

Horizon 7.5.4

# Launcher Configuration Guide

September 2016



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# Contents

<b>Launcher Configuration Guide</b> .....	<b>v</b>
Launcher Configuration Guide Contents .....	v
Conventions used in this guide .....	vi
Symbols .....	vi
Mouse conventions .....	vi
Keyboard conventions .....	vii
Other conventions .....	vii
Possible differences between the software and this guide .....	vii
Documentation updates .....	viii
Comments and suggestions .....	viii
<b>Chapter 1: Getting Started</b> .....	<b>1</b>
Horizon Basics .....	1
Starting a Horizon Process .....	3
Starting a Horizon Process Using a Mouse .....	3
Starting a Horizon Process Using a Keyboard .....	4
Launcher Basics .....	5
Overview of Tasks .....	5
Opening the Customize Launcher Window .....	5
Customizing the Launcher .....	6
<b>Chapter 2: Customizing Startup Settings</b> .....	<b>8</b>
About Customizing Startup Settings .....	8
Adding a Startup Folder or Process .....	8
Removing a Startup Folder or Process .....	10
Setting Horizon Windows to Open Maximized .....	11
Displaying the Background Image .....	12
<b>Chapter 3: Customizing the Toolbar</b> .....	<b>16</b>
About Customizing the Toolbar .....	16
Customizing the Toolbar Display .....	17
Creating a New Toolbar .....	18
Adding a Button to a Toolbar .....	20
Removing a Button from a Toolbar .....	21
Restoring the Default Toolbar .....	21

Moving a Toolbar .....	22
Renaming a Toolbar .....	22
Displaying or Hiding a Toolbar .....	23
Deleting a Toolbar .....	23
<b>Chapter 4: Customizing the Navigation Bar .....</b>	<b>25</b>
About Customizing the Navigation Bar .....	25
Adding an MQ View to the Navigation Bar .....	26
Adding a Folder to the Navigation Bar .....	27
Adding a Process to a Folder .....	29
Copying a Process .....	29
Adding an Application to a Folder .....	31
Creating a Link to a Web Site .....	33
Moving a Folder .....	33
Moving a Process .....	34
Deleting a Folder or Process .....	34
Displaying or Hiding a Folder or Process .....	35
Setting Up Shortcut Keys to Open Processes .....	36
Customizing the Navigation Bar Display .....	37
Restoring Default Navigation Bar Settings .....	39
<b>Chapter 5: Customizing Diacritics .....</b>	<b>41</b>
About Customizing Diacritic Shortcuts .....	41
Creating or Editing a Diacritic Shortcut .....	41
Deleting a Diacritic Shortcut .....	44
Changing the Font Size of Diacritic Bars .....	45
<b>Appendix A: Glossary .....</b>	<b>47</b>
Glossary .....	47
<b>Index .....</b>	<b>49</b>

# Launcher Configuration Guide

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.

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.

<a href="#">Launcher Configuration Guide Contents</a>	<a href="#">v</a>
<a href="#">Conventions used in this guide</a>	<a href="#">vi</a>
<a href="#">Symbols</a>	<a href="#">vi</a>
<a href="#">Mouse conventions</a>	<a href="#">vi</a>
<a href="#">Keyboard conventions</a>	<a href="#">vii</a>
<a href="#">Other conventions</a>	<a href="#">vii</a>
<a href="#">Possible differences between the software and this guide</a>	<a href="#">vii</a>
<a href="#">Documentation updates</a>	<a href="#">viii</a>
<a href="#">Comments and suggestions</a>	<a href="#">viii</a>

## Launcher Configuration Guide Contents

This guide contains these chapters and major sections:

- **Getting Started on page 1** explains the basic information you need to begin using the Horizon Launcher, and gives you an overview of this guide.
- **Customizing Startup Settings on page 8,** explains how to customize Horizon startup settings.
- **Customizing the Toolbar on page 16,** explains how to customize and use the Launcher toolbars.
- **Customizing the Navigation Bar on page 25,** explains how to customize and use the Launcher navigation bar.



- [Customizing Diacritics on page 41](#),” explains how to create, edit, and display diacritic shortcuts.
- [Glossary on page 47](#) defines many terms used in this manual.
- [Index](#) to the guide.

## Conventions used in this guide

This guide uses terms, typefaces, and symbols to denote different kinds of information. Understanding these conventions can help you recognize the information you need more quickly.

### Symbols

This guide uses these symbols:

Symbol	Description
	<b>Tip</b> This symbol indicates additional notes or helpful tips.
	<b>Important</b> This symbol indicates important information or warnings.

### Mouse conventions

The following terms are used in this guide to describe actions you do with a mouse.

Term	Definition
<b>Click</b>	To place the mouse pointer on an icon, command, or button and quickly press and release the primary (usually the left) button once.
<b>Double-click</b>	To place the mouse pointer on an icon, command, or button and quickly press and release the primary mouse button twice.
<b>Right-click</b>	To place the mouse pointer on an icon, command, or button and quickly press and release the secondary (usually the right) button once.
<b>Drag</b>	To press and hold the primary mouse button while moving the mouse.
<b>Choose</b>	To click a button or an option from a menu, group of options, or list.
<b>Select</b>	To click once on an option in a list so that the option is highlighted. In a field, you may drag the mouse over text to select that text.

## Keyboard conventions

This guide refers to keys following the standard convention of 101-key keyboards. For example, Ctrl is the control key, Alt is the alternate key, Enter is enter or return.

When you need to press two or more keys at the same time to do an action, the keys are connected with a plus sign (+). For example, **Alt+H** means to press and hold the **Alt** key while you also press **H**.

Keys you press appear in bold type in steps. Text or numbers that you need to enter using the keyboard also appear in bold (for example, “Type **main** in the **Location** field”).

## Other conventions

In step-by-step instructions, the names of menus, buttons, fields, and other options appear in bold type (for example, “the **OK** button” or “the **Title** field”). This helps you quickly identify which elements you should look for on the page or screen you are navigating.

When you are instructed to choose an option from a menu, the menu and menu options are separated by the greater-than symbol (>). For example, “choose **File > Save**” means to choose the File menu, then choose the Save option from the menu. This convention is also used to show the sequence of items you use on the navigation bar to open a form or page.

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**.

File and directory names, code examples, and computer output appear in *Courier*.

## Possible differences between the software and this guide

The names, labels, and sample windows in this guide reflect the default settings that are delivered with most new 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 system. For example, your system administrator can change labels and set up security to limit access to certain features.

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

This document is compatible with Horizon 7.5.4. Information in this document may also be compatible with later versions.

## Documentation updates

Updates to this guide are posted to the customer support website between releases, as necessary. These updates provide corrections to unclear, incorrect, or incomplete information. They also provide documentation for enhancements that were not complete at the time the guide was first published.

You may access the customer support website at <http://support.sirsidynix.com>.



The customer support website requires a username and password. If you do not already have a username and password, contact your system administrator to receive one. If you are the system administrator for your library and need a username and password for the support website, please contact SirsiDynix Customer Support to receive one.

Documentation updates can include, but are not limited to, the following formats:

- PDF (Portable Document Format)
- HTML Webhelp
- EPUB
- Microsoft Word

To view a PDF file, you must install Adobe's Acrobat Reader on your workstation. You can download Acrobat Reader free of charge at Adobe's web site, <http://www.adobe.com>. Several open source eReaders are also available online which can open other formats such as EPUBs. Please contact SirsiDynix Customer Support if you are having trouble finding this guide in the format that you need.

## Comments and suggestions

SirsiDynix welcomes and appreciates your comments on its documentation. We want to know what you think about our manuals and how we can make them better. If you have comments about this guide, please send them to [docs@sirsidynix.com](mailto:docs@sirsidynix.com).

Be sure to include the title and version number of the guide and tell us how you used it. Then tell us your feelings about its strengths and weaknesses and any recommendations for improvements.



# Chapter 1: 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.

This chapter includes these sections:

Horizon Basics .....	1
Starting a Horizon Process .....	3
Starting a Horizon Process Using a Mouse .....	3
Starting a Horizon Process Using a Keyboard .....	4
Launcher Basics .....	5
Overview of Tasks .....	5
Customizing the Launcher .....	6

## 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.



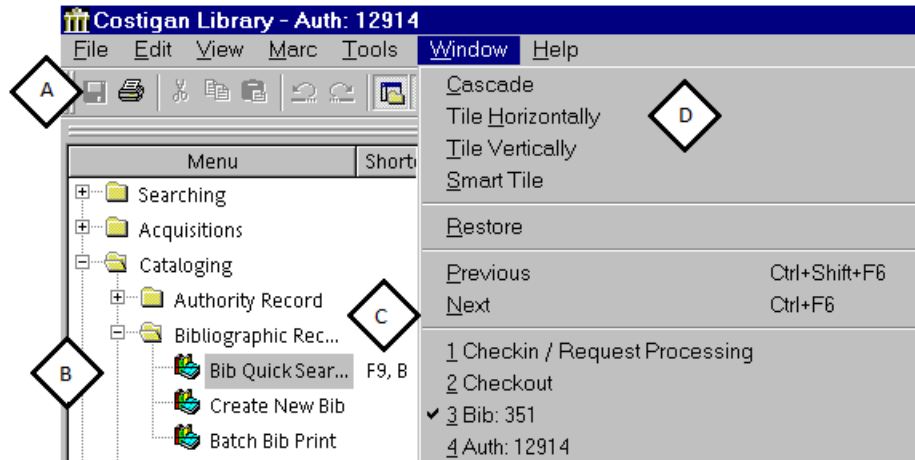
If you do not know how to do these tasks, see the [Windows online help](#), your Microsoft Windows manual, or the *Horizon Basics Guide*.

Additionally, you need to understand how to use the Launcher environment. The Launcher is the framework that you use to open and navigate through the various Horizon processes. You can also use it as a tool to access some of your other desktop functions.

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: Top Left View.



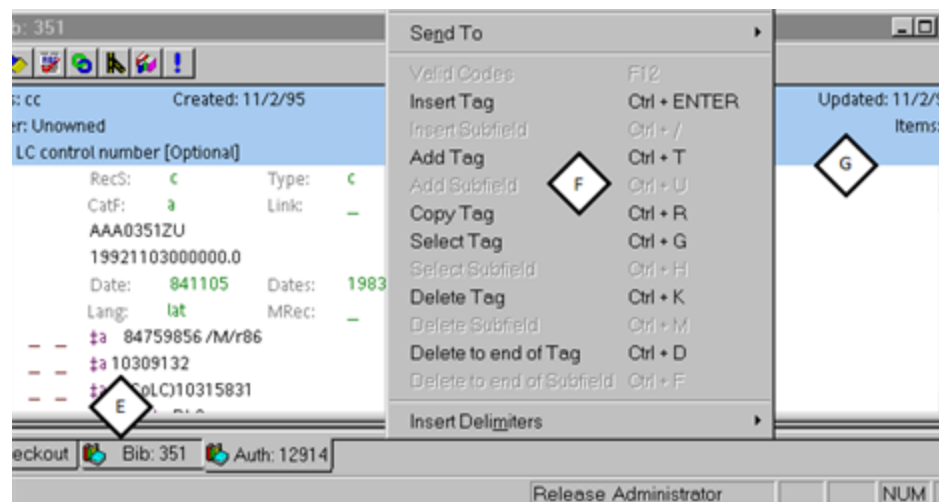
**A:** You can click buttons on a toolbar to start processes and do tasks in Horizon.

**B:** The navigation bar displays folders that group related Horizon processes together.

**C:** If your navigation bar is set up to show shortcuts, they display in this column.

**D:** You can choose options from the menu bar to start processes or do tasks. The available menu options vary, depending on where you are in Horizon.

Figure 1-2: Bottom Right View



**E:** If you use the Workbook view, each open window or process has a tab. You can click a tab to activate the window or start the process.

**F:** You can activate a pop-up list by right-clicking the mouse in the Launcher workspace, or in an open window or record. Pop-up lists give you options that vary depending on where you are in Horizon.

**G:** Horizon displays process, record, and other windows in the main Launcher workspace.

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

## 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.



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.



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.)

### Related topics

- [Starting a Horizon Process Using a Mouse](#) on page 3
- [Starting a Horizon Process Using a Keyboard](#) on page 4

## 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, search “horizon user interface” in 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, search “customizing the toolbar” in 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, search “horizon user interface” in 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, search “shortcut keys” in 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.



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:

- [Overview of Tasks on page 5](#)

### 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 on page 5](#)
- [Customizing the Launcher on page 6](#)

### 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

- 1 Log in to Horizon.

(For instructions, see “Logging In to and Out of Horizon” in the *Horizon Basics Guide*.)

- 2 Choose **Tools, Customize Launcher**.

Horizon displays the Customize Launcher window.

#### To open the Customize Launcher window using the Preference Group Manager

- 1 Log in to Horizon.

(For instructions, see “Logging In to and Out of Horizon” in the *Horizon Basics Guide*.)

- 2 Start the **Preference Group Manager** process.
- 3 Choose **Launcher** from the **Customize** drop-down menu.
- 4 Click **Modify**.

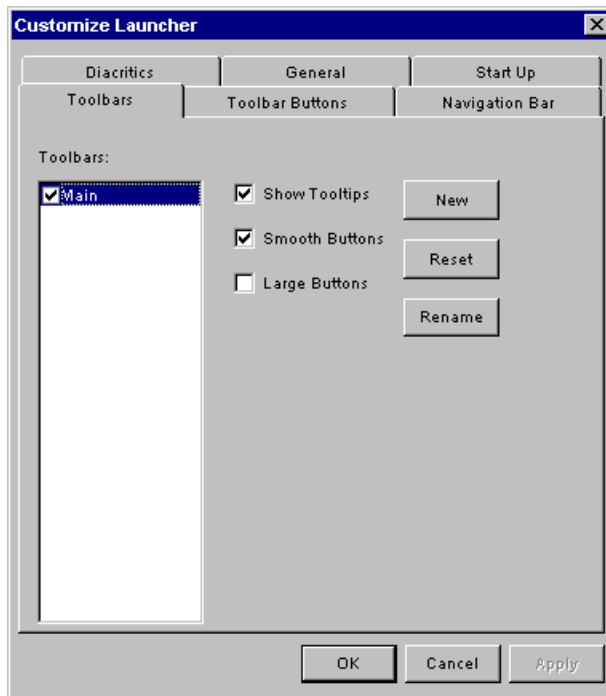
Horizon displays the Customize Launcher window.



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 <a href="#">About Customizing the Toolbar on page 16</a> .)

Tab	Description
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 <a href="#">About Customizing the Toolbar on page 16.</a> )
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 <a href="#">About Customizing the Navigation Bar on page 25.</a> )
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 <a href="#">About Customizing Diacritic Shortcuts on page 41.</a> )
General	You can display images on your workspace background. You can also set windows to open maximized when Horizon starts. (For more information, see <a href="#">About Customizing Startup Settings on page 8.</a> )
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 <a href="#">About Customizing Startup Settings on page 8.</a> )



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.

# Chapter 2: 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.

- [About Customizing Startup Settings](#) on page 8
- [Adding a Startup Folder or Process](#) on page 8
- [Removing a Startup Folder or Process](#) on page 10
- [Setting Horizon Windows to Open Maximized](#) on page 11
- [Displaying the Background Image](#) on page 12

## 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](#) on page 8
- [Removing a Startup Folder or Process](#) on page 10
- [Setting Horizon Windows to Open Maximized](#) on page 11
- [Displaying the Background Image](#) on page 12

## Adding a Startup Folder or Process

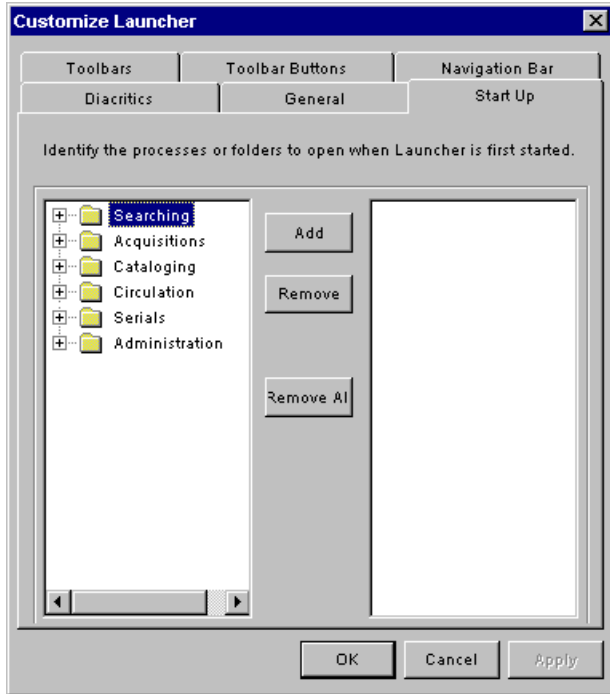
When you customize your startup settings, you can determine which folders or processes automatically open, or launch, when you log in to Horizon. To do this, you must add the folder or process to the Startup List. If you add a folder to the Startup List, Horizon opens the folder on the navigation bar.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



opens the process in your workspace.

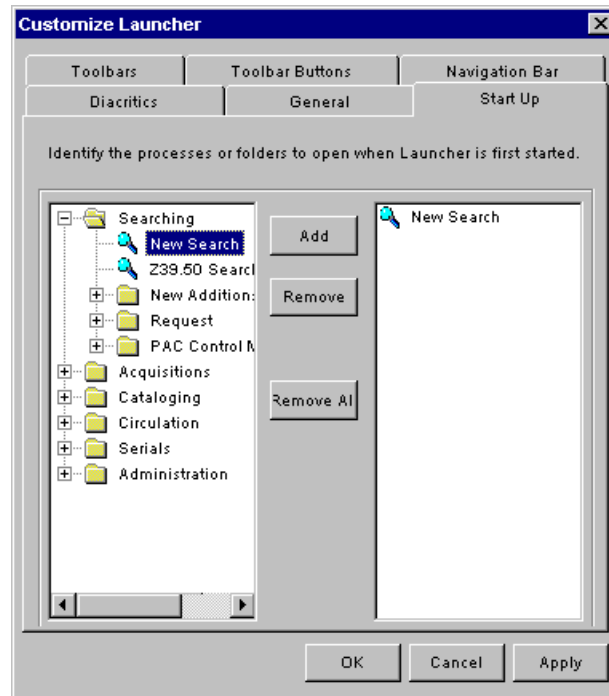
For example, if you added the Code Lookup Bib Workforms process to the Startup List, then Horizon opens the Code Lookup Bib Workforms window when you log in to Horizon.

### To add a startup folder or process



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

Horizon adds the folder or process to the Startup List:



- 3 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 25.](#))

- 4 Click **OK**.

Horizon saves your settings and closes the Customize Launcher window.

- 5 Close Horizon.

- 6 Start Horizon.

Horizon opens all the processes listed in the Startup List.

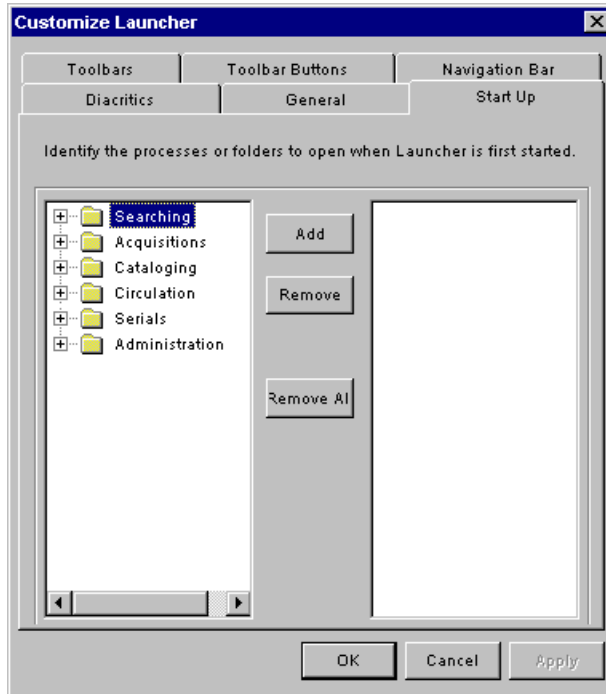
(For example, if you added the Code Lookup Bib Workforms process to the Startup List, then Horizon opens the Code Lookup Bib Workforms window when you log in to Horizon.)

## 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 To remove all of the processes from the Startup List, click **Remove All**, and continue with step 5.
- 4 To remove only some of the processes from the Startup List, do these steps:
  - a 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.
  - b Click **Remove**.
  - c Repeat steps 4a and 4b until the Startup List appears the way you want.
- 5 Click **OK**.  
 Horizon saves your settings and closes the Customize Launcher window.
- 6 Close Horizon.
- 7 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.



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

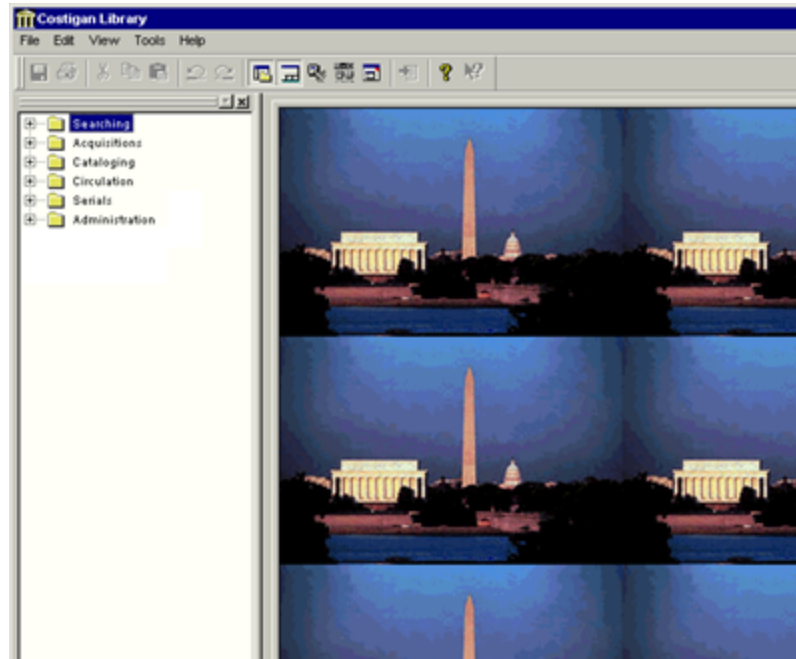
If you want to, you can choose a background image for your Horizon workspace. You can choose a photograph or pattern with any standard \*.bmp, \*.dib, \*.jpg, or \*.jpeg graphics file extension. You can tile, center, or stretch the graphic on the workspace.

### To display the background image

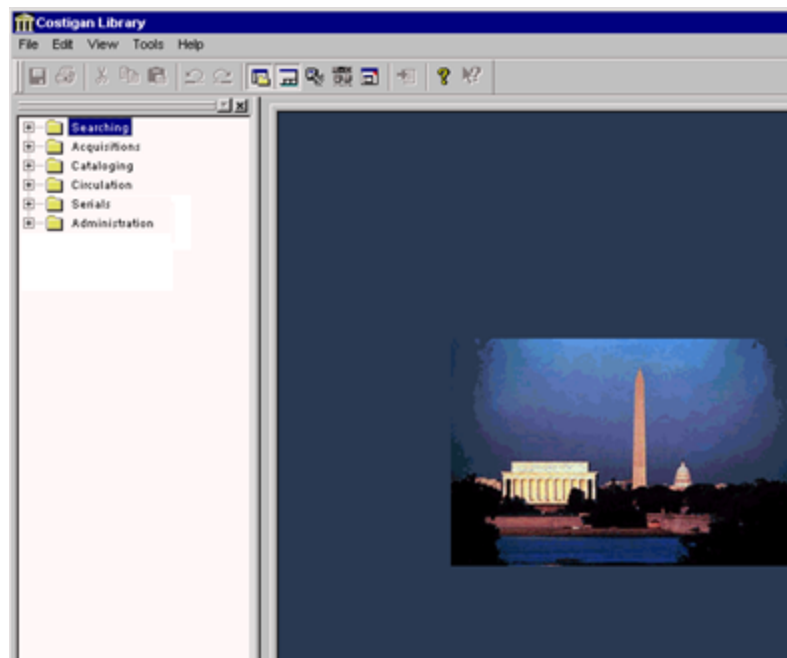
- 1 Open the Customize Launcher window.
- 2 Click the **General** tab.



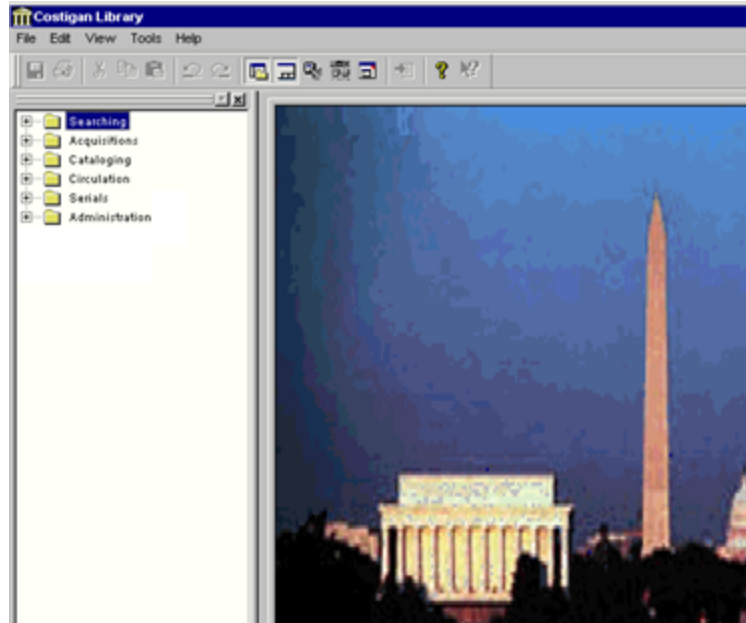
- 3 Do one of these options:
  - Enter the full path name of a graphics file that you want to use for the workspace background in the **Workspace Background** field.
  - Click the Browse button to choose the graphics file, then click **Open**.
- 4 Mark one of these options:
  - **Tile**. Leaves the picture in its original size, but replicates it as many times as necessary to fill the dimensions of the workspace.



- **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 conforms to any size workspace and distorts the background graphic accordingly.

5 Click **OK**.

Horizon saves your settings and closes the Customize Launcher window.

# Chapter 3: Customizing the Toolbar

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

- [About Customizing the Toolbar](#) on page 16
- [Customizing the Toolbar Display](#) on page 17
- [Creating a New Toolbar](#) on page 18
- [Adding a Button to a Toolbar](#) on page 20
- [Removing a Button from a Toolbar](#) on page 21
- [Restoring the Default Toolbar](#) on page 21
- [Moving a Toolbar](#) on page 22
- [Renaming a Toolbar](#) on page 22
- [Displaying or Hiding a Toolbar](#) on page 23
- [Deleting a Toolbar](#) on page 23

## 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](#) on page 17
- [Creating a New Toolbar](#) on page 18
- [Adding a Button to a Toolbar](#) on page 20
- [Removing a Button from a Toolbar](#) on page 21
- [Restoring the Default Toolbar](#) on page 21



- [Moving a Toolbar](#) on page 22
- [Renaming a Toolbar](#) on page 22
- [Displaying or Hiding a Toolbar](#) on page 23
- [Deleting a Toolbar](#) on page 23

## Customizing the Toolbar Display

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

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

**Smooth:**



**Framed:**



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

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

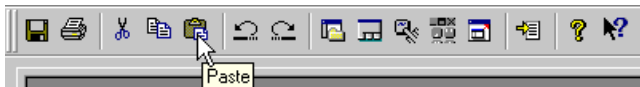
**Large:**



**Small:**



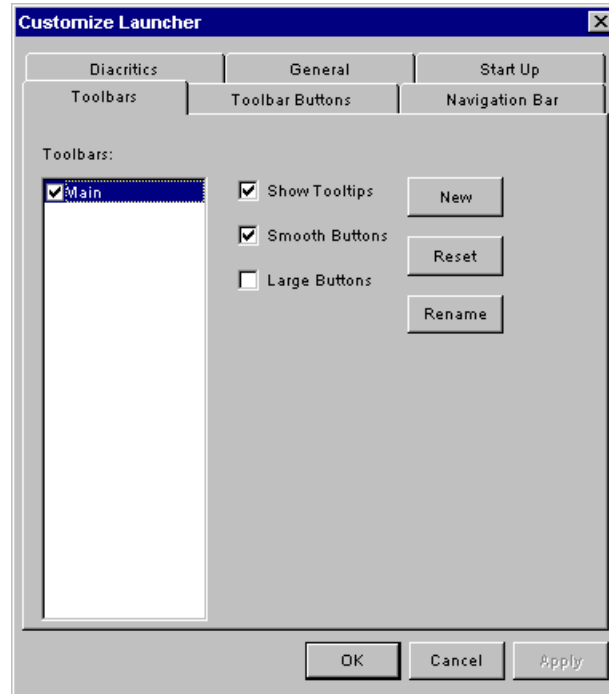
- **Tooltips.** You can display a brief text description of the function of any button (Tooltip) when you hold the mouse pointer over it.



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 <b>Show Tooltips</b> .
Hide Tooltips.	Unmark <b>Show Tooltips</b> .
Display lines around buttons.	Unmark <b>Smooth Buttons</b> .
Remove lines around buttons.	Mark <b>Smooth Buttons</b> .
Display large buttons.	Mark <b>Large Buttons</b> .
Display small buttons.	Unmark <b>Large Buttons</b> .

4 Click **OK**.

Horizon saves your settings and closes the Customize Launcher window.

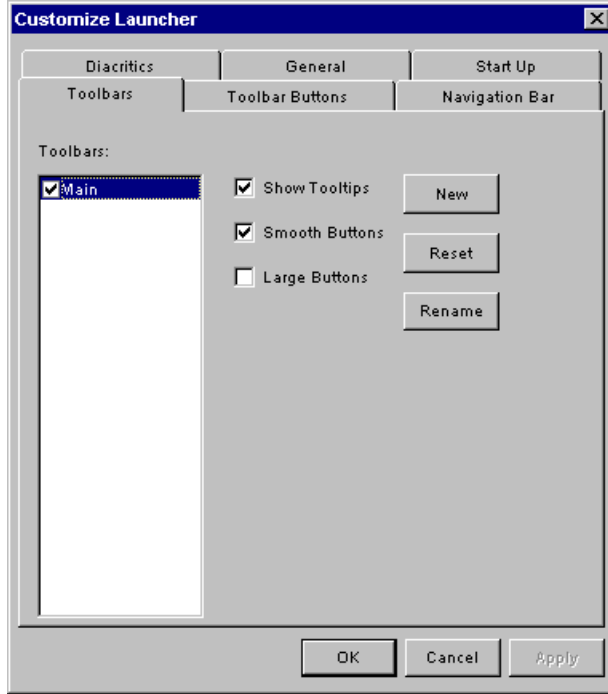
## Creating a New Toolbar

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.

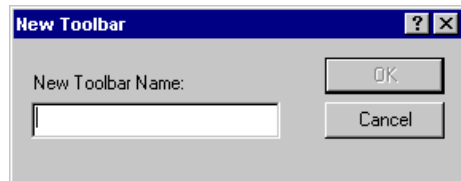
**To create a toolbar**

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



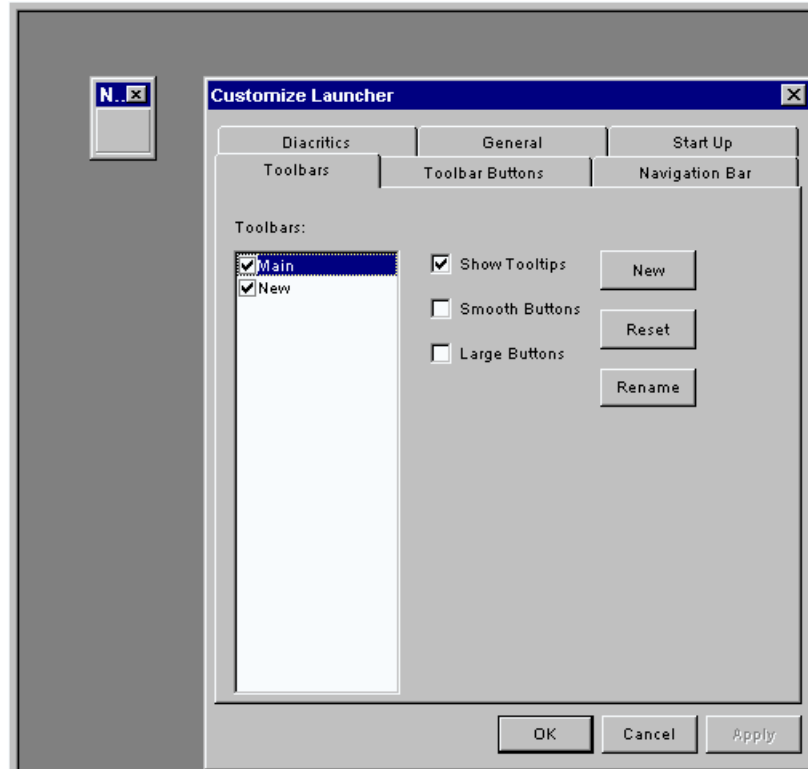
- 3 Click **New**.

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 20.)

- 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.



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 29.](#))
- 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.

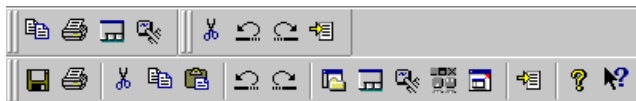
5 Click **OK**.

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.)

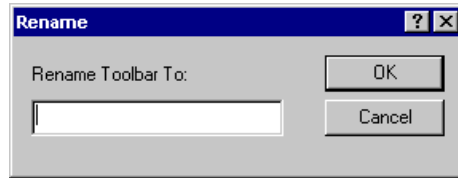


You cannot rename the default, or “Main”, toolbar.

### 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.



Hiding a toolbar does not delete the toolbar from Horizon. To delete a toolbar, see [Deleting a Toolbar](#) on page 23.

### 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.



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 21.)

- 4 Click **OK**.

Horizon saves your settings and closes the Customize Launcher window.



# Chapter 4: 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](#) on page 25
- [Adding an MQ View to the Navigation Bar](#) on page 26
- [Adding a Folder to the Navigation Bar](#) on page 27
- [Adding a Process to a Folder](#) on page 29
- [Moving a Folder](#) on page 33
- [Moving a Process](#) on page 34
- [Deleting a Folder or Process](#) on page 34
- [Displaying or Hiding a Folder or Process](#) on page 35
- [Setting Up Shortcut Keys to Open Processes](#) on page 36
- [Customizing the Navigation Bar Display](#) on page 37
- [Restoring Default Navigation Bar Settings](#) on page 39

## 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.)



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](#) on page 27
- [Adding a Process to a Folder](#) on page 29
- [Moving a Folder](#) on page 33

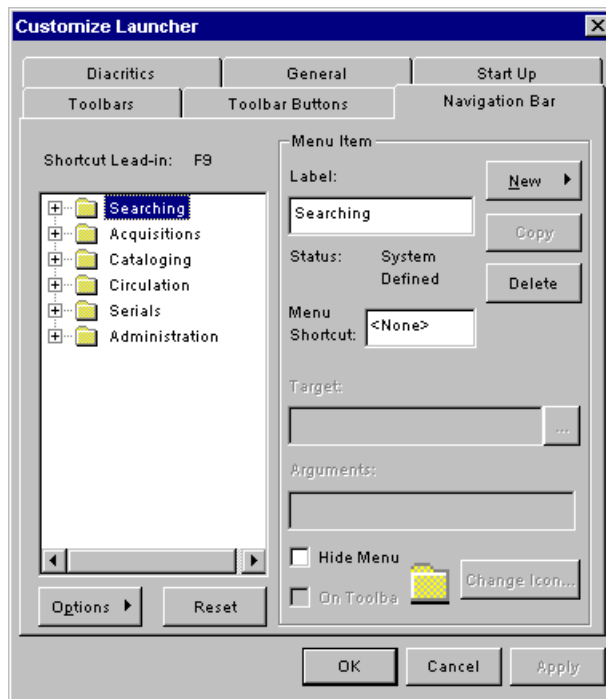
- [Moving a Process on page 34](#)
- [Customizing the Navigation Bar Display on page 37](#)
- [Setting Up Shortcut Keys to Open Processes on page 36](#)

## Adding an MQ View to the Navigation Bar

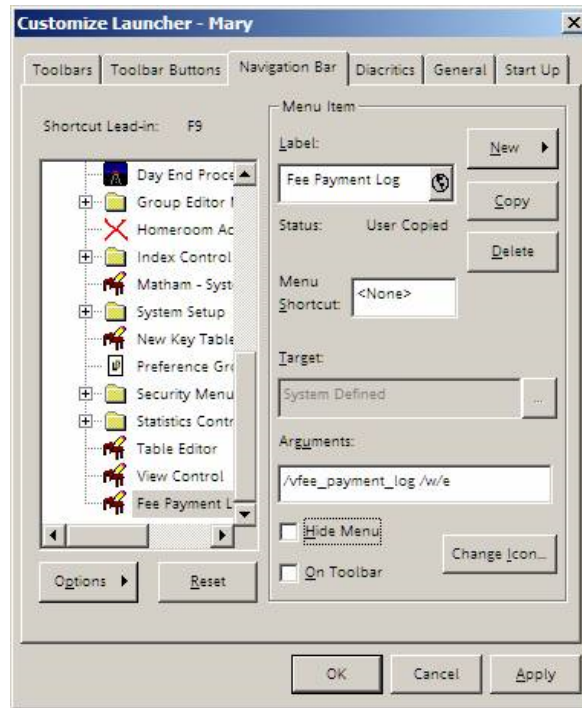
You can customize the navigation bar by adding one or more MQ views to it. You can name them and place them anywhere you want within the navigation bar.

### To add an MQ view to the navigation bar

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



- 3 Navigate to the MQ view you want by expanding the Administration folder and scrolling until you locate the desired control.
- 4 Highlight the desired MQ view and click the **Copy** button.
- 5 Enter a name for the copied menu item in the **Label** field.  
(For example, enter “Fee Payment Log”.)
- 6 Enter an appropriate string in the **Arguments** field.  
(For example, enter the following: /vfee\_payment\_log /w/e)



**7 Click **Apply**.**

Horizon adds the MQ view to the model navigation bar.

**Note:** The copied MQ view is not added to the actual navigation bar until you click **OK** to close the Customize Launcher window.

**8 Drag the new menu item to a desired location on the navigation bar.**

(For example, drag the Fee Payment Log MQ view to the Circulation folder.)

**9 Click **OK**.**

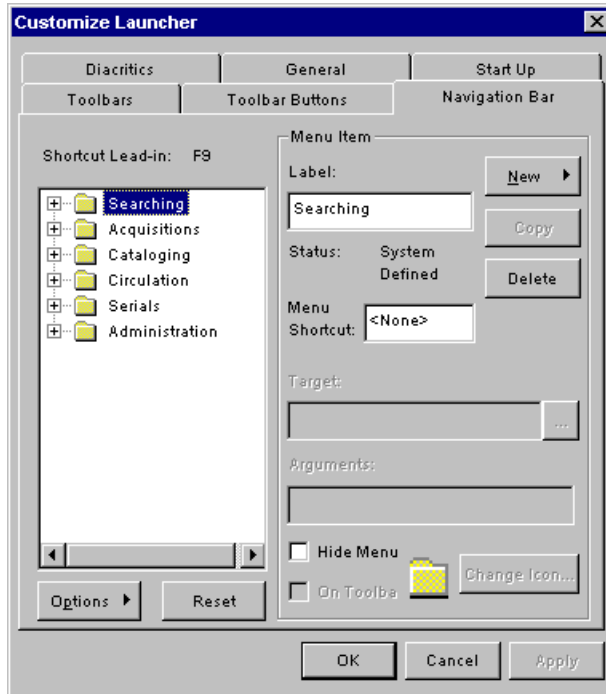
Horizon saves your settings and closes the Customize Launcher window.

## 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.

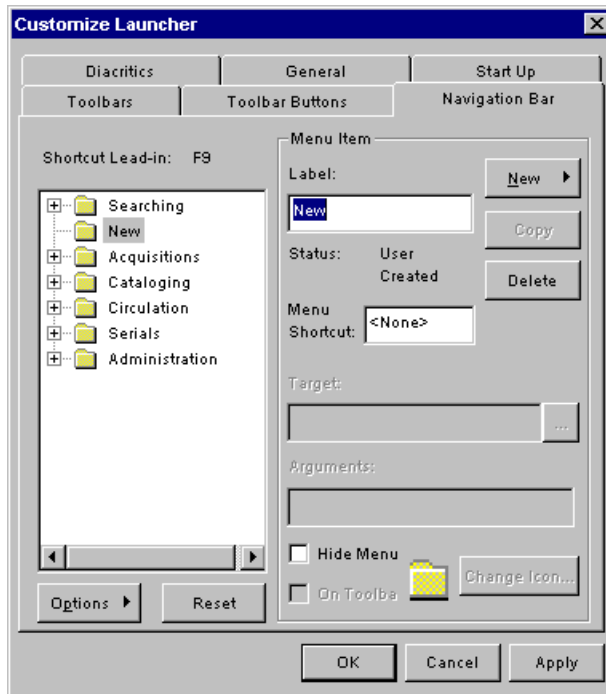
### To add a folder to the navigation bar

- 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 29](#).

## 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 on page 29](#)
- [Adding an Application to a Folder on page 31](#)
- [Creating a Link to a Web Site on page 33](#)

### 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.

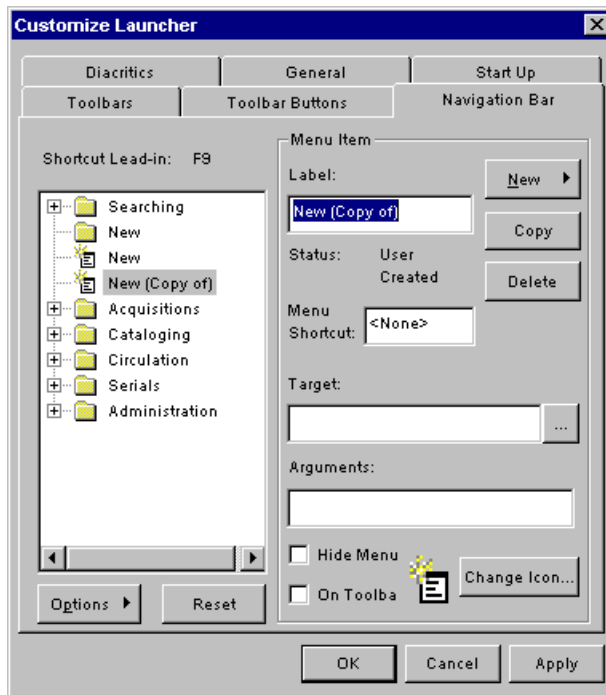
(For example, you might have a Circulation process that you want the Reserve Bookroom staff to have access to. If you display only the Reserve Bookroom folders on the Reserve Library workstation, the Reserve staff will not be able to access the process, because it is in the Circulation folder. Instead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

a To do this, do these steps: Enter the new name in the **Label** box.

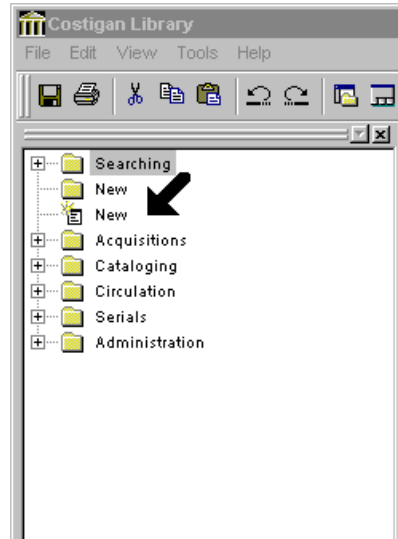
b Click **Apply**.

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.

8 To display the copied process in the actual navigation bar, click **Apply**.

Horizon adds the new process to the actual navigation bar:



- 9 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

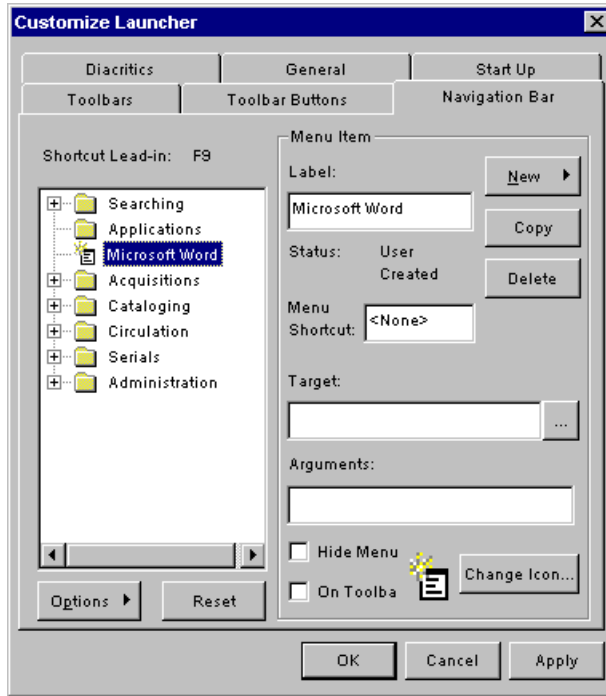
- 1 Open the Customize Launcher window.
- 2 Click the **Navigation Bar** tab.
- 3 Highlight the folder in the model navigation bar to which you want to add the application.

(If you want to create a new folder, see [Adding a Folder to the Navigation Bar on page 27](#).)

- 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 29](#).)

- 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 27](#).)

- 4 Add the link as a new process and assign it an appropriate label.
- 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.
- 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.



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 35.](#))

### 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.

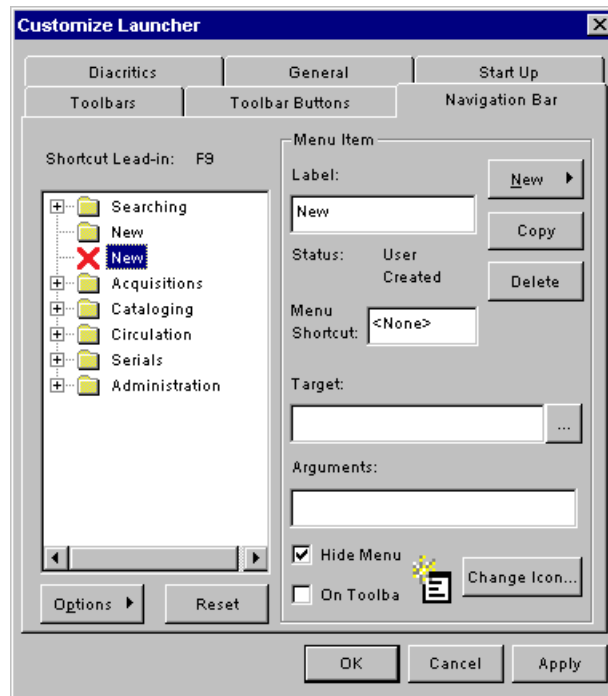
## Displaying or Hiding a Folder or Process

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.

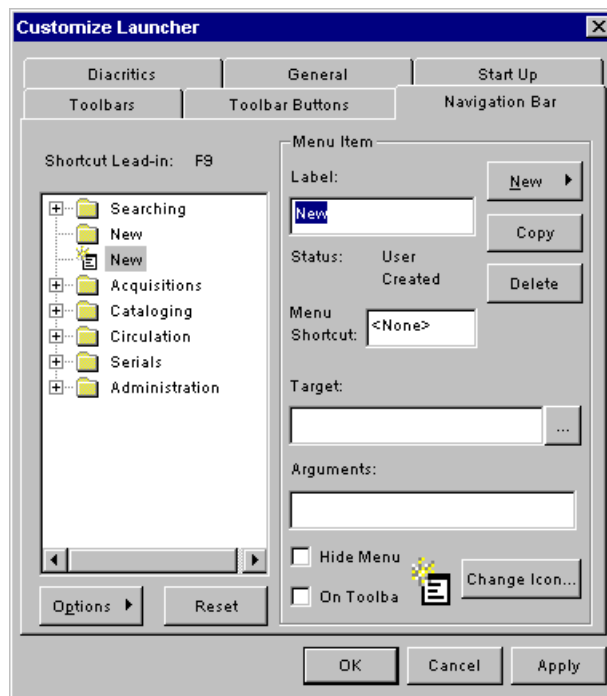
## Setting Up Shortcut Keys to Open Processes

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.

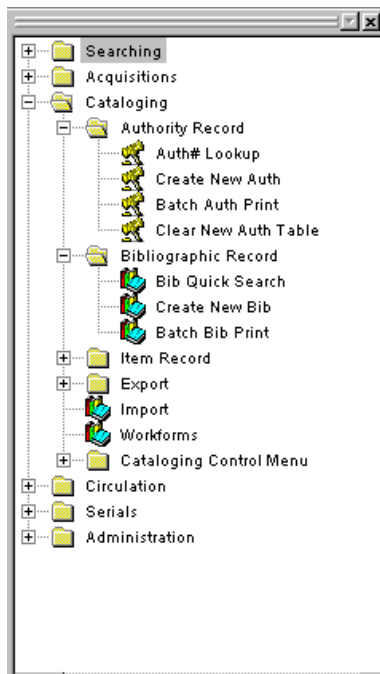
(For example, to open the Create New Bib process, you might want to enter **C** or **SHIFT+C**.)

- 5 Click **OK**.

Horizon saves your settings and closes the Customize Launcher window.

## Customizing the Navigation Bar Display

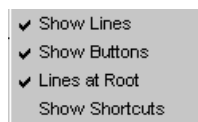
On the navigation bar, you can display buttons, icons, lines, and shortcuts. You can choose to display lines around buttons. You can also choose the icons you want to represent the individual processes displayed on your navigation bar.



### To customize the navigation bar display

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

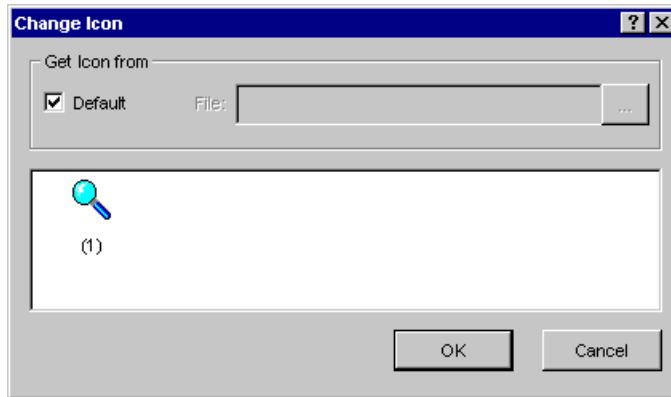
Horizon displays the Options drop-down menu:



- 4 Click the display options that you want to use in the navigation bar.

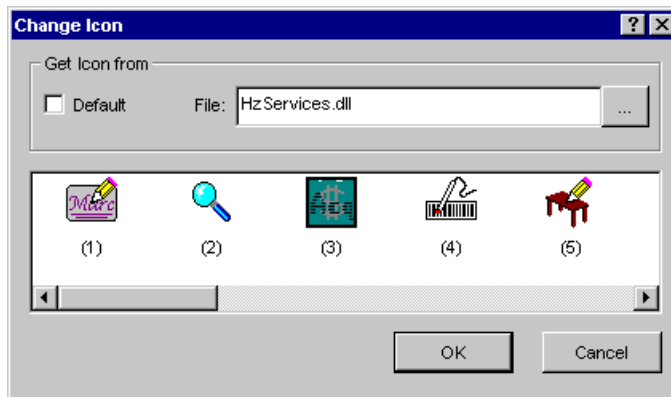
- 5 Click **Apply**.
- 6 Highlight the process for which you want to change the icon.
- 7 Click **Change Icon**.

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:

- a Unmark **Default**.
- b Click the Browse button to the right of the **File** field.

Horizon displays the Open dialog box.

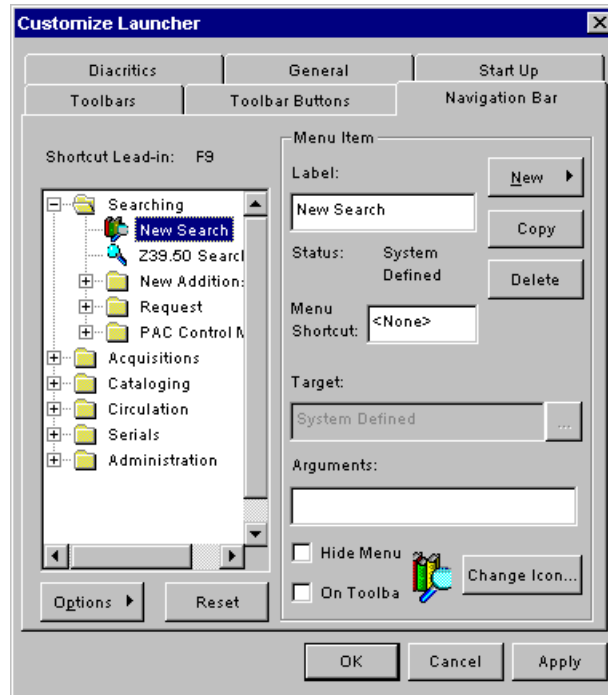
- c Find the file for the icon you want to display.
- d Click **Open**.

Horizon enters the path to the file in the **File** field and displays the icon in the Change Icon dialog box.

- e 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.

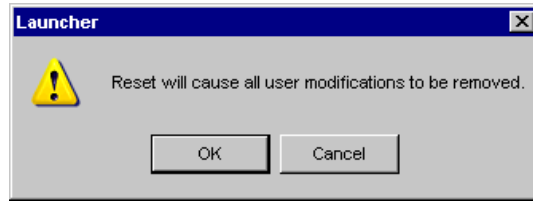


When you restore the default navigation bar settings, Horizon removes any custom changes you have made, such as user-created folders, processes, or specific icons.

### 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.



# Chapter 5: Customizing Diacritics

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

- [About Customizing Diacritic Shortcuts](#) on page 41
- [Creating or Editing a Diacritic Shortcut](#) on page 41
- [Deleting a Diacritic Shortcut](#) on page 44
- [Changing the Font Size of Diacritic Bars](#) on page 45

## 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 Josè). 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.



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](#) on page 41
- [Deleting a Diacritic Shortcut](#) on page 44
- [Changing the Font Size of Diacritic Bars](#) on page 45

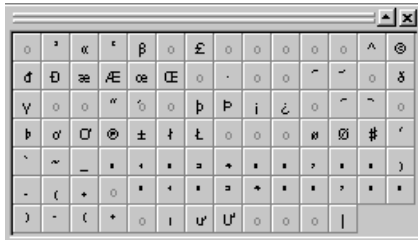
## Creating or Editing a Diacritic Shortcut

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.

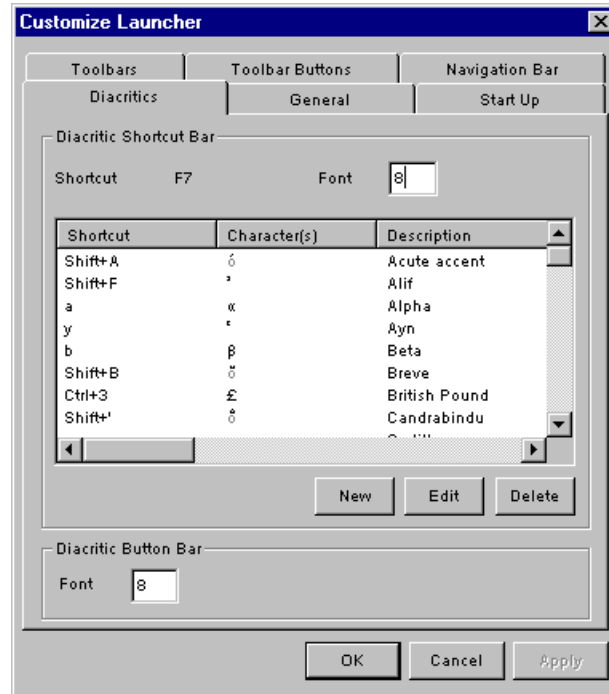


- **Diacritic Shortcut Bar.** Displays a list of each diacritic, the keystroke shortcut, and the description defined in Horizon.

Shortcut	Character(s)	Description
F7,Shift+A	´	Acute accent
F7,Shift+F	ˆ	Alif
F7,a	α	Alpha
F7,y	˘	Ayn
F7,b	β	Beta
F7,Shift+B	ˆ	Breve
F7,Ctrl+3	£	British Pound
F7,Shift+'	◌̂	Candrabindu
F7,c	ç	Cedilla
F7,w	◌̊	Circle above (Angstrom)

**To create or edit a diacritic shortcut**

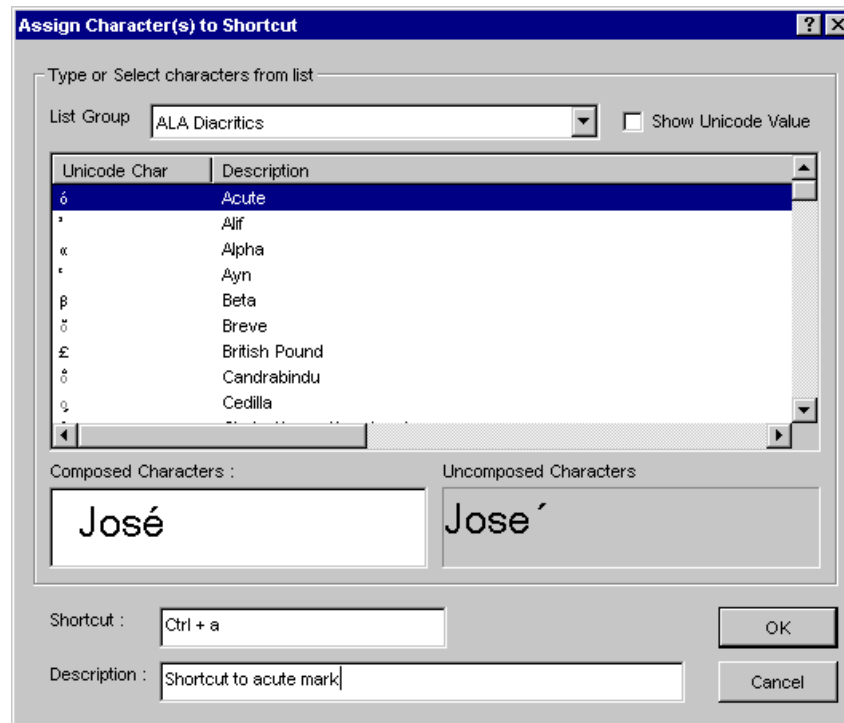
- 1 Open the Customize Launcher window.
- 2 Click the **Diacritics** tab.



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:



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

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.

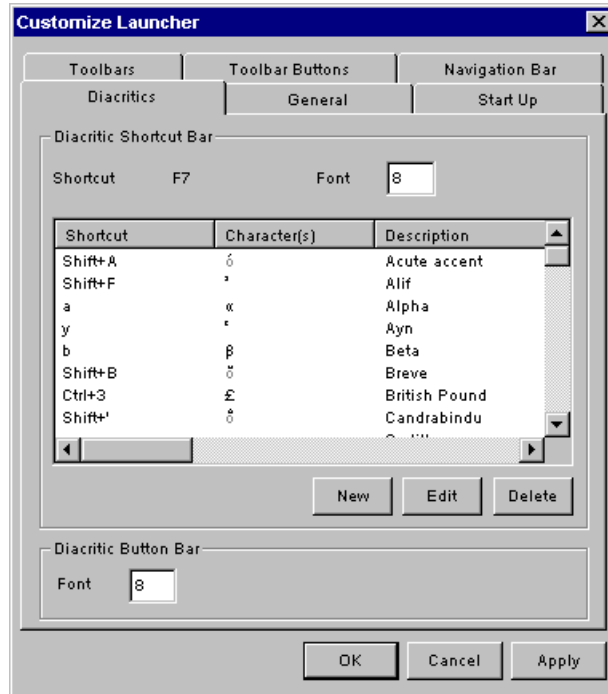
## Deleting a Diacritic Shortcut

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 41.](#))

### 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**.

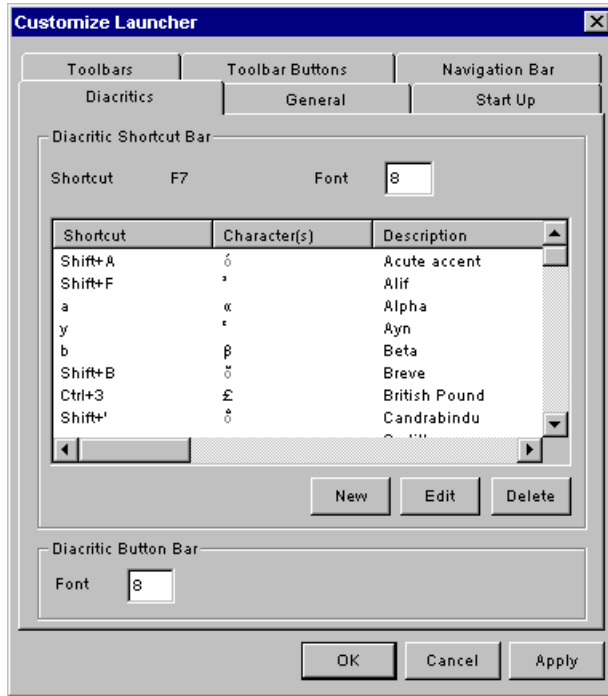
Horizon saves your settings and closes the Customize Launcher window.

## 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.

# Appendix A: 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.

Glossary Term	Definition
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.



# Index

## A

- Add field 9
- ALA hex set code
  - shortcut provided 41
- ALT key
  - using to access menu bar shortcuts 4
  - using to activate an open process 4
- Application
  - adding to folder 31
  - defined 47
- Arguments field 26, 32-33
- Assign Characters to Shortcut window 43

## B

- Background
  - changing for the Launcher workspace 12
- Background image
  - centering 14
  - displaying 12
  - file type 12
  - stretching 14
  - tiling 13
- Basics
  - Horizon 1
  - Launcher 5
- Button
  - adding to toolbar 20
  - appearance 17
  - customizing for toolbar 17
  - removing from toolbar 21

## C

- Center field 14
- Change Icon field 38
- Change Icon window 38
- Composed Characters field 44
- CTRL key
  - using to cycle through windows 4
- Customize Launcher window
  - opening 5

## Tabs

- Diacritics 42
- General 12
- Navigation Bar 26-27
- Startup 10
- Toolbars 6, 17

## D

- Diacritic
  - defined 41, 47
  - display as large button 17
  - display as smooth button 17
- Diacritic Button bar
  - changing font size 45
  - example 41
- Diacritic shortcut
  - button bar 41
  - creating 41
  - deleting 44
  - editing 41
  - keyboard 41
  - overview 41
  - provided in Horizon 41
  - shortcut bar 41
- Diacritic Shortcut bar 41
  - changing font size 45
- Diacritics tab
  - on the Customize Launcher window 42

## F

- F7 function key 47
- F9 function key 36
  - using to access the navigation bar 4
- Fields
  - Add 9
  - Argument 26
  - Arguments 32-33
  - Center 14
  - Change Icon 38
  - Composed Characters 44
  - Font 46
  - Hide Menu 36
  - Label 26, 29
  - Large Buttons 18
  - List Group 44

- Menu Shortcut 37
- New Toolbar Name 19
- Remove All 11
- Rename Toolbar To 22
- Shortcut 44
- Show Tooltips 18
- Show Unicode Value 44
- Smooth Buttons 18
- Start Windows Maximized 12
- Stretch 14
- Target 32-33
- Tile 13
- Workspace Background 13
- Figure
  - Launcher workspace 2
- File
  - graphic, for background image 12
- Folder
  - adding
    - a process 29
    - an application 31
    - to navigation bar 27
    - to Startup List 8
  - defined 47
  - deleting 34
  - displaying or hiding 35
  - moving 33
  - removing from startup 10
- Font field 46
- Font size
  - changing for Diacritic shortcuts 45
- Function key
  - defined 47
  - F7 47
  - F9 36
- G**
- General tab
  - on Customize Launcher window 12
- Graphics file extension
  - for background image 12
- H**
- Hide Menu field 36
- Horizon
  - Launcher overview 2
  - list of basic tasks 1
  - window
    - maximizing all open 12
    - opening maximized 11
- I**
- Icon
  - changing on navigation bar 37
- Image
  - displaying background 12
- K**
- Key
  - ALT
    - using to access menu bar shortcuts 4
    - using to activate an open process 4
  - CTRL
    - using to cycle through 4
  - F7 function 47
  - F9
    - using to access the navigation bar 4
  - F9 function 36
- Keyboard
  - diacritic shortcuts 41
- L**
- Label field 26, 29
- Large Buttons field 18
- Launcher
  - basics 5
  - customizing
    - overview 6
  - default restored 7
  - defined 1, 5, 47
  - displaying background image 12
  - overview
    - startup settings 8
    - tasks 5
  - sample workspace 2
  - toolbar 16
- Lead-in key
  - defined 4, 47
  - for accessing the navigation bar shortcuts 4
- Lines at root
  - defined 47
- List Group field 44
- M**
- Menu bar
  - shortcuts on 4
- Menu Shortcut field 37
- Model navigation bar
  - defined 47
- Mouse
  - using to start a process 3

MQ view  
 adding  
   to navigation bar 26

## N

Navigation bar  
 adding folders 27  
 adding MQ view 26  
 changing icons 37  
 customizing  
   appearance 37  
   overview 25  
 default settings  
   restoring 39  
   warning 39  
 defined 47  
 example 37  
 folder  
   deleting 34  
   displaying or hiding 35  
   moving 33  
 process  
   deleting 34  
   displaying or hiding 35  
   moving 34  
 web site  
   linking to 33  
 Navigation Bar tab  
   on the Customize Launcher window 26-27  
 New Toolbar Name field 19  
 New Toolbar window 19  
 New user information 1

## P

Process  
 activating 3  
 adding  
   by copying 29  
   to folder 29  
   to Startup list 8  
 defined 47  
 deleting 34  
 displaying or hiding 35  
 moving 34  
 opening at startup 8  
 removing from startup 10  
 shortcut keys 36

## R

Remove All field 11  
 Rename Toolbar To field 22  
 Rename window 22

## S

Shortcut  
 defined 47  
 diacritic  
   button bar 41  
   creating 41  
   deleting 41, 44  
   editing 41  
   keyboard 41  
   overview 41  
   shortcut bar 41  
 Shortcut field 44  
 Shortcut key  
   customizing 4  
   lead-in 4  
   setting up to open a process 36  
   using to enter a diacritic 41  
   using to start a process 4  
 Show Tooltips field 18  
 Show Unicode Value Field 44  
 Smooth Buttons field 18  
 Start Windows Maximized field 12  
 Startup folder  
   adding 8  
   removing 10  
 Startup list  
   overview 8  
 Startup settings  
   customizing 8  
 Startup tab  
   on Customize Launcher window 10  
 Stretch field 14

T

Tab  
 Customize Launcher window  
   Diacritics 42  
   General 12  
   Navigation Bar 26-27  
   Startup 10  
   Toolbars 17  
 Target field 32-33  
 Tile field 13  
 Toolbar  
   appearance 17  
   button  
     adding 20  
     appearance 17  
     removing 21  
   creating  
     from Customize Launcher window 18  
     stacking 22  
   customizing appearance 17

- customizing overview 16
- defined 47
- deleting 23
- displaying 23
- example 16
- hiding 23
- moving 22
- renaming 22
- restoring to default 21
- Toolbar display
  - customizing 17
- Toolbar space
  - defined 47
  - moving toolbar to 22
- Toolbars tab
  - on the Customize Launcher window 17
- Tooltips
  - defined 47
  - displaying for toolbar 17

## W

- Web site
  - linking to 33
- Window
  - Horizon
    - maximizing all open 12
    - opening maximized 5
  - opening Customize Launcher 5
- Windows
  - Assign Characters to Shortcut 43
  - Change Icon 38
  - Customize Launcher 6
  - New Toolbar 19
  - Rename 22
- Workspace
  - defined 47
- Workspace background
  - centering 14
  - displaying image 12
  - stretching 14
  - tiling 13
- Workspace Background field 13

