

*The Institute for the Future of the Book presents*

# Sophie

**Help**

*10 March 2007*

*Sophie prerelease candidate RC16*

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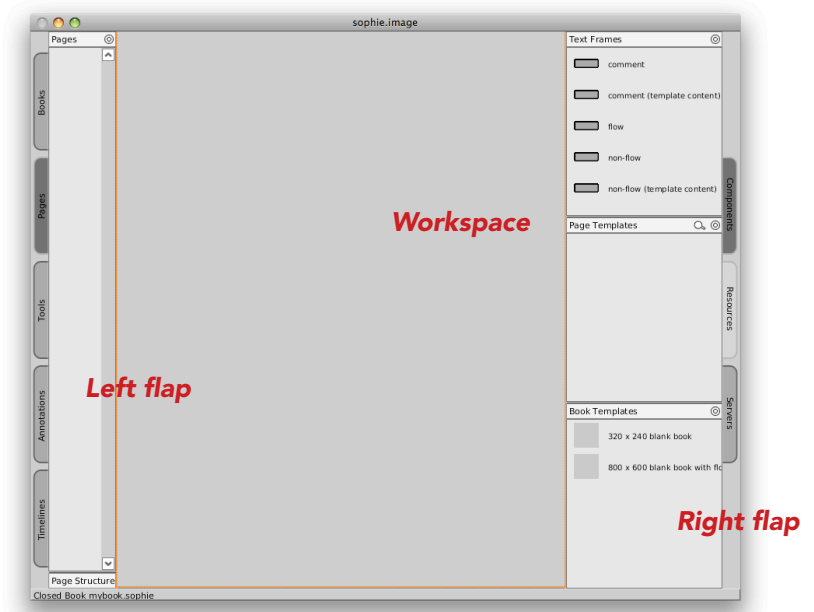
## 2. Working with Sophie

### 2.1. 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.

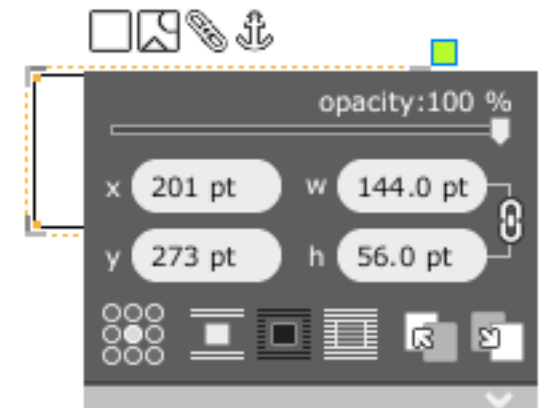
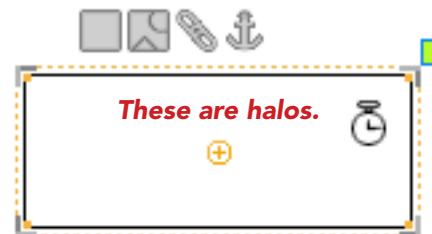


### 2.2. Halos and HUDs

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 kinds of halos. If you select an image on a Sophie page, you'll see a frame appearance halo, which lets you put images, backgrounds, or drop shadows on the image; a frame properties halo, which lets you control where and how big the image is; a link halo, which lets you turn the image into a link; and an anchor halo, which lets you attach the image to a text flow. 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 halo, 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.

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.) The anchor halo can similarly be dragged to the place in a text flow where you want to anchor a frame.

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.

(With some frames, you might see a light gray box outside or inside of the orange frame. These frames show margins – extra space outside of a frame – and padding – extra space inside of a frame. These are useful when you have text inside of or outside of a frame, but they're not halos. For information about these, see the [frame properties HUD](#).)

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

#### OBJECT HALOS:

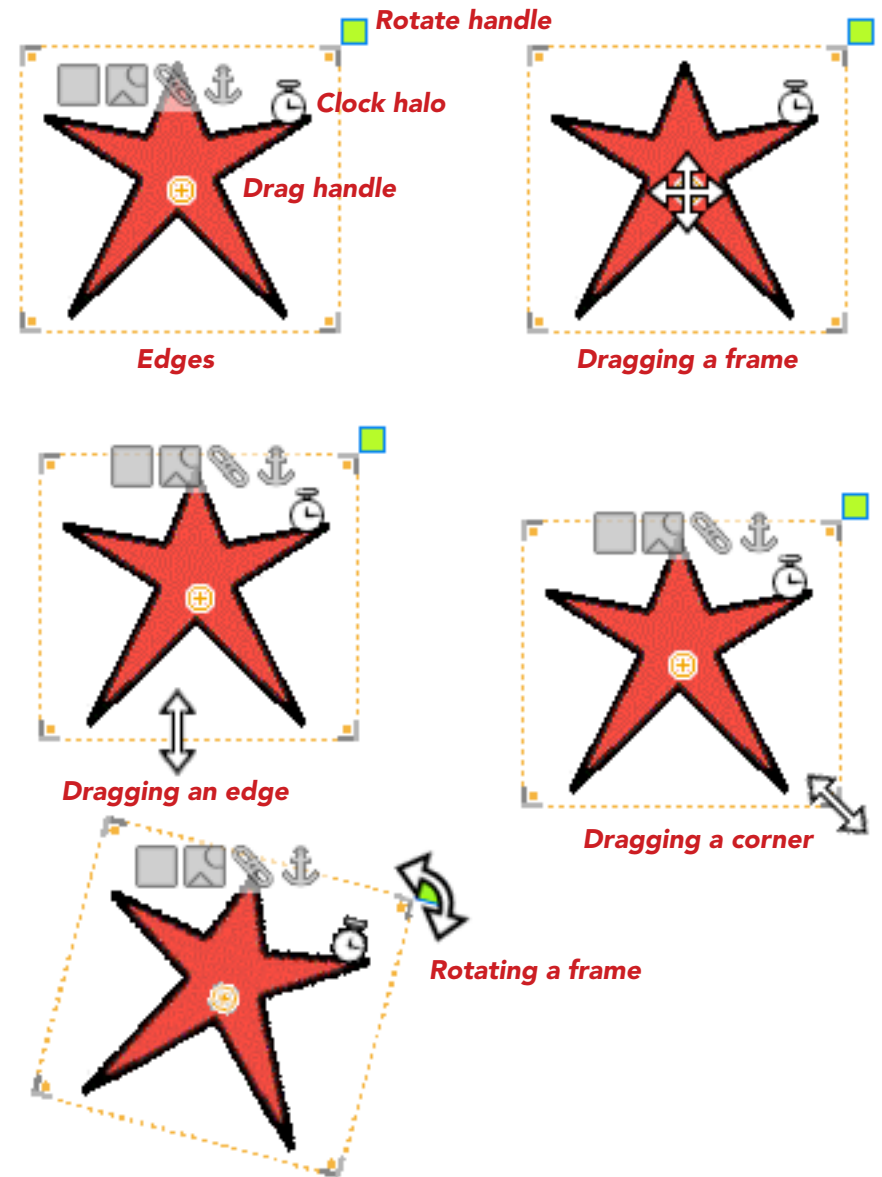
[Frame appearance halo](#) • [Frame properties halo](#) • [Link halo](#) • [Link color halo](#) • [Anchor halo](#) • [Time-based media halo](#) • [Align halo](#)

#### TEXT HALOS:

[Character halo](#) • [Paragraph halo](#) • [Link halo](#) • [Link color halo](#)

#### PAGE HALOS:

[Page halo](#)



### 2.2.1. FRAME APPEARANCE HALO

The frame appearance halo controls how the frame appears. The frame appearance 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 images with transparency can take on different backgrounds. The default background for all frames is solid white. In addition to setting the background for a frame, this 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 appearance 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.

### 2.2.2. FRAME PROPERTIES HALO

The frame properties 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 frame properties 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 frame properties HUD, 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.

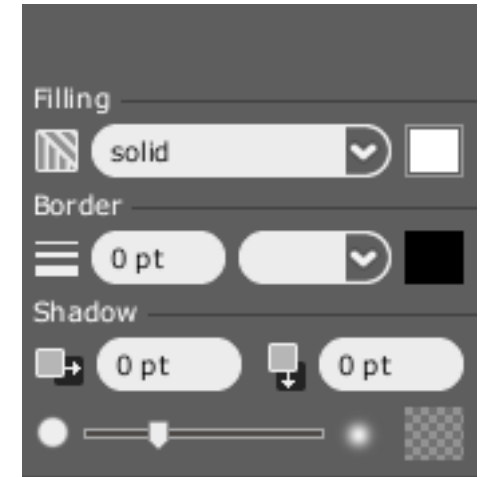
### 2.2.3. LINK HALO

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).

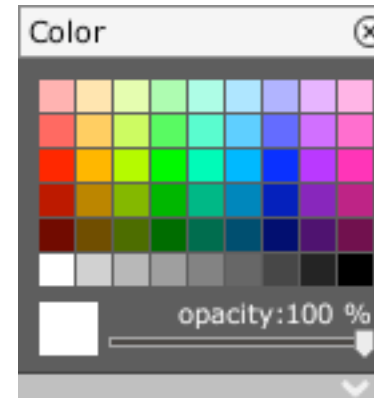
The link HUD includes three windows that are used to represent these three parts of the link. The top drop-down menu lists possible triggers. The middle drop-down menu lists possible actions to take. And the third drop-down menu changes depending on what kind of link is selected. If the action is to 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.

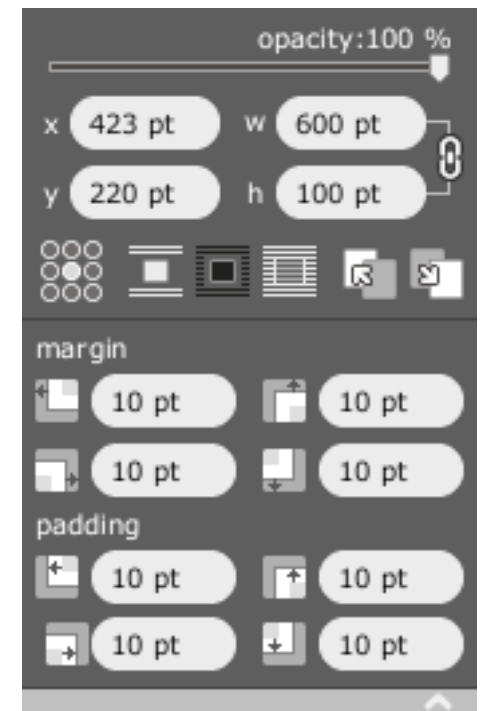
*The frame appearance HUD*



*(below) The color picker*



*Frame properties HUD (expanded)*



*Link HUD*

### 2.2.4. LINK COLOR HALO

When you've created a link, the link color halo appears. When your link is text, the link color HUD 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 of a frame. In this case, the link color halo appears a lot like the frame appearance 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.

### 2.2.5. ANCHOR HALO

The anchor halo is used to anchor frames to a particular point in a text flow. You might do this if you have an image that should appear beside a certain paragraph of your text; that paragraph happens to be on page 5 right now, but if more text is added below it, it might end up being on page 20. While you could just drop the image on page 5 next to the text, if the text changes the image will be on the wrong page; if the image is anchored, it will move with the text to which it is attached.

To anchor a frame in a text flow, drag the anchor halo from the frame you want to anchor to the point in a flow frame to which you want to anchor it. A line is drawn between the two frames. The anchor HUD then appears. The main thing displayed in the anchor HUD is the anchor style, in the drop-down menu; this controls the way in which the anchored frame is moved relative to the flow in which it is anchored. "Page", the default style, means that the anchored frame will always appear on the same page as the point in the flow to which it is anchored. If the anchor point is at the bottom of page 2, the anchored frame will appear on page 2; if the anchor point is pushed over to page 3, the anchored frame will appear on page 3 in the same position.

Other anchor styles are possible. If the style is "inline", the frame will be moved into the text of the flow at the anchor point. You might do this if you want to include a small graphic in your text (an elaborate star, for example). "Character" positions the anchor relative to the position of the anchor point in the line. If you anchor an image with this style to a position at the start of the line, then add words before the anchor point, the image will move to the right. If you add lines above the anchor point in the flow frame, the anchored image will move down. "Line" does the same thing, but doesn't move the anchored frame relative to the anchor point's position in the line. "Paragraph" moves the anchored object relative to the paragraph of the anchor point; "Frame" moves the anchored object relative to the frame that the anchor point is in.

*Link color HUD (for text)*



*Link color HUD (for a frame)*

*Anchor HUD*



For “Page”, “Paragraph”, and “Frame”, you can choose a control point: this selects which corner (or the center) of the page, paragraph, or frame the anchored object is moved relative to. Note that in Sophie RC7, this isn’t working properly.

Frames can only be anchored in a flow frame or a non-flow frame, though they don’t do very much when anchored in a non-flow frame. Once a frame has been anchored, you can always open the anchor HUD to change anchor settings.

### 2.2.6. 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.

### 2.2.7. ALIGN HALO

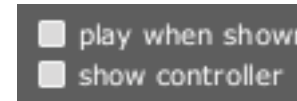
The align halo only appears when more than one frame is selected. You can select multiple frames by clicking the first frame, then holding down **command** or **control** and clicking more frames. If you click the align halo, you’ll be presented with options for ways to arrange the frames. It’s an easy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

### 2.2.8. CHARACTER HALO

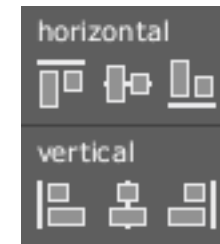
The character halo is used when you want to change how text looks: you can change the font, style, size, and color of the text you’re using. Part of the paragraph HUD looks exactly like the character HUD. The ones in the paragraph HUD are character settings for the entire paragraph: if you want your 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 select that word and change it in the character HUD.

### 2.2.9. 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



*Time-based media HUD*

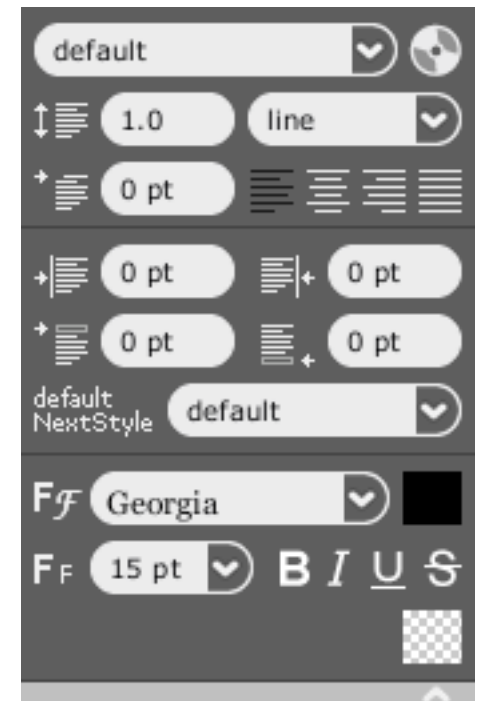


*Align HUD*



*Character HUD (expanded)*

*Paragraph HUD (expanded)*





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.

### 2.2.10. PAGE HALO

The page HUD looks just like the frame appearance 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 for your page.

## 2.3. 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.

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](#)

### BOOKS

[Books](#) • [Embedded books](#)

### TIMELINES

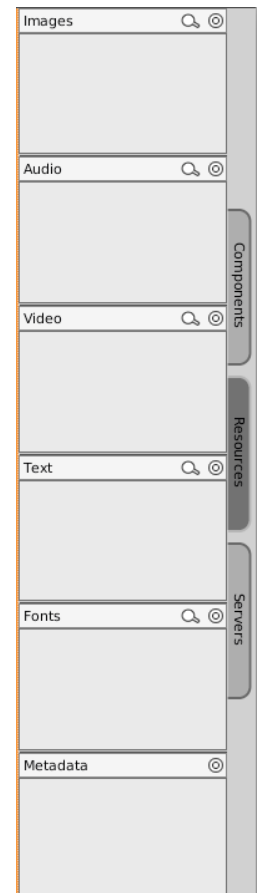
[Timelines](#)

### TOOLS

[Searching](#) • [Search & replace](#) • [Spellcheck](#)



**The page HUD**



**The palettes in the resources tab in the right flap**

## ANNOTATIONS

[Highlights](#) • [Stickies](#) • [Audio recording](#)

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 contains some Sophie Server functionality. Click on the palette or tab that you're interested in for a more detailed description.

## COMPONENTS

[Text frames](#) • [Page templates](#) • [Book templates](#)

## RESOURCES

[Images](#) • [Audio](#) • [Movies](#) • [Text](#) • [Meta](#)

## SERVERS

[Server](#) • [Books](#)

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

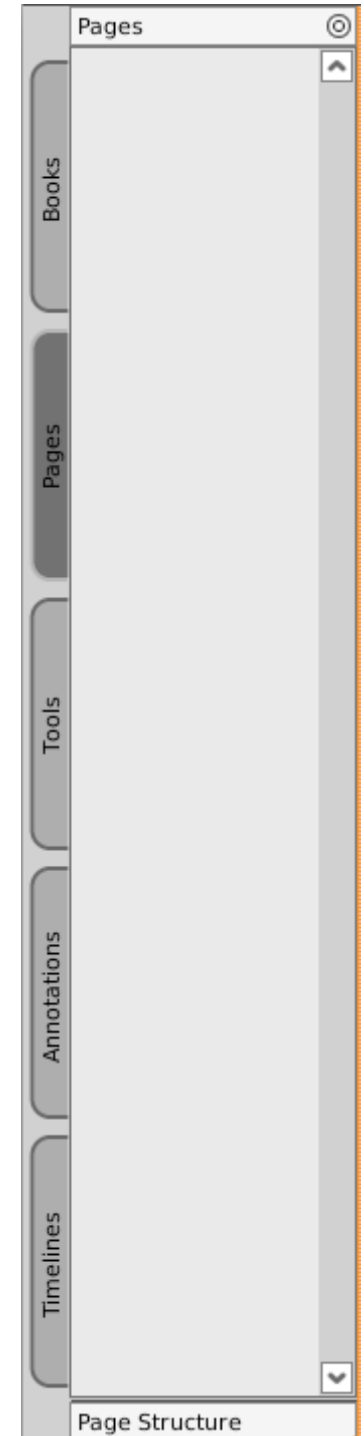
### **2.3.1. PAGES TAB**

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 to just its title bar.

**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.

**Pages tab**



**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.

### 2.3.2. 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. 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 (or linked from) the book you currently have open and selected. To use an embedded 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.

### 2.3.3. 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 either of the two buttons at the bottom of the timelines tab; either a single-page timeline or a page-spanning timeline will be added to your book and will be opened for editing in the timeline flap.

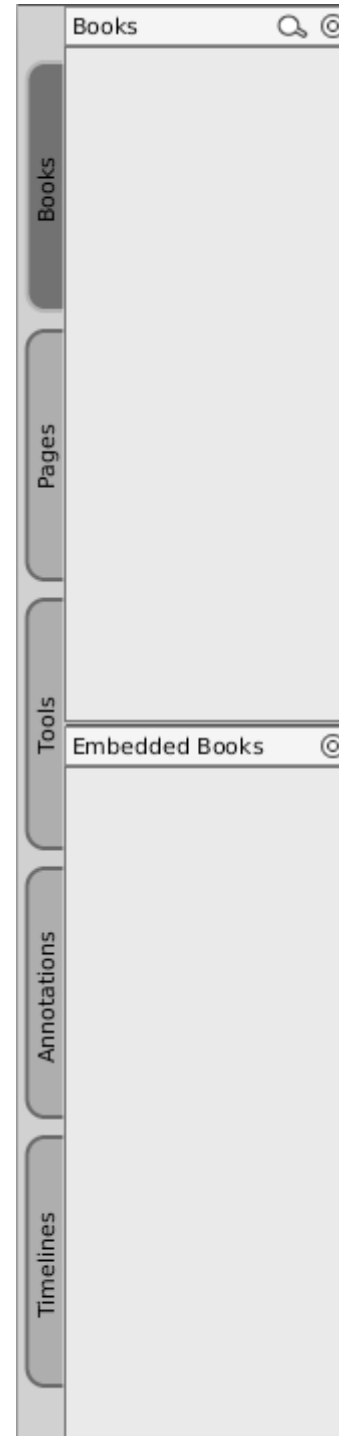
### 2.3.4. TOOLS TAB

The tools tab contains palettes that are used for editing books: the searching palette, the search & replace 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.

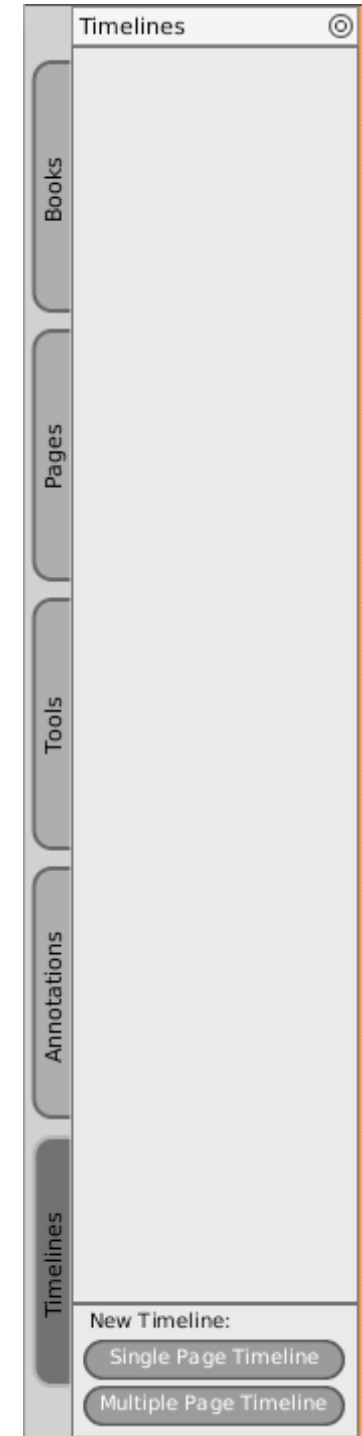
**Search & replace palette.** The search & replace palette lets you search for words or phrases in the text fields of your book and replace them. Enter a phrase to search for and one to replace it with; click **Replace** to replace the first result, or **All** to replace all occurrences.

**Spellcheck 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.



(left)  
**Books tab**

(right)  
**Timelines tab**



### 2.3.5. ANNOTATIONS TAB

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

**Highlights palette.** The highlights palette lists all highlights in the current Sophie book. You can delete a highlight by selecting its entry in this list and pressing DELETE. Clicking on an entry will take you to the page on which the highlight appears. Clicking the **Add Highlight** button will highlight the text you currently have selected. **Import Highlights** will prompt you for the location of a file of previously saved highlights. **Save Highlights As** will prompt you for a location where a file of the highlights of your current book can be stored.

**Stickies palette.** The stickies palette allows you to make new stickies on a Sophie book. Pressing the **New Sticky** button will make a new sticky on the current page. The **Enable Stickies** checkbox toggles sticky visibility in the book; if this isn't checked, stickies won't be visible. **Import Stickies** will prompt you for the location of a file of previously saved stickies. **Save Stickies As** will prompt you for a location where a file of the highlights of your current book can be stored.

**Audio recording palette.** The audio recording palette lets you record audio through your computer's microphone (or line-in) inside of Sophie. To use this, click the red **Record** button; there will be a slight delay (the words "Preparing to record" will appear to the right of the **Play** button) and then a clock will start increasing, letting you know that Sophie is recording. Click the **Stop** button when you're done; click the **Play** button to playback what you've just recorded. If you like it and want to keep it, click the **Save** button, which will add the audio in the audio palette of the resources tab. By default, recordings are given the time and date they were recorded. If you don't want to keep it, just don't hit the **Save** button.

### 2.3.6. COMPONENTS 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.

**Text frames palette.** The text frames 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 four types of frames: flow frame, non-flow frames, non-flow (template content) frames, comment frames, and comment (template content) frames. Each does different things, though the template content frames are only slightly different from the non-template content frames.



(left)  
Tools tab

(right)  
Annotations tab



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 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 > Show/Hide Flow Connections**.

When a non-flow or a non-flow (template content) 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. Non-flow and non-flow (template content) frames behave in the same way unless they are on a template. If a non-flow frame is on a template, the frame can have different content on every page; if a non-flow (template content) frame is on a template, the same content will appear on every page.

Comment frames and comment (template content) 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. Comment and comment (template content) frames behave in the same way unless they are on a template. If a comment frame is on a template, the frame can have different comments on every page; if a comment (template content) frame is on a template, the same comments will appear on every page.

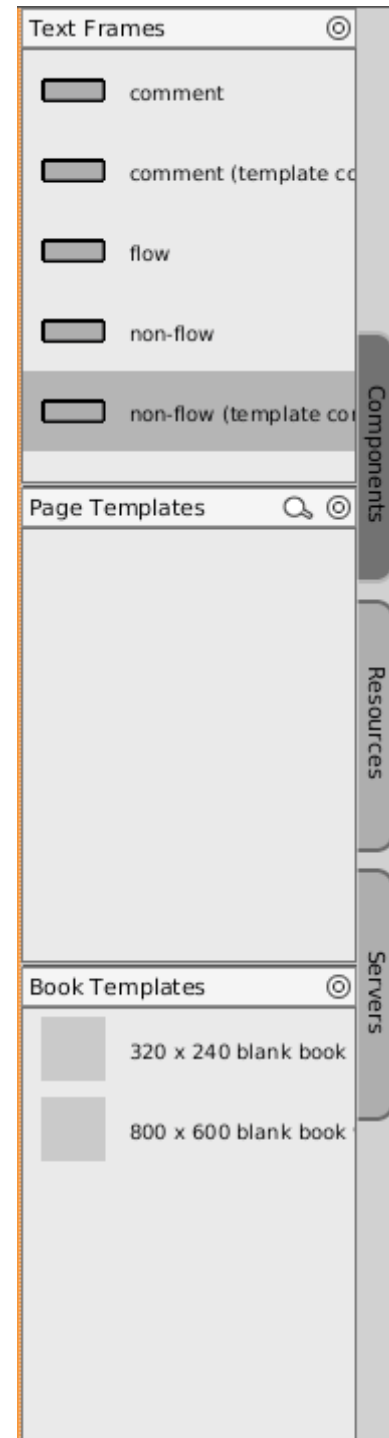
**Page templates palette.** The page templates palette contains all page templates in the current book. By default, all books come with two page templates, "default page template" and "new blank page". Page templates can be applied to a page by dragging the page template to the page's thumbnail in the 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.

**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.

### 2.3.7. 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**



Components tab

**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.

**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.

### 2.3.8. 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.

**Servers palette.** This palette displays a list of all Sophie Servers that you’re currently connected to. To connect to a Sophie Server, click the **Add Server** button and enter the URL for the Sophie Server. To check and see if any new books (or versions of books) have been added to the server since you connected to it, click **Refresh Booklist**.

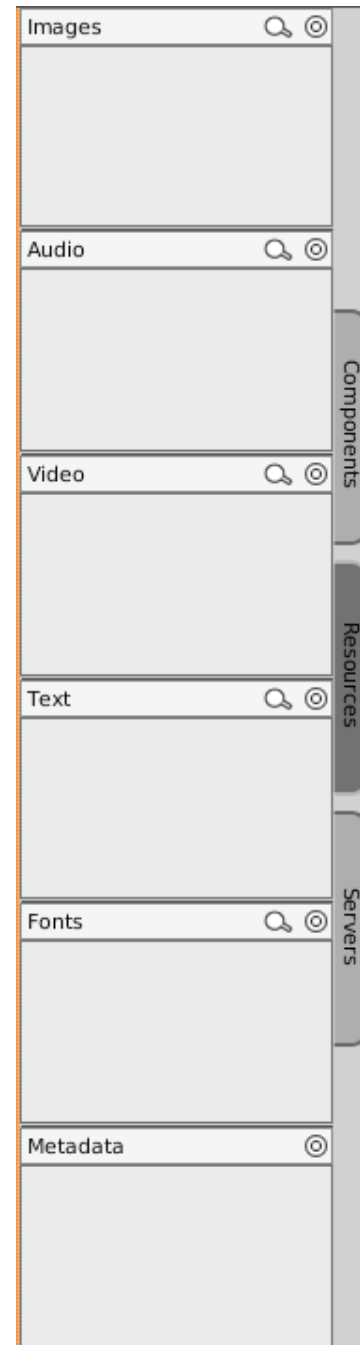
**Server books palette.** This palette displays a list of all books on the currently selected Sophie Server. To use a book on Sophie Server, drag it from this palette to the workspace, which will open the most recent revision of the book.

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.

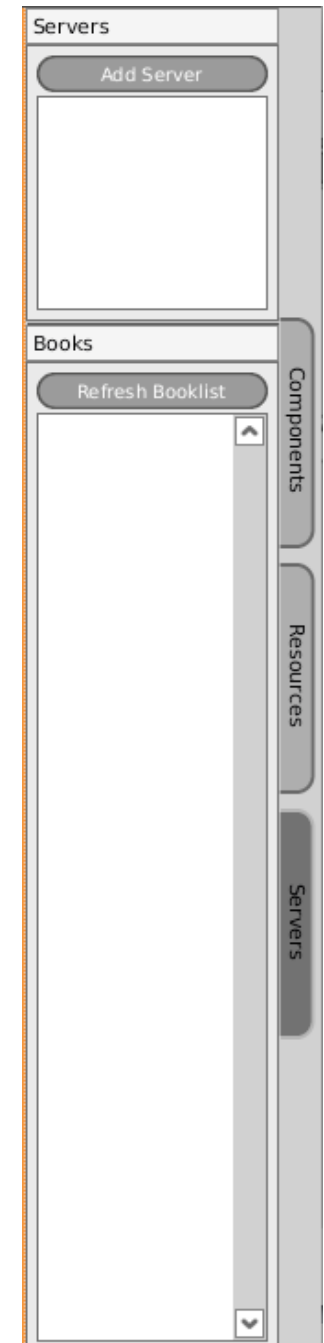
If the **Refresh Booklist** button (in the Servers palette above) is pressed, the server will be queried to see if new books have been uploaded by other users.

### 2.3.9. WORKING WITH PALETTES

Palettes (and tabs) can also be dragged out to become free-standing windows: drag the title bar of the palette into the Sophie workspace. It will gain a red outline; you can position it where you want in the Sophie workspace by dragging its title bar. If you click the **X** in the upper-right corner of a detached palette, the palette will also be returned to the original tab that appeared in. Or you can drag the palette over a tab



(left) Resources tab



(right) Servers tab

and drop it if you want to put it back; palettes don't necessarily need to go back into their original tabs, and you can rearrange Sophie's interface as you like.

Some palettes (the books palette in the books tab; the page templates palette in the components tab; and the text, images, audio, and video palettes in the resources tab) have a little magnifying glass in the upper right corner. If you click the magnifying glass, you can filter the listings in the tab. A search field will appear directly below the title bar of the palette; if you type in a string of text and press **RETURN**, only the resources in the palette that include that text in their name will be shown. To return to the full listing, delete the search text and press **RETURN** again or click the **X** at the right of the field.

## 2.4. 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.

### 2.4.1. 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**.

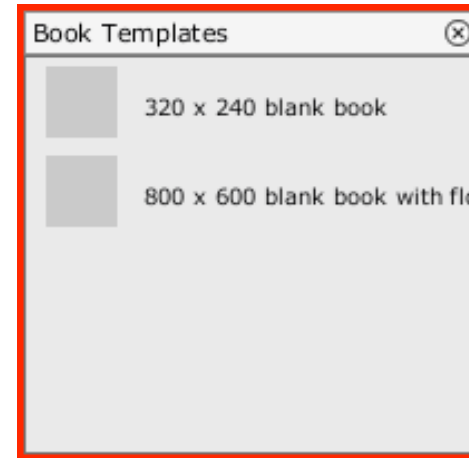
**File > Open Book** prompts you for the location of a saved Sophie book file on your computer. You can do the same thing by pressing **command/control-O**.

**File > Open Recent Books** displays a list of recently used Sophie books. Click on one of them to open it, or click elsewhere to make the list go away.

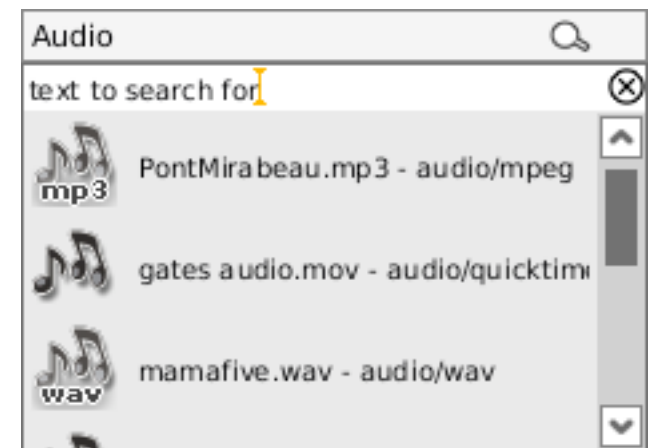
**File > Close Book** will close the Sophie book you currently have selected. You'll be asked whether you want to save changes. You can also do this by pressing **command/control-W**, or by clicking the little X button in the book's title bar.

**File > Hide Book** 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 and you need more space. **Command/control-shift-W** will do this as well.

**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**.



*A palette that's been detached from its tab*



*Filtering the audio palette. If RETURN is pressed, only the audio files that include "text to search for" in their names will be displayed.*

**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 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** 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** exports your Sophie book in a form which can be used in Sophie Reader (or in Sophie Author). Published books have the extension *.sophie*. If you choose this, changes to your book will be saved and it will be closed after it is turned into a published book. The published version will then be opened.

**File > Print to PDF** will generate a PDF of your book, which you could use for printing. If you're on a Mac, Preview (or the application you've set to handle PDFs) will be opened with the resulting PDF. If you're on a Windows PC with Adobe Acrobat or Reader, Acrobat or Reader will be opened with the PDF. If you don't have an application associated with PDFs in Windows or on a Linux PC, a message will tell you where the PDF has been saved. You can also do this by pressing **command/control-P**.

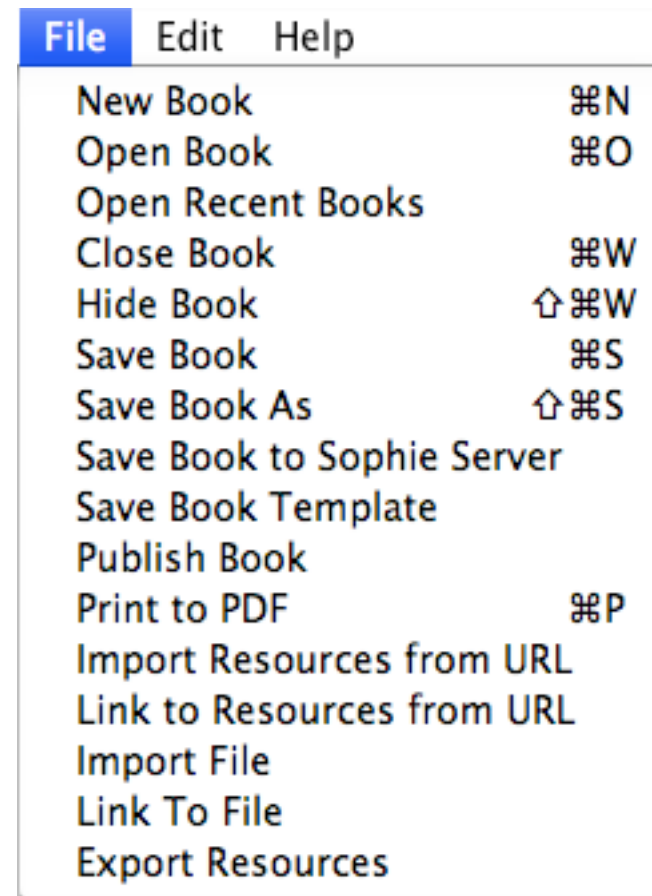
**File > Import Resource from URL** will prompt you for the URL of a remote object that can be used in a Sophie book. This object will be downloaded and included in the current Sophie book's resources.

**File > Link to Resource from URL** will prompt you for the URL 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

### The File menu (on a Mac)





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 > Export Resources** will ask you for a location; all the resources in your Sophie book will be exported to a new folder in that location. Use this to get media out of a Sophie book.

### 2.4.2. 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**.

**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**.

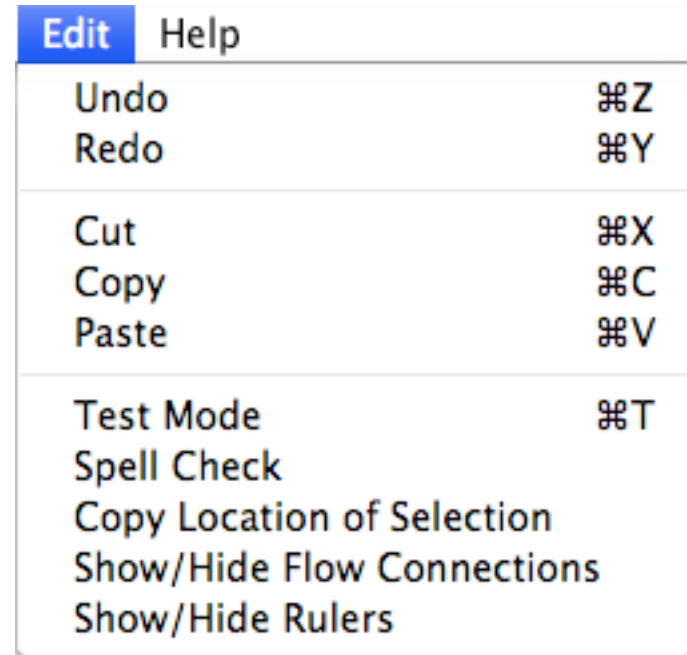
**Edit > Paste** will paste whatever you have on the pasteboard at the current insertion point. The current insertion point for text is where the cursor is. Frames will be pasted at the same location on the current page. Timeline events will be pasted starting at the current playhead position. You can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

**Edit > Test Mode** will switch Sophie into Test mode (if in Author mode), or into Author mode (if in Test 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-T**.

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

**Edit > Copy Location of Selection** will copy a reference to text that is currently selected in Sophie book to the clipboard. This is only partially implemented in RC7 and shouldn't be used.

### The Edit menu (on a Mac)



Edit	Help
Undo	⌘Z
Redo	⌘Y
Cut	⌘X
Copy	⌘C
Paste	⌘V
Test Mode	⌘T
Spell Check	
Copy Location of Selection	
Show/Hide Flow Connections	
Show/Hide Rulers	

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

**Edit > Show/Hide Rulers** will make the Sophie rulers visible on the current book.

## 2.5. Keyboard shortcuts

Here is a list of keyboard shortcuts you can use in Sophie. **Command/control** means that you should press the **command** key on a Mac or the **control** key on a PC.

**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-N** creates a new book.

**command/control-O** opens a book.

**command/control-P** prints the currently selected book to PDF..

**command/control-Q** quits Sophie. If books are open, you'll be asked whether to save them.

**command/control-S** saves the current Sophie book.

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

**command/control-T** toggles test mode.

**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.

On the Mac, if you copy something on the Mac desktop – an image, audio, video, or supported text file – and then paste it into Sophie, the object will be imported into the current Sophie book.

**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. 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 10 points in the direction.

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

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

## 2.6. Special keyboard interactions

There are a few cases in Sophie where keys can be pressed to change interactions. These include:

- Holding down **option** (on a Mac) or **alt** (on a PC) when dropping a flow frame. This will cause the dropped frame to start a new flow.

- Holding down **control** when dropping a book inside another book. If this is done, the dropped book is embedded in the book it is dropped on, rather than linked.
- Selecting a movie on a timeline and pressing **control** will toggle whether the movie is visible on the page when the movie is not playing.
- In general, when selecting, pressing **command** (on a Mac) or **control** (on a PC) will extend the section. This can be used with frames on the page, resources listed in a palette, and events on a timeline.
- If you select one resource in a palette, then hold down **shift** and select another one, all the resources between them will also be selected.
- Selecting one page, then holding down **shift** and selecting another page will select all the range of pages.
- Holding down **shift** while dragging the corner of a frame will resize the frame proportionately.
- When typing, **command-click** (on a Mac) or **control-click** (on a PC) will select the frame of the text and bring up the frame halos.

## 2.7. Book windows

Sophie books appear inside the Sophie workspace. Each book has its own window. A book window has a few main parts.

### 2.7.1. The title bar

At the top of the book window is the title bar. This contains the book's name. After the book's name will appear the words "(author mode)" or "(test mode)", indicating which mode Sophie is in.

If you double-click the title bar, the book will be minimized so that just the title bar is visible. Double-clicking it again will return the book to its normal window.

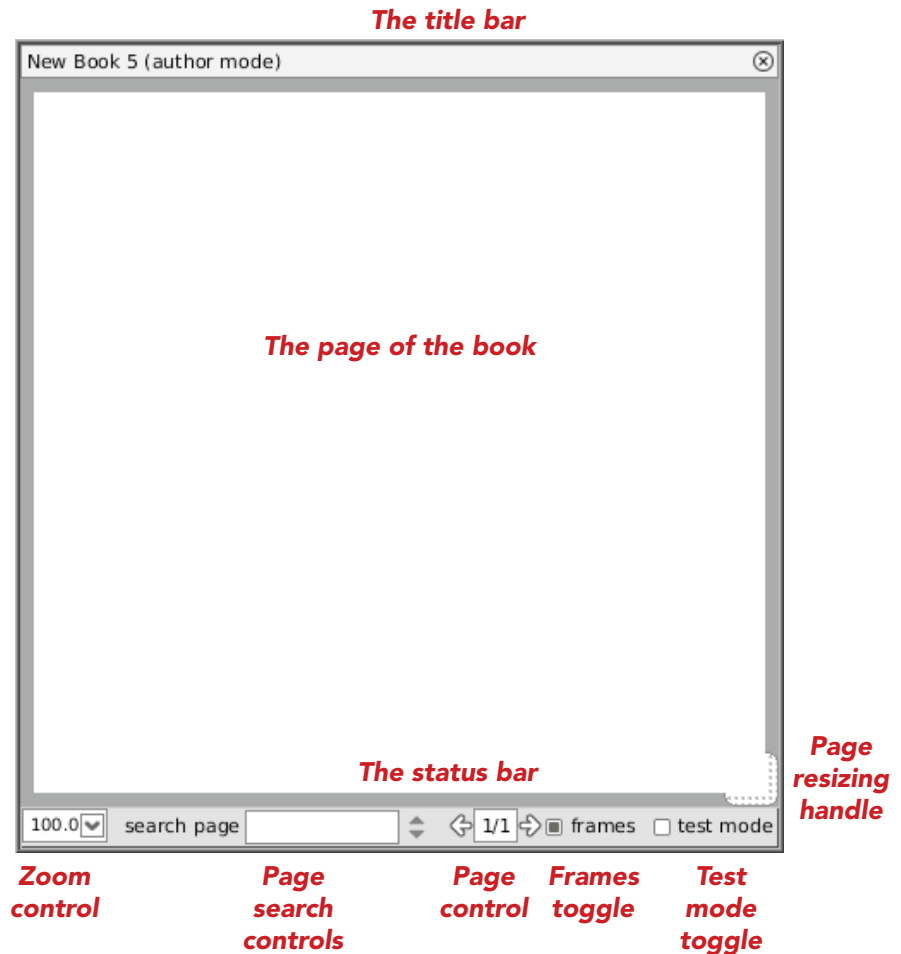
At the right side of the title bar is an X icon. Clicking this will close the book.

### 2.7.2. The visible page

Below the title bar is the book proper, where the page of the book appears.

At the bottom right of the page is a drag handle, which can be used to resize the book's page size. (Currently all pages of a Sophie book are the same size.) If you drag this you'll see the current width and height of the book above your cursor. Stop drag-

*A book window*



ging to leave the book that size. Note that changing the page size is different from changing the size of the book's window.

If a book's page size is bigger than the book's window, the page will grow scroll bars inside the book window. You can use these scroll bars to move to areas of the page that aren't visible; you may want to adjust the book window size.

### 2.7.3. The status bar

At the bottom of the book window is the status bar, which has controls for specifying what you see in the book window.

At the left is the book zoom percentage. By default, this is set to 100%. You can choose another percentage from the drop-down menu of zoom settings. Zooming will change the book window size as much as possible; if the page size is larger than can fit in the window, the book will grow scroll bars.

Next to the zoom control is the status bar search. If you enter text in this field and press RETURN or the up and down buttons next to the text field, the currently visible page will be searched for that text; if it is found, it will be selected. If there are more than one results on the page, you can use the up and down buttons to move between them.

To the right of the search field are the left and right page buttons and the current page number. The page number is displayed in the form "1/4": this means that you're currently looking at page 1 and there are a total of 4 pages. You can press the left arrow and right arrow to go back and forward a page.

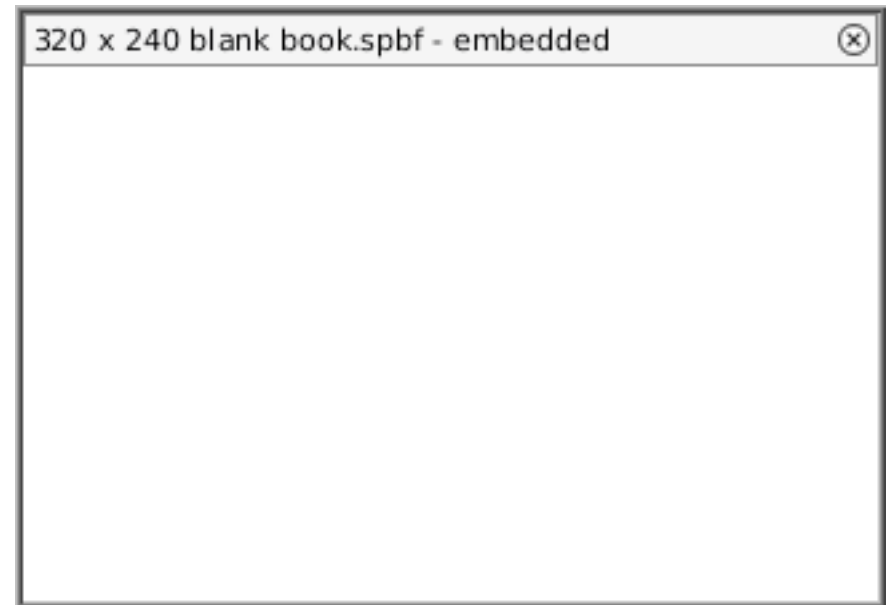
To the right of the page controls is the frames toggle. If this is turned on, the frames around objects on the page will be shown, as will the lighter gray frames that indicate margins and padding. You can turn this off to get a better feel for how your finished book will look. When you switch into test mode, frames are turned off; when you switch out of test mode, frames are turned on.

At the right of the status bar is the test mode toggle. If this is turned on, Sophie will go into test mode. Test mode applies to all open books, not just the book from whose window you toggle test mode. Test mode can also be toggled by choosing **Edit > Test Mode** from the menu bars, or pressing command/control-T.

### 2.7.4. The edges and corners of the book window

If you move your mouse over the edges or corners of a Sophie book window, you'll see the cursor change. Dragging the edges or corners of a Sophie book window will change the window size. Any edge or corner will work this way.

*An embedded book window*



### 2.7.5. Embedded book windows

Clicking a link in a Sophie book in test mode may open an embedded book in its own window. Embedded books opened in this way have a different window than regular Sophie books.

Embedded book windows cannot be resized. Double-clicking on the title bar will minimize the book to just the title bar; clicking the X at the right of the title bar will close the window.

## 2.7. Test mode

Sophie can operate in either Author mode or Test mode. By default, Sophie opens in Author mode. In Author mode, you can create and edit books. In Author mode, links that you've created are disabled – otherwise they might cause trouble and get in your way. If you want to see how your book will appear to a reader, switch into Test mode. In Test mode, all links are functional and your book will appear just as it will in Sophie Reader.

The title bar of every open book window in Sophie indicates which mode Sophie is in: after the name of the book, the text “(author mode)” or “(test mode)” appears.

You can switch back and forth from Author mode to Test mode by pressing command/control-T, by checking the Test mode check box in the status bar of every book window, or by selecting **Edit > Test Mode** from the menu bars.

In Test mode, the right flap disappears entirely. You can't edit your book in test mode; you can only interact with it. You can still use the pages tab on the left to change pages; you can add stickies or highlight text as well. If your book has comment frames, you'll be able to add comments to your book.

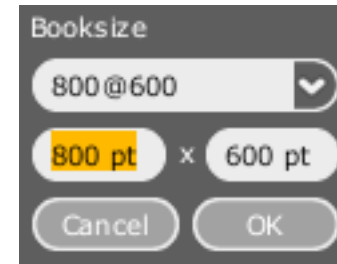
## 3. Working with books

### 3.1. 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. At the top of this window is a drop-down menu with some predefined sizes; if you don't like any of those sizes, you can enter any width and height you like in the fields below.

Sophie books can be as big as you like; however, if the book is larger than the Sophie window, it will have scroll bars 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. You can drag resources either from the resource palettes of an existing book or from your computer directly into Sophie.



*The new book dialogue box*

### 3.2. 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 components 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.

### 3.3. 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 empty pages and frames ready for text insertion. 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 and you will not be permitted to save the book template.

On the Mac, the default book template directory is `/Users/username/Library/Application Support/Sophie/library/book-templates`, where `username` is the username of the account you're logged in under. On Windows, the default book template directory is `C:\Documents and Settings\username\Application Data\Sophie\library\book-templates`, where `username` is the username of the account you're logged in under. On Linux, the default book template directory is `TK`.

You don't have to save book templates from inside Sophie to make the templates appear in this directory. If you manually move book templates into the default book template directory, they will appear in the book templates palette the next time you restart Sophie.

You can't delete book templates from inside Sophie; if you want to get rid of your book templates, you need to go to the default book template and delete the books from there. Some of the templates that appear in the book templates palette can't be deleted because they come with Sophie.



## 4. 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 appearance halo (a little square), a frame properties halo (a little house), a link halo (a little chain), and an anchor halo (a little anchor). 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, the rotate handle, and in the center of a frame there’s a plus sign in a circle, the drag handle, which can be used to drag the frame elsewhere on the page.

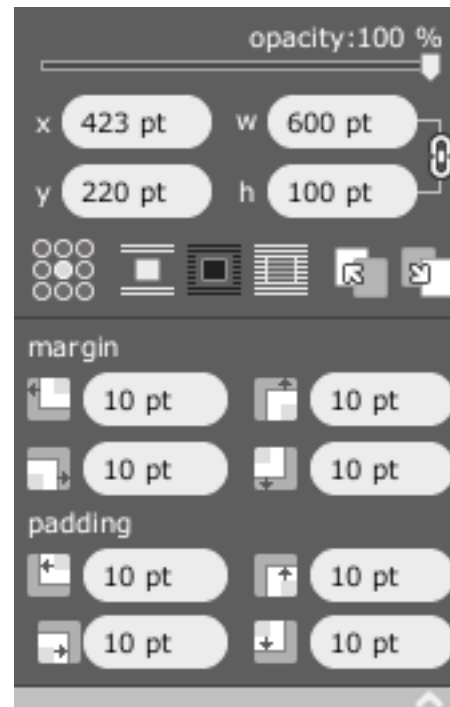
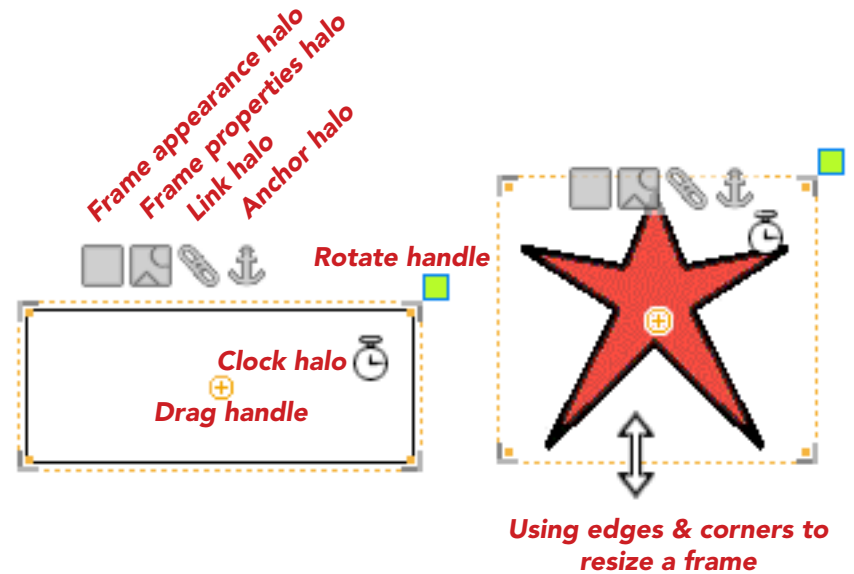
If your cursor is in text in a frame, you won’t see the frame halos, you’ll see the text halos. You can select the frame and get to the frame halos quickly by holding down the **command** key (on a Mac) or the **control** key (on a PC) and clicking anywhere in the frame. Or you can just click the outside edge of the frame.

### 4.1. 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 frame properties halo. The top section of the frame properties 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 high and you double the width to 200 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.

#### 4.1.1. CHANGING WRAPPING PROPERTIES

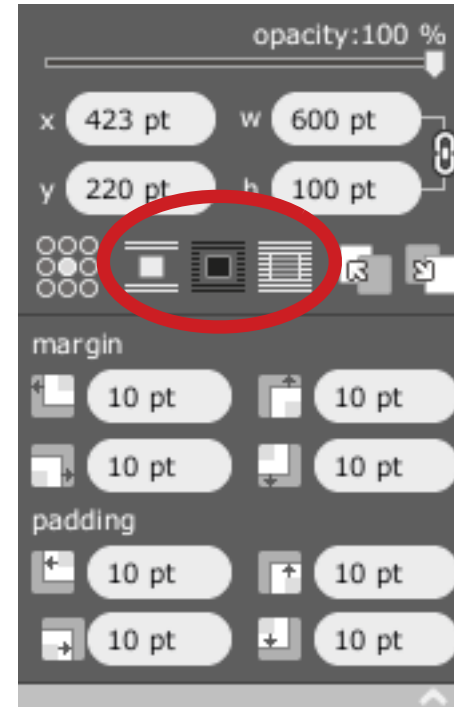
If you have a frame full of text and you drop an image over it, you'll see that the text will reflow itself to wrap around the image. While this is the default setting, you can change this setting for every frame on a Sophie page: it's possible that you want your image to obscure your text. There are three buttons that control wrapping; they're below the x- and y-coordinates and the width and height in the frame properties 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.

If you've rotated a frame and selected the second option for wrapping, Sophie will wrap text around the rotated edges of the frame.

#### 4.1.2. MULTIPLE SELECTION, GROUPING, AND ALIGNING FRAMES

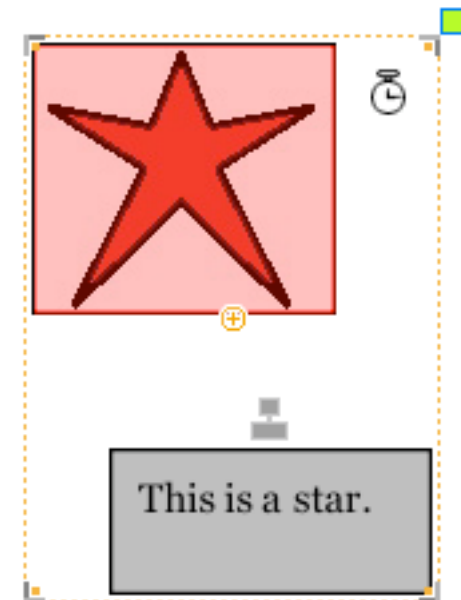
You can select more than one frame at a time by selecting one frame then holding down **command** (on a Mac) or **control** (on a PC) and clicking another frame. You can repeat this to select multiple frames. Multiply-selected frames can be dragged about; you can change their size, though this may have 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; when you move one of the frames, you'll move all of them. The same happens if you rotate them or resize them. 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.



*The wrapping controls*

*Multiply-selected frames*



## 4.2. Setting borders and fills

To set borders and fills, open the frame appearance 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 transparent 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. **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.

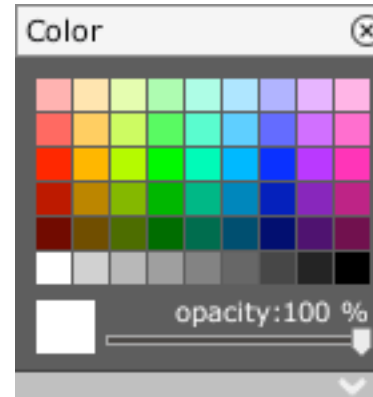
Beneath fill styles are border controls: you can choose a width and color for your frame's border. By default, frames have no border, so the default width is 0 pts; the default color is black. Enter a value (in points) for the width of the border you want and click the black square to change the color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

At the bottom of the frame appearance 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.

## 4.3. 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 appearance 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 appearance 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

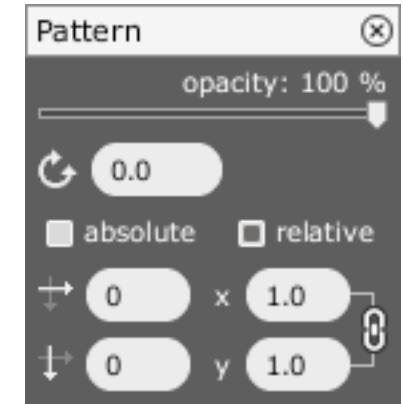


Gradient controls



The color picker

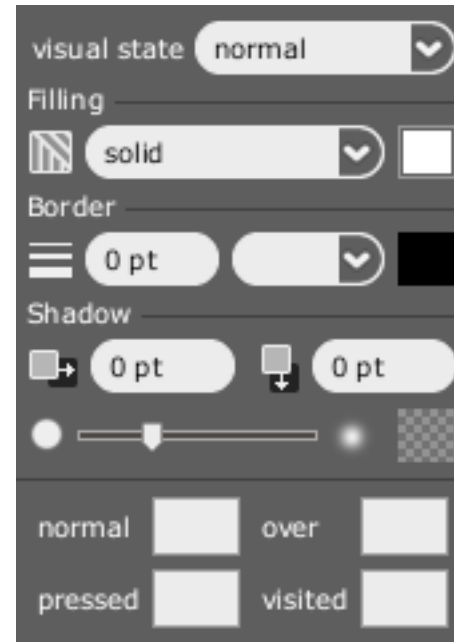
Pattern controls



**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** (what the reader sees when their mouse is over the link) one for **pressed** (what the reader sees when the link is being triggered) and one for **visited** (what the reader sees after the link was triggered). 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. These drop boxes can only be used for frames; you can't make buttons out of images or movies.

*The link color picker  
(for a frame)*



## 5. Working with text

### 5.1. 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 checkered box on the right selects the background color of the text. By default this is transparent; if you choose a more opaque setting, your text will appear highlighted.

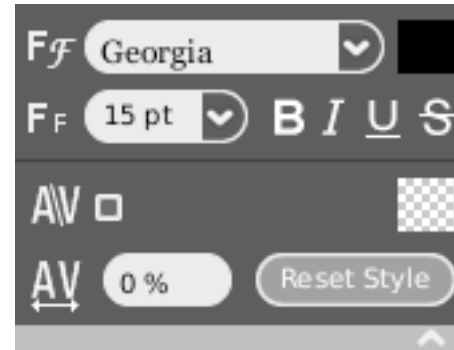
The A\V checkbox turns kerning on or off; kerning is on by default. And the AV with a percentage field next to it controls the tracking for the selected text. By default this is 0%; if you enter a number that's greater than 0, more space will be added between the characters. If you enter a number that's less than 0, space between characters will be taken away.

The "Reset Style" button removes any character setting that is different from the paragraph's character setting.

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.

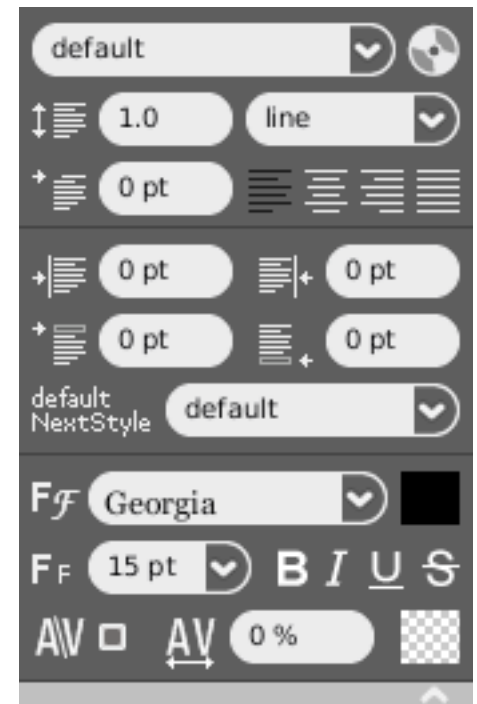
### 5.2. Using the paragraph halo

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



*The character HUD (fully expanded)*

*The paragraph HUD (fully expanded)*



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 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).

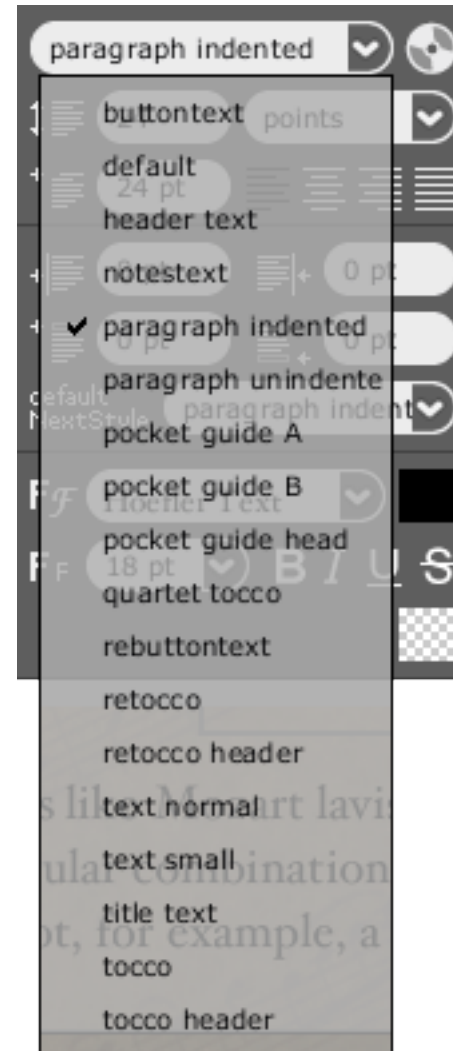
Below the linespacing controls on the left is the first-line indent, which controls whether your paragraph is indented. This is measured in points. This value can also be negative if you want to have your paragraph outdented (as in a bulleted list, for example). If you want to do this, you should have 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 the next style setting. The next style setting specifies which style will be used when you press RETURN at the end of the paragraph and a new paragraph is created. By default, the next style will be the style of your current paragraph.

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. This is the best way to apply different fonts and sizes.



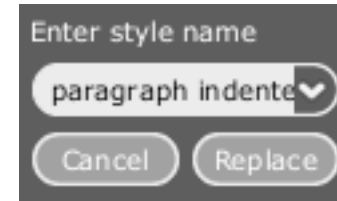
**The list of paragraph styles**

### 5.3. 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 replacing that style.

Saved paragraph styles can also be used in the next style setting of the paragraph HUD. By default, the next style is the paragraph itself. In some cases, however, you might want the next style to be something else: if you have a header paragraph style, you might want the next paragraph that appears when you hit RETURN to be a body text style. To make this happen automatically, open the paragraph HUD for the header paragraph and choose the body text’s style as the next style.

In the current version of Sophie, paragraph styles can’t be deleted.

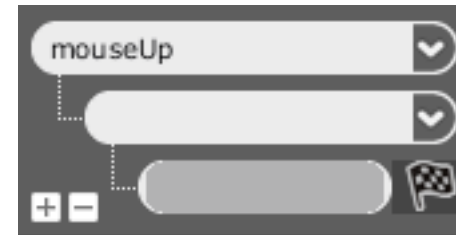


*Replacing a paragraph style*

### 5.4. 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 inks: the same frame or text can be part of several different links.



*The link HUD*

### 5.5. Searching text

There are three different ways to search text in Sophie. There is the status bar search window, the searching palette, and the search & replace palette.

The status bar page 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

*The status bar search*



are in text) or the up button (to search backwards from where you currently are in text). This type of search will only return results on the page that you're on.

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 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'll be taken to that page and the text will be selected.

The search & replace palette is used to replace text. If you enter text in the search field then click the **Previous** or **Next** button, the previous or next occurrence of the text will be highlighted. If you enter something in the replace field, you can use the **Replace** button to replace the first found instance; pressing the **All** button will replace all instances of that text. You can press **command/control-F** to get to this palette quickly. You don't need to replace to use this palette; you can use this palette just to find things in your text.

## 5.6. Using the spellchecker

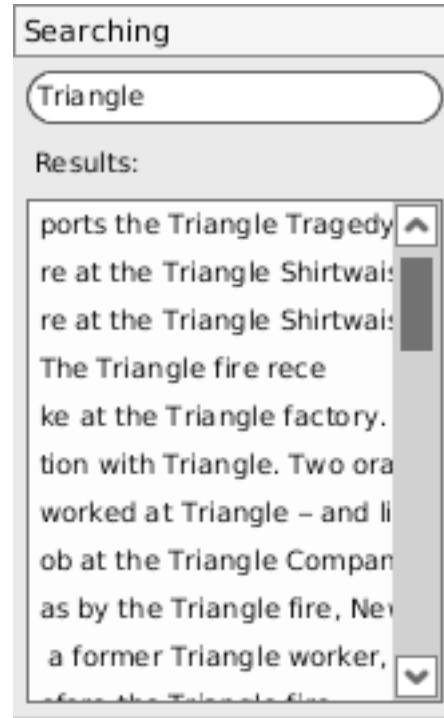
Pressing **command-shift-;** (on a Mac), **F7** (on Windows or Linux) or going to **Edit > Spellchecker** will look for the next misspelled word from the current cursor insertion point in text; if found, the misspelling will be selected. More advanced spellchecking can be done with the spellchecker palette, in the tools palette. The palette will be opened automatically when the spellchecker is invoked.

## 5.7. 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. (Note that this is not the same as dragging the frame out while holding down **option** or **alt**; you need to hold down option or alt just before you drop the frame on the page.) A new flow will



*The Searching palette with a list of results*



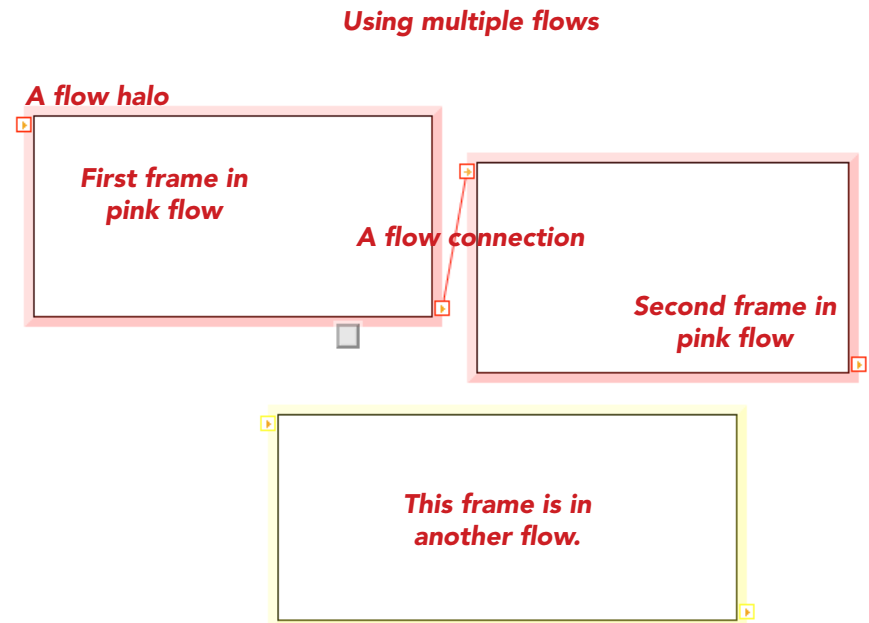
*The search & replace palette*



be created. If you don't hold down the **option** or **alt** key, the flow frame that is created will use the existing flow. While it won't be immediately apparent that this is a new flow, it should have a cursor blinking in it. You can tell which flow is which by going to **Edit > Show/Hide Flow Connections**, which will give every flow frame a colored border around it. Different flows will have different colors.

When you're in this mode, you can also use frame halos to change the connections or the flows of frames. 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.

If you click the little arrow at the top left corner of a flow frame in this mode, you'll get a drop-down list of all the different flows in the document. The flow the frame is currently using will be checked. You can select a different flow for the frame by choosing a different flow. Be careful, though – this is a very easy way to mess up a complicated book if you're not sure what you're doing.



## 6. Working with media

### 6.1. Adding resources to Sophie

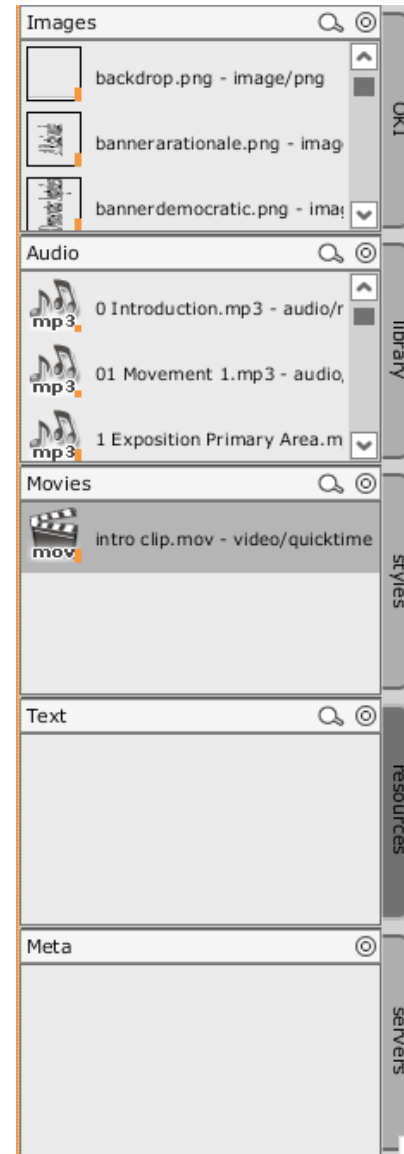
To add resources to a Sophie book, drag them into Sophie's window. If resources are dropped on a page, they will appear on the page and in the book's resources; if resources are dropped onto the library tab, they'll be added to the resources but won't immediately appear on the pages of the book. You can also add resources to Sophie by using **File > Import File**, which will prompt you to find resources to add to Sophie. (If you use **File > Link to File**, the resources will appear in the resource palettes, but the file won't actually be imported into your Sophie book. You might use this if you have several Sophie books that all use the same enormous movie on your computer if you don't want your books to be equally enormous.)

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 from URL** and enter the URL. (If you use **File > Import Resource from URL**, the resource will be downloaded and included in your Sophie book.) 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.

### 6.2. Using time-based media

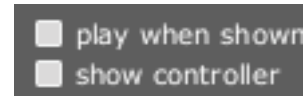
Time-based media (audio and video) work slightly differently from other sorts of media. When you select one of these on a page, you'll see a halo to the left of the anchor halo, the time-based media halo; clicking it opens the time-based media HUD. This is a simple HUD: it includes checkboxes that ask 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 appear below the audio or video 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



*The resources tab*

*The time-based media HUD*



links. You can also change these links: you could change a movie so that it plays on mouse over and stops playing when the reader moves the mouse off of the movie.

Controllers and links on audio and video don't work in Sophie Author unless you're in Test mode.

### 6.2.1. Audio annotations

Audio annotations are another form of time-based media. When you've recorded audio inside of Sophie, it behaves just like audio that's been added to Sophie in any other way.

To add audio annotations to your book, you need to use the audio recording palette, in the annotations tab. The audio recording palette lets you record audio through your computer's microphone (or line-in) inside of Sophie. To use this, click the red **Record** button; there will be a slight delay (the words "Preparing to record" will appear to the right of the **Play** button) and then a clock will start increasing, letting you know that Sophie is recording. Click the **Stop** button when you're done; click the **Play** button to playback what you've just recorded. If you like it and want to keep it, click the **Save** button, which will add the audio in the audio palette of the resources tab. By default, recordings are given the time and date they were recorded. If you don't want to keep it, just don't hit the **Save** button.



*The audio recording palette*

## 7. Working with pages

### 7.1. 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. In Sophie, you can edit frames that are on page templates just as you can edit frames that are not on page templates, though there may be ramifications: if you're editing text in a frame that appears on pages 1–5 on page 1, you may be changing pages 1–5 just as you're changing page 1.

Every page in Sophie uses a page template, though a page template may not have any frames on it. You can see which page templates are in your book by looking in the page template palette in the components tab: all the page templates used by your book are listed in that palette, with orange dots next to the ones that are in use.

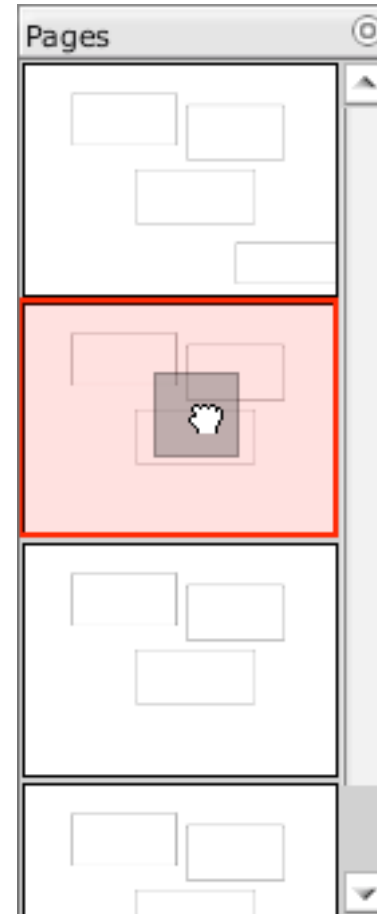
You can see which page template your page is using by going to the page structure palette, in the pages tab. If your page uses frames that are part of the page template, they'll be listed under the page template.

If a Sophie book is built from a book template, the book template 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”, a blank page.

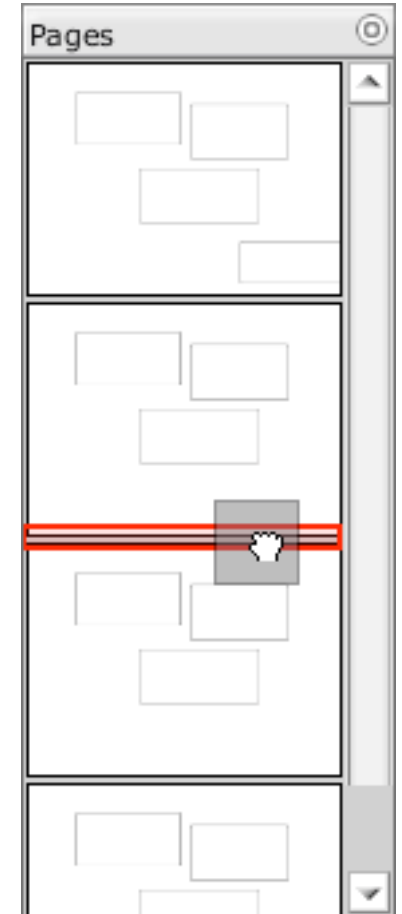
#### 7.1.1. Applying page templates

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



*Applying a page template to a page.*



*Adding a new page by dragging a page template between pages.*

### 7.1.2. 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.

You can also add pages by selecting a page in the page palette and control-dragging (on a Mac) or control-alt-dragging (on a PC) above it or below it in the page palette until you see a horizontal line between pages. The new page will be inserted between those pages; it will use the page template from the dragged page. If you drop it on an existing page, the new page will be added after that page.

(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.)

### 7.1.3. Making & modifying page templates

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

### 7.1.4. Deleting page templates

If you have page templates in your book that are not in use, you can delete them by selecting them in the page template palette and pressing DELETE.

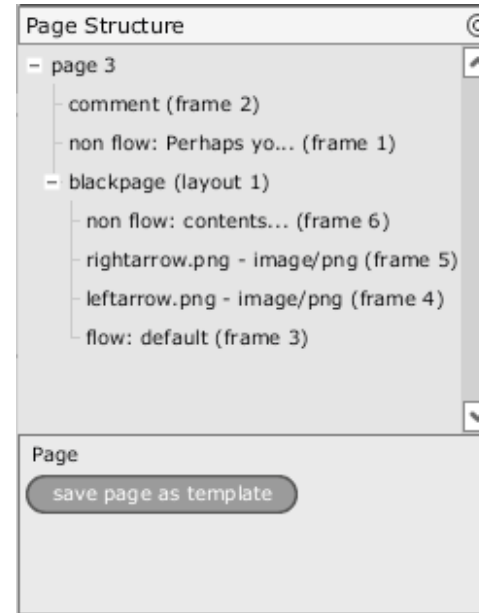
## 7.2. Using the page structure palette

The page structure is used for more advanced control of frames on pages; if you want to create or modify page templates, you’ll need to use it. The page structure palette is minimized by default; it appears underneath the pages palette in the page tab.

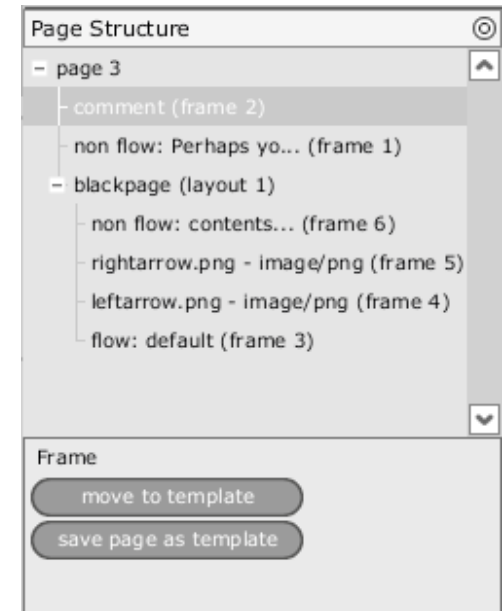
Double-click the title bar to open it.

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. Selecting the page in the page structure palette makes the page halo appear on the page.
- **Frames that are on the page.** Audio, movies, and images are identified by their filenames; text frames are identified by a snippet of the text in the frame. Frames on the page are also distinguished by number (starting from 1 and incrementing); text frames are split into “flow” and “nonflow”. Frames are listed in the z-order in



*The page structure palette with nothing selected – the same buttons that appear when the page is selected.*



*The page structure palette with a frame on the page selected.*

which they appear; the top frame in the list appears above frames lower in the list. If you select a frame from the page structure palette, it will be selected on the page and vice versa.

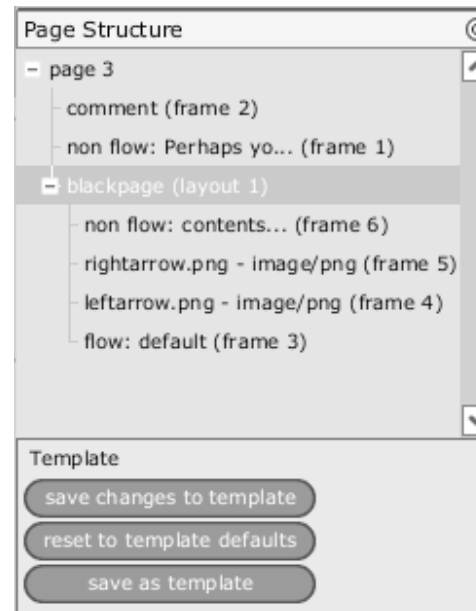
- **An entry for the page template being used.** This is in the form “default page template (layout 1)” where “default page template” is the page template currently being used. If the frames on the template on this page are different from the frames on the saved page template (if there are more or less frames, or if the frames have been moved), there is an asterisk next to the entry. (In future versions of Sophie you may be able to use more than one page template on a page; for now, you’re limited to a single one.)
- **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. If you select one of these frames in the page structure palette, it will be selected on the page and vice versa.

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:

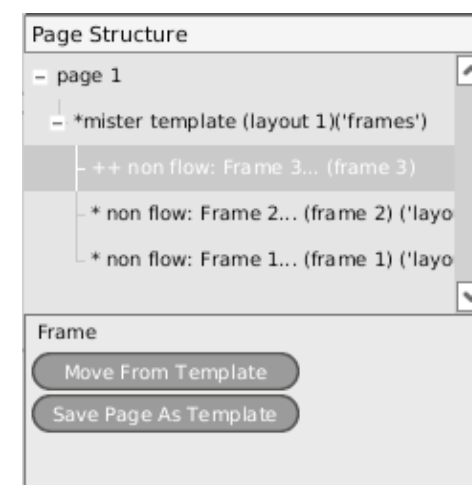
- **Nothing selected in palette.** “Save page as template” button.
- **Page selected.** “Save page as template” button.
- **Frame not on template selected.** “Move to template” button and “Save page as template” button.
- **Layout selected.** “Save changes to template” button, “Reset to template defaults” button, “Save as template” button.
- **Frame on template selected.** Nothing unless you’ve just moved the frame to the template, in which case there are “Move from template” button, “Save page as template” button.

So we have in total six 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. (**Save as template** does the same thing.)



*The page structure palette with the page template selected.*



*The page structure palette with a frame on the template selected that’s just been moved to the template. If the template were saved, no buttons would appear for a frame on a template*

- **Move to template.** This button moves a frame that is not on a template onto the current template in use on the page. The page template is not saved; if you want to do that, choose the “Save changes to template” button.
- **Move from template.** This button is only useful if a frame has been moved to the template with the “Move to template” button and you decide that you don’t want the frame on the template before you save the changes to the template. If you press this button, the frame will be moved off the 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 won’t do anything.
- **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. Be careful; you may lose changes by pressing this button.

The two kinds of non-flow frames behave differently when they are on a template. When a non-flow frame is on a template, the frame and its content appear on every page that uses that template; however, the frame can have different content on every page. If a non-flow (template content) frame is on a template, every page that uses that template will have exactly the same frame. Editing the content on any page that uses that frame will change the content on every page that uses that template. (Comment frames work the same way: comment (template content) frames have exactly the same content on every page in which the template that holds them is applied.)

If you’ve moved a frame to a template and you want to get the frame off the template, the best way to do this is to select the frame, cut it, and then immediately paste it. Cutting the frame will remove it from the page (and the template); pasting it will restore it to the same place on the page but not on the template. After you’ve done this, you’ll probably want to resave your page template.

## 8. Working with embedded books

### 8.1. 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. The reader will be prompted for the location of the embedded book.

Embedded books in Sophie can appear both on the page of the container book – like a frame – or in their own window, opened from a link in Sophie. These books can be either fully embedded or linked embedded.

#### 8.1.1. Creating fully embedded books

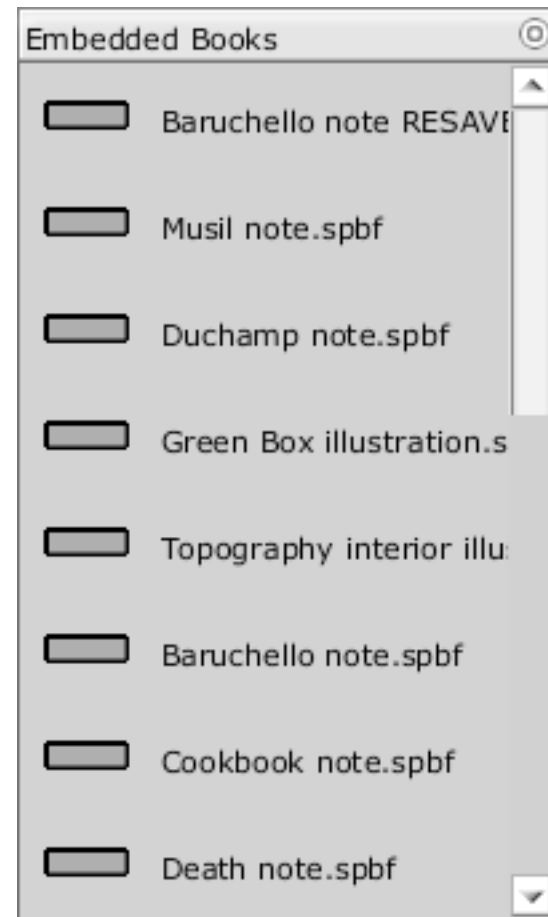
A book can be fully embedded in another book if it is made from a book template. To make a book template, create a book and save it as a book template in the default book template directory. The book template that you've created will appear in the book template palette. From there, it can be dragged 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.

Another, less useful way to create a fully embedded book is to drag an open book from the books palette to the page of the book you want to embed it in while holding down the **control** key. When the book is dropped, Sophie will attempt to turn the book you want to embed into a book template so that it can be fully embedded. If you don't want to turn the book you want to embed into a book template, this isn't useful.

(A book that is embedded in either of these two ways will appear on the page where you dragged the book template or book to. If you don't want the embedded book to appear on that page (or if you don't want it to appear on a page at all), select the book on the page and press **DELETE**. The book will be deleted from the page but will still exist in the embedded books palette.

An alternate way of fully embedding books is to open the Sophie book file of the book you want to contain the embedded book and to drop the book you want to embed into the *Contents* folder. The next time you open the container book in Sophie, the book you dropped into the *Contents* folder will appear in the embedded books palette.

*The embedded books palette for a book with many embedded books*





### 8.1.2. 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.

### 8.1.3. Renaming embedded books

You can rename an embedded book by double-clicking its name in the embedded books palette. This doesn't change the embedded book's filename; however, it will change the title displayed in the embedded book's title bar if the embedded book is displayed in its own window.

### 8.1.4. Deleting embedded books

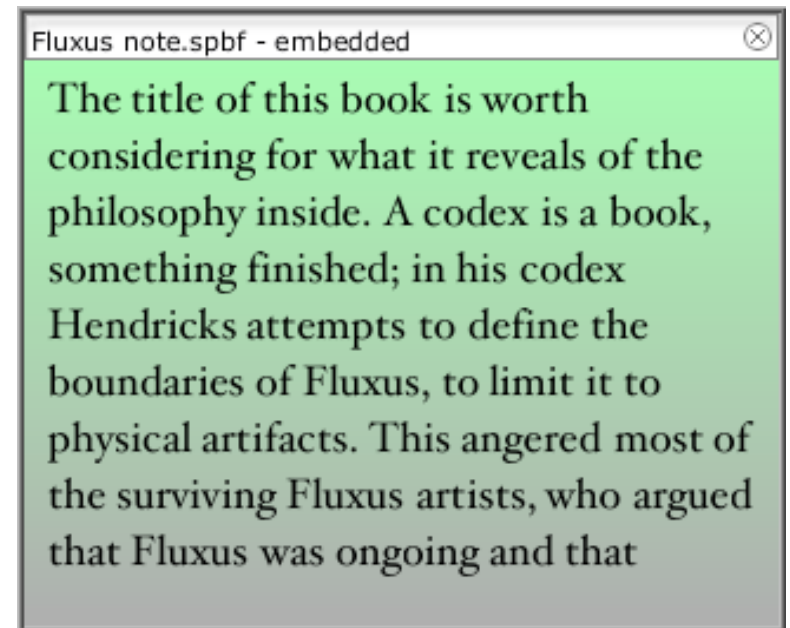
If you decide that you want to delete an embedded book from your book, you can select it in the embedded books palette and press **DELETE** or **BACKSPACE**.

## 8.2. 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 same parent 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.

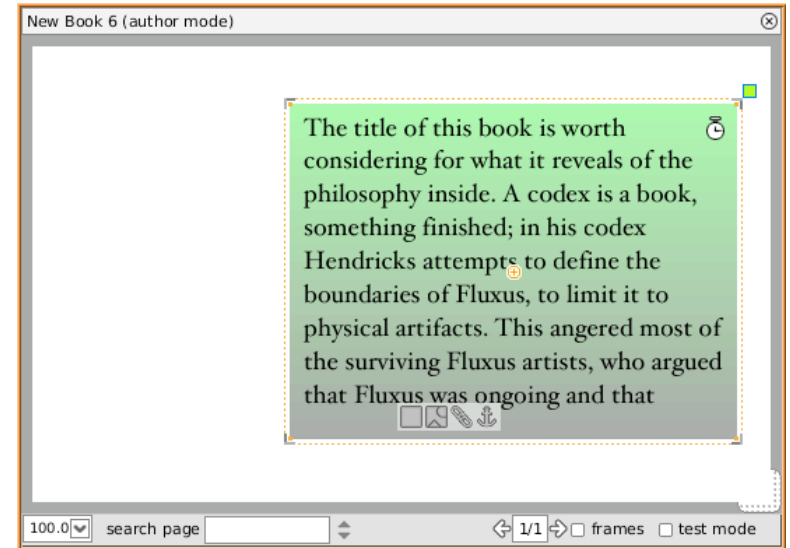
A book that's embedded on a page of a parent book can be moved around the page like any other object. To turn the pages of such a book, the reader needs to click in the book to move focus to that book, then use the arrow keys to turn the pages. When focus is in the embedded book, the page palette will show thumbnails for the pages in the embedded book, not the pages in the parent book.



*An embedded book  
in its own window*

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. (An embedded book displayed in this kind of window can be either fully embedded or linked embedded.)

Embedded books appear in a window that’s unlike other Sophie book windows; most notably, it doesn’t include a status bar, scroll bars, or the ability that . If you want to present information in an embedded book that appears in its own window, it’s a good idea to include navigational buttons if there’s more than one page.



***The same embedded book appearing on the page of another book.***

## 9. Working with timelines

### 9.1. 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. And finally, 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 **BACKSPACE** while you have a timeline selected will remove the timeline from the book.

At the bottom of the timeline palette are two buttons, which let you add new single page or multiple page timelines.

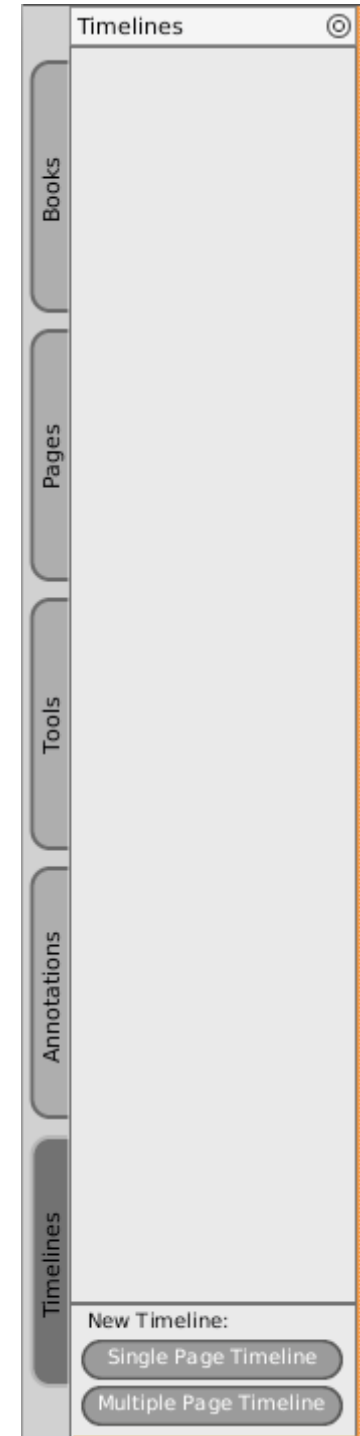
### 9.2. Kinds of timelines

There 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.

### 9.3. 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. Finally, there's a loop checkbox: if this is checked, the timeline will loop and keep playing.

*The timeline palette*



Above the channels is a 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.

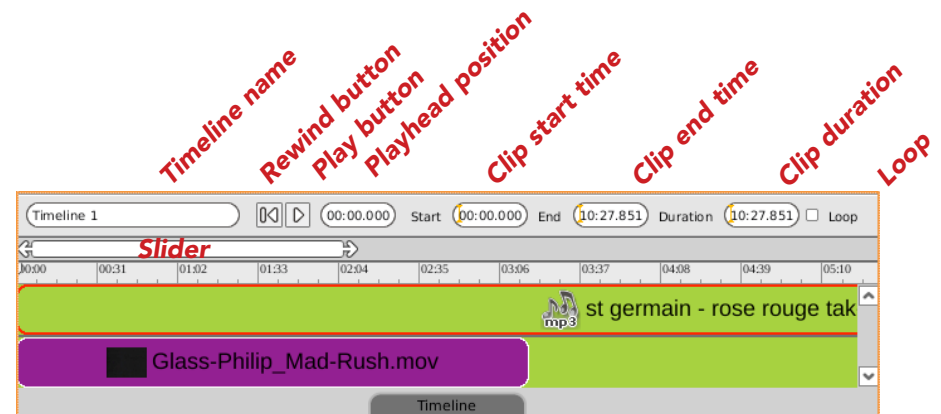
Above the playhead is the slider, which can be used to change the zoom and area of the timeline being viewed. By default, the slider is as wide as the timeline window, which means that all of the timeline is visible. The more you narrow the slider, the more the timeline is zoomed in. You can then move 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 on the page, 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 (except for audio, which is added only to the timeline).

If an image or a frame is added to a timeline, it will be visible for the duration that its event on the timeline appears. 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. By default, the video's frame on the page will be shown when the video is not playing; usually it will appear as a black frame. (If you control-click on a video's event on a timeline, you can toggle whether or not it is visible when the event is not being played.) 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 the events on 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.



**A single-page timeline. This timeline has two channels; the top one has an audio file in it, the bottom one has a video in it. The playhead is currently at 0:00, the beginning of the timeline. Since Loop is unchecked, this timeline will not loop.**

You'll notice when you move an event on a timeline that the event's **Start** and **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.

## 9.4. 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.

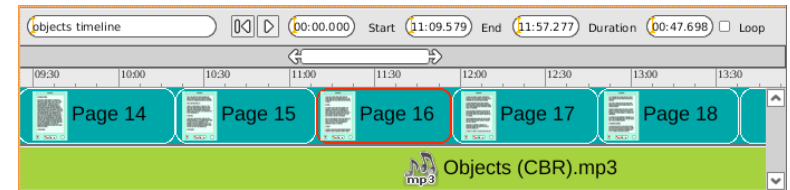
If a multiple-page timeline is playing, when the playhead reaches the start of a page event on the timeline, the book will turn to that page. In addition, when the reader manually turns to a page that appears on a multiple-page timeline, the playhead of the timeline will be moved to the point in time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

There can be no empty space between pages on a page-turning timeline: if you have page 1 on a timeline and drag page 2 to the timeline, page 2 will automatically start where page 1 ends. If you extend the length of page 1, the start of page 2 will be pushed back, and if you make page 1 shorter, page 2's start time will move forward.

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



***A multiple-page timeline. This timeline has a number of pages on it and an audio clip that plays over the pages.***

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.

## 9.5. Controlling timelines

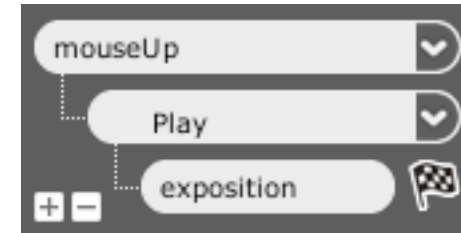
To use timelines in a Sophie book, you need to make a link that starts them. There are a number of ways to trigger this kind of link: you could start a timeline when a page is opened, or when the reader interacts with the book in some way.

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 timeline palette 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 will play a timeline.*

# 10. Working with the network

## 10.1. 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 > Import Resource from URL**. 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.

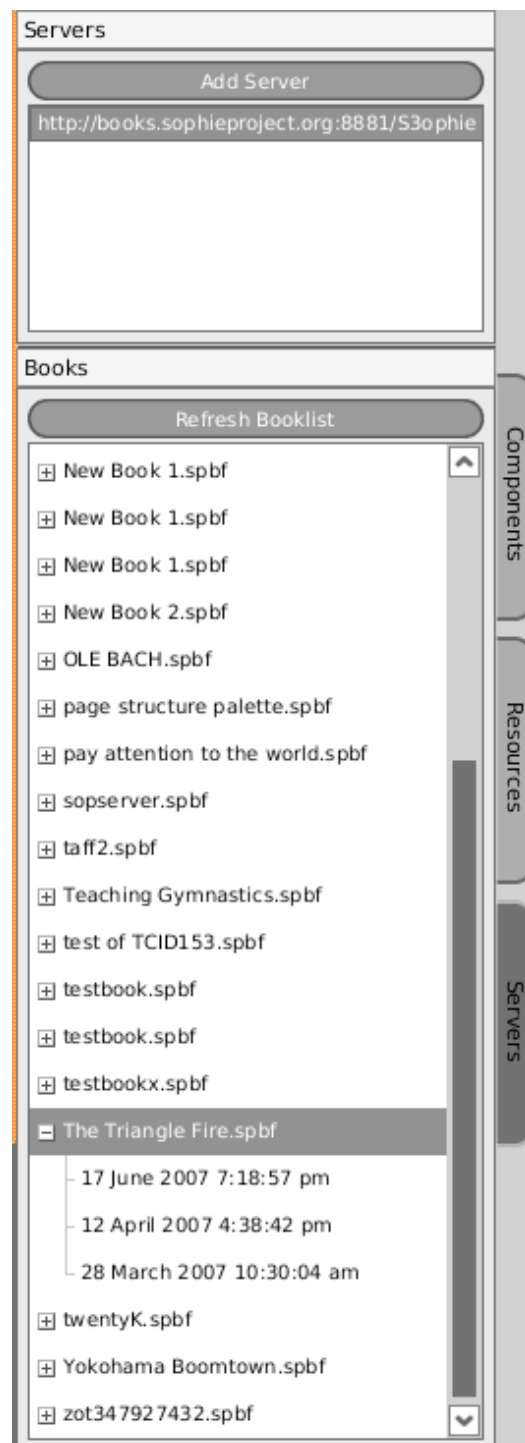
When the reader opens a book that includes a remote object, the object will be downloaded when the reader gets to the page that the object appears on. If the reader doesn't have a working Internet connection, they won't see what you intended. If you know this is going to be the case, don't use remote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

## 10.2. 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>.

**A note:** *The existing Sophie Server (at books.sophieproject.org:8881, the URL which automatically comes up when you click the **Add Server** button) is for demonstration purposes only and should be considered as beta software. Please note that it's open to the public, so consider what you upload to it. At present, only the administrators can delete books from the server. Books may be deleted without warning. At present, only unpublished (.spbf) books can be uploaded to Sophie Server; in the future, published (.sophie) books will be allowed on Sophie Server.*



**The servers tab when logged into a Sophie Server.**

### 10.2.1. 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 two palettes.

The servers palette displays a list of all Sophie Servers that you're currently connected to. To connect to a Sophie Server, click the **Add Server** button. You'll be prompted for the URL for 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 Booklist** button is pressed, the server will be queried to see if new books have been uploaded by other users.

### 10.2.2. Other Sophie Server functionality

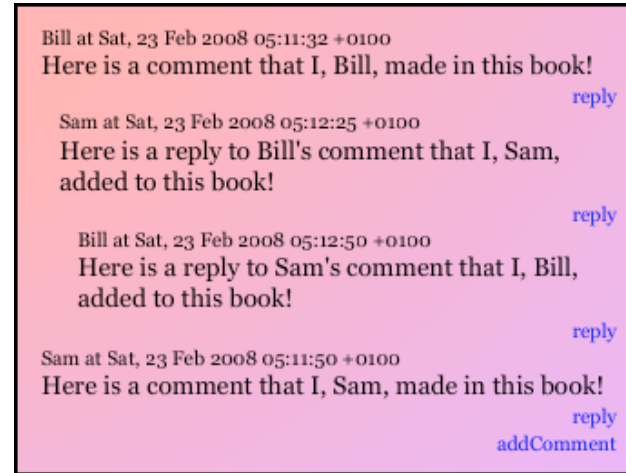
If you have opened a book from their server and you select **File > Save** (or press **command/control-S**) a new revision of the book with the same name will be saved to Sophie Server. If, however, you choose **File > Save As**, you'll be given the option to save the book locally. If you'd like to make 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 Book 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 before you can upload your book.

## 10.3. 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 link that says "Add Comment". Comment frames have frame appearance and frame properties HUDs just like regular frames: you can set the background color, size, margins, and padding of comment frames just like an ordinary frame. Comment frames don't have link halos or anchor halos, but they can be resized and rotated just like any other frame.



*Comments in a comment frame*



*The Add Comment box*



When a reader clicks the “Add Comment” link, a window will open which asks for an “Author” – a name – and a comment. (Comment can be added to a comment frame in Test mode or in Sophie Reader, but not in Author mode) 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.

Once a comment has been added, a “Reply” link appears below it. If a reader clicks this link, a reply to the comment will be added. Replies are indented; if there’s a reply to a reply, it will be indented further. If there are enough comments to fill the comment frame, the comment frame will grow scroll bars.

Comments can be added to any copy of a book that’s open, including when multiple readers have checked out the same book from Sophie Server. You need to save a book before entering comments in it; after you save a book, any copy of the book that you make using **File > Save As** will share the original book’s comments.

# 11. Working with reader annotations

## 11.1. Using stickies

Stickies are little collapsible windows that a reader or author can add to a book. To make a new sticky, go to the annotations 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 box marked "Show Stickies". You can export stickies from a book by clicking the **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, by clicking the **Import Stickies** button.

## 11.2. Using the highlighter

The highlighter works just like a yellow marker. If you select text, you can press the **Add Highlight** button in the highlights palette. It will be given a yellow background.

Highlighted text is listed in the highlights 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 clicking the **Export Highlights** button in the highlights palette. 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 the **Import Highlights** button.



*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

## 12. Publishing & Sophie Reader

### 12.1. Publishing

Sophie saves books with the extension *.spb*. These books can be opened and edited by anyone. You may want to publish your book. A published book cannot be edited by the reader. Sophie books don't need to be published to be read in Sophie Reader, but publishing can make sense when the book is finished being edited.

A published book has the extension *.sophie*. When a published book is opened in Sophie Author, it behaves as if it is always in Test mode: links are always active, and text cannot be edited.

To publish a book in Sophie, go to **File > Publish Book**. You can only publish a book when you're not in Test mode; be sure to turn that off before attempting to publish your book. A dialogue box will appear asking if you want to include fonts in your published book. If you don't include fonts and readers of your book don't have the fonts in your book installed on their computer, what they see may not be exactly what you see: text might reflow. Including fonts will increase the published book size.

The publishing process strips out unused resources from your book. If your book includes embedded books, they will be embedded at the moment of publishing.

When a book is published using **File > Publish Book**, the book is first saved, then closed. Then a *.sophie* book is generated and opened.

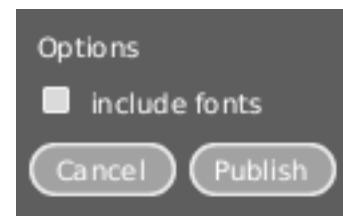
### 12.2. Sophie Reader

Sophie Reader is used to read books that have been published in Sophie. Sophie Reader is a separate application from Sophie; you can't author books in Sophie Reader. Sophie Reader can open both unpublished (*.spb*) and published (*.sophie*) books. You can open multiple books at once; they appear in tabs across the top of the Sophie Reader window. You can switch books by clicking on a different book's title.

Sophie Reader doesn't do anything unless you have a book open. You can open a book in Sophie Reader by dragging it from your computer's desktop to the Sophie Reader window, by going to **File > Open Book**, by pressing **command/control-O** to open a book, or by opening a book from the Sophie Server tab.

#### 12.2.1. The status bar

The status bar appears at the bottom of the Sophie Reader window. It's much like the



*The publishing dialogue box*

*Sophie Reader running on a Mac.  
There are two books open; the tabs  
on the left are closed.*



Sophie status bar, though it's missing a few of the Sophie controls.

On the left, there's the book zoom percentage, by default set to 100%; a different zoom percentage can be chosen. If the book is zoomed so that it's larger than the Sophie Reader window, the book will grow scroll bars.

To the right of the zoom percentage, there's the search on page field. This works exactly like in Sophie; if you type in text and press the up or down button, Sophie will search for the text on the page and highlight it if it finds it. Pressing the up and down buttons will find other occurrences of the text on the page if there are any.

And finally on the right there are page-turning buttons and the page number field showing the page number. You can enter a page number in this field and Sophie will go to that page.

### 12.2.2. The menu bars

Sophie Reader has a reduced set of menu bars. Here's what you can find in them:

**File > Open Book.** This will bring up the open file dialogue box. You can do the same thing by pressing **command/control-O** or by dragging a Sophie book into the Sophie Reader window.

**File > Open Recent Books.** This will bring up a list of books that you've opened recently in Sophie Reader.

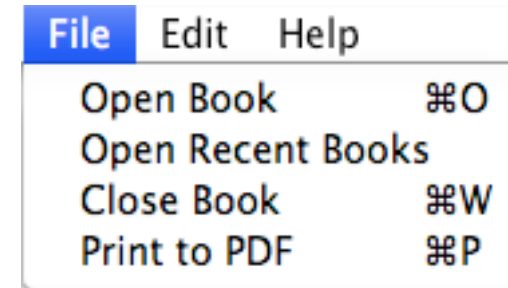
**File > Close Book.** This will close the currently open Sophie book. You can do the same thing by pressing **command/control-W**.

**File > Print to PDF.** will generate a PDF of your book, which you could use for printing. If you're on a Mac, Preview (or the application you've set to handle PDFs) will be opened with the resulting PDF. If you're on a Windows PC with Adobe Acrobat or Reader, Acrobat or Reader will be opened with the PDF. If you don't have an application associated with PDFs in Windows or on a Linux PC, a message will tell you where the PDF has been saved. You can also do this by pressing **command/control-P**.

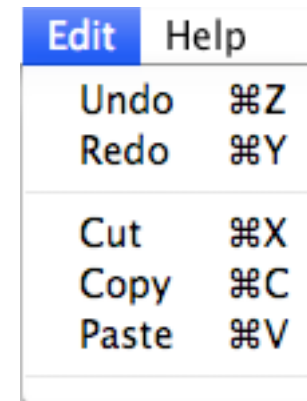
**Edit > Undo.** This will undo the last action that you did in Sophie Reader. You can do the same thing by pressing **command/control-Z**.

**Edit > Redo.** This will redo the last action you undid in Sophie Reader. You can also do this by pressing **command/control-Y**.

**Edit > Cut** removes the selected text and copies it to the clipboard for later pasting. If you've selected text on the page of an open Sophie book, it won't be removed but it will be copied. You can also do this by pressing **command/control-X**.



*The File menu in Sophie Reader on a Mac.*



*The Edit menu in Sophie Reader on a Mac.*

**Edit > Copy** copies the selected text 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, which in Sophie Reader can be in annotations. You can also do this by pressing **command/control-V**.

### 12.2.3. The tabs

There are two tabs in Sophie Reader: annotations and servers.

**The annotations tab.** The annotations tab in Sophie Reader contains palettes for highlights and stickies. They function just as they do in Sophie.

The highlights palette lists all highlights in the current Sophie book. You can delete a highlight by selecting its entry in this list and pressing DELETE. Clicking on an entry will take you to the page on which the highlight appears. Clicking the **Add Highlight** button will highlight the text you currently have selected. **Import Highlights** will prompt you for the location of a file of previously saved highlights. **Save Highlights As** will prompt you for a location where a file of the highlights of your current book can be stored.

The stickies palette allows you to make new stickies on a Sophie book. Pressing the **New Sticky** button will make a new sticky on the current page. The **Enable Stickies** checkbox toggles sticky visibility in the book; if this isn't checked, stickies won't be visible. **Import Stickies** will prompt you for the location of a file of previously saved stickies. **Save Stickies As** will prompt you for a location where a file of the highlights of your current book can be stored.

**The servers tab.** The servers tab in Sophie Reader functions exactly as the servers tab in Sophie works. This tab has two palettes. The servers palette displays a list of all Sophie Servers that you're currently connected to. To connect to a Sophie Server, click the **Add Server** button. You'll be prompted for the URL for 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 Booklist** button is pressed, the server will be queried to see if new books have been uploaded by other users.

*(Right) The Servers tab in Sophie Reader*



*(Left) The Annotations tab in Sophie Reader*



#### 12.2.4. Full screen mode

Sophie Reader can display Sophie books in full screen mode; in this mode, books are zoomed until they appear as large as they can, and no other applications are visible. To switch to full screen mode, press **F5** or **command-option-P** (on a Mac) or **control-alt-P** (on a PC). In full screen, the tabs to switch between books and the flap on the left is not visible; the status bar does appear at the bottom of the page to allow you to navigate the book. To get out of full screen mode, press **F5/command-option-P/control-alt-P** again.

Movies that are blown up to large sizes in full screen mode may not play as well as they might when Sophie Reader is not in full screen mode.

#### A book in full screen mode in Sophie Reader

