# Desktop Publisher Pro

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Introduction

Welcome to Publisher Pro. With this powerful yet easy to use desktop publishing system you are able to create many types of professional quality documents for virtually any purpose: brochures, business cards, invitations, memos, newsletters, envelopes and more! It combines powerful text editing and graphics capabilities. Full documentation is provided in this manual, and in the on-line help file.

How to use this Manual

You should begin with the Installation instructions. Following these instructions carefully will assure that DesktopPublisher Pro is properly installed and ready to run on your computer system.

The FAST OVERVIEW section describes the various components that make up the Publisher Pro application. The TUTORIAL provides step-by-step lessons which allow you to create your first documents. It covers the basics of how to use Publisher Pro to create a document from a ready-to-use template file. It then describes how to create a document from scratch, place on your document various objects and design elements and manipulate those objects using the Publisher Pro tools.

DesktopPUBLISHER PRO IN DEPTH covers the advanced features that this program has to o   ffer. DesktopPublisher Pro in Depth is divided into sections covering functions for document management and printing.

The DesktopPublisher Pro MENU REFERENCE section describes the menu commands, the Online Help, and the Balloon Help. Use it as a quick reference to the details of specific commands.

Conventions Used in this Manual

This manual assumes that you are familiar with the Macintosh operating system and the general terms and conventions associated with it. In particular, it assumes that you understand the use of the standard Macintosh pull-down menus and dialog boxes, how to enter text into text fields and how to work with basic graphics objects. If you are not familiar with these concepts, consult your Macintosh manuals before using DesktopPublisher Pro.

The **RETURN** and **ENTER** keys can be used interchangeably inDesktopPublisher Pro. The **ENTER** key is used throughout the manual.

Pay special attention to items in italics. Items printed in italics are either definitions of words, important steps or cautionary notes.

Keyboard commands and keyboard keys are printed "Cmd-A." In this case you would hold down the **Command (⌘)** key and press **A.**

Installation

DesktopPublisher Pro is distributed on a CD-ROM. The system requirements printed on the back of the box reflect the system requirements for the current version of   DesktopPublisher Pro. Extra hard drive space is necessary to store the   DesktopPublisher Pro clipart libraries which contain a wealth of images.

Fast Overview

This section provides a quick overview of DesktopPublisher Pro. The concepts presented in this section will be used in the *Tutorial* section. While going through the tutorial in the *tutorial* section, you may need to refer back to concepts and descriptions presented in this section.

Welcome to DesktopPublisher Pro, a comprehensive application allowing you to seamlessly integrate text, graphics and other design elements to create sophisticated documents for business and home. It is designed to provide you with all the features of major "power -house" desktop publishing programs without the accompanying complexity and cost.

With DesktopPublisher Pro you are able to:

- create a new document either from scratch or from any type of predefined templates that are distributed along with DesktopPublisher Pro. The template types are: Brochure, Business Card, Certificate, Envelope, Facsimile, Flyer , Greeting Card, Invitation, Invoice, Letter Head, Memo, and Newsletter,

- import graphics in various graphic formats into your documents, allowing resizing and other transformations without any loss of quality

- print all, even, or odd pages of your documents with crop marks, and color separations

- Preview the printer output using the ColorSync preview option

- place any text on your documents and add special effects, such as stretching, outlining, filling with blend, and shadowing

- use powerful search text and style features

- link text boxes, creating "text chains"

- create, edit and use Style Sheets

- add, edit and delete colors used in your documents

- add and manipulate the objects on your documents, aligning them and changing their stacking order on a page

- add special "Speech Balloons" design elements

- apply colors to virtually any design element' s foreground and background, draw various graphic elements in any width, color or pattern

- import graphics created with other applications

- change the view scale

- easily navigate through the document pages and add and delete pages

- use powerful Master Pages support

- use DesktopPublisher Pro spell checking, thesaurus, rhyming capabilities, text hyphenation, and more

The text editor allows you to produce text in different fonts, colors, styles, and sizes. Control line spacing (leading) of text and produce text boxes of dif ferent sizes and orientation. Control alignment of text on the page.

Power Text objects allow you to add special effects. Text in such objects fills the entire text box, expanding or contracting as necessary, but always extending to the outermost boundaries of the box. The more text you enter, the more compressed the letters will be in the power text box. If your text is too compressed, you can resize the power text object to a lar ger size. Special ef fects can be applied to your power text. The text can be squeezed, arched, slanted, stretched, colored, and manipulated in various ways.

Many graphic images are included in the DesktopPublisher Pro graphics libraries, and graphics objects in various graphic formats can be imported into your document. DesktopPublisher Pro relies on the Macintosh Translation Manager capabilities allowing you to import up to thirty graphic formats. In case the Translation Manager is not installed, DesktopPublisher Pro supports the import of TIFF, PICT, EPS, QuickT ime, PNTG and GIF images. You can also import and export graphics to and from other applications using the Clipboard. You can rotate any object to any angle.

Your document can be exported either as a plain text document or an HTML file. This enables you to open the exported document with any web browser .

The combination of these features provides a single application to create all the diversity of the printing products for any need.

Note: the appearance of the DesktopPublisher Pro interface elements may di ffer from the pictures used in this manual by the look and color of controls. The program allows switching between the DesktopPublisher Pro appearance, and the Apple Platinum and other appearances available on your computer by simultaneous pressing the **Command** + **Option** + **Control** modifier keys, and the ' **0**' (zero) key.

Pull-down Menus

Designed as a standard Macintosh application, DesktopPublisher Pro displays a set of pull down menus in the menu bar at the top of the computer screen. Pull-down menus are activated by holding the mouse button down on the title of the menu and dragging down with the mouse pointer to highlight the desired item. Some items in some of the pull-down menus activate sub-menus: a submenu becomes activated when the primary menu item is highlighted.

The pull down menus:

File   Contains submenus and options for creating, opening and saving documents; importing data from other sources and exporting to other formats; document attributes control, and printing.

Edit   Contains menu options for editing objects, text, colors, toolbars, ruler and guide settings, also for changing the application behavior by modifying preferences.

Object   Allows various options for working with objects placed on a document. Displays full information about an object's current location and position, its colors, shades, and patterns. Deletes, duplicates, groups and ungroups objects.   Also contains additional options for aligning objects and changing the objects stacking order on an active page.

Text   Contains a comprehensive text editor capability, and provides access to the important text utilities such as spell checking, thesaurus and rhyming.

Graphics   Contains a full set of options for graphic object appearance control, including line, fill, and background settings.

Page   Controls the view size of the current page, displays page rulers, guides, switches between double sided and single sided pages.   Also allows you to insert, delete and navigate through the document pages, and contains multiple master pages support.

Window   Displays a set of currently active windows, and allows you to activate any one of them directly. Also provides options for repositioning open documents on-screen.

Toolbars

DesktopPublisher Pro provides a toolbar manager that allows users to create, customize, sho w, hide, move, reshape, and delete toolbars.   All these operations will be discussed in detail in the DesktopPublisher Pro in Depth section.

This section provides you with a short description of the default toolbars and the toolbar operations and elements that are on your screen when you start   DesktopPublisher Pro. This is quite enough for an initial acquaintance with the product.

Toolbar windows contain collections of toolbar elements - buttons, pop-up menus, edit boxes and arrows, which represent various functions, and allow you to edit various settings in   DesktopPublisher Pro. The majority of the toolbar elements in   DesktopPublisher Pro are graphic representations of the functions available in the menu bar   , providing easy access to the most common features of DesktopPublisher Pro. Other elements reflect some dialog boxes settings.

Clicking on a button accesses that button's function, clicking on a pop-up menu accesses a list of functions available in that pop-up menu. Some toolbar buttons or pop-up menus change document or even application attributes, while others af fect just a selected section of text, the current paragraph, or just a selected object. Lastly , there are some toolbar buttons that change the function of the mouse cursor, allowing you to make changes to a document.

Here, in the **FAST OVERVIEW** section, we will pay attention to these topics:

- First Glimpse

- Moving toolbars on the screen

- Using toolbar elements

- Tool Palette

First Glimpse

Right after you first launch Mac Publisher Pro, five toolbars are displayed on the computer screen. Four of them are on the top of the screen, in the area called the Control Dock, and one is located along the left side of the document window.

The vertical toolbar is the Tool Palette, it will be discussed separately below. It differs from all the other toolbars in that it looks like a Macintosh utility window, i.e. has the window title, and the close and resize boxes.

Each toolbar can be moved between the Control Dock area and any other part of the screen, thus changing its appearance from a frameless window, to the floating utility window look. The names of the toolbars are displayed on the utility windows' title bars when the toolbars are outside of the Control Dock.

The toolbars contain toolbar elements grouped by their functionality. For example, the **Edit** toolbar contains buttons that represent various functions from the **Edit** menu. The **Text** toolbar contains toolbar elements affecting the current text settings, etc.

Moving toolbars on the screen

DesktopPublisher Pro allows repositioning toolbars on the screen to the locations that may be most convenient for accomplishing particular tasks. For example, if you need to use the **Edit** tools often, you may choose to place the **Edit** toolbar in the location that is most convenient.

To change a toolbar from one that is anchored in the Control Dock to a floating window just click on it with the mouse and drag the toolbar to desired location. While dragging, the toolbar becomes a rectangle that moves along with the cursor. Releasing the mouse button places the toolbar on the screen as a floating window shown below:

If you move a toolbar within the Control Dock to a position overlapping another toolbar, it will be placed at the location and the other toolbar will move to a new position in the Dock. This will sometimes create a new "tray" for the Control Dock, a new area at the bottom of the Dock for the toolbars to be located.

Using Toolbar elements

Using the toolbar elements is very easy. Toolbar buttons can function either like push buttons, that means that clicking on them just invokes some action, or like switch buttons which toggles the current state of some attribute. For instance, the **Undo** button on the **Edit** toolbar will undo and redo the previous operation, and the **Bold** button from the **Text** toolbar reflects the state of this attribute, and remains pressed when the text insertion point is within the "bolded" text range.

The buttons can be grouped. In some cases this means that functionally they have some traits in common, like the **Undo, Cut, Copy, Paste,** and **Clear** buttons on the **Edit** toolbar. In other cases this means that the buttons work like a radio button group, i.e when one button of the group is pressed, the others depress automatically.

The toolbar elements containing edit fields allow two modes of changing their state. First is by typing a new value directly into the edit field.

When you type, a new value becomes displayed in a different color until you complete typing. Some toolbar elements allow automatic search of possible options as you type. In the **Font Name** box shown above, when you type the letter "**g**", the value that is automatically found may be "gadget". Typing the second letter "**e**" narrows the search, and shows the "Geneva" font. You can press **Enter** to finish the process of setting a new font.

The second way is by using the correspondent menu button, or little arrows to the right of the edit field.
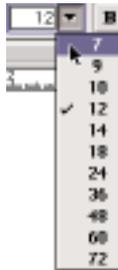
Toolbar elements show their descriptions. When you move the cursor over a toolbar element, it displays a small window with short description of the element's functionality:
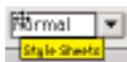
Tool Palette

The **Tool Palette** is a toolbar that is represented as a vertical row of icons, initially located along the left side of the computer screen. This is the only toolbar that contains buttons unique by their functionality. Not one of these functions is present anywhere else, either in menus or in dialog boxes.

It allows object manipulation and creation, and changing the current view size. Clicking and holding in any other area of the title bar and then moving the mouse allows you to reposition the Palette to other locations on the desktop, or to the Control Dock. Individual buttons on the palette are activated by clicking on them. The functions of the individual buttons are described below:

Object Tool

The **Object** tool is used for activating, repositioning or resizing one or more objects, created with the other tools, i.e. Text Box, Power Text, Bezier, Bezier Text and Speech Balloon tools, described later in this section. Activating an object is done by clicking on it, thus making its handles appear . To reposition the object, click on it and drag to the location you wish. To resize the object, click on one of its handles and drag. Using modification keys (**Command**, **Option, Contr ol,** see the **KEYBOARD SHORTCUTS** section later in this chapter) places constraints on the object' s movements and resizing.

Picture Mover Tool

The **Picture Mover** tool is used to move pictures inside of their picture boxes. Selecting it from

the Tool Palette changes the cursor to the Hand pointer when it is over an active picture box. To reposition the picture, click and drag the mouse.

Rotation Tool

The **Rotation** tool is used to rotate an object around any point. Any object in DesktopPublisher Pro may be rotated by any angle. After selecting the **Rotation** tool, the pointer changes to a set of

crosshairs centered in a circle when you move it over the page. Click and drag away a short distance from the pivot point in any convenient direction.

Zoom Tool

Use the **Zoom** tool to zoom in on a particular part of the page. Click and hold at the corner of an area on which you wish to focus. Drag a rectangle over that area and release. The view of the area becomes the largest view possible in the current window.

Simple clicks zoom in, and **Option**-clicks zoom out the view size by predefined amount. You can change this amount using the **Preferences…** option from the **Edit** menu.

Text Tool

The **Text** tool is used to highlight a segment of text in a text box, or to position the text insertion point (which allows you to type new text into a text box). Selecting the **Text** tool changes the pointer from an Arrow to an I-beam when moved over the text box. Highlighting a text segment, allows changes to various text attributes such as color, shade, size, font and others. The highlighted text segment will have a different color on the screen. The text insertion point defines a position at which new text may added into the text box.

Text Box Tool

The **Text Box** tool is used to create a new text box. A text box is a rectangular region in which text is placed. To create a text box, click on the **Text Box** tool, then move the pointer to the location where you want one corner of the text box to be. The pointer should appear as a set of crosshairs. Click and hold the mouse button, then drag to the location where you want the opposite corner to be, then release. The Mac Publisher Pro switches to the **Text** tool.

Power Text Tool

This tool lets you to place a special text object on your document. Text in this object can have some special attributes such as auto scaling to fit the text box.

Graphics Object Creation Tools

The Graphics Object creation tools are used to draw various graphic objects on a document.   To create a Graphics object, click on the corresponding icon, then position the pointer where you want one of the corners of the object to be placed. Click and hold the mouse button, drag to where you want to place the opposite corner, and release. The newly created object appears with handles indicating that it is active.

If the **Shift** key is held down during the creation process, the shape or orientation of the object is constrained. Rectangle or rounded-corner rectangle boxes are constrained to a square. Ovals are constrained to a circle. Non-orthogonal line orientation is constrained to 0°, 45° and 90°.

Speech Balloon Tool

The **Speech Balloon** tool is used for creation of Speech Balloons, appearing as text inside balloons. There are twelve balloon types in DesktopPublisher Pro. In combination with the di fferent colors, styles, shades applied to both the balloon and the text inside, it provides a wide range of effects to make your document bright and expressive.   To create a balloon with the help of the   **Speech Balloon** tool, click on it, then move the pointer to the location where you want one corner of the object frame. Click and hold the mouse button, then drag to the location where you want to place the opposite corner of it, then release.

Bezier and Bezier Text Tools

Use the **Bezier** tool for adding Bezier curve objects to your documents. To create a curve, select the tool from the Tool Palette. Click in the position where you want to locate the starting point of the curve, then release the mouse, and drag it to a new position. A curve will be drawn as you move the cursor. Click and drag the mouse to a new location again. Repeat the process until the curve is completed, then make a double click with the mouse. The **Bezier** tool will deactivate then, and the **Object** tool will become active.

The **Bezier Text** tool allows you to display text along Bezier curves. After you define the curve, as described above, you are able to add text, and change some text attributes, such as font, font size, color, and shade.

Linking and Unlinking Tools

The **Linking** tool forms a connection between text boxes. Text "flows" between linked boxes as if they were one continuous region.   This flow between linked text boxes is referred to as a "text chain". The **Unlinking** tool is used to break the links between text boxes.

Equal Tool

The **Equal** tool is used for making one object the same size as another .

To use the tool, select it from the Tool Palette. The cursor changes to the Equal cursor. Click on the first object, then on the second object. The second object changes its dimensions to be equal to those of the first object.

Document Window

When you create a new document or open an existing document, the Document Window associated with that document appears.
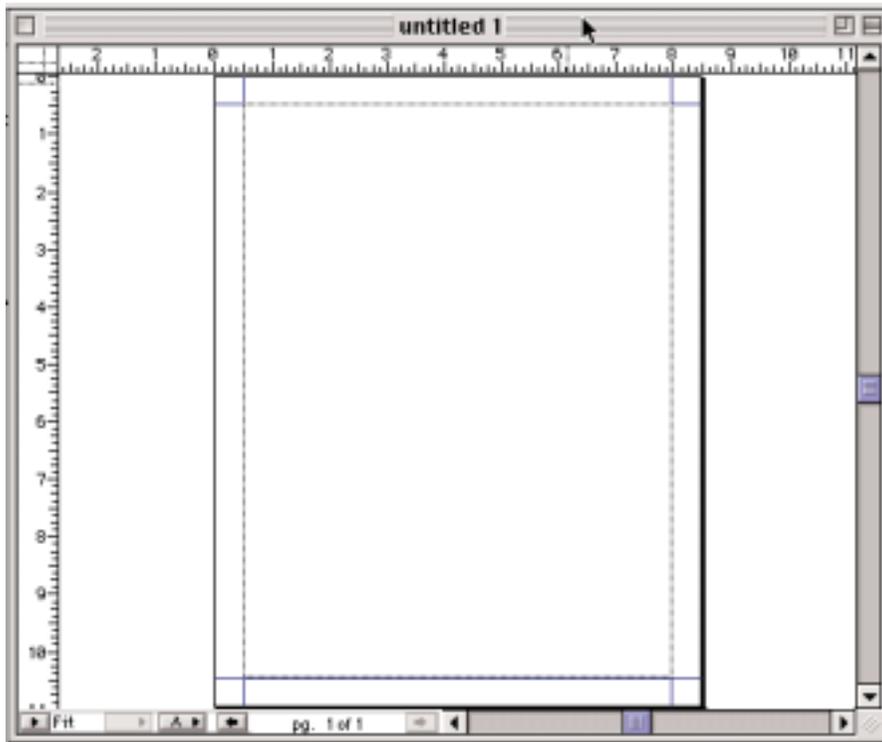
The Document Window is used to contain the screen representation of one page of the document you create. The Rulers are located along the left and top sides of the window , and the document is surrounded by a blank area, known as the Pasteboard, which can be used as a work area while setting up your document, much like a tabletop behind a sheet of paper .

Also, the bottom left side of the DocumentWindow contains some controls that allow easy access to a particular page of the document, and changing of the view size of the page.

The document drawing area, or the page, is the printable portion of the document. This is the area where you place and manipulate objects, which are to be printed later It also may contain non-printable service guide lines: called Margin Guides, used for showing page margins, and Ruler Guides, used for aligning objects.
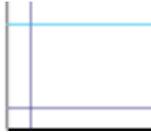
These guide lines will be discussed in detail in the **DesktopPUBLISHER PRO IN DEPTH** section.

The **Pasteboard** area is the non-printable area around the document drawing area that may be used for storing objects while creating your page design. When there are a lot of objects to be placed on a page, sometimes it is difficult to position all of them at once exactly in the desired locations. You may wish to move some of them to the Pasteboard to be used later . Also, since the Pasteboard is common to all the document pages, moving objects to and from it is one more way to move objects between pages, in addition to cutting an object from one page, and pasting it to the other .

The **View Size** control (located in the bottom left corner of the document window) is used in changing the view size. There are several predefined view sizes contained in the pop-up menu.

Other controls located in this area are (from left to right):

- **Left Master Page** control,

- **Right Master Page** control,

- **Previous Page** button,

- **Page Number** indicator and **Go To Page** control, and

- **Next Page** button

Detailed descriptions of the purposes and functionality of these controls is contained in the **DesktopPUBLISHER PRO IN DEPTH** section.

Tutorial

Introduction

In this section, you will see how the various components available in   DesktopPublisher Pro can be used to create outstanding original documents. You will learn how to:

- create a new document using the Mac Publisher Pro predefined templates, and import text and picture graphics into the already existing objects

- create a new document from scratch, use the tools available in   DesktopPublisher Pro to place various design elements on your documents, reposition, copy, paste, and change the objects stacking order on a page

Allow yourself approximately 15 minutes to half an hour to complete each lesson.

The goal of the tutorial is to help you learn the basic concepts, tools, and environment available in DesktopPublisher Pro and to show you how to use those items to create, build and save documents quickly and easily.

The section is intended as an introduction to the material and is not intended as comprehensive instruction in using   DesktopPublisher Pro. Detailed descriptions of the various components in DesktopPublisher Pro are provided later in the manual.

Two lessons are presented.

Lesson One: Creating a Document from a Predefined Template

The lesson will show you how to:

- Start DesktopPublisher Pro

- Open an existing document template

- Add text to the text box object

- Apply text styles to the text

- Work with a Power Text object

- Add a picture to the picture box object and modify the picture box settings

In this lesson, we want to make some changes to an existing document loaded from one of the DesktopPublisher Pro predefined templates. This lesson covers the simplest and most frequently used text and picture operations you will use with DesktopPublisher Pro. When combined with **LESSON TWO, "CREATING A DOCUMENT FROM SCRATCH"**, showing the work with objects, master pages, Style Sheets, importing and formatting text, you will be ready to create bright and attractive documents in a matter of minutes.

Starting the Program

Before we can begin working in DesktopPublisher Pro, we need to start the program. Move to the DesktopPublisher Pro folder on your hard disk. Double-click on the DesktopPublisher Pro application icon to start the application. After starting the application, the DesktopPublisher Pro logo will appear momentarily and the menu bar will change to show the menu for DesktopPublisher Pro. The Title Bar will display the application name "DesktopPublisher Pro."

The first dialog box that appears is the "New Open Document" dialog box.
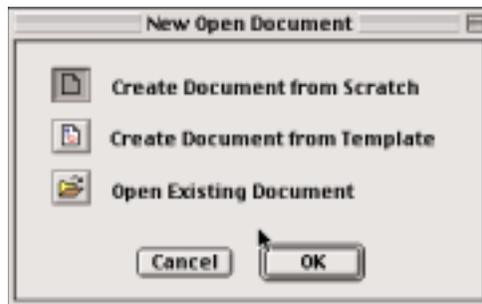
It presents you with three options. Please choose the second one– **Create Document from Template**. Clicking on the phrase **Create Document from Template**, or the corresponding button, makes the selection. Press **OK** to confirm your choice.

Open an Existing Document Template

To be able to begin work on the predefined document template you must select and open it.

Once DesktopPublisher Pro is started, and the **Create Document from Template** choice is made, you are presented with the "Select Template" dialog box. It contains the **Template List**, which displays, sorted by category, all the predefined templates that are distributed with DesktopPublisher Pro. The dialog box also contains the **Preview** area, which shows the preview of the current template and allows you to select text and picture boxes to fill them with contents; the **Navigation** controls are located right under the **Preview** area.
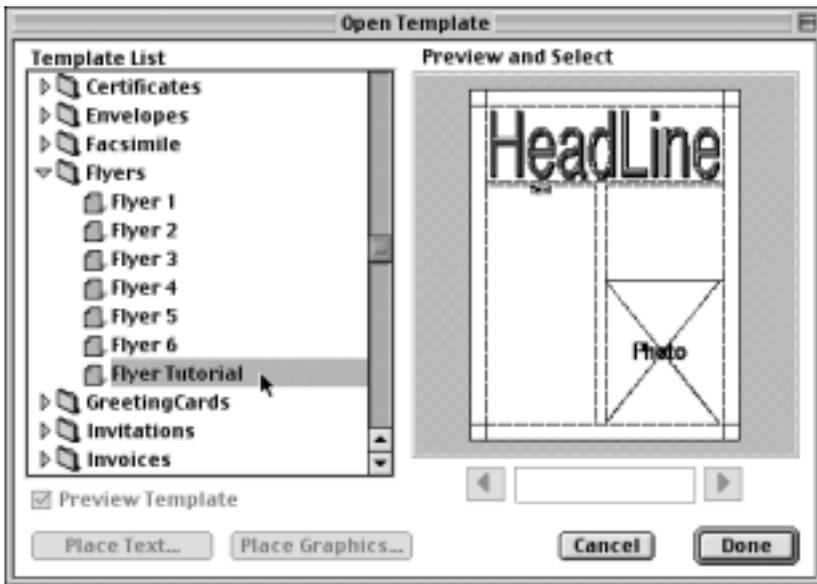
Open the **Newsletters** folder, and select the **NewsLetter 1** document template. This causes a pre-view of the template to be displayed in the **Preview** area.

At this stage we will want to fill all the text and picture boxes with appropriate contents. The buttons **Place Text** and **Place Graphics** will help us in implementing this task. Let's start with the text box that contains the word "Text" in it. To fill it, follow these steps:

Click on the **Preview** area. This will replace the picture preview of the document template with the actual document, allowing you to select objects in it.
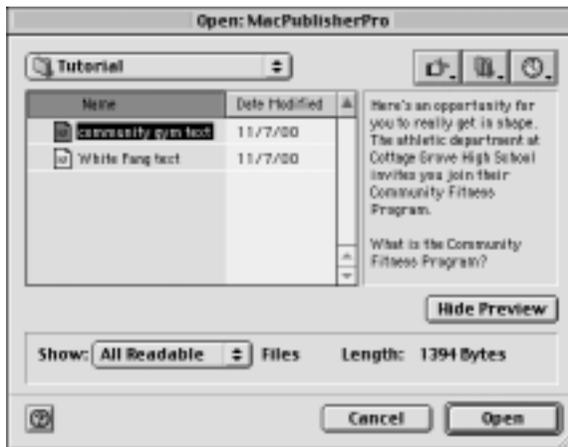
Click on the text box object. Since it is a Text Box object, this activates the **Place Text** button. Click on the button. You will be presented with the "Open" dialog box for importing of the text file containing the desired text for this text box.

Navigate to the Tutorial folder, which is in the DesktopPublisher Pro folder, and select the file "community gym text". Click **Open.** The text fills the text box.

Now select the "photo" object in the lower-right corner of the template. Since it is a picture box, the **Place Graphics** button is activated. Click on the button to activate the "Open" dialog box. Navigate to the DesktopPublisher Pro CD-ROM and open the Graphics Libraries folder. Inside this folder you will find a number of subfolders; open the subfolder named "Sports Folks" and click on the graphic named "SMEN012.pict." Click the **Open** button to place the graphic in the Graphics Box.

Click on the **Done** button in the "Open Template" dialog box to complete the document creation. The document is immediately displayed, and you can view the results:

In the remainder of this lesson you will need to modify the Headline then format the text.

Modify the Existing Headline

Select the **Object** tool ![object tool] from the Tool Palette and double click on the Headline object at the top of the page. This will display the "Text Effects" dialog box:
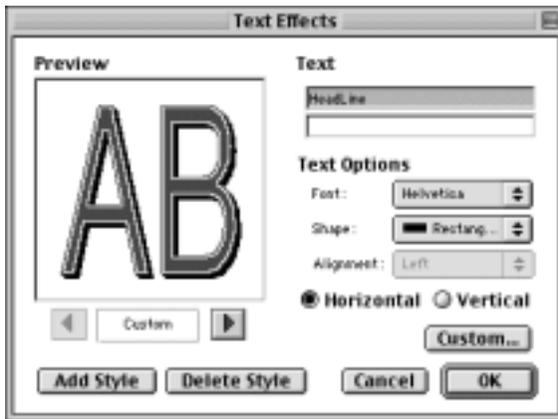
Enter the text "Tired of Being A" instead of the word Headline in the upper edit box and the text "98-Pound Weakling?" in the second edit box. Then click on the button with the right arrow on it located under the preview area of the dialog box to select the next pre-set Headline Style; keep clicking until the 11th style (of 25) is selected. Select the **Center** alignment from the **Alignment** pop-up menu in the right part of the dialog box. Your "Text Effects" dialog box should now look like this:
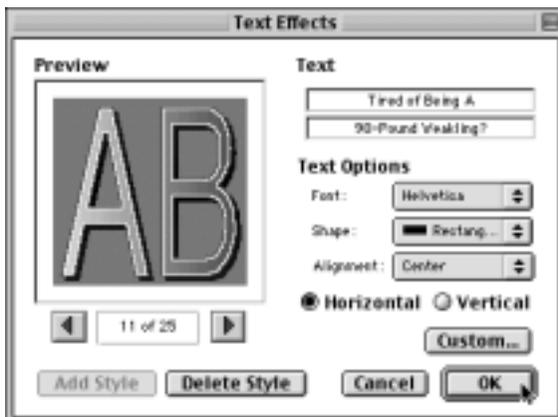
Click the **OK** button to make your changes.

Your document should now look something like this:
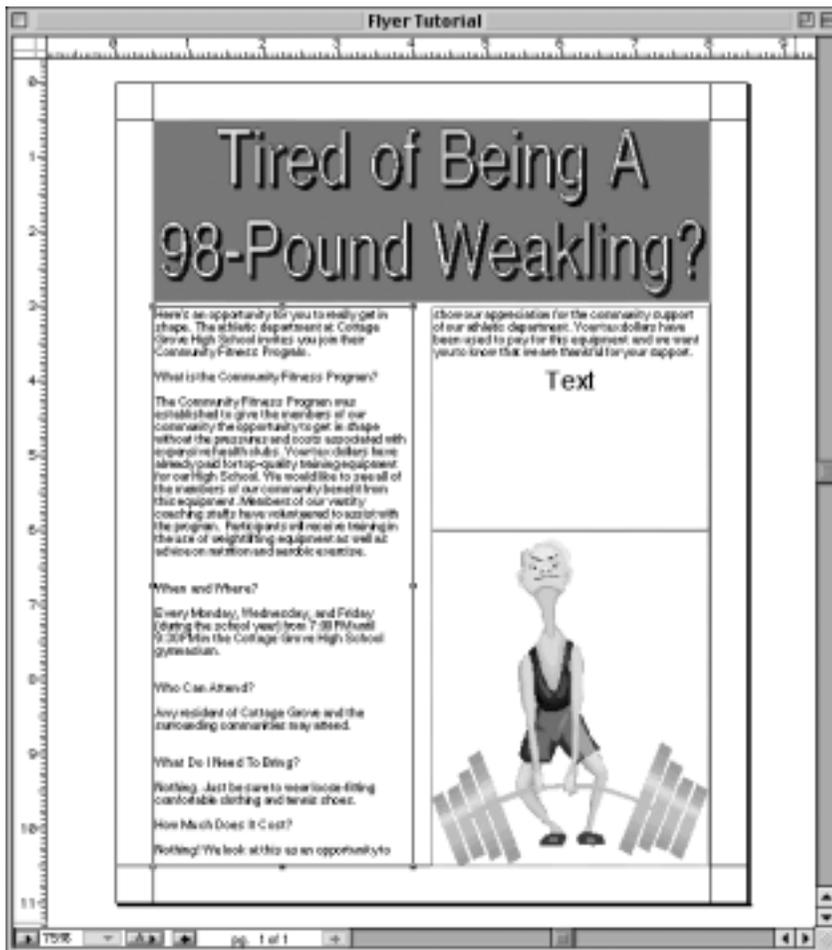
Next you will need to format the text.

Formatting the Text

Next you will need to format the text.The text as imported is accurate and therefore does not need to be edited for content, but we want to use the "questions" asked in the text as section headlines, making them larger and darker than the rest of the text to stand out and draw people's attention.

First, select the first question in the text, reading:"What is the Community Fitness Program?"

To select a section of text, you must use the **Text** tool ⬛ found in the Tool Palette. Click on the **Text** tool in the Palette and move your cursor to the beginning of the sentence "What is the Community Fitness Program?" Click and hold the mouse button, then drag the mouse cursor to the end of the sentence and release the mouse button. The text will now be highlighted, indicating that it has been selected.

What is the Community Fitness Program?
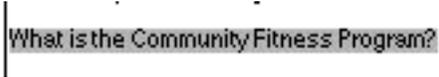
Now you will need to change the size of the text. To really make the questions stand out, as well as make use of as much of the space as possible, you will be changing the text to 18-point size. Move the mouse cursor over the **Font Size** box in the **Text** toolbar; currently this box should be displaying a number twelve.

12 ▼ **B**
Font Size

Click on the arrow button next to the **Font Size** box to display a menu of available font sizes; select the size **18** from the pop-up menu; you will see the text change size in the DocumentWindow.

Next you will need to choose the **Bold** style from the **Text** tool bar. With the text still selected, click on the **Bold Style** button.

B *I* U
Bold Style

You will see the change applied to the text.

What is the Community Fitness Program?
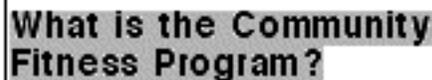
Select the next question, "When and Where?" and make the same changes by choosing **18** points from the **Font Size** box and then clicking on the **Bold Style** button, both in the **Text** toolbar.

When and Where?
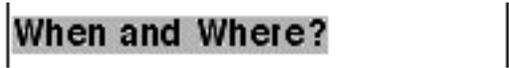
Now do the same for the following sentences: "Who can Attend?" "What Do I Need To Bring?" "How Much Does It Cost?"

Finally, we want to move all the text following the answer to "Who can Attend" to the second column. The two columns have been *Linked*, meaning that text flows from the left column into the right column automatically as it runs out of room in the right column.

Make sure that the Text tool is selected [A] and move the mouse cursor to the end of the paragraph ending "surrounding communities may attend." Click the mouse button to move the *Text Insertion Point* (the point at which text is modified) to the end of the paragraph.

Any resident of Cottage Grove and the surrounding communities may attend.

What Do I Need To Bring?
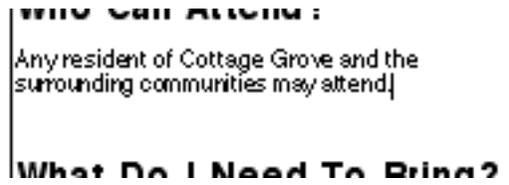
Now press the **Return** key on your keyboard repeatedly until the large sentence "What Do I Need To Bring?" moves to the top of the right-hand column.

What Do I Need To Bring?

Finally, you will need to delete the large word "TEXT" at the end of the second column.

Select the **Text** tool from the Tool Palette and move the cursor over the word "TEXT" in the right-hand column. Double-click the mouse button. The word should become highlighted. Press the **DELETE** key on your keyboard to delete the word.

That's all. Congratulations, you have just finished this lesson of the Desktop Publisher Pro Tutorial. The resulting page should look like the picture below:
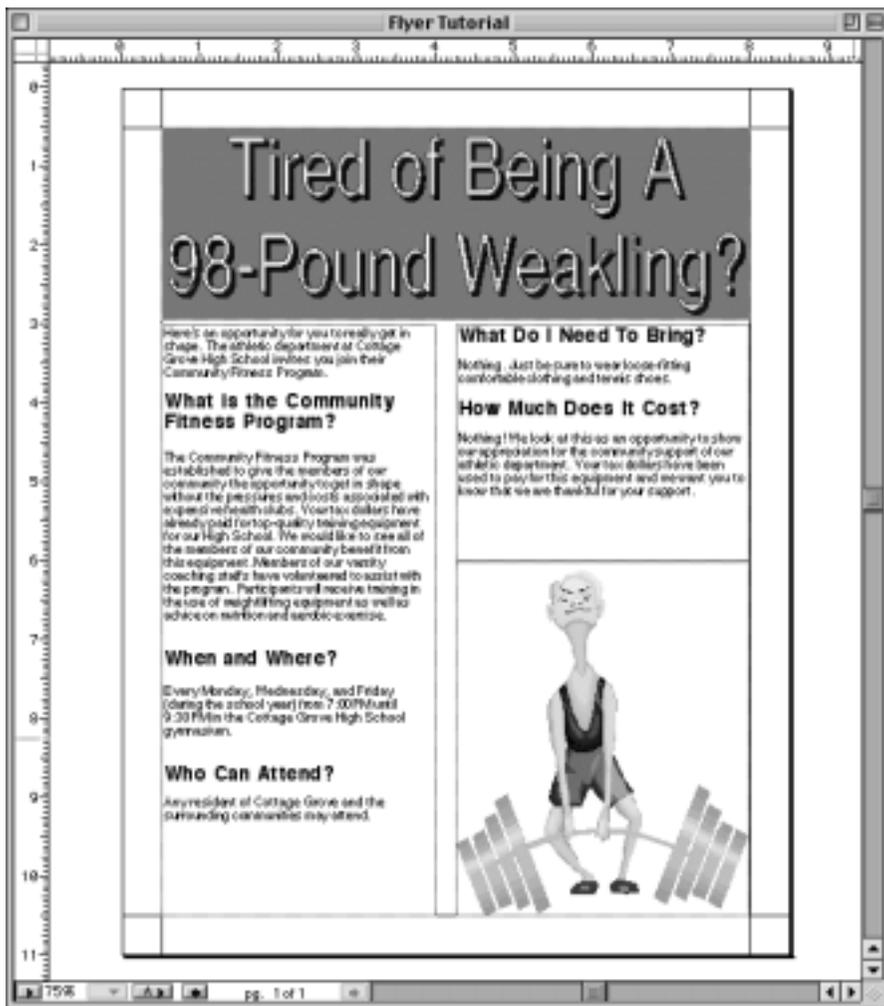
Lesson Two: Creating a Document from Scratch

Welcome to the DesktopPublisher Pro second lesson. In this lesson, you will learn to use many of the features of this powerful desktop publishing tool.

For the purposes of this lesson, you will be laying out the first page of a n imaginary edition of Jack London's classic, *Call of the Wild*. The layout we intend allows us to demonstrate several basic and advanced features of DesktopPublisher Pro

To begin with, let's create a new document. IfDesktopPublisher Pro is not running yet, start it by double-clicking on the application icon; onceDesktopPublisher Pro is running, choose **New…** from the **File** menu to create a new document. A dialog box will appear asking whether you want to create a new document from scratch or use a template. For the purposes of this tutorial, please leave the selection as **Create a New Document from Scratch** and click the **OK** button.

The following dialog box will appear:
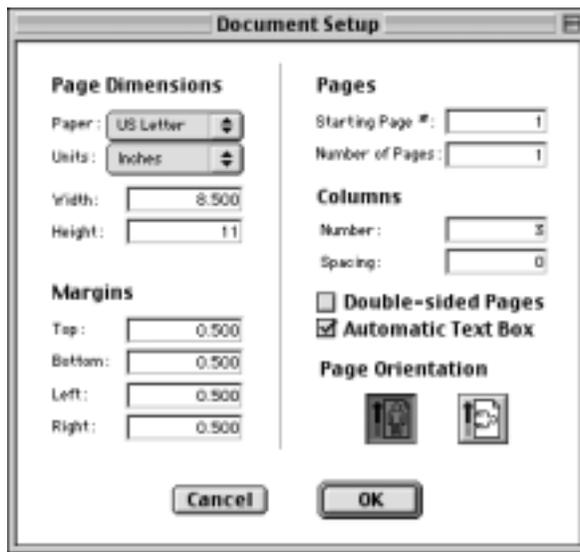
This is the "New Document" dialog box. Here you choose many important settings when you create a new document. You can set the size of the paper, the number of column guides that will be displayed, and the mar gins between the edge of the paper and the first items that appear on the page, as well as several other options.

For this tutorial, please make the dialog box look as it does in the illustration above – i.e. a US letter-sized piece of paper , Portrait (vertical) orientation, with 0.5 - inch mar gins, starting on page #:1, with Automatic Text Box, no Double-sided Pages and having three columns.

Once you have made the selections for the tutorial, click the **OK** button to create your new document. A new Blank document will appear . What you are seeing is the Document   Window surrounded by various tool palettes and tool bars.
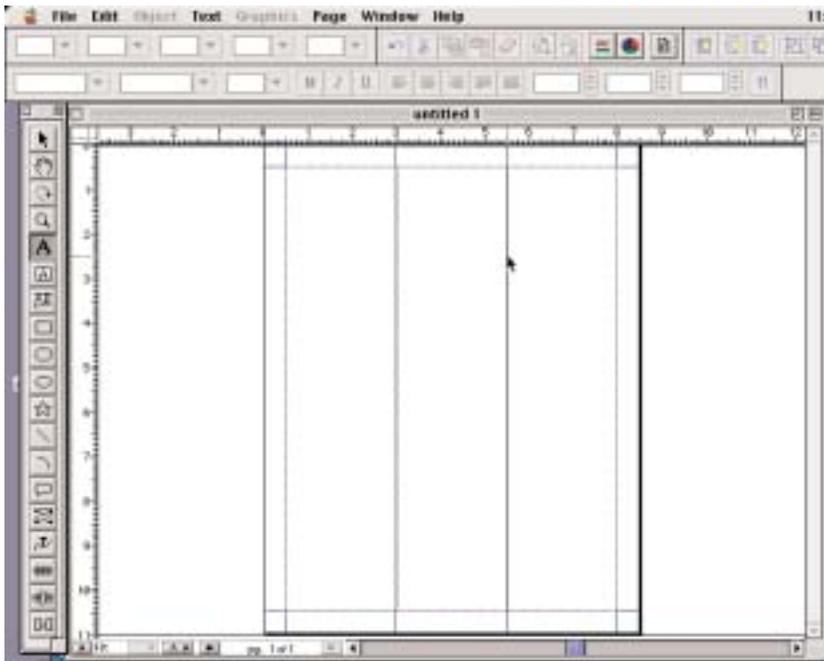
On the document page you can see the margins as a series of dark blue lines. These margins indicate the edges of the various columns you set up when you created the document.   These margins will not print, and are used to visually set up the document according to your specifications.   You may place any object at any point on a document you wish, but the mar gins give you useful guidelines for laying out your document. The tutorial document was created with half-inch margins at the sides and top with three columns which are not separated.

Also, we will place a Ruler Guide line on our document, to help position the objects on the page later. Move the mouse to the horizontal screen ruler on the top of the Document   Window, click on it, and drag the mouse down the page. Position the ruler one and a half inches   *below the top margin guide line,* at the 2-inch mark on the side Ruler. In the following diagram, the three columns and the ruler guide are shown.

Columns

Ruler Guide
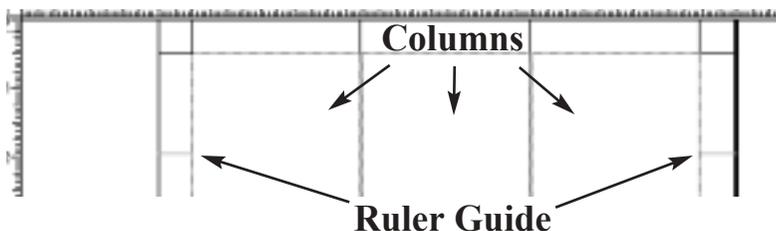
All the guide lines are *under* the Text Boxes on the page, so only the uncovered parts of them are visible. This is because the **Guides in Back** check box in the "Preferences" dialog box is checked. If we changed this setting, the guides would be displayed *over* all the other objects on the page.
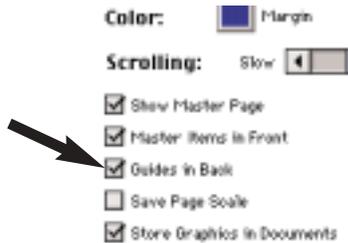
Creating Style Sheets

Next we are going to set up some Style Sheets. Style Sheets are a convenient way to save formatting information for different kinds of paragraphs on a page. For example, headers are usually a little bit lar ger than other text on the page and are often in bold typeface.   When you create a "Header" Style Sheet for a document, you can quickly format any section headers as lar ger text in a bold typeface. We will make some Style Sheets to prepare for the document we are going to create in this tutorial. (Please note that we will not be exploring all of the options associated with Style Sheets in this tutorial. For detailed descriptions of every option, please see the   STYLE SHEETS section of this manual.)

Select **Edit Style Sheets…** from the **Edit** menu in the menu bar . The "Style Sheets" dialog box will be displayed. When you create a new document, there is only one style created - **Normal.** This is the default style for any new paragraph in the document.We will start by editing theNormal Style Sheet to choose what sort of appearance most of the text will have.

Click once on the name **Normal** in the list and click on the **Edit** button. The "Edit Style" dialog box will be displayed:
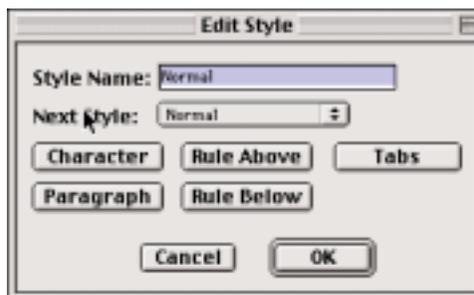
At the top of this dialog box is a field where you can edit the name of the Style Sheet. For this style, we will leave the name as "Normal."

Click on the **Paragraph** button to display the "Paragraph Info" dialog box; here you can choose various options for formatting the lines of text of any paragraph that will be displayed in the Normal style.

For the purposes of this tutorial, please set the **Alignment** to **Justify,** and the **First Line** value to one eighth of an inch (**.125"**). This will shift the first line of each paragraph by the specified amount (**.125"**).

We will change the the **Space Before** and **Space After** values also, so that text formatted with this Style Sheet will be separated by these spaces from the rest of the text. Enter the value ".055" in both the **Space Before** and **Space After** fields of the dialog box.

All the other options should be left at their default settings.

Click **OK** to return to the "Edit Style" dialog box, then click **OK** in this dialog box to return to the "Style Sheets" dialog box – we've made all the changes we want to to the **Normal** style.

Now click on the **New** button in the "Style Sheets" dialog box to create a new style. You will see the "New Style" dialog box, similar to the "Edit Style" dialog box.   This time, however, the **Style Name** field will be empty. Type the word "Header" in this box to name the style **Header.** Now click on the **Character** button to change the character attributes for the **Header** style.

For the **Header** style, we will still be using the Helvetica font, but we want to make the font bigger so it stands out more. Choose the size **14** from the **Size** pop-up menu.

Now we want to make the text **Bold** so it will stand out even more. At the right side of this dialog box you will see a number of dif ferent **Style** choices you can make. Please click on the **Bold** item in the list to change the text to a thicker shape. In the **Preview Window** at the top of the dialog box you will see a preview of the change.

Finally, we will change the character color to **Blue.** Now the dialog box should look something like this:
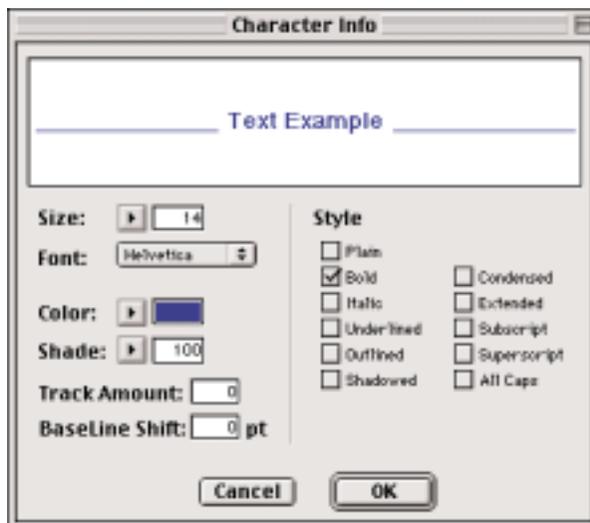
Click the **OK** button to save your changes to the **Header** character style. You will return to the "Edit Style" dialog box.

Now click on the **Paragraph** button to change the attributes of the paragraph for the **Header** style. The "Paragraph Information" dialog box will be displayed.

Here you can change attributes affecting the overall shape of the paragraph. For the purposes of the tutorial, please leave the Alignment as Left by verifying that **Left** is selected in the **Alignment** pop-up menu.

We won't change the **First Line** attribute this time, but will add .125 inches to the **Space Before** and **Space After** fields.

Also, check the **Drop Caps** check box. This feature causes the first letter of the paragraph to be displayed in a lar ger size then the font size used for the rest of the paragraph. Type **3** into the **Number of Lines** edit box right under the **Drop Caps** check box. This will make the initial letter to be as tall as three lines of text.

Paragraph Info		
Left Indent:	0	Leading:	auto
First Line:	0	Space Before:	0.125
Right Indent:	0	Space After:	0.125

☐ Keep With Next   ☑ Drop Caps
☐ Keep Lines Together   Number of lines: 3

Alignment: Justi… ⬍   Units: Inches ⬍

Cancel   OK
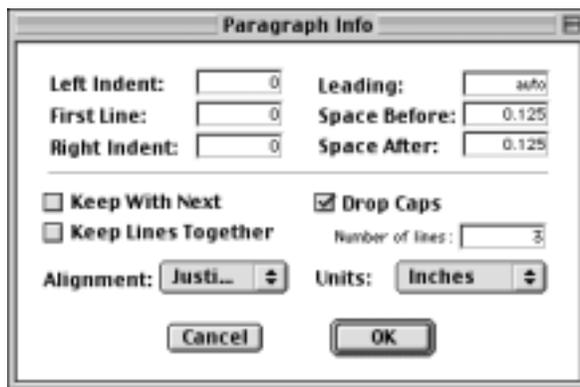
Now click the **OK** button to save your changes; you will return to the "Edit Style" dialog box. Now click **OK** again to finish creating the **Header** style.

Once you have finished creating the **Header** style, you can click the **OK** buttons in all the dialog boxes you see until you return to your document.

Changing an Existing Text Box

For the next portion of this tutorial, we will change the size of the   Text Boxes that were auto-matically created when we created the document.

Select the **Object Tool** ![icon] from the Tool Palette and move the mouse cursor over your docu-ment. When the document was created, three Text Boxes were added, one in each column. Click on the leftmost Text Box to activate it; when an object is activated, a series of small rectangular "han-dles" appear around the Text Box. One handle is located at each corner of the object and one in the middle of each side. Handles are used to change the size and shape of an object.   The following example illustrates a small object with handles around its perimeter .
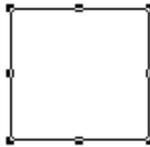
Move the mouse cursor over the handle in the center of the top line of the leftmost column Text Box. The cursor will change to the Resize/Reshape cursor , which looks like a pointing hand. Click and hold the mouse button.

Now drag the mouse downwards, still holding the mouse button, until the top of the Text Box is even with the Ruler Guide we added at the beginning of this lesson (i.e. the top of the text box is now even with the 2-inch mark on the left-side ruler); if **Snap to Guides** is currently checked in the **Window** menu, then the Text Box will "snap" to the line, making it easier to precisely place the top of the Text Box at the 2-inch mark marked by the rfuler guide.

Now do the same for the other two Text Boxes on the page, making all three even with their tops at the 2-inch mark as measured by the Document Rulers.

Creating a New Text Box and Adding Text

Now we want to add the book title to the page.   We will be adding a Text Box to the top of the page into which we will add the title and author of the book; then we will change the color of the Text Box and the text.

Click on the **Text Box** tool ⬛ in the Tool Palette. Move the cursor over the upper left corner of your document, right at the junction of the blue lines inside of the document.The cursor will change to look like a crosshairs. Click and hold the mouse button. Drag the mouse down and to the right. You will see a dotted-line box following your cursor from the point at which you clicked; this means that a new Text Box is being added, the dotted-line box indicating the size, shape, and position the Text Box will take when you release the mouse button.

start here → (diagram) finish here
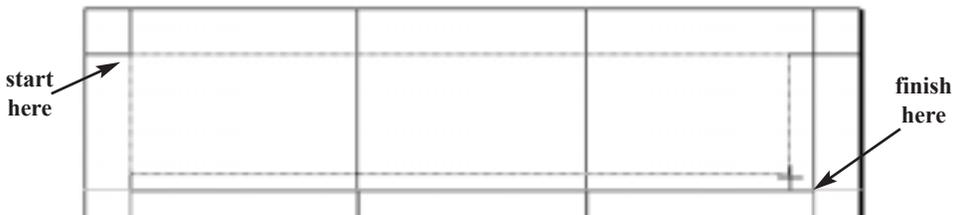
Release the mouse button to finish drawing the   Text Box at the intersection of the right mar gin guide line, and the ruler guide line we placed on our page at the beginning of the lesson.

The **Text** tool ⬛ will automatically be selected, and you can begin typing text in the new Text Box. Type "White Fang" then press the   **Return** key on your keyboard to begin a new line.   Type "Jack London" in the second line.

Now we wish to format the text in the   Text Box. Currently , all the text is formatted using the **Normal** Style Sheet, as is all new text in a document.

Formatting Text

Select the text "White Fang" in the   Text Box. (Move the cursor to the beginning of the word "White" and click and hold the mouse button; now drag the mouse to the end of the word "Fang" and release the mouse button. The words "White Fang" will be highlighted.

First we want to change the text to **48**-point size; move the mouse cursor over the **Font Size** box in the **Text** toolbar; currently this box should be displaying a number twelve.

12 ▼	**B**
Font Size	

Click on the arrow button next to the **Font Size** box to display a menu of available font sizes; select the size **48** from the pop-up menu. You will see the text change size in the DocumentWindow.

Next you will need to choose the **Bold** style from the **Text** tool bar. With the text still selected, click on the **Bold Style** button.

You will see the change applied to the text.

Finally, we want to make the text **Center** aligned. Click on the **Center Alignment** button in the **Text** tool bar to align the text to the center of the Text Box.

The text should now look something like the following:

Next we want to format the author's name. Make the text "Jack London" **Bold, Center Aligned,** and **14**-point size; the appropriate sections of the **Text** toolbar should look as following:

The Text Box should look like this:

Changing the Color of Text Boxes and Text

Now we want to change the background color of the Text Box to be Black, making it really stand out compared to the rest of the page. (We'll also change the text to white to make it show up against the black Text Box.)

Select the **Object** tool from the Tool Palette and click once on the Text Box containing the book title to select it. Now move your mouse cursor over the **Graphics** item in the menu bar; click and hold the mouse button. Move the mouse cursor down to the **Fill Color** item in the menu to display the **Fill Color** submenu. Select the **Black** item from the **Fill Color** submenu to change the Text Box to black. Now your Text Box should look like a large black rectangle at the top of the page.

To change the text color, select the **Text** tool from the Tool Palette. Click once on the black Text Box to place the Text Insertion Point inside the Text Box. The Text Box will become white, allowing you to easily edit the text inside it. Now choose **Select All** from the **Edit** menu in the menu bar; this will select all the text in the text box. To make the text white, select the **White** option from the **Color** submenu of the **Text** menu in the menu bar.

Now the Text Box should look something like this:

White Fang
Jack London

Importing Text

Next we will be importing text to add to the three original Text Boxes created with the document. We added imported text to the document created in Lesson One of this Tutorial, but did so via the Template functions. In this instance, we will be importing text directly into the Text Boxes of the document.

Select the **Text** tool from the Tool Palette and click on the leftmost column Text Box to activate it and place the Text Insertion Point in the Text Box. Now select **Import Text…** from the **File** menu in the menu bar. A standard Macintosh "Open File" dialog box will appear. Navigate to the Tutorial folder (if it is not already active) and select the file " **White Fang text.**" Now click on the **Open** button to import the text.

The text will appear across the columns of your document; when a document is created with multiple columns, the Text Boxes in these columns will automatically be linked to one another from leftmost to rightmost provided that **Automatic Text Box** was checked when you created the document.

Formatting Imported Text

All the text imported into the document is automatically formatted with the **Normal** Style Sheet. For the most part, this is exactly as we want it to be.

However, we wish to use the **Header** Style Sheet we created earlier to format the first sentence of the text, the sentence reading: "CHAPTER I - THE TRAIL OF THE MEAT."

Click on the **Text** tool 🅰 in the Tool Palette then move the cursor to the beginning of the word "CHAPTER" and click and hold the mouse button; now drag the mouse to the end of the word "MEAT" and release the mouse button. The words "CHAPTER I - THE TRAIL OF THE MEAT" will be highlighted.

Now we want to change the text to the **Header** Style Sheet; move the mouse cursor over the **Style Sheets** box in the **Text** toolbar; currently this box should be displaying the **Normal** Style. Click on the arrow button next to the **Style Sheets** box to display a menu of available Style Sheets; select the **Header** Style Sheet from the pop-up menu.

You will see the text change in the Document Window.
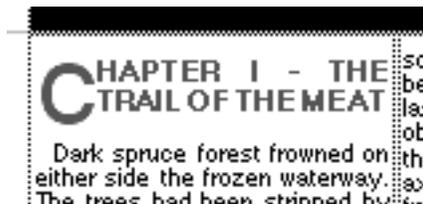
Your document should now look like this:

Adding Graphics

Next you need to add graphics to the document. We have provided graphics for you to import for this tutorial; these are located in the " Tutorial" folder installed along with DesktopPublisher Pro.

Select **Import Graphics** from the **File** menu. A standard Macintosh "Open File" dialog box will appear. Click on the file **white_fang_pict1** inside the Tutorial folder and click the **Open** button.

The graphic will not be immediately imported.

Your cursor will instead change to the "Pic" cursor ⬚ , letting you know that DesktopPublisher Pro is ready to place your imported graphic. To place the graphic, move the cursor to the top-left corner of the middle text column. Click and hold the mouse button. Now drag the mouse down and to the right, drawing a dotted-line box to indicate the size and shape the graphic will take when it is imported. Draw the rectangular box until it extends all the way to the right side of the middle column and down to a point about 4.75 inches down the page (as measured by the Ruler along the left side of your document). Now release the mouse button to finish importing the graphic.

Since the picture is not of the same size as the box we drew for it, the image will not fit inside the box.

To position the graphic better within its box, select the **Object** tool from the Tool Palette and click on the box you just added. Now select **Object Info** from the **Object** menu in the menu bar.
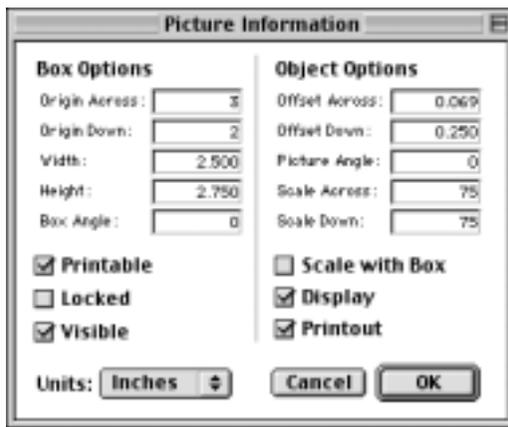
The "Picture Information" dialog box will be displayed. Here you can change various attributes of any selected object or objects in DesktopPublisher Pro. Attributes such as object size and position can be precisely adjusted, and various display options can be modified. For now , please make sure that the **Scale with Box** checkbox is unchecked, and the height,width, offset, and scale attributes of the box is the same as in the dialog box above.

Click **OK** to apply your changes. The graphic should now look something like the following:

Next you need to add the final graphic to the document. Select **Import Graphics** again from the **File** menu. The "Open File" dialog box will appear . Click on the file **white_fang_pict2** inside the Tutorial folder and click the **Open** button. The graphic will not be immediately imported.

Your cursor will once again change to the "Pic" cursor and DesktopPublisher Pro is ready to place your imported graphic. Move the cursor to the bottom-left corner of the middle text column. Click and hold the mouse button. Now drag the mouse up and to the right, drawing a dotted-line box to indicate the size and shape the graphic will take when it is imported. Draw the rectangular box until it extends all the way to the right side of the middle column and up to a point about at the 8.5-inch mark on the vertical ruler along the left side of your document. Now release the mouse button to finish importing the graphic.

The graphic will be imported:

This graphic is the correct size and shape for the box we drew , but you may wish to verify that the size and position of the box are correct. To do so, you may once again open the "Picture Information" dialog box.

To access the "Picture Information" dialog box, select the **Object** tool in the Tool Palette and click on the box you just added. Now select **Object Info** from the **Object** menu in the menu bar.

Picture Information

Box Options

Origin Across:	3
Origin Down:	8.500
Width:	2.500
Height:	2
Box Angle:	0

Object Options

Offset Across:	0
Offset Down:	0
Picture Angle:	0
Scale Across:	100
Scale Down:	100

☑ **Printable**
☐ **Locked**
☑ **Visible**

☐ **Scale with Box**
☑ **Display**
☑ **Printout**

Units: [Inches ⇕]   [Cancel]   [**OK**]
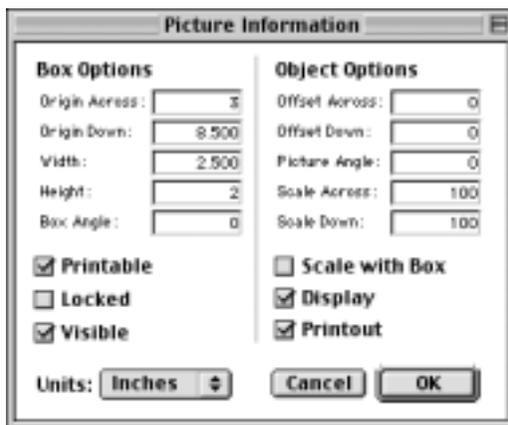
The "Picture Information" dialog box will be displayed. Please make sure that settings in your "Picture Information" dialog box match the settings in the dialog box pictured above.

Congratulations! You have finished **LESSON 2**! Your document should know look like this:

The remainder of this book details the various features of DesktopPublisher Pro. Start creating your own documents, and when you have trouble, you can refer to the appropriate section!

Happy creating!

Desktop Publisher Pro in Depth

Program Overview

Welcome to DesktopPublisher Pro, a comprehensive application allowing you to seamlessly integrate text and graphics and other design elements to create sophisticated documents for business and home. It is designed to provide you with all the features of major "power -house" desktop publishing programs without the accompanying complexity and cost.

With DesktopPublisher Pro you are able to:

- create a new document either from scratch or from many predefined templates distributed along with DesktopPublisher Pro. The template types are: Brochure, Business Card, Certificate, Envelope, Facsimile, Flyer , Greeting Card, Invitation, Invoice, Letter Head, Memo, and Newsletter,

- import graphics in various graphic formats into your documents, allowing resizing and other transformations without any loss of quality,

- print all, even or odd pages of your documents with crop marks and color separations,

- Preview the printer output using the ColorSync preview option,

- place any text on to your documents and add special ef fects, such as stretching, outlining, filling with blend, and shadowing,

- use powerful features to find/replace text and style,

- link Text Boxes, creating "text chains",

- create, edit and use style sheets,

- add, edit and delete colors used in your documents,

- add and manipulate objects on your documents, aligning them and changing their stacking order on a page,

- add special "Speech Balloon" design elements,

- apply colors to virtually any design elements foreground and background, draw various graphic elements in any width, color or pattern,

- import graphics created with other applications,

- change the view scale, easily navigate through the document pages, add and delete pages,

- use powerful Master Pages support,

- use DesktopPublisher Pro spell checking, thesaurus, rhyming capabilities, text hyphenation, and more.

The text editor allows you to produce text in different fonts, colors, styles, and sizes. With it you have the ability to control line spacing (leading) and alignment of text on the page. Use the text editor to produce and manipulate Text Boxes of different sizes and orientations.

Power Text objects allow you to add special effects. Text in such objects fills the entire Text Box, expanding or contracting as necessary, but always extending to the outermost boundaries of the box. The more text you enter, the more compressed the letters will be in the power text block. Special effects can be applied to your power text. The text can be squeezed, arched, slanted, stretched, colored, and otherwise manipulated.

Many graphic images are provided in the DesktopPublisher Pro graphics libraries, but graphics objects from many sources, in various different graphic formats, can be imported into your document. DesktopPublisher Pro relies on the Macintosh Translation Manager capabilities allowing you to translate up to thirty graphic formats. If the Translation Manager is absent, DesktopPublisher Pro supports the import of TIFF, PICT, EPS, QuickTime, PNTG and GIF images. You can also import and export graphics to and from other applications using the Clipboard.

Exporting your document is possible either as a plain text document, or an HTML file. This allows you to open the exported document with any web browser.

You can rotate any object to any angle.

DesktopPublisher Pro provides a single application with the ability to create documents to satisfy any printing need.

Note: the appearance of the DesktopPublisher Pro interface elements may differ from the pictures found in this manual. The program allows you to switch between the DesktopPublisher Pro default appearance, the Apple Platinum appearance, and other appearances available on your computer by pressing Command + Option + Control + '0' (zero). A dialog box will appear asking which appearance you wish to use.

Toolbars

Toolbars are collections of "buttons" and pop-up menus which represent various functions in DesktopPublisher Pro. Clicking on a button accesses that button's function for use, clicking on a pop-up menu accesses a list of functions available in the pop-up menu. Some buttons or menus change everything in a document, some buttons or menus change the selected section of text, and some buttons or menus change the function of the mouse cursor, allowing you to make changes to a document.

Most of the toolbar elements in DesktopPublisher Pro are graphic representations of the functions available in the menu bar. The elements provide easy access to the most common features of DesktopPublisher Pro.

The following are all the toolbars available in DesktopPublisher Pro:

- File
- Edit
- Object
- Text
- Content
- Graphics
- Page
- Tool Palette

You may choose to display one or all of the toolbars at any time, although you may find that having all of the toolbars open at once clutters your computer screen. By default, when you first open Mac Publisher Pro, you will see the most commonly-used toolbars open. The less-often-used toolbars are not displayed, but you may easily change the toolbar displays.You may also choose to have the toolbars "float" above the document window , allowing you to move them to any convenient location you choose. Toolbars can later be returned to the control dock at the top of the screen, the area where the toolbars are neatly or ganized into rows.

Creating and Deleting a Toolbar

Creating Toolbars: You are able to create new toolbars using the Edit Toolbars dialog box. This allows you to create your own custom toolbars that will contain only the functions you most often access.

Open the Edit Toolbars… dialog box by choosing **Edit Toolbars…** from the **Edit** menu in the menu bar.
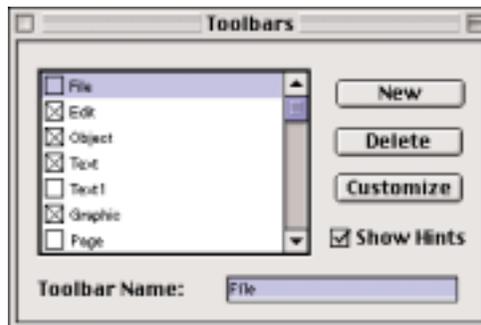
Click on the **New** button to create a new toolbar . After typing in a name for the new toolbar , a new floating toolbar will be created.

The next step is to select the necessary toolbar elements. Clicking on the **Custom** button will display the Customize dialog box.
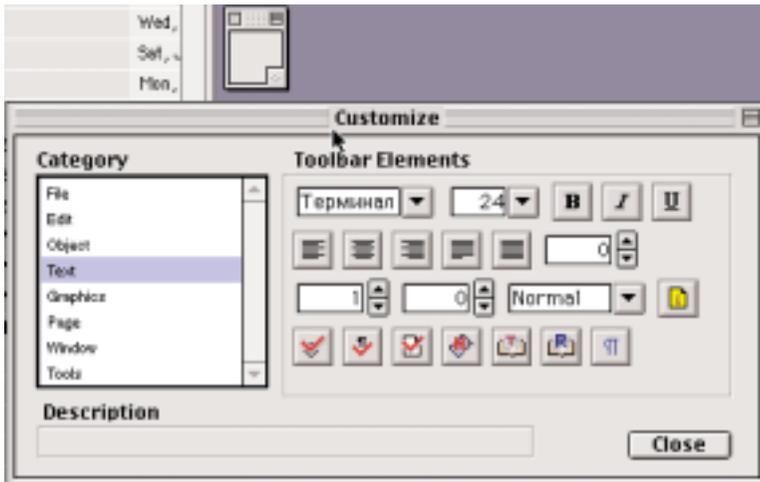
Here you can access buttons for nearly all the different functions available in DesktopPublisher Pro. A list of function types appears on the left side of the dialog box. Click on any item in the list to display the toolbar elements available within that category of functions. The description of a toolbar item functionality is displayed on the bottom of the dialog box when you place the mouse cursor over the item.

Simply click and drag a button onto the blank toolbar to add it to the toolbar. Drag a button off of the toolbar to remove it from the toolbar.

You may switch between function groups at will until you have added and subtracted as many buttons as you wish. Keep in mind that a very large toolbar will cover much of the screen, so adding as many buttons as possible may not be the best course in all instances. Once you have added all the buttons you wish to the new toolbar, you may want to give the toolbar a name in the field provided, or change it, if you already gave a name to the toolbar. Click **OK** to finish creating the toolbar.

Deleting Toolbars: You may permanently remove any toolbar by using the Edit Toolbars… dialog box. Open this dialog box by choosing **Edit Toolbars…** from the **Edit** menu in the menu bar. Click on the toolbar name you wish to delete in the list of toolbars at the left side of the dialog box, then click on the **Delete** button. The toolbar is deleted from the list.

Customizing Toolbars

When you first start DesktopPublisher Pro, the File, Edit, Object, and Text toolbars are displayed in the Control Dock at the top of the screen and the Tool Palette is "floating" at the left side of the screen.
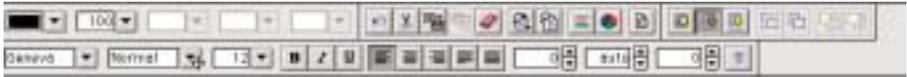
Floating toolbars, such as the Tool Palette, function much like a standard Macintosh window, allowing you move, reshape, "windowshade," and close them.Toolbars in the Control Dock can also be moved around in the Dock, and they can be "picked up" and moved around the screen to become floating toolbars, like the Edit toolbar shown below.

Finally, toolbars may be hidden, shown, and customized to display any imaginable combination of buttons representing the functions available in DesktopPublisher Pro using the **Edit Toolbars…** option from the **Edit** menu.

How to Move Toolbars in the Control Dock: To move a toolbar around in the Control Dock, move the mouse cursor over the toolbar in the Dock. Click and hold the mouse button on any place in the toolbar free from toolbar elements. A gray box will appear around the interior of the toolbar, indicating that the toolbar is ready to be moved. Move the cursor to the position in the dock you wish the toolbar to appear. The gray box will follow the cursor, indicating the toolbar position should you release the mouse button. Release the mouse button to finish moving the toolbar. Note that if you move a toolbar to a position overlapping another toolbar, it will be placed at that location and the other toolbar will move to a new position in the Dock. This will sometimes create a new "tray" for the Control Dock, a new area at the bottom of the Dock for the toolbars to be located. As this happens, your Document Window will move downward to give the Control Dock more room.

The second way to dock a floating toolbar is just to double click on any place in the toolbar free from toolbar elements. The toolbar will automatically find a free space in the Dock, and will be moved there.

How to "float" Toolbars: Toolbars can be removed from the dock and changed into floating toolbars. To accomplish this, move the mouse cursor over the toolbar in the Dock. Click and hold the mouse button; a gray box will appear around the interior of the toolbar, indicating that the toolbar is ready to be moved. Move the cursor to the position away from the Control Dock you wish the toolbar to appear; the gray box will follow the cursor, indicating the toolbar position should you release the mouse button. The toolbar will now be "floating" above the document window.

The second way to "float" an anchored toolbar is to double click on any place in the toolbar free from toolbar elements. The toolbar will be moved out of the Control Dock.

You can hide and show toolbars by checking and unchecking the appropriate check boxes in the toolbars list of the Edit Toolbars… dialog box. You can also Hide a toolbar by just clicking on the "close" button in the upper -left corner of the toolbar , just as you would with any other window on a Macintosh.
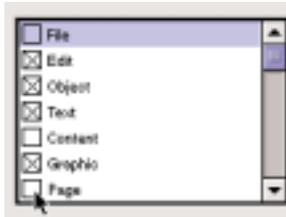
To reshape a floating toolbar, move your mouse cursor over the ResizeTab in the lower right cor-ner of the toolbar . Click and hold the mouse button. A gray box will appear around the interior of the toolbar, indicating that the toolbar is ready to be reshaped. Now move the cursor in the direction you desire to reshape the toolbar. As you move the mouse cursor, the gray box will change to show the shape that the toolbar will take when you release the mouse button. Please note that DesktopPublisher Pro will try to keep the most efficient use of space possible for every toolbar. As you move the mouse cursor, the toolbar will not reshape randomly, but will "snap" from efficient shape to efficient shape.

Toolbar Elements

The Toolbar Elements used in Mac Publisher Pro are:

- **Toolbar buttons** contain icons which represent their functionality

- **Arrow Edit boxes** contain a value that is easily changed with the help of the little arrows to the right of the edit field

- **Pop-up Edit boxes** allow selection of a new value from the corresponding pop-up menu as well as typing it directly into the edit field

- **Pop-up panes** used for representing color , pattern and style choices, consisting of a pane with a pop-up button to the right

All the toolbar elements contained in a toolbar can be reordered in the toolbar , removed from it, and some of them, such as Pop-up Edits, can be resized.

To reorder the toolbar elements in a toolbar or delete a toolbar element from a toolbar , either use the **Customize** option from the Edit Toolbars… dialog box, or hold down the **Command** key–the cursor will change to the drag cursor; drag the desired toolbar element with the mouse to the desired location (dragg the button or element "of f" the toolbar to delete it). Addition of toolbar elements is possible only from the Customize dialog box.

To resize a Pop-up Edit element, press the **Command** key, and move the mouse to the right side of the element. When the cursor changes to the resize cursor (two vertical bars with sideways-pointing arrows), click and drag the mouse to make the element smaller or lar ger.
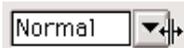
Using toolbar elements is very easy; toolbar buttons can function either like push buttons, which means that clicking on them just invokes the appropriate action, or like switch (toggle) buttons. In the latter case they reflect the current state of an attribute. The **Undo** button on the **Edit** toolbar undoes the previous operation, acting like push button, and the **Bold** button from the Text toolbar reflects the state of this attribute being either depressed, or pressed. It remains "pressed" when the text insertion point is within the "bolded" text range.

The buttons can be grouped. In some cases this means that their functionality has traits in common, like the **Undo, Cut Copy, Paste,** and **Clear** buttons on the Edit toolbar. In the other cases this means that the buttons work like a radio button group, i.e when one button of the group is pressed, the others depress automatically.

Toolbar elements show their descriptions when the **Show Hints** check box in the Edit Toolbars… dialog box is checked. When you move the cursor over a toolbar element, it displays a small window with a short description of the element's function.
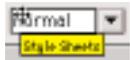
To switch off the toolbar description option, uncheck the **Show Hints** check box.

The toolbar elements containing edit fields allow two methods of modification. The first is typing a new value directly into the edit field.

When you type, the value is displayed in a dif ferent color until you finish typing. Some toolbar elements allow an automatic search of possible options as you type. In the **Font Name** box shown above, when you type the letter "g", the value that is automatically found is "gadget". Typing the second letter "e" narrows the search, and shows "Geneva" font. You can press **Enter** to complete the process of setting a new font.

The second method is to use the corresponding menu button, and the little arrows to the right of the edit field.

The **Tool Palette**

The Tool Palette is a toolbar that initially is represented as a vertical row of icons. When the program is started for the first time, it is located along the left side of the computer screen. This is the only toolbar that contains buttons unique in their functions. None of these functions is present anywhere else, either in the DesktopPublisher Pro menus or in the dialog boxes.

The Tool Palette allows object manipulation and creation, and changes to the current view size. Clicking and holding in any other area of the title bar , and then moving the mouse, allows you to reposition the Palette to other locations on the desktop and the Control Dock. Individual buttons on the palette are activated by clicking on them. Individual button functions are described below:

Object Tool

The **Object** tool is used to activate one or more objects and to reposition them.An object is active when it is first created, and can also be activated by clicking on it. The active object is indicated by the presence of handles which are used to resize the object. An object remains active until you click outside of it.

Multiple objects can be activated in two ways. First, hold the   **Shift** key and click on inactive objects. **Shift**-click on active objects to remove them from a multiple selection. Second, click outside of an object and drag the mouse. When the area marked in this way overlaps inactive objects, they are added to the group selection.

To move an object, it must first be active.   The pointer shape changes from the Arrow into the Cross pointer when it is over an active object. Click and drag the mouse to move the object elsewhere. An outline of the object is displayed during the drag.

Picture Mover Tool

The **Picture Mover** tool is used to move pictures inside of their Picture Boxes.

Selecting it from the Tool Palette changes the cursor to the Hand pointer when it is over an active Picture Box. To reposition the picture, click and drag the mouse. You can also move the picture inside its box with the **Object** tool – press the **Option** key, click on the picture and drag.

Rotation Tool

The **Rotation** tool is used to rotate any object to any angle centered around any point.

To use the **Rotation** tool, first make the object active. Click on the **Rotation** tool and then move the pointer to the location on the page about which you want to rotate the object (the pivot point).

Note that the pointer changes to a set of crosshairs centered in a circle when you move it over the page. Click and drag away a short distance from the pivot point in any convenient direction. Note that the pivot point is indicated by the crosshairs while the pointer changes to an arrow . A line is displayed between the pivot point and the current mouse location. This line acts a a reference to the original orientation of the object.

As you move the pointer around the pivot point, the line, and the outline of the object rotates. When you have placed the object in the desired orientation, release the mouse button.

If the **Shift** key is held down while rotating an object, the movement is constrained to 45° increments. Release the **Shift** key during rotation to permit full movement.

Zoom Tool

The **Zoom** tool is used to zoom in on a particular part of the page. Click and hold on one of the corners of a region that you wish to focus on. Then drag a rectangle over that area and release. The page view is scaled so that region now occupies the lar gest area possible in the current window.

To zoom out, hold the **Option** key and click. All sequential clicks with the **Zoom** tool change the view scale as specified in Preferences (originally set to 25%). The current amount of a document view scale is displayed on the bottom of the document window , and on the Page toolbar . You can arbitrarily change it by simple editing of the value in it.

The **Zoom** tool stays selected until you change to another tool.

Text Tool

The **Text** tool is used to highlight a segment of text in a Text Box, or to position the text insertion point (which allows you to type new text into a Text Box). Selecting the **Text** tool changes the

pointer from an Arrow   to an I-beam   when moved over the Text Box.. Highlighting a text segment allows changes to various text attributes such as color, shade, size, font and others. The text insertion point defines a position from which new text is added into the Text Box.

To highlight a text segment, click and hold the mouse button at one end of the text segment and drag to the other end. To position the text insertion point, move the pointer (I-beam) to the location at which you want to enter new text and click once. The text insertion point is indicated by a vertical bar.

Text Box Tool

The **Text Box** tool is used to create a new Text Box. A Text Box is a rectangular region in which text is placed. To create a Text Box, click on the **Text Box** tool, then move the pointer to the location where you want one corner of the Text Box to be located. The pointer should appear as a set of crosshairs. Click and hold the mouse button, then drag to the location where you want the opposite corner be, then release. Lines mark the boundary of the newly created Text Box, and handles on those lines indicate that the Text Box is active. Note that DesktopPublisher Pro switches to the **Text** tool, changes the pointer to an I-beam and places it in the upper left corner of the newly created Text Box. This is done so that you can start typing in text immediately .

Power Text Tool

This tool lets you to place power text objects on your document. They allow you to present text in some special forms and add color and shade effects.

The power text fills the entire Text Box, expanding or contracting as necessary , but always extending to the outermost boundaries of the box.

The more text you enter, the more compressed the letters will be in the text block. If your text is too compressed, resize the power text object wider . Special effects can be applied to your power text. The text can be squeezed, arched, slanted, stretched, colored, and otherwise manipulated.

To create the object, select the tool from the Tool Palette, then move the pointer to the location where you want one corner of the object to be placed. Click and hold the mouse button, then drag to the location where you want the opposite corner be located, then release.

The Text Effects dialog box will immediately be displayed. To modify the text, select the font, the shape, and the justification you want. On the left side of the PowerText dialog, a preview of custom effects is available for use.

Note: Justify options are only available when two lines of text are entered.

A custom style effect button can be used to create a new custom ef fect. Outlines, fills and shadows can be added or changed along with the color for each element. Click on the **Custom** button to display the Character Ef fects dialog. panels for changing attributes of character outlines, interior , shadow, and background are there.

In the character outline: Use the **Style** option to select a character outline. Choose from **Plain, Thin, Thick,** and **Highlight.**

In the **Character Interior:** Use the **Fill** option to select fill effects for the character interior. Your options are **Solid, Blend Across, Blend Down, Double Blend,** and **Radiant.**

In the **Shadow** section of the dialog: Use the **Style** option to add a variety of shadows. Choose from **No Shadow, Drop Shadow, Block Shadow,** and **Silhouette. Position** options are available for **Drop Shadow** and **Block Shadow. Fill** options are available for **Silhouette.**

Graphics Objects Tools

There are several tools in the Tool Palette that are used to create the graphic objects implied by their name. They all work in an identical way except that the shape of the objects they create is different.

- **Rectangle** tool

- **Rounded-Corner Rectangle** tool

- **Star** tool

- **Oval** tool

- **Line** tool

- **Arc** tool

When one of these tools is selected, the pointer should appear as a set of crosshairs.

To create an object: click on the appropriate tool, then move the pointer to the location where you want one corner (or border) of the object to be placed. Click and hold the mouse button, then drag to the location where you want the opposite corner to be, then release. The newly created object appears with handles indicating that it is active.

When creating an arc, the "direction" of the curve depends on the initial direction that you move when you start to drag to the other corner . You can also use the rotation tool to rotate the object so that it is curved in the proper direction after it has been created.

If the **Shift** key is held down during the creation process, the shape or orientation of the object is constrained. Rectangle or rounded-corner rectangle boxes are constrained to a square. Ovals are constrained to a circle. Non-orthogonal line orientation is constrained to 0°, 45° and 90°.

If the rulers are displayed (see Show Rulers from the Page menu) the pointer is tracked on the rulers before you press the mouse button to begin creation. During the drag, the content area of a text or Picture Box and the endpoints of a line are tracked. This aids in the placement of the object.

After using one of the creation tools, the Tool Palette reverts to the **Object** tool. To keep a creation tool selected for creating multiple objects, hold the **Option** key when you select the tool.

Speech Balloon Tool

The **Speech Balloon** tool is intended for creation of Speech Balloon objects, appearing as Text Boxes with "balloon borders" similar to those in comic strips. There are twelve dif ferent balloon types. Make a document bright and expressive by applying various colors, styles and shades to the ballon and its text. To create a balloon with the help of the **Speech Balloon** tool, click on it, then move the pointer to the location where you want one corner of the ballon. Click and hold the mouse button, then drag to the location where you want to place the opposite corner , then release.

You can easily change the appearance of the balloon by double clicking on it. After you are presented with the Balloon dialog box, select the balloon type you like most. Further modifications can be implemented using **Graphics** menu options. To modify the text inside, use the **Text** menu commands.

Bezier and Bezier Text Tools

Use the **Bezier** tool for adding Bezier curve objects to your documents. To create a curve, select the tool from the Tool Palette. Click in the position where you want to locate the starting point of the curve, then release the mouse. Now drag it to a new position. The current curve will be drawn all the time you move the cursor . Click and drag the mouse to a new location again. Repeat the process until the curve is completed, then make a double click with the mouse. The **Bezier** tool will deactivate then, and the Object tool will become active.

The **Bezier Text** tool allows to display text along Bezier curves. After you define the curve, as described above, you may add text and change text attributes, such as font, font size, color , and shade.

Linking and Unlinking Tools

The **Linking** tool forms a connection between Text Boxes. Text "flows" between linked boxes as if they were one continuous box. This flow of text between linked Text Boxes is referred to as a "text chain". The **Unlinking** tool is used to break the links between Text Boxes.

When the **Linking** or **Unlinking** tool is selected, all links for an active text chain are displayed when you click on a Text Box with in the chain.

To link one Text Box to another, select the **Linking** tool. Click on the box you want text to flow *from,* then click on the box you want text to flow *to*. An arrow is drawn between the "from" and "to" boxes indicating the newly established link. You can continue clicking on new "to" boxes in this manner, creating an entire text chain.

Note: If you link to a Text Box that is already part of a chain, the box is "extracted" from that chain before the new link is made. If your "from" box is in the middle of a chain, the "to" box is inserted after it. You can't link two boxes that both already contain text.

To "extract" a Text Box from a chain: Select the **Unlinking** tool. Click on the Text Box you want to extract. The box is activated in this manner and its links are shown by the arrows. Press the **Shift** key, and click on the same box. This reroutes links around the extracted box. Any text that was in the chain remains with the chain.

Linking and unlinking on Master Pages: Text Box links can be made on Master Pages as well as on other pages in a document.

Equal Tool

The **Equal** tool is used for making one object the same size as another one.

To use the tool, select it from the Tool Palette. The cursor changes to the Equal cursor. Click on the first object, then on the second one. The second object changes its dimensions to be equal to those of the first object.

Document Window

When you create a new document or open an existing document, the Document Window associated with that document appears.
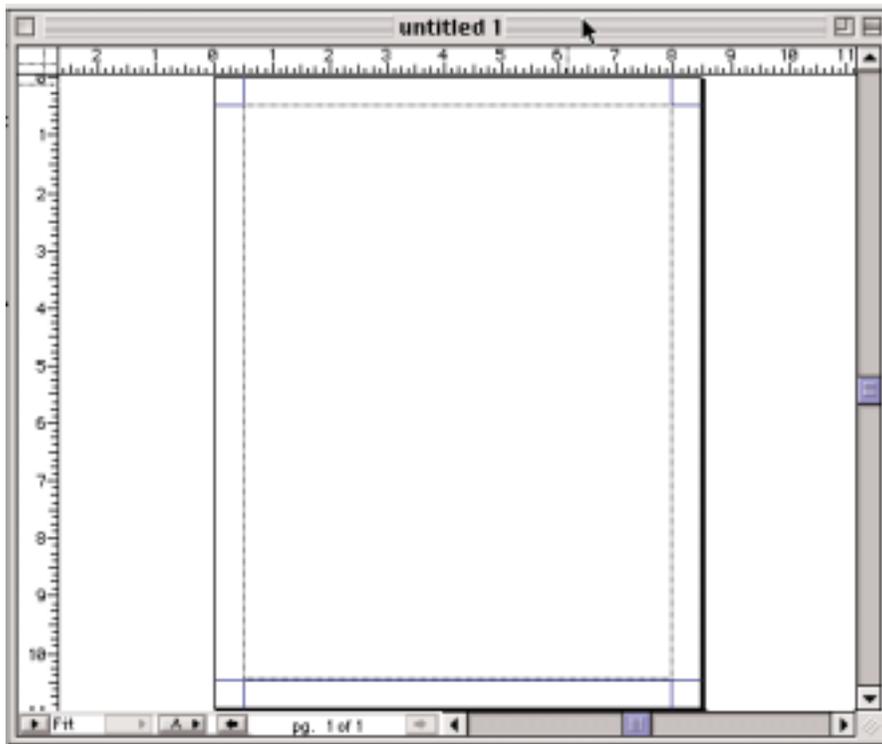
The Document Window is used to contain the screen representation of one page (or two pages for double sided documents) of the document you create. Each Document   Window contains a lar ge, blank service area surrounding the page(s) known as the Pasteboard, and the Screen Rulers, located along the left and top sides of the window ..

Also, the lower left side of the Document Window is the Document Control Area. This contains controls that allow easy access to a particular page of the document, and controls to change the view size of the page.

The Document Drawing Area, the page, is the printable portion of the document. This is the area where you place and manipulate objects which are to be printed later. It also may contain non-printable service guide lines called Mar gin Guides. These are used for showing page mar gins and columns, and Ruler Guides are used for positioning or aligning objects.

The Margin Guides are configured in the Document Setup dialog box either when creating a new document, or when selecting this option from the **File** menu.

Also, when selecting a number of columns, and spacing between them, the columns are shown with the help of the Mar gin Guides.

Ruler Guides are created by clicking and holding on the horizontal or vertical Screen Rulers, then dragging the mouse to the desired position for the Ruler Guide. Ruler Guides can also be created by acessing the **Guide Settings…** dialog box from the **Edit** menu. The latter option allows even distribution of up to 20 horizontal and 20 vertical Ruler Guides on your page.

The colors of the Margin and Ruler Guides can be changed using the **Preferences…** option in the **Edit** menu. Also, you are able to make the Guides overlay or underlay all the other page objects.

The Pasteboard area is the non-printable area around the Document Drawing Area that may be used for storing objects while creating your page design. When there are a lot of objects to be placed on a page, sometimes it is dif ficult to position all of them exactly in the desired locations. Some of them may be moved to the Pasteboard and used later . Since the Pasteboard is common for all the document pages, moving objects to and from it is a way to move objects between pages, in addition to cutting an object from one page, and pasting it onto another . Picture the Pasteboard as the table on which the document pages lie.

The Document Control Area contains several elements. The **View Size Contr ol,** located in the leftmost position of the Document Control Area, is used to change document view size. There are several predefined view sizes contained in the pop-up menu, such as **25%, 50%, 75%, Actual Size, 200%,** and the **Fit** view size. The last one calculates the view size so that the page fits the current size of the Document Window.

Other controls located in this area are (from left to right):

- **Left and Right Master Page controls** contain pop-up menus with the lists of all the Master Pages available for your document. The lists are updated when you add, edit or remove Master Pages using the **Create Master Page, Master Page Options…,** and **Delete Master Page** menu commands in the **Page** menu.

  Selecting a Master Page from the list makes the current document page contain all the objects present on the Master Page. These objects may either underlay all the document page objects, or overlay them. The **Master Items in Front** check box in the Preferences… dialog box controls how Master Page items are displayed - above or under all document page objects.

  The **Left Master Page** pop-up is enabled when the document is double sided, i.e the **Double Sided Pages** check box in the Document Setup… dialog box is checked.

- The **Previous** and the **Next Page** buttons are used for navigating through your document. Clicking on the **Previous Page** button displays the previous page. If the first document page is displayed, clicking on the **Previous Page** button shows the last Master Page from the Master Pages list. Subsequent clicks on this button navigate you through the list of the currently available Master Pages.

  If there are no more pages before of after the current one, the **Previous/Next Page** buttons become disabled.

- The **Page Number** indicator and the **Go To Page** control allow you to display a particular page of your document, and function the same way as the **Go To Page…** menu option from the **Page** menu.

Shortcuts with the Mouse

- Object Selection (with the Object tool):

visible object	click on item
underlying object	Ctrl-click

- Object Resizing: drag handle

constrain *	Shift-drag

  * constrains a box to square, an oval to circle, or a line to 0/45/90°

- Object Dragging: drag

- Picture Operations

moving a picture in the box	Option - drag
To play a Quick Time movie	Cmd - Option click
To stop Quick Time movie	click

- Info Dialog boxes activation   double click on an object

- Toolbar operations

Filling color	Shift - color
Background color	Ctrl - color
Toolbar moving	drag
Toolbar Item moving	Cmd - drag
Toolbar Item resizing	Cmd - drag right side

- Text Highlighting

Clicking to Highlight Characters — The initial click within text positions the text insertion point. A subsequent drag then highlights groups of characters.   Alternatively, use Shift - Arrow shortcuts to highlight text.

The highlighting is also possible by multiple clicks:

clicks	characters highlighted
1	character by character
2	words
3	lines
4	paragraphs

Shortcuts with the Keyboard

- Arrow Keys — Moving the text insertion point and highlighting text:

Arrow Key	
left	previous character
right	next character
up	previous line
down	next line

The Shift key can be used to extend the current selection.

- To delete previous character   Delete

- New paragraph   Return

- New Line   Shift - Return

- Dialog Boxes Control:

Default button	Return or Enter
Cancel	Cmd - .

- Change the Appearance of
DesktopPublisher Pro   Cmd - Option - Control - 0 (Zero)

Desktop Publisher Pro by Cristallight

File Menu

New	Cmd - N
Open	Cmd - O
Close	Cmd - W
Save	Cmd - S
Save As	Cmd - Option - S
Import Text	Cmd - M
Import Graphics	Cmd - Option - M
Document Setup	Cmd - Option - Shift - P
Print Options	Cmd - Option - O
Page Setup	Cmd - Option - P
Print	Cmd - P
Quit	Cmd - Q

Edit Menu

Undo	Cmd - Z
Cut	Cmd - X
Copy	Cmd - C
Paste	Cmd - V
Select All	Cmd - A
Find/Replace Text.	Cmd - F
Enter Find String	Cmd - E
Find Next	Cmd - G
Replace	Cmd - L
Replace & Find	Cmd - Option - L
Find/Replace Style	Cmd - Option - F
Preferences…	Cmd - Y

Object Menu

Object Info	Cmd - I
Frame Info	Cmd - Option - I
Fill Info	Cmd - Option - Shift - I
Text Runaround	Cmd - R
Duplicate	Cmd - D
Replicate	Cmd - Option - D
Delete	Cmd - K
Group	Cmd - G
UnGroup	Cmd -U
Bring To Front	Cmd -]
Send To Back	Cmd - [
Shuffle Forward	Cmd - =
Shuffle Backward	Cmd - Shift - =
Nudge Up	Cmd - Option - E
Nudge Down	Cmd - Option - Shift - E
Align Objects	Cmd - Option - A

Text Menu

|	
Tabs	Cmd - Shift - T
Char Info	Cmd - Shift - H
Paragraph Info	Cmd - Shift - G

Page Menu

Show Rulers	Cmd - Option - R
Insert Page	Cmd - Shift - A
Go To Page	Cmd - J

Working with Documents

DesktopPublisher Pro makes it easy to design and create useful, attractive documents.   This chapter describes in detail all the features mentioned in the Program Overview section.   All these features combine to provide a single application with the ability to create all the diversity of the printing products for any need.

Creating a New Document

To create a new document, select the **New** command from the **File** menu. The New Document dialog box is displayed.
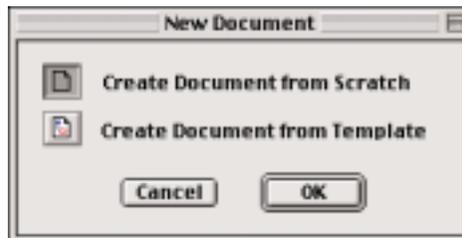
The **Create Document fr om Scratch** option allows you to create a new empty document, and then add all the desired design elements to it.

The **Create Document F rom Template** option shows all available DesktopPublisher Pro templates - predefined documents containing a variety of design elements. Creating a document from template will be discussed later in this chapter .

Selecting **Create Document fr om Scratch** displays a Document Setup dialog box, that config- ures the document settings.

- **Page Size** - specifies the size of the document' s page. This can range from as small as 1"x 1", to as large as 18" x 18" (for facing-page documents) or 36" x 36" (for single - sided doc- uments). Some predefined formats are:

US Letter	8 1/2" wide, 11" tall (default setting)
US Legal	8 1/2" wide, 14" tall
A4 Letter	210 mm wide, 297 mm tall
B5 Letter	182 mm wide, 257 mm tall
Tabloid	11" wide, 17" tall
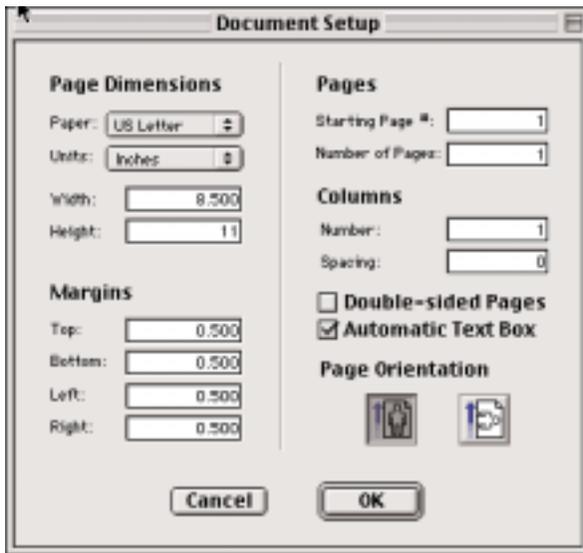
- **Units** - the measurement units for all the numerical information in the dialog box. It specifies also the units displayed on the rulers, when document is created.

- **Margin Guides** - specifies the distance from the guides drawn on a page to the edges of the paper.

- **Double Sided Pages** mode can be used for creating a document with two different page types - left and right. Selecting this mode changes Left/Right margins to Inside/Outside margins, and sets up the original Master Page with left and right page components.

- **Pages** — defines the number of the starting page and the total number of pages in a document.

- **Columns: Number** and **Spacing** - defines the number of columns and spacing between them for the original Master Page and the first page of the document. These columns are marked using the Margin Guides.

- If **Automatic Text Box** is checked, the original Master Page and first page of the document will contain the automatic Text Box that will have the specifications defined by the **Page Size, Margin Guides** and **Column Guides.**

- **Page Orientation** selects one of two possible page orientations - Portrait and Landscape.

Clicking **OK** displays a new Document Window.

Resizing the Document Window

Right after the Document Window appears on the screen, it is important to select the **View Size** of the document. It is possible to increase or decrease it to make working with the document easier.

Any **View Size** value between 10% and 400% percent in increments of 1% is available in DesktopPublisher Pro. Also, there are predefined view sizes such as **25%, 50%, 75%, Actual Size,** or **200%.** Selecting one of them changes the display of the page to the corresponding amount of actual size respectively.

Selecting **Fit in Window** changes the size of the display so that exactly one page is displayed in the document layout window.

The view size can be changed in a number of ways. First, using the **View Size** option in the **Page** menu. Second, using the **View Size** box to the left of the Document Control Area of the Document Window, and third, using the **View Size** box from the Page toolbar.

Customizing Rulers in the Document Window

By default, Screen Rulers are displayed along the top and left side of the Document Window. Rulers can be displayed by using the **Show Rulers** command from the **Page** menu. If the Rulers are currently being displayed, then the **Show Rulers** item will have a checkmark next to it. Selecting this item when the checkmark is present and the Rulers are displayed *hides* the Rulers in the document window.

The measurement units reflected in the Rulers are set through the **Document Setup…** dialog box when the document is created and can be changed through the **Ruler Settings…** menu option in the **Edit** menu.
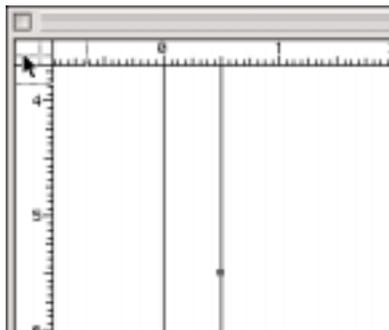
You can change Ruler settings also by clicking the upper left corner (intersection) of the Rulers while pressing the **Option** key.
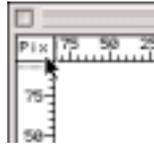
When you do so, the type of unit-measurement is displayed. The following units are available: **inches, picas, points,** and **centimeters.**

Setting the Ruler Zero Point

To set the Screen Rulers' zero point, click on the intersection of the Rulers, and drag to the point where you want the zero point to be placed. As you drag the mouse, dotted lines are displayed on the horizontal and vertical Rulers, helping you to determine the current position of the mouse.

Adding Guides to a Document

There are two types of guide lines in DesktopPublisher Pro - Margin Guides and Ruler Guides. The guide lines, or guides are non-printable service lines. Magin Guides are used for showing page margins and Ruler Guides are used for positioning or aligning objects.

The Margin Guides are configured in the **Document Setup…** dialog box, either when creating a new document, or when selecting the corresponding option from the **File** menu.

Also, when selecting a number of columns and spacing between them, the columns are indicated with the help of the Margin Guides.

The Ruler Guides are created either by clicking on the horizontal or vertical Screen Rulers, and dragging a new guide to the desired position, or by using the **Guide Settings…** dialog box accessed from the **Edit** menu. The latter option allows you to evenly distribute up to 20 horizontal and 20 vertical Ruler Guides on your page.

Adding values to the **Horizontal** and **Vertical** fields allows you to change the guide frequency for both horizontal and vertical guides. Use **Units** to specify the units of measure for the guides. It's possible to control the guides' visibility using the **Show Guides** check box, which is identical in action to the **Show Guides** option in the **Page** menu. Checking the **Snap to Guides** option makes objects align their sides with the closest guideline when the distance between the guide line and the side of the object is less then 5 pixels.

The Guide Settings are saved with the current document and are valid the next time the document is open.

The colors of the Margin and Ruler Guides can be changed using the **Preferences** option in the **Edit** menu.

Also, you are able to make the Guides overlay or underlay all the other page objects with the help of the **Guides in Back** check box.

Creating a Document Design

DesktopPublisher Pro provides you with the capability to create unique documents to suit your particular requirements. Documents are constructed from following components:

- Geometric shape objects

- Text Boxes

- Picture Boxes

- Power Text objects

- Speech Balloon objects

- Bezier and Bezier Text objects

In the following sections the methods of placing these objects on a document will be shown, and the process of creating a document design will be covered in detail.

Adding Objects to a Document

What Are Objects?

Everything in a DesktopPublisher Pro document is an object: a Text Box, a graphic, a line, a borde r, a headline, etc. Every object can be moved, changed, resized, deleted, or duplicated independently of other objects on the page. Each object has its own characteristics or attributes. Some of them are common among the different types of objects, some of them are unique. This section of the manu- al will explain the sorts of things you can do to *all* objects on the page in a DesktopPublisher Pro doc- ument.

All of the following are types of objects:

- Geometric Shapes

    - Rectangles

    - Rounded-Corner Rectangles

    - Ovals

    - Stars

    - Lines

    - Arcs

- Text Boxes

- Picture Boxes

- Power Text

- Speech Balloon

- Bezier and Bezier Text objects

Each particular type of object is covered in its own section in this manual. These sections will deal with the unique characteristics of each type of object, as well as how to create the objects and place them on a DesktopPublisher Pro document. The section you are now reading will deal with the properties common to all types of objects.

Placing an Object on a Page

When using DesktopPublisher Pro, you should use the Tool Palette for placing an object on a docu- ment. As described in the Tool Palette section, all the tools located there are tools responsible for object creation. Only one type of object, Picture Boxes, are not by default created using the Tool Palette; Picture Boxes are created using the **Import Graphics** menu option in the **File** menu. However, you can customize the Tool Palette to add the **Import Picture** button to it.

To create an object of any type, except for the Bezier and Bezier Text objects, click on the appropriate tool, then move the pointer to the location where you want one corner (or end of a line) of the object to be located. Click and hold the mouse button, then drag the mouse cursor to the location where you want to place the opposite corner, then release the mouse button.

The newly created object appears with handles indicating that it is active.

When creating an arc, the "direction" of the curve depends on the initial direction that you move when you start to drag to the other corner.

The Bezier and the Bezier Text types of object are created in a different way. To create such an object, select the appropriate tool from the Tool Palette. Click in the position where you want to locate the starting point of the curve, then release the mouse, and move it to a new position. A preview of the current curve will be drawn as you move the cursor Click and move the mouse to a new location again. Repeat the process until the curve is completed, then double click the mouse button.

The Power Text and the Bezier Text objects require some additional information to be finished. Dialog boxes are displayed, requiring data to be entered. This process is described in detail in the corresponding sections later in this manual.

Selecting Objects

You will need to select an object if you wish to change or move it. Every object on the page can be moved or changed independently of other objects. No object can be changed without first selecting it. To select objects, use the **Object** tool from the Tool Palette. Choose the **Object** tool by moving the mouse cursor over the **Object** tool in the Tool Palette and then clicking the mouse button.

You can than move the Object cursor over any object on the page and click the mouse button to select that object. Once an object has been selected, a series of "handles" appear around the object. Handles look like small black boxes.

These handles allow you to see whether an object is selected and are used to change the size and shape of an object.
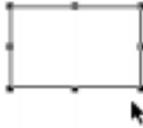
Selecting Multiple Objects: if the Object tool is still active, you can select multiple objects either by holding down the **Shift** key on your keyboard while clicking on each of the objects in turn, or by "dragging" a box around the items you want to select.
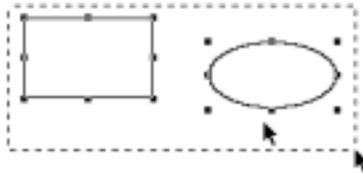
To Remove an Object from a Multiple Selection: If you have multiple objects selected, and you wish to remove one object from the multiple selection, hold down the **Shift** key again and click on the object you wish to deselect.

To Select All Objects: You can select all objects on a page by choosing **Select All** from the **Edit** menu, or by using the corresponding shortcut with the keyboard.

To Deselect All Objects: To deselect all objects at once, click at a location on your document away from all objects with the **Object** tool active.

Moving Objects

Once you have selected an object move it using the **Object** tool. Move the Object cursor over the object, click and hold the mouse button, and drag the object to a new location.When the Object cursor is over a selected object, it will change to the Move cursor , a set of four arrows.

This cursor lets you know that the object is ready to be moved.

The crosshairs on the Screen Rulers show the current position of the object that is being moved to help you position it on the page.

Another way of moving objects is to use the Object Information dialog box to change the object's **Origin Acr oss** and **Origin Down** attributes. This is described under the Changing Object Attributes section later in this manual.

Resizing and Reshaping Objects

Once an object is selected, you can change its size. The handles, or small black squares, around the perimeter of an object are used to resize and reshape the object.

To resize or reshape a selected object: choose the **Object** tool from the Tool Palette and move the Object cursor over one of object handles. The cursor changes to the Resize cursor . It looks like a small pointing hand. Click and hold the mouse button and drag the mouse around. A dotted-line box will follow your cursor , indicating the size and shape the object will be when you release the mouse button.

Finally, objects can be resized/reshaped using the Object Information dialog box to change the object **Width** and **Height** attributes. This is described under the Changing Object Attributes section later in this manual.

Rotating Objects

To rotate an object, you must choose the **Rotation** tool from the Tool Palette. The Rotation tool looks like an arrow moving in a circular direction. The object you wish to rotate must be select-ed before it can be rotated. You may rotate multiple objects together as long as all objects have been selected before you begin rotating them.

Once the **Rotation** tool has been activated, the cursor changes to the Rotation cursor . This cursor is crosshairs in a circle.

Move the Rotation cursor over the object you wish to rotate. When you click and hold the mouse button, the Rotation cursor becomes the pivot around which the object will rotate. A line appears between the pivot point and the current mouse position.

As you move the pointer around the pivot point, still holding down the mouse button, the line and the outline of the object rotates. When you have placed the object in the desired orientation, release the mouse button.

If the **Shift** key is held down while rotating an object, the movement is constrained to 45° incre-ments. Release the **Shift** key during rotation to permit full movement.

Aligning Objects

You can align objects horizontally and/or vertically to clean up a document and put objects in order.

All the objects to be aligned must first be selected before you choose **Align Objects** from the **Object** menu. The "Align Objects" dialog box will be displayed.
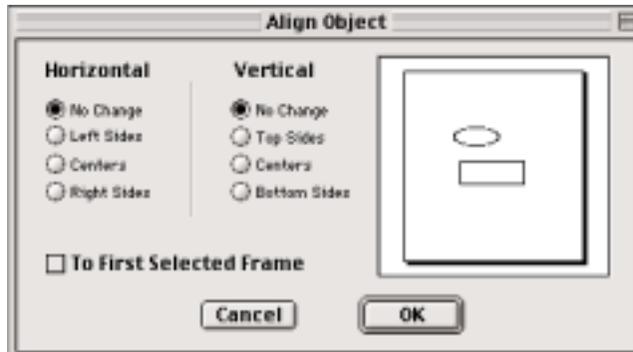
In this dialog box you can select how you want the objects to be aligned. If you click on the **To First Selected Frame** checkbox, the objects will all be aligned based on the location of the first object you selected. If you leave this box unchecked they will be aligned based on the location of the leftmost object.

You can align any number of objects as long as there is more than one object selected. If only one object is selected, the **Align Objects** menu item will not be available.

Changing Object Attributes

Each object in DesktopPublisher Pro has a set of attributes that can be changed. These attributes are grouped together in the Object Information dialog box.The dialog box depends on the type of object that was selected:

- Text Box Information

- Picture Box Information

- Graphics Item Information

- Line Information

- Group Information

In this section the Graphics Item Information dialog box elements will be discussed. Dialog boxes for other types such as Text, Picture, and Group will be shown in the corresponding sections later in this manual.

- **Origin Across, Origin Down** - Repositions the original upper left corner of the object border or of the bounding box around multiple objects. These values are relative to the current Ruler origin.

- **Width and Height** - Changes the size of the active Picture Box. Changing the box size does not alter its origin. For a nonrectangular object, these fields control the bounding box size. These fields are unavailable when more than one object is active.

- **Box Angle** - Rotates the active Picture Box, or the bounding box around multiple Picture Boxes, around its center. Rotating a constraining Picture Box rotates all constrained items as well.

- **Printable** - when unchecked, prevents the object from printing.

- **Locked** - prevents any accidental replacing or moving of the graphics item.

- **Visible** - makes an item visible (or invisible).

- **Units** - indicates measurement units used for all the numeric information displayed.

When active items are all of the same type, choosing **Object Info** displays the corresponding specifications dialog box. If all active items are Text Boxes the Text Box Information dialog box is displayed. Fields containing values that vary among active objects are blank. Pop-up menus containing values that vary among active objects show mixed settings.

When active objects are of different types (for example, Text Boxes and lines), choosing **Object Info** displays the Group Information dialog box.

When an active collection of objects contains a group, **Object Info** is not available.

Changing Objects Stacking Order on a Page

All objects on a page in DesktopPublisher Pro have their positions in the stacking order on that page. The object created most recently overlays existing objects and may cover the parts where they overlap.

In the example shown below you can see that the Oval is above the Rectangle. Occasionally you may want to move an object on top of other objects to make it more visible.

There are four menu options in   DesktopPublisher Pro that allow changes to the objects   ' stacking order. These are the **Bring to Fr ont**, **Send to Back** , **Shuffle Forward**, and **Shuffle Downward** items in the **Object** menu.

To move an object forward or backward in the stacking order: select it, and then use one of the above mentioned options.

By default, the Object toolbar contains **Bring To Front** and **Send To Back** buttons.

Grouping and Ungrouping Objects

You can select multiple objects and make them behave as a single object.   This allows you to move, rotate and transform the objects together and make sure they are always in the same position relative to one another. When objects are combined this way, it is known as a Group.

To Group Objects: Select all the objects you wish to combine into a group, and choose   **Group** from the **Object** menu.

To Ungroup Objects: Select the Group you wish to Ungroup then choose   **Ungroup** from the **Object** menu.

To Group and Ungroup objects you may also use the corresponding buttons from the Object toolbar.

You can perform many of the same basic operations on a group that you can on a single object, for example, Cut, Copy, Duplicate, Delete, etc. However, you can't resize a group.

When an active group consists of dif ferent kinds of items (for example, Text Boxes, and lines), choosing **Object Info** from the **Object** menu, or double clicking on that group, displays the Group Information dialog box. When a group consists of similar types of objects (for example, only Text Boxes), choosing **Object Info** displays the corresponding information dialog box.

Changing Frame Attributes of Geometric Shapes

Frames are boxes around objects. In   DesktopPublisher Pro they have five attributes which can be changed. These are:

- Line Width

- Line Style

- Line Color

- Line Shade

- Line Pattern

The attributes of the selected object can be changed using the corresponding menu options from the **Graphics** menu. To change an attribute, scroll to the desired item in the corresponding pop-up menu and release the mouse button.
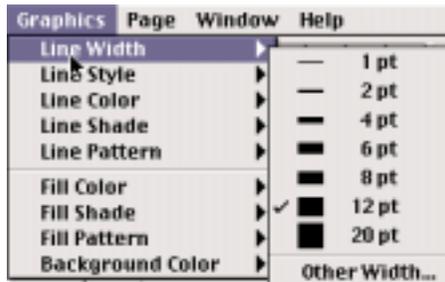
The **Line Width** attribute can be changed from 0 points to 100 points in 1 point incrementsThere are seven commonly used line widths in the menu. Selecting the **Other…** option invokes the Other Value dialog box for entering any value within the 0 - 100 points range.

The **Line Style** can be selected from the nine line styles available inDesktopPublisher Pro. (For some shapes, the last three styles are disabled.)

The **Line Color** can be selected from all the colors available for the current document. Colors can be added, deleted and edited in   DesktopPublisher Pro. More information on colors is in the   ADDING COLORS TO A DOCUMENT section later in this manual.

The **Line Shade** value, which means the density of color , can be changed from 0% to 100% in 1% increments. Using the   **Other…** option displays the Other   Value dialog box for entering any value withing the 0 - 100% range.

The **Line Pattern** can be selected from the line patterns available in DesktopPublisher Pro.

Another way of setting the Frame attributes is to use the Graphics toolbar .

Using toolbar elements to change Frame attributes is the same as using menu commands. Except for the **Other…** option, which is not present in this case.

The third way is to use the **Frame Info** option from the **Object** menu. When doing so, the Frame Information dialog box is displayed.
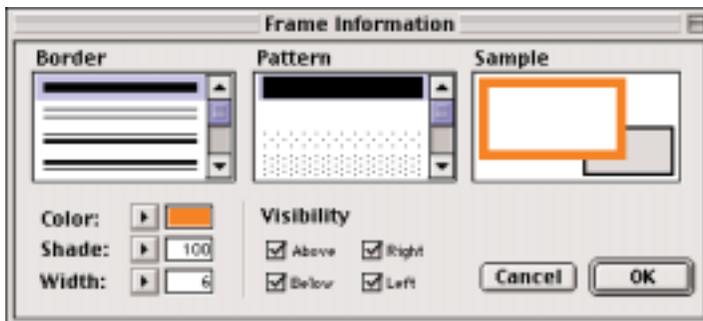
In addition to the attributes listed above, the dialog box contains the following elements:

- The **Sample** field is located in the upper right corner of the Frame Information dialog box and previews the selected settings.

- The **Visibility** group contains four check boxes. They are active whenever the current object is rectangular. Unchecking any of them erases the appropriate side of the text frame. For example, unchecking the **Above** check box displays the object frame without its top side.

Changing Fill Attributes of Geometric Shapes

Fills affect the interior of objects. In DesktopPublisher Pro they have four attributes which can be changed. These are:

- Fill Color

- Fill Shade

- Fill Pattern

- Background Color

The fill attributes of the selected object can be changed in three ways. First, using the corresponding menu options from the **Graphics** menu. To change an attribute, scroll to the desired item in the corresponding pop-up menu and release the mouse button.
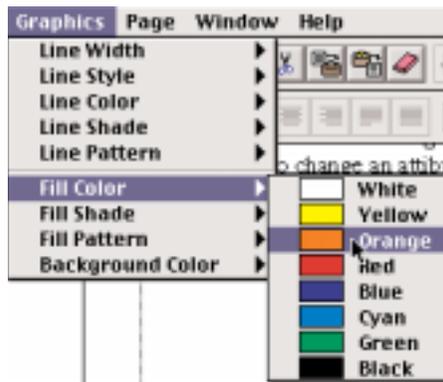
The **Fill Color** and **Background Color** can be selected from all the colors available for the current document. The **Fill Color** changes the color in the interior of an object where the **Fill Pattern** is solid. The **Background Color** specifies the color in the rest of the interior of the object. The colors can be added, deleted and edited in DesktopPublisher Pro. More information on colors is in the ADDING COLORS TO A DOCUMENT section later in this manual.

The **Fill Shade** value, which defines the density of color , can be changed from 0% to 100% in 1% increments. Using the **Other…** option displays the Other Value dialog box for entering any value withing the 0 - 100% range.

The **Fill Pattern** can be selected from the line patterns available in DesktopPublisher Pro.

The second way of setting the Fill attributes is to use the Graphics toolbar. Pressing the **Shift** key and selecting a value from the Graphic toolbar changes the corresponding Fill attribute. Pressing the **Control** key along with the color selection changes the Background Color .

The third way is to use the **Fill Info** option from the **Object** menu. When doing so, the Fill Information dialog box is displayed.
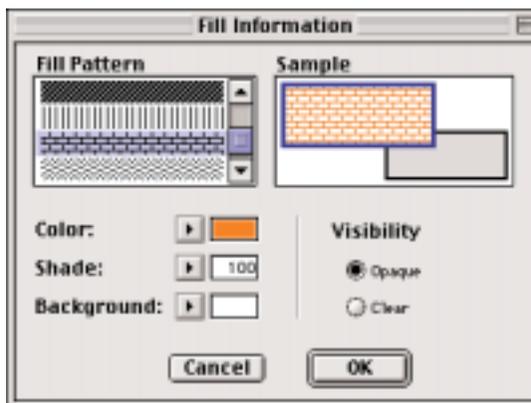
In addition to the attributes listed above, the dialog box controls an object's visibility.

- The **Visibility** group contains two radio buttons. Making an object clear changes the Fill Pattern to clear pattern. So, if you switch to Opaque, be sure to return the pattern to the desired value.

Adding Shadows to Rectangular Objects

The **Shadow Info** command in the **Object** menu controls shadows of rectangular objects, such as text, Picture Boxes, and rectangles.

When selecting this option, a dialog box appears which allows you to add and remove shadows, and specify the shadow **Color, Shade,** and **Offset** from the box.
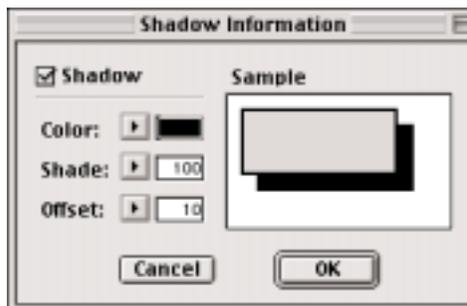
The **Sample** field is located on the right of the Shadow Information dialog box and shows a preview of the changes you make.

Duplicating Objects

DesktopPublisher Pro provides you with a means of making single and multiple copies of a selected object. Duplicating an object is a sequence of copying and pasting operations combined in one step. Also, such settings as horizontal and vertical of fsets are taken into account when specifying the location of the duplicate of an object.

The horizontal and vertical of fsets that were last specified in the Replicate dialog box specify where the copy is placed. If Replicate hasn't been used since running Mac Publisher Pro, the duplicate is placed 5 points to the right and below the original.

The **Replicate** command is used to make multiple copies of an object.

When this command is selected from the **Object** menu, a dialog box appears that allows you to control these settings:

- **Replicate Count** - specifies the number of copies to make.

- **Horizontal Offset** - the horizontal distance between copies. A positive value places duplicates to the right of the original. A negative value places duplicates to the left. Preset to 5 points.

- **Vertical Offset** - the vertical distance between copies. A positive value places duplicates below the original. A negative value places duplicates above. Preset to 5 points. The **Horizontal** and **Vertical Offset**s you specify become the default **Replicate** and **Duplicate** offsets, until you quit from the program.

- **Units** - indicates measurement units used for all the numeric information displayed.

Duplicating Text or Picture Boxes duplicates their contents as well.

A duplicate of a Text Box that is part of a chain contains all the text, that would contain the part of the chain, beginning with that box.

To make a single or multiple copies of the desired object: select it, and use the **Duplicate** or **Replicate** command from the **Object** menu, or their keyboard shortcuts.

Deleting Objects

   Objects that are not used any more can easily be removed from a DesktopPublisher Pro document by selecting them, and then, by either using the Delete command from the Objects menu (or its keyboard shortcut), or the Clear command from the Edit menu.

   There is a **Clear** button on the **Edit** toolbar, and it is possible to add the **Delete** button using **Edit Toolbars… Customize…** option. See the corresponding sections for information on customizing toolbars.

Working with Picture Graphics

   Picture graphics are an important part of any publication.   That is why Desktop Publisher Pro can accept graphics in a variety of different forms. The need to select an imported picture makes Picture Box creation unique among object creation. By default there is no Picture Box tool in the   Tool Palette. The **Import Graphics** menu option in the **File** menu can be used instead.

   When you select **Import Graphics…** from the **File** menu, a dialog box appears that allows you to specify the file from which the picture is to be imported.
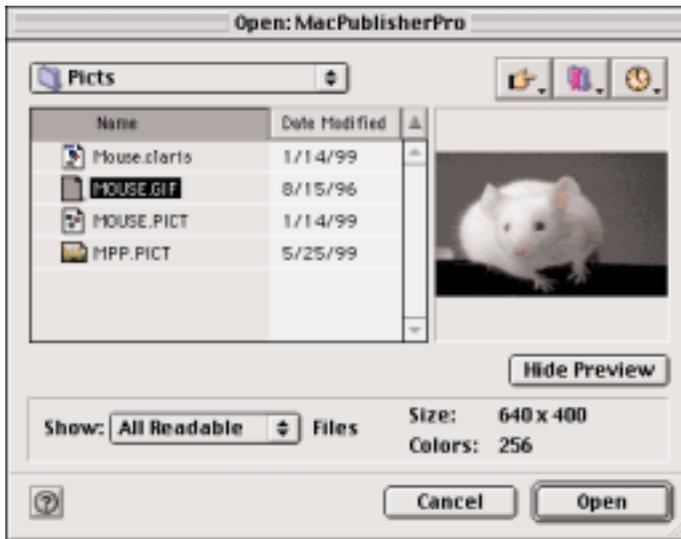
   In addition to all the standard elements, it contains a list of file types for import. If a particular file type is selected from the list, this means files of only that type will be displayed in the files scroll list, thus making import easier. Selecting the **All Readable** option allows you to view files of all the formats that DesktopPublisher Pro is able to import.

   The size of the picture to be imported, and the number of colors used, are displayed in the dialog box.

If no Translation Manager is installed on your system, then DesktopPublisher Pro uses its own translation capabilities. Only six graphic formats are accepted in this case, including:

- MacPaint format graphics

- PICT format graphics

- Encapsulated PostScript® (EPS) graphics

- Tag Image File Format (TIFF) images

- GIF images

- Quick Time **(Cmd-Option**-click in a preview to play a Quick Time movie, and single click on the playing movie to stop).

If the **Picture Preview** is on, a representation of the picture is displayed when you select its name in the file list.

The cursor changes to the Picture cursor ⌷ᴘɪᴄ after selecting the desired picture from the file list in the dialog box, showing that you are about to create a new Picture Box. Move the cursor to the location where you want one corner of the box to be placed, then click and hold the mouse button. Drag the cursor to the location where you want the opposite corner to be and release the mouse. The newly created Picture Box appears with the selected picture inside and handles around the perimeter indicating that it is active.

You can also simply click on a document with the Picture cursor . This will create a new Picture Box with the dimensions equal to the dimensions of the picture being imported. However, this provides less control during the import.

Note: If you had an active Picture Box on your page when first importing a picture, the picture would be imported into that box. If you want to import it into a new Picture Box, make sure that no existing Picture Box is currently active.

Some attributes of the active Picture Box can be changed using several tools from the Tool Palette. To change the location and dimensions of a Picture Box, click and drag the Picture Box with the **Object** tool, or drag one of its resize handles. To change the box angle, use the **Rotation** tool. These operations are common for all DesktopPublisher Pro objects and are described in the **WORKING WITH OBJECTS** section earlier in this manual.

Select the **Picture Mover** tool ✋ from the Tool Palette o move a picture inside its box,

Once the **Picture Mover** is selected, the cursor changes to the Hand pointer ✋ when the cursor is over an active Picture Box. Click and drag the mouse2 to move the picture *inside* the Picture Box. You can also move a picture inside its box with the **Object** tool. To do this, hold down the **Option** button as you click on the picture and drag.

The most comprehensive way to control Picture Boxes in DesktopPublisher Pro is to use the Picture Box Information dialog box. It is displayed when selecting the **Object Info** option is chosen from the **Object** menu while one or more Picture Boxes are active.

Picture Information

Box Options

Origin Across:	1.375
Origin Down:	1.847
Width:	2.861
Height:	1.888
Box Angle:	0

☑ Printable
☐ Locked
☑ Visible

Object Options

Offset Across:	-0.152
Offset Down:	-0.097
Picture Angle:	0
Scale Across:	100
Scale Down:	100

☐ Scale with Box
☑ Display
☑ Printout

Units: Inches ⬍   Cancel   OK
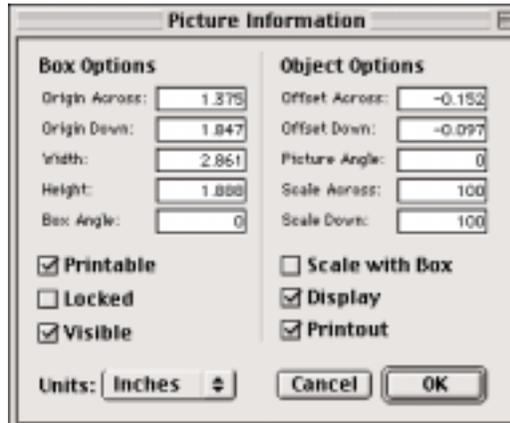
Each attribute is defined below:

- **Origin Across, Origin Down** - repositions the original upper left corner of the Picture Box or the bounding box around multiple Picture Boxes. These values are relative to the current Ruler origin.

- **Width, Height** - changes the size of the active Picture Box. Changing the box size does not alter its origin. These fields are unavailable when more than one Picture Box is active.

- **Box Angle** - rotates the active Picture Box, or the bounding box around multiple Picture Boxes, around its center. Rotating a constraining Picture Box rotates all constrained items as well.

- **Offset Across, Offset Down** - adjusts the distance between the original upper left corner of active Picture Boxes and the picture each box contains.

- **Picture Angle** - rotates the pictures in active Picture Boxes around each picture's center (as determined by the application in which the picture was created), independent of its Picture Box.

- **Scale Across, Scale Down** - adjusts the size and proportions of the pictures in active Picture Boxes from 10% to 1000%. Changing picture scale doesn't alter the picture offset.

- **Printable** - when unchecked, prevents the pictures in active Picture Boxes from printing. Frames and background colors are still printed.

- **Locked** - prevents any accidental replacing or moving of the Picture Box.

- **Visible** - makes an object (a picture with its box) visible or invisible.

- **Scale with Box** - resizes the picture to its box height and width

- **Display** - displays or does not display the picture on the screen. The corresponding Picture Box is still displayed.

- **Printout** - when unchecked, prevents the pictures in active Picture Boxes from printing. Frames and background colors are also not printed.

- **Units** - indicates measurement units used for all the numeric information displayed.

You can use the Clipboard to import pictures from other applications. When you **Copy** a picture image from other applications and then **Paste** it in your document. DesktopPublisher Pro automatically creates a Picture Box on the current page of the document, and inserts the picture.   The dimensions of the box created are equal to those of the picture being pasted.

Using Editions

The **Editions** command is used to control a subscription to another document. Selecting and holding the mouse on   **Editions** in the **Edit** menu activates a submenu.   This submenu provides two options, each of which activates a dialog box. The **Subscribe To…** selection dialog box allows you to specify a document to which you wish to subscribe.   The **Subscriber Options…** dialog box is used to specify the attributes of a subscription, including timing of updates and cancelling of subscriptions. A full description of the subscription process can be found in the Macintosh System documentation.

Working with Text

Placing a Text Box on a Document

The **Text Box** tool is used to create a new Text Box, a rectangular region in which text is placed.

To create a Text Box, click on the   **Text Box** tool ⌈A⌉ , then move the pointer to the location where you want one corner of the Text Box to be placed.

The pointer appears as a set of crosshairs. ✛   Click and hold the mouse button, then drag to the location where you want to place the opposite corner of the   Text Box, then release the mouse button.

Lines mark the boundary of the newly created Text Box, and handles on those lines indicate that the Text Box is active. Note that Mac Publisher Pro changes the pointer to an I-beam and places it in the upper left corner of the newly created Text Box. This is done so that you can start typing text immediately.

Text Box Information

Text Boxes have a number of attributes unique to their function. These attributes are grouped in the Text Box Information dialog box., displayed when more then one Text Box is active and Object Info is chosen from the Object menu, or double click on a Text Box with the Object tool active.

```
┌─────────────────────────────────────────┐
│          Text Box Information         ▤  │
│ ┌─────────────────────────────────────┐  │
│                                          │
│  Origin Across: [  1.777]  Box Angle: [       0] │
│  Origin Down:   [  5.444]  Text Inset: [  0.041] │
│  Height:        [  1.138]  Width:      [  1.944] │
│                                          │
│  ☑ Printable                             │
│  ☐ Locked        Units:  [ Inches    ⬍] │
│  ☑ Visible                               │
│  ☑ Text Runaround    [ Cancel ]  [  OK  ] │
│                                          │
└─────────────────────────────────────────┘
```

The Text Information dialog box contains edits the following attributes:

- **Origin Across, Origin Down** - repositions the upper left corner of the Text Box or the bounding box around multiple Text Boxes. Values are relative to the current Ruler origin.

- **Width, Height** - changes the size of the active Text Box. Changing the box size does not alter its origin. These fields are unavailable when more than one Text Box is active.

- **Box Angle** - rotates the active Text Box, or the bounding box around multiple Text Boxes, around its center. Rotating a constraining Text Box rotates all constrained items as well.

- **Text Inset** - specifies the space between text and the inner edges of active Text Boxes.

- **Printable** - when unchecked, prevents text from printing.

- **Locked** - prevents any accidental replacing or moving of the Text Box.

- **Visible** - makes an object visible or invisible.

- **Text Runaround** - makes the text contained in a Text Box wrap around all the objects that are higher in object stacking order on the page, and overlay the Text Box

- **Units** - indicates measurement units used for all the numeric information displayed.

Adding Text To a Text Box

After placing a Text Box on a document, you are able to enter text. There are three methods:

- typing at the keyboard

- pasting from the clipboard

- importing text files

- To type text directly into a Text Box, choose the **Text** tool $\boxed{A}$ from the Tool Palette. The pointer changes to the text insertion bar when moved over the active Text Box. If there is no text in the box yet, click on the Text Box, or, if there is already some text, click where you want to start entering text. The vertical bar that appears is the *text insertion point.* New text will appear immediately to the left of the text insertion point when entered.

This is a sample text

You can move the text insertion point anywhere in the active Text Box by clicking on a new location. You can also move the text insertion point one character to the left or right using the left or right arrows on your keyboard, and one word to the left or right pressing the **Option** key while using the left or right arrows keys. Using the up or down arrows moves the text insertion point one line up or down.

After placing the text insertion bar in the Text Box, text will appear character by character as you type. Each time you type a character , the location of the text insertion point moves to the proper location for the next character (this may depend on the location of tab stops and paragraph alignment mode, as described later on in this section). Pressing **Delete** removes the character immediately to the left of the text insertion point.

- The clipboard allows you to transfer text from other locations in a DesktopPublisher Pro document, or from other applications. **Copy** and **Cut** are the two commands in the edit menu that place text on the Clipboard. Use the mouse to highlight the area of text to be copied.

This is a sample text
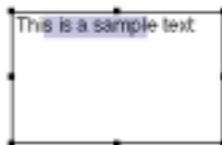
Once the text has been copied to the clipboard, it can be placed immediately at the text insertion point by using the **Paste** command or its keyboard shortcut.

- When you select **Import Text** from the **File** menu, a dialog box appears allowing you to specify the file from which the text is imported.
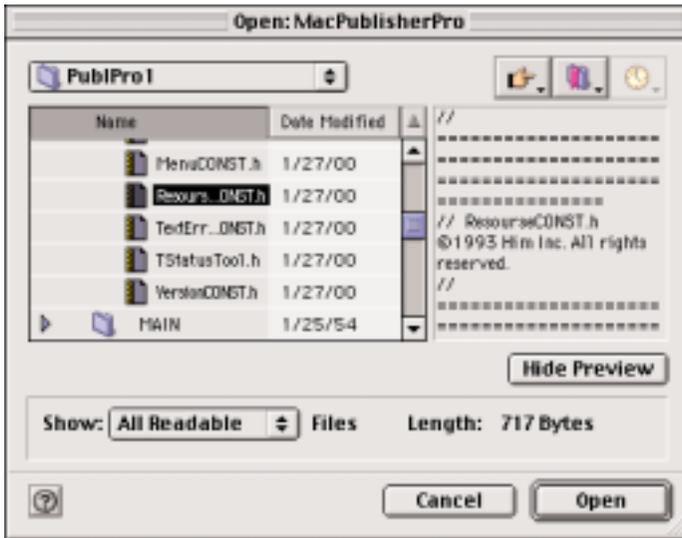
In addition to the standard elements, it contains a list of file types for import. If there are any translation extensions installed on your computer , like MacLink Translators, the list includes all the file types these extensions support. Otherwise, only the 'Text' file type will be in the list.

If a particular file type is selected from the list, only files of that type will be displayed in the files scroll list. This simplifies searching for specific files. Selecting the **All Readable** option allows you to view files from all formats that DesktopPublisher Pro is able to import.

The length of the text file to be imported is also displayed in the dialog box.

In the preview area, the first lines of the selected file are displayed to indicate file contents.

Formatting Text

A group of text settings are used to control how text is placed in the Text Boxes on a page. Using DesktopPublisher Pro menus, toolbar elements, and dialog boxes allows you to fully control the format of text.

All these settings are grouped in the Paragraph Information dialog box. It can be displayed with the help of the **Paragraph Info** menu command in the **Text** menu or its keyboard shortcut. This activates a dialog window that displays, and allows you to modify , the attributes of the current paragraph.

The current paragraph either contains the highlighted text or the text insertion bar .


- **Left Indent** - the horizontal distance between the left side of the Text Box, and the left margin of the current paragraph.

- **First Line** - the horizontal distance between the left mar gin of the current paragraph (defined by the left indent), and the first character on the first line of the paragraph. If the value is negative, the first character appears to the left of the paragraph mar gin. This becomes a hanging indent. If it is positive, the first character appears to the right of the paragraph margin. This becomes a normal indent.

- **Right Indent** - the horizontal distance between the right mar gin of the current paragraph and the right side of the Text Box.

- **Leading** - the distance between the baselines of successive lines of text. This attribute can be changed using the **Line Spacing** menu option, and the **Line Spacing** toolbar element from the Text toolbar.
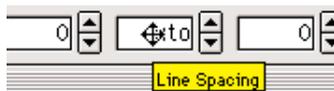
- **Space Before** - this value specifies the distance between the last line of the previous paragraph and the first line of the current paragraph.

- **Space after** - this value specifies the distance between the last line of the current paragraph and the upper boundary of the next paragraph.

- **Keep with Next** - the current paragraph and the next paragraph are kept in the same Text Box.

- **Keep Lines Together** - lines of the current paragraph are kept in the same Text Box.

- **Drop Caps** - allows you to make the first letter of the selected paragraph the height of a specified number of lines of text. The number is contained in the Number of Lines edit box right under the **Drop Caps** check box. The picture below shows text with the drop caps on:
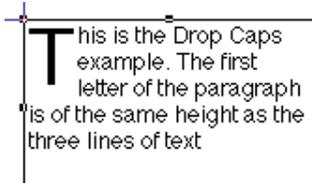
- **Alignment** - contains the pop-up menu that allows you to select from five types of the paragraph alignment, **Left, Right, Center, Justified,** and **Force Justified.** Drag to and highlight the desired alignment and then release.

  The alignment can also be changed with the help of the **Alignment** submenu from the **Text** menu, and the group of **Alignment** buttons from the Text toolbar.

- **Units** - the pop-up menu is activated that allows you to select from four units of measure, **Inches, Points, Centimeters,** and **Picas.** Drag to and highlight the desired measurement unit and then release.

To modify an attribute, enter a new value in the edit field of the dialog box where the current value is being displayed, or use menu commands, and the appropriate toolbar elements.

Adding Styles to Text

Text attributes that are: **Font, Size, Color, Style, Shade, Spacing,** and **Line Shift.** All of them are located in the Character Information dialog box. Also, it is possible to change them using the **Text** menu options, and some toolbar elements from the Text toolbar.
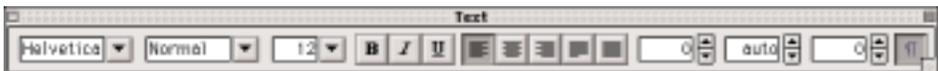
Selecting **Character Info** from the **Text** menu activates a dialog window that displays, and allows you to modify, attributes of text characters.
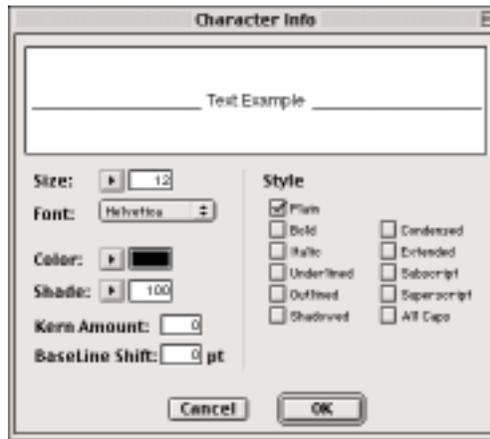
The character attribute commands work in two dif ferent ways. If text is highlighted when you select this command, only the characters in that text are changed. If no text is highlighted, then text entered at the text insertion bar will appear with the new set of attributes.

Setting Tabs

Clicking on the **Tab** button moves the text insertion point to the right by the default tab width. The default value is set in the Text panel of the Preferences dialog box, accessed via the **Edit** menu.

These Tab stops are left, which means that the stop is always to the left of the text. To allow more control, DesktopPublisher Pro has custom tabs support, allowing you to add different types of tab stops, to place them at specified positions, and to add leading characters.

Selecting **Tabs** from the **Text** menu activates a dialog box which allows you to add or remove custom tab stops to the the current paragraph.
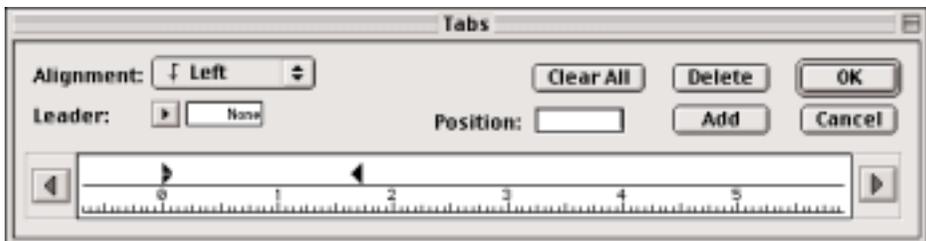
The current paragraph is the one that contains highlighted text or the text insertion bar .

The dialog box contains the **Alignment** pop-up menu., **Leading Character** and **Position** edit fields, and **Add, Delete** and **Clear All** buttons. A ruler shows the tab stops already added.
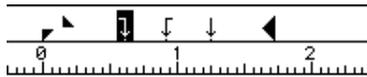
On the picture above, the ruler from the Tabs dialog box is shown. It contains:

- paragraph attributes (see Formatting of Text above in this manual)

    - the Left Indent of text - left lower triangle

    - the First Line of text - left upper triangle

    - the Right Indent of text - right triangle

  These triangles can be moved on the Ruler, changing the current paragraph settings.

- Tab Stops - The three stops shown in the picture are Right, Left, and Center. The Left stop is the tab stop that is always to the left of the text, the Right tab stop is always to the right of the text, and the Center stop remains in the center of the typed text.

  You can add, move and remove the tab stops from the Ruler.

  To add a tab stop: select a desired alignment from the **Alignment** pop-up menu and click on the Ruler, or specify the desired position in the **Position** edit field, and click **Add** button.

  To move a tab stop: select it by clicking on it, then drag to the desired position, or enter a new value into the **Position** edit box.

  To remove a tab stop: select it by clicking on it, then drag it out of the Ruler, or click on the **Delete** button. To remove all the tab stops, click on the **Clear All** button.

The tab stops attributes are described below in more detail.

- Alignment: Alignment can be either **Left, Right,** or **Center.**

    - **Left** alignment causes the first character of text typed at the tab stop to be located at the tab stop position. Additional characters are typed in to the right of the tab stop.

    - **Right** alignment causes the last character of text typed at the tab stop to be flush to the tab stop position.Additional characters are typed in to the left of the tab stop.

    - **Center** alignment causes the text segment to be centered with respect to the tab stop position. As additional characters are typed in, the text segment is expanded both to the left and the right of the tab stop position, so the text segment remains centered on the tab stop.

  The alignment of a tab stop is set by opening the pop-up menu to the right of the Alignment display box in the Tabs dialog window. There are three options, drag to the desired selection and release. The selected alignment now appears in the display box.

- **Leading Character Sequence:** The lead character sequence can be any valid sequence of characters, including a space.

  The lead character sequence is used to fill white space between the end of a text segment at a tab stop and the text segment directly to the left of it. You specify the lead character sequence by typing it directly into the edit field to the right of **Leader** in the Tabs dialog window, and entering return or tab. Alternatively, you can activate a pop-up menu by clicking and holding on the arrowhead to the right of Leader, and then drag to and select one of the predefined lead character sequences.

- **Position:** The position can be set at any location on the horizontal Ruler.

  The position attribute of a tab stop is specified by typing the value into the edit field to the right of **Position.** The unit of measure for the position is the same as that being used for the horizontal screen ruler.

Style Sheets

Style sheet is a predefined set of character, paragraph, and tab stop attributes. Style sheets support is convenient and speeds up work on text documents. Style sheets are stored with documents.

The **Edit Style Sheets…** command in the **Edit** menu allows you to create custom style sheet definitions or change the existing style sheets in a DesktopPublisher Pro document. It displays the Style Sheets dialog box with a list of the style sheets available for the current document, and buttons for adding, deleting, editing and importing style sheets from other documents.

To create a style sheet from an existing style sheet: Select a custom style sheet from the list, and click **Duplicate.** This copies the style sheet. Editing a style sheet is described later in this manual.

To delete a style sheet: Select a custom style sheet from the list, and click the **Delete** button. Note that the Normal style sheet can't be deleted.

To add style sheets from another DesktopPublisher Pro document: Click **Append,** and select the document with style sheets you want to add. An alert is displayed if the source document has a style sheet with the same name as a style sheet in the target document. You may add the style sheet with the same name by clicking **Rename New Style.**

To create a new style sheet, or edit an existing style: Click **New** or **Edit** and the corresponding dialog box is displayed. Use this dialog to create a new style sheet:


- **Style Name** - the name of the style sheet.

- **Next Style** - the style sheet applied when a carriage return is used while typing. 'Self'means that the next style is the same. Useful if you always have, for example, a paragraph of Normal sytle following a paragraph in Headline style.

- **Character, Paragraph, Tabs, Rule Above,** and **Rule Below** display dialog boxes where style sheet attributes can be specified. The **Character, Paragraph,** and **Tabs** boxes are described in previous sections of this manual.

Rule Above and **Rule Below** are similar in function to each other. They allow you to display and modify the line (or rule) above and below the paragraph to which the style sheet with these options is applied.
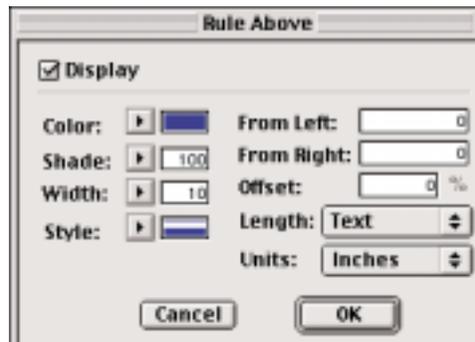
- The **Display** check box specifies if this Ruler is to be displayed. By default it is of f.

- The **Color, Shade, Style** and **Width** define the rule settings.

- **From** Left - is the distance between the line start and the left text mar gin.

- **From Right-** is the distance between the line end and the right text mar gin.

- **Length** - may be either Text, or Indents. If **Text** is selected, the rule length is calculated using the actual length of the text, and if **Indents,** the line will be displayed from the Left Indent to Right Indent of the paragraph.

- **Offset** - if the Space Before and Space After values from the Paragraph info dialog box are not zero for the current style sheet, you may want to specify the vertical of fset of the rule from either the first or the last lines of text. The offset is calculated in percents of the **Space Before** and **Space After** values for above and below rules correspondingly.

> This is the sample of the rules. The rule Above has 30 pixel From Left and From Right values, zero Offset, and the Idents ength . The rule below has zero From Left and From Right values, 50% Offset (of 1 inch Space After), and the Length of Text
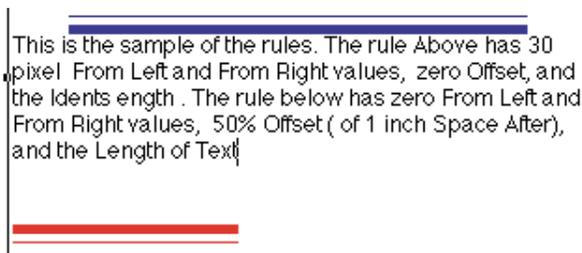
Searching for Specific Text

The middle section of the **Edit** menu contains menu commands that allow you to search for a specific text in the currently active document.

Selecting **Find/Replace** from the **Edit** menu activates a dialog box that allows you to search the document for specific text, or pattern using special characters.
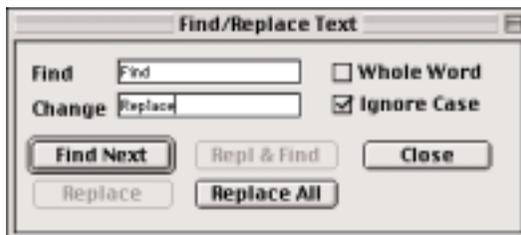
The following options are available:

- **Whole Word** - finds only occurrences that are distinct words (not embedded in other text). For example, if you search for "the" with **Whole Word** checked, only the word "the" will be found, but not "their" or "other ." If **Whole Word** is unchecked (default setting), any occurrence of the specified text, regardless of its position within other text, is found.

- **Ignore Case** - (default setting) finds any occurrence of the specified text, regardless of its capitalization. If **Ignore Case** is unchecked, the exact capitalization as entered must be present.

To find text: Enter the text you want to find in the field labeled **Find.** Enter the replacement text in the **Change** field. Leave this field blank if you want to search for (but not change) specific text, or if you want to delete the search text. Position the text insertion point where you want the search to begin.

The four buttons on the bottom of the Find/Replace dialog box control the search and changes:

- **Find Next** - begins the search, or finds the next occurrence of the specified search criteria

- **Replace** - changes the highlighted tex to match the **Change** field

- **Replace& Find** - combines the functionality of the **Replace** and **Find Next** buttons

- **Replace All** - changes all occurrences of the search criteria. An alert is displayed showing the number of occurrences changed

The **Enter 'Find' String**, **Find Next**, **Replace**, **Replace&Find**, and **Replace All** menu commands add flexibility when using the search options. There are some cases in which it is not necessary to display the Find/Replace dialog box to find all the occurrences of a word that already exists in your text. Just select that word, and use the **Enter 'Find' String** command. Then, using the **Find Next** command or its keyboard shortcut, find this word in the rest of your text.

Searching for a Specific Text Style

It is possible to search not only for a specific text pattern or a word, but to use text styles as search criteria. It is easy to find all the occurrences of the text displayed in, for example, Helvetica, 10, Bold.

To accomplish such an operation, use **Find/Replace Style** from the **Edit** menu. This command activates a dialog box that allows you to search the document for styles, using the set attributes you specify as search criteria. It also provides a means of changing the style of the text found this way .

To find a specific style: using the **Font** and **Size** pop-ups, and **Face** check boxes group, specify a search criterion, then use one of the buttons on the right of the Find/Replace Style dialog box.

- **Find Next** - begins the search, or finds the next occurrence of the specified search criteria.

- **Replace** - makes changes specified by the **Replace** column.

- **Replace All** - changes all occurrences of the search criteria.   The alert is displayed that shows the number of occurrences changed.

Linking and Unlinking Text Boxes

Two or more Text Boxes can be linked into a text chain.   This means that such a connection between Text Boxes is established, that text "flows" between linked boxes as if they are one continuous region.

Linking Text Boxes is implemented with the **Linking** tool ⬚ in the Tool Palette.

To link one Text Box to another: Select the **Linking** tool. Click on the box you want text to flow from. Then, click on the box you want text to flow to. An arrow is drawn between the "from" and "to" boxes indicating the newly established link.   You can continue clicking on new "to" boxes in this manner, extending the text chain.
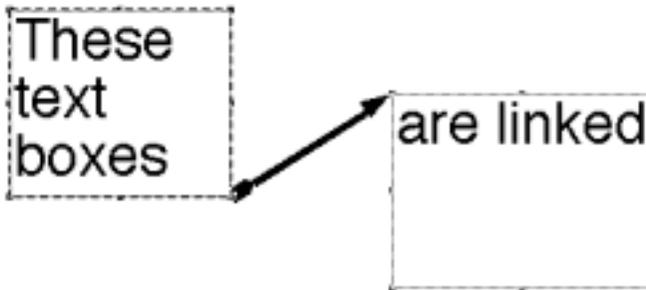
Note: If you link to a Text Box that is already part of a chain, the box is "extracted" from its chain before the new link is made. If your "from" box is in the middle of a chain, the "to" box is inserted after it. You can't link two boxes that both contain text.

The **Unlinking** tool ⬚ is used to break the links between Text Boxes.

To unlink Text Boxes or to "extract" a Text Box from a chain: Select the **Unlinking** tool. Click on the Text Box you want to extract. The box is activated in this manner and its links are shown by the arrows. Press the **Shift** key, and click on the same box. This reroutes links around the extracted box. Any text that was in the chain remains with the chain.

When the **Linking** or **Unlinking** tool is selected, the links for the active text chain become displayed as soon as you click on a Text Box.

Inserting a Page Number into a Text Box

DesktopPublisher Pro allows you to insert a page number to   Text Boxes located on that page.   This may be convenient in some cases. As an example of using this feature, the additional way of num-bering pages of a document is shown below .

Placing a Text Box on a Master Page, and inserting (with the help of the   **Insert Page Number** command) a page number in it, displays "Document Master" in the Text Box. This indicates that the current page is the Master Page.

The document pages, using this Master Page, will contain their page numbers on them in one of the formats specified when inserting the page number:

1,2,3,4	Numeric
I,II,III,IV	Upper case Roman
i,ii,iii,iv	Lower case Roman
A,B,C,D	Upper case Alphabetic
a,b,c,d	Lower case Alphabetic

Text Runaround

The **Text Runaround** option is used to control how the text contained in a Text Box flows around objects that overlay that Text Box. There are three modes of flowing text:

- **None** - text flows unobstructed.

- **Rectangular boundary of object** - text is obstructed by and flows around the rectangle containing the object.

- **Actual shape of object** - text flows around the outline of the object (such as oval, or trans-parent pictures).

To make the text flow around the object that overlays it, select the overlaying object with the **Object** tool, and then use the **Text Runaround** command from the **Object** menu. In this case the Text Runaround dialog box appears, allowing you to set the text flow mode around that object.

The **Gap Between Text and Border** value offsets the text from the object edges. This value is displayed in points.

Text Statistics

DesktopPublisher Pro allows a user to get some text statistics. These are contained in the Text Statistics dialog box.
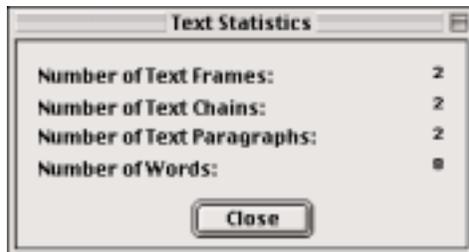
The dialog box contains the information about the entire text present in your document.

- **Number of Text Frames** - the number of the Text Boxes currently in your document

- **Number of Text Chains** - when two or more Text Boxes are linked using the Linking tool, they create a text chain. The number of the chains is displayed in this window

- **Number of Text Paragraphs** - the total number of paragraphs in all the Text Boxes of the entire document

- **Number of Words** - the total number of the words used in the document. This can be particularly useful for assignments based on word count

Spell Checking a Document

When working with a DesktopPublisher Pro document you can spell check different parts of it as well as the whole document. Selecting the **Spelling** option from the Text menu displays the submenu containing these options:

- **Word/Selection** - spell-checks only the word containing the text insertion point, or the words within the currently highlighted text range,

- **Paragraph** - spell-checks only the current paragraph,

- **Story** - spell-checks all the text in the current Text Box, or the current chain of linked Text Boxes.

When the Spell Check dialog box is displayed, you are presented with a list of words from the DesktopPublisher Pro dictionaries similar in spelling to the suspect word.

To replace the suspect word with another contained in the list: Select the word in the list and click **Replace,** or double-click on the word.

The **Add** and **Remove** buttons allow you to edit the User Dictionary contents.

To add a new word to the DesktopPublisher Pro User Dictionary: click on the **Add** or **Full Add** buttons. If the **Add** button is pressed, the word is immediately added to the dictionary. Otherwise, you are presented with the Add to Dictionary dialog box, containing various suffixes you may add with the word.
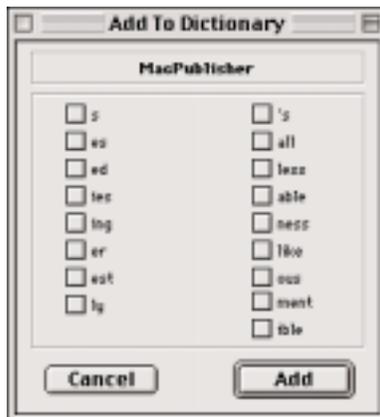
To remove a word from the dictionary, select it in the list box and click on the **Remove** button.

Capitalize as Suspect - if the option is on, then if the the suspect word is capitalized in your text, then the word it is replaced with will also be capitalized after it is pasted into the text.

You can edit the contents of the User Dictionary using the **Edit User Dictionary** command from the **Edit** menu.
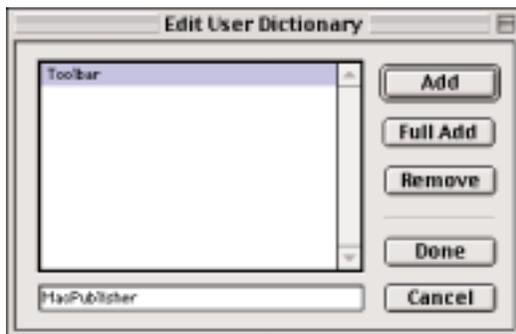
The functions of the **Add, Full Add,** and **Remove** buttons from the Edit User Dictionary dialog box are the same as in Spell Check dialog box.

Using the Thesaurus

When using the Thesaurus, DesktopPublisher Pro finds and displays a list of synonyms and antonyms to the specified word from the thesaurus database distributed with DesktopPublisher Pro.

The Thesaurus dialog box contains the word list table, **Find** and **Replace** buttons, and **Categories** and **Senses** pop-up menus.
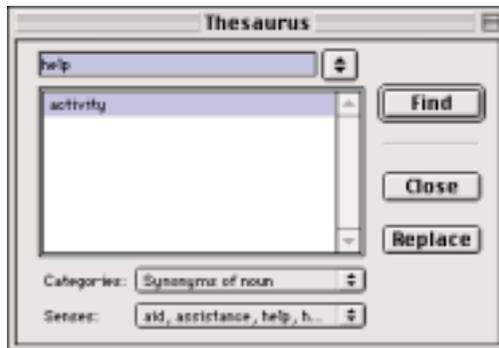
To find words similar to the desired word: Type the word into the edit field above the word list, and click **Find.** All the found words are added to the list. If the list is not empty, you can select any word from it by clicking on it in the list. Subsequent clicking on the **Replace** button either replaces the highlighted range of text, or inserts the word at the current text insertion point.

If you click the **Find** button after selecting the word from the list, or just double click on a word in the list, this word will be used as a new search word.

Changing Text Preferences

There are a number of text attributes that may be changed for the current document, and saved to be used as defaults when creating new documents. All of them are grouped into the Text panel of the Preferences dialog box.
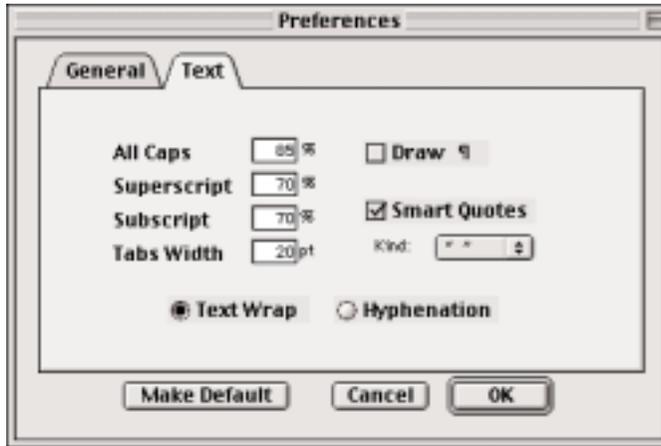
- **All Caps** value - specifies the percentage of a font height in All Caps font style and the font height in plain font style.

- **Superscript** and **Subscript** values indicate the percentage of the current font size baseline shift for that given font. Superscript shifts the baseline up, while Subscript down.

- **Text Wrap/Hyphenation** switches between the two modes of text lines breaking.   When switched to Text Wrap, lines break at the end of the words only , Hyphenation searches for possible word breaks also.

- **Smart Quotes** check box and pop-up allows you to activate the smart quotes mode and to select the desired type of smart quotes to be used with your text.

- **Tab Width** edit field allows you to change the length of tabs in   DesktopPublisher Pro from twenty points, which is standard, to any other value.

- **Draw ¶** allows special characters (such as **Return, Tab,** etc) to be drawn in gray.
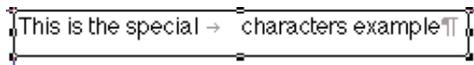

Changing any of these attributes a ffects the current document. To make them DesktopPublisher Pro defaults, click the **Make Default** button. New documents created afterwards will use the new set-tings.

Working with Power Text

Placing a Power Text object allows you to present text in special forms with color and shade effects. Power text fills the entire Text Box, expanding or contracting as necessary, but always extending to the outermost boundaries of the box.

To create a power text object, select the **Power Text** tool from the Tool Palette, then move the pointer to the location where you want one corner of the object to be placed. Click and hold the mouse button, then drag to the location where you want to position the opposite corner of the object, then release.

The Text Effects dialog box is displayed. With its help you are able to enter the text for the power text object and to select existing text ef fects, or to create new custom ef fects. The dialog box contains:
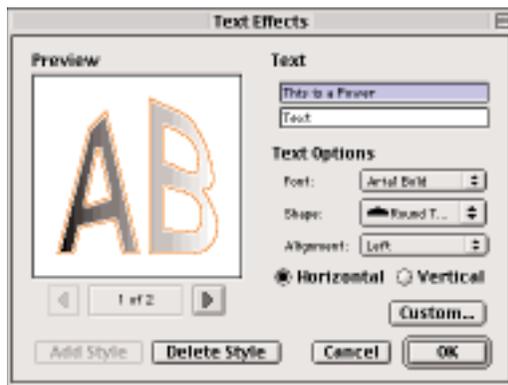
- Two edit boxes. Power Text allows two lines of text up to 60 characters to be entered

- **Font** pop-up, containing the list of all the True Type fonts installed on your system

- **Shape** pop-up, containing up to twenty predefined shapes used with Power Text objects

- **Alignment** pop-up, allows selection among **Left, Right, Center** or **Justify** alignments. The **Justify** option is available only when the text consists of two lines

- The built in library of Custom Style Ef fects, and two buttons with right and left arrows on them for styles navigation

- **Add Style** and **Delete Style** buttons enable you to add a new style to the Style Ef fects library or to remove one of existing styles

- **Custom** button, which lets you create a new custom style

To enter text in the Power Text Box:: click on the first edit box and, after the text insertion point appears, type in your text.

Look through the existing styles, and select the one you like most. The Power Text will then look like:

The second line is aligned left. To change it, return to the Text Effects dialog box by double click-ing on the object, and select **Center** from the **Alignment** pop-up.

Creating a Custom Style: There are many styles present in the Custom Ef fects library. You can also create your own style. Clicking on the **Custom** button presents you with the Character Ef fects dialog box to change the appearance of text characters. There are four groups of settings, enabling you to create Custom styled text:

- Outline settings

- Interior settings

- Shadow settings

- Background settings

Manipulating these settings allows you to create various text ef fects. See example below:

Placing a Speech Balloon Object

A Speech Balloon is a text frame in the form of a balloon. Speech Balloons are placed in documents to add visual interest. DesktopPublisher Pro has 12 types of balloons you can use when creating a Speech Balloon object.

The **Speech Balloon** tool [icon] on the Tool Palette places a Speech Balloon object on a document. The procedure for object creation is the same as described previously . The Speech Balloon object behaves like a text frame. The **Text** tool automatically activates, allowing you to modify text you are going to enter. All the options available in DesktopPublisher Pro for **WORKING WITH TEXT** (see the corresponding section above) are valid for Speech Balloons also, except for Linking and Unlinking Text Boxes. For example, the default text alignment of the balloon objects is Center , but you can easily override this setting using the **Alignment** buttons from the Text tool, or the **Alignment** sub-menu of the **Text** menu.
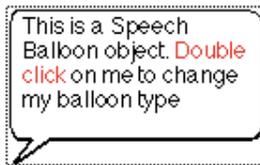
To switch balloon types, select a Speech Balloon with the **Object** tool and double click on it.
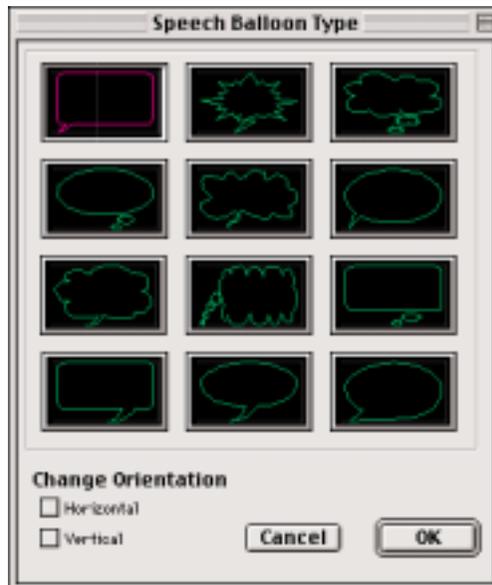
The Speech Balloon dialog box contains a group of **Balloon Type** buttons, and two check boxes for changing balloon orientation. **Change Orientation** check boxes affect the balloon graphics only, not the Speech Balloon text.
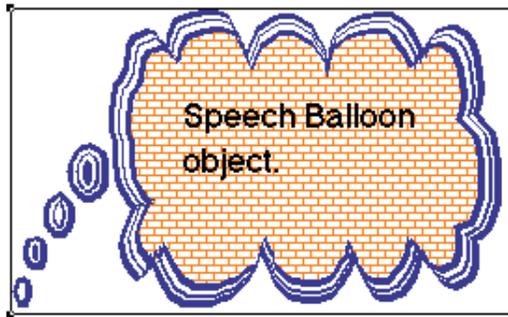
The picture above shows the Speech Balloon object after setting the new balloon type, line style, line width, line color, fill color and pattern. All this can be easily accomplished by using the Frame Info and Fill Info dialogs boxes.

Speech Balloon object text can run around the overlayed objects as any text in a usual Text Box. But in contrast to Text Boxes, this setting is off by default. To make Speech Balloon text runaround overlapping objects, select **Object Info** from the **Object** menu, and check the **Text Runaround** check box.

You can also access the Text Box information dialog box from a Speech Balloon by selecting the Speech Balloon object with the **Object** tool, and then double clicking on it with the **Shift** key pressed.

The picture below shows an example of using a Speech Balloon object in your document:
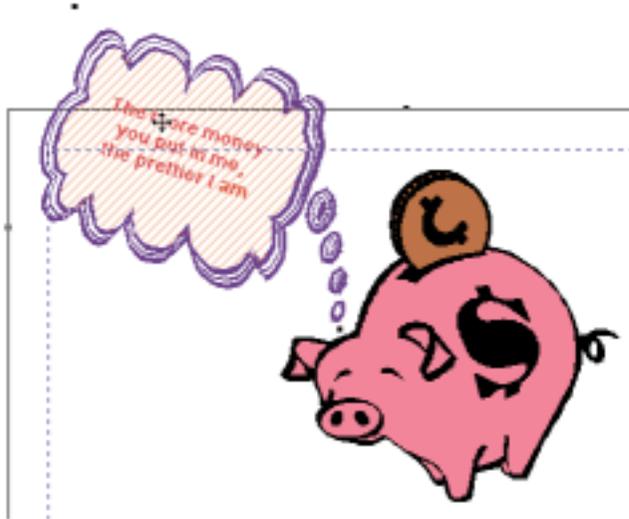
Placing a Bezier and Bezier Text Objects

Bezier curves are placed on documents with the help of the **Bezier** tool the Tool Palette. To create a curve, select the tool from the Tool Palette. Click in the position where you want to locate the starting point of the curve, then release the mouse, and move it to a new position. The current curve will be drawn all the time you move the cursor . Click and move the mouse to a new location again.

Repeat the process until the curve is completed, then make a double click with the mouse. The **Bezier** tool will deactivate then, and the **Object** tool will become active.

To add color, style, and other attributes to the curve, use the **Graphics** menu options.
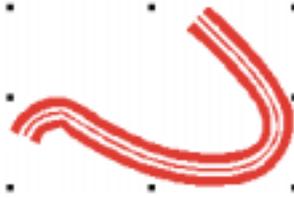
The **Bezier Text** tool makes it possible to display text along Bezier curves. After you create a new curve as described above with the **Bezier Text** tool, you are presented with the Bezier Text dialog box.

It allows you to add text, and change some text attributes, such as **Font, Font Size, Color,** and **Shade.** Make the desired settings and click **OK.**

You can modify the existing curve. Select it, and then activate the **Bezier** tool from the Tool Palette. The curve is then presented to allow reshaping.

The two types of the control points indicated by the solid dots and empty rectangles. The dots are the on-curve points, and dragging them repositions the portion of the curve they are located on. The rectangles specify the of f-curve control points. Moving them to a new position changes the direction of the curve.

Adding Colors to a Document

DesktopPublisher Pro allows you to create, edit and delete colors present in DesktopPublisher Pro documents. When starting the application and creating a new document, all the color menus display the eight basic colors. These colors can not be edited or deleted.

Use the **Create Color** button on the Edit toolbar, or the **Create Color** command from the **Edit** menu, to modify the colors that are used in the current document.

Selecting **Create Color** activates the Create Color dialog box that allows you to create new colors, and edit or delete existing ones if they are no longer needed.
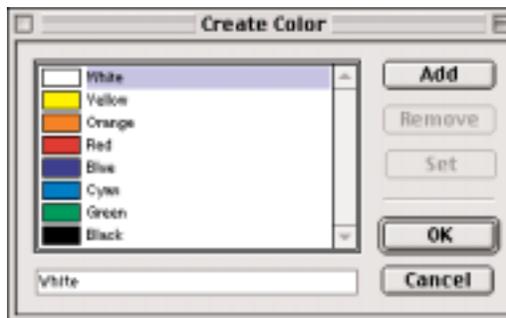
To add a new color: click on the **Add** button. This adds a new color to the list, and then presents you with the standard Macintosh Set Color dialog box:
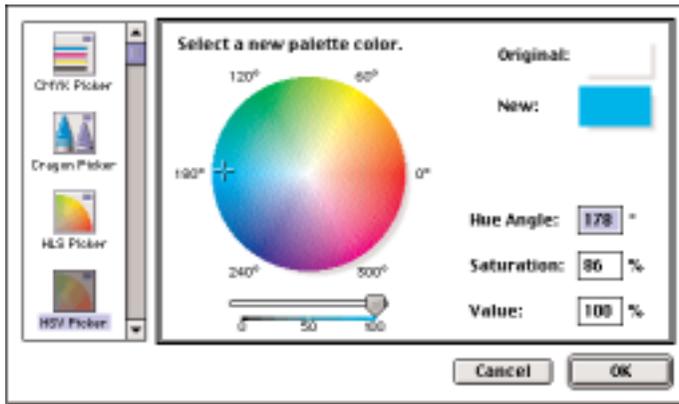
After selecting the desired color, the color list is immediately modified to reflect the change. The new color name can be assigned or modified using the **Color Name** edit field under the **Colors** list in the Create Color dialog box.

To delete a color: select the color, and then click on the **Remove** button.

Any changes to the number of colors, and the colors themselves are immediately reflected in the **Line Color,** the **Text Color,** the **Fill Color,** and the **Background Color** menu entries.

Adding and Deleting Pages

The maximum number of pages in a DesktopPublisher Pro document can be increased up to 999. To add pages the **Insert Page** command from the **Page** menu is used. It inserts the specified number of copies of the currently selected Master Page (see later in this manual) into a document. If the document was created with the **Automatic Text Box** option, inserting pages links the automatic Text Boxes on a newly created pages to the automatic boxes on the existing ones, thus extending the existing text chain.

The dialog box contains:

- The **Insert Pages** edit field. It is used to specify the number of pages to be added to a document.

- The **Location** pop-up; It may be **After Page, Before Page,** or **At End of Document.** If either of the first two options is selected, the edit field to the right of the pop-up displays the number of the page before or after which a new page is to be added.
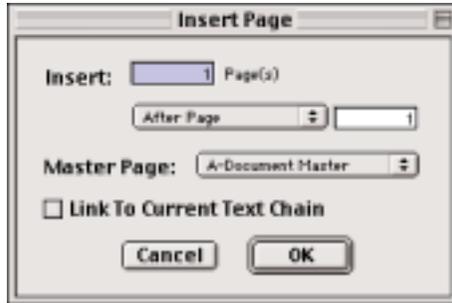
- The **Master Page** pop-up menu allows you to select a Master Page for your newly created pages. It contains a list of the Master Pages currently available for the active document.

- The Link to Current Text Chain check box allows you to link the automatic Text Box on the newly created page to the currently active Text Box. This option is available when the Automatic Text Box setting from your Document Setup dialog box is on, and the Text tool is selected.

Deleting pages is controlled by the Delete Page dialog box. It allows you to select a range of pages to be deleted.
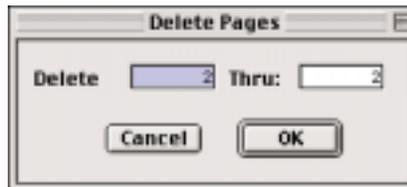
Text in text chains on deleted pages is reflowed through the remaining elements of the chains, unless all elements of the chain are deleted, in which case the entire chain is deleted.

Master Pages Support

DesktopPublisher Pro, in addition to regular document pages, supports Master Pages. Master Pages are page templates, used for creating regular document pages. Master Pages may contain various objects, and these objects are automatically added to a new document page created from Master Pages.

You can display or hide Master Page objects on the document page.The Show Master Pages command from the Page is used for doing this. If it is checked and you still do not see the Master Page items, make sure they are not being covered by another object.

The Master Items in Front check box from the Preferences dialog box controls how Master Page items are displayed - above or under all document page objects.

To create a new Master Page: use the Create New Master Page dialog box.

It allows you to type in a name for a new page, to specify the number of columns and set the Margin distances (used for displaying Margin Guides on a page). Selecting the Two Page radio button allows you to create Double Sided Master Pages for double sided documents.

To delete a Master Page: use the Delete Master Page option.The corresponding dialog box allows you to select the Master Page to be deleted.

To view a particular Master Page: use either the Go To Page dialog box, or the page Navigation buttons, located on the right of the Controls Area at the bottom of the Document Window.

To select or change the Master Page of a particular document page, use the Left and Right Master Page pop-ups, located to the right of the View Size pop-up in the Controls Area.

Left and Right Master Page controls contain pop-up menus with a list of all the Master Pages, available for your document. The list is updated when you add, edit or remove Master Pages using the Create Master Page, Master Page Options, and Delete Master Page menu commands from the Page menu.

The Left Master Page pop-up is enabled when the document is double sided, that is the Double Sided Pages check box from the Document Setup dialog box is checked.

Document Navigation

The Previous and the Next Page buttons on the bottom of the Document Window are used for navigating through your document. Clicking on the Previous Page button displays the previous page. If the first document page is displayed, clicking on the Previous Page button displays the last Master Page from the Master Pages list. Subsequent clicking on this button navigates you through the list of currently available Master Pages.

If there are no more pages before or after the current one, the Previous/Next buttons become disabled.

The Page Number indicator and Go To Page control allow you to display a particular page of your document. Clicking on it displays a pop-up menu for the desired page number selection.
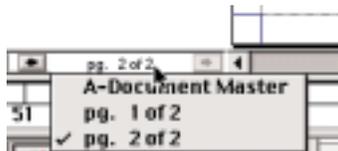
The Go To Page menu option from the Page menu is also available.

Page Numbering

Use The Page Numbering command to place the page numbers on the document pages. DesktopPublisher Pro allows you to display page numbers on pages

- in various formats

- in various locations on the page

- using various offsets from the page edges

- starting from the specified page number

- using any style sheet available in the current document

To customize page numbering, select the corresponding menu option from the Edit menu, and the dialog box appears.

- Prefix — up to four characters can be entered to precede the page number (for section, etc.).

- Number — the page sequence number.

- Format — the format of the page sequence number. This includes:

  - 1,2,3,4   Numeric
  - I,II,III,IV   Upper case Roman
  - i,ii,iii,iv   Lower case Roman
  - A,B,C,D   Upper case Alphabetic
  - a,b,c,d   Lower case Alphabetic

- Center / Right radio group - centers the page number or shifts it to the right of the page,

  Note: for double-sided pages, setting Right places the page number of the right page on its right side, of the left page - on its left side,

- Top / Bottom radio group - places the page number on the top or on the bottom of the page,

- Margin Page Numbering - specifies of fsets from page edges. These settings can be customized if the check box is on,

  - From Top - specifies the page number of fset from the top edge of the page;
  - From Right - specifies the page number of fset from the right edge of the page;

- Style pop-up defines the Style Sheet used for page numbering.

Using Document Preferences

There are a number of document settings which specify the behavior of DesktopPublisher Pro when working with documents. All of them are grouped in the General panel of the Preferences dialog box.
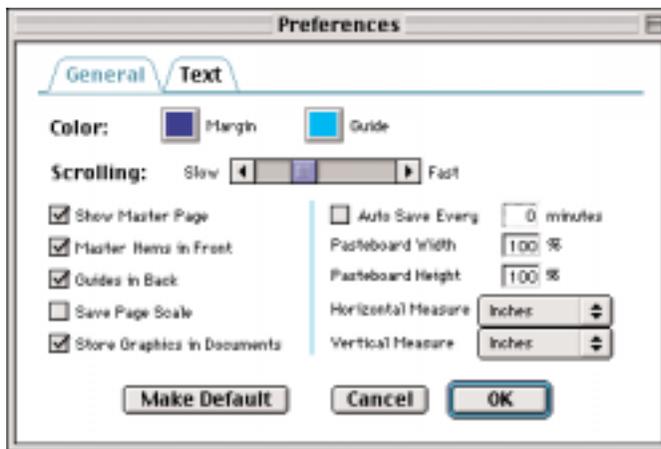
To access these settings use the Preference option from the Edit menu. Here is a short description of the attributes:

- **Show Master Page** - displays the Master Page items on pages created from Master Pages.

- **Master Items in Front** - switching this option on makes the objects, located on the Master Page that is associated with the current document page, overlay the document page items. Otherwise the Master Page items underlay all the objects located on the page.

- **Color** - defines **Margin Guides** and **Ruler Guides** colors. You can change any of these colors by clicking on the corresponding button and selecting a new color from the standard Set Color dialog box.

- **Scrolling** - changes the document scroll unit. Moving the **Scrolling** slider toward **Fast** increases the scroll speed, toward **Slow** decreases the scroll speed.

- **Guides in Back** - when checked, makes the document guides underlay all the other objects on a page.

- **Auto Save Every … minutes** - when checked, saves the current document once in the specified period of time.

- **Save Page Scale** - when checked, saves the page scale when saving a document. Opening the document next time displays it in the scale used on saving.

- **Store Graphics in Documents** - saves a copy of all the picture graphics with a DesktopPublisher Pro document. Moving the document from one location to another on your hard drive won't affect the picture graphic. This increases document size by the size of the picture graphics.

- **Pasteboard Height** and **Width** - defines dimensions of the pasteboard in percents relative to the vertical or horizontal page size.

- **Horizontal/Vertical measures** - sets default measurement units for new documents.

Changing these attributes is valid for the current document only . They can be made the DesktopPublisher Pro defaults by clicking the Make Default button. Then each new document will have these preferences right after creation.

The Text settings are explained in the Text Preferences section earlier in this manual.

Predefined Document Templates

DesktopPublisher Pro allows you to create ten types of documents with predefined layouts. Such documents are called Templates. Custom templates can be created and added to the Templates folder.

Select **New** from the **File** menu, then use the **Create Document From Template** option from the New Document dialog box. You are presented with the Select Template dialog box. All available DesktopPublisher Pro templates are displayed and can be previewed and edited, i.e. filling the picture and Text Boxes contained in templates with the desired contents.
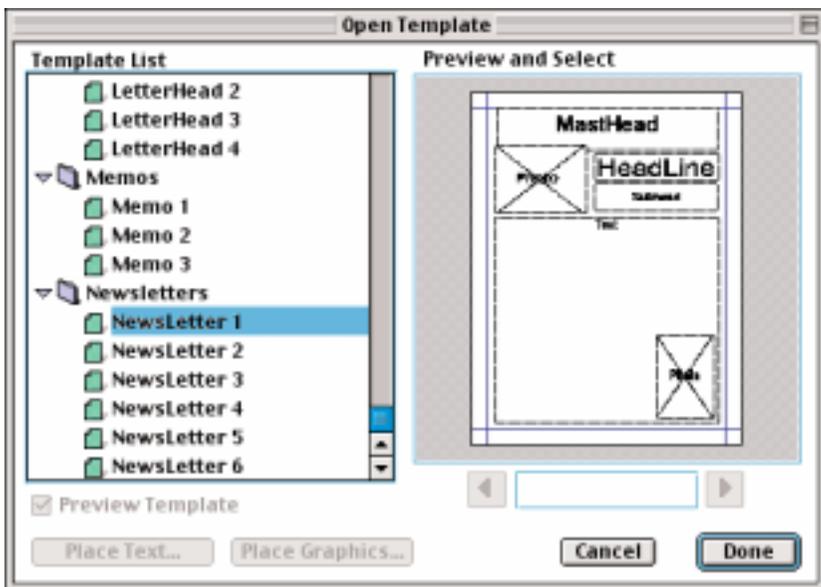
- **Hierarchical Template List** box, which displays all the predefined templates distributed with DesktopPublisher Pro by categories

- **Template Preview** area, that shows the preview of the current template and allows you to select text and Picture Boxes to fill them with contents

- Navigation controls, allow you to navigate through template pages

- **Preview Template** check box, switches the Template Preview area from displaying the boxes with text and picture contents to just box outlines, to show the template layout

- **Place Text** button, that becomes active when a Text Box is selected in the Preview area

- **Place Graphics** button, that becomes active when a Picture Box is selected in the Preview area

Before you can start working on the predefined document template you must select and open it. To create a document from template, select the desired template from the **Hierarchical Template List.**

If you want to fill in pictures and text later , just click on the **Done** button to start working with the newly created document. Sometimes it' s easier to work with the document in the Actual size. Otherwise, click on the **Template Preview** area. This replaces the picture preview by the real text and Picture Boxes. Select the desired text /picture object, and click **Place Text/Picture** button, or double click on the object. If the template has more then one page, use the navigation buttons to switch between pages.

Saving a Document

After modifying the document you may want to save the changes you have made to a file. It is a good practice to periodically save your documents to avoid losing any work if should your computer lose power, or your system crash.

You can save your documents by using the **Save** option from the **File** menu. It is dimmed until you've made changes that need to be saved.

You are able to save your document either as a regular DesktopPublisher Pro document or as a template document, discussed in the previous section of this manual. This choice is available when you are saving a document for the first time using the **Save** option, or saving the already existing document under another name using the **Save As** option. In both cases the **Save As** dialog box is displayed.
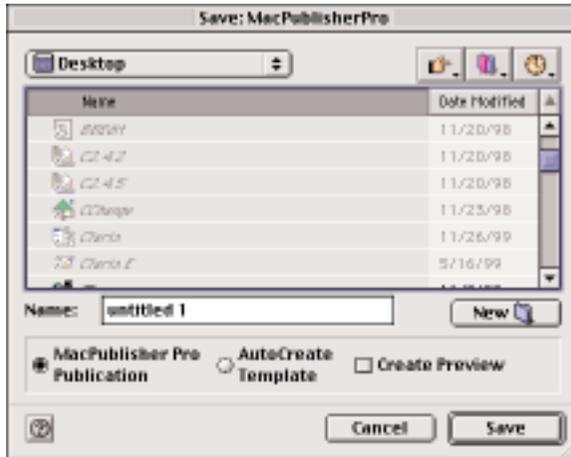
- Select the location on you hard drive for the document to be saved,

- Enter a name for your document into the **Name** edit field unless you want to accept the supplied name,

- Select the format of the document from:

    - **DesktopPublisher Pro Publication**
    - **AutoCreate template**

    Selecting **AutoCreate Template** automatically reroutes you to the Templates folder, where all the DesktopPublisher Pro templates are stored. If you do not want the template to be stored there, navigate to another location using the files list,

- Check the **Create Preview** box to store the picture preview of the document along with it.

- Click the **Save** button to confirm changes.

Exporting Documents

In order to be able to use the information stored in   DesktopPublisher Pro document files with the other applications, DesktopPublisher Pro allows you to export documents in two formats:

- As **Text** files

- As **HTML** files

When using the **Export as Text** option, all the text contained in the active document is saved into a text file, and then is stored on your hard drive in the location you specify .

Exporting as HTML is different. The entire text, contained in the document, is saved as the HTML page. All the graphics and Picture Boxes are saved as picture images in GIF format, and the links to them are inserted into the HTML file. Opening it with a web browser will display the representation of the document with, however, changes imposed by the HTML format specification.

Printing a Document

Selecting **Print** from the **File** menu activates a dialog box that initiates printing of the active document. The set of printing options contained in the dialog box depends on the type of printer you select (via the Macintosh Chooser). DesktopPublisher Pro adds more options, giving a user more power and flexibility when printing documents. These options are grouped in the Print Options dialog box. To access it, select the **Print Options** menu item from the **File** menu.

The elements of the dialog box:

- **Print All, Odd,** or **Even** pages. This is convenient when it is necessary to print on both sides of the paper . The document is then printed in two passes, first with **Only Odd Pages** set, and second with **Only Even Pages** selected.

- **Centering Page** - if the document format specified in the Document Setup dialog box does not correspond to the paper format used, then the document pages will be centered on the paper.
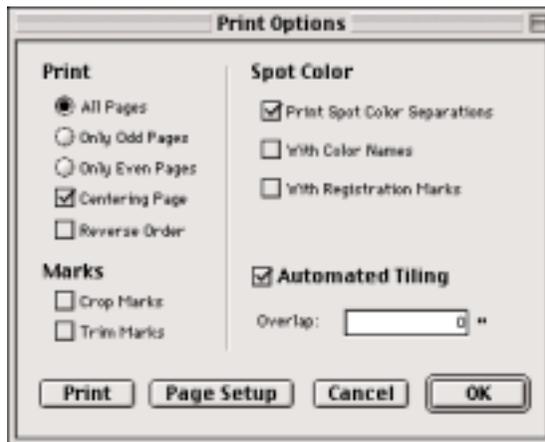
- **Reverse Order** - prints your document in the reverse order. Check the corresponding check box to start printing your document from the last page.

- if the paper size is lar ger then the page size of a document, it is reasonable to use the crop or trim marks when printing. When **Trim Marks** is checked, then the rectangle showing the document page edges is printed on the output.
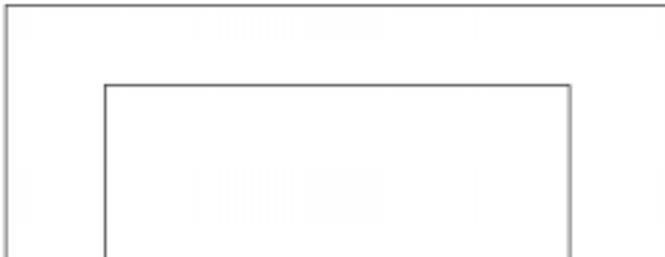
The **Crop Marks** are the horizontal and vertical lines, indicating the page area.

- **Print Spot Color Separations.** This option prints an individual sheet for each color used within the document.

- **Automated Tiling** is used for printing lar ge documents on smaller paper. Specify an over-lap value in the **Overlap** field.

Menu Structure Reference

This section describes the menu structure available in   DesktopPublisher Pro. Each menu item is explained. You can also find information on the menu structure in the   DesktopPublisher Pro on-line help.

File Menu

The **File** menu includes the commands allowing you to manipulate DesktopPublisher Pro documents, import text and graphics into them, export, and change document and printing settings. It also allows the user to print a document, and exit DesktopPublisher Pro.

- **New…**
    - **Create Document From Scratch**
    - **Create Document From Template**
- **Open…**
- **Close**
- **Save**
- **Save As…**
- **Import Text…**
- **Import Graphics…**
- **Export Document**
- **Document Setup…**
- **Print Options…**
- **Page Setup…**
- **Print…**
- **Quit**

New

The **New** command enables you to create a new document window . When **New** is selected from the **File** menu, the New Document dialog box appears with the two options:

- **Create Document from Scratch**

- **Create Document from Template**

Select the desired option and click **OK.**

Create Document From Scratch

When you select the **Create Document From Scratch** option from the New Document dialog box, you are presented with the Document Setup dialog box that allows you to set the attributes of the new document. These attributes include:

- **Page Size** - the size of the document's page. This can range from as small as 1" x 1", to as large as 18" x 18" (for facing-page documents) or 36" x 36" (for single - sided documents).

US Letter	8 1/2" wide, 11" tall (default setting)
US Legal	8 1/2" wide, 14" tall
A4 Letter	210 mm wide, 297 mm tall
B5 Letter	182 mm wide, 257 mm tall
Tabloid	11" wide, 17" tall
Other size	specified by Width and Height

- **Units** - the measurement units for all the numerical information in the dialog box. It specifies also the units displayed on the rulers, when a document is created.

- **Margin Guides** - the distance from the page guides to the edges of the paper . Margins are preset to 1/2" on top and bottom and to 0.7" on left and right sides.

- **Double Sided Pages** - can be used to create a document with two dif ferent Left and Right pages. In this case the Mar gins indicate **Inside/Outside** versus **Left/Right,** and the document Master Pages can be set up with left and right page components.

- **Pages** - defines the number of the starting page and the number of pages in a document.

- **Column** - defines columns for the original Master Page and the first page of the document.

- **Number** - defines the number of columns.

- **Spacing** - changes the distance (or gutter) between columns.

- **Automatic Text Box** - if it is checked, the original Master Page and first page of the document will automatically contain a Text Box having the specifications defined by the Page Size, Margin Guides and Column Guides.

Create Document From Template

When the **Create Document Fr om Template** option from the New Document dialog box is selected, you are presented with the SelectTemplate dialog box. It shows all availableDesktopPublisher Pro templates and allows previewing and editing of them, i.e. filling the picture andText Boxes contained in templates with the desired contents.

The dialog box contains:

- **Hierarchical Template List** box

- **Template Preview** area

- **Navigation** controls, for navigating through the selected template pages, in case the template it has more then one page

- **Preview Template** check box

- **Place Text** button

- **Place Graphics** button

To create a document from template, select the desired template from the**Hierarchical Template List** box, then click on the **Template Preview** area. This replaces the picture preview with the real Text and Picture Boxes. Select the desired text/picture object, and click **Place Text/Picture** button or double click on the object. If the template has more then one page, use the navigation buttons to switch between pages.

Unchecking the **Preview Template** check box switches to showing just the location of the objects on a page, not their contents.

Open

Use the **Open** command to retrieve an existing document or template from disk. It also allows you to preview a file in a preview box which is activated by using the preview option.

Open activates a dialog box which allows you to select the file to be opened. Up to 10 documents or templates can be opened at any one time. The **Open** dialog box by default displays **All Types** of DesktopPublisher Pro files.

To open a document/template, select a name from the file list, and click **Open** or double click on the file name.

Close

The **Close** command closes the current document and removes it from the desktop. If the document has been changed since it was either opened or last saved, you will be prompted to save it before it is closed. If it is not saved before closing, any changes made will be lost.

Save

Use **Save** to save the changes you have made to a file.   The **Save** option is dimmed until you've made changes that need to be saved. If you are saving a new document, the   **Save As** dialog box is displayed. Enter a name for your document unless you want to accept the supplied name and click Save.

Note: It is a good idea to periodically **Save** your work in any application, including DesktopPublisher Pro. This ensures that your work will not be lost in the event of a power failure, system malfunction, etc.

Save As

Use **Save As** to create a new template from the open document, or to rename a document, thereby making a duplicate of it. When you select **Save As** from the **File** menu, a dialog box appears that allows you to specify the new name and the format for the file that will contain the document.

You can save your document in two formats:

- **DesktopPublisher Pro Publication** - DesktopPublisher Pro's own format

- **Auto Create Template**

Import Text

Use **Import Text** to import text into DesktopPublisher Pro. Text can also be pasted into documents from the Scrapbook desk accessory and the Clipboard.

The **Text** tool must be currently selected in order to use   **Import Text.** Standard TEXT files can be imported into DesktopPublisher Pro without any additional support. Other formats require MacLink Translators or other translation extensions to be installed on your computer .

The text is inserted at the text insertion point or replaces the currently highlighted range.

To import text, select a name from the file list, then click **Open,** or double click on the name.

Import Graphics

Graphic objects are imported using the   **Import Graphics** command. When you select **Import Graphics** from the **File** menu, a dialog box appears that allows you to specify the file from which the graphic is to be imported.   DesktopPublisher Pro can accept graphics in a variety of di   fferent formats.

If the Translation Manager is installed on your system, and there is at least one graphic translator (QuickTime, etc.), then   DesktopPublisher Pro uses all the translation options available in that case. Otherwise, only six graphic formats are accepted, including:

- MacPaint format graphics

- PICT format graphics

- Encapsulated PostScript® (EPS) graphics

- Tag Image File Format (TIFF) images

- GIF images

- QuickTime **(Cmd - Option** -click to play a QuickTime movie, click on the playing movie to stop).

If **Picture Preview** is checked, a representation of the picture is displayed when you select its name in the file list.

To determine the **Type** and **Size** of a file: Click once on its name.

To import a picture, select a name from the file list, then click   **Open** or double click on the file name.

Note: a picture is imported into the active Picture Box. If you want to import it into a new Picture Box, make sure that no Picture Boxes are active.

Export Document

Use **Export Document** to save your document either in the TEXT format or as an HTML file.

If you select **Export as Text,** all or the selected portion of the story in the active   Text Box (or chain of linked Text Boxes) will be saved to a file, without any page layout information.   Text is saved as ordinary ASCII text.

To save the text of the current text chain: Supply the output file name for the text in the field labeled **Save Text As.** Choose either **Selected Text** (if a range of text is highlighted) or **Entire Text Chain,** and click **Save.**

To save the document as an HTML file: Supply the output file name for the HTML document in the field labeled **Save Text As,** and select the folder in which to save your files. Your document is saved as a collection of graphic files representing all of the graphics used in your document and one HTML file.

Document Setup

Use **Document Setup** to change the page size of the active document or to switch between a single-sided and facing-page document.

- When a new document is created, page margins are defined by the **Page Size** and **Margin Guides** specified in the New dialog box.

- If **Automatic Text Box** is checked, an automatic Text Box coinciding with the page margins is created on the first page of the document and on the original Master Page.

- **Double Sided Pages** switch the document layout between double-sided and single-sided. The double-sided page document may have double-sided Master Pages.

Print Options

Selecting **Print Options** from the **File** menu activates the Print Options dialog box. This allows you to specify the method of printing of the active document. It allows you to:

- **Print All, Odd** or **Even** pages. Click on the correspondent radio group button to select one of these options.

- print your document in the reverse order. Check the corresponding check box to start printing your document from the last page.

- Use **Crop** and **Trim Marks** when printing. When **Trim Marks** is checked, then the alignment marks are placed on the edges of the output. Checking the **Crop Marks** box allows you to print the crop marks (horizontal and vertical lines, indicating the page area) if the paper size is larger then the page size of a document.

- Print **Spot Color Separations.** This option prints an individual sheet for each color used within the document.

- **Automated Tiling** is used for printing large documents on smaller paper. Specify an overlap value in the **Overlap** field.

Page Setup

Use **Page Setup** to control how a document is printed. The **Page Setup** dialog box corresponds to the printer you are using and reflects the options for your printer. Options specific to one printer are noted as such.

Some common options are these:

- **Paper** - the size of the paper on which to print the document. The options are:

US Letter	8 1/2" wide, 11" tall
US Legal	8 1/2" wide, 14" tall
A4 Letter	210 mm wide, 297 mm tall
B5 Letter	182 mm wide, 257 mm tall
Tabloid	11" wide, 17" tall
International Fanfold	8 1/4" wide, 12" tall

- **Reduce** or **Enlarge** (LaserWriter)- allows output reduction down to 25% or enlargement up to 400%.

- **Orientation** - determines whether the document is printed on the paper horizontally or vertically.

- **Font Substitution** - substitutes an appropriate built-in font for certain Macintosh screen fonts.

Print

Selecting **Print** from the **File** menu activates the Print dialog box that initiates printing of the active document. The specific contents of this dialog box depend on the type of printer you have selected (via the Macintosh Chooser). Typically, edit boxes will appear that allow you to select the number of copies, along with a variety of other options which are specific to your printing device. It may include:

- **Copies** - the number of copies to print.

- **Pages** - specifies the page range you want to print (unless you want to print the entire document). Absolute page sequence numbers must be preceded by a plus "+" sign. If a Master Page is currently displayed in the document window , **Pages** is unavailable and the current Master Page is printed.

- **Cover Page** - prints a cover page for the document (either the first or the last page).

- **Paper Source/Feed** - click Paper Cassette or Automatic for standard paper feeding. Click Manual Feed or Hand Feed for separate sheets of paper(for example, letterhead).

- **Quality** - **Best** prints highest quality, but it is slowest. **Faster** prints standard quality, but it is faster. **Draft** quality is lowest, (prints only text) but it is the fastest.

- **Destination** - click **Printer** to output the document to a printer . Click **PostScript® File** to create a PostScript file of your document.

- **Page Sequence** - choose **All, Even,** or **Odd** from the **Page Sequence** pop-up menu to print all pages, only the even pages, or only the odd pages in a document.   When more than one copy is requested, **Collate** will print successive copies of the complete range of pages, rather than a number of copies of each page in the range. Checking   **Back to Fr ont** prints the selected range of pages in reverse order .

- **Output** - **Normal** produces full standard output. **Low Resolution** prints pictures at low resolution. **Rough** is faster but substitutes a plain frame for fancy frames and doesn't print pictures.

- **Tiling** - used for printing large documents on smaller paper. Specify an overlap value in the **Overlap** field.

- **Separation** - prints an individual sheet for each color used within the document. All plates or a specific separation plate can be chosen for the **Plate** pop-up menu to print.

- **Registration** - places alignment marks on the edges of the output.   These marks can be **Centered** or **Off Center.**

- **Print Colors as Grays** - causes colors to be printed as grays that correspond to the color 's brightness instead of as 100% black. It is only ef fective when you aren' t color separating and when you aren't printing on a color PostScript printer .

- **Include Blank Pages** - Checking **Include Blank Pages** prints pages containing no printable items.

   Note: The progress in downloading a job to a PostScript printer will be monitored in the Print Status dialog box when you click **Print.** Information displayed includes the current page, separation plate, title and picture being processed. You can prevent the Print Status dialog box from appearing by holding down the **Shift** key when clicking **Print.**

Quit

   The **Quit** option exits a DesktopPublisher Pro session. If you quit without saving a new document or changes to an existing document, DesktopPublisher Pro asks you if you want to save the changes. Click **Yes** to save or **No** to discard your changes. **Cancel** will abort the **Quit** command.

Edit Menu

This menu contains the next options:

- **Undo/Redo**
- **Cut**
- **Copy**
- **Paste**
- **Clear**
- **Select All**
- **Editions**
- **Show Clipboard**
- **Find/Replace Text…**
- **Enter Find String**
- **Find Next**
- **Replace**
- **Replace & Find**
- **Replace All**
- **Find/Replace Style…**
- **Edit Style Sheets…**
- **Edit User Dictionary…**
- **Create Color…**
- **Edit Toolbars…**
- **Ruler Settings…**
- **Guides Settings…**
- **Page Numbering…**
- **Preferences…**

Undo/Redo

Undo reverses the last change made to the document. **Redo** reverses the effect of the most recent **Undo. Undo** applies to a variety of actions, some of which are on menus other than the **Edit** menu. **Undo** appears shaded if the most recent action cannot be undone. After choosing **Undo,** the command becomes **Redo.**

Cut

Cut removes a selected object or a text selection from the document and places it on the Clipboard.

The operation of **Cut** is possible with either the **Object** tool or the **Text** tool selected.

The object remains on the Clipboard until something else replaces it.

To cut an object: Activate the item with the **Object** tool and choose **Cut.**

If the **Text** tool is selected, use **Cut** to remove the highlighted text in a Text Box and place it on the Clipboard.

To cut text: Highlight the text with the **Text** tool selected, and choose **Cut.**

Paste subsequently can be used to place the text or picture residing on the Clipboard elsewhere in the active document or in another document or application.

Copy

Copy places a copy of the selected object or a text selection on the Clipboard. The operation of **Copy** is possible with either the **Object** tool, or the **Text** tool selected.

The object remains on the Clipboard until something else replaces it.

To copy an object: Activate the item with the **Object** tool and choose Copy.

If the **Text** tool is selected, use **Copy** to create a duplicate the highlighted text in a Text Box and place it on the Clipboard.

To copy text: Highlight the text with the **Text** tool selected, and choose **Copy.**

Paste subsequently can be used to place the text or picture residing on the Clipboard elsewhere in the active document or in another document or application.

Paste

Paste copies the contents of the Clipboard to the document without altering the Clipboard.   The Clipboard may contain text, graphics objects, pictures, or a combination of these. The contents may have resulted from commands used while working with other applications. For example, this provides a means by which objects and text can be transferred to   DesktopPublisher Pro from other applications and vise versa.

Clear

Clear deletes an item, such as text or a graphics object without making a copy of it on the Clipboard.

Select All

Select All activates all items on a page, or highlights all text in linked Text Boxes.

The operation of **Select All** depends on which tool is currently selected. If the **Object** tool is currently selected, **Select All** activates all objects within the current page. If the   **Text** tool is currently selected, **Select All** highlights all text within the active text chain.

Select All is dimmed if the **Object** tool is selected and there are no items on the current page, or if the **Text** tool is selected and no Text Box is active.

Editions

The **Editions** command is used to control subscription to another document. Selecting and holding mouse button on **Editions** from the **Edit** menu activates a submenu. This submenu provides two options, each of which activates a dialog box. The **Subscribe To** selection dialog box allows you to specify a document to which you wish to subscribe. The **Subscriber Options** dialog box is used to specify the attributes of a subscription, including timing of updates, and cancelling of a subscription.

A full description of the subscription process can be found in the Macintosh System documentation.

Show Clipboard

Use **Show Clipboard** to display the Clipboard window. If the Clipboard is already displayed but is behind other windows, **Show Clipboard** brings it to the front.

The **Clipboard** contents are determined by the last **Cut** or **Copy** that was performed. You can't edit in this window.

Find/Replace Text

Selecting **Find/Replace** from the **Edit** menu activates the **Find/Replace** dialog box that allows you to search the document for specific text or a pattern of text using special characters. Use **Find/Replace** to search for and selectively change specific text strings. Choosing **Find/Replace** displays the **Find/Replace** dialog box.

The following options are available:

- **Whole Word** — finds only occurrences that are distinct words (not embedded in other text). For example, if you search for "the," the will be found, but not "their" or "other." If **Whole Word** is unchecked (default setting), any occurrence of the specified text, regardless of its position within other text, is found.

- **Ignore Case** — (default setting) finds any occurrence of the specified text, regardless of its capitalization. If **Ignore Case** is unchecked, the exact capitalization as entered must be present.

To find text: Enter the text you want to find in the field labeled **Find What.** Enter the replacement text in the **Change to** field. Leave this field blank if you want to search for (but not change) specific text, or if you want to delete the searched text. Position the text insertion point where you want the search to begin. The buttons on the bottom of the **Find/Replace** dialog box control the search and changes:

- **Find Next** — begins the search or finds the next occurrence of the specified search criteria.

- **Replace** — changes the highlighted text.

- **Replace All** — changes all occurrences of the search criteria. An alert is displayed showing the number of occurrences changed.

Enter 'Find' String

This option becomes active when some text is highlighted. When selected, the **Enter Find String** copies the highlighted range to the **Find What** field of the Find/Replace Text dialog box. Consecutive use of **Find Next, Replace & Find,** and **Replace All** commands allows you to modify text without displaying the Find/Replace **Text** dialog box.

Find Next

Find Next either begins the search, or finds the next occurrence of the search criteria, specified in the **Find What** field of the Find/Replace Text dialog box.

Replace

The **Replace** command replaces any currently selected text with the contents of the **Replace With** edit field of the Find/Replace dialog box.

Replace & Find

Replace & Find is equivalent in action to the consecutive selection of the two commands - **Replace,** and **Find Next.**

Replace All

Replace All searches the entire text in the current text chain for the current searching criteria - the contents of the **Find What** edit field from the Find/Replace Text dialog box, and replaces it with the contents of the **Replace With** edit field.

Find/Replace Style

Selecting **Find/Replace Style** from the **Edit** menu activates the corresponding dialog box which allows you to search the document for styles used. Use **Find/Replace Style** to search for and selectively change specific text strings.

- The **Font** and **Size** pop-ups and the group of **Face** check boxes define the searching criteria. To make the search possible you need to specify at least one of these attributes in the left side of the dialog box.

- The buttons on the right of the **Find/Replace Style** dialog box control the search and change:
    - **Find Next** - begins the search, or finds the next occurrence of the specified search criteria.
    - **Replace** - make changes specified by the **Change to** column.
    - **Replace All** - changes all occurrences of the search criteria. An alert is displayed showing the number of occurrences changed.

Edit Style Sheets

Use **Edit Style Sheets** to make new custom style sheet definitions or to change existing custom style sheets in a DesktopPublisher Pro document.

To define style sheets for a specific document: Choose **Edit Style Sheets** when the document is active. The style sheet definitions you make are saved with and will be used with that document.

To create a new style sheet: Click **New,** and the New Style dialog box is displayed. Use this dialog to create the new style sheet:

- **Name** - the name by which the style sheet is referenced.

- **Next Style** - the style sheet that will be applied when a carriage return is used while typing.

- **Character, Paragraph, Rule above, Rule below** and **Tabs** - display dialog boxes in which the style sheet attributes can be specified.

To change an existing style sheet: Select a custom style sheet from the list and click **Edit** or double-click on the style sheet name. Changes are made in the same manner as described above for creating a new style sheet.

To create a style sheet from an existing style sheet: Select a custom style sheet from the list, and click **Duplicate.** This creates a copy of the style sheet. Using the this copy , make changes the way described above for editing a style sheet.

To delete a style sheet: Select a custom style sheet from the list, and click   **Delete.** Note that the **Normal** style sheet can't be deleted.

To add style sheets from another DesktopPublisher Pro document: Click **Append** and select the document whose style sheets you want to add.   When **Appending** style sheets, an alert is displayed if the source document has a style sheet with the same name as a style sheet in the tar   get document. You may append the style sheet with the same name by clicking **Rename New Style.**

To save changes made to style sheets: Click **Save,** and the changes made to style sheets for the active document or the DesktopPublisher Pro application are updated.

To discard your changes: Click **Cancel.** All changes you have made to style sheet definitions, since you chose **Style Sheets,** are discarded.

Edit User Dictionary…

When spell-checking a document, DesktopPublisher Pro verifies all the words in it by scanning the 100,000-word DesktopPublisher Pro "Main Dictionar y," and then the User Dictionar y. If the program finds no match in both dictionaries for the word being verified, it indicates an error   . Customizing dictionary contents enables you to accomplish better spell checking.

Updating the User Dictionary contents may be done in two ways:

- Select the **Edit User Dictionary…** command from the **Edit** menu. This displays the User Dictionary dialog box that allows you to edit the DesktopPublisher Pro User Dictionary. It consists of the list of the words showing in the current contents of the dictionary   , an edit box for entering new words, and control buttons.

  To add a new word to the DesktopPublisher Pro User Dictionary: type in the word and click on the **Add** or the **Full Add** buttons. If the **Add** button is used, then the word is immediately added to the dictionary. Otherwise, you are presented with theAdd to Dictionary dialog box, containing various suffixes you may add to the word.

To remove a word from the dictionary: select it in the list box and click on the **Remove** button.

- From the Spell Checking dialog box.

  Add command adds current contents of the **Replace With** edit field. If the edit field is empty, or the word is already present in the dictionaries, the **Add** button is disabled.

  Full Add presents you with the Add to Dictionary dialog box, containing various suf fixes you may add the word with.

  The **Remove** command removes the word currently selected in the dialog word list.

Create Color…

The **Create Color…** command is used to modify the colors that are used in the current document. Selecting **Create Color…** from the **Edit** menu activates the corresponding dialog box that allows you to create new colors and edit or delete existing ones if they are no longer needed.

The Create Color dialog box contains the **Add, Remove,** and **Set** buttons and the list of the colors existing in the currently active document.

The list always contains the eight basic colors that are present in DesktopPublisher Pro and are the same for all the documents. They can not be edited or deleted.

Any changes to the number of colors or the colors themselves are immediately reflected in the **Line Color,** the **Text Color,** the **Fill Color,** and the **Background Color** menu entries.

Edit Toolbars…

Selecting **Edit Toolbars…** from the **Edit** menu activates the corresponding dialog box which allows toolbars to be modified. Toolbars can be created, deleted or customized. Toolbar visibility can be controlled and toolbar elements can be added, removed or reordered.You are also able to edit toolbar names, and switch the toolbar hints on and of f.

The dialog contains the **Toolbars List** box, the **New, Delete,** and **Customize** buttons, the **Show Hints** check box, and the **Toolbar Name** edit field.

- The **Toolbars List** - contains the names of all the toolbars currently available, along with the check boxes to the left of the names, representing the corresponding toolbar's visibility. To show/hide a toolbar, click on the check box in the **Toolbar List.**

- **New** - adds a new toolbar to DesktopPublisher Pro. Clicking on the button creates a new toolbar window. It is immediately shown in the **Toolbar List,** and its name is displayed in the **Toolbar Name** edit field.

- The **Delete** button - permanently removes the selected toolbar from Mac Publisher Pro.

- **Customize** - displays the Customize dialog box, containing the toolbar elements sorted by functional categories, where you can edit the toolbars. To edit, select the desired toolbar element from the Customize dialog box and move it to the desired location on a toolbar . You are also able to remove any element from the toolbar just by dragging the element out of it; reorder the toolbar elements on a toolbar by dragging them to new positions.

- **Show Hints.** When this option is on, placing the cursor over a toolbar element causes a description of its function to be displayed.

- The **Toolbar Name** edit field contains the name of the toolbar that is currently selected in the **Toolbar List.** Edit the name of the toolbar as you see fit.

Ruler Settings…

The **Ruler Settings…** command is used to change which units are used on the rulers shown along the left side (vertical ruler) and at the top (horizontal ruler) of the Document Window. Different units can be displayed for the horizontal and vertical rulers.

When **Ruler Settings…** is selected from the **Edit** menu, a dialog box appears which allows you to set individual ruler measurements. The available units are: inches, picas, points, and centimeters.

Ruler settings can also be changed by clicking on the units displayed at the intersection of the two rulers.

Guides Settings…

The **Guide Settings…** command is used to the specify the guide settings. When **Guide Settings…** is selected from the **Edit** menu, the Guide Settings dialog box appears that allows you to change the guide frequency for both horizontal and vertical guides, the units of measure for the guides, whether or not the guides are to be displayed, and whether or not objects are to be snapped to the guides.

- **Guide Frequency** places guides on the page at a predefined distance

- **Units** - specifies the distance measurement units

- **Show Guides** check box - makes the guides visible, acts like the **Show Guides** option in the **Page** menu

- **Snap to Guides** check box - forces the location of a selected item location to depend on the guides, acts like the **Snap to Guides** option in the **Page** menu

The Guide Settings are saved with the current document and are valid the next time the document is open.

Page Numbering…

The **Page Numbering…** command is used to change the page numbering sequence or format for the current page. To specify a page numbering, make changes as follows:

- **Prefix** — up to four characters can be entered preceding the page number (for section, etc.)

- **Number** — the page sequence number

- **Format** — the format of the page sequence number. This includes:

1,2,3,4	Numeric
I,II,III,IV	Upper case Roman
i,ii,iii,iv	Lower case Roman
A,B,C,D	Upper case Alphabetic
a,b,c,d	Lower case Alphabetic

- **Center / Right** radio group - centers the page number or shifts it to the right of the page correspondingly. *Note:* for double-sided pages, setting **Right** places the page number of the right page on its right side and on the left of the left page

- **Top / Bottom** radio group - places the page number on the top or on the bottom of the page correspondingly

- **Margin Page Numbering** settings are available if the corresponding check box is checked

- **From Top** - specifies the page number offset from the top edge of the page

- **From Right** - specifies a page number offset from the edge of the page

- **Style** pop-up defines the Style Sheet used for page numbering.

Preferences…

The **Preferences…** command is used to change various attributes of the running application.

When **Preferences…** is selected from the **Edit** menu, the dialog box appears that allows you to change these attributes. The changes become permanent and will affect the operation of the application when you work on other documents.

Object Menu

The commands in the Object menu are used to control the construction and presentation of objects in your document. The commands under the object menu are listed as follows:

- **Object Info…**
- **Frame Info…**
- **Fill Info…**
- **Shadow Info…**
- **Text Runaround…**
- **Duplicate**
- **Replicate…**
- **Delete**
- **Group**
- **Ungroup**
- **Bring to Front**
- **Send to Back**
- **Shuffle Forward**
- **Shuffle Backward**
- **Nudge Up**
- **Nudge Down**
- **Align objects…**

Object Info…

The **Object Info…** command is used to change the attributes of a Text Box, Picture Box, Line, Graphic item, or group. A dialog box is displayed that allows you to change various attributes of the selected object. The dialog box displayed depends on the type of object that was selected:

- Text Box Information

- Picture Box Information

- Graphics Item Information

- Line Information

- Group Information

When active objects are all of the same type (for example, all Text Boxes), choosing **Object Info…** displays the corresponding specifications dialog box, (T ext Box Information). Fields containing values that vary among active items are blank. Pop-up menus containing values that vary among active items show mixed settings.

When active items are of dif ferent types (for example, Text Boxes and lines), choosing **Object Info…** displays the Group Information dialog box.

When an active set of objects contains a Group, **Object Info…** isn't available.

Text Box Information

The Text Box Information dialog box is displayed when one or more Text Boxes are active and you choose **Object Info…** The following attributes can be changed:

- **Origin Across, Origin Down** — repositions the upper left corner of the Text Box or the bounding box around multiple Text Boxes. Values are relative to the current ruler origin.

- **Width, Height** — changes the size of the active Text Box. Changing a box size doesn't alter its origin. These fields are unavailable when more than one Text Box is active.

- **Box Angle** — rotates the active Text Box or the bounding box around multiple Text Boxes around its center. Rotating a constraining Text Box rotates all constrained items as well.

- **Text Inset** — specifies the space between text and the inner edges of active Text Boxes.

- **Printable** - when unchecked, prevents from printing.

- **Locked** - prevents an accidental replacing or moving of the object or Text Box.

- **Visible** - makes an object visible or invisible.

- **Text Runaround** - makes the text contained in the Text Box wrap around all objects which overlap that Text Box. Text will only wrap around objects higher in "stacking" order .

- **Units** - indicates measurement units used for all the numeric information displayed.

Picture Box Information

The Picture Box Information dialog box is displayed when one or more Picture Boxes are active and you choose **Object Info…** The following attributes can be changed:

- **Origin Across, Origin Down** — repositions the original upper left corner of the Picture Box or the bounding box around multiple Picture Boxes. These values are relative to the current ruler origin.

- **Width, Height** — changes the size of the active Picture Box. Changing a box's size doesn't alter its origin. These fields are unavailable when more than one Picture Box is active.

- **Box Angle** — rotates the active Picture Box, or the bounding box around multiple Picture Boxes, around its center. Rotating a Picture Box rotates all items constrained within as well.

- **Offset Across, Offset Down** — adjusts the distance between the original upper left corner of active Picture Boxes and the picture each box contains.

- **Picture Angle** — rotates the pictures in active Picture Boxes around each picture's center (as determined by the application in which the picture was created), independent of its Picture Box.

- **Scale Across, Scale Down** — adjusts the size and proportions of the pictures in active Picture Boxes from 10% to 1000%. Changing picture scale doesn't alter the picture offset.

- **Printable** —when unchecked, prevents the pictures in active Picture Boxes from printing. Frames and background colors are still printed.

- **Locked** - prevents any accidental replacing or moving of the Picture Box.

- **Visible** - makes an object (a picture with its box) visible or invisible.

- **Scale with Box** - resizes the picture to its box height and width

- **Display** - displays or does not display the picture on the screen. The corresponding Picture Box is still displayed.

- **Printout** — when unchecked, prevents the pictures in active Picture Boxes from printing. Frames and background colors are also not printed.

- **Units** - indicates measurement units used for all the numeric information displayed.

Graphics Item Information

The Graphics Item Information dialog box is displayed when one or more rectangles, rounded corner rectangles, ovals or arcs are active and you choose **Object Info…** You can adjust the following attributes:

- **Origin Across, Origin Down** — repositions the original upper left corner of the object border or of the bounding box around multiple objects. These values are relative to the current ruler origin.

- **Width and Height** — change the size of the active graphics box. Changing size of a box doesn't alter its origin. For a nonrectangular object, these fields control the bounding box size. These fields are unavailable when more than one object is active.

- **Box Angle** — rotates the active graphics box or the bounding box around multiple graphics boxes around its center. Rotating a constraining graphics box rotates all constrained items as well.

- **Printable** — when unchecked, prevents from printing.

- **Locked** - prevents any accidental replacing or moving of the graphics item.

- **Visible** - makes an item visible or invisible.

- **Units** - indicates measurement units used for all the numeric information displayed.

Line Information

The Line Information dialog box is displayed when one or more lines are active and you choose **Object Info…** The following attributes can be changed:

- **Style** — changes the style of active lines.

- **Pattern** - changes the pattern of active lines.

- **Caps & Ways** - displays a line preview. Clicking on the each end of the line displays the endcaps pop-ups, allowing you to specify up to seven different caps to each end of the line.

- **Color** — specifies the color of active lines.

- **Shade** — specifies the color saturation of active lines.

- **Width** — changes the thickness of active lines.

- **Origin Across** - horizontal position of a line starting/ending point;

- **Origin Down** - vertical position of a line starting/ending point. When more than one line is active, the fields contain mixed values, or are empty.

- **Printable** — when unchecked, prevents from printing.

- **Locked** - prevents any accidental replacing or moving of a line.

- **Visible** - makes a line visible or invisible.

- **Units** - indicates measurement units used for all the numeric information displayed.

Group Information

The Group Information dialog box is displayed when active items are of dif   ferent types (for example, Text Boxes and Lines) and you choose   **Object Info…** The following attributes can be changed:

- **Origin Across, Origin Down** — repositions the left upper left corner of the group bound-ing box. These values are relative to the current ruler origin.

- **Box Angle** — rotates the active objects' bounding box around its center.

- **Printable** — when unchecked, prevents from printing.

- **Locked** - prevents any accidental replacing or moving of an object group.

- **Visible** - makes an object group visible or invisible.

- **Units** - indicates measurement units used for all the numeric information displayed.

Frame Info…

When the **Frame Info…** command is selected from the **Object** menu, a dialog box appears that allows you to change attributes of the selected frame. These attributes include the style, fill pattern, color, shade width,and border style:

- **Style** - changes the style of the frame.

- **Pattern** - changes the pattern the frame.

- **Color** - specifies the color of active lines.

- **Shade** - specifies the color saturation of active lines.

- **Width** - changes the thickness of active lines.

- The **Sample** field is located in the upper right corner of the Frame Information dialog box and previews the frame with the settings chosen.

- The **Sides** group contains four check boxes. Unchecking any of them erases the appropriate side of the text frame. For example, unchecking the   Above check box displays the frame without its top side.

Click **OK** to accept the settings, or **Cancel** to discard them.

Fill Info…

When the **Fill Info…** command is selected from the **Object** menu the dialog box appears that allows you to control the fill color and pattern of the selected object. The specific attributes that are controlled by the **Fill Info…** command are the **Pattern, Visibility** (opaque or clear), **Shade,** and **Background Color:**

- **Pattern** - changes the pattern of the interior of the object.

- **Visibility** radio group - allows to make the object opaque or clear .

- **Color** - specifies the color with which the object is filled.

- **Shade** - specifies the color saturation of the object.

- **Background** - specifies the background color.

The **Sample** field is located in the upper right corner of the Fill Information dialog box and shows the preview of the changes you make.

Shadow Info…

The **Shadow Info…** command from the **Object** menu allows to make a shadow for rectangular objects, such as Text Boxes, Picture Boxes, and Rectangles.

When selecting this option, a dialog box appears that allows you to switch the shadow on and of, and control the shadow color, shade, and offset from the box.

The **Sample** field is located on the right of the Shadow Information dialog box and shows the preview of the changes you make.

Text Runaround…

When the **Text Runar ound…** command is selected from the **Object** menu, the dialog box appears that allows you to control the way in which text in a Text Box flows around overlapping objects. The types of text flow control that are available are:

- **None** - text flows unobstructed.

- **Rectangular boundary of object** - text is obstructed by and flows around the object.

- **Actual shape of object** - text flows around the outline of an object, oval for instance.

You can specify the **Margin Between Text and Object** value that offsets the text from the inner edge of the border. This value is displayed in points.

Duplicate

The **Duplicate** command is used to make a single copy of the selected object. The contents of Text or Picture Boxes are also duplicated. A duplicate of a Text Box that is a part of a chain contains all the text, that would contain the part of the chain beginning with that box.

The **Horizontal** and **Vertical Offsets** that were last specified in the Replicate dialog box specify where the copy is placed. If **Replicate…** hasn't been used since running DesktopPublisher Pro, the duplicate is placed 5 points to the right and below the original.

Replicate…

Replicate… is used to make *multiple* copies of the selected object. The contents of Text or Picture Boxes are also duplicated. A duplicate of a Text Box that is a part of a chain contains all the text that currently appeasr in that box. When the **Replicate…** command is selected from the **Object** menu, the dialog box appears that allows you to control these parameters:

- **Replicate Count** — the number of copies to make

- **Horizontal Offset** — the horizontal distance between copies. A positive value places copies to the right of the original. A negative value places copies to the left. Preset to 10 points

- **Vertical Offset** — the vertical distance between copies. A positive value places copies below the original. A negative value places copies above. Preset to 10 points. The horizontal and vertical offsets you specify become the default Replicate and Duplicate offsets, until you quit from the program

- **Units** - indicates measurement units used for all the numeric information displayed

Delete

The **Delete** command is used to remove the active object/s from a document. Links are reestablished automatically around a Text Box within a chain.

Group

Use **Group** to associate all active objects so that they act as a single object. **Group** is available if the **Object** tool is selected and more than one object is active.

You can perform many of the same basic operations on a group that you can on a single item, for example, **Cut, Copy, Duplicate, Delete,** etc. However, you can't resize a group.

An active group is displayed within the bounding box (as indicated by a dotted line) that completely encloses the objects in the group.

When an active group consists of different kinds of objects (for example, Text Boxes, and Lines), choosing **Object Info…** from the **Object** menu displays the Group Information dialog box. When a group consists of similar types of objects (for example, onlyText Boxes), choosing **Object Info…** displays the corresponding information dialog box.

Ungroup

The **Ungroup** command is used to ungroup a selected Group of objects so they act as individual objects again. When the active group contains other groups, **Ungroup** ungroups the outermost group only.

Bring to Front

The **Bring to Front** command is used to change the "stacking" or front to back relationship of objects on a page. **Bring to Front** places the active object in front of all other objects on that page.

Send to Back

The **Send to Back** command is used to change the "stacking" or front to back relationship of objects on a page. **Send to Back** places the active object behind all other objects on that page

Shuffle Forward

The **Shuffle Forward** command is used to move the active object one level upward in the stacking order of the objects in a page.

Shuffle Backward

The **Shuffle Backward** command is used to move the active object one level downward in the stacking order of the objects in a page.

Nudge Up

The **Nudge Up** command is used to move the object toward the top of the page in one point steps. Pressing the **Shift** key increases the steps to ten points each.

Nudge Down

The **Nudge Down** command is used to move the object down toward the bottom of the page in one point steps. Pressing the **Shift** key while selecting **Nudge Down** increases the steps to ten points each.

Align Objects…

The **Align Objects…** command is used to control the placement of active objects in relation to one another. **Align Objects…** is available if the **Object** tool is selected, and two or more objects are active. Some options are available in the Align Objects dialog box which appears when the **Align Objects…** command is selected. These options allow you to arrange objects horizontally , vertically, by either the left/top edge, centers, or right/bottom of an object.

Text Menu

The **Text** menu provides commands for changing the attributes and appearance of text on the page. It includes commands for changing the attributes of characters, text lines, paragraphs, and text pages.

- **Font**
- **Size**
- **Style**
- **Color**
- **Shade**
- **Alignment**
- **Tabs…**
- **Character Spacing…**
- **Line Spacing…**
- **Baseline Shift…**
- **Character Info…**
- **Paragraph Info…**
- **Style Sheets**
- **Insert Page Number**
- **Spelling**
- **Thesaurus…**

- **Text Statistics…**

When a Text Box is active, the **Text** menu can be used to affect the appearance of highlighted text or text that is entered at the text insertion point.

Font

When this command is selected, a submenu is activated that allows you to change the font of text. Selecting **Font** from the **Text** menu activates a submenu displaying the list of fonts that are available on your system. To select a specific font, drag to and highlight it, and then release the mouse button.

The command works in two different ways. If a segment of text is highlighted when you make the font selection, only that text segment is changed. If no text segment is highlighted, then text entered from the current position of the text insertion bar will appear in the new font.

When you activate the **Font** submenu, a check mark appears next to the font that is currently in effect, either for the highlighted segment of text or at the current position of the text insertion bar . The active font is also displayed in the **Font** Box in the Text toolbar.

Size

When this command is selected, a submenu is activated that allows you to change the size of text. The options that are available on this submenu are **9, 10, 12, 14, 18, 24** and **36,** point sizes, **Larger** and **Smaller,** and **Other.** Selecting any of the point sizes from this submenu changes the character size to that selection. Selecting **Other** opens the Other Value dialog box that allows you to set the font size from **1** to **400** points in increments of 1 point.

As with the **Font** command, the **Size** command works in two different ways. If a segment of text is highlighted when you make the size selection, only that text segment is changed. If no text segment is highlighted, then text entered from the current position of the text insertion bar will appear in the new size.

When you activate the **Size** submenu, a check mark appears next to the font size that is currently in effect, either for the highlighted segment of text or at the current position of the text insertion bar. The active font size is also displayed in the **Size** Box in the Text toolbar.

Larger and **Smaller** change font size to the next value, available in the submenu. Selecting **Larger** when your font size is 12 will transform it to the size of 14 points, **Smaller** - to 10 points.

Style

When this command is selected, a submenu is activated that allows you to change the style of text. The available options are:

- **Plain Text**
- **Bold**
- **Italic**
- **Underline**
- **Outline**
- **Shadow**
- **Condensed**

- **Expanded**
- **Small Caps**
- **Subscript**
- **Superscript**

Selecting any of the font styles from this submenu changes the character style to that selection. The **Style** command works in two different ways. If a segment of text is highlighted when you make the style selection, only that text segment is changed. If no text segment is highlighted, then text entered from the current position of the text insertion bar will appear in the new style.

When you activate the **Style** submenu, a check mark appears next to the style that is currently in effect, either for the highlighted segment of text or at the current position of the text insertion bar .

Color

When this command is selected, a submenu is displayed that allows you to change the color of text. To select a specific color , drag to and highlight it, and then release the mouse button. Alternatively, you can change the color of text by using the **Color** Box in the Graphics toolbar .

The command works in two different ways. If a segment of text is highlighted when you make the font selection, only that text segment is changed. If no text segment is highlighted, then text entered from the current position of the text insertion bar will appear in the new color .

When you activate the **Color** submenu, a check mark appears next to the color that is currently in effect, either for the highlighted segment of text or at the current position of the text insertion bar

The menu is modified each time a new color is added, or one of the existing is changed or deleted, using the Create Color dialog box accessed from the **Edit** menu.

Shade

When this command is selected, a submenu is activated that allows you to change the shade (print density) of text. The options that are available on this submenu range from **0** to **100** percent of normal in increments of 10 percent. Selecting **Other** opens the Other Value dialog box that allows you to set the shading from 0 to 100 percent in increments of 1 percent.

The **Shade** command works in two different ways. If a segment of text is highlighted when you make the shade selection, only that text segment is changed. If no text segment is highlighted, then text entered from the current position of the text insertion bar will appear in the new shade.

When you activate the **Shade** submenu, a check mark appears next to the shade that is currently in effect, either for the highlighted segment of text or at the current position of the text insertion bar

Alignment

When this command is selected, a submenu is activated that allows you to change the alignment of the current paragraph of text. The current paragraph is the one that contains the highlighted text, if there is highlighted text. Otherwise the current paragraph is the one that contains the text insertion bar.

The options that are available on this submenu are **Left, Center, Right, Justified,** and **Fo**rce **Justified.** Alternatively, you can click on the **Align Left, Align Center, Align Right,** and **Justify** buttons (respectively) in the Text toolbar.

Selecting **Left** causes the alignment of the current paragraph to be flush with the left mar gin, like this paragraph.

Selecting **Center** causes the lines in the current paragraph to be centered between the left and right margins, like this paragraph.

Selecting **Right** causes the alignment of the current paragraph to be flush with the right mar gin, like this paragraph.

Selecting Justify causes the alignment of the current paragraph to be flush with both ma**r**gins, except for the last line of the paragraph, which is Justified to the left, like this paragraph.

Selecting **Force Justify** acts like **Justify,** but does not exclude the last line. This means that all lines will fill the page from mar gin to mar gin, like this paragraph.

Tabs

Selecting **Tabs** from the **Text** menu activates the dialog box that allows you to add or remove tab stops for the current paragraph. The current paragraph is the one that contains the highlighted text, if there is highlighted text. Otherwise the current paragraph is the one that contains the text insertion bar. You can have up to 16 tab stops defined for a given paragraph.

When you add a tab stop you can specify up to three attributes. These are:

- **Alignment:** The alignment of the tab stop determines how text is aligned to it. Alignment can either be **Left, Right,** or **Center.**

  - **Left** alignment causes the first character of text typed at the tab stop to be located to the tab stop position. As additional characters are typed in, the text segment is expanded to the right or the tab stop.

  - **Right** alignment causes the last character of text typed at the tab stop to be flush to the tab stop position. As additional characters are typed in, the text segment is expanded to the left of the tab stop.

  - **Center** alignment causes the text segment to be centered with respect to the tab stop position. As additional characters are typed in, the text segment is expanded both to the left and the right of the tab stop position, so that the text segment remains centered with respect to it.

The alignment of a tab stop is set by clicking and holding on the down facing arrowhead to the right of the **Alignment** display box in the Tabs dialog window. This activates a pop-up menu with the three options. Drag to the desired selection and release. The selected alignment now appears in the display box.

- **Leading Character Sequence:** The lead character sequence can be any valid sequence of characters, including a space. It is used to fill white space between the end of a text segment at a tab stop and the text segment directly to the left of it.

  You specify the lead character sequence by entering it directly into the edit box to the right of **Leader** in the Tabs dialog window, and. Alternatively, you can activate a pop-up menu by clicking and holding on the arrowhead to the right of **Leader,** and then drag to and select one of the prespecified lead character sequences.

- **Position:** The position can be set at any location on the horizontal ruler . The position attribute of a tab stop is specified by typing the value into the edit box to the right of **Position.** The unit of measure for the position is the same as that being used for the horizontal ruler.

Character Spacing

Selecting **Character Spacing** from the **Text** menu activates the dialog window that displays the current character spacing settings (kerning) in points. The kern is the amount of space added to or subtracted from the normal distance between characters. The application will accept a kerning amount between **-100** and **100.** A negative amount compresses text, a positive amount expands text. The default value of **0** keeps the characters at a normal distance from each other .

To change the character spacing, enter the new kerning amount directly into the **Character Spacing** edit box in this dialog window . Alternatively, use the **Character Spacing** controls on the **Text** toolbar to decrease and increase the kerning amount.

Line Spacing

Selecting **Line Spacing** from the **Text** menu activates the dialog window that displays the current Line spacing settings (leading) in points. The leading is the amount of space added to or subtracted from the normal distance between lines. The application will accept a leading amount between **-500** and **500.** A negative amount compresses text, a positive amount expands text. The default value of **0** keeps the lines at a normal distance from each other .

To change the line spacing, enter the new leading amount directly into the Line Spacing edit box in this dialog window. Alternatively, use the **Line Spacing** controls on the **Text** toolbar to decrease and increase the leading amount.

Baseline Shift

When this command is selected, a dialog window is activated that allows you to change the baseline shift of text. The baseline shift is the distance that characters are shifted up or down from the baseline of the current line of text. To specify a baseline shift enter the new value in the edit box to

the right of **Baseline Shift** in this dialog window. Alternatively, you can increase and decrease the baseline shift in increments of one unit by clicking on the upward and downward facing arrows to the right of the edit box.

The command works in two different ways. If a segment of text is highlighted when you change the baseline shift, only that text segment is af fected. If no text segment is highlighted, then text entered from the current position of the text insertion bar will be af fected.

Character Info

Selecting **Character Info** from the **Text** menu activates a dialog window that displays, and allows you to modify, the attributes of text characters. The **Character Info** command works in two different ways. If a segment of text is highlighted when you select this command, only the characters in that text segment are changed. If no text segment is highlighted, then text entered from the current position of the text insertion bar will appear with the new set of attributes.

The attributes that apply to text characters are: **Font, Size, Color , Shade, Spacing, Baseline Shift,** and **Style.**

Paragraph Info

Selecting **Paragraph Info** from the **Text** menu activates a dialog window that displays, and allows you to modify, the attributes of the current paragraph. The current paragraph is the one that contains the highlighted text or the text insertion bar . To modify an attribute, enter a new value in the edit box where the current value is being displayed. The attributes that are displayed and are available for modification are:

- **Left Indent** - The left indent is the horizontal distance between the left side of the Text Box and the left margin of the current paragraph. A positive value sets the left margin of the paragraph to the right of the page mar gin.

- **First Line** - the horizontal distance between the left mar gin of the current paragraph (as defined by the left indent), and the first character of the first line of text in the paragraph. If the value is negative, the first character of the first line appears to the left of the paragraph margin. This becomes a hanging indent. If it is positive, the first character of the first line appears to the right of the paragraph mar gin. This becomes a normal indent.

- **Right Indent** - the horizontal distance from the the right side of the Text Box and right mar gin of the current paragraph. A positive value sets the right mar gin of the paragraph to the left of the page mar gin.

- **Leading** - The leading is the distance between the baseline of successive lines of text.

- **Space Before** - The value of this attribute specifies the distance between the last line of the previous paragraph and the first line of the current paragraph.

- **Space After** - The value of this attribute specifies the distance between the last line of the current paragraph and the upper boundary of the next object or paragraph on the page.

- **Keep With Next** - When this option is in effect, the current paragraph is kept on the same page as the following object or paragraph. The check box to the left of **Keep with Next** is checked when the option is in effect. Clicking on the check box puts the option in effect if it is not, or causes it not to be in effect if it already is.

- **Keep Lines Together** - When this option is in effect, the lines of the current paragraph are kept on the same page. An **X** appears in the checkbox to the left of **Keep Lines Together** when the option is in effect. Clicking on the check box puts the option in effect if it is not, or causes it not to be in effect if it already is.

- **Alignment** - To the right of **Alignment** in the lower right corner of the Paragraph Info window is a display box with a downward facing arrowhead. Click and hold on the display line. A pop-up menu is activated that allows you to select from five types of paragraph alignment, **Left, Right, Center, Justified,** and **Force Justified.** Drag to and highlight the desired alignment and then release. The selection is now displayed in the display box.

- **Drop Caps** - displays the first letter of the current paragraph in a text size which equals the height of a set number of the lines of text. The number of lines used is defined in the edit field right under the **Drop Caps** check box.

- **Units** - To the right of **Units** in the lower right corner of the Paragraph Info window is a display box with a downward facing arrowhead. Click and hold on the arrow . A pop-up menu is activated that allows you to select from four units of measure, **Inches, Points, Centimeters,** and **Picas.** Drag to and highlight the desired measurement unit and then release. The selection is now displayed in the display box. The unit of measure will now be used for all dialog boxes and menus in describing the attributes of the current paragraph.

Style Sheets

A style sheet contains a collection of attributes that are applied to the current paragraph. The current paragraph is the one that contains the highlighted text or the text insertion bar .

Selecting **Style Sheets** from the **Text** menu activates a pop-up menu that includes a list of available paragraph styles. Drag down to and highlight the desired style and then release. The attributes of the selected style sheet are applied to the current paragraph. The name of the current style sheet is displayed in the **Style Sheet** Box in the **Text** toolbar.

To create or edit style sheets: use the **Edit Style Sheets** command from the **Edit** menu.

Insert Page Number

The **Insert Page Number** command is used to place the current page number into the Text Box that is currently active. It displays a pop-up menu, containing all the page numbering formats:

1,2,3,4	Numeric
I,II,III,IV	Upper case Roman
i,ii,iii,iv	Lower case Roman
A,B,C,D	Upper case Alphabetic
a,b,c,d	Lower case Alphabetic

Spelling

When working with a DesktopPublisher Pro document you can spell check different parts of this document. Selecting the **Spelling** option from the **Text** menu displays the submenu containing the options:

- **Word/Selection**

- **Paragraph**

- **Story**

Spelling is verified by scanning the 100,000-word DesktopPublisher Pro Main Dictionary, and then the User Dictionary.

When the Spell Check dialog box is displayed, you are presented with a list of words from the DesktopPublisher Pro dictionaries similar in spelling to the suspect word.

To replace the suspect word with another contained in the list: Select the word in the list and click **Replace,** or double-click on the word.

The **Add** and **Remove** buttons allow you to edit the User Dictionary dictionary contents.

To add a new word to the DesktopPublisher Pro User Dictionary: click on the **Add** or **Full Add** buttons. If the **Add** button is pressed, the word is immediately added to the dictionary. Otherwise, you are presented with the Add to Dictionary dialog box, containing various suffixes you may add to the word.

To remove a word from the dictionary: select it in the list box and click on the **Remove** button.

You can edit the contents of the User Dictionary using the **Edit User Dictionary** command from the **Edit** menu.

Thesaurus

When using this option, DesktopPublisher Pro searches for and presents you with a list of synonyms/antonyms to the specified word from the thesaurus database distributed along with DesktopPublisher Pro.

The Thesaurus dialog box contains the table with the word list, buttons **Find, Replace** and **Close,** and, in case of large database usage, two pop-up menus.

The contents of the word list are defined by the **Category** and **Senses** pop-up menus settings.

If the list is not empty, you can select any word in the list and double click on it, or , alternatively, click the **Find** button. When you select the desired word, click **Replace** to replace the original word in your text with the newly selected one.

Text Statistics

The Text Statistics dialog box contains information about the entire text present in your document.

- **Number of Text Frames** - means the number of Text Boxes currently used in your document

- **Number of Text Chains** - when two or more Text Boxes are linked using the **Linking** tool, they create a text chain. The number of the chains is displayed in this window

- **Number of Text Paragraphs** - the number of paragraphs in your entire document

- **Number of Words** - indicates the word count. This can be particularly useful for written assignments with a set number of words

Graphics Menu

The **Graphics** menu is used to control the attributes of graphics objects. It includes the following commands, each of which displays a submenu:

- **Line Width**
- **Line Style**
- **Line Color**
- **Line Shade**
- **Line Pattern**
- **Fill Color**
- **Fill Shade**
- **Fill Pattern**
- **Background Color**

Line Width

When this command is selected, a sub-menu is activated that allows you to select the width of the lines of an object. The options available on this submenu are **1, 2, 4, 6, 8, 12,** and **Other.** A check mark is placed next to the option that is currently in effect. Alternatively, you can select **Other** from this submenu. A dialog box will appear that allows you to select **Line Width** in the range of **0** to **100** points in increments of 1 point. The **Line Width** value is always displayed in points.

Line Style

The **Line Style** command is used to select from the various line styles that are available in DesktopPublisher Pro. When this command is selected, a submenu is activated that allows you to make a specific choice of line style. A check mark in the submenu indicates the line style that is currently in effect.

Line Color

The **Line Color** command is used to select from the various line colors that are available in DesktopPublisher Pro. When this command is selected, a submenu is activated that allows you to make a specific choice of a line color . A check mark in the submenu indicates the line color that is currently in effect.

The menu is modified each time a new color is added, or an existing one is deleted, using the Create Color dialog box accessed from the **Edit** menu.

Line Shade

The **Line Shade** command is used to select from the various line shades that are available in DesktopPublisher Pro. When this command is selected, a submenu is activated that allows you to make a specific choice of a line shade. The options available on this submenu range from **0%** shading to **100%** shading in increments of 10%. A check mark is placed next to the option that is currently in effect. Alternatively, you can select **Other** from this submenu. When this is done, a dialog box appears that allows you to select shading in the range of **0** to **100** percent in increments of 1 percent.

Line Pattern

The **Line Pattern** command is used to select from the various line patterns that are available in DesktopPublisher Pro. When this command is selected, a submenu is activated that allows you to make a specific choice of a line pattern. A check mark in the submenu indicates the line pattern that is currently in effect.

Fill Color

The **Fill Color** command is used to assign a fill color to a selected graphic object. The fill color effects all solid sections in the current pattern When this command is selected, a palette of available fill colors is displayed. A check mark indicates the fill color that is currently in effect for the selected object.

To create your own color to fill objects use **Create Color** from the **Edit** menu.

Fill Shade

When this command is selected, a submenu is activated that allows you to select the shading of the interior of an object. The options available on this submenu range from **0%** shading to **100%** shading in increments of 10%. A check mark is placed next to the option that is currently in ef fect. Alternatively, you can select **Other** from the submenu. When this is done, a dialog box appears that allows you to select shading in the range of **0** to **100** percent in increments of 1 percent.

Fill Pattern

When this command is selected, a palette of fill patterns available to fill the interior of an object is displayed. A check mark indicates the fill pattern that is currently in effect for the selected object.

Background Color

The **Background Color** command is used to assign a background color to a selected graphic object. The background color effects all clear sections in the current pattern. When this command is selected, a palette of available background colors is displayed. A check mark indicates the background color that is currently in ef fect for the selected object.

Page Menu

The commands in the Page menu are used to set the layout of the page display, as well providing facilities for inserting and deleting pages. They are listed as follows:

- **View**
- **Show Rulers**
- **Show Facing Pages**
- **Show Guides**
- **Snap to Guides**
- **Insert Page**
- **Go To page**
- **Delete Page**
- **Show Master Page Layer**
- **Master Page Options**
- **Create New Master Page**
- **Delete Master Page**

View

Selecting **View** from the **Page** menu activates a submenu that allows you to change the size of the page as it is displayed on the screen. Available options are:

- **Fit in Window**

- **25%**

- **50%**

- **75%**

- **Actual Size**

- **200%**

- Other

Selecting **Fit in Window** changes the size of the display so that exactly one page is displayed in the document layout window . Selecting **25%, 50%, 75%, Actual Size,** or **200%** respectively, changes the display by the corresponding amount of the actual page size.

Selecting **Other** activates a dialog box that allows you to change the size of the document to any value between **10** and **400** percent in increments of 1%. A check mark is displayed next to the option in the **View** menu that is currently in effect.

Show Rulers

If the horizontal and vertical page Rulers are currently being displayed, then this item has a checkmark next to it. Selecting this item removes the Rulers from the document layout window . If the horizontal and vertical page Rulers are not being displayed, then the second item in the Page menu is displayed as Show Rulers. Selecting this item displays the rulers in the document layout window.

The measurement units reflected in the rulers are set through the Document Setup dialog box when the document is created and can be changed through the **Ruler Settings** menu option (**Edit** menu).

You can change ruler settings also by clicking the upper left corner (intersection) of the rulers, while pressing the **Option** key. When you do so,the type of unit-measurement is displayed. The following units are available: **inches, picas, points,** and **centimeters.**

Show Facing Pages

Selecting **Show Facing Pages** from the **Page** menu causes facing pages to be displayed at the same time in the document layout window . The option is activated when the **Double Sided Pages** option from the Document Setup dialog box is checked. Once checked the pages of your document are displayed in pairs, starting from the first even page.

A check mark appears in the **Page** menu next to this item when the **Show Facing Pages** option is in effect.

Show Guides

Use **Show Guides** to display margin guides, column guides, ruler guides and box outlines, and to enable you to pull ruler guides from the rulers.   When guides and box outlines are displayed, the menu entry has a checkmark next to it.

Snap to Guides

The **Snap to Guides** option of Mac Publisher Pro causes the sides of an object to be aligned to the page guides.

Snap to Guides is activated or made inactive either by selecting **Snap to Guides** from the **Page** menu or by checking the corresponding check box in the Guide Settings dialog box. If this option is currently in effect, selecting **Snap to Guides** deactivates it. Otherwise, selecting **Snap to Guides** activates it. A check mark indicates whether this option is currently in ef fect.

Insert Page

The **Insert Page** command is used to insert copies of the currently selected Master Page into a document. When this command is selected, the dialog box that allows you to select the location and number of pages to insert is activated.

The **Master Page** pop-up menu allows you to select a Master Page for your newly created page.

The **Link to Current Text Chain** check box allows you to link the automatic Text Box on the newly created page to the currently active Text Box. This option is enabled when the **Automatic Text Box** setting from your Document Setup dialog box is on, and the **Text** tool is selected.

Go to Page

The **Go to Page** command is used to go directly to a specific page. When **Go to Page** is selected the dialog box is activated that allows you to select the desired page. It also provides you with the option to display the left or right Master Page.

The **Navigation** controls on the bottom of the document window allow you to navigate through your document. There are **Next** and **Previous** page buttons, and the **Go To Page** pop-up menu. To go to the desired page, select its number from the list, and release the mouse.

Delete Page

The **Delete Page** command is used to remove pages from a document. When this command is selected, a dialog box appears that allows you to select a range of pages to be deleted.

Text in text chains in deleted pages is reflowed through the remaining elements of the chain, unless all elements of the chain are deleted, in which case the entire chain is deleted.

Show Master Page Layer

DesktopPublisher Pro, in addition to regular document pages, supports Master Pages that contain objects common for subsequent document pages. When creating a new page using **Insert Page** command from the **Page** menu, you are given the option of selecting a Master Page for the page being created. Master Pages are created and removed using the **Create New Master Page** and **Delete Master Page** options respectively, and can be modified by the **Master Page Options** menu item from the **Page** menu.

If **Show Master Page Layer** is checked and you still do not see the Master Page items, make sure they are not covered by another object. The **Master Items in Front** check box in the Preferences dialog box controls how Master Page items are displayed - above or under all document objects.

To view a particular Master Page: use either the Go To Page dialog box, or the **Page Navigation** buttons, located to the right of the Controls Area and at the bottom of the Document Window.

To select or change the Master Page for a particular document page: use the **Left** and **Right Master Page** pop-ups, located to the right of the **View Size** pop-up in the Controls Area. The **Left Master Page** pop-up is enabled only in the case of a double sided document.

Create New Master Page

Use the **Create New Master Page** option to add a Master Page to your current document. You are able to set the current Master Page name, its margins, and number of columns used on this page. After creation, the name of the page is added to the list of Master Pages used in the Insert Page dialog box from the **Page** menu. The new Master Page is also listed in the **Left** and **Right Master Page** pop-ups located in the Controls Area at the bottom of the Document Window. These pop-up menus allow a Master Page to be selected for the current document page.

Master Page Options

The Master Page Options dialog box allows you to set the current Master Page name, margins, and number of columns used on this page.

Delete Master Page

This command presents you with the Delete Master Page dialog box, that allows you to select the Master Page to be deleted.

To delete a page: select the desired Master Page from the **Master Page** pop-up menu, and click **OK.**

Windows Menu

The Window menu contains two sections. The first one is for commands that change the order and location of the currently opened documents on the screen. It allows user to:

- **Stack**

- **Tile**

- **Tile vertically**

all open document windows.

The second section contains a list of those documents. DesktopPublisher Pro automatically adds an opened document name to the **Windows** menu. Selecting the name of a document from the **Windows** menu brings that document to the front of the desktop, and makes it the active document.

Online Help

Selecting **DesktopPublisher Pro Help** from the **Help** menu opens the Help window. The Help window contains a scroll list of DesktopPublisher Pro Help topics. Use the scroll bar to traverse the list until you find the topic of interest.

When you find the topic of interest, highlight it by clicking on it, then release the mouse button. The Help window changes to display a brief description of the topic. Return to the Contents window by clicking on the **Topic** button.

Click on the close box at the upper left of the Online Help window to close it.

Balloon Help

Selecting **Balloon Help** from the **Help** menu activates the Balloon Help option which allows you to get a short description of any interface element of the DesktopPublisher Pro except for the toolbar elements. You can get that description displayed by placing the cursor on the desired element. Switching off the option deactivates Balloon Help.

Technical Support

Assistance Via World Wide Web

Get up-to-the-minute technical information at the Cristallight web-site, at:

http://www.cristallight.com/

twenty-four hours a day, seven days a week. Through this site you'll have access to our FAQ documents, (Frequently Asked Questions) which contain our latest troubleshooting information. You'll have access to our FTP   (File Transfer Protocol) area where you can download patches and new enhancements as soon as they become available, and an E-Mail area where you can leave us your tech support problems and questions if you do not find your answers within the F AQ.

Help Via Telephone/Fax Or Mail In The US & Canada

For phone assistance, call Cristallight Tech Support at 413-383-0596. We have an Faxback system that is available twenty-four hours a day , seven days a week.
If you should need live support, we are available Monday through Friday, 8 AM until 6 PM (PST). Please note that live Tech Support may be closed on major holidays.We ask that you do the following when calling: be at your computer; have your system information ready for our technicians including system make and model and processor type; MAC/OS version number; RAM; and any screen or error messages you've encountered and where (if not currently displayed on your screen). It will expedite your handling significantly.

Refund Policy

1. It is the responsibility of the Purchaser to fully evaluate the suitability of the product by downloading the demo.
2. Once the Purchaser pays for the product, he or she will receive a Key which will allow the user to download and in stall a fully functional version of the product. Once the user the receives the Key, for distribution and refund purposes, the product is treated in the same way as a software product purchased at a retail outlet that has been opend (that is, the seal has been broken):

We will not refund the funds for the product, unless the product is:

(a) shown to be substantially defective in some manner not revealed by the evaluation of the demo version, and

(b) we do not repair the defect within 15 business days and provide to the purchaser a version of the product that is free from any reported defects.

If we do not perform to remedy defects as specified in items 2(a) and 2(b), then we will fully refund the amount paid for the product. The refund will appear as a credi   t to the original credit card account against which the original charge was made.

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