

CHECKLIST

Prepare text and pictures in Word

Basic knowledge

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□ Create a Rich Text Format (RTF) document in Word

If you create your text in advance in a Word document that you then save as Rich Text Format you will be helped with spelling, making position adjustments of the text, selecting fonts and inserting pictures - regardless of picture format. You can use an existing Word document or create a new one.

The finished RTF document can then be fetched into your Link list via the function "Open new Text File" in Link-it or fetched when you create a new Link list.

When you fetch the RTF document into Link-it, most of any text formatting that has been performed will be removed and Link-it will change all font sizes into 12 points. Therefore there is no need to specify text size, color, bold style etc. in your Rich Text Format document. However, you can select font and adjust text and picture (i.e. right adjust, left adjust or center text). A tip is to use capitals for headlines if you have headlines that you want to separate from the text by using a different size.

This is how you convert a Word document into Rich Text Format:

- 1. Start Word and make sure a new empty document is displayed.**
You can also open an existing Word document (doc) if you already have a text that you want to convert into Rich Text Format.
- 2. Select "Save as" from the File menu in Word.**
- 3. Specify the name you want to give the document in the "File name" field in the dialog.** *(It could be an advantage already hereto select the name that you are going to use for your Link list.)*
- 4. Select "Rich Text Format" from the "Save as type" list in the dialog.**
- 5. Select a location where you want to place the document.**
- 6. Click the  button to the right at the bottom of the dialog.**
The dialog is now closed and the document is converted into Rich Text Format.
(You can see the document format on the program border at the top in Word.)

- 7. Type or paste in the text you want the document to contain.**
- 8. Select "Save" from the File menu in Word.**
(You can also click the button "Save" with a floppy disk symbol to the right at the top in the toolbar in the Word window.)

If you select a different font for your text and the person who is going to use your Link list or your Linked book doesn't have this font installed on the computer, the Link list will be opened with a standard font which is automatically picked by the user's computer.

□ Insert pictures in Word


By inserting pictures in a Word document and then open the document in Link-it, you can in a simple way insert pictures of different formats as well as change their view size and adjustment, e.g. center.


The pictures you are going to use should be roughly the right size already from the beginning (*see the checklist “Insert pictures into Link-it”*) not to make the Word document unnecessarily large. However, small adjustments of the size can be performed in Word (*see the paragraph “Adjust pictures that have become ragged or too large”*).

You may well use **GIF** format or **JPEG** format but the **BMP** format is also good if you don't have so many pictures or large pictures.

Note: You can also insert pictures directly into an existing Link list in Link-it Create, without using Word (*see “Insert pictures into Link-it”*).

This is how you insert pictures in a Word document:



- 1. Check that the Word document you are working with is in Rich Text Format.**
You can check which format the document has by looking to the left on the program border in Word. (*The program border is the colored border at the top of the program window and contains the close, minimize and maximize buttons.*)

If it is Rich Text Format the file extension is “rtf” after the name to the left on the program border. If it says “doc”, you need to convert it into Rich Text Format before continuing. (*see “Create a Rich Text document in Word”*.)
- 2. Click the text in the Word document to place the marker on the place in the text where you want to insert the picture.**
- 3. Select the alternative “From File” under the “Picture” selection from the “Insert” menu in Word.**
- 4. In the dialog “Insert Picture” that appears on the screen, select the folder where you want to place the picture you insert.**
- 5. Select the picture you want to insert by marking it in the list in the dialog.**
(*The picture you mark can be previewed as a thumbnail to the right in the dialog if you select “Preview” from “View” menu in the dialog.*)
- 6. If you are satisfied with the picture you have selected, click “Insert” to the right at the bottom of the dialog.** The picture will now be inserted into the text where you have placed the marker.
- 7. If you want to insert more pictures place the marker in the text again and select “From File” under “Picture” from the “Insert” menu in Word until all the required pictures are inserted into the text.**

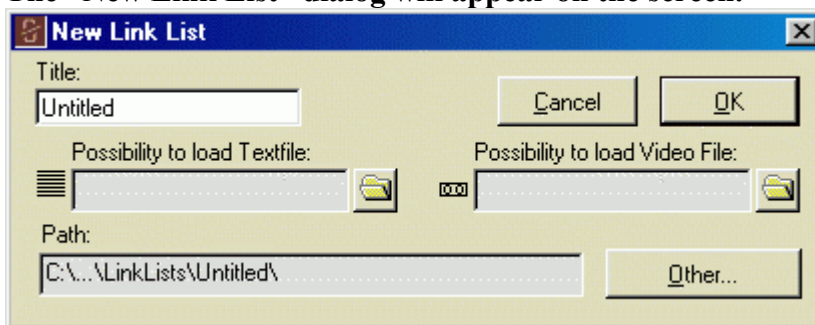
- 8. Select "Save" from the "File" menu in Word to save your document.**
(You can also click the  button to the right at the top of the Word window.)

□ Import a Rich Text Format document into Link-it Create




When importing a text into Link-it all formatting except text adjustments and font selections will be removed by Link-it. If you want the text to have another size this can be specified after the text has been imported and you are saving the Link list. (See “Save advanced” in the document “Create Link list”.)

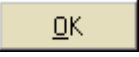

Import a Rich Text Format document into your Link list by doing this:

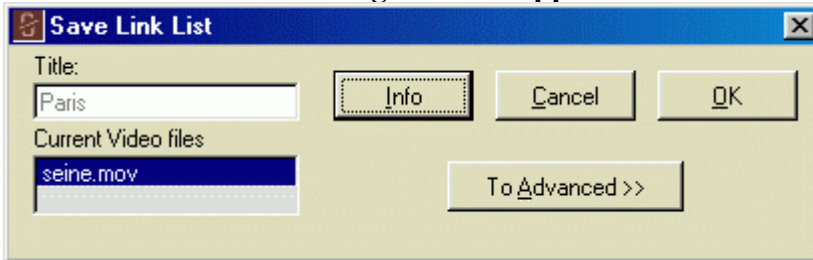
1. **Save and close your RTF document.**
(Link-it cannot open the RTF document if it is still opened in Word.)
2. **Start Link-it Create, and change to Create mode by clicking  (the button with a link symbol to the left at the top of the screen).**
3. **Click the  button on the control to create a new Link list (the button with an empty paper as a symbol to the left at the top on the control).**
(You can also choose “New” from the “File” menu in Link-it.)
4. **The “New Link List” dialog will appear on the screen.**



Specify a name for your Link list in the “Title” field. It is important that you already now give your Link list the correct name.

5. **To the left in the dialog there is the choice, ”Possibility to load text file”.**
Click the  button placed to the right of the field to browse your way to your Rich Text Format document. Select your RTF document by double clicking the file.
6. **To the right in the dialog you can in the same way load a video file by clicking  and mark the video file in the displayed folder structure and then click the  button.**
7. **In the ”Location” field, the search path to the suggested location for the Link list is displayed. The suggested place is most often the most suitable.** If you want to select another location, click the “Other location” button and select where you want to place your Link list.

8. If you are satisfied with the files you have selected, click . If you have selected both a text file and a video file, your Link list will now be opened with both text and video visible.
9. Click the  button (the button with the floppy disk symbol, to the right at the top on the control). (You can also select "Save" from the File menu in Link-it.)
10. The "Save Link List" dialog will now appear on the screen.



The title of the Link list is already specified.

The only thing you have to do is to click  to save your Link list as it is presented on the screen.

□ Adjust pictures that have become ragged or too large

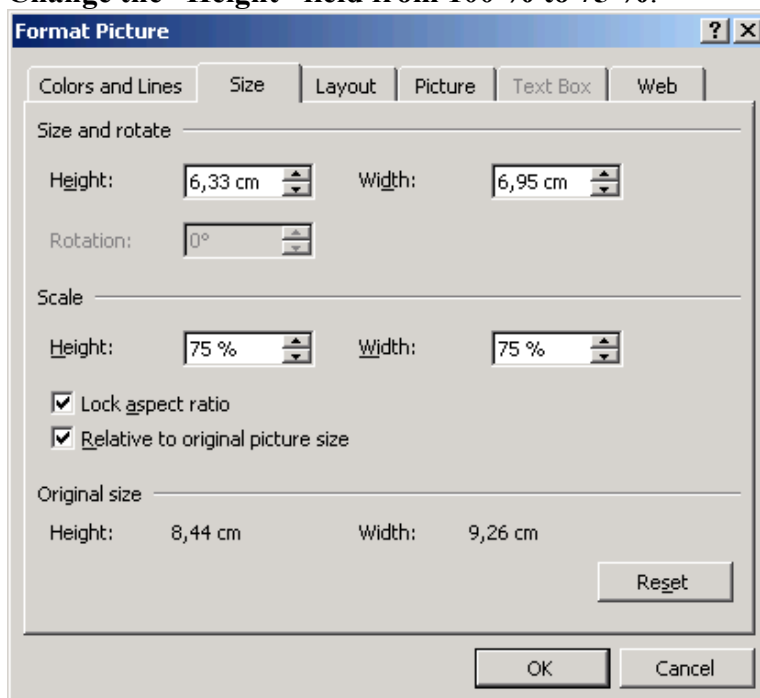
This fix consists of adjusting pictures in the Rich Text Format document that have become too large or ragged after importing them into the Link-it document. This may happen during certain circumstances. The raggedness is not always visible beforehand in the RTF document in Word, but doesn't show up until after the import into Link-it.

This will only work before you have started to create links in your text. If you have already created links, these will be removed if you adjust the pictures in the text according to the instruction below.

Note: You can also do this if you want to decrease the size of your pictures in the RTF document.

This is how you adjust pictures that have become ragged or too large:



1. **Open the RTF document you have created in Word and where the pictures have been ruined after the import.**
2. **Double click the picture that is ragged to open the dialog “Format Picture” in Word.**
(Note that the picture does not look ragged in Word but only in Link-it.)
3. **Click the “Size” tab on the top of the dialog.**
4. **Change the “Height” field from 100 % to 75 %.**



The check boxes “Lock aspect ratio” and “Relative to original picture size” shall be



checked.

5. Click the  button at the bottom of the dialog.
6. Continue doing the same with all the pictures that looks ragged in Link-it.
7. Select "Save" from the "File" menu in Word.
(You can also click the "Save" button with the floppy disk symbol to the right at the top of the Word window.)
8. Close Word by clicking  in the right corner at the top of the Word window.
9. Start Link-it Create and open the RTF file. Check that the pictures look good.
(See "Import a Rich Text Format document into Link-it Create" above.)

You can increase or decrease the picture size by specifying another percentage. The more you increase the picture size the more ragged it will become.

When you make the picture smaller in Word, you are not decreasing the picture's size in KB, but just the size displayed on the screen. If you insert a picture that is very large and then make it smaller, the Rich Text Format document will be just as large as if the picture was displayed in its original size. If your Link list contains many pictures then the original pictures should be of JPEG format and have the correct size from the beginning to avoid that the text file for the Link list becomes too slow to load because it is unnecessarily large.

You can also change ragged pictures in the Link-list txt file if the original picture format is BMP. (See "Adjust pictures" in the document "Insert picture in Link list".)