

## ABOUT HELP

Each heading in the contents section will take you to the relevant subject by left clicking on its title, to return to your previous position, use the back button on your browser. If you would like to search for a specific word within this help page, use the Find option on your browser.

Microsoft Internet Explorer 5 + : Click on the **E**dit tab and scroll down to the **F**ind (on This Page) option. Alternatively, hold down the **Ctrl** button on your keyboard and press **F**.

To view this help file Full screen, press **F11** on your keyboard.

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## OVERVIEW

# What is Builder?

Builder is a web-based application that has been developed to aid the creation of documents using precedents available in Butterworths services. The user can copy html from NETbos™ into Builder. Within Builder the user can then:

- Change the order of the paragraphs
- Delete paragraphs
- Save the contents to an html file which they can open in Builder at a later date
- Renumber the paragraphs
- Email the contents of Builder

# How does it work?

A button on the NETbos™ toolbar will open Builder. The user can copy material into Builder by selecting text with the mouse, right mouse clicking and selecting copy to Builder from the menu.

# Frequently asked questions

- **Q:** Is Builder a word processing application?
- **A:** No. Once the document has been initially created in Builder, the user can save the file and carry out further editing within their usual word processor application.
- **Q:** Can Builder deal with features such as graphics and tables?
- **A:** Builder only works with elements of html version 3.2. However, we hope to be able to support graphics and tables in the future.
- **Q:** What formats can Builder save files into?
- **A:** Builder saves files into html. Later versions of Microsoft Word have html support and a plug-in is available for some older versions. We hope to develop Builder in the future so the applications can save the contents in other formats such as rich text format.
- **Q:** Can I customise Builder?

- **A:** In order to make it as intuitive and easy to use as possible, Builder is not customisable.
- **Q:** Will documents created with autonumbering in MS Word and saved to html retain the numbering system when opened in Builder.
- **A:** No, we are looking at developing a solution to this in the future.

## SYSTEM REQUIREMENTS

### Minimum:

Pentium 3, 128MB

Internet Explorer 5.01

### Recommended:

Pentium 3, 256MB

Internet Explorer 5.5

**NB: This software will not work with earlier versions of Microsoft Internet Explorer or Netscape.**

The software saves all documents in HTML version 3.2.

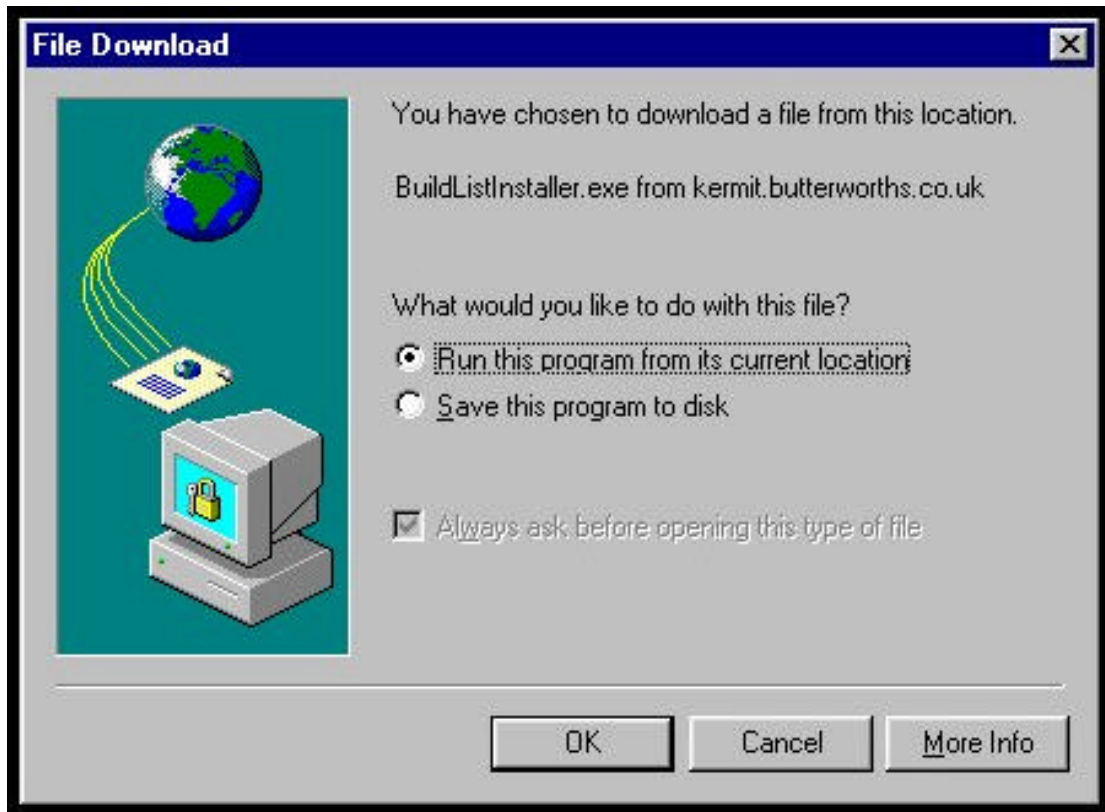
## INSTALLATION

To install the Builder application, direct your mouse over the **Builder** icon. From the menu pictured below, select the install icon.



When the new page loads, Left click on the [Click Here To Install Builder](#) button.

When the window pictured below appears, click the Run this program from its current location



Once installation is completed you will be prompted to restart your machine, it is recommended that you do so.

## COPY IN TEXT

To begin compiling a new document, locate the page or paragraph you wish to copy.

**IMPORTANT: Once text has been copied builder, the open icon is used to open your document.**

**However, if you minimise the builder at any point, the display icon will NOT re-open the builder.**

### i) SELECTING A PARAGRAPH

To highlight a paragraph, direct your mouse to the beginning letter and hold down the left mouse button. Whilst the left button is depressed, drag the mouse downwards towards the last letter of the paragraph.

You will notice the text is highlighted in blue. To copy the text to the Builder, direct the mouse over the highlighted text and right click on the mouse to open an option box. Select the **Copy to Builder** option.

Alternatively, select **copy to** from the Builder icon (see picture below).



### i) SELECTING A PAGE

To highlight an entire page, no text needs to be selected at all. Simply click the **Copy to Builder** option.

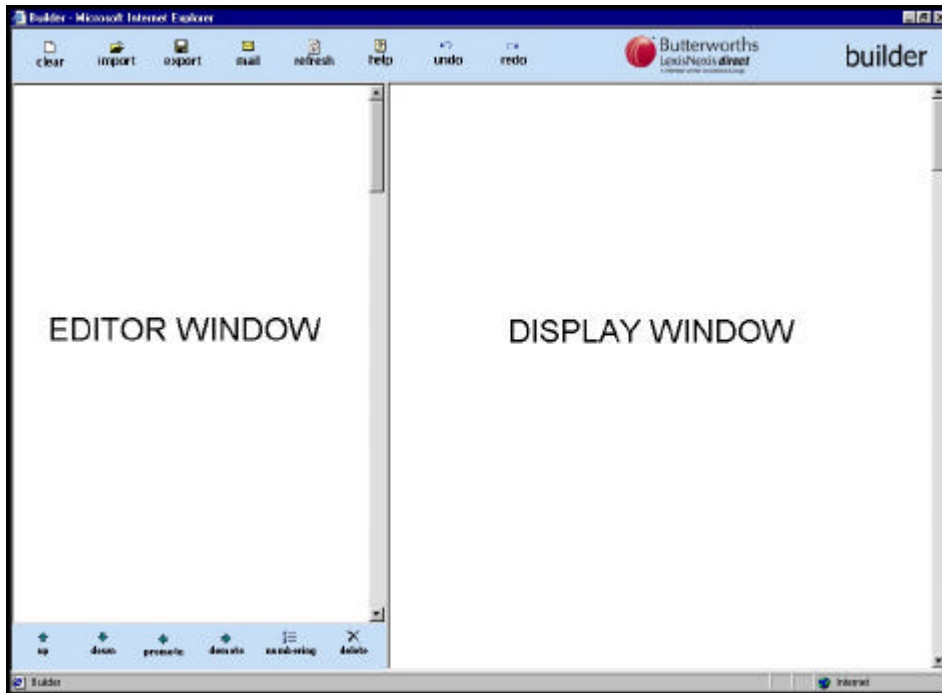
When selecting the **Copy to Builder** option, you will notice that everything is highlighted. Please

note that only the text will be copied to the Builder.

To view your Builder, select **open** button form the **Builder** icon.

## BUILDER

The Builder is divided into two separate windows, with the icon toolbar across the top (see picture below).



## TOP ICON TOOLBAR

The top icon toolbar runs across the top of the builder and holds the system icons.



### i) CLEAR

The **Clear** icon creates a new document. All information in the current document will be erased.



### ii) IMPORT

The **Import** icon loads an existing Html document.



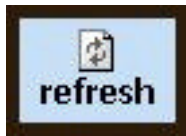
### iii) EXPORT

The **Export** icon saves the current document.



### iv) MAIL

The **Mail** icon opens the default E-mail software and attaches the current document.



v) **REFRESH**

The **Refresh** icon will apply and changes made to the document if the automatic update option is turned off.



vi) **UNDO**

The **Undo** icon will revert back to the previous action made.



vii) **REDO**

The **Redo** icon will apply the previous action made.



viii) **HELP**

The **Help** icon will open this help file !!

## **WINDOW DIVIDER**

The window divider is the slim vertical bar which separates the Editor window and the Display window. This can be adjusted to individual preferences.

To move the divider, simply navigate your mouse over the divider. You will notice that your mouse cursor changes whilst over the divider. Hold the left mouse button down to move the divider either left or right accordingly.

## **EDITOR WINDOW**

The left window is the editor window. This is where the documents are constructed.

From here you have the following options:

Move paragraphs up or down

Promote or Demote Indent levels

Select list templates

Delete paragraphs

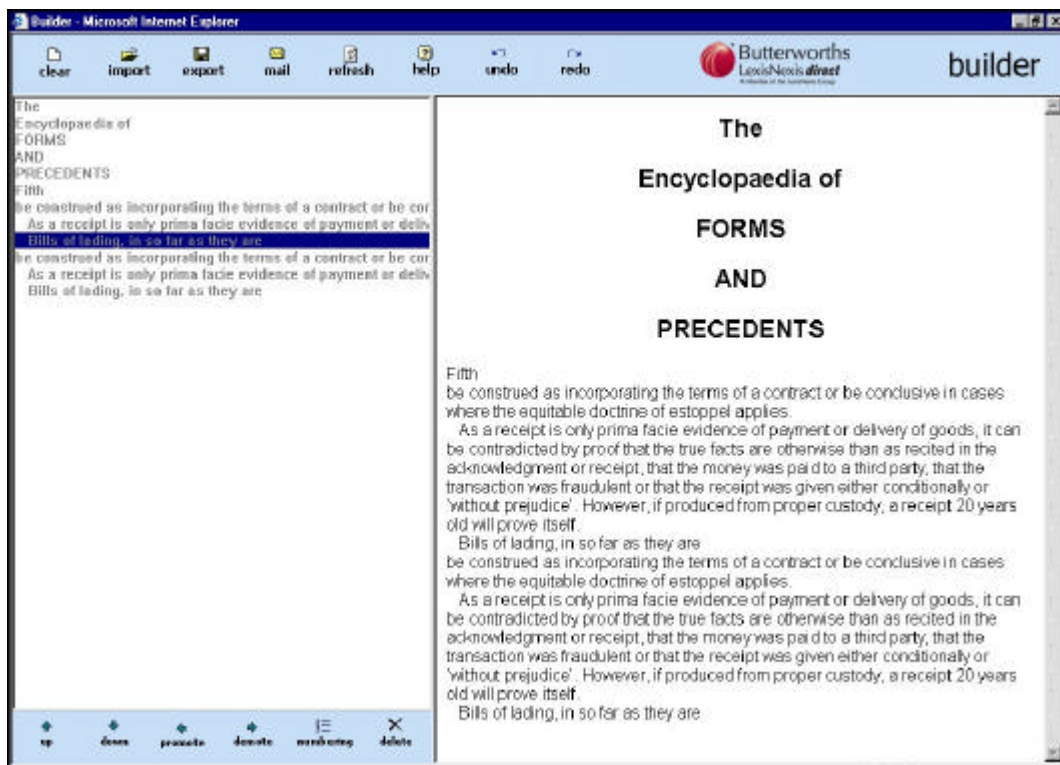
Find paragraphs

Synchronise

## **i) UP AND DOWN**

The **up** and **down** icons allow you to easily arrange the paragraphs in your document.

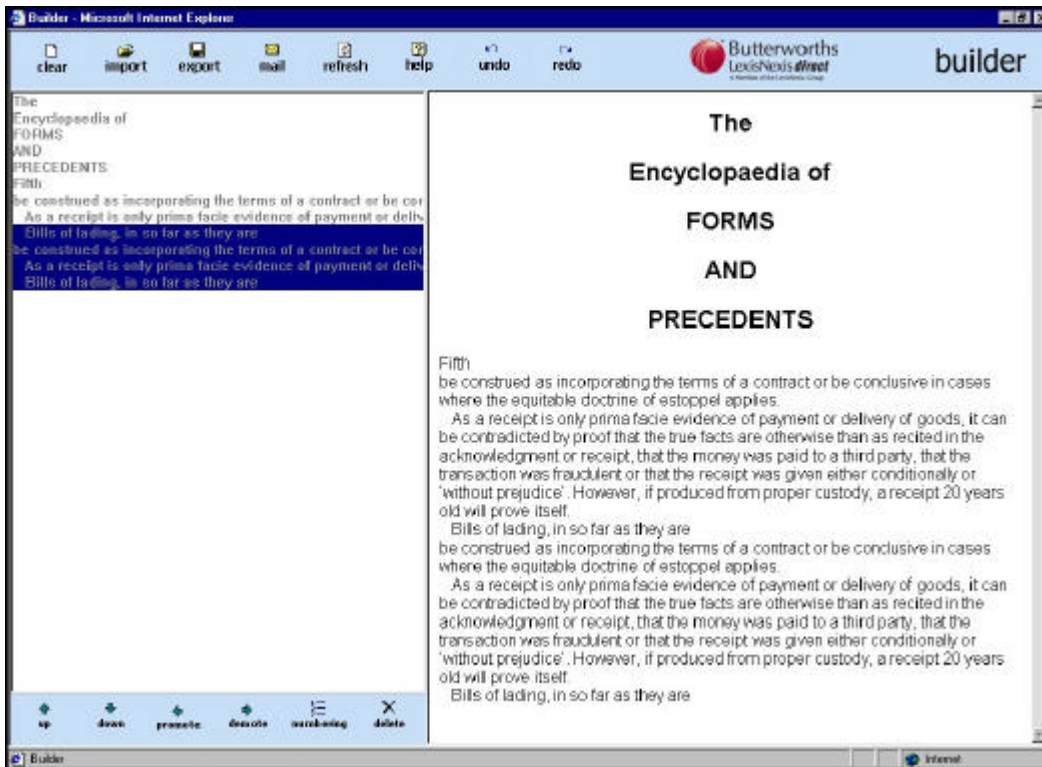
To move a paragraph, select your paragraph by left clicking on the paragraph line (as highlighted in the picture below).



By left clicking on the **up** and **down** icons will move that paragraph accordingly. You will notice that the display window will change immediately for easy viewing.

Alternatively, right click inside the editor window and select **Move Up** or **Move Down**.

It is also possible to move multiple paragraphs, as long as they are directly above or beneath each other (see picture below). Select a paragraph, and with the **CTRL** key on your keyboard depressed, left click directly above or below to highlight another. Then use the **up** or **down** buttons accordingly.



## ii) TOP AND BOTTOM

It is also possible to move single or multiple paragraphs directly to the top or bottom of your document.

To send the paragraph to the **Top** of the document, select your paragraph by left clicking on the paragraph line. Right click inside the editor window and select the **Move To Top** option.

You will now notice that the selected paragraphs have moved to the top of your document.

To send the paragraph to the **Bottom** of the document, select your paragraph by left clicking on the paragraph line. Right click inside the editor window and select the **Move To Bottom** option.

You will now notice that the selected paragraphs have moved to the bottom of your document.

## iii) PROMOTE AND DEMOTE INDENT LEVEL

**NOTE: Promoting or Demoting the indents of your document will not put a visible indent into your finished document. However, when a numbering template is applied, any indented paragraph with a numerical heading will be given a second level number (see example below).**

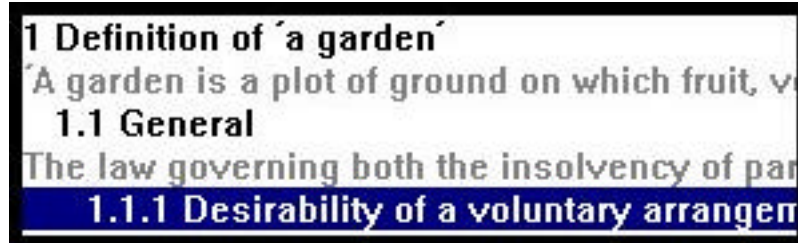
1. The document before the indent  
renumbered

2. Indent inserted and then





By increasing the indent will force the selected paragraph to move down a level (see picture below).



The **promote** and **demote** buttons enables you to determine the number structure within your document.

To promote or demote the indent margin, select the relevant paragraph and left click on the **promote** or **demote** buttons. Each time the buttons are left clicked once, the paragraph will move two characters along or back accordingly.

Alternatively, right click inside the editor window and select **Promote** or **Demote**.

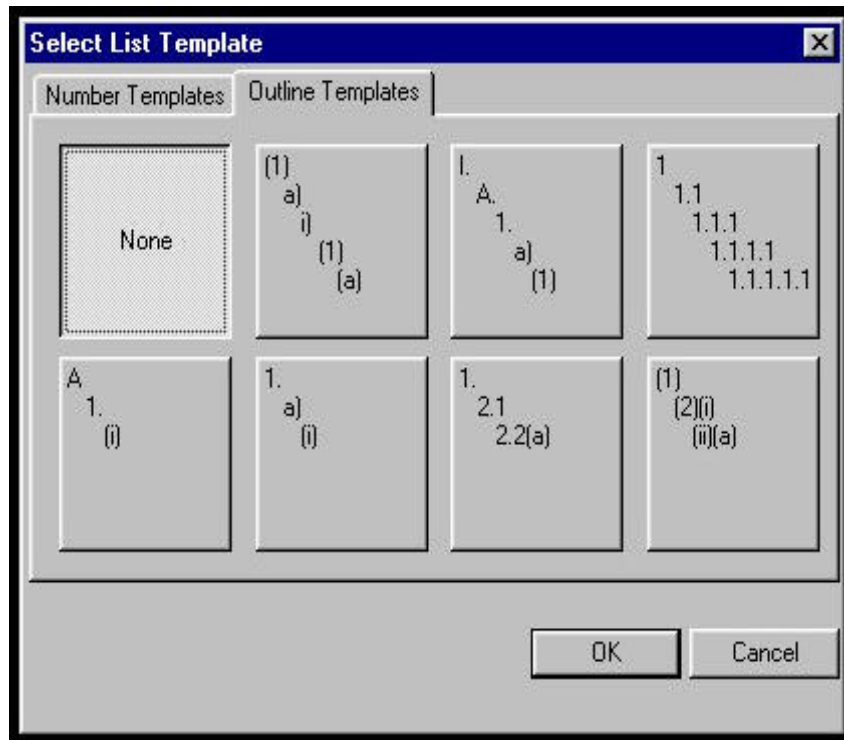
#### iv) SELECT LIST TEMPLATE

The **Select List Template** button is a useful tool to re-number your new document. When paragraphs are copied to the Builder, any paragraph with a numerical heading, IE: 1) terms of Use, 2) contents etc...., will be highlighted in black to inform you, all others are displayed in grey.

To enter the numbering options, left click on the **Numbering** icon.

Alternatively, right click inside the editor window and choose the **Select List Template** option.

The Select List Template window will appear (see picture below).



In the Select List Template window, you are able to choose the numbering style to apply to your document.

To select a **Number Template**, left click on the required style. You will notice that the button will change colour (the above picture shows that the **None** button is selected).

The **List Numbering** option controls the order of the numbering. To continue an existing numbering system, left click inside the radio button next to **Continue previous list**.

To restart, or even change the numbering completely, click inside the radio button next to **Restart Numbering**.

It is recommended that the numbering system be applied on completion of your document.

More styles of numbering can be found by left clicking on the **Outline Templates** tab in the Select List Template window.

#### v) DELETE PARAGRAPH

The **Delete** button enables you to remove any unwanted paragraphs from your document.

To **Delete** a paragraph, select your paragraph by left clicking on the paragraph line. Once highlighted, left click on the **Delete** icon.

Alternatively, right click inside the editor window and select the **Delete Paragraph** option.

#### vi) PROPERTIES

The properties windows has two functions.

The **Include in Numbering** option allows you to create a numbered paragraph

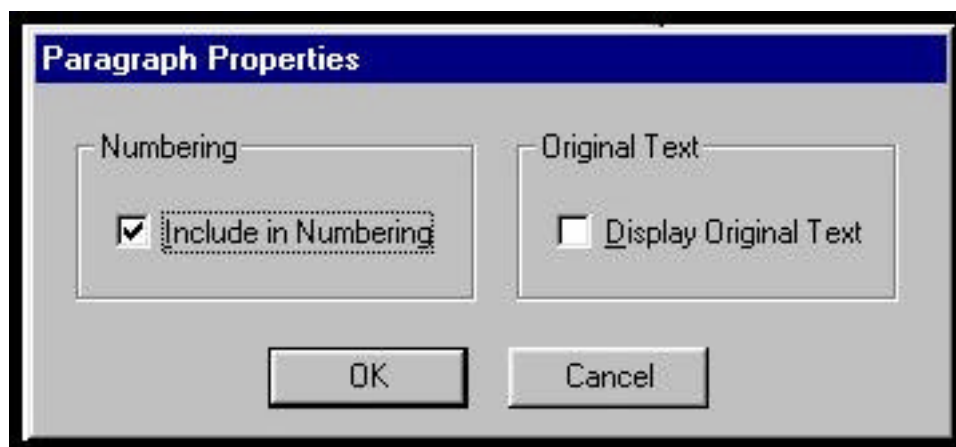
The **Display Original Text** option will change a modified paragraph back to its original form.

To access the **Paragraph Properties** window, right click on the editor window and select the **Properties** option (see picture below).

<u>M</u> ove Up	Ctrl+Up
Move <u>D</u> own	Ctrl+Down
Move To <u>T</u> op	Ctrl+Home
Move To <u>B</u> ottom	Ctrl+End
<u>D</u> emote	Ctrl+Right
<u>P</u> romote	Ctrl+Left
<u>D</u> elete Paragraph	Delete
<u>N</u> umbering	F8
<u>S</u> ynchronise	Enter
✓ <u>R</u> estart Numbering	F9
<u>P</u> roperties	Ctrl+Enter
✓ Automatic Update	

To insert a number to a paragraph, highlight a paragraph and left click inside the box next to the **Include in Numbering** option.

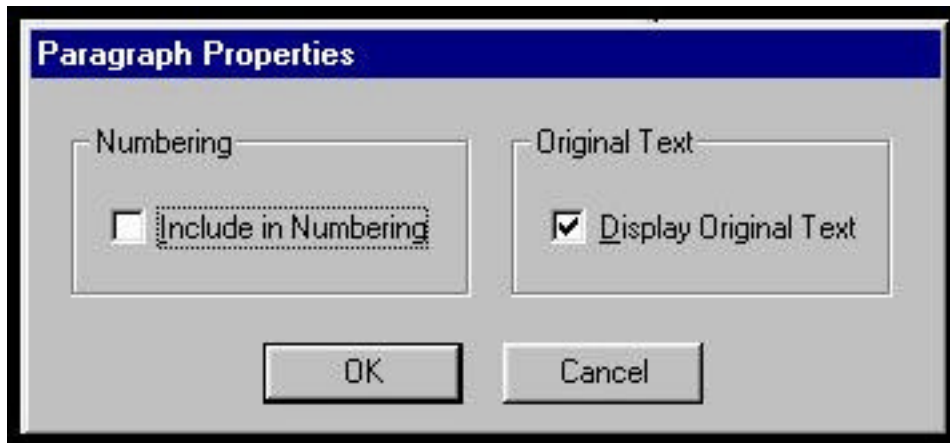
Left click on the **OK** button when complete. You will then notice that your paragraph text colour has changed to black indicating that the paragraph will be included if a numbering system is used.



The **Display Original Text** option will change a modified paragraph back to its original form.

To apply this function, highlight a paragraph and right click inside the editor window and select the **Properties** option.

Left click inside the box next to the **Display Original Text** option (see picture below).



Left click on the **OK** button when complete. You will then notice that your paragraph has changed back to its original form.

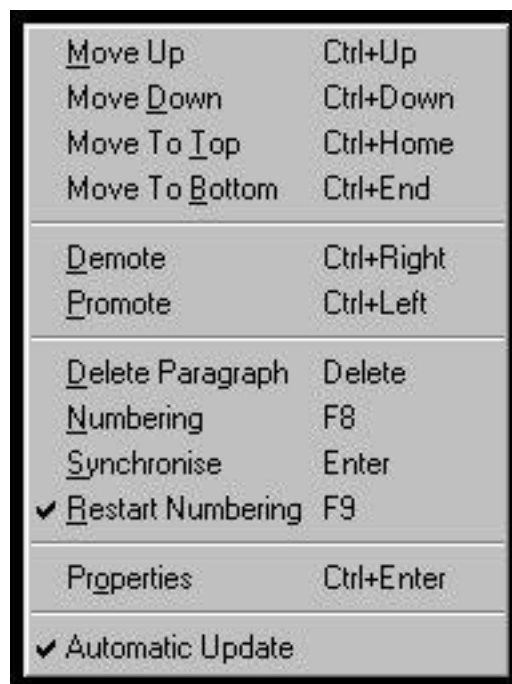
### vii) AUTOMATIC UPDATE

The Automatic Update feature allows you to disable the automation of the document display.

If large bodies of text are being copied to the Builder, the processing time can be cumbersome.

By disabling the automatic update, you can control when changes to the document will be displayed

To **Disable** the Automatic update, right click inside the editor window and select the **Automatic Update** option.



You will notice that there is a tick to the left of the Automatic Update option. This shows if the Automatic Update option is turned on or off. A tick denotes that the option is on, this can be changed at anytime.

Please note that the default option is on and will have to be disabled, if required, every time the Builder is opened.

When disabling the Automatic Update, builders processing speed is generally improved..

To display any changes you have made to your document at any time, simply left click on the **Refresh** icon situated on the Top Icon Toolbar.

### viii) RESTART NUMBERING

The Restart Numbering option will automatically number the document from the beginning if a list template is applied.

Please note that the default option is off and will have to be enabled, if required, every time the Builder is opened.

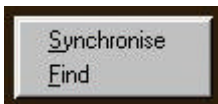
### DISPLAY WINDOW

The right window is the Display window. This is where the documents are viewed.

From here you have the following options:

Synchronise your document

Find a word within your Builder



### i) SYNCHRONISE

The **Synchronise** option provides a "quick jump" to display paragraphs. This is available in both the display and editor windows. In the editor window, select your paragraph by left clicking on the paragraph line. Right click in the editor window and select the **Synchronise** option. You will notice that your selected paragraph is now positioned at the top of the display window.

In the display window, simply right click on the paragraph you required and select the **Synchronise** option from the pop up box. You will notice that your selected paragraph is now positioned at the top of the editor window.

### ii) FIND

The **Find** option makes navigating through your document simple.

To **Find** certain words or phrases in your document, right click in the display window (see picture below).



Enter your text in the **Find what** box provided.

You also have the option to refine your search by left clicking in the **Match whole word only** and **Match case** boxes. You can also specify the direction the search will operate. To find your word, left click on the **Find Next** button.

### KEYBOARD FUNCTIONS

Move Up	<b>CTRL + Up</b>
Move Down	<b>CTRL + Down</b>
Move To Top	<b>CTRL + Home</b>
Move To Bottom	<b>CTRL + End</b>
Demote Level	<b>CTRL + Right</b>
Promote Level	<b>CTRL + Left</b>
Delete Paragraph	<b>Delete</b>
Numbering	<b>F8</b>
Synchronise	<b>Enter</b>
Restart Numbering	<b>F9</b>
Properties	<b>CTRL + Enter</b>