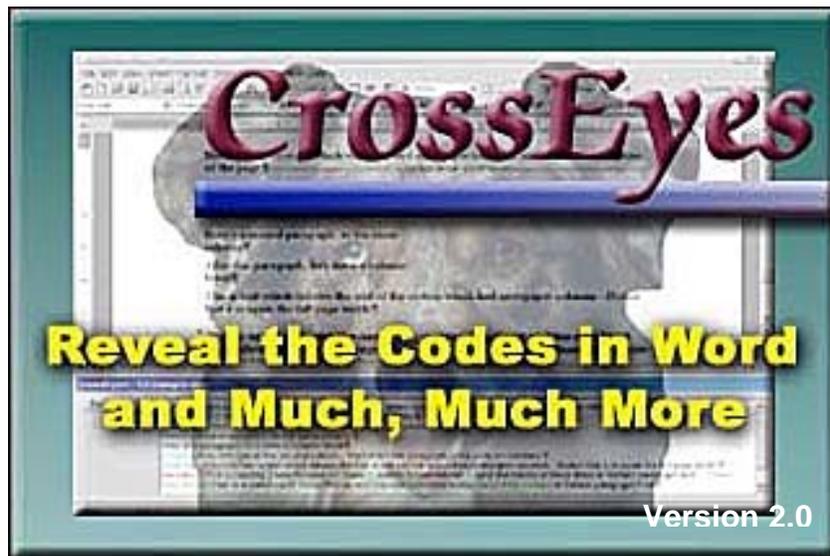


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# CROSSEYES USER GUIDE

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OCTOBER 2002

Ohylw# #Mlp hv/#lqf#

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## Preface

Welcome to CrossEyes Version 2.0, the add-in to Word which shows the complete structure of a Word document, in a single view. CrossEyes opens a window at the bottom of a Word window that displays the text together with color-coded information tags. It helps to solve 'document mysteries' and Word 'misbehaving.' With CrossEyes, it is easy to see what Word is doing.

### NEW IN VERSION 2.0.81

- We have added the ability to insert a paragraph mark while typing in the CrossEyes window. Simply use Alt-Enter, instead of Enter.
- We have added a new option to show paragraph properties at the start of each paragraph. Please see the Paragraph Properties section of this User's Guide for details.

## Technical Support

When calling with technical support inquiries, please be prepared to provide a comprehensive explanation of the problem encountered, including the full text of error messages. In some cases, you may be asked to provide a copy of the problematic document that you believe exhibits an error with the execution of CrossEyes. This helps to ensure a more timely resolution.

To view the latest information on CrossEyes and other Levit & James, Inc. products, visit the Levit & James, Inc. web site at <http://www.levitjames.com>. You may also send an e-mail for sales and/or technical support inquiries.

Technical Support: (703) 771-8185  
crosseyes@levitjames.com

Main Number: (703) 771-1549

Sales: (703) 771-1549  
sales@levitjames.com

Fax: (703) 779-0304

Postal Mail: Levit & James, Inc.  
P.O. Box 2503  
Leesburg, VA 20177 • USA

## Note

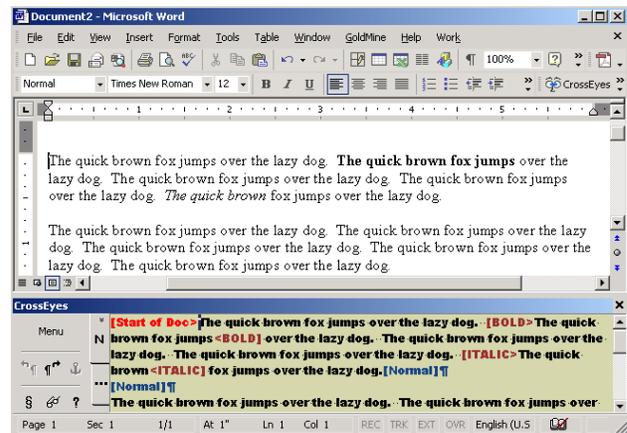
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# What Is CrossEyes?

CrossEyes is an add-in for Microsoft Word that will instantly reveal to a user, everything inside their document. This includes all information about character and paragraph formatting, and properties of section breaks. In addition to formatting information, all other objects in a document associated with the text are also clearly shown. This includes: tables and their cell addresses, field codes, bookmarks, hidden text, comments, footnotes, endnotes, headers, footers, text boxes, cross references, table of contents, embedded spreadsheets, graphics, etc.



*Word With CrossEyes Window Open*

Microsoft Word has never included a single window, view or task pane, where you could see everything in a document, in one place. Instead, you must visit a variety of different locations, just to find out how text is formatted, or other important information about your document. The lack of this feature is probably the single biggest complaint from users of Word. CrossEyes solves this problem, and can save the average Word user a great deal of time, and also teach them how Word really works.

CrossEyes also provides added document navigation capability that complements Word's navigation methods to move through the document. CrossEyes allows you to navigate by paragraphs, section breaks, sequential headers and footers, footnotes, and other "stories" contained in a Word document.

## How CrossEyes Works With Word

Word uses hierarchical formatting and is capable of formatting text at many levels: the character level, paragraph level, style level, and so forth. This is one of the biggest differences between Word and other word processors such as Word Perfect. New users may tend to format documents at the character level, since this is the level referred to by most of the buttons on the default formatting toolbar. However, one of the strengths of Word is its ability to maintain a consistent "look and feel" across documents through the use of styles and templates.

Since Word is made up of multiple layers of formatting, it is very important that CrossEyes shows not only what the formatting is, but also where the formatting information is located in the document. There can be times when a document does not "behave" the way it should, usually because some of the formatting at one level

is being over-ridden by formatting at a lower level. This is one of many examples where CrossEyes is indispensable for quickly solving formatting problems.

### Summary of CrossEyes 2.0 Features

- CrossEyes opens a window at the bottom of a Word window that displays the text together with color-coded information tags. Each level of Word formatting is shown in a different color: Character, Paragraph, Section, Document, Text, Field, Table Cell, and Object.
- CrossEyes has many options for displaying information so that you can choose which option is most useful to you. This includes:
  - A truncated view which eliminates much of the text between codes. This allows you to see a greater part of the document in the CrossEyes window.
  - Four different ways to display field codes.
  - Three different ways to display table cells.
  - Three different ways to display paragraph properties.
  - The ability to customize the font, color scheme, and size of the CrossEyes window.
- The CrossEyes window is automatically refreshed, as the cursor moves through the document, or you modify your document. While CrossEyes is refreshing its display, a refresh indicator indicates that CrossEyes is active. (This is a series of hollow dots which appear after the word "CrossEyes" in the title bar of the CrossEyes window.)
- Navigation in the CrossEyes Window:
  - If you click anywhere in the CrossEyes window, the CrossEyes title bar is highlighted. This means that the focus of the cursor and keyboard is in the CrossEyes window. The arrow and tab keys will move through the text displayed in the CrossEyes window.
  - Using the Tab and Shift-Tab keys while navigating in the CrossEyes window, will take you to the Next and Previous non-text item. Hitting the Enter key while one of the character, paragraph or section items is highlighted will bring up the appropriate Word dialogue box to modify that property.
  - The Next and Previous buttons in the CrossEyes toolbox can be used to move through the document by Paragraph or Section, as well as by Footnote, Endnote, Comment, Header and Footer, or Text Box.
- Editing in the CrossEyes window:
  - Typing while the CrossEyes window is active will add text to your document. To insert a paragraph mark while typing in the CrossEyes window, type Alt-Enter.

- If you double-click on any text character in the CrossEyes window, or hit the Enter key while the CrossEyes cursor is located in text, then CrossEyes selects all of the nearby text in the paragraph that has the same formatting and highlights that both in the CrossEyes window and in the Word window.
- If you double-click on any format code, or highlight the code and hit the Enter key, CrossEyes will bring up the appropriate Word dialogue box associated with that code.
- Holding the Shift key down while closing CrossEyes will close all of the open CrossEyes windows that may be open in multiple documents.
- If you expand or contract the CrossEyes window by clicking & dragging its title bar, then the new size will become the default starting size the next time that you activate CrossEyes.

# Getting Started

## Installation

To install CrossEyes, run the **crosseyes.exe** file. During the installation process, a CrossEyes installation directory will be created. You may select the directory location. By default, the setup kit will place the software in C:\Program Files\Levit & James, Inc.\CrossEyes. It will not add any icons to your desktop, as CrossEyes runs as an add-in to Word, rather than as a standalone program. It will create a shortcut in a Word Startup directory, which points to CrossEyes.dot in the CrossEyes directory. The CrossEyes.dot contains the CrossEyes toolbar.

**NOTE:** For further instructions on the installation process, please see the CrossEyes readme file.

## Starting and Stopping CrossEyes

When you start Word after installing CrossEyes, you will see the **CrossEyes toolbar**:



If you do not see the new toolbar, please refer to the CrossEyes readme file for the steps to correct this.

CrossEyes is started by pressing the CrossEyes button (the left side button), and can be stopped by pressing the Stop CrossEyes button (the right side button). If the CrossEyes window is open in more than one Word window, this will only close the CrossEyes window in the active document. If you would like to close CrossEyes in all of the open documents, hold the shift key down and then click on the Stop CrossEyes button.

## Demo vs. Licensed Version of CrossEyes

There is no difference between the demonstration copy of CrossEyes and the licensed copy. The CrossEyes software will work for a period of up to 30 days without a license (CrossEyes will show this as two 15 day trial periods).

If you download a demo copy of CrossEyes and decide to purchase a license, you will not have to uninstall and re-install the software. You will receive a license file from Levit & James that should be placed in the CrossEyes software directory.

## The CrossEyes Window

Once started, CrossEyes displays a window beneath the active document (see Figure 1). With the default Elegant Bob color scheme, the text for the active Word document

is displayed on a tan background with colored tags. The tags are the codes for the formatting being applied to the text and other objects. The entire color scheme within the CrossEyes display window can be altered to suit the eyes of the user from the Appearance Tab of the Detail Options window. This is explained later in this document.

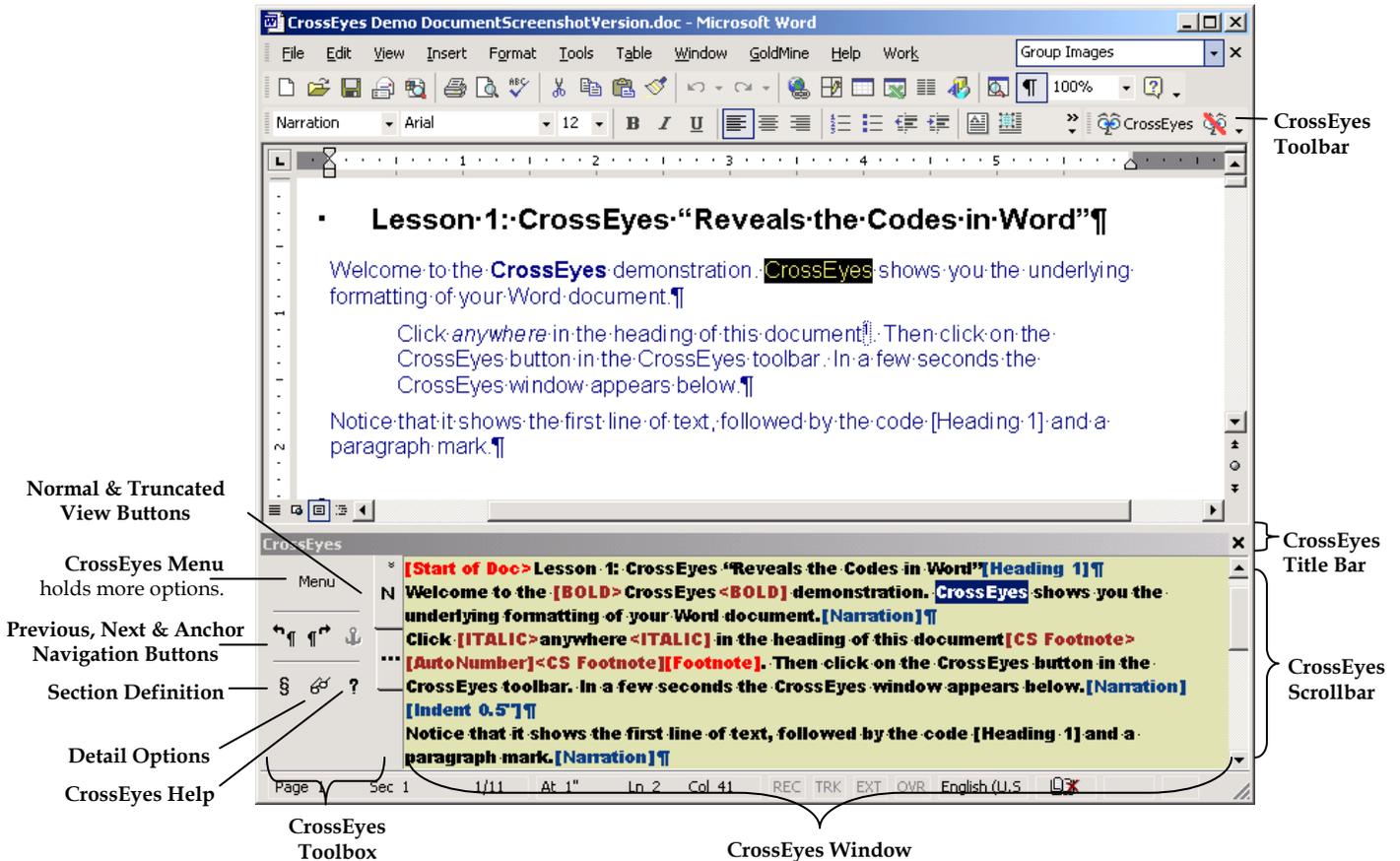


Figure 1: Typical view of Microsoft Word with the Cross Eyes Window open.

There is a **cursor** in the CrossEyes window that stays synchronized with the Word cursor. If you move the cursor in Word, the cursor in CrossEyes will move to the same point of the document in the CrossEyes display. If necessary, the CrossEyes window will automatically refresh to display the part of the document where the cursor is newly located. If you highlight some text in the Word window, the same text will be highlighted in the CrossEyes window, as is shown in Figure 1.

If you click anywhere in the CrossEyes window, you will notice that the CrossEyes title bar is no longer grayed out. This indicates that the "focus" of the cursor is now in the CrossEyes window. When the focus is in the CrossEyes window, you can use the arrow keys and other navigation keys to move around in the CrossEyes window, and the Word cursor will remain "in sync" with the CrossEyes cursor.

The primary difference between navigating with the Word cursor and the CrossEyes cursor, is that the CrossEyes cursor will also highlight the format and object codes.



There are two tabs to the left of the CrossEyes Window which allow you to toggle back and forth between the two views: the “N” tab is for the Normal view and the “...” tab is for the Truncated view (see Figure 1 on page 7 for illustration).



**Figure 3:** CrossEyes Truncated View, which abbreviates the text between formatting elements.

## Try Our CrossEyes Tutorial!

We have written a workbook document to familiarize you with how to work with CrossEyes. The document is located in the CrossEyes Software folder and is called CrossEyes Demo Document. The default path to this document is:  
C:\Program Files\Levit & James, Inc.\CrossEyes\CrossEyes Demo Document.doc.

If you open this document in Word, you will see a lot of formatting examples to display in CrossEyes.

## How CrossEyes Displays Codes

This section describes how CrossEyes displays each type of code. As mentioned in the previous section, Word applies formatting to your text on a number of levels. The paragraph Style in Word contains default character formatting, as well as paragraph formatting defaults. Styles are defined either in the template or the individual document and can help to standardize the appearance of your documents.

It is possible to override the defaults defined in a style, so that paragraphs have different properties than the style default, and characters can have additional formatting such as bold or italic. At a higher level, the layout of a page, which is made up of margins, headers and footers, and so forth, is determined by the section properties.

By using color-coded tags, CrossEyes makes it very easy to see which level of formatting is affecting the text in a document.

### Character Property Codes

(Default Color: Maroon)

Codes for Character Formatting appear in-line with the text in the CrossEyes window. Character property format codes generally appear as a pair, one at the beginning and one at the end of the text range to which that formatting applies – for example “This sentence has **two bold** words.” would be shown as “This sentence has [BOLD>two bold<BOLD] words.” Some codes, are abbreviated, such as [UND>..<UND] for underlining. If you are not sure what an abbreviation stands for, you can use the “What’s This?” function on the CrossEyes Menu to get more information about a CrossEyes code.

You can double-click on any character property code in the CrossEyes Window to highlight the affected text and bring up the Word Font dialogue box which allows you to modify the format properties of that text. Another method to accomplish the same thing is to highlight the character format code in the CrossEyes window by moving the CrossEyes cursor to it, and pressing the Enter key.

### Showing When Style Level Formatting Has Been Removed

CrossEyes also shows when character formatting which is part of the style definition has been removed from text. For example, if a style called “Heading X” contains bold character formatting as part of its definition, every paragraph that had that style applied to it would be bolded. In this case, CrossEyes will not show any bold tags, it will only show the text with a paragraph style code of [Heading X]. However, if you look at the Bold button on the Word formatting toolbar, you will

see that the Bold button is “pressed in,” or turned on. In this case, looking in the CrossEyes Window is the easiest way to tell that the bold property comes from the paragraph style and not from character level formatting.

If you highlight some of the text, and click on the Bold button on the formatting toolbar, the highlighted text is unbolded, which means that the bold character property has been removed from that part of the text. CrossEyes allows you to see exactly what has happened by showing character property tags of [Bold Off> *affected text*<Bold Off] around the affected text.

### Non-Text Characters

There are a number of non-text characters such as the tab character, the endash and several others, which are displayed in CrossEyes in the character property color, but are not formatting tags. These characters differ from the character format property codes in that they are surrounded by square brackets, such as [t] for tab, instead of a square bracket and an angular bracket, such as [Bold>. CrossEyes does not bring up any dialogue box if one of these characters is double-clicked.

### Foreign Languages

There are character level properties in Microsoft Word that you would not necessarily think of as character formatting. For example, foreign languages within a document are treated as character formatting by Word. Therefore, in the CrossEyes window you will see a pair of codes in the character formatting color at the beginning and end of any phrase that is in a foreign language. The code will be the name of the language in English.

As an example: “Word supports a change in language, such as ‘Si j’avais pratiqué volleyball, j’aurais été une championne et je serais aux les Olympics. Bonjour!’” would show in the CrossEyes Window as: “Word supports a change in language, such as [French> Si j’avais pratiqué volleyball, j’aurais été une championne et je serais aux les Olympics. Bonjour!<French].”

You will probably notice other surprising elements that are stored by Word as character properties. Just look for the codes that are in maroon (or whatever color you set as the character property color).

### Hidden Text

The ability to hide text is also considered a character property by Word. However, we have chosen to highlight this particular property, so that it stands out in the display. The code for hidden text, which shows as “[HIDDEN> *hidden text*<HIDDEN]” is shown in the color chosen for objects – the default color is red.

## Paragraph Property Codes (Default Color: Navy Blue)

By default, the Paragraph Style, and direct paragraph formatting codes are displayed in CrossEyes at the end of the Paragraph, just before the “¶” mark. This is because settings, such as justification or centered text, are stored by Word as properties of each paragraph. For people who previously used WordPerfect, this is not what is expected, because they are used to WordPerfect’s “Open Coding” structure, which has no equivalent in Microsoft Word.

In WordPerfect, when a switch occurs between “Justify Left” and “Justify Center,” a single code is entered in a document, at the start of the first paragraph to be centered. This code affects all subsequent Paragraphs, until another justification code is encountered. In Microsoft Word, however, each Paragraph has its own Alignment property, which is normally set through the Style, but which can be overridden through direct paragraph formatting. CrossEyes displays both the Style and any overriding direct paragraph formatting as codes in the paragraph property color.

### CrossEyes Style Codes

By definition, every paragraph has a Paragraph Style applied to it in Microsoft Word. By default, CrossEyes shows a Style Code with the name of the applied style for each paragraph as a code, such as [Normal], before the paragraph mark. You can bring up the Word Style dialogue box by either double-clicking on the Style Code, or highlighting it with the CrossEyes cursor and pressing the Enter key. This dialogue box will allow you to change which style is applied to the paragraph. Simply choose a different style from the listed styles and click the Apply button.

**HINT FOR NEW USERS OF WORD:** *Please note that the Delete button on the Word Style dialogue box will delete the Style definition from your document. This should not be confused with the idea of “deleting the style code from the paragraph.” Since every paragraph in Word must have a Style, you cannot do this. Instead, you must change the Style from the current one to one that has the properties that you need.*

You can use the Word Style dialogue box to modify the definition of the paragraph style. When you have the Word Style dialogue box open, you will notice that there is a “Modify...” button in the lower half. If you click this button, Word will open the Modify Style dialogue box, which allows you to change the Style definition.

**HINT:** *Please keep in mind that any change that you make to the definition of a Style will be applied across the entire document.*

Along with the Style Code, CrossEyes shows the complete picture of how a paragraph is formatted by listing other codes that show both which properties have been added on top of the Style formatting, and those Style properties which have been removed for that particular paragraph. Many paragraph properties are set by the paragraph style. It is important to keep in mind that CrossEyes does not display the individual properties of the style definition.

If a paragraph is centered, for example, and that paragraph property was set in the style definition, you will only see the Style Code displayed in the CrossEyes window. If, however, the paragraph was centered using direct formatting, by pressing the Center button on the Word formatting toolbar for example, then CrossEyes will show the Style Code and a [Centered] code in the CrossEyes window.

### How CrossEyes Displays Direct Paragraph Formatting

Paragraph properties such as borders, “keep with next,” or special spacing, are often applied to individual paragraphs, rather than document-wide through a style definition. Each time you directly set one of these properties, CrossEyes will display a code for that property. If you would like to change the property after setting it, simply double-click on the CrossEyes code to bring up the appropriate location in the Word Paragraph properties dialogue box.

CrossEyes helps to keep track of how paragraphs have been formatted. For example, if you notice that a paragraph has a hanging indent, but CrossEyes does not show the [Hanging Indent] code, that is because the hanging indent is part of the Style definition.

Alternatively, if you remove a paragraph property that is part of the Style definition, CrossEyes will display a code which shows that this property has been turned off, such as [Keep w/Next Off].

### The Paragraph Mark Code in CrossEyes

The **Paragraph Mark** (¶) which is shown in the CrossEyes window is also a format code. By double-clicking on it, or highlighting it and pressing the Enter key, you will bring up the Word Paragraph dialogue box. This dialogue box allows you to modify the indents and spacing, and line and page break behavior around that particular paragraph.

### Tabs In CrossEyes

Just like in the days of using typewriters, tabs in a word processing document are actually made up of two parts: the tab stop positions and the tab character itself. In Microsoft Word, the **tab stop positions** are set up by default to be every half inch across the page. These stop positions are considered to be a property of each paragraph. Like any other paragraph property, tab stop positions can be redefined in a style definition, or in a single paragraph.

If special tab stop positions are set up in an individual paragraph, any paragraph typed immediately after that paragraph will inherit the same changed tab stop positions. This is designed to make it easy to type things in tabular form; however, it can become confusing as to where the tab stop position definitions are coming from. CrossEyes helps with this by showing where every tab character is typed, and where the tab stop position definitions have come from for each paragraph. Here is how the CrossEyes display works with tabs:

- Tabs that are typed by the user are characters and are shown as [t] in the character code color.
- Tab stop positions which are different from the Word default, and which are defined as part of the style definition, appear in CrossEyes as [Tabs from Style] in the paragraph code color. This is the one exception where CrossEyes does display a Style Property Code separate from the Style Code.
- Tabs which are different from the Word default, and are defined for a particular paragraph, appear in CrossEyes as [Custom Tabs] in the paragraph code color close to the paragraph mark.
- If the custom tabs are the same as the previous paragraph, then they appear in CrossEyes as [Same Tabs] in the paragraph code color close to the paragraph mark.

### Display Options: Three Ways To View Paragraph Properties

Paragraph Styles and paragraph formatting are central to the way Word works. Therefore, CrossEyes has several options to help you view these properties in a way that is most useful for you.

If you click the Detail Options icon –  – in the CrossEyes Toolbox (see Figure 1 on page 7 for an illustration of the CrossEyes Toolbox), you will bring up the CrossEyes Options window. On the upper right hand side of the Detail Options tab, there is a section labeled “Show Paragraph Properties” which has a choice between the “Each Paragraph At Start” option, the “Each Paragraph At End” option, and the “Only Where Changed” option (see Figure 10 on page 30 for an illustration of the Detail Options tab).

The middle option, Show “Every Paragraph At End,” is the default. This shows the Style Code and any direct paragraph formatting codes for each paragraph next to the ending paragraph mark. This, and the fact that these codes appear in the same color as the paragraph mark in the CrossEyes window, help to emphasize that these properties belong to the paragraph and are stored with the paragraph mark. If you copy a paragraph together with the paragraph mark to any other point in the document, the paragraph will maintain its paragraph properties and therefore look the same. However, if the paragraph text is copied without the paragraph mark,

then the text will be copied as text alone and will acquire the same paragraph formatting as the rest of the text in the paragraph to which it is copied.

Word behaves slightly differently when paragraph marks are deleted. If the paragraph mark is deleted, under most circumstances, the properties of that paragraph will be conserved and the text belonging to the following paragraph will take on the paragraph formatting of the first paragraph. The paragraph formatting of the second paragraph will be lost. There are some good examples of how this works in the CrossEyes Demo Document.

The first option under Show Paragraph Properties, labeled “Every Paragraph At Start,” shows the Style and other paragraph property codes at the beginning of each paragraph. This highlights the Style of each paragraph, and helps clarify how Word will behave when text and paragraph marks are deleted.

**HINT:** *There is another twist to the way that Word handles the deletion of paragraph marks. If you delete a paragraph mark along with even the first character of the next paragraph, Word then assumes that it should keep the formatting of the second paragraph. It thus combines the remaining text and applies the Style and other paragraph formatting properties of the second paragraph, and the paragraph formatting of the first paragraph is lost.*

The last option under Show Paragraph Properties, labeled “Only Where Changed,” highlights where the Style or other paragraph formatting has changed. CrossEyes will compare the properties of each paragraph to the preceding one – if all properties match exactly, then only a Paragraph Mark will be shown. If any property has been changed, then both the Paragraph Style and any direct paragraph formatting will be shown.

CrossEyes Previous and Next Buttons: Paragraph Mode



The Previous and Next buttons in the CrossEyes Tool Box are used to move through the document in different ways, such as by paragraph, section, footnote, etc. When you first start CrossEyes, these buttons are in Paragraph Mode, and look like the buttons shown above. In this mode, you can click on the Previous or Next buttons to move the Word and CrossEyes cursors to the previous or next paragraph mark.

## Section Property Codes

(Default Color: Gold)

Sections are used by Word to contain different sets of margins, headers and footers, page numbering, paper size, paper source, page orientation, page borders, vertical alignment, line numbering, and to switch between single column and multi-column

layouts. When you first open a blank document, that document will be made up of one section.

In more complex documents, there are many times when things like margins, page numbering or headers and footers need to be changed from one part of the document to another. For example, a publisher may want each of the chapters of a book to start on an odd page, or for all pages with illustrations to be printed in landscape orientation. To handle these situations, you can insert section breaks. Also, in some cases, Word may automatically create different sections for you. For example, if you change some text to having a multiple column layout. Word will automatically “isolate” that text in its own Section. This is because the number of columns that the text is laid out in is a Section Property.

In CrossEyes, a Section’s property codes are shown at the **end** of each Section. This is consistent with the way that Microsoft Word handles Section Breaks. In Word, if some text is copied and the section break is included, the properties of that section will be copied also.

### Section Starts Property

CrossEyes can help clarify which Section contains which properties. The only Section Property that Word displays is the Section Starts property. If you would like to know what other properties have been set in the section, you must go to the Page Setup dialogue box, the Columns dialogue box, and possibly other places. CrossEyes shows a Section Code for each Section Property that has been changed either from the Word default or from the previous section.

The Section Starts property determines whether a Section starts on a new page in the document, or continues on the same page as the previous section. The way that Word displays this property can be confusing for editing purposes. It shows the Section Starts property of the following section together with the Section Break, or end, of each Section. If for some reason you wanted to remove the Section with the Section Starts property that appears in the Normal view, you would have to know to delete the *following* Section Break in order to remove that property. CrossEyes makes it clear which Section Break the Section Starts property belongs to, and therefore which one should be removed. For more information on working with Section properties please see the CrossEyes Demo Document.

### Page Margins

Word has default page margins values of 1” on the top and bottom, and 1.25” on the left and right. If the page margins of a Section are changed from these values, CrossEyes will show a summary Section Code of [Sec Page Margins] by default. If you would like CrossEyes to show more detail as to which page margins have been changed, bring up the Detail Options tab of the CrossEyes Options window (see Figure 10 on page 30), and check the “Sec Page Margins” checkbox. CrossEyes will

then show a code with the margin value for each Page Margin that is different than the Word default value, such as [PgMargin Top 0.5"].

There are several Section Properties that are shown by CrossEyes as summarized codes by default. You can set CrossEyes to show more detail about various Section Properties by checking more of the CrossEyes Detail Options that begin with Sec (for Section).

CrossEyes Section Definition Button: 

The CrossEyes Section Definition button allows you to navigate to the end of the current section, in order to examine the section properties. It is located in the lower left corner of the CrossEyes Toolbox (see Figure 1 on page 7). Clicking on it will cause both the CrossEyes and Word cursors to move to the end of the current section.

You will notice that the CrossEyes Previous and Next buttons will also change from Paragraph Mode –  – to Section Mode –  when you click on the Section Definition button. You can now use the previous and next buttons to move between Section Breaks.

When the cursor is moved to a point that is not near a Section Break, CrossEyes will automatically change its Previous and Next buttons back to Paragraph mode.

## Document Codes (Default Color: Violet)

CrossEyes Document Codes refer to items that are defined on a document wide basis, such as bookmarks. CrossEyes works with document codes in the same way that it works with text. Double clicking on a bookmark codes, for example, will highlight the range of the bookmark.

## Table Cell Codes (Default Color: Green)

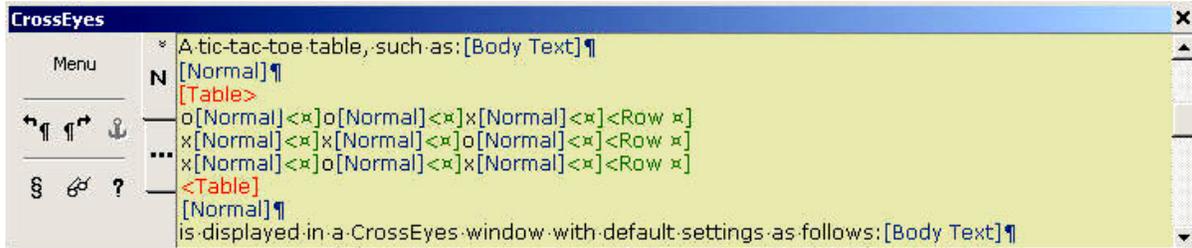
CrossEyes allows you to see two characteristics of Table Cells that Word does not: you can easily see the formatting details of the text inside multiple table cells at one time, and you can see the table cell addresses. An empty cell contains a default paragraph style; CrossEyes will display that Style Code before the Table Cell code. If there is text or graphics in the cell, CrossEyes will display this information in the same way that it would in any other part of the document.

By default, CrossEyes has the display of Table Cell Addresses turned off in order to simplify the display. However, as is described in the section below, you can choose to display the table cell address in either “Row-Column format,” such as R1C1, or “Excel format,” such as A1.

A tic-tac-toe table, such as:

|   |   |   |
|---|---|---|
| O | O | X |
| X | X | O |
| X | O | X |

is displayed in a CrossEyes window using the default settings as follows:



**Figure 4:** A table displayed in the CrossEyes Window.

(When you are looking at the CrossEyes display of a table on the screen, you will notice that the [Table> <Table] tags themselves appear in red. This is because Word treats the Table as a whole as an Object (see Object Code section below) which contains the Table Rows and Cells.)

The text in each cell is followed by the style of the cell and a cell indicator (the symbol that looks like a little circle superimposed on an x). The end of each row is shown with the End of Row indicator, <Row x]. You can highlight any cell of the table in the Word window by clicking on the appropriate cell indicator in the CrossEyes window.

### Table Cell Addresses

In order to show the cell address in the CrossEyes window, click on the Detail Options button in the CrossEyes Toolbox and go to the Detail Options tab (see Figure 10 on p. 30). You will see three checkboxes in the middle of the right hand side of the tab. The top two checkboxes deal with table cell addresses. If you check “Show Table Cell Addresses,” and then click either the “Apply To This Window” button, or the “Apply As Default” button, the Table Cell Addresses will appear in **Excel format** (A1, B2, etc.).

If you would like to see the Table Cell Addresses in **Row-Column format** (R1C1, R2C2, etc.), check the “RnCn Table Cell Addresses” box as well as the “Show Table Cell Addresses” button. Both checkboxes must be checked for CrossEyes to display Row-Column format.

### Nested Tables

CrossEyes facilitates working with nested tables. If a two-column, two-row table is

added to the middle cell of the same tic-tac-toe table to look like this:

|       |  |     |     |       |      |   |
|-------|--|-----|-----|-------|------|---|
| o     | o  | x   |     |       |      |   |
| x     | <table border="1"> <tr> <td>one</td> <td>two</td> </tr> <tr> <td>three</td> <td>four</td> </tr> </table> | one | two | three | four | o |
| one   | two  |     |     |       |      |   |
| three | four   |     |     |       |      |   |
| x     | o  | x   |     |       |      |   |

This table is displayed in the CrossEyes window with default settings like this:

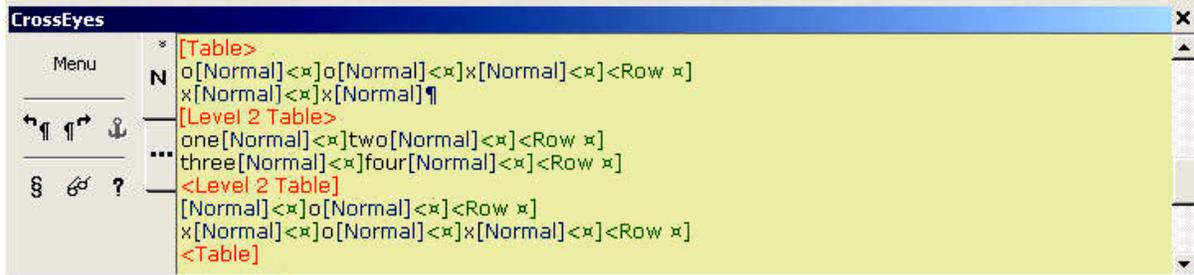


Figure 5: A nested table displayed in the CrossEyes Window.

CrossEyes keeps track of the nested levels per table cell. If there are more than one cell that have tables nested in them, CrossEyes will label the first nested table in each cell as a [Level 2 Table>, and so forth.

There is no known limit to the number of nested levels CrossEyes will display.

## Field Codes

(Default Color: Gray)

Word uses fields for such things as equations, to insert today’s date into a letter, page numbers, bullets and numbering, and symbols. CrossEyes displays a code for every field. Double-clicking on most field codes will highlight the field in the Word and CrossEyes window.

There are two ways that Word can display fields; it either shows the field result, or the field code. The method Word uses to display fields is determined by whether the Field Codes box is checked on the View tab of the Word Tools/Options menu.

CrossEyes is designed to work in a synchronized fashion with Word for displaying information about fields.

By default, CrossEyes is set to show Fields as underlined and in “Opposite to Word” mode; that is, if Word is set to show the value of the field, then CrossEyes will show the field code, and vice versa. On the Detail Options tab of the CrossEyes Options dialogue box (see Figure 10 on page 30), you will see a section in the lower right hand side labeled “Show Field Codes.” If you do not wish to have Fields show as

underlined in the CrossEyes display, simply uncheck the Underline Fields check box.

There are four options which CrossEyes to display the Field Codes:

- Opposite To Word: CrossEyes can show the Field characteristic that Word is not showing. That is, if Word is displaying the Field Results, then CrossEyes will display the Field Codes, and vice versa. We have made this the default setting, since this allows all of the information about a Field Code to be shown on the screen at all times.
- Same As Word: CrossEyes can also display Fields in the same way that Word does.
- Yes (Show Codes): CrossEyes will always show Field Codes, regardless of how the Word View Field Codes Option is set.
- No (Show Results): CrossEyes will always show Field Results, regardless of how the Word View Field Codes Option is set

Use the drop down menu in the Show Field Codes section of the Detail Options tab to change how CrossEyes displays Field Codes and click either the “Apply To This Window” button, or the “Apply As Default” button.

**NOTE:** There are certain field types (eg, index entries) which have no visible result in the document. For these items, CrossEyes will always display the codes.

## Special Characters And Symbols

Special Characters and Symbols are special types of Word characters for which there is no single-character representation on the keyboard. It is possible to add both symbols and special characters to a document through the Insert Symbols menu choice in Word, through AutoCorrect lists, or through shortcut keys. However, CrossEyes treats these two types of characters differently.

**Special Characters** have a universal Unicode hexadecimal value. For example, ©, the copyright symbol, has a Unicode defined value of 00A9. These values are used across many applications, and were designed by the Unicode Consortium to allow almost all of the written languages in the world to be represented by using a single character set. Word has a number of ways that these characters can be entered using the keyboard (see the Word Help File for details). Word’s defined keyboard shortcut is to hold down the Alt key and type a 4 digit number, such as Alt and 0169 for the copyright symbol.

By default, CrossEyes shows these Special Characters in the same way that the Word window does. However, there is also an option to display the “Alt Code,” or keyboard shortcut, for Special Characters. To have CrossEyes display the Special

Character Alt Codes, go to the Detail Options tab of the CrossEyes Options window (see Figure 10 on p. 30). In the middle of the right hand side you will see a checkbox labeled “Show Alt Codes.” If you check this and click on one of the Apply buttons, CrossEyes will display a Character code with Alt and the appropriate number, such as [Alt+0169] for the copyright symbol.

**Symbols** are non-universal special characters, such as WingDings. These characters can not be displayed in many fonts. They are displayed in CrossEyes as Fields which have no results. Thus, no matter which option you choose to display Fields, CrossEyes will always display the Field Code for Symbols.

## Object Codes

(Default Color: Red)

Word has many classes of objects. Just about any item that is not either text, or a field, is an object. This includes pictures, text boxes, embedded spreadsheets, and even comments. CrossEyes breaks these into two groups:

- If the object contains text, such as a text box, comment or footnote, CrossEyes will display a code such as [Comment]. If you double click on this type of code, the CrossEyes and Word windows display the contents of the object for you to edit. You can use the Previous and Next buttons in the CrossEyes Toolbox to navigate between the same type of objects in the document. The Anchor button in the CrossEyes Toolbox will return you to the place in the document where the current object is located. Please see the Navigating With CrossEyes section in this User’s Guide for more details.
- If the object is a Graphic or Embedded Object, such as an Excel spreadsheet, CrossEyes will display information about that object, such as whether it is Inline with the text, or an Anchored Shape (meaning that the object is located in the Word Drawing Layer which is anchored to a particular location in the document). If you click on an Inline Object code in the CrossEyes window, that object will be highlighted in the Word window. If you click on an Anchored Shape Code in the CrossEyes Window, nothing will change in the Word window. You must double click on these objects in the Word window in order to edit them.

**NOTE to Word XP Users:** Word XP uses a new feature called the Drawing Canvas that is designed to help group graphics. CrossEyes will not show the contents of the Drawing Canvas.

**HINT:** *It is possible to turn off the Drawing Canvas by going to the General Tab under Tools -> Options. Uncheck the "Automatically create Drawing Canvas when inserting Auto Shapes" checkbox.*

# Working With CrossEyes

## Editing in the CrossEyes Window

With CrossEyes Version 2, you are able to navigate through a document and enter new text, while the CrossEyes window is active. To activate the CrossEyes window, click anywhere in the CrossEyes area of the screen.

### Editing With The Keyboard:

- Text that is typed while the CrossEyes window is active will be entered into the document behind the CrossEyes cursor.
- Use Alt-Enter, instead of Enter to insert a paragraph mark.
- The arrow keys and the Page Up and Page Down keys shift the position of the cursor in almost the same way as when navigating in the Word Window. This includes the ability to highlight text by holding down the Shift key and moving the cursor.
- The primary difference between navigating with the Word cursor and the CrossEyes cursor is that the CrossEyes cursor will also highlight the format and object codes. When a format code is highlighted you can press the Enter key to have Word bring up the appropriate dialogue box to change that format property.
- Pressing the Enter key when the cursor is not on a format or object code will highlight the surrounding text with the same formatting.

### Navigating With The Mouse:

- Text can be highlighted by clicking and dragging the mouse over text in the CrossEyes window, in the same manner as text is highlighted in the Word window.
- Double clicking on any format code will bring up the corresponding Word dialogue box.
- Double clicking on any text will highlight the surrounding text with the same formatting.
- The CrossEyes scroll bar will only scroll through the portion of the document currently being displayed in the CrossEyes window. To see a part of the document that is above or below that part of the text, click on the part of the document that you would like to examine in the Word window, and the CrossEyes window will refresh and display that part of the document.

## Changing the Format of Text From the CrossEyes Window

CrossEyes works with the native Word dialogue boxes to allow you to modify the formatting of your document. As described in the “How CrossEyes Displays Codes” section of this User’s Guide, most of the colored CrossEyes codes will bring up a corresponding Word dialogue box to allow you to modify the properties related to that code. You can do this in two ways: either double click with the mouse on a CrossEyes code, or highlight the CrossEyes code and press the Enter key.

## Using the Tab and Shift-Tab Keys in the CrossEyes Window

When the focus of the cursor is in the CrossEyes window (ie, when the CrossEyes Title Bar is not grayed out), the Tab key can be used to move the cursor to the next colored CrossEyes code. Similarly, the Shift-Tab key can be used to move the cursor to the previous colored CrossEyes code.

## Navigating With CrossEyes

### Previous and Next Buttons: Paragraph Mode

The Previous and Next buttons in the CrossEyes Toolbox are used for a number of different options, such as moving through a document by paragraph, section, footnote, etc. When you first start CrossEyes, these buttons are in Paragraph Mode. In this mode, you can click on the Previous or Next buttons to move the Word and CrossEyes cursors to the previous or next paragraph mark.

### Previous-Next And Anchor Buttons:

- Footnotes, Endnotes and Comments

Documents often contain text in objects which are not part of the document body, such as footnotes. If you double click on a footnote, or move to the footnote window using any Word navigation, the CrossEyes window changes from displaying the text of the document body, to displaying the text of the footnote.

You will notice that at that point, in the CrossEyes Toolbox, the Previous and Next buttons change from Paragraph mode –  – to Object mode –  – and the Anchor button –  – becomes enabled. You can move between footnotes using the CrossEyes Previous and Next buttons. If you would like to return to the point in the document body where the current footnote is located, click on the CrossEyes Anchor button.

This feature of CrossEyes is also used to allow you to move between headers and footers, footnotes, endnotes, text boxes, and comments.

- Headers And Footers

With headers and footers, CrossEyes is designed to navigate differently than the Show Next and Show Previous buttons in the Word Header and Footer toolbar. In Word, each Section can have three different types of headers and footers defined: a First Page Header and Footer set, a Primary Header and Footer set, and an Even Page Header and Footer set. CrossEyes navigates between the headers and footers in that order for each section, and then moves to the next or previous section. CrossEyes skips any empty headers and footers.

- Text Boxes

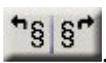
Text Boxes are used in Word to place text in a particular location in a document. Sometimes two text boxes can be placed on separate pages of a document, but they are set up to be linked or to “share the same Word story.” This means that text that begins in the first, will “spill over” into the second. CrossEyes shows one window per text box story.

**NOTE** If there are multiple Text Boxes in a document, you will notice that CrossEyes does not necessarily navigate between Text Boxes based on their location in the document. CrossEyes will navigate between Text Boxes according to the order in which they were created.

Navigating Sections With CrossEyes:

The CrossEyes Section Definition button  allows you to navigate to the end of the current section, in order to examine the section properties. It is located in the lower left corner of the CrossEyes Toolbox (see Figure 1 on page 7). Clicking on it will cause both the CrossEyes and Word cursors to move to the end of the current section.

You will notice that the CrossEyes Previous and Next buttons will also change from

Paragraph Mode –  – to Section Mode – . You can now use the previous and next buttons to move between Section Breaks. When the cursor is moved to a point that is not near a Section Break, CrossEyes will automatically change its Previous and Next buttons back to Paragraph mode.

The CrossEyes Scrollbar

The CrossEyes scrollbar can be used to move the display in the CrossEyes window up or down, without moving the position of the cursor. Because the CrossEyes Window only contains a part of the document’s text at any one time, it is only possible to scroll through the current CrossEyes selection. If you would like to move further down or up in the document, it is necessary to move the cursor.

## CrossEyes Code Detail Options

By default, CrossEyes shows detailed information in its Character and Paragraph level codes, and summary information in its Section level codes. The Detail Options tab of the CrossEyes Options window (see below) allows you to choose the level of detail that is displayed by the CrossEyes codes. The list of detailed codes that are available is on the left side of the Detail Options Tab. In this list of checkboxes, “Char” stands for Character, “Par” stands for Paragraph, and “Sec” stands for Section.

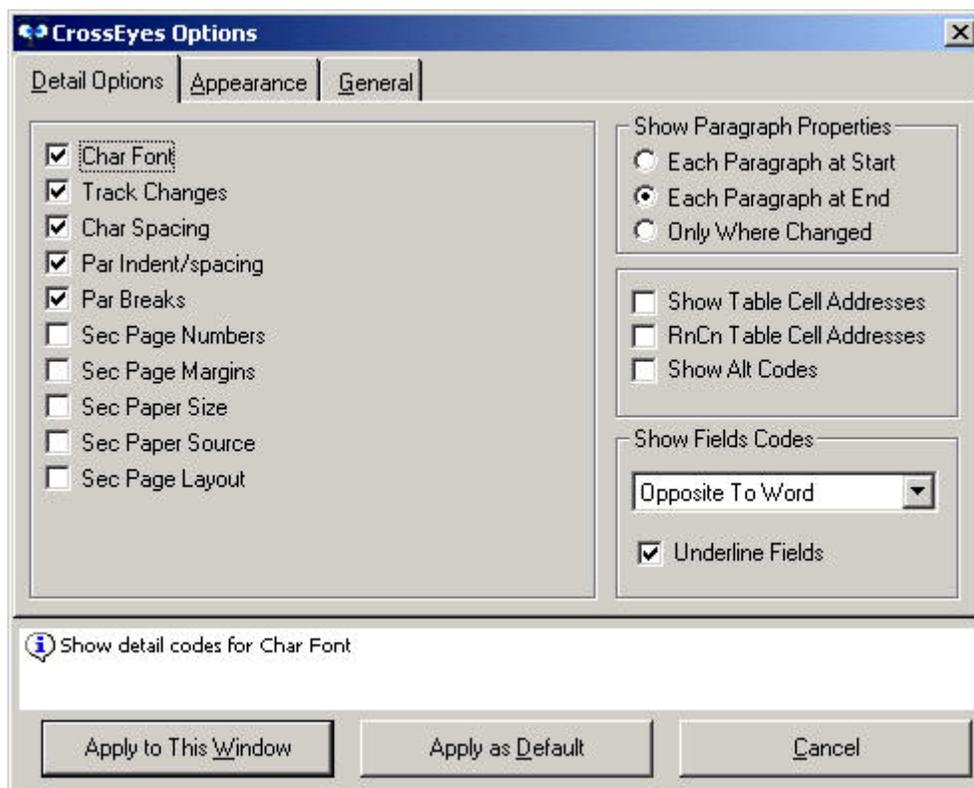


Figure 6: CrossEyes Detail Options Screen

## Example Of Displaying Section Detail Codes

To see the difference between summary and detail level codes, let's take an example of a document with two sections. The first section has the default Windows page margins, page orientation and page numbering. The second has narrower page margins and has been set to landscape page orientation, but it continues the page numbering. Here is what CrossEyes shows without any Section Property detail (the default):

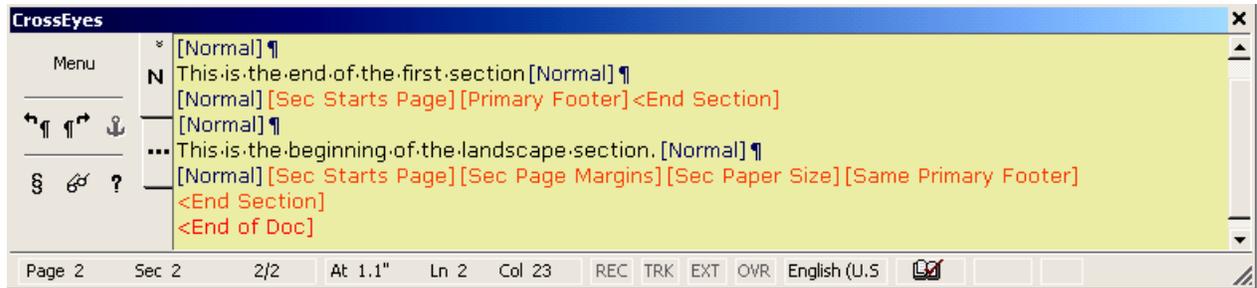


Figure 7: Document with two sections with Summary Section Codes.

This is what CrossEyes shows with the “Sec Page Numbers,” “Sec Page Margins” and “Sec Paper Size” options checked:

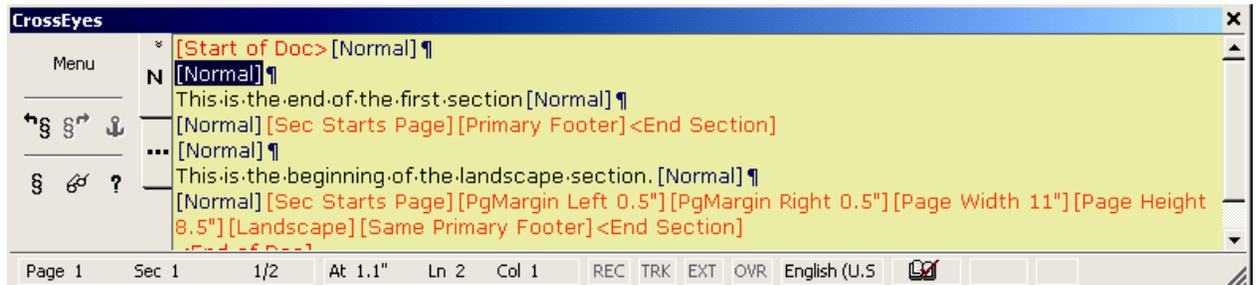


Figure 8: Document with two sections with Detail Section Codes.

The quickest way to learn how a detail option will change the display in CrossEyes is to uncheck some of the checked boxes and check some that are not checked. If you click the “Apply To This Window” button, you will only apply the changes to the particular document you are working on. If you want to go back to the original default, simply close the CrossEyes window and re-open it.

**HINT:** If you find a combination of code detail options that would be more useful to you than the original default, click on the “Apply As Default” button to define this as your new default Detail Options setting.

## Changing Color Scheme in CrossEyes

Almost every aspect of the display in the CrossEyes window can be customized. Click on the Detail Options button in the CrossEyes toolbox, and choose the Appearance tab (see Figure 11 on page 31).

CrossEyes comes with two **predefined color schemes**: Elegant Bob and Midnight Fireworks. Use the drop down list that is labeled Color Scheme to toggle back and forth between the two schemes and watch the way that the area on the right changes color. Everything that changes color can be modified to your preference. The list of words in the right side window refer to the text and the different types of formatting that are described in the How CrossEyes Displays Codes section of this manual.

To create a **new color scheme**, double click on any of the bracketed words (eg, [Character]) in the window on the right side. A Color dialogue box will appear for you to choose the color that you would like CrossEyes to display that type of formatting with. You can also double click on the background of that window to modify the background color of the CrossEyes display.

When you have a color scheme defined that you would like to save, click the Save As button in the Color Scheme section of the Appearance Tab. You can specify a name and save the scheme so that you can reuse it. You can click on either the "Apply To This Window" or the "Apply As Default" buttons, and CrossEyes will apply the new color scheme without a name. However, if you ever change the color scheme again, the color scheme information that you created will be lost. It is possible to delete user defined color schemes.

**To change the font which CrossEyes uses**, simply choose another font or font size from the drop down lists under the Font label. Any change to the font will not be saved as part of the color scheme. To change the display font permanently, choose the font and click on Apply As Default.

**You can also change the width of the CrossEyes cursor.** By default the cursor is shown at the widest setting. You can make it narrower by choosing 1 or 2 from the drop down list labeled Caret Width.

# CrossEyes ToolBox and Menu Options

There are a number of buttons used to control the display. These buttons are in a separate toolbox to the left of the CrossEyes display window. This section describes their functions.

## Menu Button Options

Clicking on the Menu button pops up a menu with a number of options available. The Menu can be closed by clicking anywhere on the screen except on the menu.

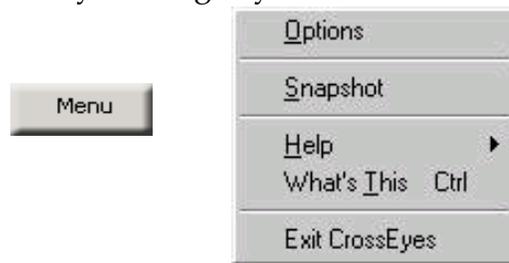


Figure 9: Menu Button with Menu Options

## Options

### Detail Options Tab

The options menu allows you to customize the way that CrossEyes displays the formatting codes, including the color scheme. The Detail Options tab is shown below:

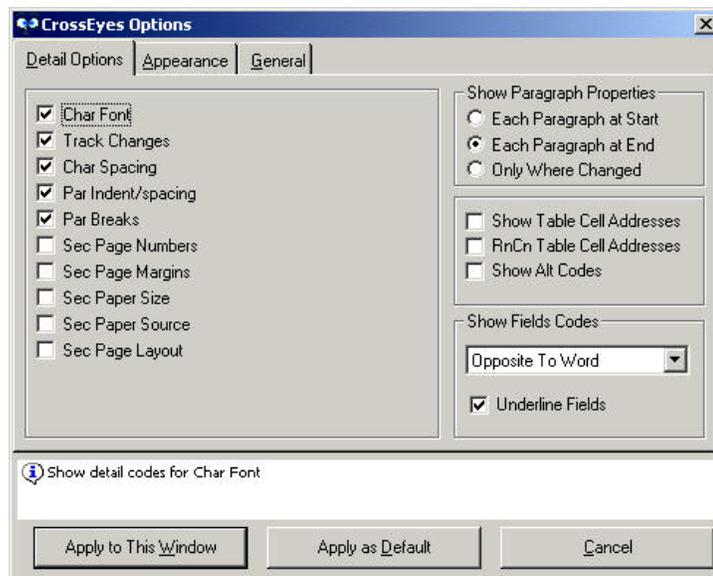
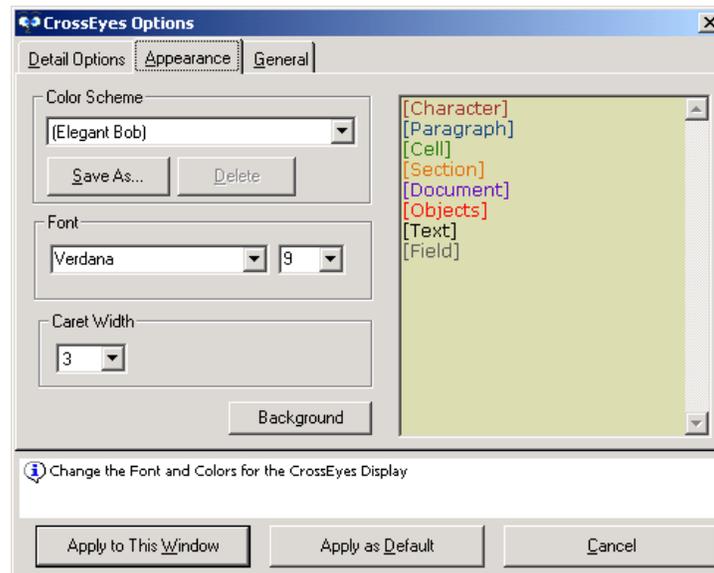


Figure 10: CrossEyes Detail Options Tab.

The form shows various detail options which allow specific details to be chosen, or to be switched on or off. Options can be applied locally, to the CrossEyes display window currently showing, or the options can be applied as default settings, to be always applied when CrossEyes first starts.

### Appearance Tab

The Appearance tab allows the user to customize the color scheme that CrossEyes uses to display codes. CrossEyes comes with two color schemes: Midnight Fireworks and Elegant Bob. However, it is possible to adjust these and save them as another scheme:



**Figure 11:** *CrossEyes Options Appearance Tab.*

Clicking on any of the listed character type elements brings up a Color Selection dialog which makes it easy to develop a personalized color scheme.

Note that fonts and font sizes can be also be easily customized. A new feature added with Version 2.0 is the ability to define the width of the CrossEyes cursor(or caret).

Once you define a color and font scheme that looks good to you, you can:

- 1) Save it as a Scheme for later use.
- 2) Apply it temporarily to the current session of CrossEyes,
- 3) Apply it as the Default for CrossEyes.

## General Tab

As shown below, the General tab currently used only to enable logging during a single CrossEyes session. This option is used to send a log of CrossEyes activity to the software support staff of Levit & James, Inc.

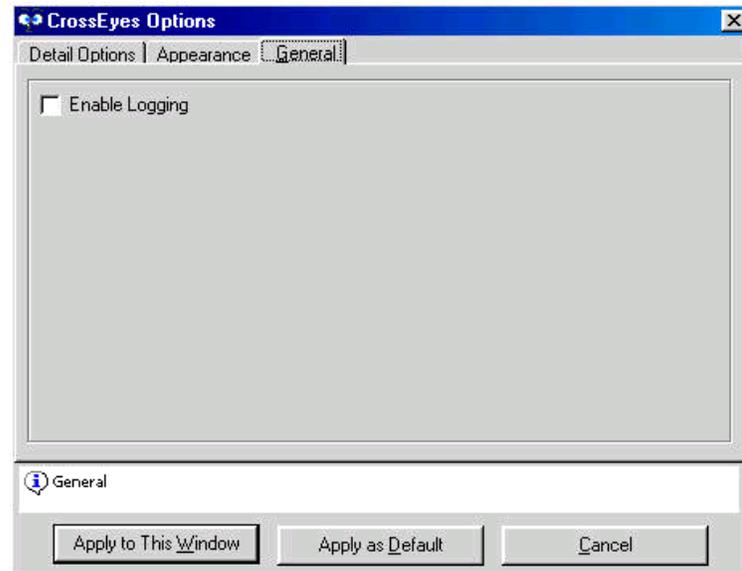


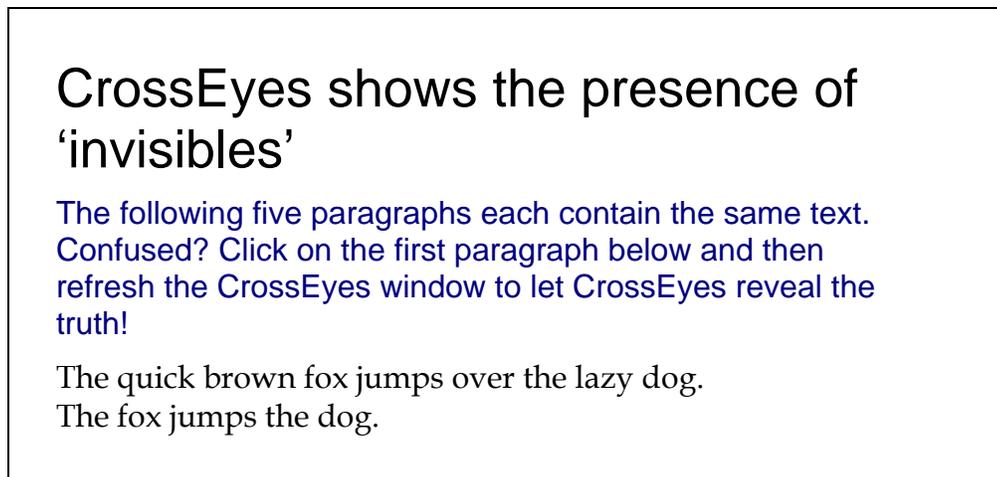
Figure 12: CrossEyes Options General Tab

## Snapshot Option

The Snapshot option on the CrossEyes Menu creates a new Word document which is a black and white snapshot of the CrossEyes window as it existed the moment the Snapshot button was clicked. That document can be renamed and saved as desired.

An example of some original Word text and its corresponding snapshot is shown on the next page.

If the original document shows this:



The quick brown dog.  
— over the lazy dog.  
CrossEyes immediately unlocks the mystery showing the presence of hidden text, white text and 1pt text.

The following text does not behave in the usual manner;  
CrossEyes shows the presence of Word fields.

The quick brown fox jumps over the lazy dog. Today is 8/11/2009

The snapshot document that is generated looks like this:

Snapshot of CrossEyes Demo Document.doc

CrossEyes shows the presence of 'invisibles'[Heading 2]¶  
The following five paragraphs each contain the same text.  
Confused? Click on the first paragraph below and then refresh the CrossEyes window to let CrossEyes reveal the truth![Narration]¶

The quick brown fox jumps over the lazy dog.[Normal]¶  
The [HIDDEN>quick brown <HIDDEN]fox jumps  
[HIDDEN>over <HIDDEN]the [HIDDEN>lazy  
<HIDDEN]dog.[Normal]¶  
The quick brown [White>fox jumps over the lazy  
<White]dog.[Normal]¶  
[1 pt>The quick brown fox jumps<1 pt] over the lazy  
dog.[Normal]¶  
CrossEyes immediately unlocks the mystery showing the presence of hidden text, white text and 1pt text.[Narration]¶  
[Narration]¶  
The following text does not behave in the usual manner;  
CrossEyes shows the presence of Word fields.[Narration]¶  
[NoPrf>{ styleref Normal }<NoPrf] Today is [NoPrf>{  
date }<NoPrf][Normal]¶

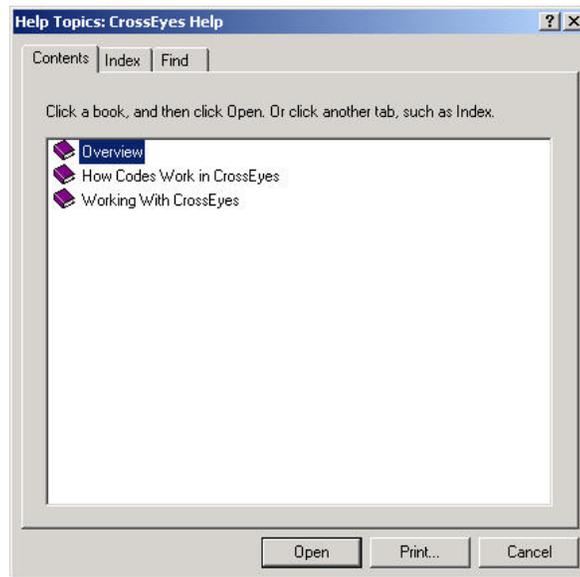
## Help Menu

Selecting Help from the CrossEyes menu shows this submenu:



### Contents

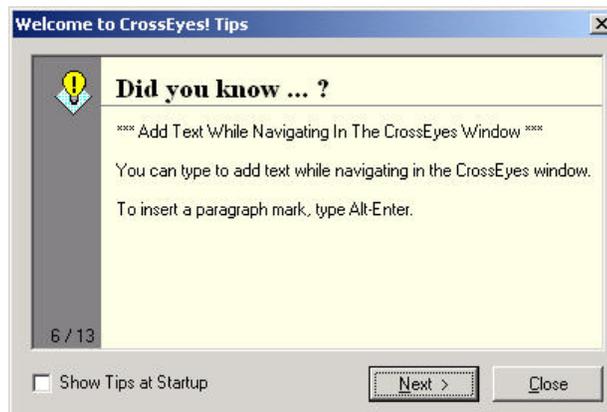
Selecting Contents displays the online Help files.



**Figure 13:** *CrossEyes Help File Window*

### Show Tips

Choosing Show Tips shows the CrossEyes Tips – one of which is shown below:



**Figure 14:** *CrossEyes Tips Window*

## About

This option shows you how to contact Levit & James, Inc., which version of CrossEyes you are using, as well as your CrossEyes license information

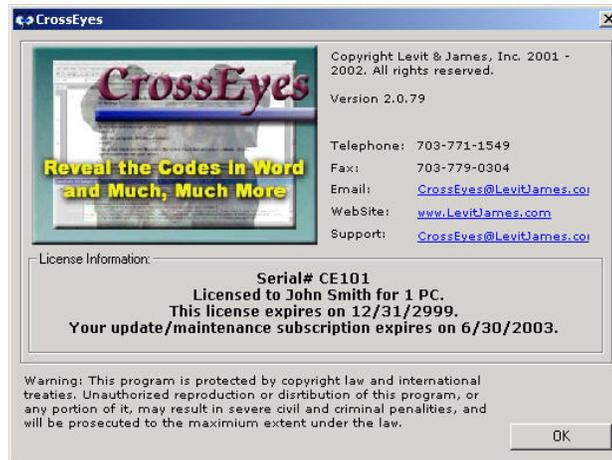


Figure 15: CrossEyes Help About Window

If you have a current update/maintenance subscription with us, you can check our website for updates at <http://www.levitjames.com>.

## What's This

This is a CrossEyes context-sensitive help function. When you choose this option, the mouse cursor will change to a question mark. If you move the cursor over any of the CrossEyes codes, CrossEyes will display a balloon with more detailed information about the code. A left click of the mouse will stop this feature.

## Exit CrossEyes

Choosing this option will close the CrossEyes Window. If you hold the Shift Key down while you click on Exit CrossEyes, all CrossEyes Windows will be closed.

**NOTE:** There are three ways to close CrossEyes in the active document: 1) Click on the stop CrossEyes Button on the CrossEyes toolbar, 2) Click on the Close button (X) on the right side of the CrossEyes title bar, or 3) Choose Exit CrossEyes from the CrossEyes Menu. Holding the Shift Key down while taking any of these actions will close CrossEyes in all documents.

## Buttons on CrossEyes Toolbar



Previous: The Previous and Next buttons have several different modes in CrossEyes Version 2. Their functionality is described in detail in the “Working With CrossEyes” section of this User Guide. The Previous button moves the cursor to the previous occurrence of the type of item that CrossEyes is navigating.



Next: The Next button moves the cursor to the next occurrence of the type of item that CrossEyes is navigating.



Anchor: If you are displaying a Footnote or Endnote, clicking on this button takes you to the place in the document that the footnote or endnote is referenced. This button also is enabled for Headers and Footers. In this case it will take you to the place the header or footer is anchored to, which is usually the end of the section.



Section: Moves the cursor to the end of the current section. This is useful for examining the properties of the section. The previous and next buttons change to Section Mode and will move the cursor to the previous or next section break.



Detail Options: Shortcut to the CrossEyes Options window.



Help: Brings up the CrossEyes Help File.



Normal View: Changes CrossEyes Window to display all of the text together with the CrossEyes codes. This is the default CrossEyes view.



Truncated View: Changes CrossEyes Window to display only CrossEyes codes with a truncated version of the text between each code. This is used to view a greater portion of the document in the CrossEyes window at a time.