The Institute for the Future of the Book presents

Sophie

Help

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Working with Sophie

Right flap

Workspace

Left flap

Sophie's interface

There are three main parts of the Sophie interface: the workspace, the left flap, and the right flap. The workspace is the gray area in the center of the Sophie window. It's the background, but it does things: dragging things onto the workspace will make a new Sophie book.

Flaps are the things that stick out on the left and right side of the Sophie window; you can adjust the size of the flaps by dragging the orange margin back and forth. Each flap has several tabs in it, which can be selected by clicking the tab name. Most tabs contain more than one palette. Palettes can be lists of things used in Sophie (like all the movies in a book) or tools (like the spellchecker). There's also a bottom flap, which you'll see when you open a timeline, but this flap doesn't appear automatically.

Sophie has menu bars, but they're not used for very much. Most of the things you can do in Sophie can be done through the flaps or halos and HUDs.

Halos and HUDs

Interacting with Sophie is done with halos and HUDs. **Halos** are little icons that show up around things in Sophie when you select them. They stay on the screen until you click somewhere else in Sophie. Generally, these halos can be clicked to open a HUD; a few work slightly differently. **HUD** is short for head-up display. It's a little window that opens up showing you different things that you can do with whatever you have selected.

Here's an example. If you click on a blank page in Sophie, a little gray square will appear. This is the page halo. If you click it, the page HUD will open. It contains settings that let you control the background color of the page.

Different things in Sophie have different kids of halos. If you select an image on a Sophie page, you'll see a frame halo, which lets you put images, backgrounds, or drop shadows on the image; a content halo, which lets you control where and how big the image is; and a link halo, which lets you turn the image into a link. If you select a word of text, you'll see the character halo, which lets you set the font settings for just that word; the paragraph settings, which lets you control how the paragraph that word is in appears; and the link halo, which lets you make that word into a link. Some halos are very specific: you won't see the link color halo unless you've selected a frame that's a link or text that's part of a link.

These are halos.

This is a HUD.
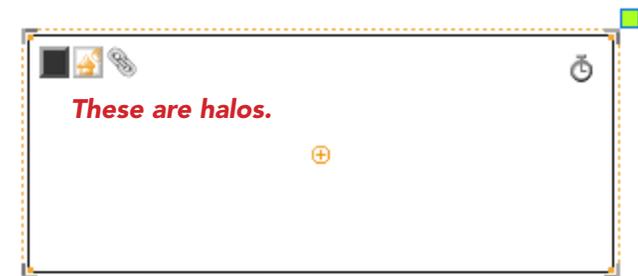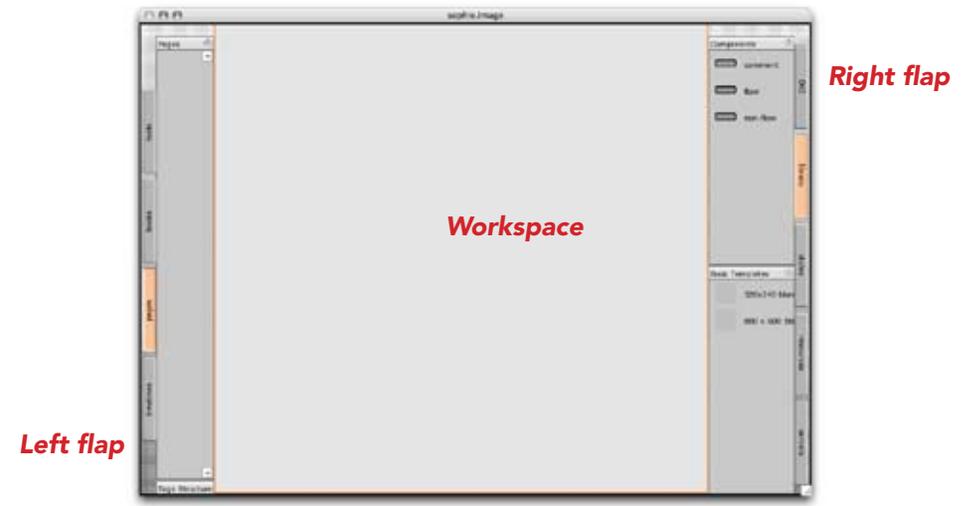
Generally the most used settings in a HUD are near the top of the window. Sometimes you'll see a downward facing arrow at the bottom of a HUD. These arrows can be clicked to unfold more functionality in the HUD (and clicked again to hide the functionality). Some HUDs have several of these arrows.

One special kind of halo is the little clock which appears in the upper right hand corner of a frame, image, or movie that is selected on a Sophie page. Clicking on this halo doesn't open a HUD; however, this halo can be dragged to a timeline if you want the object to appear on a timeline. (You don't want to drag the object itself because you probably want it to stay in the same place on the page.)

Besides halos, Sophie frames have a few basic controls that appear when the frame is selected. The orange edges that appear can be dragged up and down or back and forth to change the frame's size and shape. Corners can also be dragged to change the shape of the frame. There's a little orange circle that appears in the center of the frame; this can be dragged to move the frame around the page. (This is especially important in text frames: if you click other places inside the text frame, Sophie will assume that you want to put your cursor in text.) And finally, there's a little green square in the upper right corner of the frame. If you drag this, you can rotate the frame.

To learn about specific halos and HUDs, choose one from the list:

OBJECT HALOS:
Frame halo • Content halo • Link halo • Link color halo • Time-based media halo • Align halo

TEXT HALOS:
Character halo • Paragraph halo • Link halo • Link color halo

PAGE HALOS:
Page halo

FRAME HALO
The frame halo controls how the frame appears. The frame halo allows you to set the background of a frame (which can be a color, a gradient of colors, an image, or nothing). Setting the background has no effect on a movie and most images, although transparent images can take on different backgrounds. The default background for all frames is solid white. The frame halo can also be used to set a border on a frame and to add a drop shadow behind the frame.

Some of the settings in the frame halo use the color picker square. If you click on this square, a color picker will appear, allowing you to set the color for the selected functionality.

Rotate handle

Clock halo

Drag handle

Edges

Dragging a frame

Dragging a corner

Dragging an edge

Rotating a frame

Color picker

Frame HUD
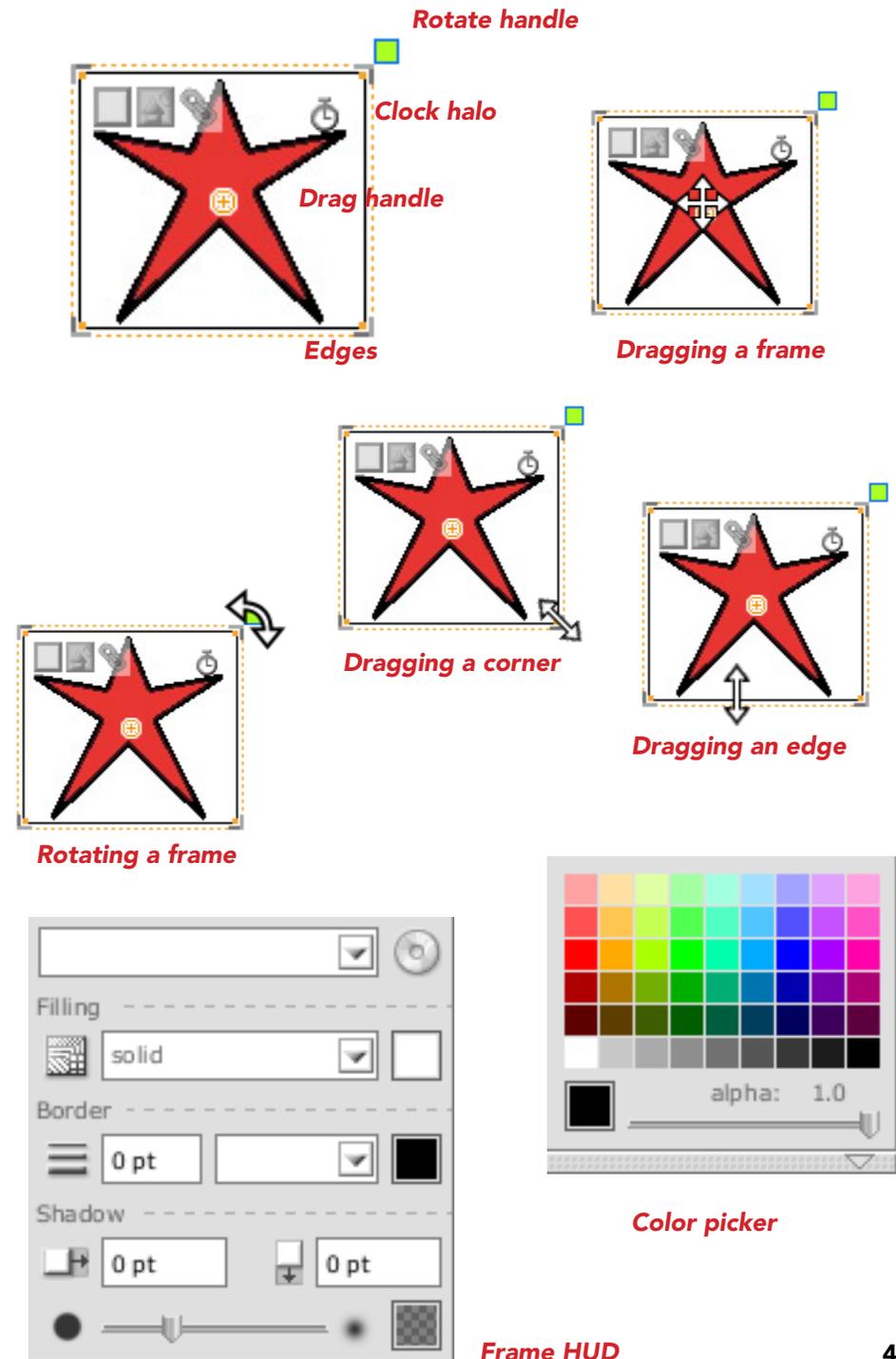
CONTENT HALO

The content halo allows you to specify where on the page a frame appears (with x and y coordinates) as well as the width and height of the frame. You can also use the content halo to change the z-order of a frame (whether it appears below or above other frames) and to determine whether text should wrap around a frame (by default, text wraps around frames).

If you unfold the content halo, there are settings for margins and padding. Margins are used when you have text inside a frame: they determine how much space should come between the frame and the text. Padding is extra space around a frame: if you have an image that appears in a column of text, you might add some padding to put a margin around it.

LINK HALO

The link halo is used to create links. Links in Sophie have three parts: something that triggers the link (the reader clicking a frame or text, for example, or the page opening), an action that is performed (a timeline is played, a frame is shown, the book jumps to the next page), and finally what's used to perform that action (the timeline to play, the frame to show, the page number to jump to).

The link HUD includes three windows that are used to represent these three parts of the link. The top drop-down menu lists possible triggers. The middle drop-down menu lists possible actions to take. And the third drop-down menu changes depending on what kind of link is selected. If the action is to open a URL, you can type in the URL in the third box. If the action is to open a timeline, you can drag the timeline from the timeline palette to the third box. If the action is to show or hide a frame, drag the little flag near the box to the frame you want to show or hide.

The "+" and "−" at the bottom of the link HUD allow you to make more complex links: the same frame or text can be part of several different links.

LINK COLOR HALO

When you've created a link, the link color halo appears. When your link is text, the link color halo shows four color boxes: one for the link when it hasn't been clicked, one for when the reader's mouse is over the link, one for when the reader is clicking the link, and the final one for the color the link is after it's been clicked. If you click any of the color squares, a color picker will appear allowing you to change the color for the link.

The link color halo is slightly different if you've made a link out a frame. In this case, the link color halo appears a lot like the frame halo: you can set different background and border settings for when the link hasn't been clicked, when the reader mouses over the link, when the reader clicks the link, and when the reader has already clicked the link. The drop boxes at the bottom of this HUD allow you to drop in other images to fill the frame: this lets you make buttons.
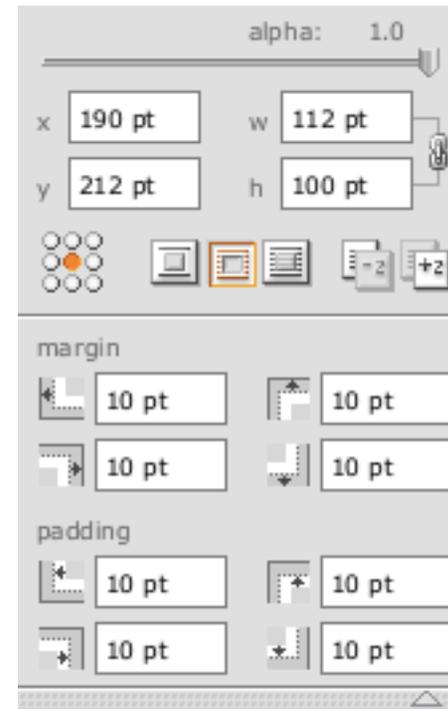
Content HUD (expanded)
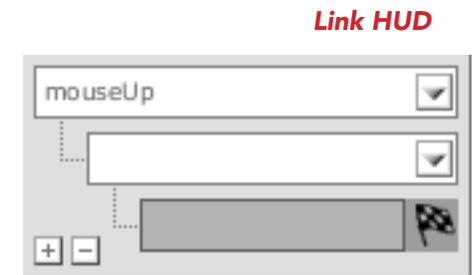
Link HUD

Link color HUD

5
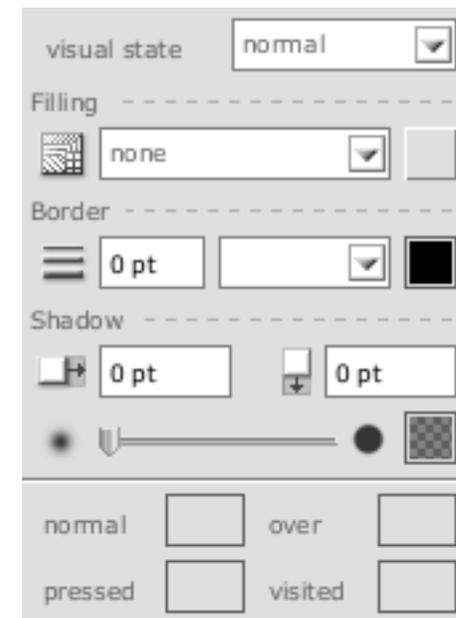
TIME-BASED MEDIA HALO

The time-based media halo only appears on audio and video that has been dragged to the page. This is a simple HUD: it includes checkboxes that ask if you want the media to play when shown and whether a controller should be shown. If "play when shown" is checked, the media will start playing as soon as the page of the book that it appears on is opened. (What this checkbox does, actually, is to create a link: open the link HUD to see what it does.) If "show controller" is checked, play and pause buttons are shown that the reader can use.

ALIGN HALO

The align halo only appears when more than one frame is selected. You can select multiple frames by clicking the first frame, then holding down command or control and clicking more frames. If you click the align halo, you'll be presented with options for ways to arrange the frames. It's an easy way to automatically line up a lot of frames quickly.

CHARACTER HALO

The character halo is used when you want to change how text looks: you can change the font, style, size, and color of the text you're using. Part of the paragraph HUD looks exactly like the character HUD. The ones in the paragraph HUD are character settings for the entire paragraph: if you want your entire paragraph to be 36-point red Helvetica, you should change it in the paragraph HUD. If you only want a single word to be 36-point red Helvetica, you should change it in the character HUD.

PARAGRAPH HALO

The paragraph halo is used when you want to change how an entire paragraph looks. You can change linespacing; whether the paragraph is left-, center-, or right-aligned; the indentation of the paragraph; and whether space should be added before or after the paragraph. If you unfold this HUD all the way, you'll see character settings. These are character settings for the whole paragraph: if you want your entire paragraph to be 36-point red Helvetica, you should change it here. If you only want a single word to be 36-point red Helvetica, you should change it in the character HUD.

Paragraph styles can be saved for reuse. If you want all of your headers to be 36-point centered Helvetica with 18 points of space after them, you can click the little disc at the top of this HUD to save the style. You'll be prompted for a name for your style; once you save it, it will appear in the list of paragraph styles in the styles tab. To apply this style to another paragraph, insert your cursor in that paragraph, open the paragraph HUD, and select the style name from the drop-down menu. Your saved settings will instantly be applied.
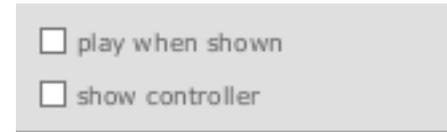
Time-based media HUD
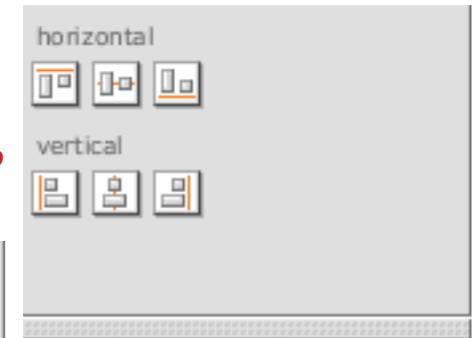
Align HUD
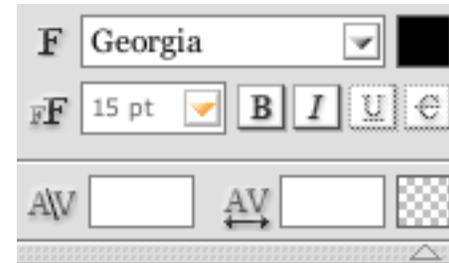
Character HUD (expanded)
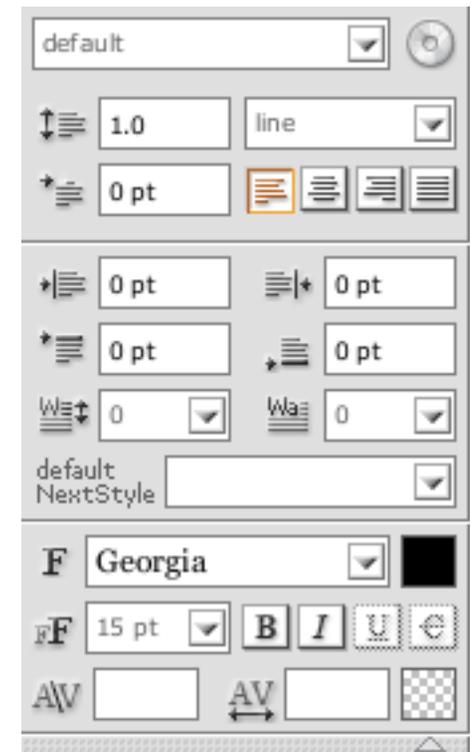
Paragraph HUD (expanded)

PAGE HALO

The page HUD looks just like the frame HUD and does exactly the same things, except to the page itself rather than a frame. The page HUD is a good way to set a background color for your page.

Flaps, tabs, and palettes

The flaps hold most of Sophie's functionality that you can't get at through the halos and HUDs. Each flap has tabs in it; each tab has palettes. You can switch tabs by clicking on the tab name. By dragging the edges, you can change how big the tabs and palettes are. Palettes (and tabs) can also be dragged out to become free-standing windows: drag the title bar of the palette into the Sophie workspace. Drag it back into a flap when you want to put it back.

The left flap is generally concerned with the structure of your book. In the left flap you can find a list of open books, thumbnails of all the pages in your current book, and a list of the timelines in the current book. Click on the palette or tab that you're interested in for a more detailed description:

PAGES
Page palette • Page structure palette

BOOKS
Books • Embedded books

TIMELINES
Timelines

TOOLS
Searching • Markers • Stickies • Spellcheck

The right flap generally contains content that can be used to make books. In the right flap you can find book templates, the media that you've imported into Sophie, and components which can be dragged to the Sophie page. The right flap also has lists of styles created in Sophie, as well as some Sophie Server functionality. Click on the palette or tab that you're interested in for a more detailed description

LIBRARY
Components • Book templates

STYLES
Page templates • Paragraph styles
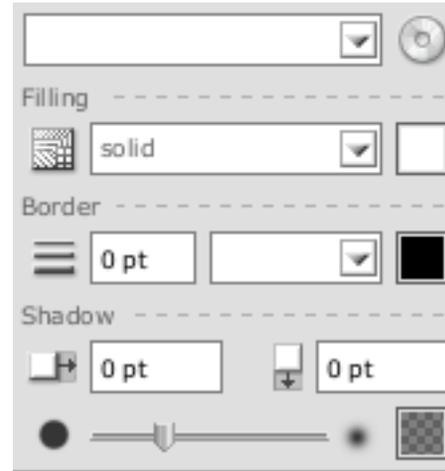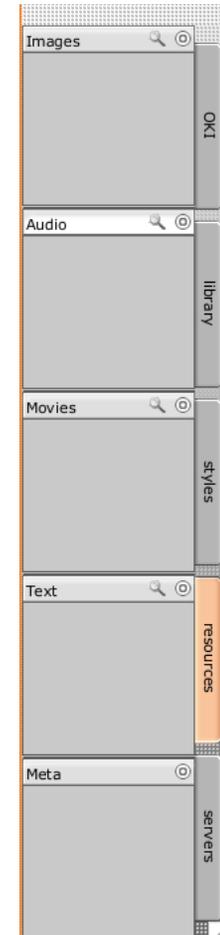
The palettes in the resources tab in the right flap.

Book Templates

320x240 blank book

800 x 600 blank book with flow
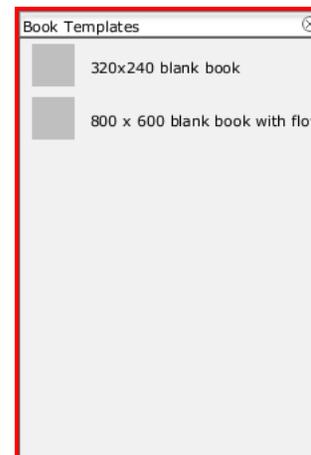
A palette that's been detached.

RESOURCES

Images • Audio • Movies • Text • Meta

SERVERS

Server • Server name • Books

OKI

Filter • Assets • Preview • Meta

There's also a bottom flap, which becomes visible when you open a timeline. Otherwise this flap isn't used.

PAGES TAB

The pages tab contains palettes that have to do with pages in a Sophie books: the page preview palette and the page structure palette. The page structure palette is minimized by default.

**Page palette.** The page palette shows thumbnails of every page in your book; the page you're currently on has a red outline. If you make the flap wider, the thumbnails will get bigger. You can click on a thumbnail to go to that page; pages can also be dragged up and down to shuffle them. You can select multiple pages by shift-clicking other pages after you've selected a page. To delete a page from a Sophie book, select the page in the page palette and press DELETE or BACKSPACE. Be careful!

The page palette is also used when you want to apply a page template to a page. To do this, drag the page template you want from the page template palette to the page you want to apply it to. To insert a new page, drag the page template before, between, or after an existing page in the page palette.

Page structure palette. The page structure palette shows you a list of all the objects on your current page. When you select something on the page it is selected in the page structure palette's list, and vice versa.

BOOKS TAB

The books tab contains palettes that have to do with the books you have open in Sophie.

Books palette. The books palette is a list of all the books you have open in Sophie. A book may be open, but its window may not be; to open a book's window, drag the book out from the palette to the workspace.

Embedded books palette. The embedded books palette is a list of all the books that are embedded in the book you currently have open and selected. To use an embedded

Pages tab
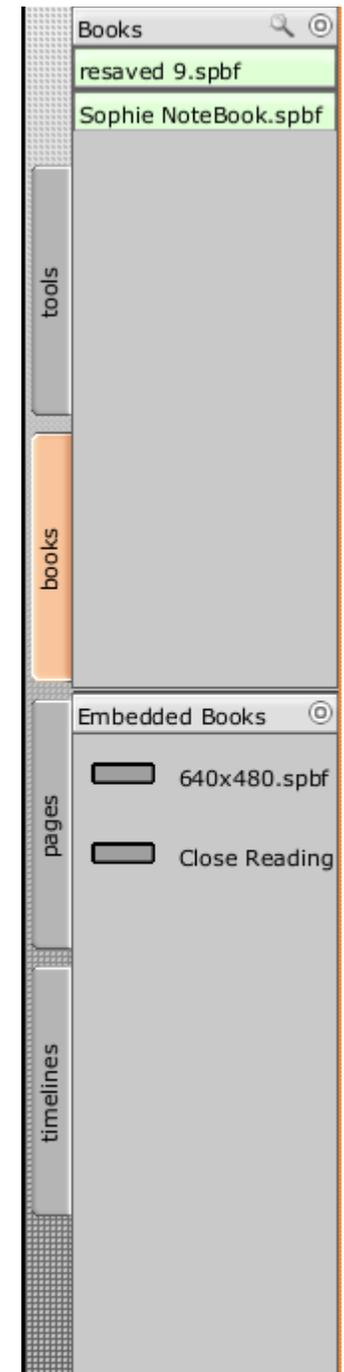
Books tab

book, you can drag it to the workspace to open its window or drag it to a page in the container book to embed it on that page.

TIMELINES TAB/PALETTE

The timelines tab only contains a single palette, the timelines palette. The timelines palette is a list of all the timelines in your current book; if you double-click one of them, you can edit that timeline in the timeline flap at the bottom of the Sophie window. To add a new timeline to a Sophie book, click the "+" sign at the bottom of the timelines tab; you'll be asked whether you want to add a single-page timeline or a page-spanning timeline to your book, and once you choose the timeline will be opened for editing.

TOOLS TAB

The tools tab contains a bunch of palettes that are used for editing and reading books: the searching palette, the markers palette, the stickies palette, and the spellchecker.

Searching palette. The searching palette lets you search a Sophie document. When you enter a phrase in the search box, your current flow is searched; results are listed with context. Clicking on a result will take you to that page of the book.

Markers palette. The markers palette lists all links and highlights in the current Sophie book. You can delete a highlight or link by selecting its entry in this list and pressing DELETE.

Stickies palette. The stickies palette allows you to make new stickies on a Sophie book. Pressing the button in this palette will make a new sticky on the current page. The checkbox toggles sticky visibility in the book.

Spellchecker palette. The spellchecker palette allows you to spellcheck your book from the current flow. To start it, click in a flow and press the Next button.

LIBRARY TAB

The library tab contains building blocks for Sophie books: different kinds of frames in the components palette and book templates in the book template palette.

Components palette. The components palette contains different kinds of frames that can be used in a Sophie book. Frames can be dragged from this palette to the page of a Sophie book or to the workspace (where they will create a new book). There are three types of frames: flow frame, non-flow frames, and comment frames. Each does different things.

When a flow frame is full of text, a new page will be added to the Sophie book to hold the extra text. If there are two flow frames on a page, text can flow from one
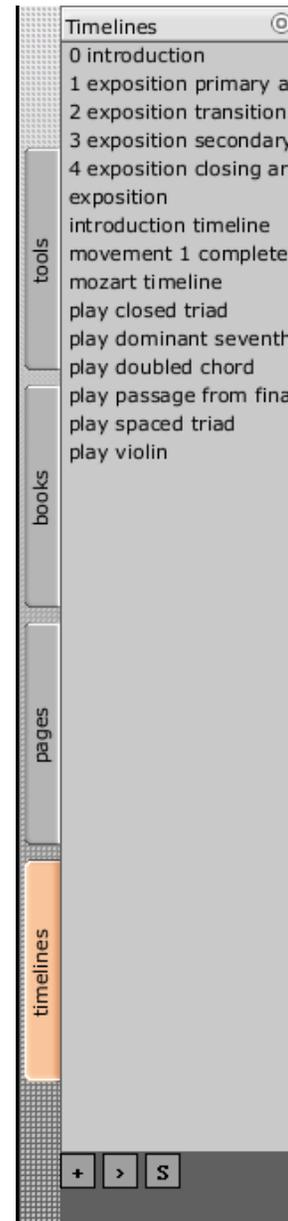
Tools tab

Library tab

Timelines tab/palette

9
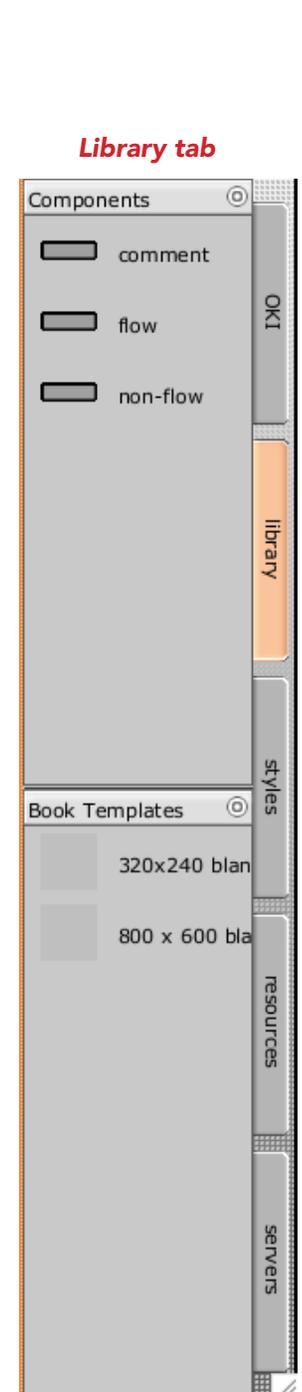
page to the next. If you hold down option or alt when dropping a flow frame on a page, you'll create a new flow. You can adjust flow connections using **Edit > Toggle Flow Connections**.

When a non-flow frame is full of text, no extra page is created: the text doesn't appear on the page, though it will if you resize the frame.

Comment frames allow readers to add comments to a book, much like a blog. Comment frames use Sophie Server; every reader who is reading a book with comment frames will see all the comments attached to that frame by other readers when they look at the frame.

Book templates palette. The book templates palette contains all the book templates that either came with Sophie or that you've saved. Book templates can be dragged to the workspace to create a new book using the book template, or dragged to the page of an open Sophie book to create a new embedded book.

STYLES TAB
The styles tab contains saved paragraph styles and page templates. Paragraph styles change the look of a paragraph; page templates change the look of a page.

Page templates palette. The page templates palette contains all page templates in the current book. By default, all books come with two page templates, "default page template" and "new blank page". Page templates can be applied to a page by dragging the page template to the page's thumbnail in the page palette. Pages can be added to a book that use a page template by dragging a page template before, between, or after pages in the page palette.

Paragraph styles palette. The paragraph styles palette contains a list of all paragraph styles that have been saved in the current Sophie book. By default, every Sophie book contains one paragraph style, "default paragraph style".

RESOURCES TAB
The resources tab contains all media that's been imported into Sophie, separated into text, images, audio, and video. All of these objects can be dragged from their palettes to a Sophie book; if they are dragged to the workspace, a new Sophie book is started containing just that resource. The resources tab also contains the meta palette, which displays metadata on selected resources.

Resources can be added to a Sophie book by dragging resources from the computer to the resources tab, by using **File > Import File**, or by dragging the resources directly to the book page. Remote resources can also be added by using **File > Link to URI** (with a URI that points to the remote resource).

Images palette. The images palette contains a list of all images in the current book.

Styles tab

Resources tab
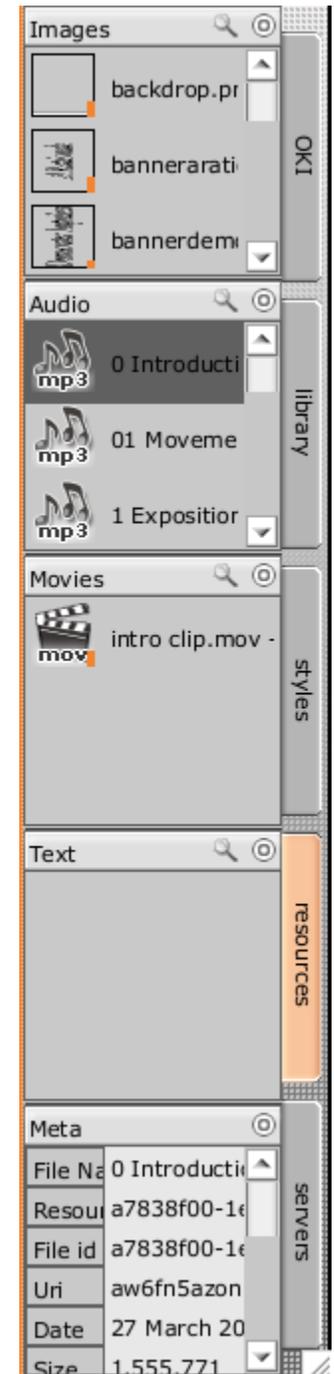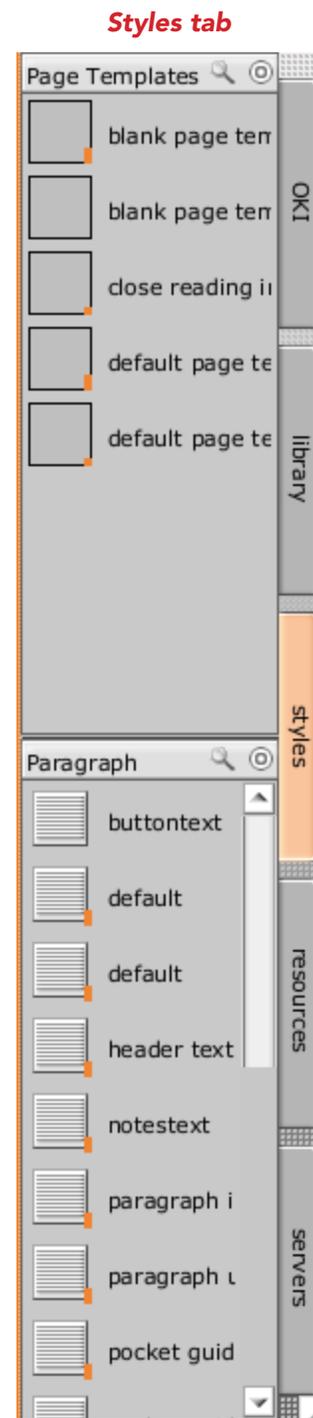
Audio palette. The audio palette contains a list of all audio files in the current Sophie book.

Movies palette. The movies palette contains a list of all movie files in the current Sophie book.

Text palette. The text palette contains all text files that have been imported to the current Sophie book. To use a text file in a book, put a frame on the page – probably you'll want a flow frame – insert the cursor in the frame, and then drag the text from the text palette to the cursor position and drop it.

Meta palette. The meta palette displays metadata about any resource that is selected.

SERVERS TAB
The servers tab displays palettes that have to do with Sophie Server. Sophie Server lets you save and open books on a remote server.

Server palette. This palette displays a list of all Sophie Servers that you're currently connected to. To connect to a Sophie Server, use **File > Add Server**, or click "Add a Server" in the books palette of the servers tab.

Server name palette. This palette displays the name of the Sophie Server that you're currently using.

Books palette. This palette displays a list of all books on the currently selected Sophie Server. To use a book on Sophie Server, drag it from this palette to the workspace, which will open the most recent revision of the book.

   If a book in the list has a "+" sign to the left of it, there are multiple versions of the book available. Click the "+" sign to see a list of the versions, which are arranged by date and time. You can drag out these old versions as well.

   If the Refresh button is pressed, the server will be queried to see if new books have been uploaded by other users.

OKI TAB
The OKI tab displays palettes that have to do with accessing OKI databases.

Filter palette. The filter palette lets you input the address of a server (in the Server: field) and a term to search for (in the Filter: field). Entering the address of a server and clicking Search will connect to an OKI server for the first time; filtering can be used after the server is connected.

Assets palette. The assets palette lists resources in the connected server once a server
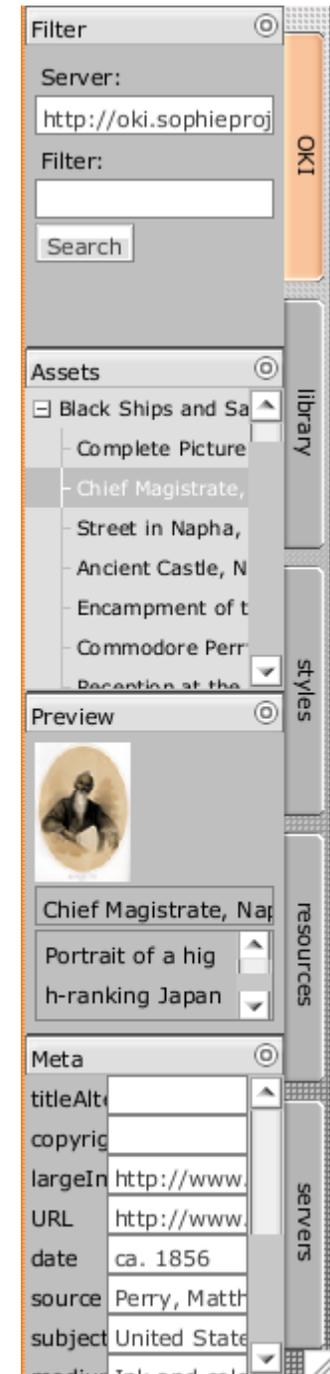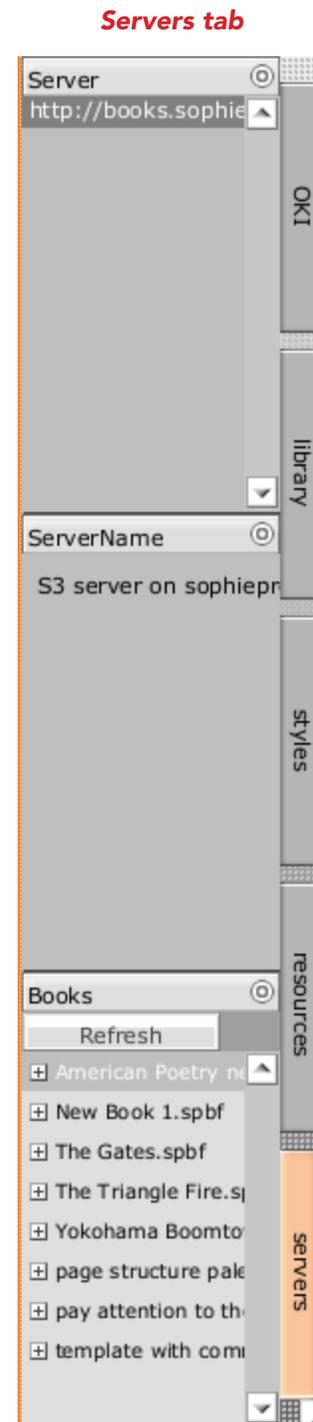
Servers tab

OKI tab

is connected. Resources can be dragged from this list to the page of the Sophie book you want to use them in.

Preview palette. The preview palette shows a preview of a resource when one is selected in the list in the assets palette.

Meta palette. The meta palette shows metadata on a resource when one is selected in the list in the assets palette.

The menu bars

The menu bars are only used sometimes in Sophie, but there are some important things that can only be accomplished via the menu bars. The **Debug** and **Help** menu aren't really useful if you're not a programmer, so those won't be treated yet.

FILE
The File menu generally contains things having to do with opening and saving Sophie books and their contents.

File > New Book makes a new Sophie book. You'll be prompted for the width and height of your new book. This command can also be triggered by command/control-N.

File > Open Book prompts you for the location of a saved Sophie book file on your computer. You can do the same thing by pressing command/control-O.

File > Open Recent Books displays a list of recently used Sophie books. Click on one of them to open it.

File > Open Notebook will open the notebook. This can also be done by dragging the notebook out from the books palette. The notebook is a blank Sophie book that's always open in the background where you can save notes and resources you want to reuse.

File > Close Book will close the Sophie book you currently have selected. You'll be asked whether you want to save changes. You can also do this by pressing command/control-W, or by clicking the little X button in the book's title bar.

File > Close Window will close the window of the Sophie book you currently have selected but not the Sophie book itself: it will still be in the list of open books in the books palette. Use this if your workspace is too crowded. Command/control-shift-W will do this as well.

New Book	⌘N
Open Book	⌘O
Open Recent Books	
Open Notebook	
Close Book	⌘W
Close Window	⇧⌘W
Save Book	⌘S
Save Book As	⇧⌘S
Save Book As to Sophie Server	
Save Book Template As	
Publish Book For Apache Server	
Export Highlights	
Import Highlights	
Export Book Stickies As	
Import Book Stickies	
Import URI	
Link To URI	
Import File	
Link To File	
Add Server	
Export Resources In Book	
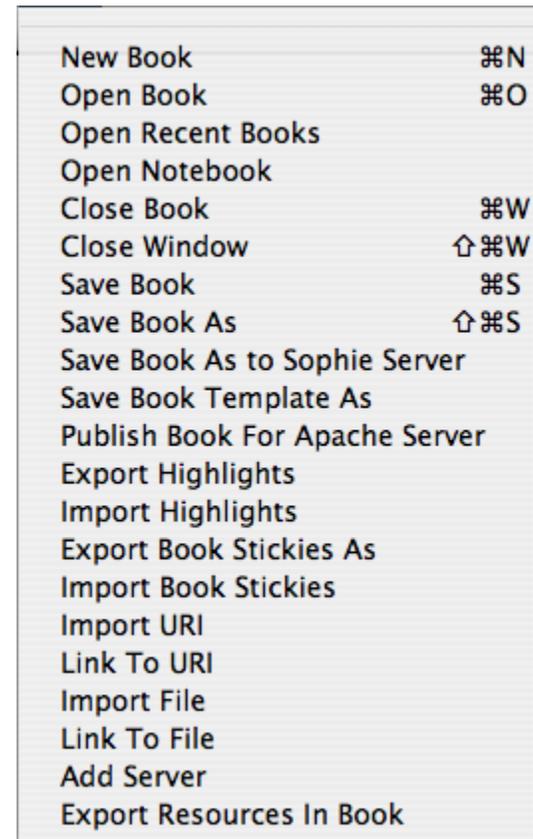
The File menu (on a Mac)

File > Save Book will save your current Sophie book. If you haven't previously saved your book, you'll be prompted for a name for your book. You can also do this by pressing command/control-S.

File > Save Book As will prompt you for a name to save a copy of your Sophie book as. This new file will become the working book file. You can also do this by pressing command/control-shift-S.

File > Save Book As To Sophie Server will upload your book to a Sophie Server. You should save your book locally first, as the name that your book has is the name that it will be uploaded to the Sophie Server as. If you're not currently logged into a Sophie Server, you'll be prompted to login to a server.

File > Save Book Template As will save your book as a book template; you'll be prompted for a place to save the book template, which by default is the directory in which Sophie looks for book templates. Saving your book as a book template will erase all text and all pages but the first one. If the book template is saved in Sophie's default book template directory, the new book template will be listed in the book templates palette.

File > Publish Book For Apache Server exports your Sophie book in a form which can be uploaded to an Apache server.

File > Export Highlights will export any highlights you may have made in your book to a file that can later be imported by another Sophie user with the same book.

File > Import Highlights will import previously exported highlights.

File > Export Book Stickies As will export any stickies that exist in your book as a file that can be imported by another Sophie user with the same book.

File > Import Book Stickies will import a previously exported stickies file.

File > Import URI will prompt you for the URI of a remote object that can be used in a Sophie book. This object will be downloaded and included in the current Sophie book's resources.

File > Link To URI will prompt you for the URI of a remote object that can be used in a Sophie book. The object will appear in Sophie's resources, but the object will not be downloaded until the reader looks at it on the page. Use this if you want your Sophie book to remain small in size.

File > Import File does the same thing as dragging an object from your computer's desktop to Sophie's resources. You'll be prompted for the location of resources that you want to use in Sophie.

File > Link To File will prompt you for the location of an object on your computer. While you'll be able to use the object in your Sophie book, it won't be imported into your Sophie book. You might use this option if you have an enormous movie on your computer that you want to use in several Sophie books.

File > Add Server will prompt you for the URL for a Sophie Server. When a Sophie Server is connected to, its contents will appear in the server tab on the right.

File > Export Resources In Book will ask you for a location; all the resources in your Sophie book will be exported to that location.

EDIT

The Edit menu generally contains things having to do with manipulating objects on a Sophie page.

Edit > Undo undoes the last thing you did in Sophie. You can also do this by pressing command/control-Z.

The Edit menu (on a Mac)

Edit > Redo redoes the last thing you undid in Sophie. Use this if you undid something by mistake. You can also do this by pressing command/control-Y.

Edit > Cut removes the selected text, frame, or timeline event and copies it to the clipboard for later pasting. You can also do this by pressing command/control-X.

Edit > Copy copies the selected text, frame, or timeline event to the clipboard for later pasting. You can also do this with command/control-C.

Edit > Paste will paste whatever you have on the pasteboard at the current insertion point. The current insertion point for text is where the cursor is. Frames will be pasted at the same location on the current page. Timeline events will be pasted starting at the current playhead position. You can also do this by pressing command/control-V.

Edit > Clear will delete the currently selected frame, text, or timeline event and not copy it to the clipboard.

Edit > Highlight Text. If text is selected, choosing this (or pressing command/control-shift-M) will highlight the selected text.

Edit > Reader Mode will switch Sophie into Reader mode (if in Author mode), or into Author mode (if in Reader mode). You can do the same thing by checking the Reader Mode box in the status bar of any Sophie book or by pressing command/control-R.

Edit > Spellchecker will look for the next misspelled word from the current cursor insertion point in text.

Edit > Toggle Flow Connections will make flow connections visible. Different flows are given different colors; you can drag the connections between the different flows on a page back and forth.

Edit > Toggle Rulers will make the Sophie rules visible on the current book.

Keyboard Shortcuts

Here is a list of keyboard shortcuts you can use in Sophie. Command/control means that you should press command on a Mac, control on Windows/Linux.

command/control-A. If text is selected, this selects all text in the current flow. If no text is selected, this selects all objects on a page.

command/control-C. If text is selected, this copies the text to the clipboard. If no text is selected, this copies any objects that are selected to the clipboards

command/control-D. If an object or event on a timeline is selected, the object or event is duplicated.

command/control-F brings up the find dialogue.

command/control-G. If more than one frame is selected, the frames are grouped.

command-H. On a Mac, this hides the Sophie application.

command/control-M adds a marker.

command/control-N creates a new book.

command/control-O opens a book.

command/control-Q quits Sophie. If books are open, you'll be asked whether or not to save them.

command/control-R toggles reader mode.

command/control-S saves the current Sophie book.

command/control-shift-S saves the current Sophie book, prompting for a filename first.

command/control-U. If grouped frames are selected, they are ungrouped.

command/control-V. If there is an insertion point in text, this pastes whatever is on the clipboard at that point. If there is no insertion point in text, whatever is on the clipboard is pasted onto the current page.

command/control-W closes the currently selected Sophie book.

command/control-shift-W closes the currently selected window of a Sophie book.

command/control-X. If text is selected, this cuts the text (copying it to the clipboard & deleting it). If no text is selected, any selected objects are cut.

command/control-Y redoes the last undone operation.

command/control-Z undoes the last operation. For Sophie 1.0, this only works with text.

command/control-RETURN. If the cursor is inserted into a flow frame and this is pressed, a page break is inserted.

DELETE/BACKSPACE. If a frame or a timeline event is selected, the frame or timeline event is deleted. These can also be used in most palettes that contain lists.

arrow keys. If a frame is selected, the frame is moved one point in the direction pressed. In text, the cursor is moved. If nothing is selected, the left and right arrows will go forwards or backwards in pages.

shift-arrow keys. If a frame is selected, the frame is moved ten points in the direction pressed.

**PageUp/PageDown** go forward or backwards a page.

command-shift-; (Mac) / **F7** (Windows/Linux) finds the next spelling mistake.

Working with books

Making a new book

There are several ways to make a new Sophie book. You can go to the **File** menu and choose **New Book**, or you can press command/control-N. Both of these options will present you with a dialogue box asking for the size of the book you want. Sophie books can be as big as you like; however, if the book is bigger than the Sophie window, it will have scrollbars and you won't be able to see all of it at once.

Another way to create a new Sophie book is to drag a frame or a resource to the workspace. A new book will be created containing just that frame or resource.

Using book templates

You can also create a new Sophie book by dragging a book template to the workspace. Book templates are found in the book templates palette in the books tab; some book templates come with Sophie, and some are found in your local book templates directory. Book templates contain frames and backgrounds; it's easier to start with a book template than it is to start from scratch.

If you drag a book template onto a page of another Sophie book, a new book will be created that is inside of the existing book. This is called an embedded book.

Making book templates

To make a book template, go to the **File** menu and choose **Save Book Template As**. By default you'll be taken to the default book template directory; book templates that are saved in this directory appear in the book templates palette. When a book is saved as a book template, most content is deleted; essentially a book template is a collection of blank pages. Book templates can't contain links or timelines in Sophie 1.0; if you try to save a book as a book template that contains links or timelines, a warning will appear.
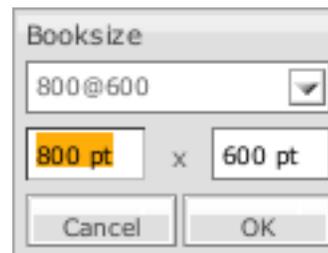
The new book dialogue box

Working with frames

"Frame" can mean both objects on a Sophie page – like images and movies – and the kind of frame that you drag out and fill with text. Both types of frame have common properties: when you click on the outside of the frame, the same halos pop up. All frames have a frame halo (a little square), a content halo (a little house), and a link halo (a little chain). In addition, all frames have a clock halo which can be dragged to a timeline to put the frame on a timeline. In the upper right corner of every selected frame, there's a green square which can be dragged to rotate the frame.

If your cursor is in text in a frame, you won't see the frame halos, you'll see the text halos. You can select the frame and get to the frame halos quickly by holding down the command key (on a Mac) or the control key (on a PC) and clicking anywhere in the frame. Or you can just click the outside edge of the frame.
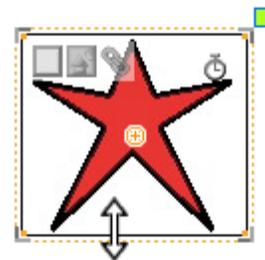
Using edges & corners to resize frames.
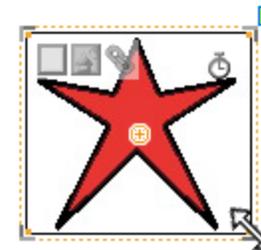
Changing the size and position of a frame

The orange edges of a selected frame can be dragged back and forth to change the width and height of a frame; dragging a corner will change both width and height at the same time. (Hold down the SHIFT key while you drag to keep width and height proportional).

Frames can be moved on the page by selecting them and using the arrow keys; each time you press an arrow key, the frame will move by 1 point. If you hold down SHIFT and an arrow key at the same time, the frame will move by 10 points. You can usually move a frame by clicking inside it and dragging with the mouse; if the content of the frame is text, drag the frame by the little "+" sign to avoid inserting your cursor in text.

You can also change the size and position of a frame by using the content halo. The top section of the content halo contains the frame's current position on the page, width, and height. There's a little grid of dots; one of them is lit up. The lit-up dot is the frame's control point: if that dot is in the center, the X and Y values for the frame are of the center of the frame. If the control point is the upper left, the X and Y values are for the upper left corner of the frame. The control point also controls how the frame is resized: if you make a frame twice as wide and your control point is the center, the frame will stay centered in the same place on the page and get wider. If your control point is on the left and you do the same thing, the frame's left side will stay in the same place; the right side will jump to the right, becoming wider.

By default, the width and the height of a frame change proportionately. That is, if your frame is 100 points wide and 50 points hight and you double the width to 200
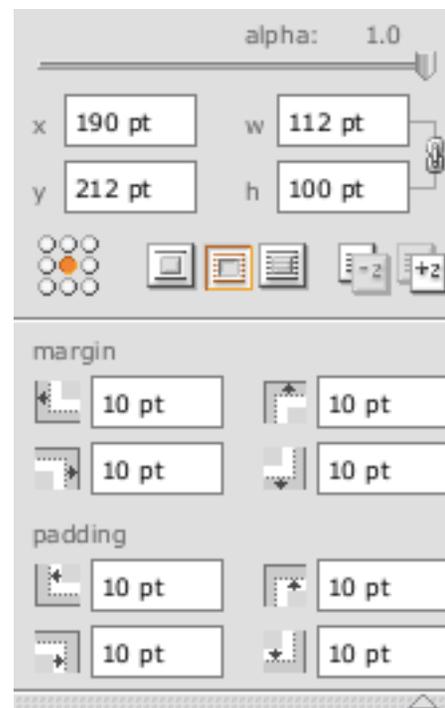
The content HUD for a frame

points, the height will double as well to 100 points. To the right of the width and height is a little chain; if you click this, the chain will break, meaning that width and height are no longer proportional. When the chain is broken if you change your 100 x 50 point frame to 200 points wide, the height will stay at 50 points. Click the chain again to change it back to proportional settings.

CHANGING WRAPPING PROPERTIES

If you have a frame full of text and you drop an image over it, you'll see that the text will reflow itself to wrap around the image. While this is the default setting, you can change this setting for every frame on a Sophie page: it's possible that you want your image to obscure your text. There are three buttons that control wrapping; they're below the x- and y-coordinates and the width and height in the content halo. By default, the one in the middle is selected. This means that text will flow around the frame you have selected. If you select the icon on the right, text won't flow around the frame you've selected. If you select the icon on the left, text will flow around the frame you've selected and not appear to the left or right of the frame.

## MULTIPLE SELECTION, GROUPING, AND ALIGNING FRAMES

You can select more than one frame at a time by selecting one frame than holding down command (on a Mac) or control (on a PC) and clicking another frame. You can repeat this to select multiple frames. Multiply-selected frames can be dragged about; you can change their size, though this may have strange effects. If you want certain frames to always move together, you can press command/control-G to group them. Whenever you select one of a grouped frame, other frames grouped with it will also be selected. Frames can be ungrouped by selecting the group and pressing command/control-U.

When multiple frames are selected, the align halo appears. If you click the align halo, the align HUD will appear. The align HUD contains six different buttons, which will align frames on different axes. The top left button, for example, will make the top edges of all frames start at the same place: the top edge of the first-selected frame, which is given a red outline.

Setting borders and fills

To set borders and fills, open the frame halo, the leftmost of the halos. You are presented with options for filling, borders, and drop shadows for your frame. Not all of these work all the time: for example, if you have a movie, you can put a drop shadow and a border on it, but not a fill. It already has a fill: the movie itself. If you're using an image and it's has transparency, however, you can change the fill on the image: the fill you choose will appear behind the transparent parts of the image.

There are five fill styles, which can be chosen from the drop-down menu: **none**, **solid**, **radialGradient**, **linearGradient**, and **pattern**. None means the frame has a trans-

The wrapping controls
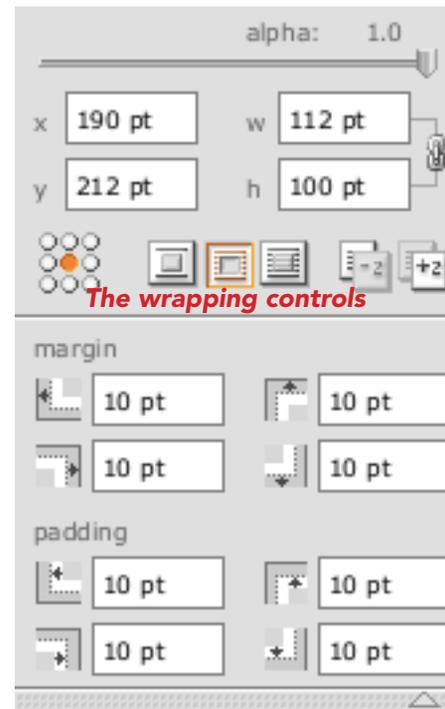
Grouped frames
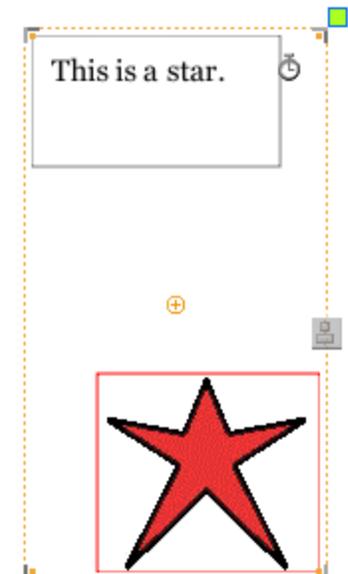
parent background. Solid means the frame has a solid-colored background. Click the square next to the drop-down menu to choose the color; the default is white. Radial and linear gradients are mixes of color; you can click the square next to the fill style to set up how the gradient will work. And pattern means that an image will be used as the background for the frame. Drag an image from the resources into the white box next to the drop-down menu; you can click on the box to set up how the background pattern is displayed.

Beneath fill styles are border controls: you can choose a width and color for your frame's border. By default, frames have no border, so the default width is 0 pts; the default color is black. Enter a value (in points) for the width of the border you want and click the black square to change the color of the border.

At the bottom of the frame HUD are the drop shadow controls. By default, frames have no drop shadow, but you can add one by changing the drop shadow offsets. There are two values: the horizontal offset and the vertical offset. If either of these is not zero, a drop shadow will appear. (These values can be negative if you want to have a drop shadow that is to the left or above your frame.) Beneath the offset values is a slider that controls the hardness of the drop shadow: if you slide it all the way to the left, the drop shadow will be hard and square, if you slide it to the right it will become fuzzy. The square to the right of the slider sets the color of the drop shadow; by default it's black and slightly transparent.

Making links with the link halo

Frames can be links just like text. To make a frame a link, select the frame and click the link halo to open the link HUD. The link halo is described *here*.

Once you've made a frame a link, the link color halo appears to the right of the link halo. If you open this, you'll see something that looks very much like the frame HUD. At the top of the HUD is a drop-down menu that lets you choose "normal", "over", and "pressed". "Normal" is selected by default: the part that looks like the frame HUD shows what the frame and border settings for the frame are normally. If you choose "over," you can change how the frame, border, and drop shadow look when the reader moves their mouse over the frame. If you choose "pressed," you can change the settings for how the frame looks once the link has been triggered.

There are also four boxes at the bottom of this HUD: one for normal, one for "over," one for "pressed," and one for "visited." You can drag images into these boxes; they will be used as the background for the frame when the visitor moves the mouse over the frame, activates the link, or has triggered the link. Effectively, this lets you make buttons. This does exactly the same thing as using an image for a pattern in the different states of the link; if you'd like to make buttons that way, you can do that.
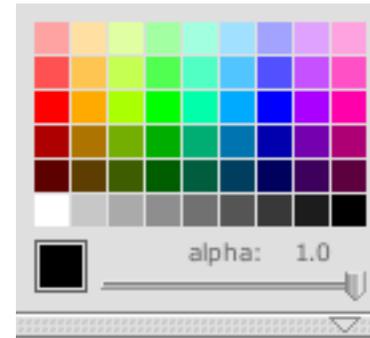
The color picker
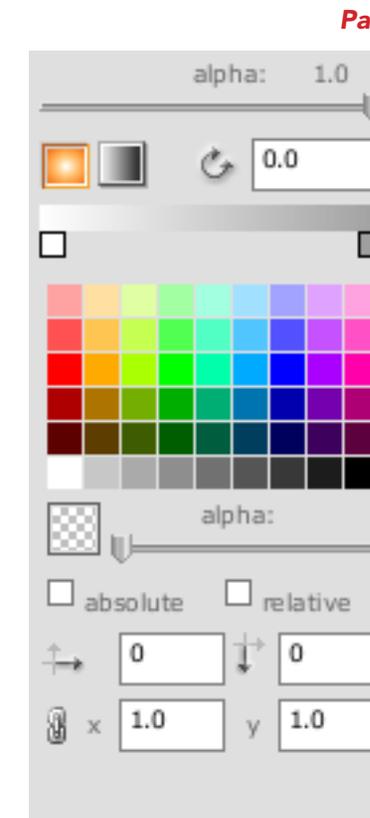
Pattern controls
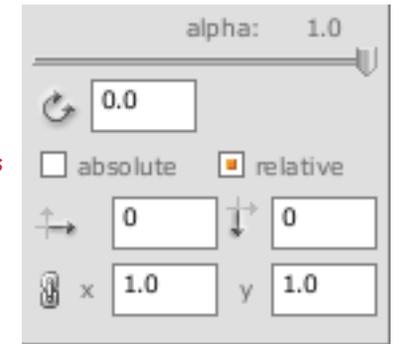
Gradient controls
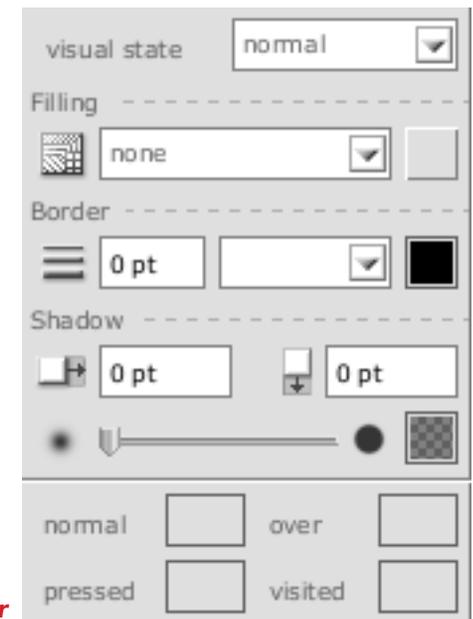
The link color picker

Working with text

Using the character halo

The character halo appears when your cursor is in text; it's the left-most halo. Clicking it opens the character HUD. The most prominent setting is the font you're currently using, which is in a drop-down menu. You can choose another font from this list. In the character HUD are also your font's size; you can pick a size from the drop-down menu, or you can type in your own size. If the font you've chosen has a bold or an italic face, you can press the B or I button to choose a bold or italic version of the font. The box next to the font name is the color of the type, black by default; if you click on this, you can choose another color for the font.

If you open up the halo move by clicking the down arrow at the bottom of the HUD, you'll see more options. The only one of these that works is the box on the right. This selects the background color of the text. By default this is transparent; if you choose a more opaque setting, your text will appear highlighted.

If you have text selected, the changes you make in the character HUD will only affect that selection. If you don't have text selected, changes made in the character HUD will affect anything you write immediately after making changes in the HUD. If you want to change the layout of an entire paragraph, you should use the paragraph HUD.

The character HUD

Using the paragraph halo

Clicking the paragraph halo opens the paragraph HUD. The paragraph HUD controls text settings for entire paragraphs: any changes that you make in the paragraph HUD will be made not just to what you have selected but to the entire paragraph that the selection is in. You don't need to have any text selected to use the paragraph HUD – it's enough that your cursor just be inserted into text. If you have text selected across paragraphs, all changes made in the paragraph HUD will be applied to all paragraphs even partially selected.

At the top of the paragraph HUD is the paragraph style name, which is by default "default." Paragraph styles contain all the formatting information for a paragraph; they can be saved so that you can reuse them. If you want all your headers to be centered and in bold type, and all your body text to be left-aligned and in regular type, you could use saved paragraph styles to make sure they're alike. You don't have to use saved paragraph styles if you don't want to; but if you don't, you'll have to reformat
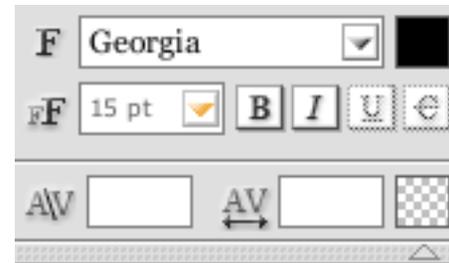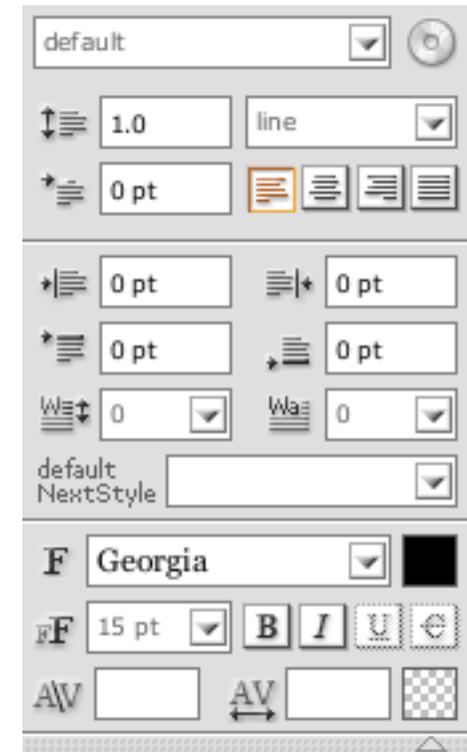
The paragraph HUD

paragraphs by hand. To use a paragraph style that's already been saved, pull down the drop-down menu and select the style in the list. To save your current paragraph format as a saved paragraph style, click the little disc to the right of the drop-down menu. You'll be prompted for a name; if you choose a name that's already taken, you'll be replacing that style.

Beneath the style-saving drop-down box, there are the linespacing controls. Linespacing is how much space there is between the lines in a paragraph. (This isn't the same thing as adding space above or below a paragraph: there's a separate control for this.) You can control linespace in different ways: you can use a multiple of lines (single or double-spacing); single spacing is the default. Or you can choose a unit of space (in points, picas, or millimeters) if you want a fixed amount of linespacing. First choose your unit (or keep it the default "line"); then change the multiple (for line spacing) or the height (for fixed spacing).

Below the linespacing controls on the left is the first-line indent, which controls whether your paragraph is indented. This is measured in points. This value can also be negative if you want to have your paragraph outdented (as in a bulleted list, for example). If you want to do this, you should have a positive value in your left indent (see below).

To the right of the first-line indent are the paragraph alignment controls. There are four buttons: for left-aligned, center-aligned, right-aligned, and fully justified. The default is left-aligned.

If you open up the paragraph style palette by clicking the down arrow at the bottom of the paragraph, more controls become visible. From the top and left to right the first four are left indent, right indent, space above paragraph and space below paragraph. Below those are controls for drop caps, which don't work, and the next style setting, which also doesn't work.

If you open up the paragraph style HUD even further, you'll see character settings that look just like the character HUD. Changes made to this section are applied to the entire paragraph, not just the selected text.

Using paragraph styles

At the top of the paragraph HUD is the paragraph style name, which is by default "default." Paragraph styles contain all the formatting information for a paragraph; they can be saved so that you can reuse them. If you want all your headers to be centered and in bold type, and all your body text to be left-aligned and in regular type, you could use saved paragraph styles to make sure they're alike. You don't have to use saved paragraph styles if you don't want to; but if you don't, you'll have to reformat paragraphs by hand. To use a paragraph style that's already been saved, pull down the drop-down menu and select the style in the list. To save your current paragraph format as a saved paragraph style, click the little disc to the right of the drop-down menu. You'll be prompted for a name; if you choose a name that's already taken, you'll be
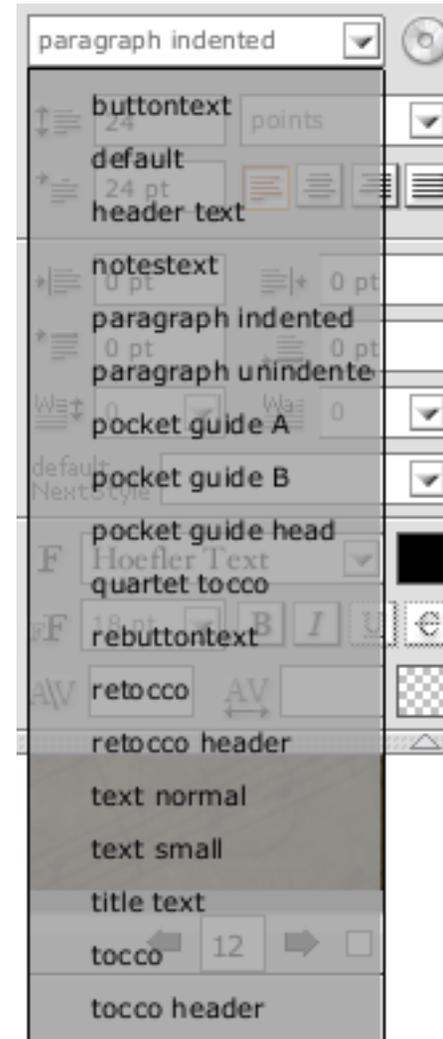
The list of paragraph styles

Replacing a paragraph style

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replacing that style.

Saved paragraph styles appear in the paragraph styles palette in the styles tab. Double-clicking on one of these names will allow you to change the name. If you select an unused style in this palette, you can press DELETE or BACKSPACE to delete the style from the book.

Using the link halo

To make a link out of text, you need to select text. When this is done, the link halo appears to the right of the paragraph halo. Click it brings up the link HUD. The link HUD includes three windows that are used to represent these three parts of the link. The top drop-down menu lists possible triggers. The middle drop-down menu lists possible actions to take. And the third drop-down menu changes depending on what kind of link is selected. If the action is to open a URL, you can type in the URL in the third box. If the action is to open a timeline, you can drag the timeline from the timeline palette to the third box. If the action is to show or hide a frame, drag the little anchor near the box to the frame you want to show or hide.

The "+" and "−" at the bottom of the link HUD allow you to make more complex links: the same frame or text can be part of several different links.

The link HUD

Searching text

There are two different ways to search text in Sophie. There is the status bar search window and the searching palette.

The status bar search is the simplest way to search text in Sophie. Enter text in the field and press the down button (to search forward from where you currently are in text) or the up button (to search backwards from where you currently are in text). If the text you're searching for appears in your book, you'll be taken to the page on which it appears and the text will be highlighted. You can press the buttons again to find another occurrence.

The searching palette, in the tools tab, gives you a list of results with some context. Type in the text you're looking for in the field at the top of the palette and hit ENTER. A list of all occurrences in text will be provided in the palette; to go to one of them, click it in the list. You can press command/control-F to get to this palette quickly.

The status bar search

Using the spellchecker

Pressing command-; or going to **Edit > Spellchecker** will look for the next misspelled word from the current cursor insertion point in text; if found, the misspelling will be selected. More advanced spellchecking can be done with the spellchecker palette, in the tools palette.

Using multiple flows

By default, every flow frame that you drag to a page uses the same flow. So if you drag out a flow frame, put a lot of text in it, and put another flow frame on the same page, the text will flow from one frame to the next, because it's assumed that they are connected.

This isn't always what you want to do. Imagine that you have a five-page story in English; you want to put it in a book where it will appear side by side with the same story in Spanish. For this situation, you want to use two different flows. The English story might go through a frame on the left on page 1 to page 5; the Spanish story might go through a frame on the right on page 1 to page 5. The English story uses one flow while the Spanish story uses another.

To create a flow frame that uses another flow, hold down the option key (on a Mac) or the alt key (on a PC) when you drop the frame on the page. A new flow will be created. If you don't hold down the option or alt key, the flow frame that is created will use the existing flow.

Another way of manipulating multiple flows is by using the flow halos. You can do this by going to **Edit > Show flow connections**. When this is turned on, every flow frame will have a colored border around it; different flows will have different colors. If you have two frames on the page that use the same flow, an arrow will be shown connecting the two frames in the direction of the flow. The arrows come from a little box at the lower right of every frame; you can drag from this box to another frame to connect the frames. If the frames have different flows when you do this, the second one will be changed to the first flow.
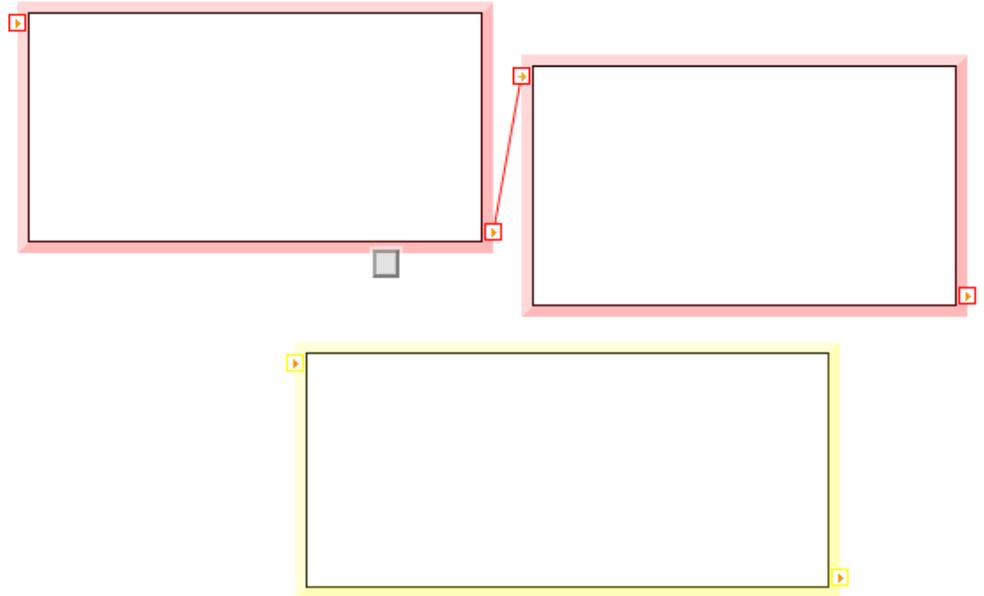
Using multiple flows

Working with media

Adding resources to Sophie

To add resources to a Sophie book, drag them into Sophie's window. If resources are dropped on a page, they will appear on the page and in the book's resources; if resources are dropped onto the library tab, they'll be added to the resources but won't immediately appear on the pages of the book. You can also add resources to Sophie by using **File > Import Resources**, which will prompt you to find resources to add to Sophie.

Not all resources have to be on your computer: you can use resources that are on the Internet if they are the kind of file that can be imported to Sophie (an MP3, for example). To do this, you need to know the URL for the file. Go to **File > Link to Resource** and enter the URL. An icon for the resource will be added to the resources tab in the appropriate palette; you can drag it from there to the page. A good reason to do this is if your book uses enormous resources but you don't want your book file to be enormous. You might also do this if you are using resources that are being updated outside of Sophie.

Using time-based media

Time-based media (audio and video) work slightly differently from other sorts of media. When you select one of these on a page, you'll see a halo to the right of the link halo, the time-based media halo; clicking it opens the time-based media HUD. This is a simple HUD: it includes checkboxes that ask if you want the media to play when shown and whether a controller should be shown. If "play when shown" is checked, the media will start playing as soon as the page of the book that it appears on is opened. (What this checkbox does, actually, is to create a link: open the link HUD to see what it does.) If "show controller" is checked, play and pause buttons are shown that the reader can use.

It's also worth noting that time-based media by default comes with links built into them: they're set so that if you double-click them they'll play, and if you single-click them they'll stop. If this isn't what you want them to do, you can delete these two links.

The time-based media HUD


25
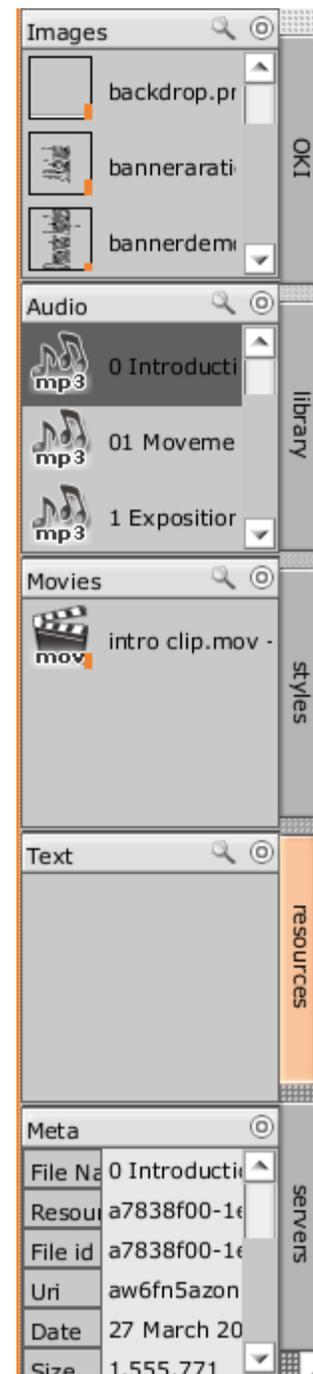
Working with pages

Using the page structure palette

The page structure is used for more advanced control of frames on pages. The page structure palette lists four different things:

- **The page entry**. This is at the top of the list; everything else appears below the page in the entry. This also displays the page number. If the page has been changed via the page halo and the page template has not been saved since, there's an asterisk next to the page number.

- **Frames that are on the page**. Frames on the page are distinguished by number (starting from 1 and incrementing); text frames are split into "(flow)" and "(non-flow)". Note that this numbering system is different from the numbering system for frames found in the link HUD; this one is only used in the page structure palette. Frames are listed in the z-order in which they appear; the top frame in the list appears above frames lower in the list.

- **An entry for the page template being used**. This is in the form "layout 1 (default page)" where "default page" is the page template currently being used. If the frames on the template on this page are different from the frames on the saved page template (if there are more or less frames, or if the frames have been moved), there is an asterisk next to the entry.

- **Frames on the template**. If frames are listed below the template entry, the frames are on the template. These frames are listed in z-order. If a frame has been modified from its definition on the template, or if a frame on the template doesn't exist on the saved template, there's an asterisk next to it.

Depending on what (if anything) is selected in the page structure palette, buttons appear at the bottom of the palette with possible actions. These buttons are:

- **Nothing selected in palette.** "Save page as template" buton.

- **Page selected.** "Save page as template" button.

- **Frame not on template selected.** "Add to template" button and "Save page as template" button.

- **Layout selected**. "Save changes to template" button, "Reset to template defaults" button, "Save page as template" button.

- **Frame on template selected.** No buttons appear.
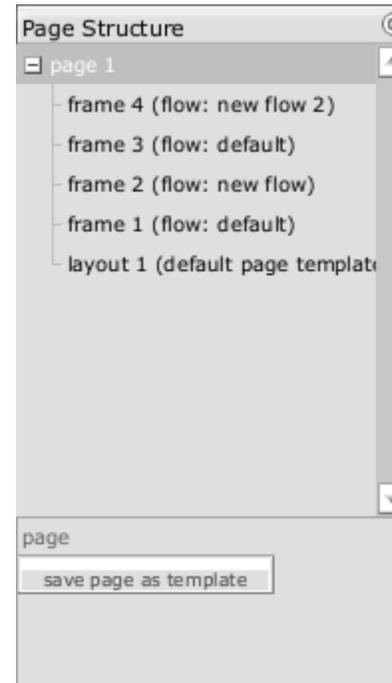
The page structure palette with a page selected
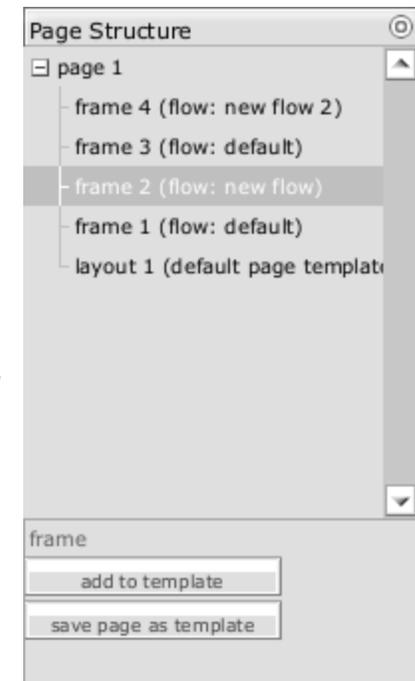
The page structure palette with a frame on a page selected

So we have in total four buttons:

- **Save page as template.** The user is prompted for a name for the page template. This button moves all frames on the page to the template. If the user has chosen the name of an existing page template, that page template is replaced.

- **Add to template.** This button moves a frame that is not on a template onto the current template in use on the page. This also saves the template, so the added frame immediately appears on all pages which use the current template.

- **Save changes to template.** If objects on the template have been modified (or deleted), this button saves the changes to the currently used template. If changes have not been made to the template on the page, pressing this button does nothing.

- **Reset to template defaults**. This button undoes all changes done to frames on the template (or frames added to the template before saving changes) and returns to the defined template.

Using page templates

A page template is a collection of frames that you want to appear on more than one page. The page template also contains the page background. Page templates are used to save time. If you want a header graphic at the top of every page and a footer graphic at the bottom of every page, you could manually place the graphics on every page in your book. But it's much faster just to apply a page template which automatically places those graphics. Frames that are on a page can be moved to the page template; frames that are on the page template can be removed from the page template.

Every page in Sophie uses a page template, though a page template may not have any frames on it. You can see which page template your page is using by going to the page structure palette. If your page uses frames that are part of the page template, they'll be listed under the page template.

If a Sophie book is built from a book template, it may come with a number of page templates. A Sophie book that's built entirely from scratch comes with two page templates: "default page template," which is the page template used by the first page in the book by default, and "blank page template", which is a blank page. The page templates that are in your book are listed in the page templates palette, which is in the styles tab.

APPLYING PAGE TEMPLATES

To apply a page template to a page, drag the page template you want to use to the page in the page view palette to which you want to apply the page template. The page thumbnail will turn red when the dragged page template is over it; drop it and the page template is applied to the page.

If you want to apply the same page template to multiple pages, click the first page in the page template, shift-select all additional pages you want to change, then drag

The page structure palette with the page template selected
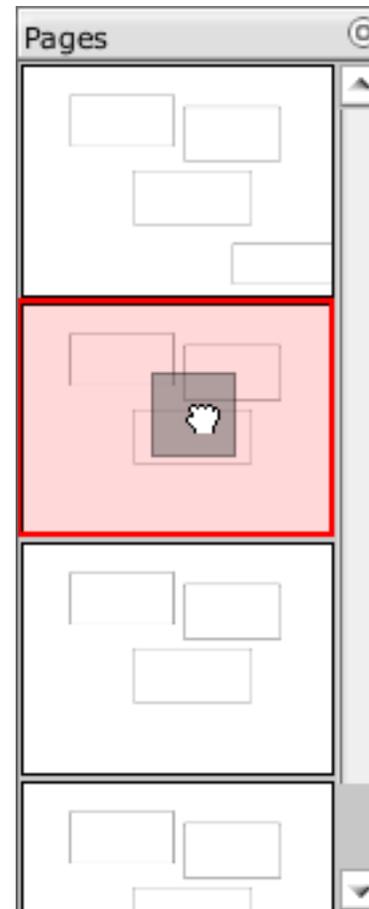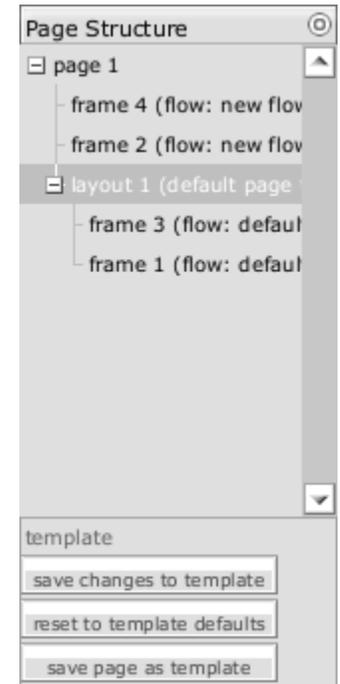
Applying a page template to a page

the page template you want to use to the page palette. The pages will light up red.

ADDING PAGES

Pages are added to a Sophie book in exactly the same way that page templates are applied to pages. Select the page template of the page you want to add (or "blank page template" if you want to add a blank page) and drag it to the list of pages. Instead of dropping it on a page, drop it before or after a page: a red line will appear showing the place in the book where the new page will be added.

(Pages can also be added by a flow frame that's full. When a page is created this way, the new page will have the page template of the page that created it.)

MAKING NEW PAGE TEMPLATES & MODIFYING EXISTING PAGE
TEMPLATES

To make a new page template, or to change an existing page template, use the page structure palette. See the section on that for more information on how this works.

Adding a new page by dragging a page template between two existing pages
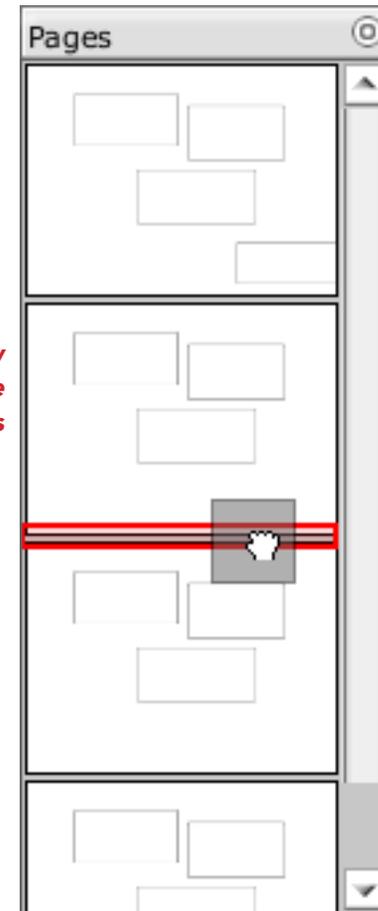
Working with embedded books

Creating embedded books

Embedded books can be embedded in two different ways. A fully embedded book lives entirely inside the parent book: when you send the parent book to someone, the embedded book goes with it, like a media resource that's in the book. A linked embedded book doesn't live inside the parent book: while it displays in the same way as a fully embedded book, it lives somewhere else. If you send someone a parent book without the linked embedded book, the linked embedded book won't show up.

CREATING FULLY EMBEDDED BOOKS

A book can only be fully embedded in another book if it is made from a book template. To make a book template, create a book and save it as a book template in the default book template directory. The book template that you've created will appear in the book template palette. From their, it can be dragged to the page of the book you want to embed it in. Text or media that's inserted into an embedded book created in this way will be saved inside of the container book.

CREATING LINKED EMBEDDED BOOKS

To create a linked embedded book, open both the book you want to embed and the book that will be the container book. Drag the icon for the book you want to embed from the books palette to the page of the container book on which you want the embedded book to appear. Both books are still independent: if you make a change in the embedded book when the container book is closed, the changes will be visible the next time you open the embedded book from the container book.

If you want to give the container book to someone on a different computer, if they are going to use the embedded book, you'll need to send it along too.

If you hold down the control key when you drag a book from the book palette to the page of the book, Sophie will attempt to convert the book into a template so that the book can be fully embedded. This process will strip out all content of the embedded book. This may not work; if it doesn't, an error message will appear.

Displaying embedded books

Embedded books can be displayed two ways: on the page, like an image or a movie, or in their own window. The same book can be embedded in multiple places in the

*The embedded books palette of a book with many embedded books*
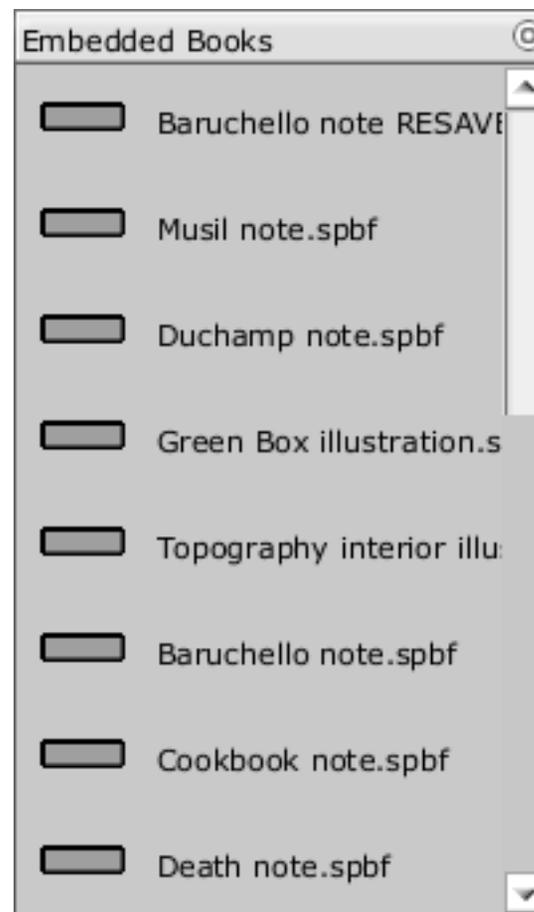
same book.

    If you've created an embedded book by dragging a book or book template to the page of another book, it will display on that page by default. This doesn't need to be the case: you can select the embedded book on the page (by clicking its frame) and press DELETE or BACKSPACE to remove it from the page. The embedded book will still be in the embedded books list; you can drag it from there to the same page or another page in the book.

    A book that's embedded on a page of a parent book can be moved around the page like any other object. To turn the pages of such a book, the reader needs to click in the book, then use the arrow keys to turn the pages.

    An embedded book can also be opened in a separate window. To do this, make a link; for the link action, choose "Open embedded book". Then drag the embedded book from the embedded book palette to the third window in the link HUD. When the link is triggered, the embedded book will be opened in its own window.

Fluxus note.spbf - embedded

The title of this book is worth considering for what it reveals of the philosophy inside. A codex is a book, something finished; in his codex Hendricks attempts to define the boundaries of Fluxus, to limit it to physical artifacts. This angered most of the surviving Fluxus artists, who argued that Fluxus was ongoing and that
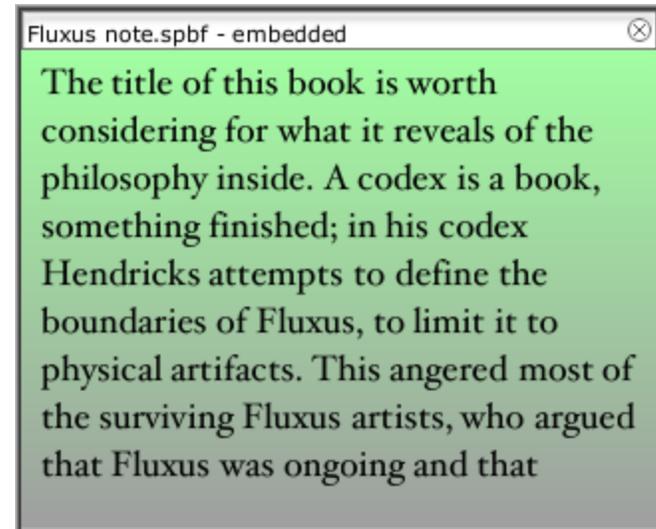
An embedded book in its own window.

Working with timelines

The timeline interface

There are two major parts of the timeline interface in Sophie: the timelines palette (in the timelines tab, in the left flap) and the timeline window, which appears when a timeline is opened. There's also the clock halo on objects on the page, which allows objects to be attached to a timeline. The link HUD contains commands related to starting and stopping timelines.

The timeline palette lists all timelines in the book. Double-clicking an entry in this list will open the timeline window for that timeline; pressing DELETE or BACK-SPACE while you have a timeline selected will remove the timeline from the book.

At the bottom of the timeline palette are three buttons: a "+", which lets you add a new timeline, and "S" and ">" buttons which don't do anything.

Kinds of timelines

If you press the "+" button, you'll be asked to choose between a single-page and a multiple-page timeline. These are two different kinds of timelines. A single-page timeline contains only actions which are used on that page. A multiple-page timeline turns certain pages at certain points in time. Use a multiple-page timeline when you're constructing a slideshow where pages turn to audio or video accompaniment; use a single-page timeline for most other uses.

Using single-page timelines

Single-page timelines are the simplest kind of timelines. When you create a new one, the timeline window will open at the bottom of the screen. The timeline window is a special kind of palette in a flap; it can be made shorter or taller and can even be pulled out to appear on its own window if you want. At the top of the timeline window are controls; at the bottom are channels where media or events can be found.

The controls for the timeline are fairly basic. On the left is the timeline's name; this can be edited to rename the timeline. To the right of the name are rewind and play/pause button. Clicking these buttons rewinds the timeline or plays it; clicking the play/pause button when the timeline is playing will pause the timeline. Next to the play/pause button is the current position in time of the playhead. There are also boxes for the start, end, and duration of the selected clip.
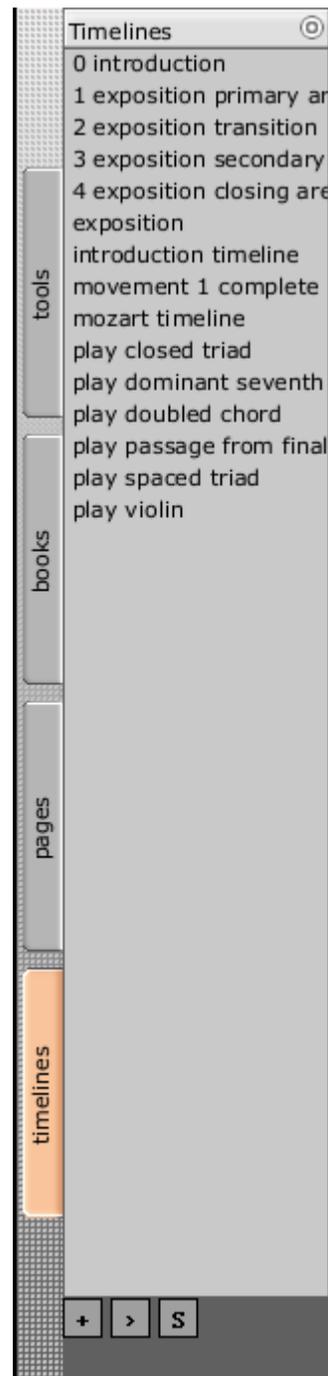
The timelines tab

The options when you press the + button.
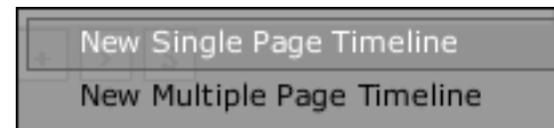
Above the channels is a yellow playhead, which can be dragged back and forth; if there are different events visible at different points in the timeline, what's visible on the page will change as the playhead is moved. As the playhead is moved, the current time position in the controls above will also change.

Above the playhead is the slider, which can be used to change the zoom and area of the timeline being viewed. By default, the slider is as wide as the timeline window, which means that all of the timeline is visible. The more you narrow the slider, the more the timeline is zoomed in. You can then move the slider left and right to see earlier or later positions in the timeline.

Media and events appear in the channels on the timeline. To add media on the current page to your timeline, select the object, and drag its clock halo to the position on the timeline where you want it to appear. You can also add media to timelines by dragging directly from the resource palettes to the timeline; when you do this, the object is immediately added to a page. A piece of media can only appear on a timeline once.

If an image or a frame is added to a timeline, it will be visible for the time that its event on the timeline appears across. That is, if you have a picture that's on a timeline from 1:00 to 2:00, when the timeline plays the picture will not be visible for the first minute. It will be visible as the timeline plays from 1:00 to 2:00; if the timeline goes past 2:00, it will be invisible again. If audio or video appears on a timeline, when the timeline is played the audio or video will be played. The video will only be visible when it is playing; if the video does not stretch across the entire length of the timeline, the video's frame on the page will be invisible when the video is not playing. You can get a good feel for this by putting some objects on a timeline and dragging the playhead back and forth: when the playhead is over the events on the timeline they become visible. When it's not over them, they're invisible.

If you drop a piece of media over an existing channel on the timeline, it will be in that channel; if you drop it below an existing channel, a new channel will be created to hold that event. Once an event is in a channel, you can move it to another channel by dragging it from one channel to another (or to the bottom of the timeline window to create a new channel). It doesn't matter which channel events are in; you can have everything in a timeline in just one channel if you want. Channels exist solely so that you can organize your timeline if you want to.

Once a piece of media is on a timeline, you can adjust where it appears on a timeline by dragging it back and forth. You can also use the arrow keys: the left and right arrow keys move the event backward and forward in time by 1 second, holding down SHIFT plus an arrow key will move the event by 10 seconds. You can also select and move multiple events on a timeline: click one event to select it, then hold down SHIFT and click other events on the timeline to select them as well. Then use the arrow keys or drag any of the events to drag them all.

You'll notice when you move an event on a timeline that the event's Start and
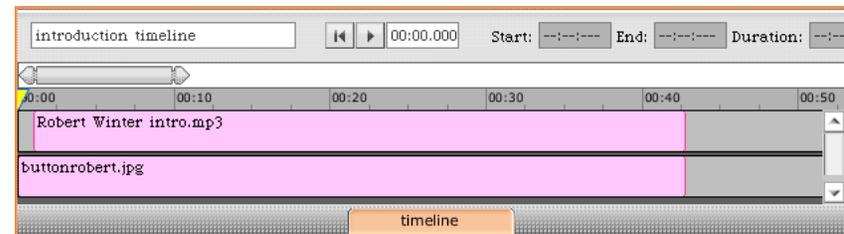
A single-page timeline. This timeline has two channels; the top one has an audio file in it, and the bottom one has an image in it.

End positions in the controls at the top of the timeline window change. If you want your event to start or end at a precise moment in time, you can enter values in these boxes. Note that changing the end position changes the length of the event. You can also change the length of an event by changing the value in the Duration box, or by dragging the left or right edge of an event. For audio and video, changing the length of an event changes the end point of a clip: if you change the length of an audio clip from 0:30 to 0:15, the first 15 seconds of the clip will play regardless of whether you dragged the left or right edge of the clip to play it. The maximum length of an audio or video event is the length of the audio or video itself: you won't be able to make the duration longer than that.

Using multiple-page timelines

The timeline window for a multiple-page timeline is just like the single-page timeline window, with the exception that there's a special channel for pages above the other channels in the lower section of the timeline window. Pages can be dragged from the pages palette to this channel, where they will appear as events that can be dragged back and forth; their duration can be changed.

If a multiple-page timeline is playing, when the playhead reaches the start of a page event on the timeline, the book will turn to that page. In addition, when the reader manually turns to a page that appears on a multiple-page timeline, the play-head of the timeline will be moved to the point in time at which that page starts, although the timeline will not play automatically.

Pages that appear in the page channel on a multiple-page timeline do not need to appear in their natural sequence: while you could have a timeline that showed pages 1, 2, 3, 4, and 5 at 0:00, 0:10, 0:20, 0:30, and 0:40, you could also show the pages in the order 2, 1, 4, 3, 5. You can even put the same page on the same timeline multiple pages (the sequence 1, 2, 3, 2,, 4, 2, for example); when you turn to a page that appears in the timeline more than once, the timeline will move to the first page event that appears on the timeline.

The other channels in a multiple-page timeline work like the channels on a single-page timeline. Keep in mind that if an event is scheduled to happen when its page is not visible, it won't be seen.

If an object on a multiple-page timeline is on a template that's used by more than one page on the timeline, that object can potentially appear across those pages. For example, you could put a movie on the page template used by pages 1 through 5; you could then put pages 1 through 5 on a timeline and add the movie to the timeline. As the movie plays, the pages will turn.
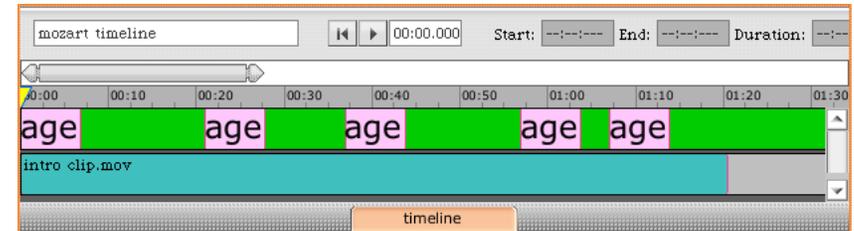
A multiple-page timeline. This timeline has five pages on it and a movie clip which appears on every page.

Controlling timelines

To use timelines in a Sophie book, you need to make a link that starts them. There are a number of ways to trigger this kind of link: you could start a timeline when a page is opened, or when the reader clicks something.

There are four actions in the drop-down menu of link actions that can be used on a timeline:

- **Play**. This action starts a timeline playing from whatever point the playhead is currently at. If the timeline has not been played before, it starts from the beginning.

- **Play from beginning**. This action starts playing a timeline from the beginning.

- **Rewind**. This action moves the playhead of a timeline back to the beginning. It doesn't play the timeline.

- **Pause**. This action pauses the timeline: it stops it playing, but doesn't move the playhead.

Some of these obviously need to be used in conjunction with other links: choosing **Rewind** or **Pause** won't actually do anything unless you have a play command somewhere.

When you've chosen one of these actions, you need to drag a timeline from the list of timelines to the box below the action. When you've successfully dragged a timeline to the box, the timeline's name will appear in the box. You can also type in the name of the timeline in the box.

The link HUD for a link that plays a timeline.

Working with the network

Using remote objects

One of the most basic ways that the network can be used in Sophie is through remote objects. Remote objects are objects that live on the network (like a web server) rather than on your computer. Remote objects aren't saved inside of the Sophie book when you save it on your computer; they stay on their web server. Using remote objects is a good idea if you're using an enormous movie in your Sophie book, but you want it to be small enough so that you can email it to people.

Any sort of media that can be used in Sophie can be used remotely. To use a remote object in your Sophie book, you need to know its URL. Then go to **File > Link to URI**. Enter the URL and then click Okay. The remote object's icon will appear in the media palette that it belongs to. You can use the remote object just like any other piece of media in Sophie: just drag it to the page.

When the reader opens a book that includes a remote object, the object will be downloaded when the reader gets to the page that the object appears on. If the reader doesn't have a working Internet connection, they won't see what you intended. If you know this is going to be the case, don't use remote objects in your book.

Using Sophie Server

A Sophie Server is a web server that runs the Sophie Server software. If you have access to a Sophie Server, you can read and edit books on the Sophie Server; you can also add your own books to the Sophie Server so other people can look at them. Sophie Server stores versions of books, so you can keep multiple revisions of a book that's in the process of being written.

For information on installing a Sophie Server, see the Sophie developer website at *http://dev.sophieproject.org*.

THE SERVERS TAB

Most of the Sophie Server functionality is in the servers tab on the right side of the Sophie interface. This tab has four palettes.

The servers palette displays a list of all Sophie Servers that you're currently connected to. To connect to a Sophie Server, use **File > Add Server**, or click "Add a Server" in the books palette of the servers tab.

The server name palette displays the name of the Sophie Server you're using.
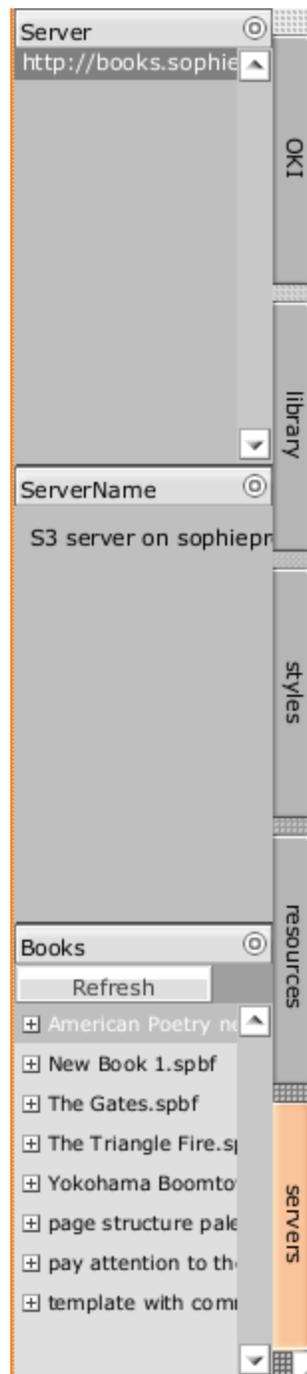
The servers tab when logged in to a Sophie Server.

The books palette displays a list of all books on the currently selected Sophie Server. To use a book on Sophie Server, drag it from this palette to the workspace, which will open the most recent revision of the book. If a book in the list has a "+" sign to the left of it, there are multiple versions of the book available. Click the "+" sign to see a list of the versions, which are arranged by date and time. You can drag out these old versions as well.

If the Refresh button is pressed, the server will be queried to see if new books have been uploaded by other users.

OTHER SOPHIE SERVER FUNCTIONALITY

As noted, you can log into a Sophie Server through the File menu, by selecting **File > Add Server**. Once you've done this, there are other commands in this menu that will let you access Sophie Server.

If you have a book from the server open and you select **File > Save**, a new revision of the book with the same name will be saved to Sophie Server. If, however, you choose **File > Save As**, you'll be given the option to save the book locally. If you'd like a copy of a book that's on Sophie Server, this is the way to do it.

You can save a book on your computer to Sophie Server by using **File > Save As to Sophie Server**. This will upload the book to the Sophie Server that you're currently connected to. If you're not currently logged into a Sophie Server, you'll be prompted to log in to one.

File > Publish Book for Apache Server does not do anything related to Sophie Server. What this does is to save the book on your computer in such a fashion that it can be uploaded to a website that's not running Sophie Server.

Using the OKI browser

The Open Knowledge Initiative is a standard for allowing access to databases of media that can be used educationally. (More information can be found online at *http://www.okiproject.org*.) Media in OKI databases can be used in Sophie through the OKI tab, which is on the right side of the Sophie interface.

The filter palette lets you input the address of a server (in the Server: field) and a term to search for (in the Filter: field). Entering the address of a server and clicking Search will connect to an OKI server for the first time; filtering can be used after the server is connected.

The assets palette lists resources in the connected server once a server is connected. Resources can be dragged from this list to the page of the Sophie book you want to use them in.

The preview palette shows a preview of a resource when one is selected in the list in the assets palette.

The meta palette shows metadata on a resource when one is selected in the list in the assets palette.
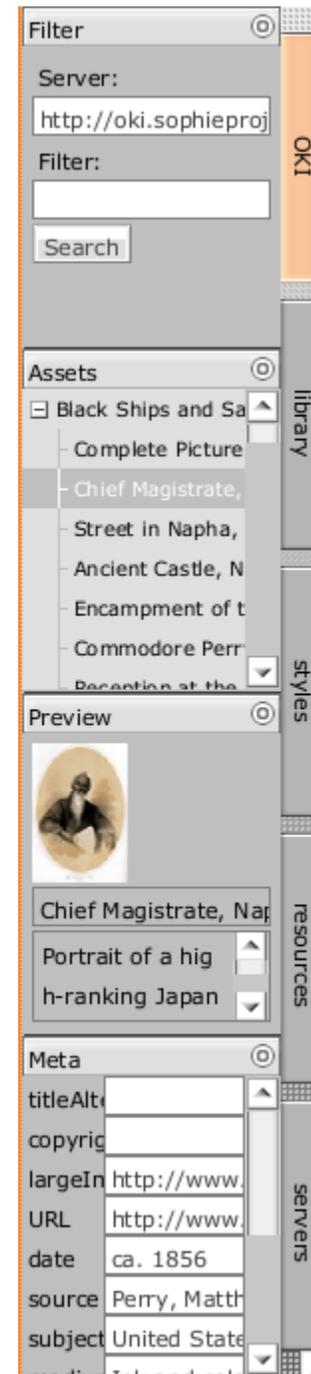
*The OKI tab when logged in to an OKI gateway.*

Using comment frames

Comment frames are another way to use Sophie and the network. Comment frames require a Sophie Server to function; however, a Sophie book that uses comment frames doesn't need to be on a Sophie Server to function. When a book has comment frames, readers can make comments on a book; these comments are uploaded to the Sophie Server and are soon made visible to everyone reading a copy of the book.

To add a comment frame to a book, drag the comment frame out of the components palette to a page in your book. A comment frame will appear; in its upper right corner there will be a button that says "Write Comment" and on the right side will be a scroll bar. You can resize it just like you would a normal frame; you can use the content halo to open a content HUD that works exactly like the content HUD on an ordinary frame.

When a reader clicks the "Write Comment" button, a window will open which asks for an "Author" – a name – and a comment. After these have been entered, the reader can click buttons marked "Commit" or "Cancel". "Commit" enters the comment; it's uploaded to Sophie Server. "Cancel" erases what was just entered and closes the window.

If the reader has not already logged into Sophie Server, they'll be asked to login to Sophie Server when opening a book that has comment frames. If they don't login, they won't see comments.

Comments in a comment frame
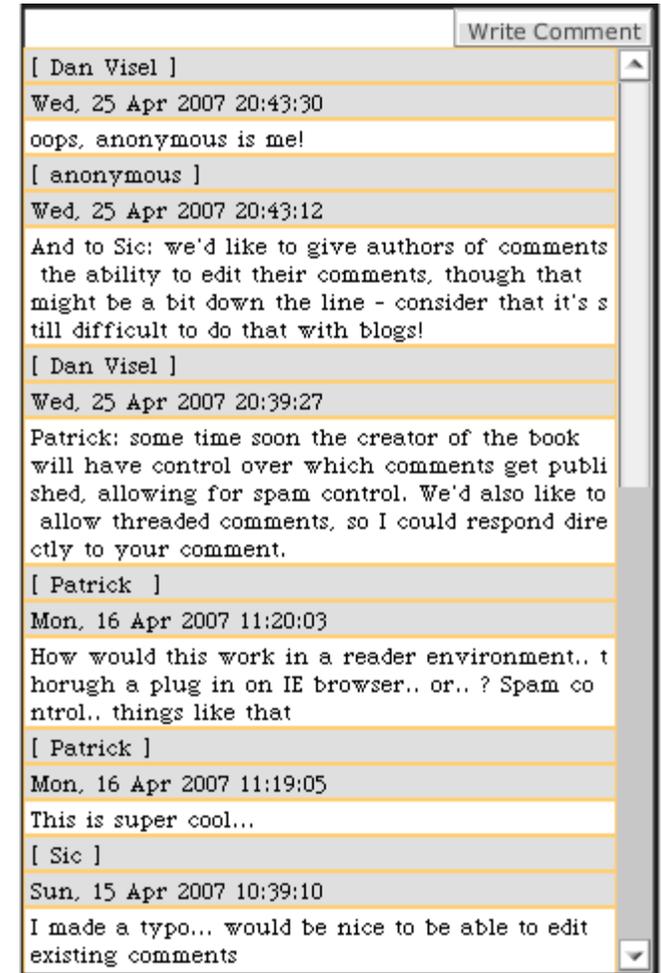
The Write Comment box

Working with reader annotations

Using stickies

Stickies are little collapsable windows that a reader or author can add to a book. To made a new sticky, go to the tools tab; in the stickies palette, click the **New Sticky** button. A new sticky will appear on the current page of the current book. You can type as much text as you'd like in a sticky; if there's more text in the sticky than will fit, you might need to press the down arrow key to view it.

You can resize the sticky by dragging its lower right corner; you can move it around on the page by dragging the title bar. You can delete the sticky by clicking the little X in the upper right corner. You can change the color of the sticky by clicking the little color box in the title bar; a color picker will appear, allowing you to pick any color you like.

You can add as many stickies as you want to a book; they can be added by the reader or the author. If there are a lot of stickies in the book, it may be useful to hide them sometimes. To do this, uncheck the little box in the middle of the stickies palette.

You can export stickies from a book by going to **File > Export Stickies**. You'll be prompted for a name to save the stickies as. Once you've done this, you can import the stickies file, using **File > Import Stickies**.

Using the highlighter

The highlighter works just like a yellow marker. If you select text, you can press command-shift-M (on a Mac) or control-shift-M (on a PC) and the text will be highlighted in yellow. You can also select text and go to **Edit > Highlight Text**, which does exactly the same thing.

Highlighted text is listed in the markers palette in the order in which the text appears in the book. If you click on an entry in this palette, you'll be taken to the page on which it appears.

You can export highlighted text from a book by going to **File > Export Highlights**. You'll be prompted for a name to save the highlighted text as. Once you've done this, you can import the highlighted text file, using **File > Import Highlights**.


A sticky.

Text highlighted with the highlighter.

that if they did not work things out with the United States, the more aggressive British would soon show up and force more onerous terms upon them—just as they were doing in China. (A Japanese transcript of Harris's arguments has him warning that "the English Government hopes to hold the same kind of intercourse with Japan as she holds with other

Using the notebook

The notebook is a special Sophie book that's always opened when you start Sophie, though its window is not visible. If you go to the books palette, you'll see a listing for "Sophie NoteBook"; if you drag it out to the workspace, you'll see that it's a 400 x 400 Sophie book. The notebook can be manipulated just like any Sophie book; you can resize it as you like and add pages to it.

The notebook is a place to keep media that you reuse (page buttons, for example) as well as text that you might reuse. You can drag content from other Sophie books to the notebook and vice versa.
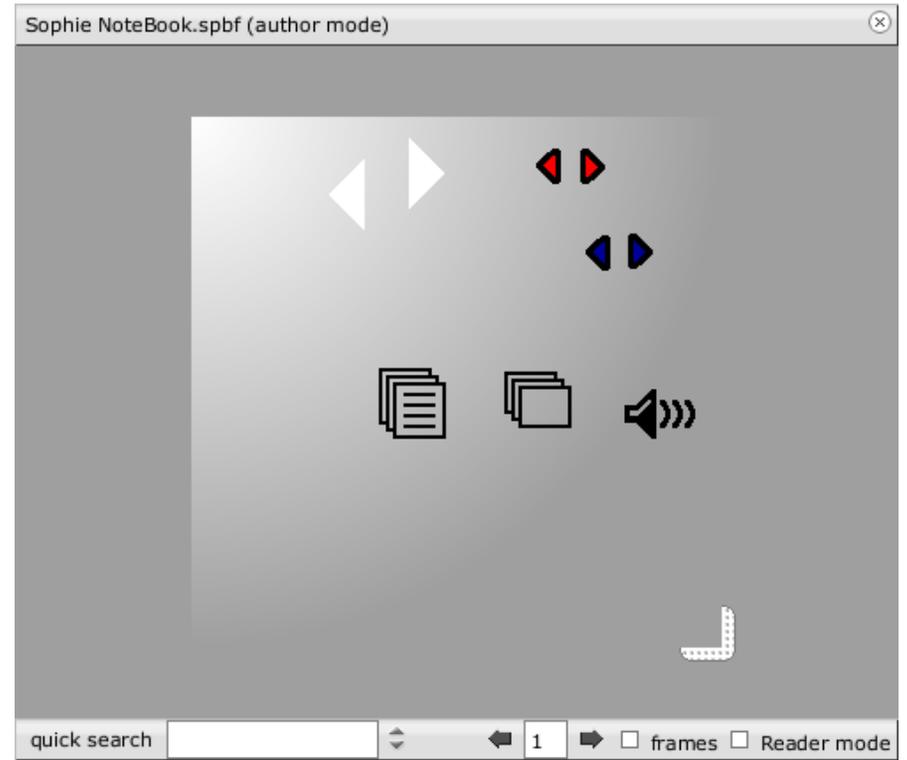
A notebook that contains icons for reuse.