

Horizon

Launcher Configuration Guide

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This document is compatible with Horizon Version 7.5. It may also be compatible with later versions.

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Getting Started

This chapter provides you with the basic information you need to begin using the Horizon Launcher. It gives you an overview of this guide, a review of some basic Horizon tasks and the Launcher interface, and an overview of the Horizon Launcher.

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Welcome

Welcome to the Horizon Launcher. The Launcher is the central component in Horizon. You use it to organize and open the processes that you use. You can customize your Launcher settings so that you can access specific Horizon tasks and processes, or customize the Launcher to display in a certain way.

When you customize the Launcher, your customized settings are saved to your user profile and appear every time you log in to Horizon—regardless of what workstation you are logging into.

For example, you can create a toolbar for the Circulation staff that lets them access the Checkin and Checkout processes. Every time they log in to Horizon, they can access the toolbar and its processes.

About This Guide

The *Launcher Configuration Guide* is written for all library staff members. It explains how to set up and customize the Launcher's appearance and functionality.

This section explains these topics:

- Chapters
- Online Guides and Web Updates
- Feedback
- Disclaimer
- Conventions

Chapters

This guide contains these chapters and major sections:

- Chapter 1, "Getting Started," explains the basic information you need to begin using the Horizon Launcher, and gives you an overview of this guide.
- Chapter 2, "Customizing Startup Settings," explains how to customize Horizon startup settings.
- Chapter 3, "Customizing the Toolbar," explains how to customize and use the Launcher toolbars.
- Chapter 4, "Customizing the Navigation Bar," explains how to customize and use the Launcher navigation bar.
- Chapter 5, "Customizing Diacritics," explains how to create, edit, and display diacritic shortcuts.
- Appendix A, "Glossary," defines many terms used in this manual.
- Index to the guide.

Online Guides and Web Updates

In addition to the printed copy, this guide is available online as a PDF (Portable Document Format) file. You can install the PDF files from the Horizon installation CD. To view any PDF file, you must install Adobe's Acrobat Reader on your workstation. (This software is provided by Adobe free of charge.) You can download the latest version of Acrobat Reader from Adobe's web site at "www.adobe.com". Once you have installed the PDF files and Acrobat Reader, you can access the files by choosing Launch Help Center from the Help menu in Horizon, or by pressing F1. You can also view a copy of the *Horizon Basics Guide* in the Help Center.

You can also access the most current PDF version of this guide at SirsiDynix's customer web site at "clientcare.sirsidynix.com". Accessing the Horizon Documentation site on the Web requires a login and password. If you do not already have a login and password, contact your system administrator.

Feedback

The Documentation Team at SirsiDynix wants to provide you with the most complete and useful documentation possible. If you have any comments about this guide, please let us know. We appreciate your feedback and we will use it to improve future versions of the guide. You can send your comments via e-mail to "docs@sirsidynix.com". If you need immediate assistance, contact your system administrator.

Disclaimer

The process names and sample windows in this guide reflect the default settings that are delivered with most new Horizon installations. The settings on your system may be different from these defaults, depending on your library's implementation choices and the way your system administrator sets up your Horizon system. (For example, your system administrator can add fields to windows, reorganize the processes that display on the navigation bar, and set up security to limit access to certain processes.)

Additionally, as you use Horizon, you can resize windows or customize your Launcher workspace. Consequently, your Horizon environment may look and function differently than the environment described in the tasks in this guide.

Conventions

This section explains the documentation conventions used in this guide.

Mouse Conventions

- **Click.** To place the mouse pointer on an icon, command, or button and quickly press and release the primary (usually the left) button once.
- **Double-click.** To place the mouse pointer on an icon, command, or button and quickly press and release the primary mouse button twice.
- **Right-click.** To place the mouse pointer on an icon, command, or button and quickly press and release the secondary (usually the right) button.
- **Drag.** To press and hold the primary mouse button while moving the mouse.
- **Choose.** To select an option from a menu, group of options, or list.
- **Highlight.** To click once on an option in a list so the option is selected and displays in reverse video. In a field, you may drag the mouse over text to highlight that text.

Keyboard Conventions

- Keys on the keyboard are shown in uppercase, bold characters (for example, “the **TAB** key”). The keys on your keyboard may not be labeled exactly as they are in this guide.
- When you are instructed to press two or more keys at the same time, the keys are connected by a plus sign. (For example, **ALT+H** means to hold down the **ALT** key and press the **H** key.)
- Text or numbers that you are instructed to enter using the keyboard are enclosed in quotation marks (for example, enter “main” in the **Location** field).

General Conventions

- In step-by-step instructions, the names of menus, buttons, fields, and other options appear in bold typeface (for example, “the **OK** button” or “the **Borrower** field”).
- When you are instructed to choose an option from a menu, the menu and menu options are separated by commas. (For example, “choose **File, Save**” means to choose the File menu, then choose the Save option from the menu.)
- Text in italics shows general information that you must replace with information that is specific to your system. (For example, you would replace *password* with a specific password, such as 123gr@ndma.)

Horizon Basics

This guide assumes that you have a basic knowledge of your Windows operating system, Horizon, and working in Horizon windows. At the minimum, you should know how to:

- Use a mouse or keyboard to do basic tasks, such as choosing menu options and buttons.
- Work with windows (selecting, moving, minimizing, restoring, maximizing, sizing, scrolling, closing, and so on).
- Work with dialog boxes.
- Log in to Horizon, change operators, and log off Horizon.
- Search for records on the Horizon system.
- Work in Horizon list and edit windows.

NOTE

If you do not know how to do these tasks, see the Windows online help, your Microsoft Windows manual, or the *Horizon Basics Guide*.

Additionally, you should know how to start a Horizon process using either the mouse or keyboard.

Starting a Horizon Process

When you do a task in Horizon, you must first start the process that lets you do the task. If you have already started several processes, you can activate the open process window that you want to use. The active window's title bar displays in a different color from other open windows. If the windows are displayed in a cascade, the active window moves to the front.

NOTE

If you cannot activate a different window, the currently active window needs attention before you can continue. You must either close the window, or cancel or finish its process. (For example, if the window is a search window, you must complete the search, cancel the search, or close the window before you can start a different process.)

Horizon lets you use several different methods to start most processes. The various tasks in this guide usually give only one or two of the methods. As you work with Horizon, you will discover which methods are most convenient for you.

For example, if you work best using a mouse, you may choose to use the menu bar to start processes. If you prefer using a keyboard, you may choose to use keyboard shortcuts.

NOTE

Your security settings and Launcher configuration may affect the options that you can use to start some processes. (For more information, see your system administrator.)

This section explains some of the methods you can use to start a process in Horizon. (For examples of some of these methods, see Figure 1.1, “Launcher Workspace,” on page 1-9.)

This section explains these topics:

- Starting a Horizon Process Using a Mouse
- Starting a Horizon Process Using a Keyboard

Starting a Horizon Process Using a Mouse

When you use the mouse to start a process, you click or double-click on a specific part of the Launcher workspace. Here are some of the ways you can use a mouse to start a process:

- **Double-click on a process or tool on the navigation bar.** The navigation bar stores processes and tools in folders. (For more information, see the “Horizon User Interface” chapter of the *Horizon Basics Guide*.)
- **Click on a toolbar button.** You can use the toolbar to start a process only if you (or your system administrator) have added a button for that process. (For more information, see the “Customizing the Toolbar” chapter of the *Launcher Configuration Guide*.)
- **Click on an option from the menu bar.** Choose **Window** and the open window or record that you want to make active.
- **Click on the window that you want.** If you can see part of the window or record that you want to make active, click on the window.
- **Use the Workbook view.** Click on the tab of the open window or record that you want to make active. (For instructions on opening the Workbook, see the “Horizon User Interface” chapter of the *Horizon Basics Guide*.)

Starting a Horizon Process Using a Keyboard

When you use the keyboard to start a process, you press a certain sequence of keys. You must know the keystrokes that open the function that you want. If your navigation bar is open and is set up to display shortcuts, you can see the keystrokes listed there. (However, the navigation bar does not have to be open for you to use the shortcuts.) The drop-down menus on the menu bar also display several keyboard shortcuts.

Your security settings may give you the rights to edit or create a shortcut. (For more information, see the *Launcher Configuration Guide*.)

You can use the keyboard in these ways:

- **Lead-in keys.** A lead-in key focuses the cursor on a certain set of tasks from which you can choose. The F9 key focuses the cursor on the navigation bar, so that your next keystroke moves you through the folders of the navigation bar to find the process that you want to start. (You can use arrow keys, the first letter of the process that you want, or choose Find from the Edit menu to move to the process.)
- **Predefined keyboard shortcuts.** Windows and Horizon have certain default shortcuts that can help you in your work. You cannot change these shortcuts. (For example, F2 starts a New Search.) (For a list of the most common predefined keyboard shortcuts, see “Shortcut Keys” in the “Horizon User Interface” chapter of the *Horizon Basics Guide*.)
- **User-defined keyboard shortcuts.** You can create shortcuts that start Horizon processes when you customize the Launcher. (For more information, see the *Launcher Configuration Guide*.)
- **Press ALT+W.** This activates the Window drop-down menu. Then type the number of the open window or record that you want to make active.

NOTE

Pressing **ALT** plus any underlined letter in the menu bar activates the drop-down menu for that menu option.

- **Press CTRL+F6.** This cycles through the open windows.

Launcher Basics

The Launcher is the central component of the Horizon system. The Launcher organizes processes and folders in a central location so you can easily launch them. You can customize the Launcher to look and function according to your specific needs. You can customize the Launcher's startup settings, toolbars, navigation bar, and diacritic shortcuts.

For example, you can customize a toolbar for the Circulation user that includes buttons that open the CheckIn and CheckOut processes. Each Horizon user can set up a unique Launcher environment and Horizon saves the profile.

This section explains these tasks:

- Example of the Launcher Workspace
- Overview of Tasks

Example of the Launcher Workspace

The Launcher workspace starts automatically when you first log in to Horizon. It includes pop-up lists, toolbars, and a navigation bar that help you do tasks easily. You or your system administrator can customize toolbars, the navigation bar, and some other features of the Launcher environment.

Here is an example of a Launcher workspace:

Figure 1.1: Launcher Workspace

The screenshot shows the Launcher Workspace interface with several annotations:

- Navigation Bar:** A vertical column on the left displays folders that group related Horizon processes together.
- Menu Bar:** A horizontal bar at the top allows users to choose options to activate processes or do tasks. Available options vary depending on the current location in Horizon.
- Toolbar:** A row of icons below the menu bar allows users to click buttons to activate processes and do tasks in Horizon.
- Active Window Title Bar:** The title bar of the active window is highlighted in a different color from other open windows.
- Process/Record View:** The main workspace displays process, record, and other windows. The current view shows a list of records with fields like Rec#, Cat#, Date, and Link.
- Workbook View:** Each open window or process has a tab at the bottom. Clicking a tab activates the window or process.
- Pop-up Lists:** Right-clicking in the workspace or an open window opens a context menu with options that vary by location.

For more information on working in the Launcher environment, see the *Horizon Basics Guide*.

Overview of Tasks

This section provides a brief description of the customization tasks you can do with the Launcher. Each chapter in this guide provides more detailed instructions and examples for each Launcher customization task.

This section explains these tasks:

- Opening the Customize Launcher Window
- Customizing the Launcher

Opening the Customize Launcher Window

To customize any Launcher settings, you must access the Customize Launcher window. You can access the Customize Launcher window by using the menu bar.

If you are a system administrator who is setting up Launcher preferences for a group of users, you should access the Customize launcher window using the Preference Group Manager. (For more information on preference groups, see “Setting Up Preferences for Users” in the “Security and Preferences” chapter of the *System Administration Guide*.)

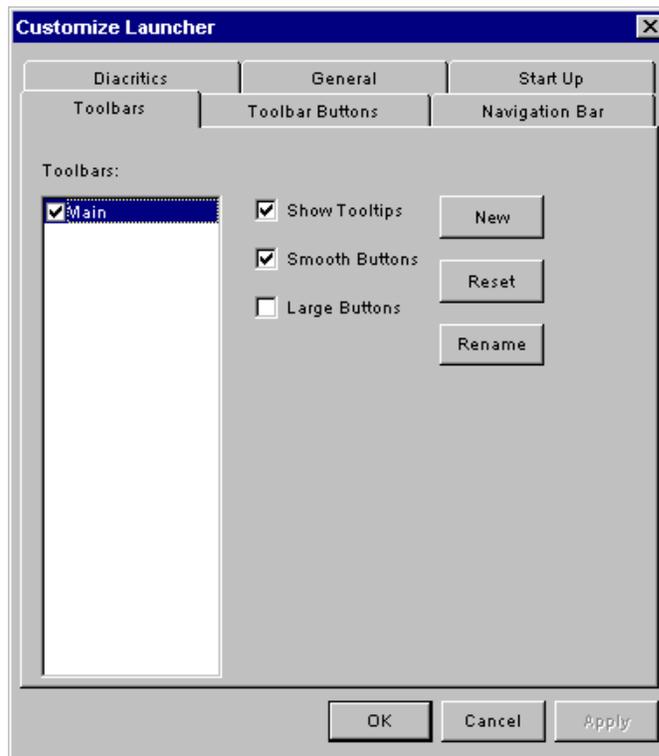
To open the Customize Launcher window using the menu bar	To open the Customize Launcher window using the Preference Group Manager
<ol style="list-style-type: none"> 1 Log in to Horizon. (For instructions, see “Logging In to and Out of Horizon” in the <i>Horizon Basics Guide</i>.) 2 Choose Tools, Customize Launcher. Horizon displays the Customize Launcher window. 	<ol style="list-style-type: none"> 1 Log in to Horizon. (For instructions, see “Logging In to and Out of Horizon” in the <i>Horizon Basics Guide</i>.) 2 Start the Preference Group Manager process. 3 Choose Launcher from the Customize drop-down menu. 4 Click Modify. Horizon displays the Customize Launcher window.

NOTE

You can also open the Customize Launcher window by right-clicking anywhere on the Horizon workspace and selecting **Customize Launcher** from the drop-down menu.

Customizing the Launcher

The Customize Launcher window has tabs that let you access these different customization options:



Each tab lets you customize different features. Here is a list of the tabs in the Customize Launcher window with a brief description of the features you can customize on each tab:

Tab	Description
Toolbars	You can create new toolbars and decide which toolbars you want to display on the Horizon workspace. You can also choose to display Tooltips. (For more information, see “About Customizing the Toolbar” on page 3-3.)
Toolbar Buttons	You can add and remove buttons from any toolbar, or create new toolbars to display the buttons for the processes that you need. (For more information, see “About Customizing the Toolbar” on page 3-3.)
Navigation Bar	You can choose which processes you want to display on the navigation bar and how you want them displayed. (For more information, see “About Customizing the Navigation Bar” on page 4-3.)
Diacritics	You can add, edit, or delete diacritic shortcuts. You can also set the font size on the Diacritic Button bar. (For more information, see “About Customizing Diacritic Shortcuts” on page 5-3.)
General	You can display images on your workspace background. You can also set windows to open maximized when Horizon starts. (For more information, see “About Customizing Startup Settings” on page 2-3.)

Tab	Description
Start Up	You can set up Horizon to activate any process or open any folders on the navigation bar when you first start the Launcher. (For more information, see “About Customizing Startup Settings” on page 2-3.)

NOTE

Unless your security settings let you save changes that you make in the Launcher environment, the Launcher may revert to its default appearance when you log off.

Customizing Startup Settings

This chapter explains how to determine what Horizon folders and processes appear on the navigation bar when you log in to Horizon. It also explains how to automatically maximize Horizon windows when you launch certain processes.

Finally, it explains how to display a background image (if any) in your Horizon workspace.

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About Customizing Startup Settings

You can customize Launcher startup settings by choosing the folders and processes that automatically open when you log in to Horizon. You can also determine what windows, if any, you want to maximize when you open a particular Horizon process. If you want to, you can also set the background image that you want to display in the Horizon workspace.

You can assign different startup settings to specific users or security levels. Once you assign specific startup settings to a particular user profile, those startup settings will be used whenever that user logs in to Horizon on any workstation. After that user logs out, Horizon returns that workstation to the previous settings.) (For more information about setting up security rights and levels, see “About Security” in the “Security and Preferences” chapter of the *System Administration Guide*.)

This chapter explains these topics:

- Adding a Startup Folder or Process
- Removing a Startup Folder or Process
- Setting Horizon Windows to Open Maximized
- Displaying the Background Image

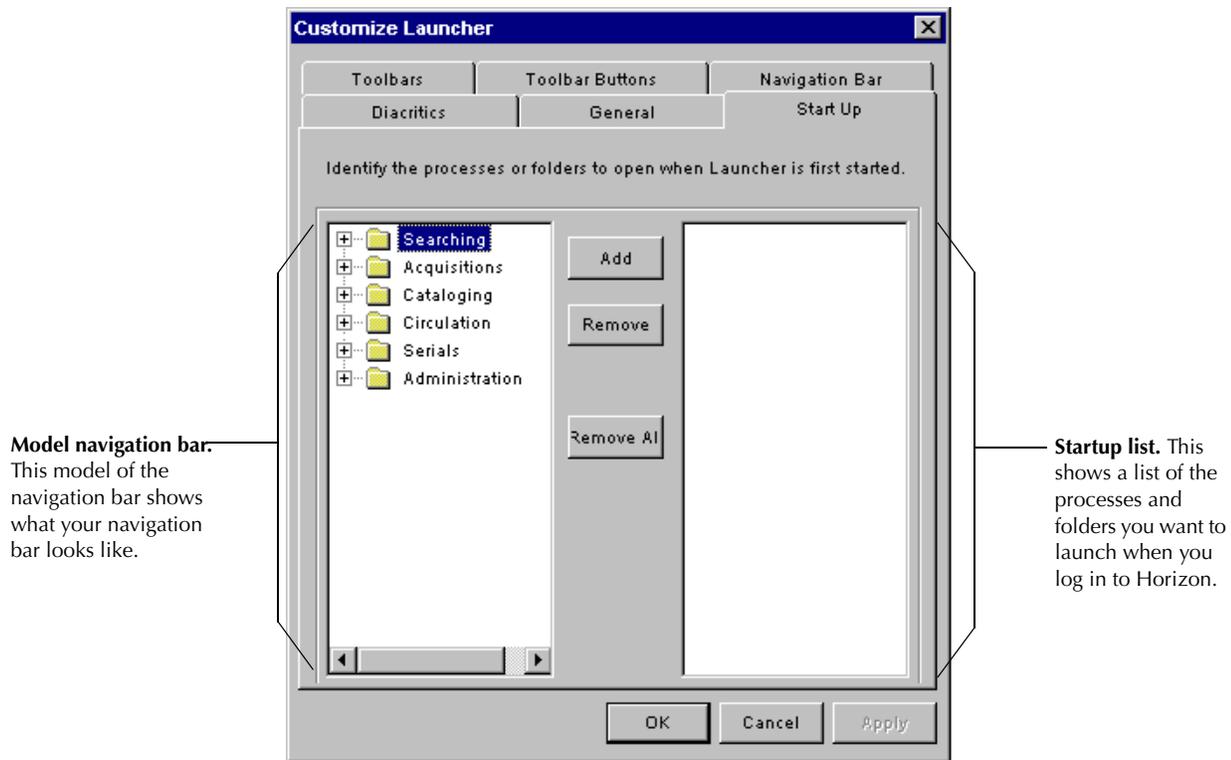
Adding a Startup Folder or Process

When you customize your startup settings, you can determine which folders or processes automatically open, or launch, when you log in to Horizon. To do this, you must add the folder or process to the Startup List. If you add a folder to the Startup List, Horizon opens the folder on the navigation bar. If you add a process, Horizon opens the process in your workspace.

For example, if you added the Code Lookup Bib Workforms process to the Startup List, then Horizon opens the Code Lookup Bib Workforms window when you log in to Horizon.

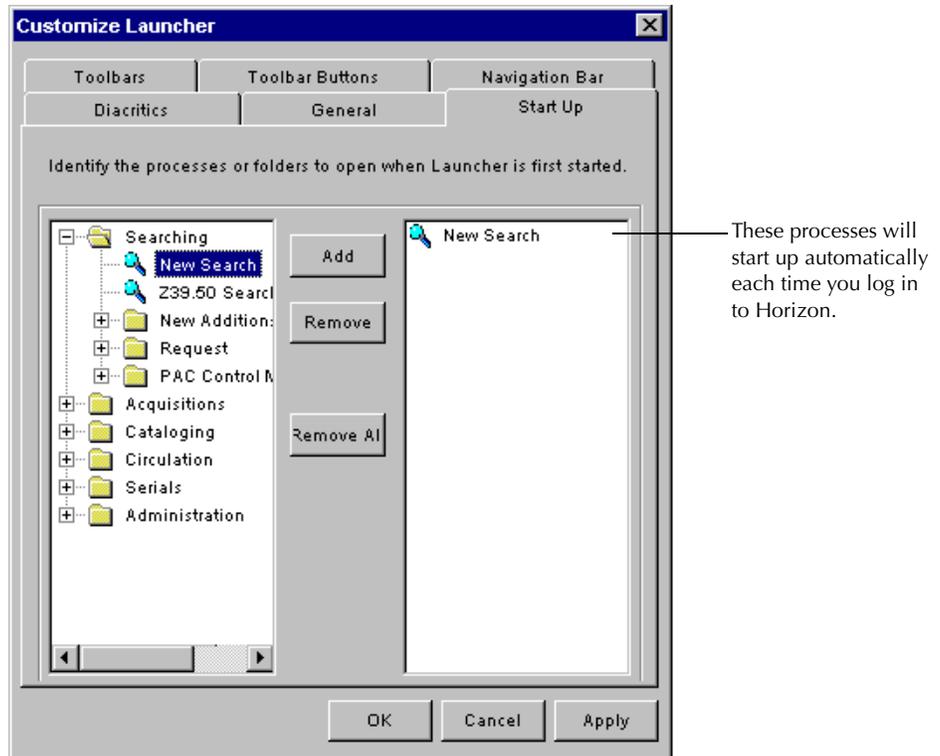
To add a startup folder or process

- 1 Open the Customize Launcher window.
- 2 Click the **Start Up** tab.



- 3 Click the folder or process from the model navigation bar that you want Horizon to automatically start when you log in to Horizon.
- 4 Click **Add**.

Horizon adds the folder or process to the Startup List:



- 5 Repeat steps 3 and 4 until the Startup List includes all the folders or processes you want to launch each time you log in to Horizon.

(For example, you might have a workstation where you work only with MARC records. You can choose to display the contents of the Cataloging, Authority Record, and Bibliographic Record folders when you log in to Horizon. For more information about setting up your navigation bar, see “About Customizing the Navigation Bar” on page 4-3.)

- 6 Click **OK**.

Horizon saves your settings and closes the Customize Launcher window.

- 7 Close Horizon.

- 8 Start Horizon.

Horizon opens all the processes listed in the Startup List.

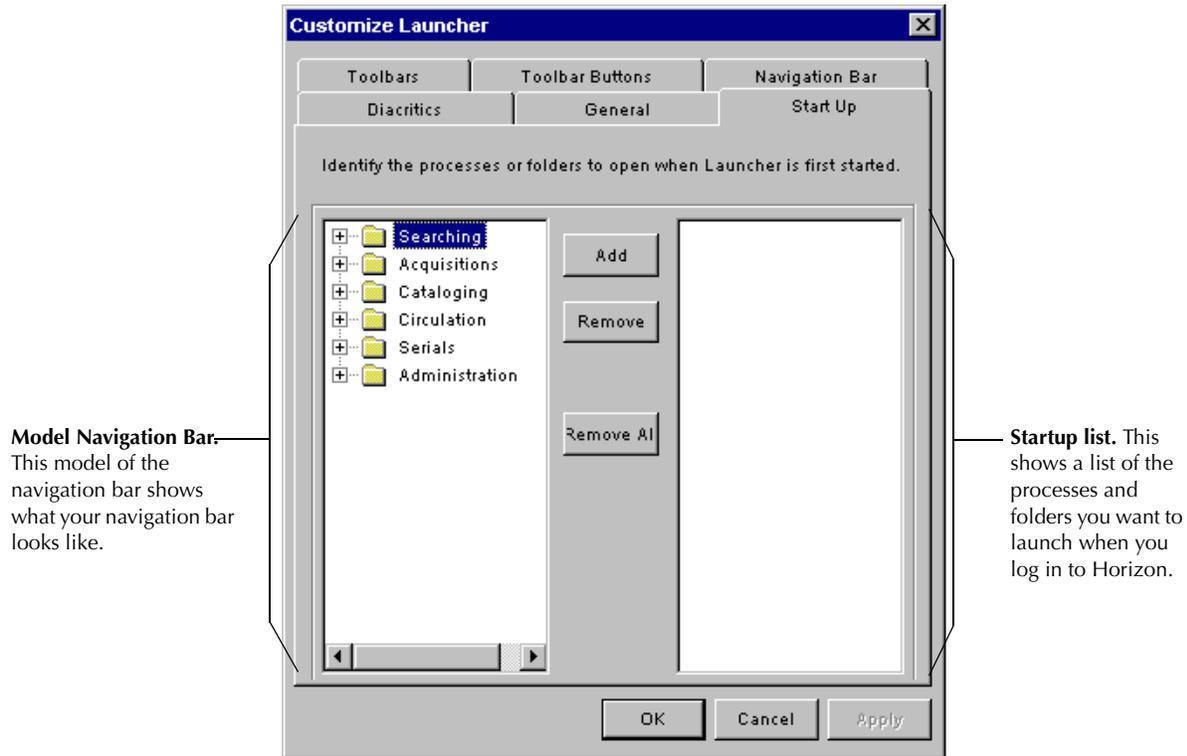
(For example, if you added the Code Lookup Bib Workforms process to the Startup List, then Horizon opens the Code Lookup Bib Workforms window when you log in to Horizon.)

Removing a Startup Folder or Process

You can remove any folders or processes you have added to the Startup List.

To remove a startup folder or process

- 1 Open the Customize Launcher window.
- 2 Click the **Start Up** tab.



- 3 Do one of these options:
 - To remove all of the processes from the Startup List, click **Remove All**, and continue with step 4.
 - To remove only some of the processes from the Startup List, do these steps:

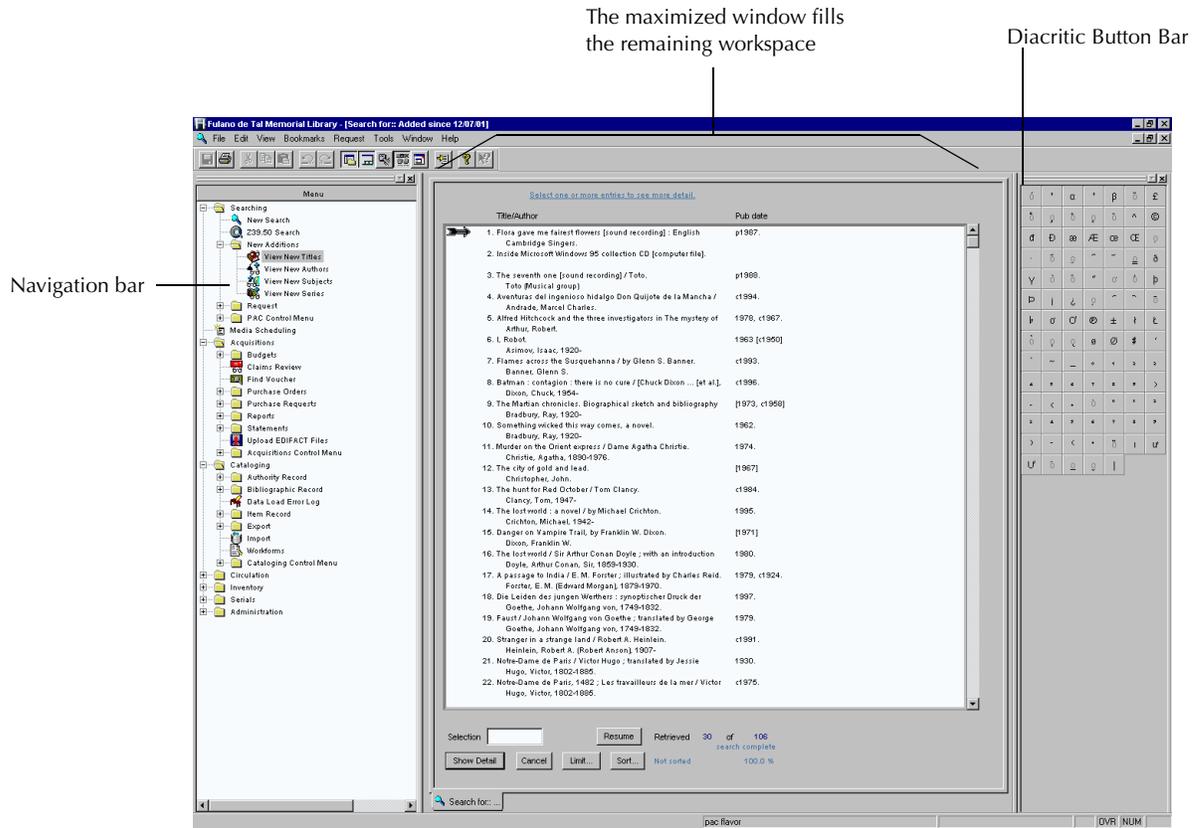
- 1 Highlight any of the processes that you want to remove from the Startup List.
To choose more than one process, press the **CTRL** and **SHIFT** keys while selecting the process with your mouse pointer.
- 2 Click **Remove**.
- 3 Repeat steps 1 and 2 in this table, if necessary, until the Startup List appears the way you want.

- 4 Click **OK**.
Horizon saves your settings and closes the Customize Launcher window.
- 5 Close Horizon.
- 6 Start Horizon.
Horizon opens only the processes listed in the Startup List.

Setting Horizon Windows to Open Maximized

You can set up Horizon to open windows maximized. Maximized windows take up the entire workspace that is available.

In this example, a new bibliographic record takes up the entire workspace left over when the navigation bar and the Diacritic Button bar are both open:



After you open a Horizon window, you can resize it by clicking and dragging the window's edges.

To set Horizon windows to open maximized

- 1 Open the Customize Launcher window.
- 2 Click the **General** tab.



- 3 Mark the **Start Windows Maximized** box.
- 4 Click **OK**.

Horizon saves your settings and closes the Customize Launcher window.

NOTE

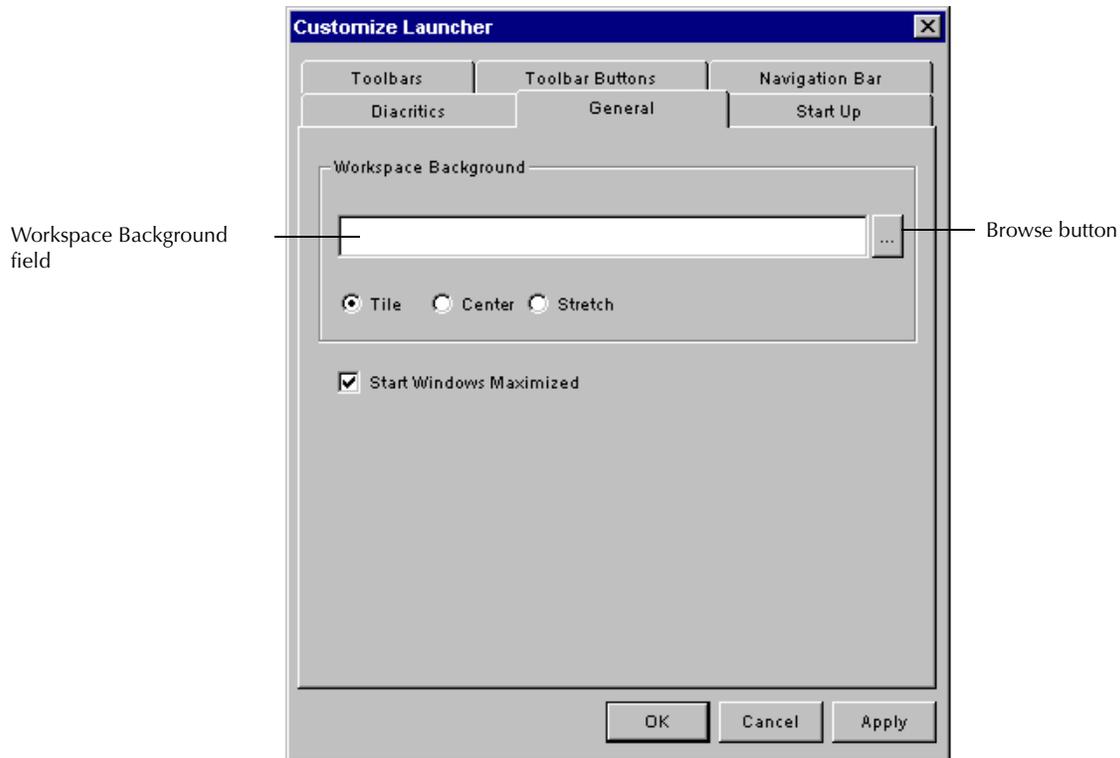
If you have any windows already open when you do this task, Horizon does not maximize those windows until you open another window. When you open another window, Horizon maximizes all open windows.

Displaying the Background Image

If you want to, you can choose a background image for your Horizon workspace. You can choose a photograph or pattern with any standard *.bmp, *.dib, *.jpg, or *.jpeg graphics file extension. You can tile, center, or stretch the graphic on the workspace.

To display the background image

- 1 Open the Customize Launcher window.
- 2 Click the **General** tab.

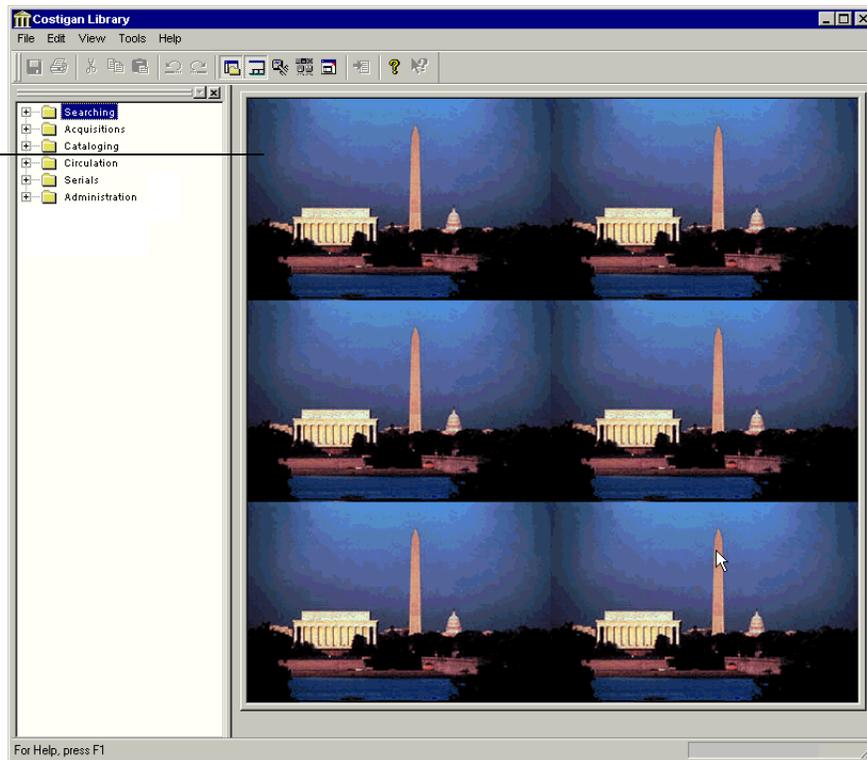


- 3 Do one of these options:
 - Enter the full path name of a graphics file that you want to use for the workspace background in the **Workspace Background** field.
 - Click the Browse button to choose the graphics file, then click **Open**.

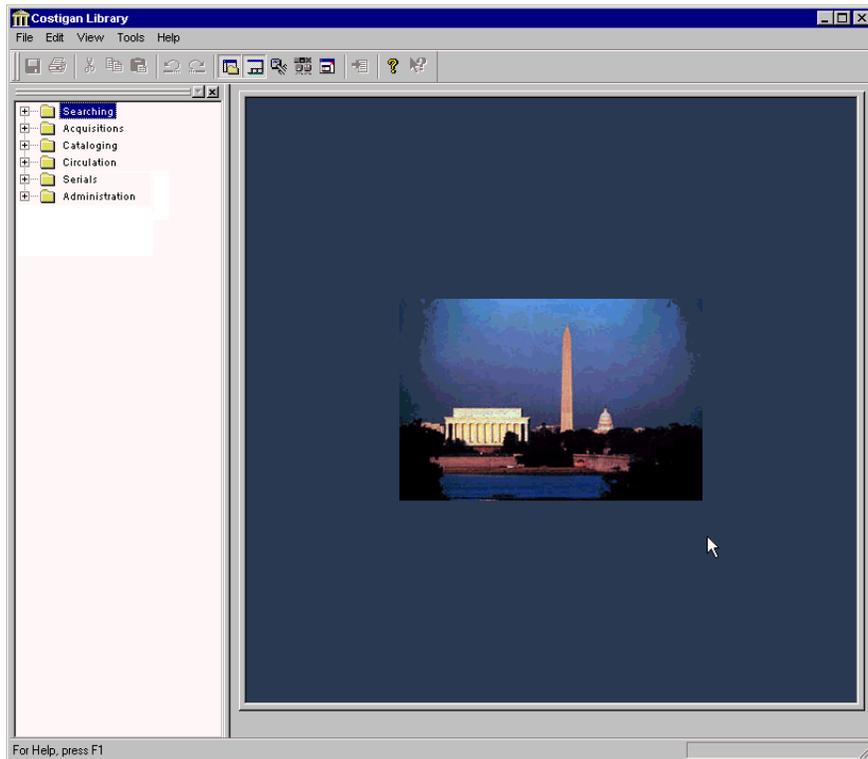
4 Mark one of these options:

- **Tile.** Leaves the picture in its original size, but replicates it as many times as necessary to fill the dimensions of the workspace.

Horizon positions the first graphic in the pattern in the upper-left corner.

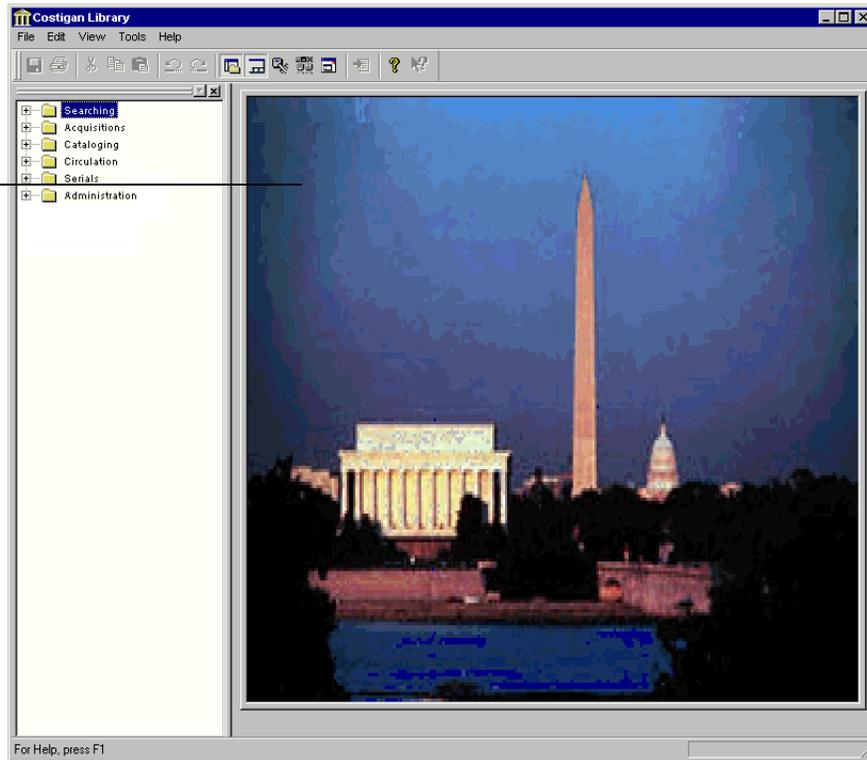


- **Center.** Centers the picture in the middle of the workspace and leaves the rest of the workspace unmodified. Button bars might overlap the graphic, but they do not distort the picture.



- **Stretch.** Stretches the picture to fit the size and shape of the remaining workspace.

A stretched background fills the empty workspace.



NOTE

A stretched background conforms to any size workspace and distorts the background graphic accordingly.

- 5 Click **OK**.
Horizon saves your settings and closes the Customize Launcher window.

Customizing the Toolbar

This chapter explains how to customize the appearance and functionality of Launcher toolbars.

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About Customizing the Toolbar

By default, the Launcher toolbar includes several buttons that let you do standard Windows functions (such as copy, paste, save, and print). (For more information on the default toolbar buttons, see “About the Toolbar” in the “Horizon User Interface” chapter of the *Horizon Basics Guide*.)



You can customize your Launcher toolbar by adding buttons that let you quickly start Horizon processes you frequently use. (For example, you can add a button to start the Table Editor process.) You can also create additional toolbars. (For example, you can create an separate toolbar with Circulation processes for the Circulation staff.) This may be helpful if you have staff members with a different security levels.

You can change the size and appearance of any button on a toolbar. You can also display Tooltips over buttons.

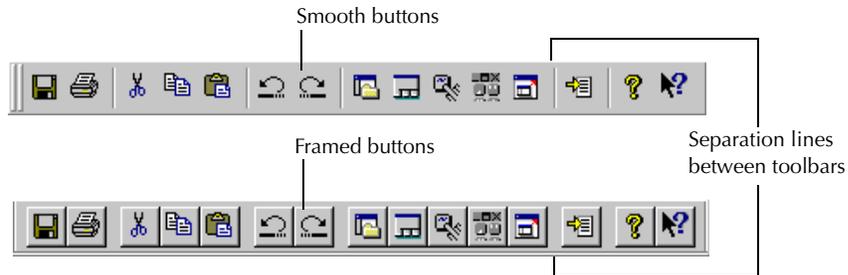
This chapter explains these topics:

- Customizing the Toolbar Display
- Creating a New Toolbar
- Adding a Button to a Toolbar
- Removing a Button from a Toolbar
- Restoring the Default Toolbar
- Moving a Toolbar
- Renaming a Toolbar
- Displaying or Hiding a Toolbar
- Deleting a Toolbar

Customizing the Toolbar Display

You can change the appearance of any toolbar. Horizon lets you customize toolbar buttons in these ways:

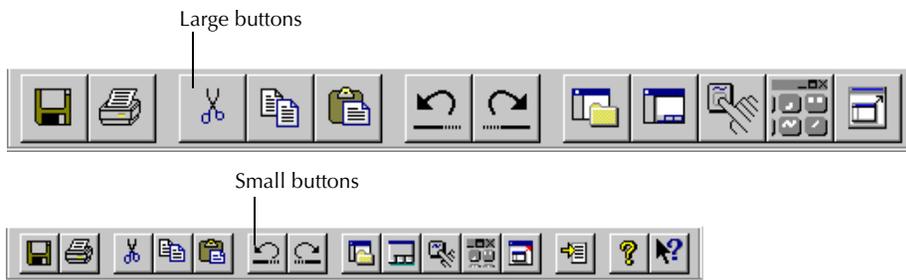
- **Smooth Buttons.** You can display or remove the lines around each button on a toolbar.



NOTE

Horizon displays a single line between multiple toolbars in the toolbar space.

- **Large Buttons.** You can display either large or small buttons on a toolbar.



- **Tooltips.** You can display a brief text description of the function of any button (Tooltip) when you hold the mouse pointer over it.

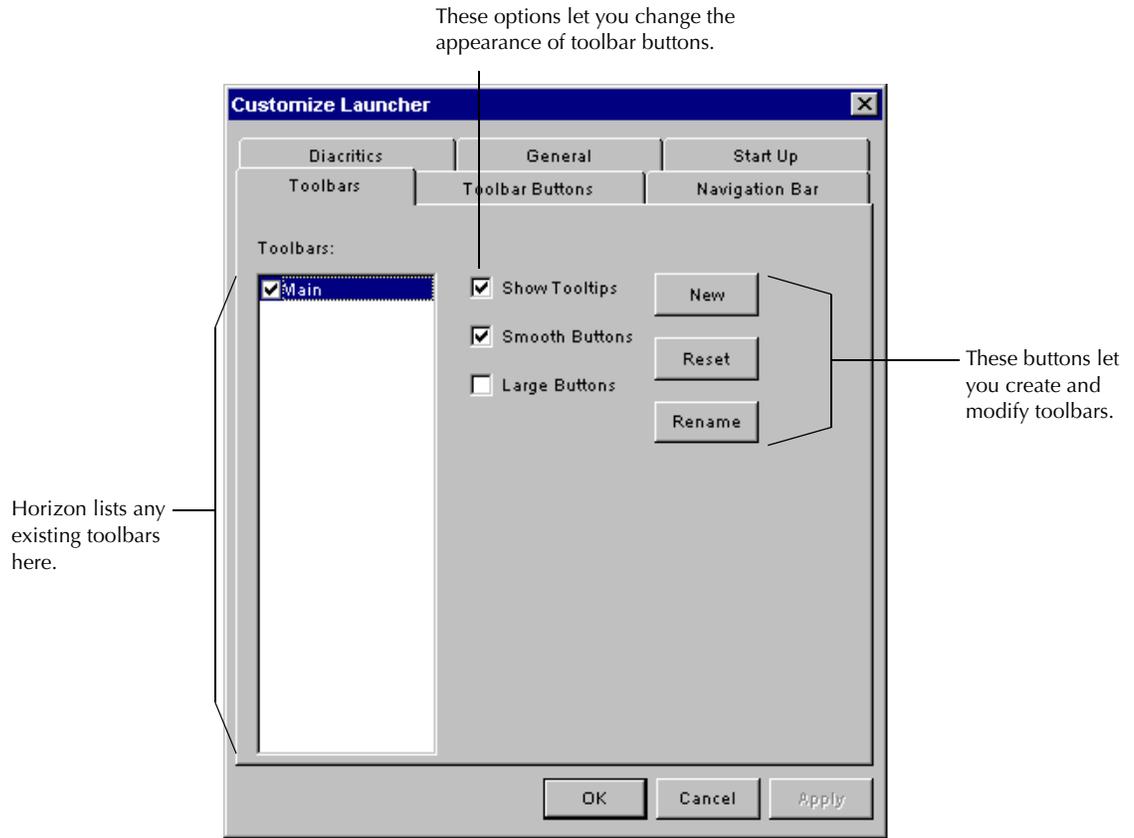


NOTE

Horizon displays Tooltips for all buttons in the toolbar, even if a button is inactive (gray).

To customize the toolbar display

- 1 Open the Customize Launcher window.
- 2 Click the **Toolbars** tab.



- 3 Do one of these options:

To do this	Do this
Display Tooltips.	Mark Show Tooltips .
Hide Tooltips.	Unmark Show Tooltips .
Display lines around buttons.	Unmark Smooth Buttons .
Remove lines around buttons.	Mark Smooth Buttons .
Display large buttons.	Mark Large Buttons .
Display small buttons.	Unmark Large Buttons .

- 4 Click **OK**.
Horizon saves your settings and closes the Customize Launcher window.

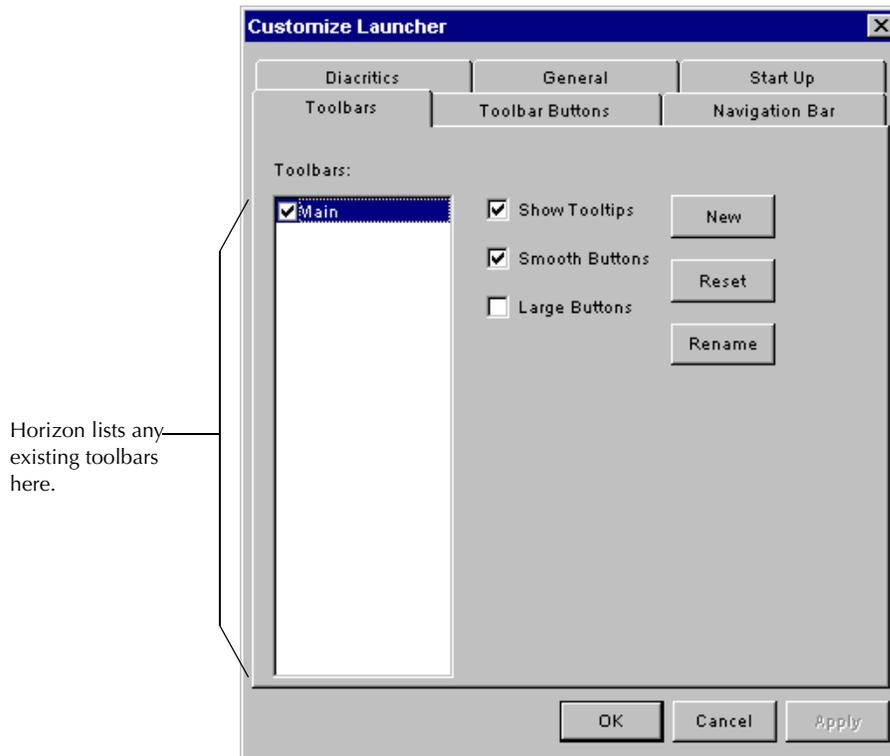
Creating a New Toolbar

Horizon displays a default Launcher toolbar with buttons that let you do standard Windows functions (such as copy, cut, save, and print). If you want to, you can create a new toolbar with buttons to launch Horizon processes, or other applications.

After you create a new toolbar, you can display it as a separate toolbar outside of the toolbar space, or within the Launcher toolbar space.

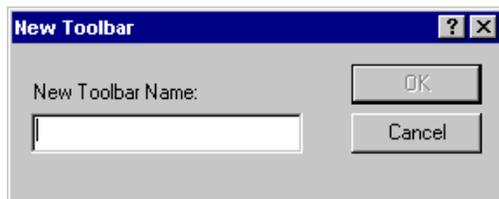
To create a toolbar

- 1 Open the Customize Launcher window.
- 2 Click the **Toolbars** tab.



- 3 Click **New**.

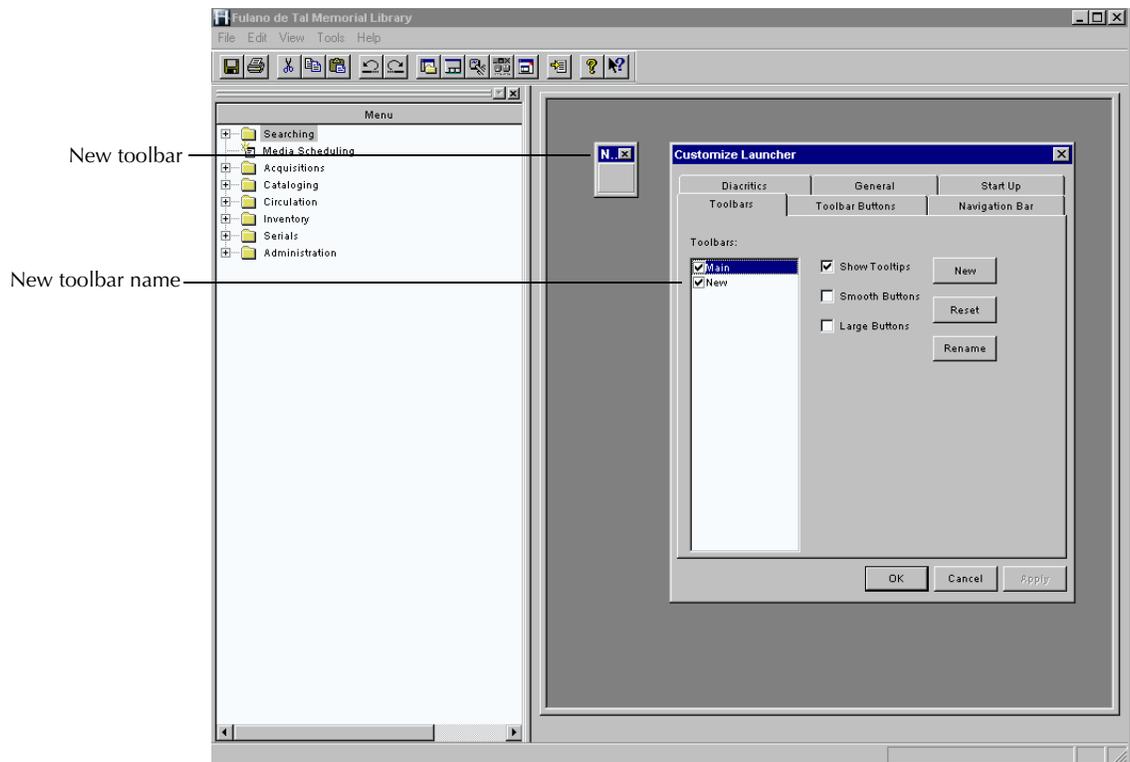
Horizon displays the New Toolbar window:



- 4 Enter a name for the new toolbar in the **New Toolbar Name** field.

5 Click **OK**.

Horizon creates and displays the name in the Toolbars list of the Customize Launcher window, and displays the new toolbar in the Horizon workspace.



6 Add any buttons you want to the toolbar.

(For instructions, see “Adding a Button to a Toolbar” on page 3-7.)

7 Click **OK**.

Horizon saves your settings and closes the Customize Launcher window.

Adding a Button to a Toolbar

You can add buttons to any existing toolbar by moving a process from the navigation bar to the toolbar.

NOTE

You can add only Horizon processes to a toolbar. You cannot add Horizon folders to a toolbar.

Moving processes to a toolbar helps conserve workspace. By using a custom toolbar, you can close the navigation bar to leave more space for the processes. (For example, you might want to create a toolbar for creating and updating MARC records. Cataloging staff members could close the navigation bar and have more workspace to see and edit several records at the same time.)

To add a button

- 1 Open the Customize Launcher window.
- 2 Create a new toolbar.
(For instructions, see “Creating a New Toolbar” on page 3-6.)
- 3 Click the **Navigation Bar** tab.
- 4 Make sure that the processes that you want to move to a toolbar are available on the navigation bar.
(For instructions, see “Adding a Process to a Folder” on page 4-6.)
- 5 Highlight the process that you want to add to the toolbar.
- 6 Do one of these options to add the process to the toolbar:
 - Mark **On Toolbar**.
 - Drag the process from the navigation bar in the Customize Launcher window to the new toolbar.
- 7 Click **OK**.

Horizon saves your settings and closes the Customize Launcher window.

Removing a Button from a Toolbar

If you accidentally add an unwanted button to a toolbar, you can remove it. You can also remove a button from the default toolbar.

To remove a button from a toolbar

- 1 Open the Customize Launcher window.
- 2 Click the **Toolbar Buttons** tab.
- 3 Drag the button from the toolbar to an empty place in the workspace.

NOTE

If you remove all the buttons from a user-created toolbar, Horizon deletes the toolbar. You can remove all the buttons from the default, or “Main”, toolbar, but you cannot delete it.

- 4 Repeat step 3 until you have removed all the buttons that you want to remove from the toolbar.
- 5 Click **OK**.

Horizon saves your settings and closes the Customize Launcher window.

Restoring the Default Toolbar

If you make any changes to the Launcher toolbar that you do not want to keep, you can restore the toolbar to display the original buttons.

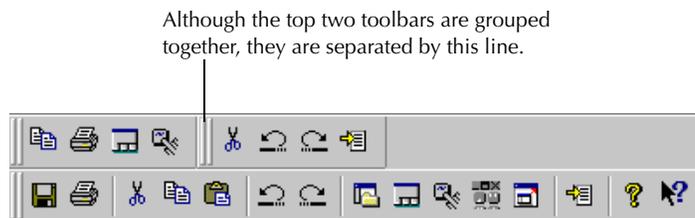
To restore the default toolbar

- 1 Open the Customize Launcher window.
- 2 Click the **Toolbars** tab.
- 3 Highlight the default, or “Main”, toolbar.
- 4 Click **Reset**.
Horizon restores the default toolbar with all the default buttons.
- 5 Click **OK**.
Horizon saves your settings and closes the Customize Launcher window.

Moving a Toolbar

You can position a toolbar anywhere on the Horizon workspace. You can also stack multiple toolbars within the toolbar space.

Here is an example of stacked toolbars:



To move a toolbar

- 1 Open the Customize Launcher window.
- 2 Do one of these options:

To do this	Do this
Display a toolbar in the workspace	Drag the toolbar to a place on the workspace.
Display a toolbar in the toolbar space	Drag the toolbar to a place within the toolbar space.

Renaming a Toolbar

You can rename any existing toolbar. (For example, if you created a toolbar specifically for Circulation processes and tasks, you may want to rename it “Circulation” for easier reference.)

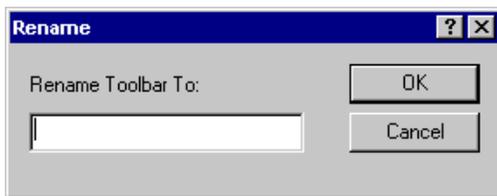
NOTE

You cannot rename the default, or “Main”, toolbar.

To rename a toolbar

- 1 Open the Customize Launcher window.
- 2 Click the **Toolbars** tab.
- 3 In the Toolbars list, highlight the toolbar that you want to rename.
- 4 Click **Rename**.

Horizon displays the Rename dialog box:



- 5 Enter the new name of the toolbar in the **Rename Toolbar To** field.
- 6 Click **OK**.
Horizon displays the new toolbar in the Toolbars list of the Customize Launcher window.
- 7 Click **OK**.
Horizon saves your settings and closes the Customize Launcher window.

Displaying or Hiding a Toolbar

If you do not want to use a particular toolbar, you can temporarily hide it instead of deleting it. After you hide a toolbar, you can display it again.

NOTE

Hiding a toolbar does not delete the toolbar from Horizon. To delete a toolbar, see “Deleting a Toolbar” on page 3-12.

To display or hide a toolbar

- 1 Open the Customize Launcher window.
- 2 Click the **Toolbars** tab.
- 3 If you want to hide a toolbar, unmark the box next to the toolbar in the Toolbars list.
- 4 If you want to display a toolbar, mark the box next to the toolbar in the Toolbars list.

NOTE

You can also display or hide a toolbar by right-clicking anywhere on the toolbar.

- 5 Click **OK**.
Horizon saves your settings and closes the Customize Launcher window.

Deleting a Toolbar

If you created a toolbar that you no longer use, you can delete the toolbar from Horizon.

NOTE

You cannot delete the default, or “Main”, toolbar; you can delete only toolbars that you have created.

To delete a user-created toolbar

- 1 Open the Customize Launcher window.
- 2 Click the **Toolbars** tab.
- 3 Highlight the toolbar that you want to delete, and then click **Delete**.

NOTE

You can also delete a toolbar by removing all of the buttons from the toolbar. (For instructions, see “Removing a Button from a Toolbar” on page 3-8.)

- 4 Click **OK**.
Horizon saves your settings and closes the Customize Launcher window.

Customizing the Navigation Bar

This chapter introduces the navigation bar and explains how to display folders, processes, and shortcuts on the navigation bar.

About Customizing the Navigation Bar	4-3
Adding a Folder to the Navigation Bar	4-4
Adding a Process to a Folder	4-6
Moving a Folder	4-10
Moving a Process	4-11
Deleting a Folder or Process	4-11
Displaying or Hiding a Folder or Process	4-13
Setting Up Shortcut Keys to Open Processes	4-14
Customizing the Navigation Bar Display	4-15
Restoring Default Navigation Bar Settings	4-18

About Customizing the Navigation Bar

The navigation bar is a tree view of folders and processes that you can use in Horizon. It displays to the left of your workspace.

You can customize the navigation bar to display only those folders and processes that you use. You can determine the order of the folders and processes, or create new folders with processes or sub-folders. (For example, you can group MARC editing processes in one “Cataloging” folder and remove other folders from the navigation bar.)

You can also customize the appearance of the navigation bar or create keyboard shortcuts for processes on the navigation bar. (For example, you can set up a shortcut to open the Checkin window or choose an icon to represent the Checkin process.)

NOTE

If you cannot see the navigation bar, you should display it before customizing it. To display the navigation bar, choose **View, Navigation Bar**.

This chapter explains these topics:

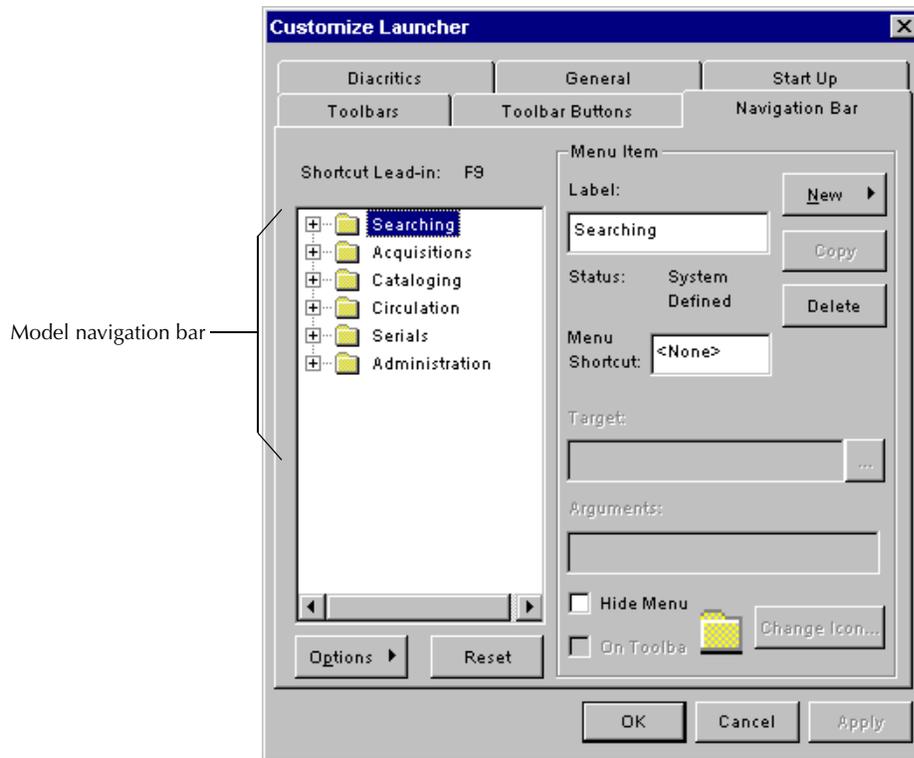
- Adding a Folder to the Navigation Bar
- Adding a Process to a Folder
- Moving a Folder
- Moving a Process
- Customizing the Navigation Bar Display
- Setting Up Shortcut Keys to Open Processes

Adding a Folder to the Navigation Bar

You can customize the navigation bar by adding new folders to the navigation bar. You can name these folders and place them anywhere you want within the navigation bar.

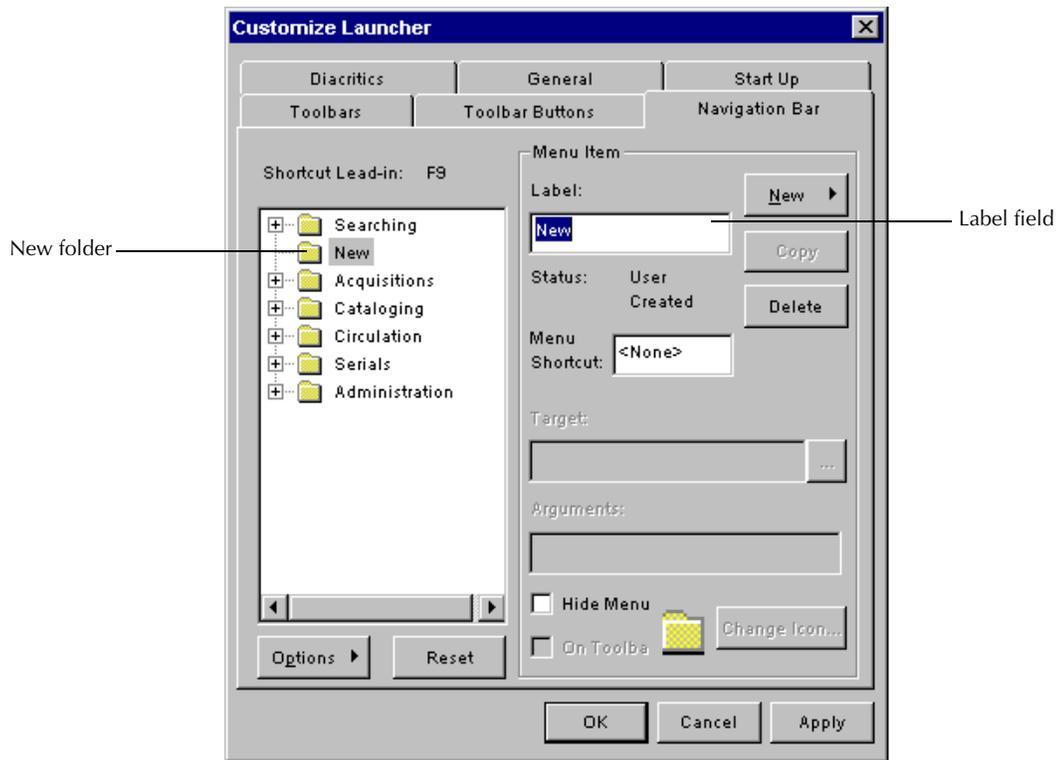
To add a folder to the navigation bar

- 1 Open the Customize Launcher window.
- 2 Click the **Navigation Bar** tab.



- 3 In the model navigation bar window, highlight the folder under which you want to add your folder.
- 4 Click **New**, then choose **New Folder** from the drop-down menu.

Horizon displays a new folder, titled “New,” on the model navigation bar directly below the folder you highlighted.



- 5 Enter a name for the folder in the **Label** field.
(For example, enter “Reports”.)
- 6 Click **Apply**.
Horizon adds the folder to the model navigation bar.

NOTE

The new folder is not added to the actual navigation bar until you click **OK** to close the Customize Launcher window.

- 7 Click **OK**.
Horizon saves your settings and closes the Customize Launcher window.
- 8 If you want to add a process to the new folder, see “Adding a Process to a Folder” on page 4-6.

Adding a Process to a Folder

You can add a process to any folder in the navigation bar. You can copy an existing process and store it in another location on the navigation bar. You can also add a process that launches an application or create a link to a specific web site that opens in your browser.

This section explains these topics:

- Copying a Process
- Adding an Application to a Folder
- Creating a Link to a Web Site

Copying a Process

If you have a single process that you want to make available for different users, Horizon lets you copy processes and store them in multiple locations on the navigation bar. This prevents you from having to display the entire folder with the process on all workstations.

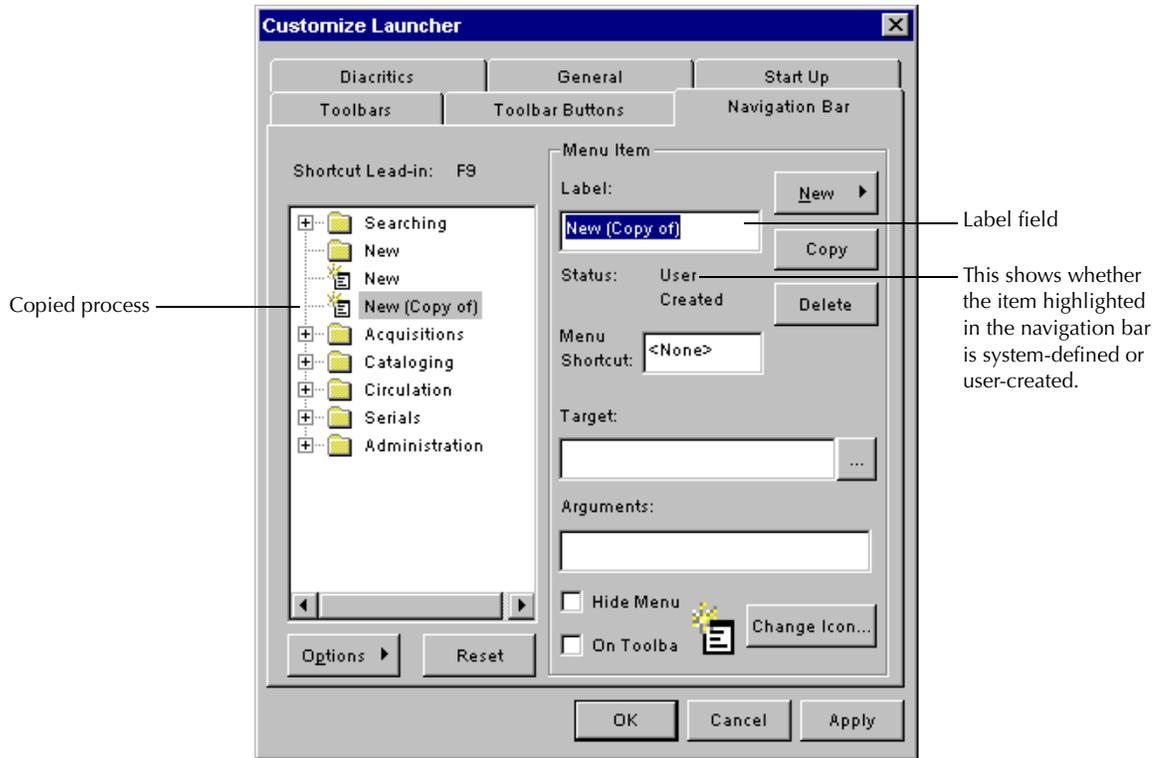
(For example, you might have a Circulation process that you want the Reserve Bookroom staff to have access to. If you display only the Reserve Bookroom folders on the Reserve Library workstation, the Reserve staff will not be able to access the process, because it is in the Circulation folder. Instead of displaying the entire Circulation folder on the Reserve workstation, you can copy the one process and add it to the Reserve folder.)

To copy a process

- 1 Open the Customize Launcher window.
- 2 Click the **Navigation Bar** tab.
- 3 Open the folder in the model navigation bar where the process you want to copy is stored.
- 4 Highlight the process that you want to copy.

5 Click **Copy**.

Horizon copies the process and lists it in the model navigation bar:



6 If you want to, you can rename the copied process. To do this, do these steps:

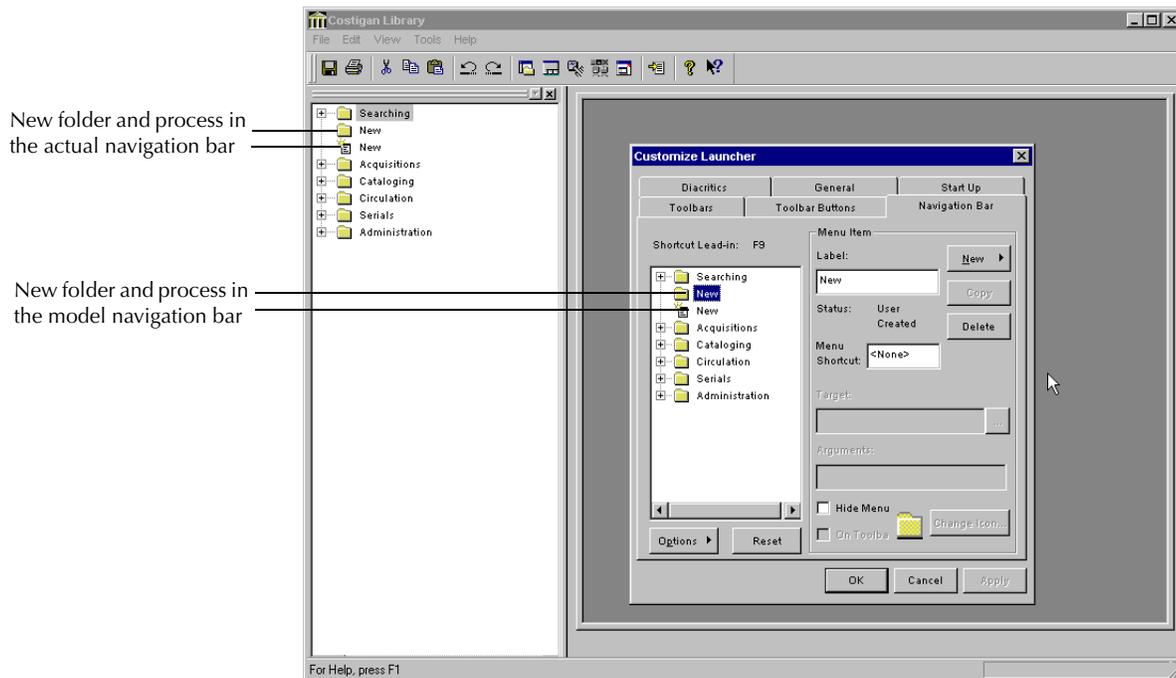
- 1 Enter the new name in the **Label** box.
- 2 Click **Apply**.

7 Drag the copied process to the folder in the model navigation bar where you want it to appear.

NOTE

When you drop the copy onto a folder, Horizon opens the folder and shows the copied process in its new location.

- To display the copied process in the actual navigation bar, click **Apply**.
Horizon adds the new process to the actual navigation bar:



- Click **OK**.
Horizon saves your settings and closes the Customize Launcher window.

Adding an Application to a Folder

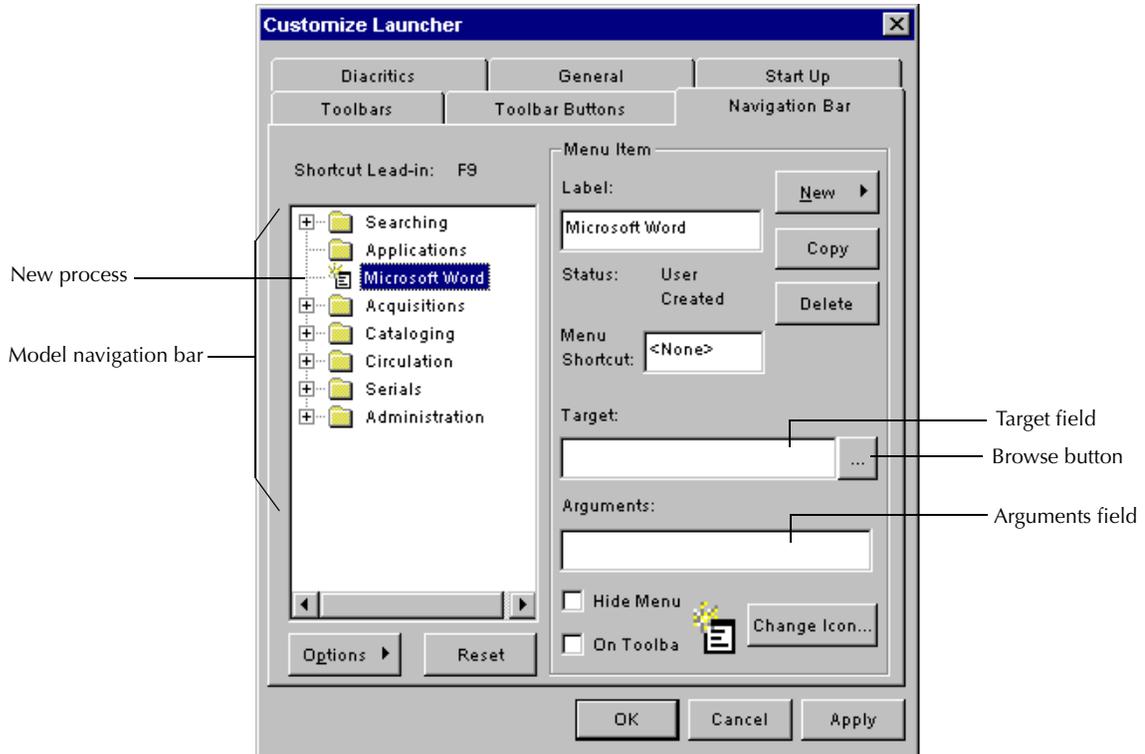
If you frequently use a document or another application while using Horizon, you can access it from the navigation bar. (For example, if you have a memorandum or document that you use while using Horizon, you can add a process that launches your word processing application and then opens the document in it.)

To add this kind of process, you must enter the path both to the executable (.exe) file of the application that you want to launch and the file that you want to open.

To add an application to a folder

- Open the Customize Launcher window.
- Click the **Navigation Bar** tab.
- Highlight the folder in the model navigation bar to which you want to add the application.
(If you want to create a new folder, see “Adding a Folder to the Navigation Bar” on page 4-4.)
- Add the application as a new process and assign it an appropriate label.
(For instructions, see “Adding a Process to a Folder” on page 4-6.)

- 5 Highlight the application in the model navigation bar.



- 6 Enter the path to the application's executable file in the **Target** field.

For example, to launch Microsoft Word, enter this path:

c:\Program Files\Microsoft Office\Office\Winword.exe.

NOTE

If you do not know the path to your web browser's executable file, use Windows Explorer to find it. Write down the location and name of the file so you can enter it in the **Target** field.

- 7 Enter the path to the file or document you want to launch in the **Arguments** field.

For example, to open the file memo.doc, enter this path:

c:\documents\memo.doc.

NOTE

If you do not know the path to your web browser's executable file, use Windows Explorer to find it. Write down the location and name of the file so you can enter it in the **Arguments** field.

- 8 Click **OK**.

Horizon saves your settings and closes the Customize Launcher window.

- 9 To test the new process, double-click the process in the actual navigation bar.

If the application or file does not open, make sure the information in the Target and Argument fields is correct.

Creating a Link to a Web Site

If you frequently visit a specific web site while using Horizon, you can add a process to the Launcher that opens the web page in your web browser. (For example, you can create a link that opens the Library of Congress home page in your browser.)

To add this kind of process, you must enter the path to the executable (.exe) file for your web browser and the URL of the web site that you want to display.

To create a link to a web site

- 1 Open the Customize Launcher window.
- 2 Click the **Navigation Bar** tab.
- 3 Highlight the folder in the model navigation bar to which you want to add the link. (If you want to create a new folder, see “Adding a Folder to the Navigation Bar” on page 4-4.)
- 4 Add the link as a new process and assign it an appropriate label. (For instructions, see “Adding a Process to a Folder” on page 4-6.)
- 5 Enter the path to your web browser’s executable file in the **Target** field. For example, enter this path to Microsoft Internet Explorer:
c:\Program Files\explore.exe

NOTE

If you do not know the path to your web browser’s executable file, use Windows Explorer to find it. Write down the location and name of the file so you can enter it in the **Target** field.

- 6 Enter the URL of the web site that you want to access in the **Arguments** field. (For example, enter “www.sirsidynix.com”.)
- 7 Click **OK**.
Horizon saves your settings and closes the Customize Launcher window.
- 8 To test the link, double-click the new process in the actual navigation bar.
If the browser or web site does not open, make sure the information in the Target and Argument fields is correct.

Moving a Folder

You can move a folder from one location on the navigation bar to another.

NOTE

You cannot place a folder above the top folder in the navigation bar, but you can move the top folder down the navigation bar list.

To move a folder

- 1 Open the Customize Launcher window.

- 2 Click the **Navigation Bar** tab.
- 3 Do one of these options:
 - To nest a folder within another folder, drag the folder that you want to move to another folder in the navigation bar.
 - To keep a folder at the same level on the navigation bar, press and hold the **SHIFT** key while you drag the folder to a new location.
- 4 Repeat step 3 for each folder you want to move.
- 5 Click **OK**.

Horizon saves your settings and closes the Customize Launcher window.

Moving a Process

Processes are nested within folders on the navigation bar. You can place processes in any folder. (For example, you might have an Acquisitions process that is normally a system administrator task. If you want other staff members to use this process, you can move it to a folder that they can access.)

To move a process

- 1 Open the Customize Launcher window.
- 2 Click the **Navigation Bar** tab.
- 3 Do one of these options:
 - If you want to move a process into a folder, drag the process to a folder on the navigation bar.
 - If you want to put the process at the same level as main folders, press and hold the **SHIFT** key while you drag the process to a new location.
- 4 Repeat step 3 for any other processes that you want to move.
- 5 Click **OK**.

Horizon saves your settings and closes the Customize Launcher window.

Deleting a Folder or Process

You can delete a folder or process that you are no longer using from the navigation bar. You can delete only the processes that you create. You cannot delete default processes, but you can hide them. (For instructions, see “Displaying or Hiding a Folder or Process” on page 4-13.)

To delete a folder or process

- 1 Open the Customize Launcher window.
- 2 Click the **Navigation Bar** tab.
- 3 In the model navigation bar, highlight the folder or process that you want to delete.

NOTE

Any folder that you want to delete must be empty before you can delete it.

- 4 Click **Delete**.

Horizon removes the folder or process from the navigation bar.

- 5 Repeat steps 3 and 4 for each folder and process that you want to delete.
- 6 Click **OK**.

Horizon saves your changes and closes the Customize Launcher window.

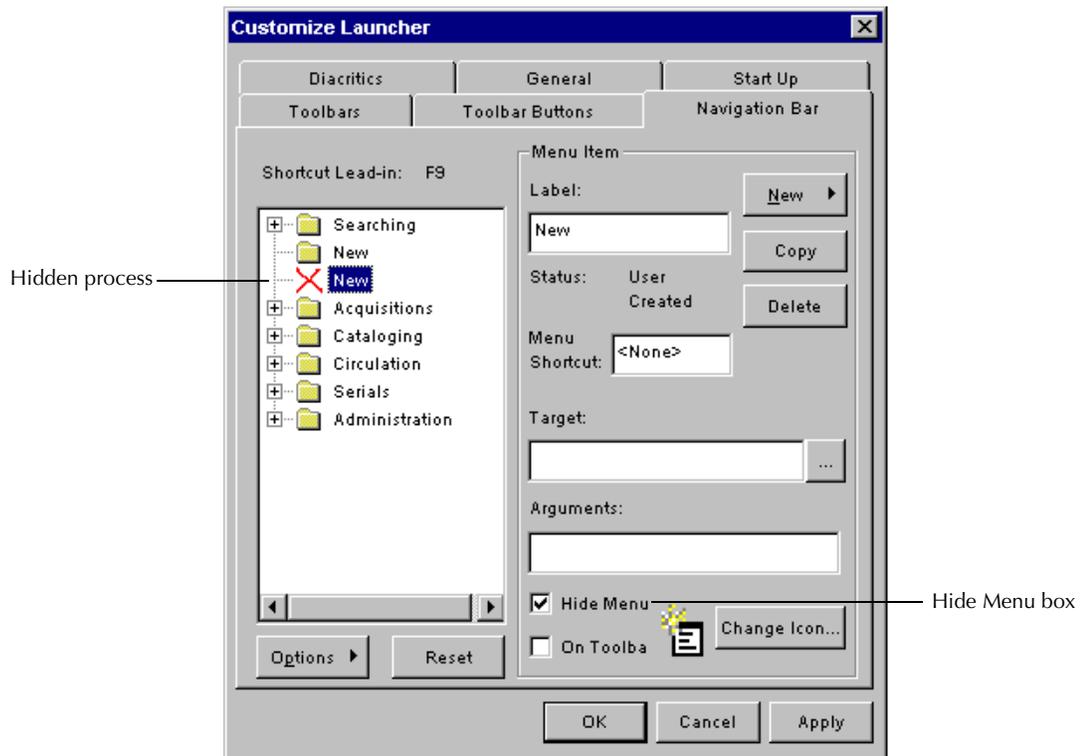
Displaying or Hiding a Folder or Process

You can hide a folder or process on the navigation bar without deleting it from your system. Hidden folders and processes are shown in the model navigation bar with an X through them to indicate that they have been hidden but not deleted.

Later you can display the folder or process again.

To display or hide a folder or process

- 1 Open the Customize Launcher window.
- 2 Click the **Navigation Bar** tab.
- 3 In the model navigation bar, highlight the process or folder that you want to hide or display.



- 4 Do one of these options:
 - Mark **Hide Menu** to hide the process or folder.
Horizon displays an X over the item that you want to hide.
 - Unmark **Hide Menu** to display the process or folder.
- 5 Repeat step 4 for each process or folder that you want to hide or display.
- 6 Click **OK**.
Horizon saves your settings and closes the Customize Launcher window.

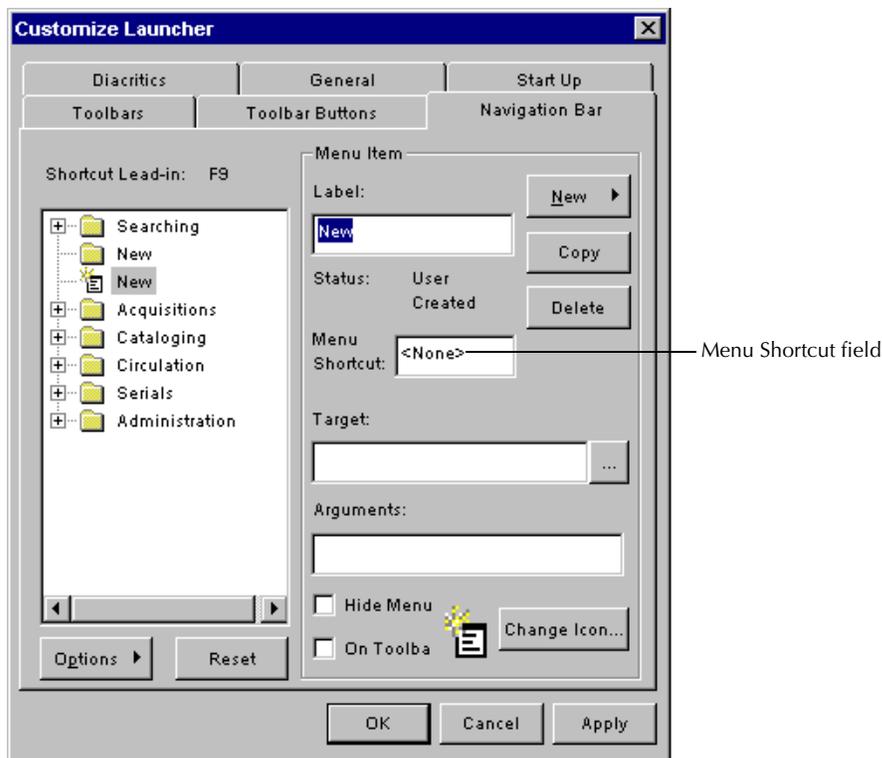
Setting Up Shortcut Keys to Open Processes

You can set up shortcuts to launch different processes, applications, documents, or web sites on the navigation bar. Shortcuts let you start a process with just a few keystrokes.

If you choose to display shortcuts on the navigation bar, you can save the time you would have spent browsing or searching for the process. If the navigation bar is not active, you can use a lead-in key (F9) to activate the navigation bar before initiating the shortcut. (For more information, see “Using A Shortcut Key to Open a Process” in the “Basic Tasks” chapter of the *Horizon Basics Guide*.)

To set up a shortcut key

- 1 Open the Customize Launcher window.
- 2 Click the **Navigation Bar** tab.
- 3 Click the process in the model navigation bar for which you want to set up a shortcut key.



- 4 Enter the key or key combination that you want to use to launch the process in the **Menu Shortcut** field.

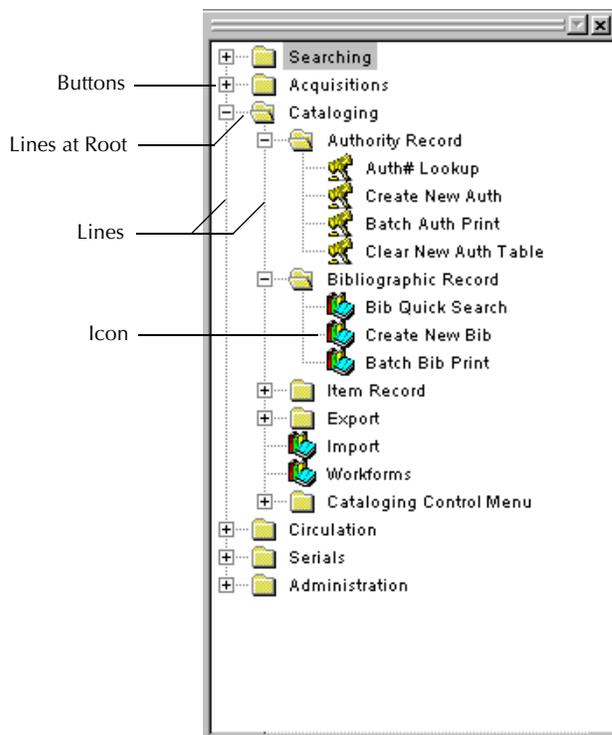
(For example, to open the Create New Bib process, you might want to enter **C** or **SHIFT+C**.)

- 5 Click **OK**.

Horizon saves your settings and closes the Customize Launcher window.

Customizing the Navigation Bar Display

On the navigation bar, you can display buttons, icons, lines, and shortcuts. You can choose to display lines around buttons. You can also choose the icons you want to represent the individual processes displayed on your navigation bar.



To customize the navigation bar display

- 1 Open the Customize Launcher window.
- 2 Click the **Navigation Bar** tab.
- 3 Click **Options**.

Horizon displays the Options drop-down menu:

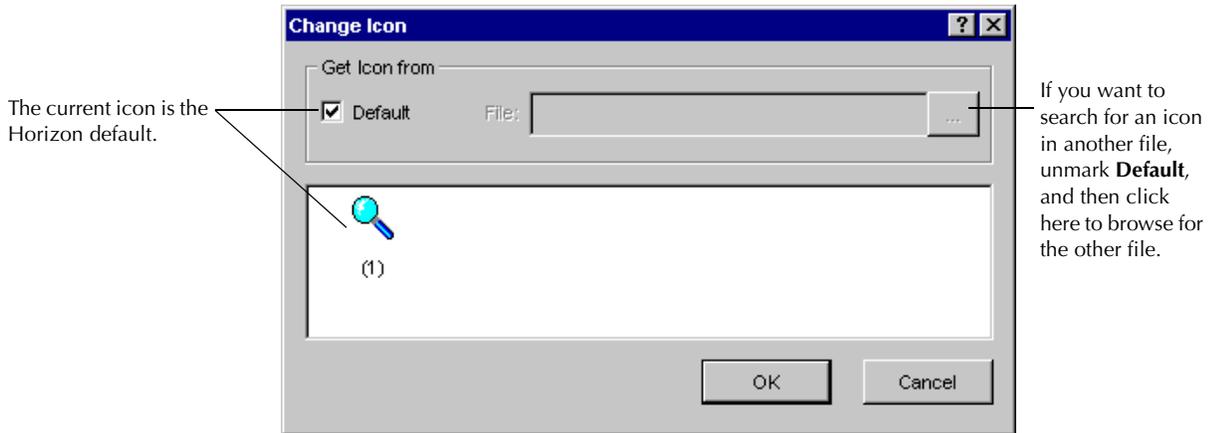


When an item is checked, it is active and will show in the navigation bar display when you save the changes.

- 4 Click the display options that you want to use in the navigation bar.
- 5 Click **Apply**.
- 6 Highlight the process for which you want to change the icon.

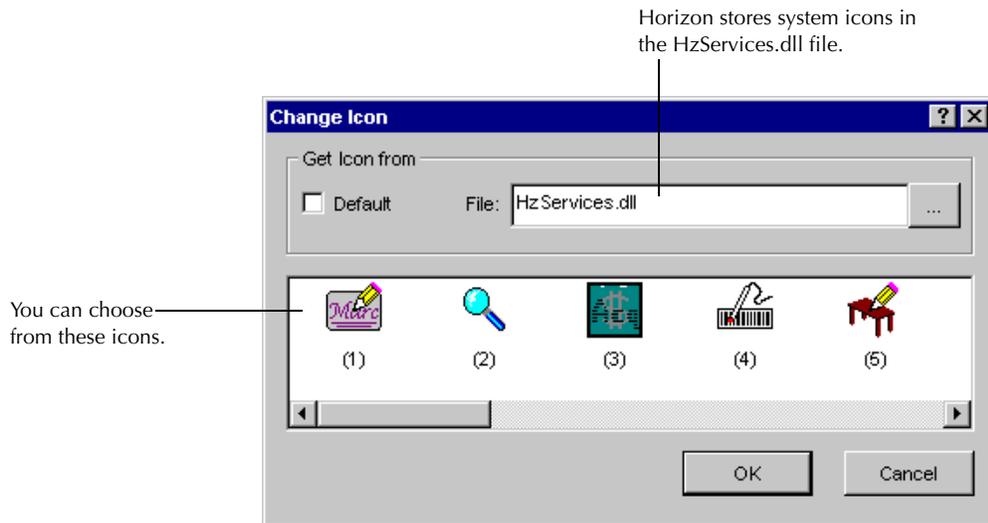
7 Click **Change Icon**.

Horizon displays the Change Icon dialog box:



8 Unmark the **Default** box.

Horizon displays system icons in the Change Icon dialog box:

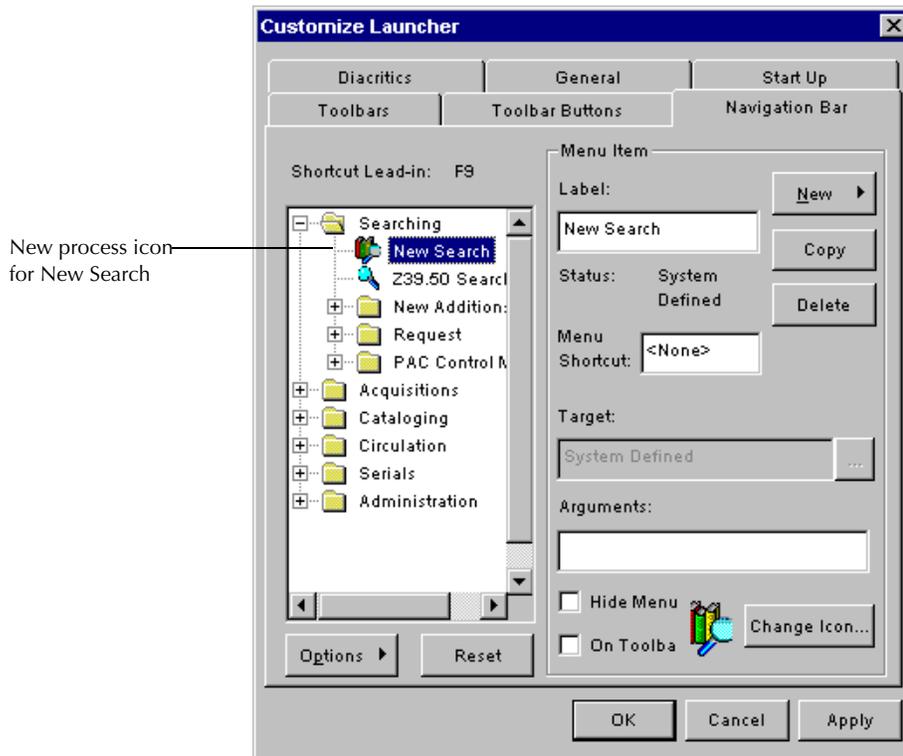


- 9 Do one of these options:
 - To use a system icon, highlight the icon in the Change Icon dialog box.
 - To choose an icon from another location, do these steps:

- 1 Unmark **Default**.
- 2 Click the Browse button to the right of the **File** field.
Horizon displays the Open dialog box.
- 3 Find the file for the icon you want to display.
- 4 Click **Open**.
Horizon enters the path to the file in the **File** field and displays the icon in the Change Icon dialog box.
- 5 Highlight the icon in the Change Icon dialog box.

- 10 Click **OK**.

Horizon displays the icon you choose in the model navigation bar of the Customize Launcher window:



- 11 Repeat steps 6 through 10 for each icon you want to change.

12 Click OK.

Horizon saves your settings and closes the Customize Launcher window.

NOTE

To see any changes you have made to the navigation bar display, you may need to open folders on the navigation bar after you make your changes.

Restoring Default Navigation Bar Settings

If necessary, you can restore the default navigation bar settings. This is beneficial if you do not want to save changes to the navigation bar, but you can not remember the original settings.

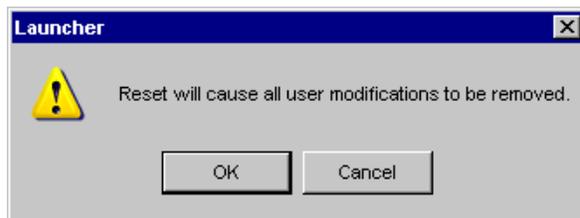
WARNING

When you restore the default navigation bar settings, Horizon removes any custom changes you have made, such as user-created folders, processes, or specific icons.

To restore default navigation bar settings

- 1 Open the Customize Launcher window.
- 2 Click the **Navigation Bar** tab.
- 3 Click **Reset**.

Horizon displays this message:



- 4 Click **OK** to confirm that you want to restore all the original settings.
- 5 Click **OK** in the Customize Launcher window.
Horizon saves your settings and closes the Customize Launcher window.

Customizing Diacritics

This chapter introduces diacritics and explains how to set up shortcuts for entering diacritics in Horizon records.

About Customizing Diacritic Shortcuts	5-3
Creating or Editing a Diacritic Shortcut	5-3
Deleting a Diacritic Shortcut	5-8
Changing the Font Size of Diacritic Bars	5-9

About Customizing Diacritic Shortcuts

Diacritics are marks used on or near alphabetic characters to indicate pronunciation or inflection (for example, an acute accent over the letter “e” in José). You can use diacritics when entering text in a foreign language or specialized technical material in Horizon records. (For instructions, see “Entering Special Characters or Diacritics” in the “Basic Tasks” chapter of the *Horizon Basics Guide*.)

Typically diacritics are represented by complex strings of keyboard characters, such as ALA hex sets. You can create a shortcut that lets you enter a diacritic with only a few keystrokes.

NOTE

SirsiDynix provides the ALA hex set diacritics, and the most common diacritic symbols, set up with shortcuts in Horizon.

You can create, modify, or delete any diacritic shortcut. You can also change the font size of diacritic shortcuts and diacritic buttons that display in Horizon.

This chapter explains these topics:

- Creating or Editing a Diacritic Shortcut
- Deleting a Diacritic Shortcut
- Changing the Font Size of Diacritic Bars

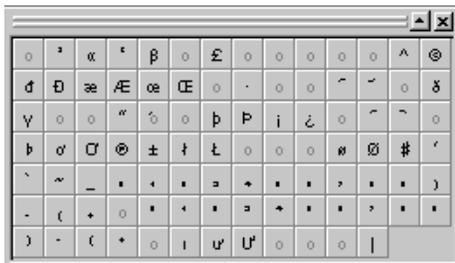
Creating or Editing a Diacritic Shortcut

The list of shortcuts on the diacritics tab of the Customize Launcher window includes most diacritic symbols used in foreign languages and language transliterations. If there is a diacritic shortcut that you want to use that is not in the list, then you can create it.

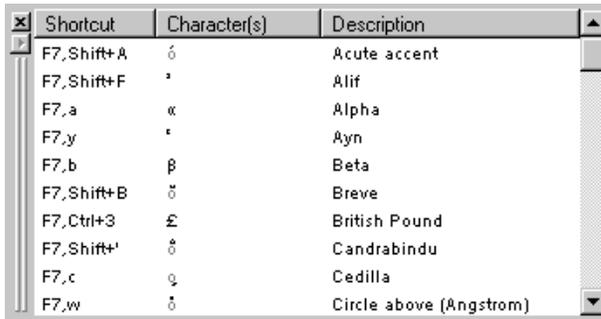
You can also create a shortcut that lets you enter an entire word or phrase. (For example, you can create a diacritic shortcut for “Random House.”) You can edit any existing diacritic shortcut. (For example, you might want to change the keystroke combinations that you use to enter a diacritic at an insertion point.)

You can create or edit these types of shortcuts:

- **Diacritic Keyboard Shortcuts.** Keys or keystroke combinations that let you enter a particular diacritic.
(For example, you can enter **SHIFT+/'** to insert an inverted question mark.)
- **Diacritic Button Bar.** Displays a button that is a graphic representation for each diacritic.



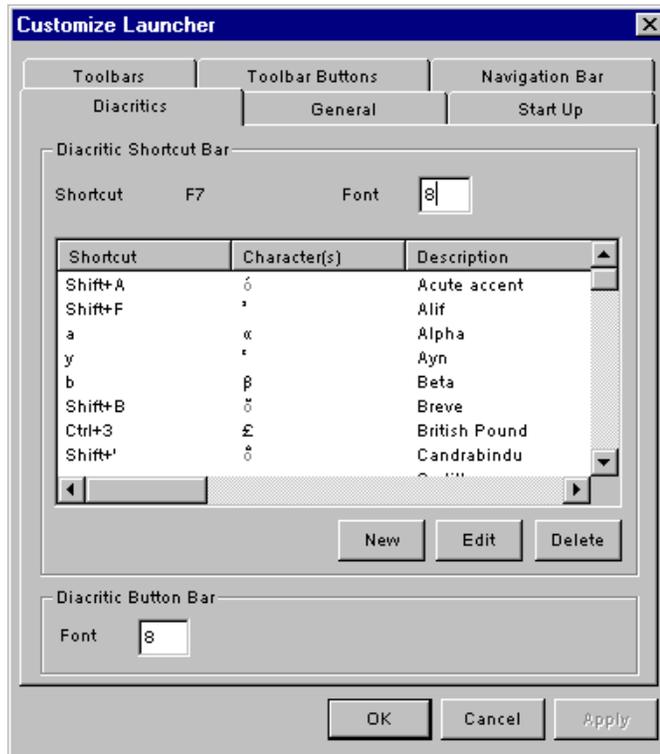
- **Diacritic Shortcut Bar.** Displays a list of each diacritic, the keystroke shortcut, and the description defined in Horizon.



Shortcut	Character(s)	Description
F7,Shift+A	ó	Acute accent
F7,Shift+F	ʾ	Alif
F7,a	α	Alpha
F7,y	ʿ	Ayn
F7,b	β	Beta
F7,Shift+B	ö	Breve
F7,Ctrl+3	£	British Pound
F7,Shift+'	ô	Candrabindu
F7,c	ç	Cedilla
F7,w	°	Circle above (Angstrom)

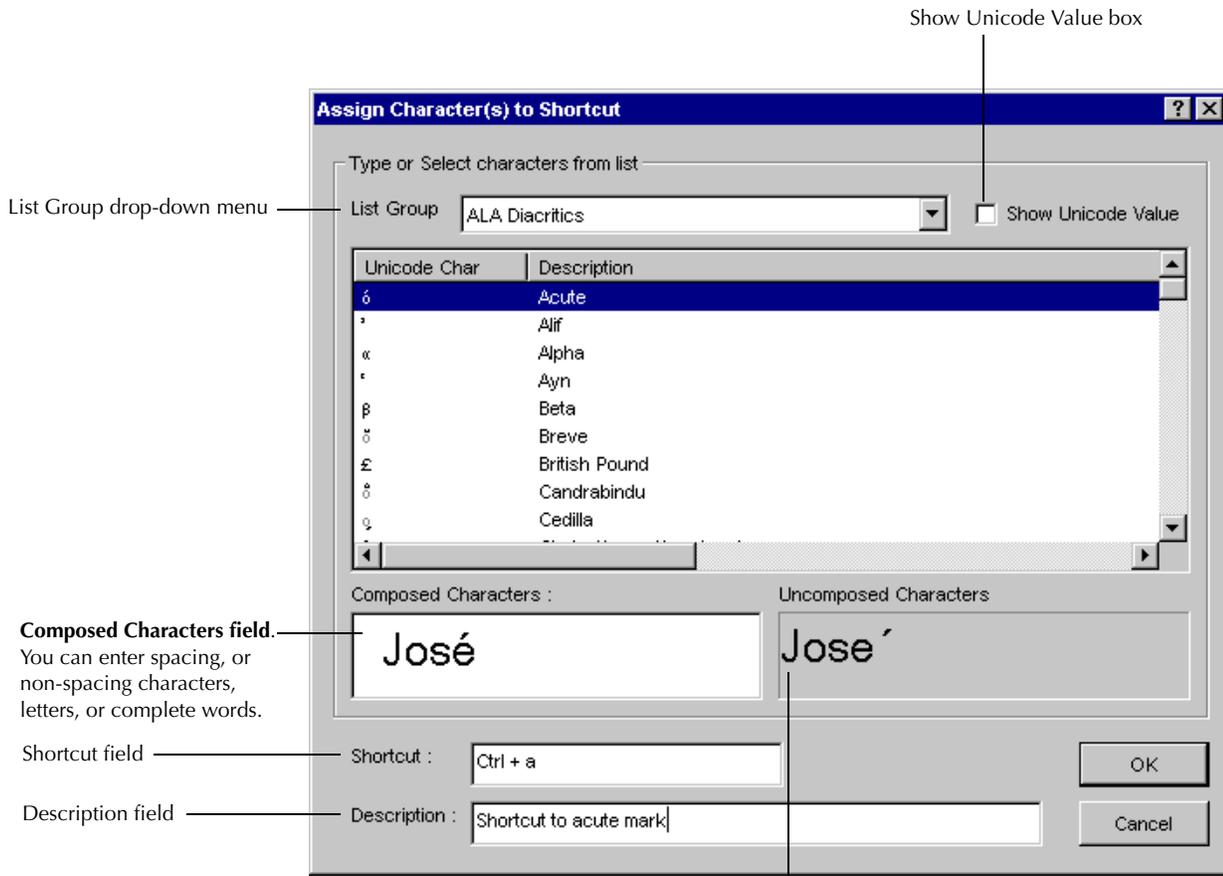
To create or edit a diacritic shortcut

- 1 Open the Customize Launcher window.
- 2 Click the **Diacritics** tab.



- 3 Do one of these options:
 - To create a new diacritic shortcut, click **New**.
 - To modify an existing diacritic shortcut, click **Edit**.

Horizon displays Assign Character(s) to Shortcut window:



Uncomposed Characters field.
Horizon displays each letter and character of the shortcut.

4 Complete or update these fields and options:

In this field	Do this
List Group	Choose the list group for which you want to add or edit a diacritic. A list group is a group or set of diacritics (usually for a particular language). Horizon displays the list of diacritics for the group you choose.
Show Unicode Value	Mark this box to see the hex code for each diacritic in the list of Unicode characters.

In this field	Do this
Composed Characters	<p>If you want to use a diacritic in combination with an alphabet letter, do one of these options:</p> <ul style="list-style-type: none"> • Enter the letter in the Composed Character field, then double-click a non-spacing character in the Unicode Char list. • Double-click a spacing character from the Unicode Char list, then enter the letter in the Composed Character field. • Enter the letter in the Composed Character field, then double-click a spacing character in the Unicode Char list.
Shortcut	<p>Enter a set of keystrokes that you want to use as the shortcut for the diacritic or phrase.</p> <p>(For example, enter “CTRL+0” or “?”.)</p>
Description (optional)	<p>Enter a text description for the diacritic shortcut.</p> <p>(For example, enter “Inverted Question Mark”.)</p>

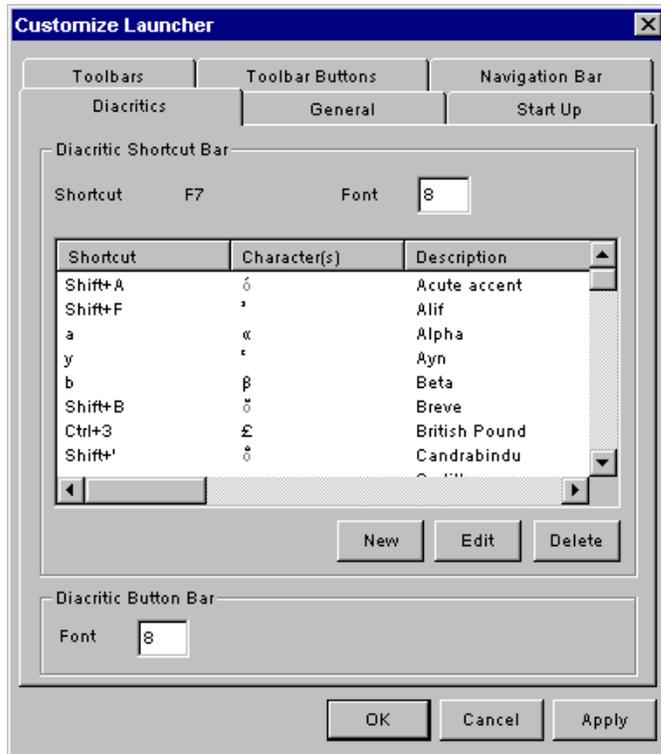
- 5 Click **OK**.
 - 6 Repeat steps 4 through 5 for each diacritic shortcut you want to edit.
 - 7 Click **OK**.
- Horizon saves your settings and closes the Customize Launcher window.

Deleting a Diacritic Shortcut

You can delete any existing shortcuts from Horizon. Deleting a diacritic shortcut removes it permanently from your system. If you decide later that you want a shortcut back, you can create it again. (For instructions see “Creating or Editing a Diacritic Shortcut” on page 5-3.)

To delete a diacritic shortcut

- 1 Open the Customize Launcher window.
- 2 Click the **Diacritics** tab.



- 3 Highlight the diacritic that you want to delete.
- 4 Click **Delete**.
- 5 Repeat steps 3 and 4 until you have deleted all the diacritics that you want to remove from the list.
- 6 Click **OK**.

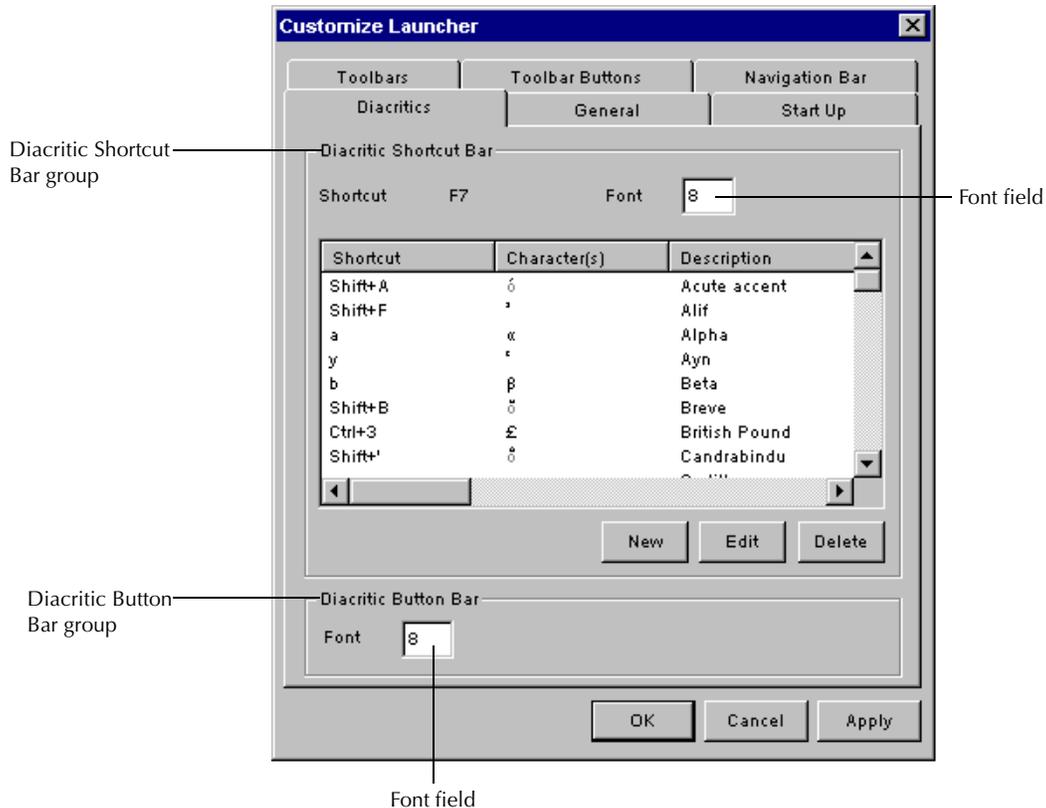
Horizon saves your settings and closes the Customize Launcher window.

Changing the Font Size of Diacritic Bars

You can change the font size of the shortcuts that appear on the Diacritic Shortcuts bar and the characters that appear on the Diacritic Button Bar. (For example, if the characters on the Diacritic Button bar are too small to see clearly, you can increase the font size of the buttons to 12 point.)

To change the font size of diacritic bars

- 1 Open the Customize Launcher window.
- 2 Click the **Diacritics** tab.



- 3 Enter the font size you want to use for the Diacritic Shortcut Bar in the **Font** field of the **Diacritic Shortcut Bar** group.
- 4 Enter the font size you want to use for the Diacritic Button Bar in the **Font** field of the **Diacritic Button Bar** group.
- 5 Click **OK**.

Horizon saves your settings and closes the Customize Launcher window.

Glossary

This glossary contains terms that can help you understand the Horizon Launcher and this guide.

This glossary defines terms as they are used in this guide; it may not explain how the terms are used in other contexts.

Glossary

Glossary Term	Definition
Application	A software program designed to complete specific tasks and functions, such as Horizon or Microsoft Internet Explorer.
Diacritic	Marks found over or under letters and used in foreign languages or specialized technical material (such as the acute accent over the “e” in the word “fiancè”). These marks are added to a character to create a new character that indicates a change in pronunciation. These special characters also can include non-keyboard characters, such as the copyright or the paragraph symbol.
Folder	A division on a hierarchical index tree, such as the navigation bar, that contains files and other subfolders.
Function key	Any of the keys at the top of the keyboard that start with the letter F (for example, F1 through F12).
Launcher	The user interface that Horizon displays after you log in. From the Launcher you can start all the software and database functions that your library chooses to include there.
Lead-in key	A function key that you press before a shortcut to invoke a particular option (for example, press F9 before a navigation bar shortcut, or press F7 before a diacritic shortcut).
Lines at Root	The dotted horizontal lines in the navigation bar that connect folders and processes to the far left vertical line (root).
Model Navigation Bar	The window inside the Customize Launcher window where you can modify the folders and processes that display on the actual navigation bar.
Navigation Bar	A tree menu that organizes processes and tasks. The navigation bar lets you access Horizon processes and tasks, as well as non-Horizon applications and files.
Process	One or more tasks that you can perform in Horizon (for example, opening the Table Editor).
Shortcut	A key, keystroke combination, or button that launches a specific process or function. (For example, you can press F2 to start a new search.)
Toolbar	A section of a window that displays icons or text that let you do particular tasks inside the Horizon application.
Toolbar space	The empty (gray) area next to the main toolbar above the Horizon workspace.
Tooltips	The small labels that display over a button on a toolbar when you stop your mouse pointer. A Tooltip tells you what a button is or does.
Workspace	The area inside the Launcher after you display the navigation bar and toolbars where you can do Horizon tasks, such as edit a MARC record. The workspace may be gray or display a custom background.

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