

*Introduction to Mozilla -
A Manual for First Time Users*
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**Reviewer's Guide
and
Guide to Editing the Source Documents**

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Reviewer's Guide

This section provides background information for reviewing and commenting on the above named manual.

Some technical notes:

The original document has been created in Star Office 7.

The screen shots were created using MWSnap 3.0. Snapshots were initially saved as GIF images.

Screen shots were loaded into Star Office Draw, to enable addition of "call-outs" and other features. The final figures were then exported from Draw as PNG images.

In versions after 0.6, all figures were included as external linked graphics. This was done both to reduce the file size of the Star Office text file, and also to facilitate changes to graphics. A note on external graphics – the graphics files must be kept in the same directory as the manual SXW file. I have also found that it is best to keep the relevant manual directory no more than one level below "root" (/ on Linux, or [C:\](#) on windows).

Frequently Asked Questions:

1. Why do you call it a manual, isn't it really something more like a hybrid getting started guide / advocacy document / switching to Mozilla guide?

Answer: A fairly accurate observation. Frankly, I couldn't come up with a better name than manual ("guide" was already being used by another project, and I didn't want to cause confusion). This actually started out as a "Ten Ways to Become a Mozilla Power User" cheat-sheet. The idea was that there is a fairly short list of features that make using

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Mozilla fun and effective, but if you're new to Mozilla they're not all that obvious. However, when I started listing the things I thought worth mentioning, the grew to significantly more than ten items. In short, I'm trying to touch on the most useful aspects of Mozilla (based on my experience, and my experience working with people in my business environment) with the hope that it will help new Mozilla users get familiar quickly with the most useful aspects of the suite, and help avoid “learning curve” frustrations.

2. Who is the intended audience for this manual?

Answer: This manual is intended to be used by people (Mozilla *end-users*) who have already had Mozilla installed and configured for them. Generally, this means individuals working in a corporate, university, or governmental environment, for whom Mozilla is the standard browser. The manual is based on Mozilla 1.5, and will be produced in PDF format for printing, or for posting to a corporate intranet.

3. Why doesn't the manual have any information on installing or configuring Mozilla?

Answer: See item 1 above. Also, the Mozilla web site already provides information on these concerns.

4. Why are the examples made using the Classic theme, instead of a more interesting or modern theme?

Answer: The intent was to get as close as possible to the “out of the box” experience for someone new to Mozilla. That is, to choose examples that would look like an initial, unmodified installation of Mozilla.

5. Why are the illustrations so “fuzzy” - couldn't you make them clearer?

Answer: It is difficult, if not impossible (at least within the time I have to spare for this project) to shrink screen size illustrations down to half-page size and still retain the clarity and resolution of the original.

6. Why do some page numbers have Roman numerals?

Answer: This is a standard convention for “preface pages” (that is, pages that come before the table of Contents are separately numbered with lower case Roman numerals).

7. Why did you leave out [*name your favorite omitted feature here*]?

Answer: This *Introduction* is not intended to cover every single feature and capability of

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Mozilla. If I did that, I would end up with a book length document that few people would read (not that it wouldn't be useful as a reference), and it would defeat the real purpose of this *Introduction* - to highlight the *most useful* features of Mozilla.

8. Why isn't the PDF version hyperlinked?

Answer: The PDF version was produced directly from Star Office using the PDF creation capability of that software. Unfortunately, that PDF creation does not automatically transfer hyperlinks from Star Office SXW format to PDF format (at least, I have not found a way to do this). For the final version of the manual, I will manually create PDF bookmarks to chapters and sections.

9. When will the final version (version 1.0) be ready?

Answer: The goal is to complete the final version before the end of calendar 2003.

Guide to Editing the Source Documents

This section provides information on the source documents used to create the manual, and advice on how to use these documents most effectively for further editing.

The following documents make up this manual:

- Star Office Writer text document
- Star Office Draw graphic file
- PNG format files (the graphics in the manual)
- Final manual in PDF format

The text document includes these essential features:

- All graphics files are included as *links* to external PNG files.
- An automated Table of Contents
- An automated index
- Division into Sections

The graphic illustrations for the manual were created as follows:

- Initial screen shot made, and copied into Draw file
- Each graphic is on a separate "slide" in the Draw file
 - Some graphics include multiple screenshots

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- A set of call-outs (included in the last slide) were created, to annotate the screenshots when appropriate
 - The callout is a *style* – this means that all of the callouts in all of the figures can be changed simply by modifying the style. This also ensures consistency throughout the document.
- Once each figure is completed, all of the elements of that figure are *grouped*. The group is then selected and *exported* as a PNG file (using the highest resolution, for accuracy of rendition)
- This method enables graphics in the document to be easily modified and re-exported. Since the exported image is linked into the text document, changed images automatically appear in the document (care must be taken however, to keep the image size approximately constant).

The completed document is exported to PDF format using the PDF export function of Star Office. Bookmarks and hyperlinks are then manually created in the final PDF file, using Adobe Acrobat.

Note: The PDF creation function of Star Office does not automatically create hyperlinks or bookmarks in a PDF file, even if they exist in the source document (at least, I have not found a way to get Star Office to do this).