use paste from the WhitePineBoard Edit menu to paste it into an overlay.
- On the Macintosh, open a document saved in the PICT format into the overlay using Open from the WhitePineBoard File menu and clicking the Convert Image to Editable Comments check box in the Open dialog box.

Aldus SuperPaint

You can open a SuperPaint document using WhitePineBoard (Macintosh).

To save a document in the PICT format:

1. Choose Save As from the Aldus SuperPaint File menu.
2. Enter a new name for the PICT file.
3. Click on the Save as radio button.
4. Choose PICT in the pull-down menu.
5. Click OK.

Adobe Photoshop

You can open a Photoshop document using WhitePineBoard.

To save an Adobe Photoshop document in a WhitePineBoard compatible format:

1. Choose Save As from the Adobe Photoshop File menu.
2. Enter a new name for the file.
3. Select a compatible format.
4. Click OK.

Canvas

You can open a Canvas document using WhitePineBoard.

To save a document in a compatible format:

1. Choose Save As from the Canvas File menu.
2. Enter a new name for the file.
3. Select a compatible format.
4. Click OK.

ClarisDraw

You can open a ClarisDraw document using WhitePineBoard (Macintosh).

To save in the PICT format:

1. Choose Save As from the ClarisDraw File menu.
2. Enter a new name for the PICT file.
3. Click the PICT radio button at the bottom of the Save As dialog box.
4. Click OK.

CorelDRAW

You can open a CorelDRAW document using WhitePineBoard (Windows) .

To save in a compatible format :

1. Choose Export from the CorelDRAW File menu.
2. Enter a new name for the file.
3. Select a compatible format.
4. Click OK.

Harvard Graphics

You can open a Harvard Graphics document using WhitePineBoard (Windows).

To save in a compatible format:

1. Choose Export from the Harvard Graphics File menu.
2. Enter a new name for the file.
3. Select a compatible format.
4. Click OK.

Micrografx Designer

You can open a Designer document using WhitePineBoard.

To save in a compatible format:

1. Choose Save As from the Designer File menu.
2. Enter a new name for the file.
3. Select a compatible format.
4. Click OK.

Chapter 5 Advanced Features

WhitePineBoard provides a number of advanced features which help you work with other participants efficiently and easily. This chapter describes the following features:

- Viewing together
- Using fewer features and more features
- Using five overlays and showing comments
- Pre-sending files
- Browsing a group of documents

Viewing Together

WhitePineBoard provides a Views feature that allows you to coordinate views of documents on connected computers. When you first connect with WhitePineBoard, your view of a document window is linked to the other participants' view so that you all see the same document and scroll together while you work. If one participant has resized the document window or if one has a large and one a small monitor, each participant's upper left corner will be the same in the view.

While your views are linked, you always see the same part of the same document so that if one participant:

- Uses the scroll arrows or scroll box, the others scroll.
- Zooms in or out, the others zoom in or out.
- Switches to a different comment overlay, the others switch.
- Switches to a different document, the others switch to that document.
- Creates or opens a document, the others switch to that document.
- Closes a document, the document below it on that screen becomes the active document on the others' computers.

Even though your views are linked, you each can switch independently to another application to work. If you do switch to another application, WhitePineBoard continues to work in the background. Changes the others make, by drawing, scrolling or switching documents, are made on your computer. When you switch back to WhitePineBoard, your documents and views are current.

When you are sharing a document, you may want to unlink your views. When you are unlinked, you can scroll, switch documents, and zoom in and out without affecting the views of the others with whom you are connected. Documents continue to be kept up to date instantly on all connected computers even though you are unlinked.

The View icon in the upper right corner of each document window indicates your view status. This helps you keep track of whether you are linked or not.

The Open Eye icon means your views are linked.

The Closed Eye icon means your views are unlinked.

The Half Closed Eye icon means your views are linked, BUT:

- You have closed a document that another person in the connection has switched to.
- Or, one or more participants have closed a document that you have switched to.

When you are linked, there is a check mark before Link View from the Collaborate menu.

- **Linking**

  Choose Link View (Ctrl-L; Command-L) from the Collaborate menu to remove the check mark and unlink your views.

- **Relinking**

  Any participant can re-establish the link. Choose Link View (Ctrl-L; Command-L) from the Collaborate menu to relink your views.

- **Controlling Window Size**

  When you are linked, you can synchronize window sizes on linked computers. Choose Link Window Size from the Collaborate menu (shown in Figure 5-1). If screens are different sizes, windows cannot be made larger than the smallest screen.

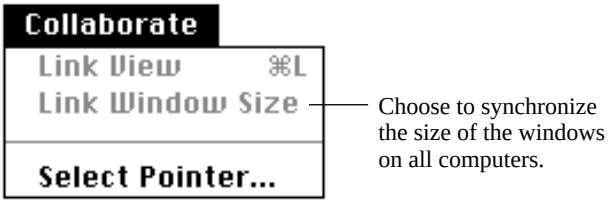


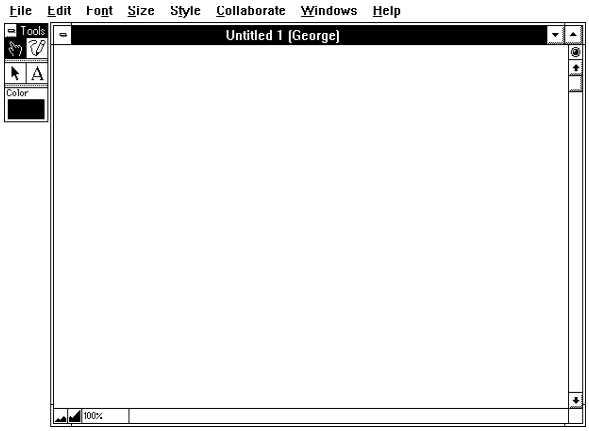
Figure 5-1. Collaborate Menu (Macintosh)

Using Fewer Features and More Features

WhitePineBoard provides two levels of tools and other features. You access them by choosing Fewer Features or More Features from the Edit menu.

Fewer Features (Figure 5-2) provides a document window with a four-tool palette, short menus and one overlay. Use Fewer Features if you are unfamiliar with computers or are learning WhitePineBoard.

Windows



Macintosh

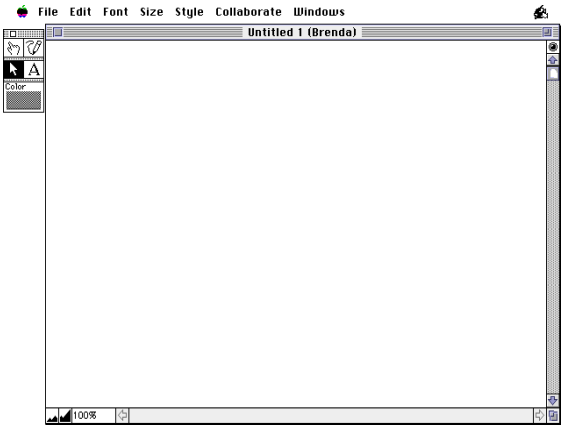
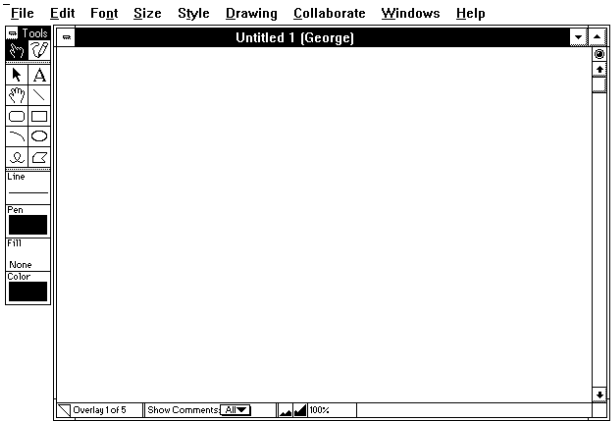


Figure 5-2. Fewer Features Tool Palette

Using More Features (Figure 5-3) gives you access to the full power of WhitePineBoard for sharing and marking up document images. This feature provides five overlays on which you can hide and show comments, as well as additional menu commands and an expanded tool palette.

Windows 3.x



Macintosh

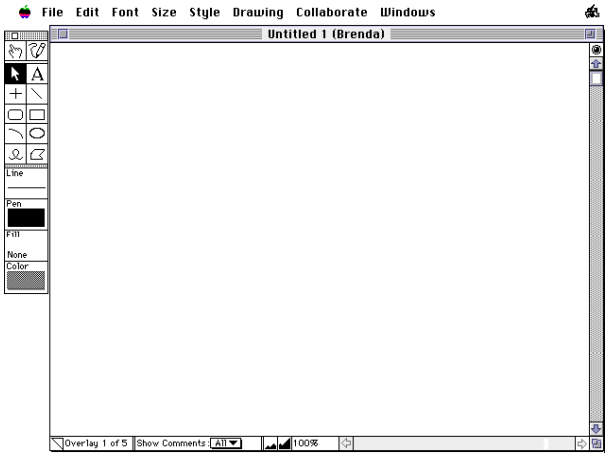


Figure 5-3. More Features Tool Palette

The document window has two parts: the document image background into which you can import a document image and one overlay—a transparent layer placed over the document image in which you make comments.

When you choose More Features from the Edit menu, the document window still has two parts: the background and one overlay. But, you may switch between five different overlays. You can make a different set of comments on each overlay. See “Using Five Overlays and Showing Comments” later in this chapter.

Showing or Hiding Comments

The Show Comments feature of the document window is available to you when you choose More Features from the Edit menu. With this feature, you can selectively hide or show the comments of each person marking up the WhitePineBoard. For example, after working with a colleague, you can hide all of your comments, showing only your colleague's comments. See "Using Five Overlays and Showing Comments" later in this chapter.

The Expanded Menus

When you are using More Features, several menus offer additional commands. In addition, the Drawing menu is added to the Menu Bar.

- **The File Menu**

  The expanded File menu includes the Pre-Send Files, Build Browser, and Save Browser menu choices. Pre-Send Files allows you to send files ahead of an interactive meeting so you can avoid the delay associated with sending a large document or a large number of documents.Build Browser allows you to associate a group of documents for presentation-style display in a single window known as the Browser. Combining the documents into a Browser makes it easy for you to present the documents to others. You can build a Browser and save it for later use.

- **Edit Menu**

  The expanded Edit Menu adds the Duplicate and Clear Image commands. Duplicate makes a copy of a selected comment. Clear Image erases or clears the image from the document background. You cannot Undo this command.

- **The Drawing Menu**

  The Drawing menu is added to the menu bar when you choose More Features. Use its commands to manipulate the comments you make in an overlay. The Drawing menu has commands that allow you to change the position of comments in relation to each other, to rotate and flip comments, to group and ungroup comments, to align comments to a grid and to each other, and to change the rounding on rounded rectangles and squares.

Using More Drawing Tools

An expanded Tool palette is displayed for use when you choose More Features. See Chapter 6, "Working with Objects" for a full description of these tools.

Using Five Overlays and Showing Comments

When you are using More Features, you can use five overlays.

Important: WhitePineBoard always displays one overlay at a time. When you have five overlays, you can view and draw on each overlay one at a time.

You have more space for comments and you can use each overlay for a different issue. For example, while collaborating you can make comments regarding flow charting on one overlay, business plans on another, and scheduling on a third. In this way you can keep each set of comments separate to avoid confusion.

When you print from WhitePineBoard, you print the currently displayed overlay and the comments in that overlay. You must display another overlay and its comments to print it.

All five overlays and their associated comments are saved with a WhitePineBoard document. Reopen the document with its overlays later to view and print it or to share the comments with another person in another connection.

To use additional overlays:

1. Choose More Features from the Edit menu.

   The bar at the bottom of the document window shows the number of the overlay being displayed, for example, “Overlay 1 of 5.”

2. Click the triangle on the top right to go forward through the overlays; click the triangle on the bottom left to go backward through the overlays. See Figure 5-4.

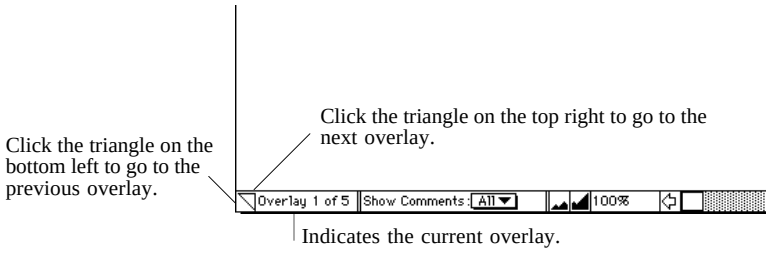


Figure 5-4. Overlay Triangles

Comments made on an overlay are hidden when you display another overlay. Switch back to that overlay to see its comments. When your views are linked, any switch to another overlay occurs simultaneously on all computers.

Showing and Hiding Comments

When you are using More Features, you may selectively hide or display a person's comments so you can more clearly see what each person has suggested.

To show or hide comments:

1. Use the Show Comments pop-up menu which is located in the bar at the bottom of the document window.

2. Click and hold on Show Comments to display the pop-up menu.

   The names of all persons connected are listed in the Show Comments pop-up menu. In Figure 5-5, these are George and Brenda.

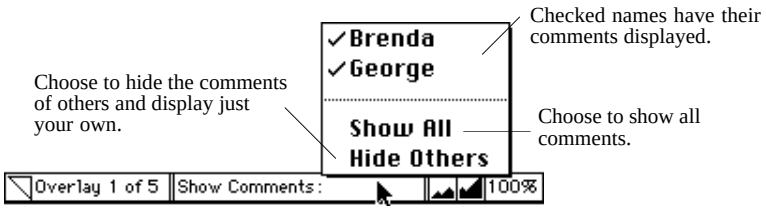


Figure 5-5. Show Comments Pop-Up Menu (Macintosh)

3. Drag to hide or show the comments you want to see.

   Remember, if the name of a person is checked, their comments are currently shown. To hide the comments of one person, drag and release on the name of that person. To redisplay the comments, drag and release the name of that person. Choose Show All to show the comments of everyone who has made comments in the overlay. Choose Hide Others to hide all comments except your own.

When a person who has marked up the document is not currently looking at the document because he has closed the document or because he is no longer connected, his name appears on the list with a (not present) notation. In Figure 5-6, Juan is listed with (not present) after his name. His comments are displayed and can be hidden even though he is not connected.

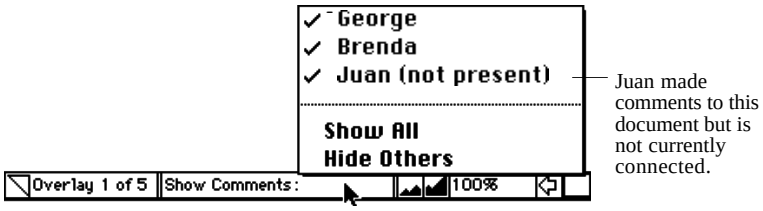


Figure 5-6. Show Comments - Person Not Present (Macintosh)

How Hiding Comments Affects Printing and Saving

When you print from WhitePineBoard, the document image and the current overlay and its displayed comments are printed. Only comments that are currently displayed are printed. If comments are hidden, they are not printed.

When you save a document, you save the document image and each overlay with all of its comments—whether hidden or displayed. WhitePineBoard remembers who made which comments when it saves the document.

Using Overlays When You are Linked to Another

When you are working with another person and your views are linked, you always look at the same overlay and the same comments.

If everyone is using More Features, when one person switches to a different overlay all switch to that overlay. Likewise, when one person hides comments, they are hidden for all.

Some participants in a connection may choose Fewer Features while other participants choose More Features. Regardless of their choice, if their views are linked, everyone can see any of the five overlays displayed. In addition, everyone can make comments on any overlay displayed on their computers. However, only the participants who are using More Features have the tools available to switch between the overlays and hide and show comments.

Pre-Sending Files

When you are using More Features, the Pre-Send Files feature allows you to send documents to others ahead of time to minimize delays in your conference. You can use Pre-Send Files to send WhitePineBoard compatible documents to others prior to sharing them interactively. When you open the document, WhitePineBoard recognizes that the other participants have a copy and opens the document on all computers.

Sending documents during a review session takes up tremendous bandwidth, and therefore causes the conference to temporarily pause while the documents are sent, especially if you are working with large documents or multiple documents or if you are sending documents over a slow communications link. To avoid this delay, you should pre-send documents. Then, when you are ready to review pre-sent documents they can be opened instantly on each computer.

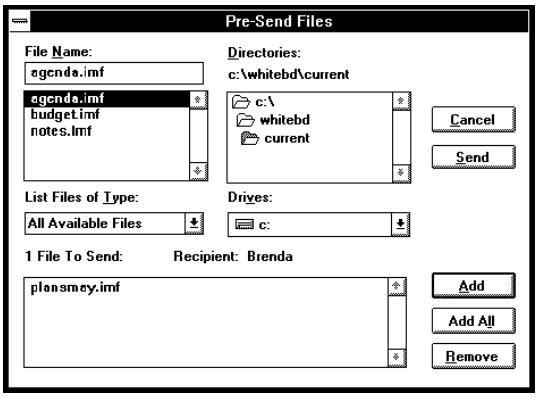
Note: Before pre-sending files with formats other than text from Windows to a Macintosh computer, open them in WhitePineBoard and save them in the WhitePineBoard format. Because WhitePineBoard on a Macintosh does not read Windows formats such as BMP and WMF, you cannot pre-send Windows graphic formatted files to a Macintosh and vice versa.

To pre-send files:

1. Choose Pre-Send Files from the File menu.

   The Pre-Send Files dialog box appears (shown in Figure 5-7).

Windows 3.x



Macintosh

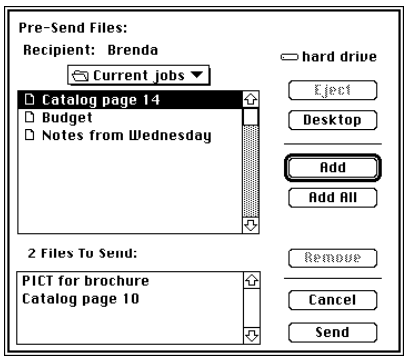


Figure 5-7. Pre-send Dialog Box

2. Highlight a document you want to send, then click Add. To send all the documents in a folder, open the folder and click Add All.

   You may send up to 256 documents at one time. The documents you add are listed in the Files to Send window.

3. Click Send.

   When you click Send, the documents in the Files to Send list are sent to the other computers and placed in a folder called Received Files. This folder is created automatically in the folder in which the WhitePineBoard application resides. A progress indicator (Figure 5-8) appears on all computers. Documents are sent in the background. This allows you to work on other documents in WhitePineBoard or in another application while the documents are being sent.

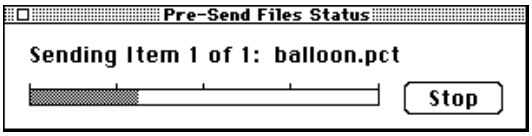


Figure 5-8. Progress Indicator (Macintosh)

Sharing Pre-sent Files in WhitePineBoard

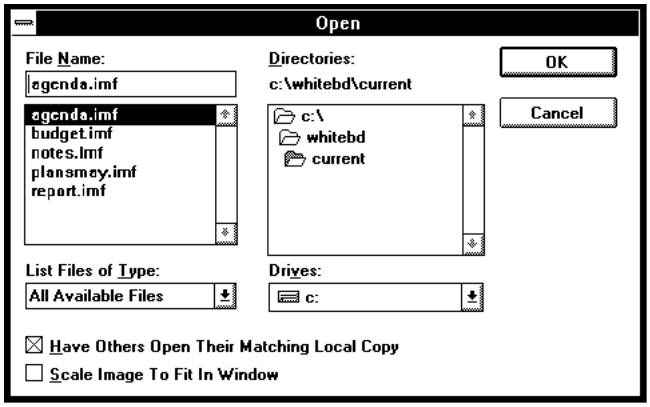
You can use Pre-Send Files and other methods to pre-send files to share in WhitePineBoard before using them. After you have pre-sent files, you are ready to open the files and share them.

To open a pre-sent file:

1. Start WhitePineBoard and connect with the other participants to whom you have pre-sent files.

2. Choose Open from the File menu. The Open dialog box appears (Figure 5-9).

Windows 3.x



Macintosh

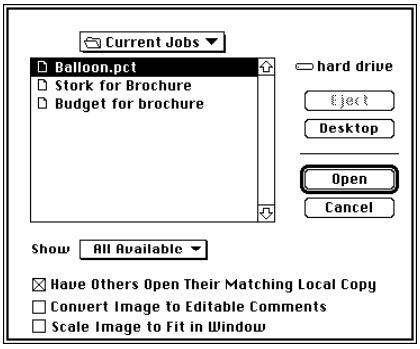


Figure 5-9. Open Dialog Box

3. Select a document to open and check the Have Others Open Their Matching Local Copy check box.

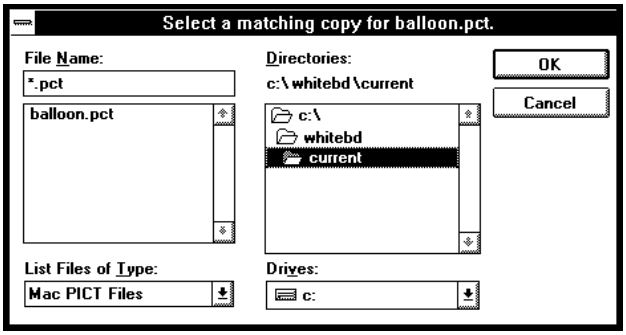
   A matching copy must have the same title, size, date and time. WhitePineBoard finds the matching copy on the remote computers in the Received Files folder and opens the document instantly on all computers in the connection without having to send it.

If WhitePineBoard does not find a matching file in your Received Files folder, a message is displayed (shown in Figure 5-10) to ask if you want to locate the file elsewhere on your disk.

Figure 5-10. Locate File Elsewhere Alert Message (Macintosh)

Click OK if you would like to look for the file in another folder or floppy disk. A dialog box (shown in Figure 5-11) is displayed to let you locate the file. If you click Cancel, WhitePineBoard sends the document to you.

Windows 3.x



Macintosh

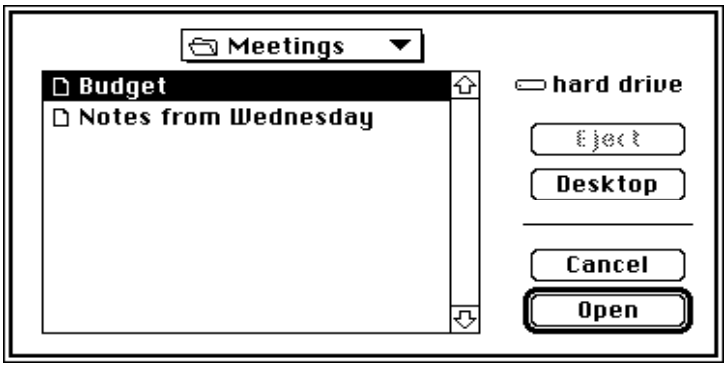


Figure 5-11. Open a File Dialog Box

To locate and open a file:

1. Locate the file using the pull-down menu in the dialog box.

2. Highlight the file and click Open.

   If the title, time, date and size match, the document opens on your computer. If something does not match, the file is automatically sent to you instead.

Browsing a Group of Documents

If you have several documents to review with a colleague, use the WhitePineBoard Browser, available when you are using More Features. The Browser feature allows you to combine a group of documents for easy presentation to others.

How the Browser Works

To share a group of documents, first group or build them into a Browser using Build Browser from the File menu. After you build a Browser, a Browser palette (Figure 5-12) appears on your computer and a Browser document appears on the other computers when you are connected. The Browser palette displays previews of the documents. A preview is a miniature version of a document. The Browser document displays the documents, one at a time, as document images that you can review and mark up. By clicking on the previews in the Browser palette, you can switch quickly and easily from one document image to another in the Browser document.

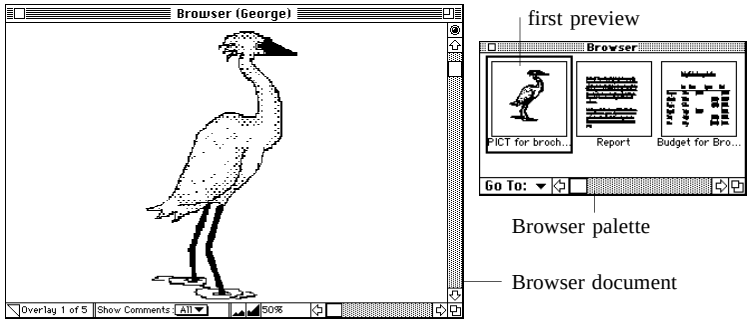


Figure 5-12. Browser Palette

When the Browser first opens, the document image represented by the first preview in the Browser palette is displayed. To display other document images, click on the corresponding preview on the Browser palette.

Building a Browser

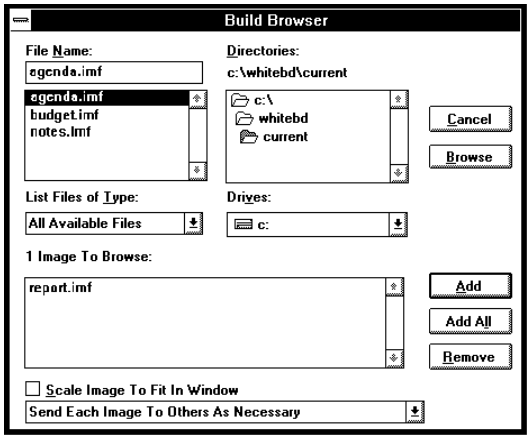
You can build a Browser before you connect or while you are connected.

To build a Browser:

1. Choose Build Browser from the File menu.

   The Build Browser dialog box appears shown in Figure 5-13.

Windows 3.x



Macintosh

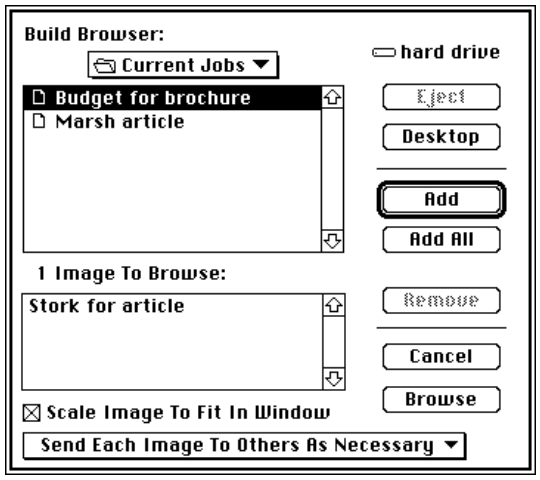


Figure 5-13. Build Browser Dialog Box

2. Highlight a document you want to include in the Browser, then click Add or click Add All to add all documents in the current folder.

   The documents you add are listed in the Images To Browse window. You may browse up to 256 files at one time. You may choose documents from different folders, but you cannot add whole folders. Instead, open folders and click Add All.

3. If you want to scale the document image to fit in the window on your computer screen, check the Scale Image To Fit in Window check box.

4. Click Browse.

   The Browser palette opens on your computer. A Browser document is displayed on your computer and the others computers. It displays the document image represented in the first preview. Now you can review, mark up, print, and save this document image. Use the Grow Box to resize the Browser palette as needed to see more previews. You may close the Browser palette using the Close box. To reopen, choose Browser from the Windows menu.

Switching Document Images

The Browser palette allows you to select the preview document images which are displayed in the Browser document.

To switch document images use either of the following procedures.

◆ Click on a preview of a document image (see Figure 5-14).

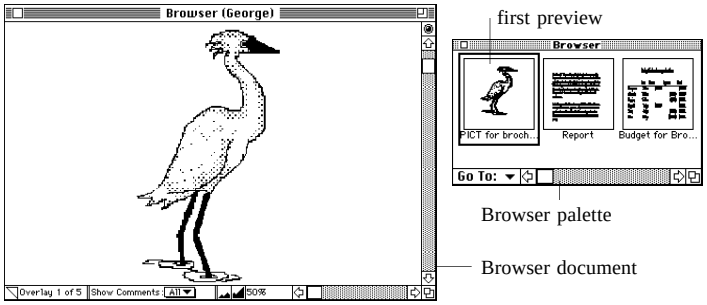


Figure 5-14. Preview of a Document Image (Macintosh)

◆ Use the Go To pull-down menu (shown in Figure 5-15) at the bottom of the Browser palette.

   Click and hold on Go To to display the pull-down menu. Drag and release on the name of the document image you want to display in the Browser window.

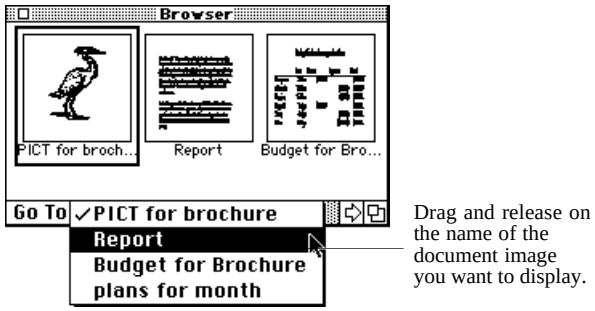


Figure 5-15. Go To Pull Down Menu (Macintosh)

Regardless of the method you use, the document image is sent to the connected computers and displayed as the current document image in the Browser document on the other computers. If comments have been made, the Browser owner is prompted to save the current document image and its comments before the send and display occurs.

Progress indicators on the sending and receiving computers let you know how the send is progressing. To avoid having to wait for document images to be sent, pre-send the documents.

Reordering the Browser Palette

The person who builds or opens the Browser can change the order of the previews in the Browser palette. Drag a preview to place it in a different position. As you drag, you see an outline of the preview (Figure 5-16). Release the mouse where you want to place the preview.

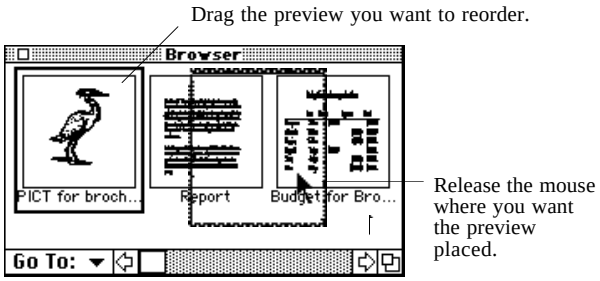


Figure 5-16. Dragging a Preview (Macintosh)

Pre-Sending Browser Files

You should pre-send the documents to be shared in a Browser to avoid waiting for them to be sent as you review them. If you do not pre-send the documents, each document is sent when you use the Browser palette to select it for display.

You can pre-send Browser documents using one of the methods described in the previous section “Pre-Sending Files” earlier in this chapter.

In addition, you can pre-send the documents as you build the Browser. When you are building a Browser, use the drop-down list (Windows) or the pop-up menu (Macintosh) at the bottom of the Build Browser dialog box. If you use the default, Send Each Image To Others As Necessary, a document is sent each time you use the Browser palette to switch documents. You can indicate that files have already been sent or choose to pre-send the files as you build the Browser. See Figure 5-17.

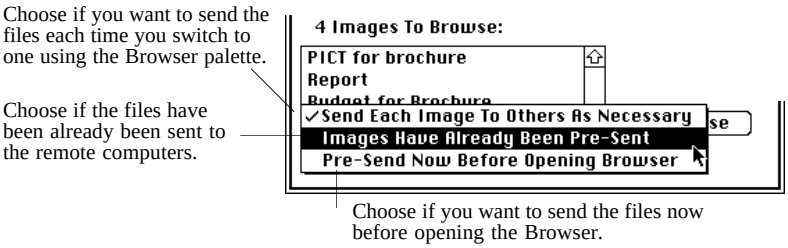


Figure 5-17. Building a Browser (Macintosh)

To build a browser:

1. Choose Images Have Already Been Pre-Sent if you have already sent the files to the remote computers.

   Before you use the Build Browser dialog box, use one of the methods described in “Pre-Sending Files” earlier in this chapter to send the files to the remote computers.

2. If you want to send the files as you build the Browser, choose Pre-Send Files Now Before Opening Browser.

WhitePineBoard sends the files to the Received Files folder on the remote computers before displaying the Browser palette and the Browser document. Regardless of the method the Browser creator uses to pre-send files to you, WhitePineBoard checks your Received Files folder whenever the Browser creator uses the Browser palette to switch documents. If the document is in the Received Files folder, WhitePineBoard opens and displays it instantly instead of sending it. If WhitePineBoard does not find a matching file in your Received Files folder, a dialog box is displayed (shown in Figure 5-18) to help you locate the file elsewhere on your disk. A matching file has the same title, date, time and size.

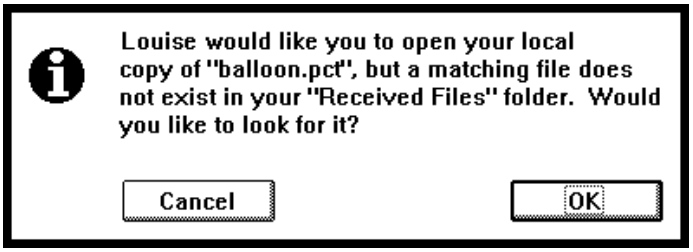
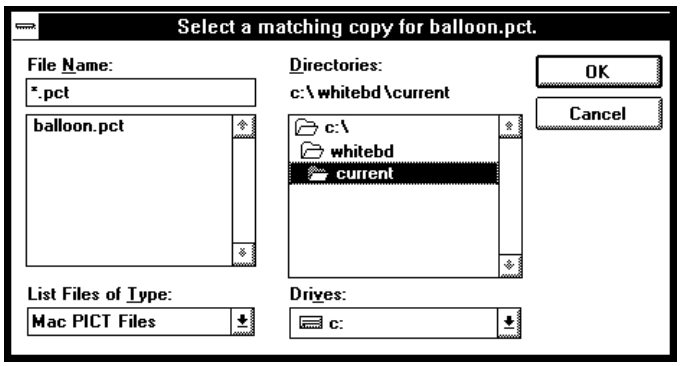


Figure 5-18. Locate File Elsewhere Alert Message (Macintosh)

Click OK if you would like to look for the file in another folder or floppy disk. A dialog box is displayed (Figure 5-19) to let you locate the file.

Windows3.x



Macintosh

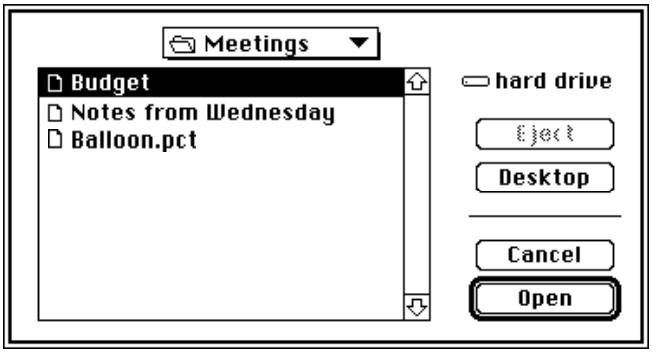


Figure 5-19. Open Dialog Box

To locate and open a file:

1. Locate the file.

2. Highlight the file and click Open.

When you click Open, WhitePineBoard checks to see if the document matches the one opened on the remote computer. If the document matches, it opens on your computer. If the document does not match, WhitePineBoard sends the document to you.

Closing a Browser Document

You can close the Browser document at any time. However, if you are the Browser creator, closing the Browser document causes you to close the entire Browser.

The Browser creator has both the Browser palette and the Browser document open. The Browser palette can be closed with the Close box and reopened from the Windows menu by choosing Browser. However, if the Browser creator closes the Browser document, both the Browser document and the Browser palette are closed. In this case, the Browser must be rebuilt from scratch.

The others have only the Browser document on their computers. If a person closes the Browser document, that person is no longer sharing the Browser. The Browser creator can resend it using Send from the File menu. See “Re-Sending Documents” in Chapter 3.

Saving the Browser Palette

After building a Browser, you can save the Browser palette. This allows you to create a Browser before sharing it with others and making a presentation. Choose Save Browser from the File menu. The saved Browser palette can be opened from the Open dialog box. If you pre-send a Browser palette with WhitePineBoard’s pre-send features or on disk, send the files that make up the Browser palette also. The saved Browser palette contains directions which allow WhitePineBoard to recreate the Browser from these files. If you are pre-sending a Browser palette from Windows to a Macintosh, save the files first in the WhitePineBoard format.

Saving a Browser

The currently displayed Browser document and its comments can be saved by any participant at any time.

When the Browser creator saves the current document:

- Document image is saved with its comments.
- Preview in the Browser palette is updated to include the comments.

If the Browser creator changes the document name, the new name is displayed under the preview in the Browser palette and in the Go To pull-down menu.

If the Browser owner switches to a document after it has been saved with its comments, it must be resent to the others in the connection.

When someone saves the currently displayed Browser document, with its document image and comments, it is saved on that person's computer.

Opening a Scrapbook as a Browser (Macintosh)

WhitePineBoard can open any file in the Macintosh Scrapbook format as a Browser. There are several ways you can create scrapbooks to share as a Browser:

- You can create a Macintosh Scrapbook file, then paste the images you want to share in it.
- You can use a program that can save in the scrapbook format to create a scrapbook.

For example, you can create scrapbooks from pages or selections copied in the PICT format from WordPerfect and Microsoft Excel. Presentation programs such as Aldus Persuasion or Microsoft PowerPoint can save slide shows in the scrapbook format on the Macintosh.

To open a scrapbook as a Browser:

1. Choose Open from the File menu.

   The Open dialog box is displayed (shown in Figure 5-20).

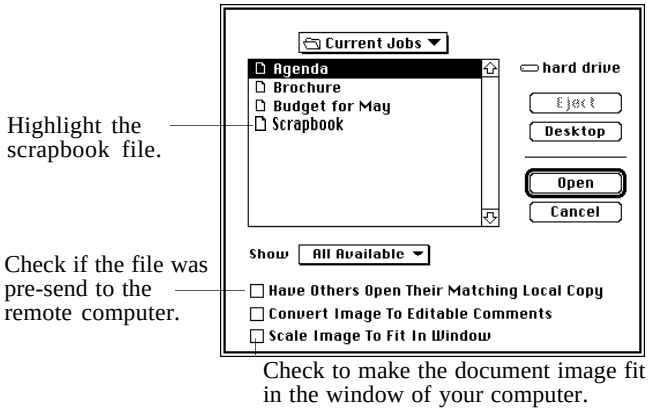


Figure 5-20. Open Dialog Box (Macintosh)

2. Highlight the scrapbook file.

3. Click Open or double-click the scrapbook file.

The scrapbook automatically opens as a Browser palette on your computer; a Browser document containing the first preview is displayed on all computers.

A Browser created from a scrapbook works the same way as a normal Browser.

Pre-sending the Scrapbook Browser

Mac OS

You can pre-send the scrapbook file to the remote computers using one of the methods described in the section “Pre-sending Files” earlier in this chapter. Then, when you open the scrapbook, click the Have Others Open Their Local Copy check box. You cannot send a scrapbook to a Windows computer. Build a Browser instead.

Saving a Document from the Scrapbook Browser

Mac OS

Because comments cannot be saved in the scrapbook format, you must name and save an individual document to a file, not the scrapbook. Once you save a document image with comments, WhitePineBoard sends it to the others when you select it for display regardless of whether it has been sent previously.

Sizing Widows for Presentations

You can prepare for presentations on remote computers by presetting window display features of WhitePineBoard. These features are Scale Image To Fit in Window, Set Default Size, and Link Window Size. These features allow you to coordinate the window size on the remote computers with yours and make sure the others see the entire document image you are presenting.

Presentations can be made conveniently using a Browser or individual documents if you wish. See the preceding section for information on building group of documents into a Browser.

To size a window:

1. Set your own window size using the Set Default Size command from the Windows menu.

   Set a default size small enough so you can continue to video-conference and see the WhitePineBoard window. See “Setting Default Window Size” later in this chapter.

2. Connect with others and choose Link Window Size from the Collaborate menu

   When your windows sizes are linked, everyone’s document size is the same. See “Opening a Document as a Document Image” in Chapter 3 for information on linking your windows and window sizes.

3. Open the Browser or document and check the Scale Image To Fit in Window check box.

   When the document image opens in the Browser document, or single document, the entire image is scaled so that it is entirely within the window of each computer.

Setting Default Window Size

Use the Set Default Size command from the Windows menu to set a default document size for WhitePineBoard documents.

To set the default window size:

1. Set the current active document to the size and position on screen that you want to be used for documents you create or open.

2. Choose Set Default Size from the Windows menu to display the dialog box.

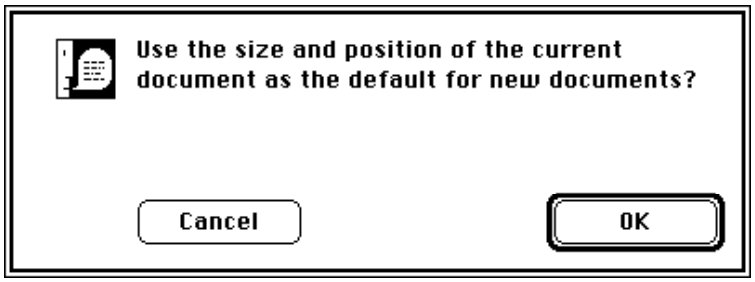


Figure 5-21. Window Size Default Alert Message (Macintosh)

3. Click OK.

   Documents you create or open are displayed in the size and in the position on screen that you set.

To change the default screen size, repeat the previous steps again.

Chapter 6 Working with Objects

Using the WhitePineBoard drawing tools, you can draw on a markerboard or mark up a document that you have imported as a document image. This chapter describes the drawing tools and lists features available on the Edit, Font, Size, Style and Drawing menus that allow you to create and edit objects. In addition, this chapter discusses the tools available in both the Fewer Features mode and the More Features mode.

- Drawing Objects and Marking Up Document Images
- Using the Tool Palette
- The Basic Shape Tools
- Changing the Line, Pen, Fill, and Color
- Editing Objects
- Placing Objects Precisely

Drawing Objects and Marking Up Document Images

You and the other participants connected with you can draw on the markerboard and mark up a document using the WhitePineBoard drawing tools. Each time you use a tool you create an object, not a bitmap. An object can be edited. Any participant can select, move, delete, resize and edit objects as described in this chapter.

Objects you draw are drawn instantly on all computers. Everyone can draw on the markerboard or mark up the document image at the same time. All can edit the objects.

- **Drawing on a Markerboard**

  Use the drawing tools to write and draw on the markerboard.

- **Marking Up a Document**

  Mark up the document image just as you would a hard copy printout. Your markups are drawn in an overlay that is like a transparent acetate sheet laid on top of the document image.

- **The Tools**

  WhitePineBoard provides you with all the tools you need to draw on the markerboard or to mark up a document. The tools include basic drawing tools, such as a marker and a Post-it™ note tool. They also include more advanced tools such as line tools with arrows, and tools that make basic shapes, such as rectangles, circles and polygons.

You can choose Fewer Features or More Features from the Edit menu. When you are using More Features, WhitePineBoard provides an expanded Tool palette, additional commands and a Drawing menu.

Using the Tool Palette

The Tool palette gives access to the drawing tools. It appears on the left side of your screen when you have a document open. When you are using the Fewer Features mode (Figure 6-1) , the Tool palette contains four tools and the Color pop-up menu. When you switch to the More Features mode (Figure 6-2), the expanded Tool palette is displayed.

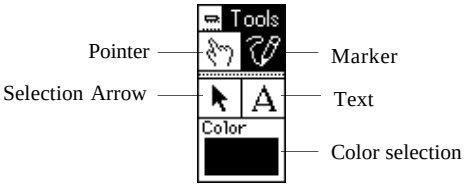


Figure 6-1. Fewer Features (Windows 3.x)

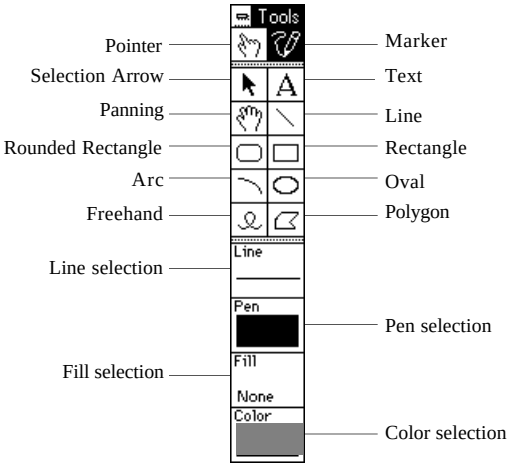


Figure 6-2. More Features (Windows 3.x)

Click in the Close box to hide the Tool palette; redisplay it by choosing Drawing Tools from the Windows menu. You can drag the Tool palette by the top bar to move it to a different place on the screen.

Click on a tool to use it. The Pointer, Marker and Selection Arrow tools turn black when you click them once. They stay selected until you choose another tool. The Text tool and the basic shape tools - the Line, Perpendicular Line, Rounded Rectangle Arc, Oval, Freehand and Polygon - work in two ways.

- Click the tool once to make one object. The tool is selected with a gray background. Click in the document window to draw. When you are finished, the Selection Arrow becomes the active tool.

- Double-click the tool to make more than one object. The tool is selected with a black background. It remains selected until you select another tool or press the Enter key.

Display the Line, Pen, Fill and Color pop-up menus by clicking and holding on the Tool palette in the box where the desired menu name and the current setting are displayed. Drag and release on the selection of your choice.

The Pointer

The Pointer (shown in Figure 6-3) is a cursor that is visible on all of the connected computers; the others can see your Pointer while it is in your document window. The Pointer also appears in the Participants List in Enhanced CU-SeeMe. Use the Pointer to draw the others' attention to a section of the document as you talk about it. Everyone's Pointer can be active at the same time.

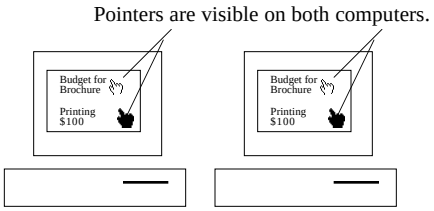


Figure 6-3. Pointer

The Pointer works in the following ways.

- To use the Pointer, click on the tool, then move the mouse over the document.
- To use the Pointer temporarily while you are using any other tool, hold down the Control and Shift keys.
- To draw while using the Pointer, hold down the mouse button; the Pencil tool appears. Release the mouse button to return to the Pointer.

The Pointer remains the active tool until you choose another.

Each person can choose a different Pointer icon.

To change your Pointer:

1. Display the Select a Pointer dialog box (shown in Figure 6-4) by choosing Select Pointer from the Collaborate menu.
2. Choose the Pointer you want to use.

The Tool palette displays the Pointer you selected.

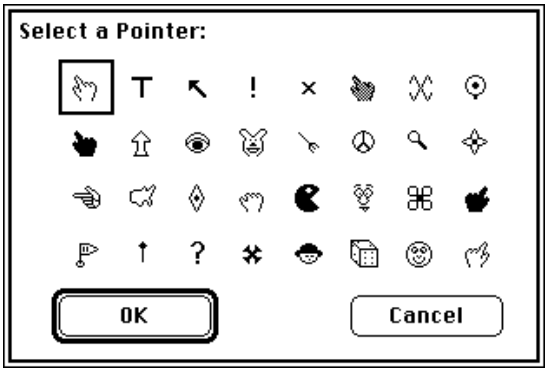


Figure 6-4. Pointer Dialog Box

The Marker

The Marker draws on your document image much like a marker would on a markerboard. To draw an object with the Marker, press, hold, and drag with the mouse.

You can choose a different color for your Marker. See the “Changing the Line, Pen, Fill, and Color” section later in this chapter.

The Marker remains the active tool until you click on another tool or press the Enter key to make the Selection Arrow active.

The Text Tool

I-beam

The Text tool allows you make Post-it like objects. To make a text object, choose the Text tool from the Tool palette. Your cursor becomes an I-beam. Click in the drawing where you want the text to be inserted. A Text box appears.Start typing your text. When you reach the right margin, words wrap to the next line.

To create a custom-sized box, do not release the mouse after you click. Instead, drag to form the margins of a text box the size you want. For more information on text, see “Editing Text Objects” later in this chapter.

The Selection Tool

Use the Selection tool to select objects before you edit them. Once selected, they can be moved, resized, deleted and they can be edited with features on the Edit and Drawing menu.

You must select objects before you move or edit them. You can select a single object or multiple objects. To make selections, first click on the Selection Arrow. The cursor becomes a black arrow. When you select an object, it has small squares called “handles” (shown in Figure 6-5) at each corner of the rectangular space in which it is drawn.

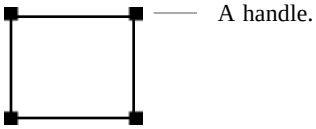


Figure 6-5. Handles

- **Selecting by Clicking**

  You can click any part of a filled object or click the outline of an empty object to select it. To select multiple objects press the Shift key while, at the same time, you click each object. For information on filling objects see “Changing the Line, Pen, Fill, and Color” later in this chapter.

- **Selecting with the Marquee**

  When you drag the Selection Arrow on the screen, it draws a selection rectangle of moving dashed lines. The rectangle is called the “marquee”. To select one or more objects using the selection rectangle, drag so you enclose the objects completely in the marquee, then release.

- **Selecting All Objects**

  Select all of the objects in your document by choosing Select All (Ctrl-A; Command-A) from the Edit menu. Select All selects visible objects only. If there are hidden objects in an overlay and you choose Select All, only objects that are displayed are selected. See “Showing or Hiding Comments” in Chapter 5.

- **Deselecting Objects**

  Deselect an object in any one of these ways:

  - Click anywhere outside of the selected object

  - Choose another tool

  - Select another object

- **Object Locking**

  Only one person at a time can select an object or group of objects. When another person selects an object, outlined handles appear in your document window (shown in Figure 6-6). You cannot select an object another person has selected.

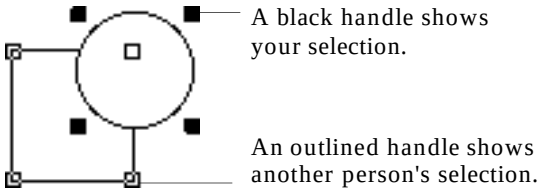


Figure 6-6. Object Locking

The Basic Shape Tools

When you choose More Features from the Edit menu, the basic shape drawing tools become available on the Tool palette. These tools allow you to make lines, lines with arrows, rounded rectangles and rounded squares, rectangles and squares, arcs, ovals and circles, polygons, and freehand lines. There are two methods of drawing with a basic shape tool. You can choose to start drawing from a corner or from the center.

First, select the tool. The cursor becomes a cross-hair for each basic shape tool.

To draw shapes and lines from a corner, click where you want to start drawing. Drag the tool where you want to locate the object. The shape starts at the place where you begin and becomes larger as you drag, growing in the same direction that you drag.

To draw shapes and lines from the center, press the Option key, click where you want the center of the object to be. Drag the tool in any direction. The center of the shape is at the place you first clicked.

When a color is assigned to a basic shape, both its line and fill assume that color.

The Rounded Rectangle tool draws rounded rectangles. Press the Shift key while using the tool to draw rounded squares.

You can change the rounding of the corners for these rectangles. Choose Round Corners from the Drawing menu to display the dialog box. Click on the size rounding you want, then click OK.

The Rectangle tool draws rectangles. Press the Shift key while using the tool to draw squares.

The Arc tool draws arcs. Press the Shift key while using the tool to draw quarter circles.

The Oval tool draws ovals. Press the Shift key while using the tool to draw circles.

The Panning tool allows you to make adjustments to your view of the WhitePineBoard window. Click the Panning tool to select it; your cursor turns into a hand. Drag with the hand and your document moves in the direction your are dragging.

The Line tool draws line with arrows. It draws straight lines at any angle with an arrow at the end. Press the Shift key while using the Line tool to constrain the lines to 45 and 90 degree angles.You can draw lines without arrows or ones that have arrows at either or both ends of the line. Use the Line pop-up menu on the expanded Tool palette to choose a line format. See “Changing the Line, Pen, Fill, and Color” later in this chapter.

The Freehand tool draws free form lines and shapes. Click where you want to start the object, then drag in whichever direction you want to draw. If you select a fill, WhitePineBoard fills the enclosed areas of freehand objects. If the beginning and end points do not join, the shape is filled as if there were a straight line between the starting and ending points.

The Polygon tool draws shapes that consist of straight lines and angles. To draw a polygon, click and release to place the first corner. Then move the mouse to draw the first side and click to finish it. Draw and click to create each succeeding side. Complete the polygon by clicking at the first corner or double-clicking elsewhere in the document. Press the Shift key while you start a side to make a 45 or 90 degree angle.

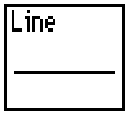
Changing the Line, Pen, Fill, and Color

You can use the Line, Pen, Fill, and Color pop-up menus at the bottom of the Tool palette to change the appearance of objects. When you are using the Fewer Features mode, only the Color menu is displayed. From the Edit menu, choose More Features to display the other menus.

You can use the pop-up menus in two ways:

- Choose a line width, arrow, fill, pen or color before you use a tool.
- Select one or more objects and then choose a new line width, arrow, fill, pen or color.

To choose a different line, arrow, pen, fill or color, open a pop-up menu and make a new selection. For example, to open the Color pop-up menu, press and hold the cursor over that part of the Tool palette that displays the name “Color” and displays the currently selected color. The pop-up menu appears. Drag and release on the color of your choice.



The Line Menu (Figure 6-7) allows you to choose your line width and whether or not you want arrow heads.On the top half of this menu, you can choose a different line width for lines, as well as for outlines of other objects such as rectangles. On the bottom half of the menu, you can choose lines with arrows at either or both ends or choose lines with no arrows.

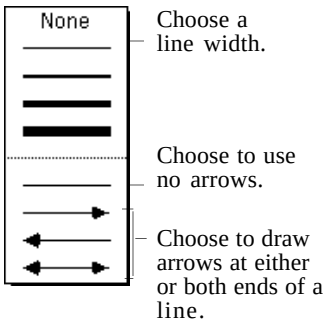
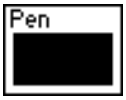


Figure 6-7. Line Menu



The pen menu allows you to choose a pattern for lines and outlines of objects.

The Fill pop-up menu allows you to choose a fill pattern for objects. For example, use the Fill menu to fill a selected text box with a white background to block out the document image behind it.

The Color menu allows you to choose a color for objects. If each person chooses a unique color, it is easy to tell at a glance which objects each person drew. Note that the Color menu does not appear on black and white monitors.

Editing Objects

Before you edit objects, select them with the Selection Arrow. See “The Selection Tool” earlier in this chapter. Once selected, an object can be edited using the Selection Arrow, the keyboard, and commands from the Edit and Drawing menus. You can move, delete, resize, and edit objects.

Deleting, Moving, and Resizing Objects

WhitePineBoard allows you to delete, move, and resize objects:

- **Deleting Objects**

  Select one or more objects. Press the Delete key to delete them.

- **Moving Objects**

  Select one or more objects. Drag the selection to a new spot on the screen. Or press the arrow keys on the keyboard to move in small increments.

- **Changing the Size or Shape of Objects**

  Select one or more objects. Drag any handle to change the shape and size of the object.

  To resize and keep the same proportions, click and hold a handle, press the Shift key, and then drag at a 45 degree angle. Make sure you click the handle before you press the Shift key.

  To reshape the selected object along a horizontal or vertical axis, click a handle, press the Shift key, and then drag horizontally or vertically. The use of the Shift key restrains the changes to one direction.

Cutting, Copying, Pasting, Clearing, and Duplicating Objects

WhitePineBoard provides the standard Macintosh Cut, Copy, Clear and Paste commands from the Edit menu.

- **Cut** (Ctrl-X; Command-X) - Deletes and copies to the Clipboard the selected object. The Clipboard is a holding place used to store the text or graphics which you last cut or copied.

- **Copy** (Ctrl-C; Command-C) - Copies the selected object to the Clipboard without removing it from the document.

- **Paste** (Ctrl-V; Command-V) - Places the Clipboard contents into your current overlay as an object. The contents are pasted in the center of your overlay. Objects are automatically selected after pasting so you can immediately move or resize them.

- **Clear** - Erases a selected object from the screen without affecting the contents of the Clipboard.

- **Duplicate** (Ctrl-D; Command-D) - Duplicates a selected object.

Changing the Position of Objects

You can use commands from the Drawing menu to change the position of objects. The Drawing menu is available when you are using More Features.

◆ **Changing Stacking Orders**

When you make a new object, it is placed in front of existing objects in an overlay. Choose Bring to Front or Send to Back from the Drawing menu to move a selected object forward or backward in a stack of objects.

◆ **Rotating Objects**

Choose Rotate Left (Ctrl-[;Command-[) Rotate Right (Ctrl-]; Command-]) from the Drawing menu to rotate one or more selected objects right or left in 90 degree increments.

◆ **Flipping Objects**

Choose Flip Horizontal or Flip Vertical from the Drawing menu to flip a selection horizontally or vertically.

◆ **Aligning Objects**

Use Align Objects from the Drawing menu (Figure 6-8) to align selected objects in relation to each other. The command is dimmed unless you have at least two objects selected.

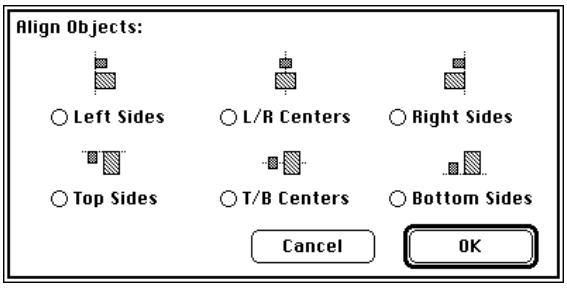


Figure 6-8. Align Objects

First, select two or more objects for alignment. Then, choose Align Objects from the Drawing menu. The Align Objects dialog box appears. Click a button to select an alignment. You can select only one button in each row at a time. (If necessary, you can click on a selected button to deselect it.)

Use the top row of buttons to align objects along their left or right sides or along their left/right centers. Use the bottom row to align objects along their tops or bottoms or along their top/bottom centers. Click OK to apply the alignment to the selected objects.

◆ **Aligning Objects to the Grid**

To place objects precisely, select one or more objects and choose Align to Grid from the Drawing menu.

Grouping Objects

Choose Group (Ctrl-G; Command-G) from the Drawing menu to combine two or more selected objects into a single object. An object made by grouping selected objects has only one set of handles. You can resize, move, copy, and delete a grouped object as if it were a single object.

To edit individual objects that make up the group, select the grouped object then choose Ungroup (Ctrl-H; Command-H) from the Drawing menu. Ungroup releases objects from a group. They become separate objects and can be moved and edited individually.

Editing Text Objects

You can edit text as you type or select text and edit it.

◆ **Editing Text as You Type**

Click in the text to position the insertion point when you want to make additions or deletions. Delete by backspacing or drag over text to highlight or select it, then press the Delete key.

◆ **Editing Existing Text**

If you want to add or edit text in an existing text object, choose the Text tool. Click the I-beam in the text to place the insertion point. Make the changes you want. When you use the Text tool to edit a text object that has been rotated or flipped, WhitePineBoard temporarily places the text in its original position in the Text box so it is easy to edit.

◆ **Editing Grouped Text Objects**

A text object that is part of a group of objects cannot be edited until it is released from the group with the Ungroup command from the Drawing menu. See “Grouping Objects” earlier in this chapter.

◆ **Selecting a Text Object**

Select a text object by clicking it with the Selection Arrow. See “The Selection Tool” earlier in this chapter. You can edit a selected text object and apply font and style changes. To resize a text object, drag one of the handles. As you drag the handle, the Text box changes shape. The characters themselves do not change, but the words wrap to fill the new size text box.

◆ **Formatting Text**

You can change the appearance of your text by applying formatting. You can change the color, font, font size, style, alignment and line spacing of text. Formatting applies to all of the text in a text box. Use one of two methods to apply formatting:

- Choose formatting before you type.

- Click to place the insertion point in the text or select a text object by clicking it, then choose the formatting you want.

- **Color**

  Use the Color selection pop-up menu to apply color to a text object. See “Changing the Line, Pen, Fill and Color” earlier in this chapter.

- **Font, Size, and Style**

  The Font, Size and Style menus (Figure 6-9) are displayed when you have a document open. Use these menus to change the formatting of the characters, the line spacing and the alignment of the text in a text box. Changes apply to all of the text in a text box.

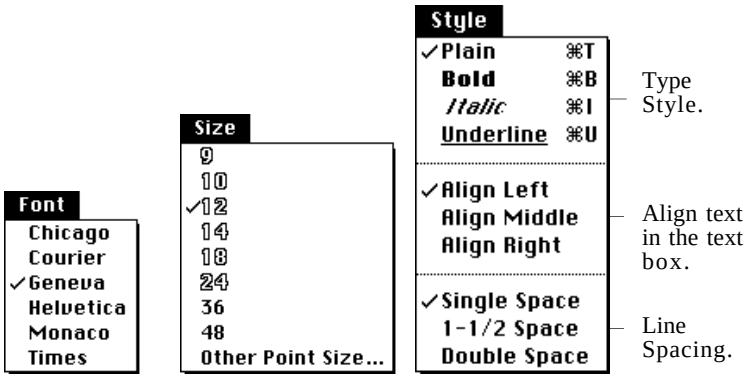


Figure 6-9. Font, Size, Style Menus

If you have fonts on your computer that another person does not have, these fonts are dimmed on your Font menu (Figure 6-10). You cannot use dimmed fonts to type text objects. However, the fonts of text in the document image are not affected.

Figure 6-10. Font Menu

Placing Objects Precisely

You can position and align objects using features on the Layout dialog box (shown in Figure 6-11). Display it by choosing Layout from the Drawing menu (available when you are using More Features). You can display rulers and ruler lines, allow calibrations, snap objects to a grid, and display page breaks.

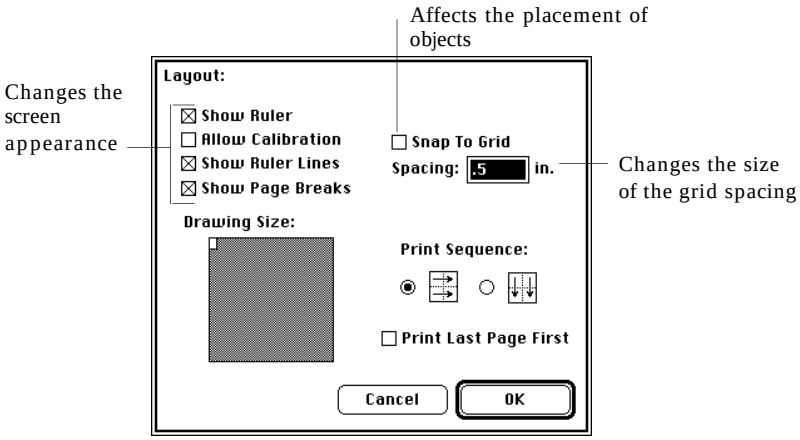


Figure 6-11. Layout Dialog Box

See “Changing the Way the Document Prints” in Chapter 3 for a description of the printing features of the Layout dialog box.

You may find it useful to display the rulers and ruler lines to help you place objects in precise locations in the overlay. Similarly, use Snap to Grid to force objects to align to the invisible grid.

◆ **Displaying the Rulers**

To show the rulers, click in the Show Ruler check box. The rulers appear along the top and left sides of the document window.

◆ **Displaying the Ruler Lines**

To show the ruler lines, click in the Show Ruler Lines check box. Ruler lines are displayed in the overlay at one inch intervals vertically and horizontally. The lines are to help you align objects only and are not printed.

◆ **Show Page Breaks**

To show the page breaks, click the Show Page Breaks check box. Page break lines are drawn on the computer screen. They do not print.

◆ **Allow Calibrations**

To turn on the grid, click in the Snap to Grid check box. The grid is invisible; however, when the grid is on, new objects snap to the top left corner of the nearest grid point. Existing objects that are dragged or resized “snap” to the nearest grid line. To move a selected object from one grid line to another, press the arrow keys on the keyboard. Change the size of the grid by entering a new grid spacing number in the Spacing number box on the Layout dialog box.

◆ **Moving the Zero Point on the Rulers**

The rulers have zero points in the upper left corner of the screen. You can change the position of the zero point for one or both rulers. For example, you can move the zero point on the rulers to coordinate with one corner of an object. Click the Allow Calibration check box on the Layout dialog box to select or deselect this feature. Then, click OK.

To change the zero point, click anywhere on either Ruler and drag into the drawing area. Dashed lines appear intersecting the Ruler. Drag to where you want the zero points repositioned. Refer to Figure 6-12. The zero points of the Ruler are repositioned where the dashed lines intersect the Rulers. Click the white square between the two rulers to return the zero points to their original position.

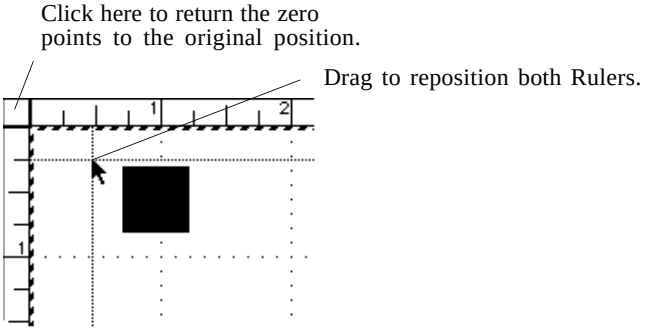


Figure 6-12. Moving Point Zero

Appendix A Technical Support

Technical Support Policy

White Pine Software provides telephone support to all Registered users after registering the product. Only purchased copies of the product can be registered, meaning that you cannot register any of the freeware versions available through Cornell University.

You can contact technical support using the conventional methods listed in “Contacting White Pine Software” or you can receive technical support through White Pine Web.

WWW Technical Support

White Pine’s World Wide Web pages offer a variety of information about our company, our products, and demo versions of our released software, in addition to technical support.

The Technical Support pages offer on-line registration, technical support through an interactive form, and a list of Frequently Asked Questions about using CU-SeeMe on both the Windows and Macintosh platforms.

To reach the technical support’s Web page, use the following URL:

http://www.wpine.com/support/index.html

E-Mail Support

White Pine’s technical support staff also answers questions through e-mail. It is important that you provide all the information listed in the “Before Contacting Technical Support” section, in addition to the following information:

- Your name
- Company name
- Phone number

This information is necessary for contacting you directly, if required.

Before Contacting Technical Support

To get your problems solved as quickly as possible, the technical support staff requires as much pertinent information as possible. If you can supply us with this information at the time of your call, we can understand and resolve your problem much faster. You should have this information ready and be at your computer when you call Technical Support and be ready to reproduce the problem while talking to a technical support staff member.

Please fill out the following information before calling:

Serial #: _____

Product: _____

Version: _____

Date Purchased: _____

Original Purchaser: _____

PC Configuration

Make and Model: _____

DOS Type and Version: _____

Microsoft Windows Version: _____

Disk Space: _____

Memory (RAM): _____

Video Card Manufacturer and Model: _____

Sound Card Manufacturer and Model: _____

Camera Manufacturer and Model: _____

Microphone Manufacturer and Model: _____

Contents of the following files:

- Network configuration files, if applicable (for example, TCP.CFG or NET.CFG)
- WIN.INI
- SYSTEM.INI
- CUSEEME.INI
- AUTOEXEC.BAT
- CONFIG.SYS

Macintosh Configuration

Model: _____

System Version: _____

Finder Version: _____

Memory (RAM): _____

AV Card: _____

VRam: _____

Camera Manufacturer and Model: _____

Microphone Manufacturer and Model: _____

Digitizer Manufacturer and Model: _____

Communications Configuration

Internet Connection:

Ethernet: _____ ISDN: _____ Modem: _____

Modem Manufacturer and Model: _____

Model of your Ethernet Board: _____

Network drivers and other communication software installed on your system:

TCP/IP Driver: _____:

Dial-Up (if using a modem) PPP/SLIP: _____

Contacting White Pine Software

To better serve our customers, White Pine Software has Technical Support personnel at both East Coast and West Coast offices.While Technical Support often takes calls immediately, there are times when a representative may be unavailable. Rather than putting customers on hold, our policy is to make every effort to contact you as soon as possible. If your problem can not be resolved during your initial call, the issue will be discussed with our product specialists and engineering staff and the representative will contact you to keep you informed of the status of the situation.

Hours

8:00 am - 8:00 pm EST

Support Phone

603-594-2804

Fax

603-886-9051

Internet

E-Mail: support@CU-SeeMe.com
WWW: http://www.CU-SeeMe.com/support

Sales Hot Line

For more information about all of White Pine Software's products, please contact White Pine's sales department. Demos and product information are also available on the World Wide Web.

E-MAIL: United States: info@wpine.com

or

International: euro_info@wpine.com

Phone: 1-800-241-PINE (7463)

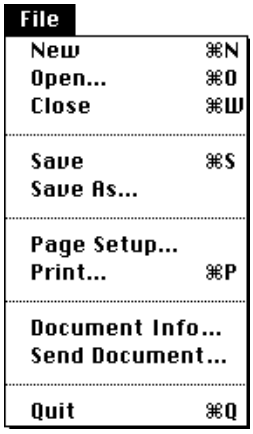
WWW: http://www.CU-SeeMe.comx

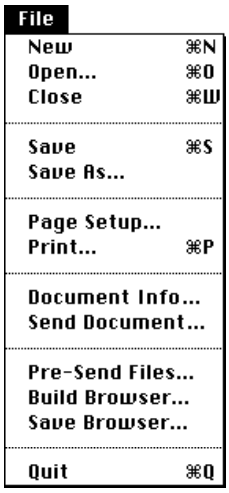
Appendix B The WhitePineBoard Menus

This appendix displays the WhitePineBoard menus and gives a brief description of each command on the menus displayed when you are using Fewer Features or More Features.

The File Menu

When you are using More Features, the Pre-Send Files and build Browser commands are added to the File menu.





New (Ctrl-N; Command-N) - Opens a new, empty WhitePineBoard document.

Open (Ctrl-O; Command-O) - Opens a saved WhitePineBoard document or imports a document saved in a compatible format.

Close (Ctrl-W; Command-W) - Closes the active document.

Save (Ctrl-S; Command-S) - Saves the active document and its comments. If you have not saved a document before, use the Save As dialog box.

Save As - Use Save As the first time you save a document and later to save a document under a different name, in a different format, or to store it in a different folder.

Export Files (Windows) - In Windows, export files to a format that another of your programs can open.

Print Setup (Windows) /**Page Setup** (Macintosh) - Allows you to set the margins, paper size, and other parameters depending on the printer you have chosen.

Print - Prints the active document, the active overlay and the displayed comments.

Document Info - Displays the Document Info dialog box which tells you if you have saved the active document and under what name, who the document sponsor is, and if others in a connection have the document open.

Send Document - Sends a document to the others when they have closed it. This command is dimmed unless you are connected to another person and are sharing documents and only then if another person has closed the active document.

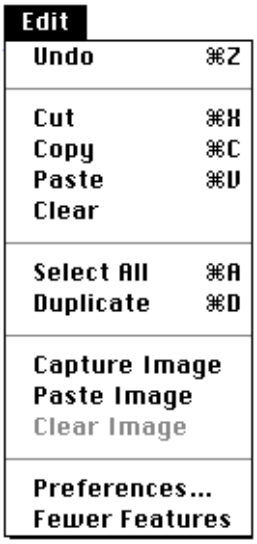
Pre-Send Files - Pre-sends files to others you are connected with. You can send files you want to use in WhitePineBoard.

Build Browser - Builds a set of documents into a Browser palette containing previews of the documents which can be displayed in a Browser document.

Save Browser - Saves a Browser palette for later use. It is dimmed unless you have built a Browser.

Quit - Quits WhitePineBoard. If you have documents open when you quit, you are prompted to save them.

The Edit Menu



Undo (Ctrl-Z; Command-Z) - Undoes the last action taken. If you are in a connection, someone else's action counts as yours.

Cut (Ctrl-X; Command-X) - Deletes and copies to the Clipboard a selected annotation.

Copy (Ctrl-C; Command-C) - Copies selected annotation to the Clipboard without removing it from the document.

Paste (Ctrl-V; Command-V) - Places the Clipboard contents into your current overlay as an annotation.

Clear - Erases a selected annotation from the screen without affecting the contents of the Clipboard

Select All (Ctrl-A; Command-A) - Selects all displayed annotations in a document.

Duplicate (Ctrl-D; Command-D) - Duplicates a selected annotation.

Capture Image - Captures a document displayed on your computer screen with a capture marquee and places it as the document image in an Imagexpo document.

Paste Image - Pastes a selection from the Clipboard as the document image if the Clipboard contents are in an appropriate format.

Clear Image - Clears the document image from the active document. You cannot use Undo to reverse this action. This option is available only if you are using More Features.

Preferences - Displays the Preferences dialog box to set preferences for Imagexpo.

Fewer Features/More Features - Toggles between Fewer and More Features mode.

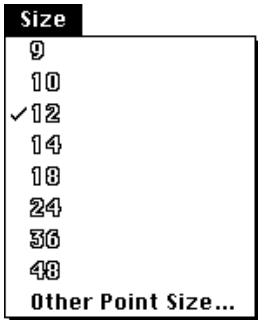
The Font Menu

The Font menu is displayed when you have a document open. Choose a font before you type with the Text tool or select text with the Text tool or select a text box with the Selection Arrow then choose a font.

When you are in a connection, you can only use a font that is available on every computer in the connection. If you have a font that at least one other person does not have, that font is dimmed on your computer. You cannot use it.

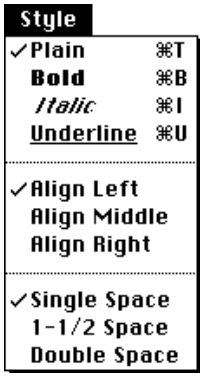
The Size Menu

The Size menu is displayed when you have a document open. If you chose Other Point Size, a dialog box allows you to enter any type size.



Style Menu

The Style menu is displayed when you have a document open. Choose a style from the menu before you type or select text with the text tool or select a text box with the Selection Arrow to change styles.



Plain (Ctrl-T; Command-T) - Makes the Text tool type plain text and changes selected text or text in a text box to plain text.

Bold (Ctrl-T; Command-T) - Makes the Text tool type bold text and changes selected text or text in a text box to bold text.

Italic (Ctrl-I; Command-I) - Makes the Text tool type italics and changes selected text or text in a text box to italics.

Underline (Ctrl-U; Command-U) - Makes the Text tool type underlined text and changes selected text or text in a text box to underlined text.

Align Left - Aligns the text you type with the Text tool to the left in the Text box.

Align Middle - Aligns the text you type with the Text tool in the middle of the Text box.

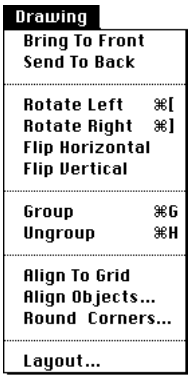
Align Right - Aligns the text you type with the Text tool to the right in the Text box.

Single Space - Single spaces the text you type with the Text tool.

One and a Half Space - Spaces the text you type with the Text tool with one and a half line spacing.

Double Space - Double spaces the text you type with the Text tool.

The Drawing Menu



The Drawing menu is displayed when you have a document open and are using More Features. Use the commands to edit objects.

Bring to Front - Changes the stacking order by bringing one or more selected objects to the front.

Send to Back - Changes the stacking order by moving one or more selected objects to the back.

Rotate Left (Ctrl-[; Command-[) - Rotates one or more selected objects to the left 90 degrees.

Rotate Right (Ctrl-]; Command-]) - Rotates one or more selected objects to the right 90 degrees.

Flip Horizontal - Flips one or more selected objects horizontally.

Flip Vertical - Flips one or more selected objects horizontally.

Group (Ctrl-G; Command-G) - Groups two or more selected objects.

Ungroup (Ctrl-H; Command-H) - Ungroup selected grouped objects.

Align To Grid - Aligns selected objects to the invisible Grid. Set grid size on the Layout dialog box.

Align Objects - Aligns selected objects to each other.

Round Corners - Displays the Round Corners dialog box. Use it to change the rounding of the corners on rounded rectangles and squares

Layout - Displays the Layout dialog box. Use it to show and hide the Rulers, calibrate the zero point of the rulers, show and hide ruler lines, show page breaks, snap objects to a grid, change the grid size, and change print sequence.

The Collaborate Menu

Use the Collaborate menu when you are connected to another person.

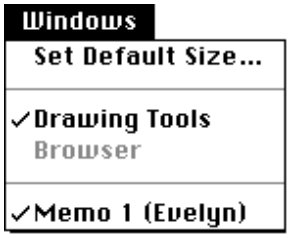
Disconnect - Choose Disconnect to break the WhitePineBoard connection with the others.

Link View (Ctrl-L; Command-L) - Choose Link View to link and unlink your views. When you are linked, a check (√) appears before the command. When your views are linked you all see the same part of the same document and when one person scrolls or zooms, the others' documents scroll and zoom.

Link Window Size - Links the window size on all computers so you all see the same thing.

Select Pointer - Select a unique Pointer from a palette of choices.

The Windows Menu



Use the Windows menu to display or hide certain dialog boxes and palettes and to switch between open documents.

Set Default Size - Allows you to set a default window size and position for documents you open or create.

Drawing Tools - Hides or shows the Tool palette.

Browser - Displays the Browser palette after you have closed it. The command is dimmed if you have not built a Browser.

Documents you have open -The documents you have open are listed at the bottom of the Windows menu. Choose a document to make it the active document. The sample menu lists a document "Memo" which Evelyn opened.

Glossary

Active Window

The foremost and visible document window; the document window where the next action will take place. An active window's title bar is highlighted.

Bitmap

(1) A set of bits that represents the graphic image of an original document in memory.

(2) A set of bits that represents the positions and states of a corresponding set of items, such as pixels. Used by the Macintosh to construct graphic images and fonts.

Bitmapped Graphics

The name given to a graphic document composed only of bitmaps. See object-oriented graphics. In Windows, BMP is a bitmapped graphic format.

Browser

A feature that allows you to combine a set of documents making it easy for you to present them to others in a connection. A Browser consists of a Browser palette containing previews of the documents and a Browser document window in which the documents are displayed one at a time.

Capture Image

A feature that allows you to capture a document displayed on screen and place it as a document image in a WhitePineBoard document. See Paste Image, Clear Image.

Clear Image

A command on the Edit menu when More Features are selected that removes the document image. You cannot Undo this action.

Closed Eye Icon

A View icon which appears above the right scroll bar on document windows indicating that your screen is not linked to the screens of other conference participants. See also Linking Views, View icon, Half-closed Eye icon, Open Eye icon.

Comment

An object or note added by way of explanation on markerboard or a document image. In WhitePineBoard, the comments made with the tools on the document image to explain changes that need to be made.

Cross-hair

The shape of the cursor used for certain comment tools including the basic shape tools.

Deselect

The deselect command has an effect opposite to that of a select command. See selection.

Dialog Box

(1) A box that contains a message requesting information from you. Sometimes the message warns you that you're asking your computer to do something it cannot do or that you are about to destroy some of your information. In these cases, the message is often accompanied by a beep. (2) A box that an application displays to request information or to report that it is waiting for a process to complete.

Dimmed

Used to describe words or icons that appear in gray. For example, menu commands appear dimmed when they are unavailable.

Document Image

The bitmapped representation of a document you want to review that is placed in the background of a WhitePineBoard document. The document image cannot be edited. See overlay.

Graphics

(1) Information presented in the form of pictures or images.

(2) The display of pictures or images on a computer's display screen.

Half-Opened Eye Icon

A view icon which appears above the right scroll bar on the document window indicating that your screen is linked to the others' but the active document is not present on all computers. See also Linking Views, View icon, Closed Eye icon, Open Eye icon.

Handles

Squares placed at the corners of an object's "space" when it is selected. These are usually black, but the squares are white for contrast as necessary. Outlined squares for handles indicate selections made by another person.

Icon

An image that graphically represents an object, a concept, or a message.

imf

The WhitePineBoard format on Windows computers.

Insertion Point

The place in a text box where text appears when you type. The insertion point is represented by a blinking vertical bar. You can move the insertion point by clicking where you want to make a change in the document.

Keyboard Shortcut

A keystroke that you can use instead of a mouse action to perform a task. For example, pressing both the Command and the X keys at the same time is the same as choosing the Cut command from the Edit menu.

Link

A connection between the document views (i.e. scroll position, zoom level and active document) of connected computers in WhitePineBoard. See Linking Views.

Linking Views

A feature of WhitePineBoard which forces the screens of linked users to show the same view, that is, the same part of the same document. An icon on your screen above the right scroll bar indicates your link status. See View icon, Closed Eye icon, Half-Closed Eye icon, Open Eye icon.

Object Locking

A feature of the WhitePineBoard which prevents more than one person from selecting the same object at the same time.

Object-Oriented Graphics

The name given to drawings made up of separate, discrete objects which keep their identity as you move them around. Comments in WhitePineBoard are object-oriented graphics.

Open Eye Icon

A view icon which appears above the right scroll bar on document windows indicating the that your views are linked with the views of the others. See also Linking Views, view icon, Closed Eye icon, Half-closed Eye icon.

Overlay

The electronic equivalent of a transparent acetate sheet laid on top of the document image in a WhitePineBoard document. You can use up to five overlays per document. Comments are made in the overlay.

Paste Image

Command used to paste a selection from the Clipboard as the document image. See Capture Image, Clear Image.

PICT

A Macintosh file format. WhitePineBoard's native file format is PICT2.

pixel

Short for picture element; the smallest dot you can draw on the screen. Also a location in video memory that corresponds to a point on the graphics screen when the viewing window includes that location. On a monitor, each pixel can be black, white, or colored, so it can be represented by a bit; thus, the display is said to be a bitmap.

Pointer

A small shape on the screen that follows the movement of the mouse or shows where your next action will take place. For example, the pointer can be an arrow, an I-beam, a crossbar, or a wristwatch. Is is used to draw another's attention to a specific part of a shared document.

Preferences

A number of options used in WhitePineBoard which are preset but can be changed according to your wishes with the Preferences dialog box. Access Preferences on the Edit menu.

Preview

A miniature image or display of a document in a Browser palette. See Browser.

Selection

(1) The information or items that will be affected by the next command. The selection can be highlighted (text), or displayed with handles (graphics). (2) A series of characters, or a selected graphic, at which the next editing operation will occur.

Stack

A group of objects which are drawn or dragged one on top of another.

Text Box

(1) The place or places in any dialog box where you can type information.

(2) A dashed box in which you type text which is entered on the screen by using the Text tool.

View Icon

An icon displayed in the upper right corner of a document window that tells you whether your document views are linked to the others when you are connected. See Linking Views, Open Eye icon, Half-closed Eye icon and Closed Eye icon.

Zoom

A feature that allow you to increase or decrease the magnification at which your document window is displayed.

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