

Working with Documents

# Working with Documents

## Introduction

You interact with the application through the creation of a new document or the modification of an existing document. Therefore, after the application has started, you will always create a new document, or open an existing document. This chapter describes how the application interacts with documents.

## Open Document

There are three ways to open existing documents. You can open a document with a double-click on the document icon, or you can use the **Open** command in the **File** menu or the shortcut keys.

When a document is opened through a double-click, the application is launched automatically, and the document is opened.

When a document is opened from within the application, the VIVA dialog box will appear to prompt you for the name of the file to be opened. This dialog also shows by default a preview of the document if the document has been saved with the **Page Preview** options in the **Pages** tab of the **Pages & Objects** section of the **Preferences**.

### **Open Document with Open command:**

1. Choose one of the following options:
  - Press the shortcut keys **Ctrl + O** (Windows/Linux) or **Command + O** (Mac).
  - Select the menu command **File > Open**.
2. Choose the type of document in the pop-up menu **Format** if necessary.
3. Select a document in the dialog and click on the **Open** button.

During the opening of a document the application will display a progress bar which shows the status of the opening operation.

The application also allows the opening of different documents from other applications through special filters. These filters are provided by Viva and are subject to change. If error messages are shown while opening a document, please contact Viva using the menu command **Help > Send a Message to Viva**.

## Closing Documents

A document can be closed by clicking the close box, with the menu command **File > Close** or the shortcut keys. .

### **Close a document with the close box:**

Click the close box in the upper right (Windows/Linux) or left (Mac) corner of the document window.

### **Close document with the Close command:**

Choose one of the following options:

- Press the shortcut keys **Ctrl + W** (Windows/Linux) or **Command + W** (Mac).
- Select the menu command **File > Close**.

If you made any changes since you last saved the document a dialog box will appear prompting you to save the document or cancel the command.

## Revert to saved document

When you have made changes to an existing document which subsequently you do not want to save, you can use one of the three following methods:

- You can undo all the changes you have made manually, insofar as you know which changes you have made.
- You can close the document and when prompted to save the document choose the **Don't Save** option, and subsequently open the original document again.
- By far the easiest way is to use the menu command **File > Revert to Saved** or use the appropriate shortcut keys **Ctrl + Alt + Shift + Z** (Windows/Linux) or **Command + Option + Shift + Z (Mac)**. This will accomplish at once all the steps mentioned in the previous option.

## Creating new documents

When creating a new document it is helpful to understand what kind of document you will need to generate. It is always possible to make changes afterwards but it saves you time if you choose the correct settings before you start working on a new document.

### **Create a new document:**

Do one of the following:

- Press the shortcut keys **Ctrl + N** (Windows/Linux) or **Command + N** (Mac).
- Choose the menu command **File > New**.

Once you have chosen the **New** command the **Document Setup** dialog box will open. This dialog box allows you to enter specific options regarding the **Page Size**. The application enables you to set the **Page Layout** and see the **Page Preview**, a preview of the **Page Size** and **Page Layout** settings you have currently selected.

The **Page Size** and the **Page Layout** are the elementary ingredients of any document.

1. The **Page Size** definition consists of the **Size**, **Orientation** and **Page Type**. First choose the page size:
  - Choose a size from the **Standard** popup menu to select one of the default page sizes. Once a selection is made in the popup menu the corresponding settings are activated. The dimensions of the active standard page size are visible in the Custom Size entry field, and these are editable once the **Custom** option is selected.
  - To define or change the dimensions of a **Custom** page, activate the **Custom** option and enter the appropriate values in the **Width (W)** and **Height (H)** fields.
2. Choose the **Portrait** or **Landscape** option from the popup menu **Orientation**.
3. Choose the option **Single Pages** or **Facing Pages** from the **Page Type** popup menu. It is important to know which page type you want to have as this option cannot be changed once the document has been created.
  - When **Single Page** is selected in the Page Type popup, the entry fields **Left** and **Right** are made available as **Page Layout** options.
  - When the **Facing Pages** option is selected these entry fields will read **Inner** and **Outer** respectively.
4. The **Page Layout** option in the application defines the part(s) of the page devoted to text. Page layout consists of the text body, headers, footers, margins and annotations. This concept has its roots in book production but is nowadays used for all types of publications. The Page Layout is defined by the four distances from the page sides. When the **Facing Pages** layout is used the application will automatically mirror the page layout.
  - Lengthy lines of more than 40 characters are tiring to the eye and in general to be avoided. For this purpose a page layout is often divided in two or more columns.
  - When a choice is made regarding the amount of columns there is an essential difference between a situation where it is necessary to get as much text as possible in a limited amount of space, or a situation where the visual appeal of the layout is critical. The more columns are used the less text is possible, the more freedom of form in the placement of text, pictures or other graphic elements is possible. Whenever you need to design an effective layout you are advised to consult the professional literature.
  - You can define the layout by means of six entry fields and the two **Page Layout** options. The **Page Preview** option gives immediate feedback about the choices made.
  - The option **Autom. Text Object** defines whether or not a text object will be created automatically on the first Alias page or first document page. The dimensions of the text object will be calculated from the values entered in the **Page Layout** entry fields, and a corresponding view will appear in the **Page Preview** section.
  - The **Grid** option ensures whether or not a grid of **Guide objects** will be created on the first Alias or document page. These Guide objects are magnetic by default.

- The entry fields **Top**, **Bottom**, **Left** and **Right** or respectively **Inner** and **Outer** define the distance between the **Automatic Text Object** and/or the guide objects and the edges of the page.
  - The **Column** and **Gutter** entry fields define the number of columns and the distance between them. The **Page Preview** shows the current settings.
5. If you already know in advance how many pages your document should have, then you can make an entry in the Number field of the Insert Pages section.
  6. Click **OK** to confirm the current settings.
    - The application will now create a new document and automatically name it **Untitled**. Documents created subsequently are automatically numbered consecutively to prevent confusion.
    - The document name can be assigned or changed at any time through the **Save** or **Save As** commands.
    - The size and orientation of the document and the Auto Text Box and grid settings in the application can be changed at any time through the menu command **File > Document Setup**.
    - Be aware of the relationship between **Alias Pages**, the **Auto Text Box** and the **Grid** as described in the chapter **Working with Pages**. The meaning of the Grid as a collection/combination of Guide objects is described in the chapter **Working with Objects**.

## Summary Document Creation:

- New documents are created by selecting the **File > New** command or with the shortcut keys.
- Essential for the creation of any document is the **Page Size**, which determines the dimensions of the pages used in the document.
- Optional in the application is the **Layout** with a default text object (**Autom Text Object**) and/or a magnetic **Grid** which allows objects to align with this grid automatically.

## Saving Documents

The application allows you to save documents in a number of ways. A distinction is made between:

- Saving a new document
- Saving a modified document
- Saving a document under a different name
- Saving a document with a preview of the first page
- Saving a document with a preview of all pages

New documents are automatically named **Untitled**. Those which are subsequently created are numbered consecutively. Documents are saved by selecting the **Save** and **Save As** commands from the **File** menu or by using the shortcut keys. In either case the application will display a dialog box in which you will be able to enter the document name and the location where you want to save the document.

In addition, you can specify the document format. The application supports not only the VIVA standard document format \*.desd but also the **InDesign Markup Language** \*.idml and the VIVA XML formats. Please refer to the relevant chapters of the manual for further information.

Finally, you can specify in the **Document Preferences** whether a preview of the first document page or a preview of all the document pages is to be saved with the document.

Modified documents are saved through the menu command **File > Save** or with the appropriate shortcut keys. The application will then save the document without prompting you for a document name.

It may happen that you want to save a copy of your document with some small changes. In this case you may use the menu command **File > Save As** or the corresponding shortcut keys. This will save a copy of your current document under a new document name of your choice and the newly saved document will remain open.

### Save a new document:

1. Do one of the following:
  - Press the shortcut keys **Ctrl + S** or **Ctrl + Alt + S** (Windows/Linux), or **Command + S** or **Command + Option + S** (Mac).
  - Choose one of the commands **Save** or **Save As** in the **File** menu .
2. Enter the name for your new document and click **OK**.

### Save a new document with Preview:

1. Choose the menu command **Edit > Preferences** (Windows/Linux) or **VivaDesigner > Preferences** (Mac).
2. Choose the section **Pages & Objects** and click the **Pages** tab.
3. Click both the checkboxes **Save small preview** and **Save large preview**.

4. Choose the option **All Pages** or **Manual**. If you choose **Manual**, you must set the number of page previews to be saved.
5. Click **OK** to confirm and close the **Preferences** dialog.
6. Do one of the following:
  - Press the shortcut keys **Ctrl + S** or **Ctrl + Alt + S** (Windows/Linux), or **Command + S** or **Command + Option + S** (Mac).
  - Choose one of the commands **Save** or **Save As** in the **File** menu .
7. Enter the name for your new document and click **OK**.

**Save an existing document:**

Do one of the following:

- Press the shortcut keys **Ctrl + S** (Windows/Linux), or **Command + S** (Mac).
- Choose the menu command **File > Save**.

**Save a document with a different name:**

1. Do one of the following:
  - Press the shortcut keys **Ctrl + Alt + S** (Windows/Linux) or **Command + Option + S** (Mac).
  - Choose the menu command **File > Save As** .
2. Enter the name for your new document and click **OK**.

## Document views

After starting the application and the creation of a new document a document window and several application palettes will appear. In the chapter **User Interface** and other chapters, we will describe the purpose and use of the different palettes. First of all we will describe the document window, document views and document specific views. We will differentiate between application and document specific views.

With application specific views we mean the appearance and position of the application palettes. By document specific views we mean the size and position of document windows such as the active document view and the magnification factor.

### Hide and show palettes

A palette can be hidden in three ways.

To hide a palette, click the close box , or select and click the appropriate item in the **View** menu or press the keys assigned to that palette (if available).

To show a palette again, select and click the appropriate item in the **View** menu or press the keys assigned to that palette (if available).

On Windows and Linux systems, the program provides a palette dock on the right hand side of the program window. Generally palettes will be displayed in the dock as default. You may like to have a number of palettes open in the dock, so an additional feature is to stack the palettes over one another. In this case they will be shown as tabs and are easily selectable.

**Note:**

*If your current document contains a Style Sheet operating with the same key combination that has been assigned to a palette, then the palette activation and de-activation function of this key will take precedence and the key combination will not work for the Style Sheet.*

### Selecting Open documents

Open documents can be selected either interactively or through the menu command.

To select a document interactively you click a document window. When you click outside the document window or program window, you are automatically switched to the Explorer (Windows/Linux) or the Finder (Mac) without quitting the application or closing any documents. You can simply return to the application by clicking the document or program window once again.

- When you are editing several documents at a time it is easy to lose track of a specific document. For this purpose the application allows you to select a specific document through the **View** menu. All open documents will be shown in the order in which they are opened. The current document will be shown with a tick or checkmark before its name.



## Stack and Tile Windows (multiple documents)

Document windows can have very different dimensions. In order to manage multiple document windows, you can use the **Stack Windows** or **Tile Windows** commands from the **Window** menu.

When using the **Stack Windows** command all documents will be shown behind each other with a certain distance between them so that you can easily check the number of open documents. This is the same as the **Cascade** command in other programs.

The **Tile Windows** command divides the documents as evenly as possible over the program window (Windows/Linux) or the screen (Mac). If for example you have three documents open, one document will take half the available space while the other two will share the other half, taking each a quarter of the total space available.

You may find this less convenient, particularly for comparing, proofing or correcting documents. The program offers two further functions in the **View > Window** menu:

- **Arrange Windows Horizontal**
- **Arrange Windows Vertical**

The command **Arrange Windows Horizontal** stretches the document windows horizontally across the available space above one another in a column form. The heights of the windows are calculated exactly according to the space available.

The command **Arrange Windows Vertical** stretches the document windows vertically so that their height corresponds to the vertical space available, and places them next to one another in a row. The widths of the windows are calculated exactly according to the space available.

## Tile a single document window

If the document you are working on has many pages, you may need to refer to different pages for information while continuing to work on one page. One simple example is a manual with a drawing or diagram on one page with numbered parts, while the text referring to those parts runs over several pages. Switching back and forth between pages would be an irritating chore, so the program provides two commands in the Window menu:

- **Tile Document Window Horizontally**
- **Tile Document Window Vertically**

The command **Tile Document Window Horizontally** splits the space available into two equal parts next to each other, while the command **Tile Document Window Vertically** splits the space available into two equal parts above one another. Please note the following points:

1. When you have tiled your document window, you can adjust the tiling proportion manually by moving the mouse pointer over the **Window splitter** until it changes to the tile sizing pointer and then with the mouse button held down drag the tiling barrier left/right or up/down to suit your wishes.
2. You can move about the document and scroll between pages in both viewing sections.

3. You can apply different zoom factors to the different sections.
4. You can apply a tiling command to a section (sub-tiling).
5. To cancel the tiling, choose the menu command **Window > Cancel Tiling**, close the document or choose the menu command **File > Revert to Saved**.

## Document zoom

The choice and use of a zoom factor for document viewing is an important part of your interaction with the application. You can either zoom out to get an overview of the document or zoom in to inspect smaller details.

The zoom factor is applied to the current document. The current zoom factor of a document will be saved with the document settings, upon opening these will automatically apply. You can apply a zoom between 1% and 1000%.

There are several ways to enter and change the zoom factor : the commands in the **View** menu and their shortcut keys, the **Zoom tool** and the **Zoom factor field** in the **Toolbar**.

Through the zoom factors in the **View** menu it is possible to magnify the document view to 1000% or reduce it to 50%. The most commonly used scaling factors are also available through shortcut keys. The advantage of using the shortcut keys is that the edit mode will not change.

**Fit Page in Window** is a special command. When this command is selected the current page is resized to fit the screen. When the zoom factor is reduced you will get fully editable thumbnails of the page(s) in your document.

**Fit Spread in Window** is a special command. When this command is selected the current spread (generally two pages) is resized to fit the screen. When the zoom factor is reduced you will get fully editable thumbnails of the pages in your document.

The next option to select a zoom factor is through the **Zoom tool** which you select from the **Toolbar**. You can choose between the **Zoom in** and the **Zoom out** tools.

In order to zoom in on or out from a screen area, move to this area with . Simply click the mouse to zoom in or out. To zoom in on a specific area, hold down the mouse button and drag a rectangle. when you release the mouse button, the area selected with the rectangle will be zoomed proportionally to fit the document window,

Another option for selecting a scaling factor is the **Zoom factor field** in the **Toolbar**. Through this field the document zoom can be resized in 1% increments from 1% to 1000%.

### Select zoom scale through menu commands:

Select the appropriate **Zoom factor** from the **View** menu.

### Zoom with Zoom tool:

1. Select the appropriate tool (**Zoom in** or **Zoom out**) in the **Toolbar**.
2. Hold down the mouse button and drag a rectangle over the area required.

### Modify zoom factor with the Zoom factor field:

1. Do one of the following:
  - Press the shortcut keys **Ctrl + Alt + V** (Windows/Linux) or **Command + Option + V** (Mac).
  - Mark the **Zoom factor** manually with the mouse in the **Zoom factor field** of the **Toolbar**.
2. Enter the appropriate zoom scale factor and press the **Tab**, **Return** or **Enter** key .

## Presentation Mode

The **Presentation Mode** offers a further possibility of displaying the document. While in the normal layout mode the document window is shown, the Presentation Mode displays the document as a page on the screen without window, palettes or menu. With this you can get an excellent picture of the optical effect of the document pages. You can also use the Presentation Mode to create and show demonstrations.

### Activate Presentation Mode:

Do one of the following:

- Press the shortcut keys **Ctrl + 9** (Windows/Linux) or **Command + 9** (Mac).
- Choose the menu command **View > Presentation Mode**.

The program will now center and display the current page on a black background. If there are overlaps over the edge of the page they are automatically cut out, and Guides, but not Guide Objects, are temporarily switched off. In this page display the program recognises the modes **Single Page** or **Facing Pages**.

### Leave Presentation Mode:

Click once with the mouse or press the **Esc** (Escape)key.

In Presentation Mode you can scroll through the pages using the **arrow-up** and **arrow-down** keys and change the zoom factor with the **plus** or **minus** keys, or with the scroll wheel of your mouse.