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# Using Bookworm

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## Introduction

The RISC OS User Guide is provided on the hard disc of your computer – in the form of HTML (HyperText Mark-up Language) or 'Web' pages. These are the same as pages displayed on the World Wide Web, but you don't need to be connected to the World Wide Web to read them – they are right here on your computer.

The User Guide provides more information about your computer's operating system and about the many applications and utilities supplied with it.

We have provided a Web 'browser', called Bookworm, to enable you to read the User Guide. Bookworm is a special development of the Acorn InterTalk Web browser, designed for reading pages stored on your hard disc. The browser not only displays the pages, it also provides a 'hypertext' architecture to enable you to find your way quickly to the items you are most interested in, so you can get answers to your questions fast.

## The RISC OS User Guide

The Web version of the RISC OS User Guide supplied with your computer is very similar to a printed book. It has a Table of Contents, a number of chapters and an Index.

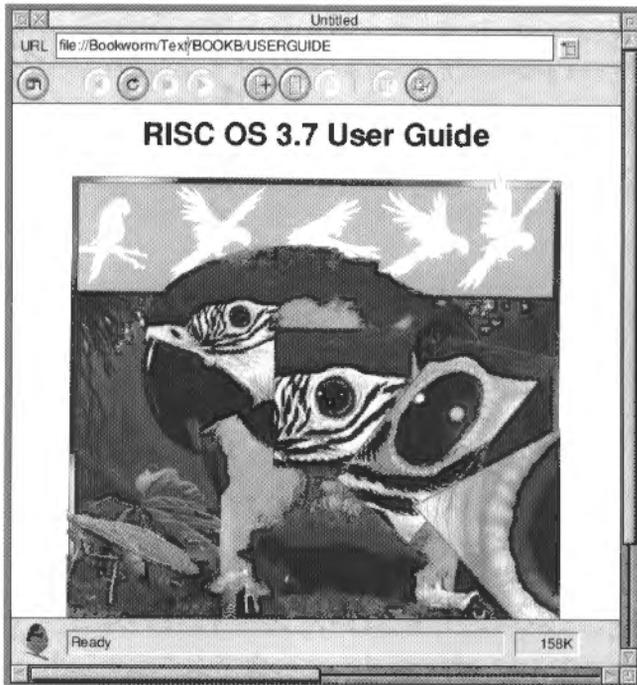
Each chapter forms a Web 'page'. Web pages can be of any length – you use the scroll bars to move through them.

Because you have the Web version of the User Guide, you don't need to worry about the page numbers mentioned in the cross-references – just click on the cross-reference 'link' and the referenced text will be displayed.

## Loading Bookworm

To read the User Guide, you must first load Bookworm. Bookworm is located in your Manuals directory. Open this directory then double-click on the Bookworm icon. The icon will appear on your icon bar.

Click on Bookworm's icon on your icon bar, and the browser window will be displayed:

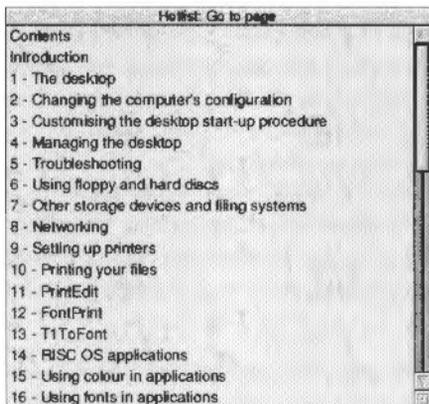


## Quick start guide

The sections from *Bookworm features* onwards give you all the details about Bookworm, but we'll tell you a few things right now to get you started:



First, click on the Hotlist button. A brief list of the main 'chapters' is displayed:



Click on 'Contents' and the full contents list is displayed in the browser window:



RISC OS 3.7 User Guide

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## Table of Contents

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### Introduction

[About this guide](#)

[The RISC OS operating system](#)

[Conventions used in this manual](#)

[Important tips](#)

[Getting help](#)

[Additional products and documentation](#)

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### **1 - The desktop**

[Manipulating windows](#)

[Directory displays](#)

[The Filer](#)

[Desktop colour and resolution](#)

[The Pinboard](#)

[Advanced Filer operations](#)

This is a list not only of the main chapters, but also the sections within each chapter.

When the Table of Contents has finished loading, click on any chapter or section. Some chapters load very quickly, but others may take a while, depending on the processor you have in your computer. Wherever in a chapter you ask to go, the front page of the chapter will always be displayed first, until the section which you asked for has been loaded, then this will be displayed. This also applies to 'links' mentioned below. You know the chapter has finished loading by the 'Ready' message in the status bar at the bottom of the window. Until this is displayed, the chapter is still loading.

When you have loaded a section in which you are interested, use the scroll bars at the side of the window to move through the chapter. You will soon come across 'links'.

### **Following links**

Links are words or phrases underlined and in a different colour.

#### **the Draw tutorial, be**

They usually refer to another part of the User Guide for more information. If you click on a link, you will be taken there.

Just in case you want to get back exactly where you were when you clicked on the link, click on it using Adjust. This opens another browser window displaying the text you linked to. If this is not of interest after all, just close this new window and carry on with the old one.

### **Getting back to the Table of Contents**

If you want to go back to the Table of Contents at any time, scroll up to the top or down to the bottom of a chapter and you will see a row of buttons: one of these will be the Contents button. Click on this button, and you will be taken back to the Table of Contents.

### **Finding out more about Bookworm**

When you are ready to find out more about Bookworm, the next section, *Bookworm features* on page 5, tells you all about it.

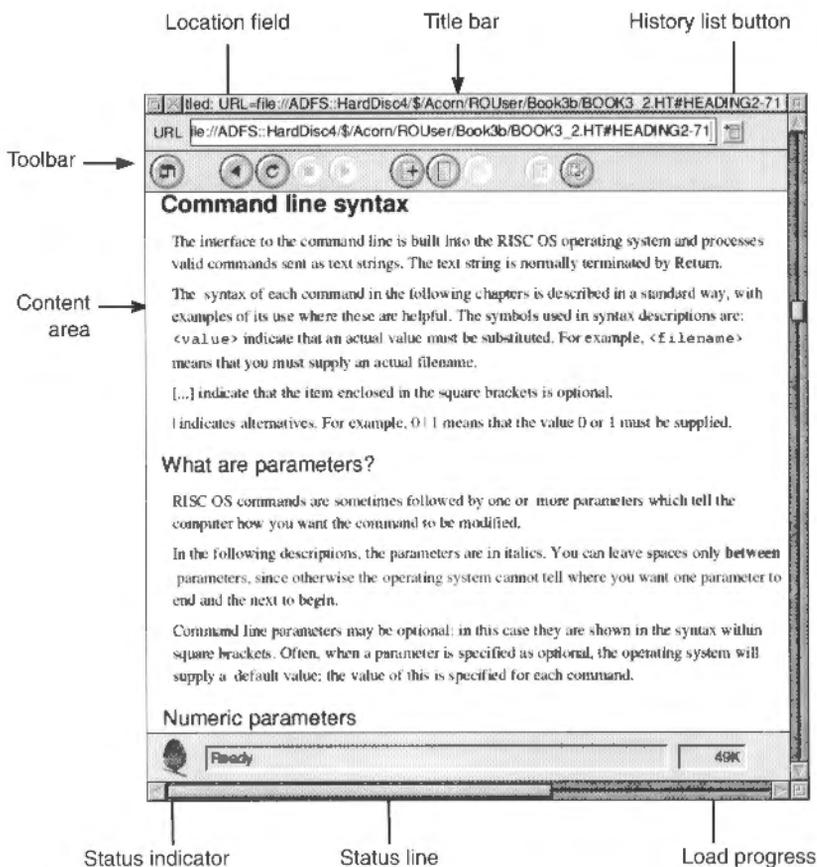
## Quitting Bookworm

If you wish to leave the User Guide, choose Quit from the Bookworm icon bar menu, and Bookworm will be removed.

## Bookworm features

### The Bookworm window

The Bookworm window is your window onto the RISC OS User Guide. The diagram below shows its main features:



## Title bar

The title bar of the Bookworm window shows the title of the current page, if there is one.

## Location field

Below the title bar, near the top of the Bookworm window you'll see the Location field. This shows you the URL (address or pathname) of the current page. It can also be used to enter the URL of a page you wish to view next, though it is usually much easier to use the Table of Contents or Hotlist to do this.

If you have HTML pages of your own which you wish to display with Bookworm, you can do so, entering the local pathname of the page in this field. The URL for a local file usually starts `file://`.

## Toolbar

The toolbar contains ten buttons: **Home**, **Back**, **Reload**, **Stop**, **Forward**, **Add to Hotlist**, **Hotlist**, **Resources** (not used), **Load images** and **Save as Drawfile**.



### Home

Displays the Title page.



### Back

Returns to the previous page in the history list (see *History list* on page 7), for example, if you followed a link or selected a menu item, you can go back to the page you just came from. This is the same as the **Navigate/Back one page** menu item.



### Reload

Reloads the current page, in case it hasn't loaded correctly the first time.

**Stop**

Stops the page transfer currently in progress. Any images in the page will continue to be loaded in the background.

**Forward**

Brings the next page in the history list. (Available only after using the **Back** command or a **History** menu item.)

**Add to hotlist**

Add the currently-displayed page to your hotlist.

**Hotlist**

Displays the list of pages currently on your hotlist in the **Hotlist** window.

**Resources** (not used)

On the Acorn InterTalk Web browser, this displays the list of items on the Resources list in the **Resources** window. This option is not used on Bookworm.

**Load images**

If you have previously chosen **Delay image loading** (see page 15), **Load images** will load the images when you click on it.

**Save as Drawfile**

Saves the page as a Draw file.

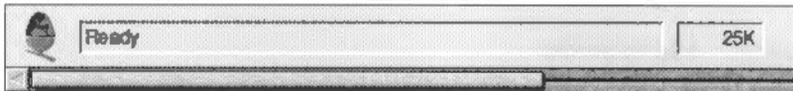
**History list**

The History list is a list of the pages you have visited in your current session on Bookworm. Click on the menu icon to display the list. You can then click on a page you have previously visited and go straight to it. This often saves using the Back button repeatedly.

## Content area

Below the toolbar is the Content area, which displays the current page. Use the vertical and horizontal scroll bars to view pages larger than the content area.

## Status indicator, status line and load progress



### Status indicator

In the lower lefthand corner of the Bookworm window is the Bookworm status indicator (the modified Acorn logo).

When you click on a link, the indicator animates, showing that a page is being retrieved.

### Status line

The Status line at the bottom of the Bookworm window displays the URL (pathname) of a linked page. When you move the cursor around in the Content area over a link, the URL of the link destination is displayed in the Status line.

The Status line also displays information about the status of the current page retrieval. Examples of status messages are:

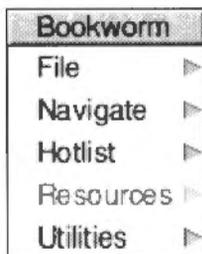
```
Fetching 2 images...  
Ready
```

### Load progress

Load progress is indicated by the number of bytes of data loaded so far.

## The Bookworm menu

Click Menu anywhere over the Bookworm window to display the Bookworm menu:



Some of the menu options duplicate functions available from the Toolbar, but others are only available from the menu. Functions provided by the menu are described in the rest of the chapter.

## Finding, starting and stopping links

A link is a connection from one Web page to another (or to another place on the same page). Links appear in the RISC OS User Guide as

- words or phrases in the body of the text highlighted with a different colour and underlined  
**the Draw tutorial, be**
- words highlighted with a different colour and underlined in the Index
- chapter and section titles in the Table of Contents
- navigation buttons at the top and bottom of each page.

### Contents

When you point the mouse pointer over a link, the pointer changes shape and the URL of the link destination appears in the Status line at the bottom of the Bookworm window.

## Starting links

To display a linked page on your computer screen, you just click once on the highlighted text or icon. Clicking on a link displays the page stored on your computer.

After you click on a link, the Bookworm status indicator (the revolving Acorn) starts to spin around to show you that the transfer of the page to your computer is in progress.

### Stopping links



You can stop a transfer in progress by pressing the **Stop** button on the toolbar or by choosing the **Navigate/Stop** menu item.

You can see how a transfer is progressing from the Status line and how much of the page has been transferred so far from the Load progress counter.

### Navigating within a page

When you follow a link, you'll see the whole page or, if the page contains more than a screenful of information, part of it. Use the scroll bars to look at the rest. The portion you see may be the top of the page, but sometimes following a link may bring you into a page at the middle or end. Following a link does not always bring a new page to screen – it can bring a different portion of the same page (in effect, automatically scrolling for you).

### Moving around

You can use a number of different ways to find your way around the RISC OS User Guide: you can click on

- words or phrases in the body of the text highlighted with a different colour and underlined  
**the Draw tutorial**, **be**
- words highlighted with a different colour and underlined in the Index
- chapter and section titles in the Table of Contents
- titles in the **History** or **Hotlist** windows to go directly to favourite pages
- buttons on the toolbar to go back and forth between pages you have previously visited

- the navigation buttons at the top and bottom of each page. These take you

**Next**

- to the next chapter in the User Guide (if there is one)

**Previous**

- to the previous chapter (if there is one)

**Top**

- to the Title page of the User Guide

**Contents**

- to the Table of Contents

**Index**

- to the Index.

## Using the Hotlist

The **Hotlist** is a list of page titles. It allows you directly to access pages that you have found especially interesting or useful.



### Add to hotlist

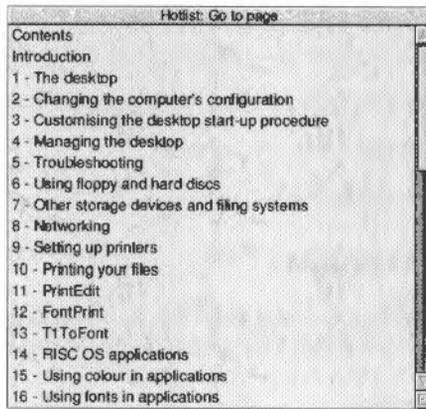
Press this button to add the currently-displayed page to your hotlist (see below).



### Hotlist

The hotlist is a way of getting easy and direct access to your favourite pages. The Bookworm hotlist is delivered to you with a list of the main chapters in the RISC OS User Guide. You can add to these pages you have found interesting or useful. Once you add a page to your hotlist, the title stays until you remove it.

Click on the **Hotlist** button to open the **Hotlist** window, which lists the pages currently on your hotlist:



Click on one of these titles to fetch it.

The **Hotlist** menu allows you to manage the Hotlist. Using the menu, you can view a page from the Hotlist, as well as add a page to or remove one from the Hotlist.

## Moving back and forth between pages

Button links such as the **Back** and **Forward** buttons are particularly useful for going back and forth among pages you've just viewed.



### Back

This is a link to the previous page in the history list.



### Forward

This is a link to the next page in the history list. (This is available only after using the **Back** command or jumping to a page in the history list.)

You can also move backwards and forwards between pages using the **Back one page** and **Forward one page** options on the **Navigate** menu.

## Saving

### Saving pages

You can save a page that you have viewed as an HTML file using the **File/Save** submenu. A page saved in HTML format retains the formatting, including HTML markup, of the original source HTML file. However, the images are not saved with the file, and the links to them may not work.

Alternatively, you can save the page as plain text, using the **File/Export/Plain text** submenu, or as a Drawfile, using **File/Export/Drawfile**.

A page saved in text format is presented as plain text, without any HTML markup.

A page saved as a Drawfile retains both the text and images of the original, although information about links may be lost.

### Saving images

Place the pointer over an image in the text and you can save it as a sprite using the **File/Export/Picture** option.

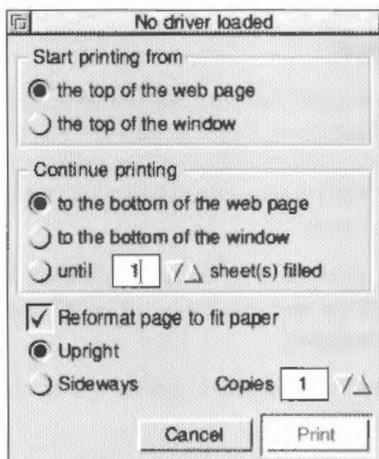
### Saving links

Place the cursor over a link in the text and you can save it as a text file using the **File/Export/Link** option.

## Printing

If you have a suitable printer connected and ready to go, you can also print parts of the User Guide to read later by choosing the **File/Print** option.

This displays a dialogue box which gives you several options:



You can start printing from

- **the top of the web page** (i.e. the start of the chapter) or from
- **the top of the window** (i.e. what you can see)

then continue

- **to the bottom of the web page** (i.e. the chapter) or
- **to the bottom of the window** or
- **until** a specified number of sheets of paper have been filled.

You can also choose to reformat the page to suit the size of the paper better. This is particularly useful if you choose to print **Sideways**. It may take a little time for the computer to reformat the page.

You can also specify the number of **Copies** to be printed.

## Bookworm Utilities

The Bookworm menu also offers a number of utilities to help you get the most out of the application.

## Finding text in a page

To find a word or phrase within a page, choose the **Find text** option from the **Utilities** menu.

The dialogue box lets you enter the string of characters that you wish to find. Choose the **Case Sensitive** option if you require capital letters to match.

The string found will be displayed at the top of the window.

Click on **Find text** again to find the next instance of the string.

## Display options

To make more room on your screen, you might find one or more of these options useful. These options 'toggle' on and off as you click on them – ticked means they are on.

### URL bar

Click on this option to display or remove the URL field.

### Toolbar

This displays or removes the Toolbar.

### Status bar

The Status bar at the foot of the window is added or removed by this option.

## Delay image loading

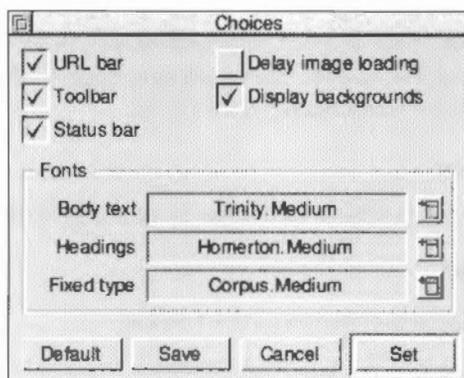
To save time loading a page with a lot of images, you can choose this option, which instructs the browser not to load them. To turn images back on once more, click on the option again, or choose **Load images** from the **Navigate** menu, or from the Toolbar.

## Display backgrounds

The RISC OS User Guide doesn't have any fancy backgrounds, but some HTML pages do. If you are loading such a page of your own and using Bookworm to display it, you can choose this option to turn off tiled backgrounds.

## Changing the way Bookworm looks

You can change the appearance of Bookworm by using the options from **Choices** on the icon bar menu to show or hide certain graphical elements in the Web browser window.



The default settings show the Toolbar, the URL bar and the Status bar. By hiding these, you can increase the size of the page display area.

The last two items on the **Options** dialogue box enable you to prevent images and backgrounds from being loaded when you're viewing pages. Because the Web browser needs to load only the text for the page and not the graphics files associated with any images, selecting this option can make page loading faster. In place of each image is a blank icon.

## Changing fonts

You can also change the fonts used by the Web browser using **Choices** from the icon bar menu. This dialogue box contains three panels:

- In the **Body text** panel, you can choose the typeface, style and weight of the font used for body text, that is, the font used for most text.
- In the **Headings** panel, you can choose the typeface, style and weight of the font used for headings.
- In the **Fixed type** text panel, you can choose the typeface, style and weight of the font used to display fixed format text, that is text used in editable fields and for text that has been specially-formatted by the author of a page.

Make your choices and then click **OK** to apply the changes.

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