

# PMTools User's Guide

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## About the Demo Version Manual

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This manual has been extracted from the complete manual. Missing are the big graphics (to save downloading time and lots of printing time) and the detailed button descriptions. Button functions should be evident from the button names. Also missing is a detailed description of the ShowFont program. This manual is formatted at 8½ x11 for easier viewing and printing and the formatting has been compressed a bit to save pages. The printed version is in booklet form. Since this demo manual was created, there have been minor formatting and wording changes in the printed manual.

## About PMTools

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PMTools is an extension to PageMaker 4.0 for Windows\* that provides a “ribbon” of buttons for fast and easy execution of the most common PageMaker commands. PMTools lets you “mouse around” with your feet up. PMTools is easy to use, saves lots of time, and it's FUN!

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## System requirements

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PMTools requires PageMaker 4.0 running under Microsoft Windows 3.0.

## PMTools features

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### Text and pointer ribbons

PMTools displays a ribbon of buttons down the left side of the screen for easy execution of common commands. The text ribbon is displayed when the PageMaker text tool is selected or when in the PageMaker story editor. Otherwise, the pointer ribbon is displayed. (The pointer ribbon is omitted in the Demo Version.)

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\*PageMaker is a registered trademark of Aldus Corporation. Windows and Visual Basic are trademarks\* of Microsoft Corporation.

## **Quote conversion**

If quote conversion is turned on, PMTools converts single and double apostrophes typed at the keyboard into single and double right typographical quotes. If the control key is held down while typing a single or double apostrophe, the left typographical single or double quote is generated. (Quote conversion is disabled in the Demo Version.)

## **ShowFont utility**

ShowFont displays the complete Windows character set in any screen font that you have installed. Double clicking on a character types that character into PageMaker at the insertion point. This is great for dingbats and foreign characters! ShowFont pops up over the PageMaker window when the PMTools ShowFont button is pressed. (ShowFont is omitted from the Demo Version.)

## **Maximize PageMaker at startup**

If this feature is turned on, the PageMaker window will be maximized at startup regardless of the settings in the ALDUS.INI file. (This feature is disabled in the Demo Version.)

## **The Demo Version of PMTools**

The Demo Version of PMTools demonstrates some of the power and features of PMTools. You'll see enough to give you a good idea of how PMTools works. Neither the demo version nor the full version of PMTools is shareware. The demo version of PMTools is distributed free for demonstration purposes. You are encouraged to pass a copy of the demo version of PMTools along to your friends for their evaluation. The licensed full version of PMTools is subject to the copyright laws. See Ordering PMTools for more information.

Because the Demo Version is for demonstration purposes only, it is different from the full version in the following ways:

- \* There is no pointer ribbon.
- \* The Italics, Much Bigger, Coarse Kern, ShowFont, and SmallCaps buttons on the text ribbon are disabled.
- \* There is a different startup message.
- \* There is no quote conversion.
- \* There are no EGA or high resolution buttons (on EGA or high resolution displays the button pictures will look jagged).
- \* The button size cannot be changed.
- \* There Maximize PageMaker feature cannot be turned off.
- \* There is no ShowFont program.
- \* The documentation omits certain graphics and text (to save time downloading).

## **Installing PMTools**

### **Copying the files to your hard disk**

It's simplest if you copy all of the PMTools files to your WINDOWS directory. For example:

```
copy a:*. * c:\windows
```

Before copying the files, you should check that files with the same name do not already exist in the target directory (see file list below).

Alternately, you can copy the PMTools files to any directory subject to the restrictions below.

### **Files included with PMTools**

(Files missing from the Demo Version are not listed.)

PMTOOLS.TXT	Brief documentation and installation instructions. Read this first! You can use the Windows Notepad program or most wordprocessors or even PageMaker to view this file. This file can be in any directory.
PMTOOLS.EXE	The main PMTools program. If not installed in the WINDOWS directory or in a directory that is in your PATH, you must provide the complete path and filename when PMTools is installed for use with Program Manager or File Manager.
PMTOOLS.PM4	Complete PMTools documentation in a PageMaker 4.0 file. This can be in any directory.

## Adding PMTools to Windows Program Manager

You must create a program item for PMTools in the same program group that contains your PageMaker icon. To do this perform the following steps:

- \* Start Windows and the Program Manager. Make sure the program group containing the PageMaker icon is open.
- \* Copy the PageMaker icon: While holding the Control key down, drag the PageMaker icon to another place in the program group.
- \* Click once on the new icon to select it.
- \* Select **F**ile / **P**roperties... from the Program Manager menu. The Program Item Properties dialog box will be displayed.
- \* In the Command Line field, click at the start of the existing command line. Insert `pmtools.exe` at the front of the command line leaving a blank after `pmtools.exe` and before the old command line. The command line should read something like this:  
`pmtools.exe pm4.exe`

If PMTools is not installed in your WINDOWS directory or in a directory that is in your path, you must specify the disk drive and path. For example:

```
c:\pmtools\pmtools.exe pm4.exe
```

- \* Hit the OK button and you should see the PMTools icon displayed.

Note that the `PM4.EXE` is not strictly necessary following the `pmtools.exe` but it *is* necessary if a document name is included on the command line. The document name must follow the `PM4.EXE`. For example:

```
c:\pmtools\pmtools.exe pm4.exe c:\pmtools\pmtools.pm4
```

## Setting up for use with Windows File Manager

(Description omitted for Demo Version)

## Starting PMTools and PageMaker

### From Program Manager

Double click on the PMTools icon. A `PMTools - Loading PageMaker...` message will be displayed, and then PageMaker will start loading. When PageMaker is done loading, the PMTools message is redisplayed. The message disappears when you select **N**ew... or **O**pen... in PageMaker. If a document is loaded when you start PageMaker (for example if you double click on a document name in FileManager), The PMTools message will not be redisplayed. If you have the ribbon turned on the PMTools ribbon will be displayed running down the left side of the screen. If you have the clock turned on the date and time will be displayed on the right side of the PageMaker menu bar. If you have selected **M**aximize PageMaker, the PageMaker window will be maximized.

### From File Manager

(Description omitted for Demo Version)

## The text and pointer ribbons

The PMTools ribbon runs down the left side of the screen. The ribbon never hides any of your document. PMTools has two versions of the ribbon. The text ribbon is displayed when the PageMaker text tool is selected and also when you are in Edit Story mode. The pointer ribbon is displayed when the PageMaker pointer, line, box, or circle tools are selected. Selecting the PageMaker crop tool does not change the ribbon.

### Button appearance and monitor type

There are three sets of buttons included with PMTools. The sets are optimized in appearance for EGAs, VGAs, and VGAs at 1024x768 at the maximum button size for each of those resolutions. (Only the VGA set is included in the Demo Version.) For other resolutions and button sizes the button pictures are stretched to fit the button size and will look somewhat jagged and uneven.

The buttons will also look different, but recognizable, on monochrome or gray-scale monitors or on monitors with less than 16 colors.

#### The text ribbon

Cut		Double Quote
Copy		Single Quote
Paste		Em Dash
Normal		En Dash
Bold		Discretionary Hyphen
Italic		Non-Breaking Hyphen
Underline		Non-Breaking Slash
Reverse		Em Space
Super/Subscript		En Space
Larger/Smaller		Thin Space
Much Larger/Smaller		Fixed Space
Fine Kern		Bullet
Coarse Kern		Registered Trademark
Align Left		Copyright
Align Center		Paragraph
Align Right		Section
Justify		Page Number Marker
Force Justify		All Caps
ShowFont (Disabled in demo version)		Small Caps

#### The pointer ribbon (Missing from Demo Version)

Cut		White Fill
Copy		Fill None
Paste		10% Fill
Line None		20% Fill
Hairline		30% Fill
Half Point Line		40% Fill
One Point Line		60% Fill
Two Point Line		80% Fill
Four Point Line		Solid Black Fill
Six Point Line		Vertical Hatch
Eight Point Line		Fine Vertical Hatch
Twelve Point Line		Horizontal Hatch
Double Line		Fine Horizontal Hatch
Thick-Thin Line		Diagonal Hatch
Thin-Thick Line		Fine Diagonal Hatch
Dotted Line		Cross Hatch
Dashed Line		Fine Cross Hatch
Thick Dashed Line		Not used
Reversed Line		Not used

## Button descriptions

Below are descriptions for each PMTools ribbon button. After each button name is the PageMaker menu and/or shortcut key equivalent (when applicable). Following that is a brief description of the button's function. Unless otherwise specified, the PMTools ribbon buttons perform the same action whether the left, right, or both mouse buttons or pressed. (Button pictures are omitted in Demo Version)

## THE TEXT RIBBON

CUT

Edit / Cut                      Shift + Delete  
Cut the selected text to the clipboard.

**COPY**

Edit / Copy                      Ctl + Insert  
Copy the selected text to the clipboard. The icon is the copyright symbol.

**PASTE**

Edit / Paste                      Shift + Ins  
Paste text from the clipboard at the selected insertion point.  
The icon is a scotch tape dispenser.

**NORMAL**

Type / Type style / Normal  
Ctrl + Shift + spacebar or F5

Set the type style of the selected text to Normal. I.e., remove any type styles (Bold, Italic, Underline, Strikethru, Reverse) from the selected text. If no text is selected, change the default type style to Normal.

**BOLD**

Type / Type style / **B**old  
Ctrl + Shift + B or F6

Toggle the type style of the selected text between bold and not bold. If no text is selected, toggle the default type style between bold and not bold.

**ITALIC**

Type / Type style / Italic  
Ctrl + Shift + I or F7

Toggle the type style of the selected text between italic and not italic. If no text is selected, toggle the default type style between italic and not italic.

## UNDERLINE

Type / Type style / Underline  
Ctrl + Shift + U or F8

Toggle the type style of the selected text between underlined and not underlined. If no text is selected, toggle the default type style between underlined and not underlined.

**REVERSE**

Type / Type style / Reverse  
Ctl + Shift + V

Toggle the type style of the selected text between reversed and not reversed. If no text is selected, toggle the default type style between reversed and not reversed.

**SUPER/SUBSCRIPT**

### Left Button (Superscript):

```

Type / Type specs... / Position
                                Ctl + Shift + \

```

Toggle the type position of the selected text between superscript and normal. If no text is selected, toggle the default type position between superscript and normal.

**Right Button (Subscript):**

Type / Type specs... / Position    Ctl + \

Toggle the type position of the selected text between subscript and normal. If no text is selected, toggle the default type position between subscript and normal.

## LARGER/SMALLER

**Left Button (Larger):**

Type / Size / ...      Ctl + Shift + >  
Increase the type size of the selected text by one point. If no text is selected, increase the default type size by one point.

### Right Button (Smaller):

Type / Size / ...      Ctl + Shift + <  
Decrease the type size of the selected text by one point. If no text is selected, decrease the default type size by one point.

**MUCH LARGER/SMALLER**

**Left Button (Larger):**

Type	Size	...	Ctrl + >
Increase the type size of the selected text to the next larger standard type size. If no text is selected, increase the default type size to the next larger standard type size.			

**Right Button (Smaller):**

<u>T</u> ype / <u>S</u> ize / ...	Ctrl + <
Decrease the type size of the select text to the next smaller standard type size. If no text is selected, decrease the default type size to the next smaller standard type size.	

**FINE KERN**

### Left Button (Apart):

Ctrl + Shift + keypad plus  
Kern the character on either side of the insertion point, or all  
selected characters, further apart by 1/100th of an em.

### Right Button (Together):

Ctrl + Shift + keypad minus  
Kern the character on either side of the insertion point, or all  
selected characters, closer together by 1/100th of an em.

**Both Buttons (Remove):**

Ctl + Shift + 0

Remove all manual kerning at the insertion point or between all selected characters.

**COARSE KERN****Left Button (Together):**

Ctl + Shift + backspace or  
Ctl + keypad plus

Kern the character on either side of the insertion point, or all selected characters, further apart by 1/25th of an em.

**Right Button (Apart):**

Ctl + Backspace or Ctl + keypad minus

Kern the character on either side of the insertion point, or all selected characters, closer together by 1/25th of an em.

**Both Buttons (Remove):**

Ctl + Shift + 0

Remove all manual kerning at the insertion point or between all selected characters.

**ALIGN LEFT**

Type / Align / Left Ctl + Shift + L

Left align the paragraph containing the insertion point. If no paragraph contains the insertion point, change the default alignment to Left.

**ALIGN CENTER**

Type / Align / Center Ctl + Shift + C

Center align the paragraph containing the insertion point. If no paragraph contains the insertion point, change the default alignment to Center.

**ALIGN RIGHT**

Type / Align / Right Ctl + Shift + R

Right align the paragraph containing the insertion point. If no paragraph contains the insertion point, change the default alignment to Right.

**JUSTIFY**

Type / Align / Justify Ctl + Shift + J

Justify the paragraph containing the insertion point flush left. If no paragraph contains the insertion point change the default alignment to Justify.

**FORCE JUSTIFY**

Type / Align / Force justify Ctl + Shift  
+ F

Force Justify the paragraph containing the insertion point flush left. If no paragraph contains the insertion point, change the default alignment to Force Justify.

**SHOWFONT**

Start or switch to the ShowFont utility. See below for details.

**DOUBLE QUOTE****Left Button:**

Open: Ctl + Shift + [

If quote conversion is off a left double typographic quote (“”) is generated. If quote conversion is on a double apostrophe (”) is generated.

**Right Button:**

Close: Ctl + Shift + ]

If quote conversion is off a right double typographic quote (”) is generated. If quote conversion is on a double apostrophe (”) is generated.

**SINGLE QUOTE****Left Button:**

Open: Ctl + [

If quote conversion is off a left single typographic quote (‘) is generated. If quote conversion is on a single apostrophe (‘) is generated.

**Right Button:**

Close: Ctl + ]

If quote conversion is off a right single typographic quote (’) is generated. If quote conversion is on a single apostrophe (’) is generated.

**EM DASH**

Ctl + Shift + =

Insert an em dash (—) at the insertion point.

**EN DASH**

Ctl + =

Insert an en dash (–) at the insertion point.

**DISCRETIONARY HYPHEN**

Ctl + hyphen

Insert a discretionary hyphen at the insertion point to tell PageMaker where to hyphenate a word. If the discretionary hyphen is at the beginning of a word the word will not be hyphenated.

**NON-BREAKING HYPHEN**

Ctl + Shift + hyphen

Insert a non-breaking hyphen at the insertion point. Words containing a non-breaking hyphen will not be hyphenated at the non-breaking hyphen.

**NON-BREAKING SLASH**

Ctl + Shift + /

Insert a non-breaking slash at the insertion point. Words containing a non-breaking slash will not be separated by line breaks at the slash.

**EM SPACE**

Ctl + Shift + M

Insert an em space [ ] at the insertion point.

**EN SPACE**

Ctl + Shift + N

Insert an en space [ ] at the insertion point.

## THIN SPACE

Ctrl + Shift + T

Insert a thin space [ ] at the insertion point.

## FIXED SPACE

Ctrl + Spacebar

Insert a fixed space at the insertion point. Words separated by fixed spaces will not be separated by line breaks.

## BULLET

Ctrl + Shift + 8

Insert a bullet (•) at the insertion point.

## REGISTERED TRADEMARK

Ctrl + Shift + G

Insert a registered trademark symbol (®) at the insertion point.

## COPYRIGHT

Ctrl + Shift + O

Insert a copyright symbol (©) at the insertion point.

## PARAGRAPH

Ctrl + Shift + 7

Insert a paragraph symbol (¶) at the insertion point.

## SECTION

Ctrl + Shift + 6

Insert a section symbol (§) at the insertion point.

## PAGE NUMBER MARKER

Ctrl + Shift + 3

Insert a page number marker at the insertion point. A page number marker displays as the current page number.

## ALL CAPS

Ctrl + Shift + K

Toggle the case of the selected text between all caps and normal. If no text is selected, toggle the default case between all caps and normal.

## SMALL CAPS

Ctrl + Shift + H

Toggle the case of the selected text between small caps and normal. If no text is selected, Toggle the default case between small caps and normal.

## THE POINTER RIBBON

(Pointer button descriptions are omitted in the Demo Version.)

## The PMTools Menu

Under PageMaker's Window menu is a PMTools . . . entry:

(graphic omitted in Demo Version)

Selecting the PMTools . . . will display a PMTools Configuration dialog box:

(graphic omitted in Demo Version)

The PMTools Configuration dialog box allows you to turn the ribbon on or off and change the size of the ribbon and to turn various features on or off. The ribbon on/off status and the ribbon size are saved in the PMTOOLS.INI file in your Windows directory. The next time you start PageMaker with PMTools the saved settings will be used.

### Turning the ribbon on or off

Click the Ribbon On box to turn the PMTools ribbon on or off.

### Changing the size of the ribbon

Scrolling the Ribbon Size scroll bar up or down changes the width and height of the ribbon. The displayed number is the width and height of a ribbon button in screen pixels. The maximum size permitted is determined by the resolution of your screen. The minimum size permitted is 16. You can try various ribbon sizes without leaving the dialog box by pressing the Resize button to redraw the ribbon. (This feature is disabled in the Demo Version.)

## Turning quote conversion on or off

(Quote conversion is disabled in the Demo Version.)

Click the **Convert Quotes** box to turn quote conversion on or off. If quote conversion is on, PMTools will translate single and double quotes to their typographical equivalents as follows:

If you type...	This is generated
' (single quote key) =>	' (right single typographical quote)
Ctrl + ' (Ctrl + single quote key) =>	‘ (left single typographical quote)
" (double quote key, i.e., shift + single quote key) =>	” (right double typographical quote)
Ctrl + " (Ctrl + double quote key, i.e., Ctrl + Shift + single quote key) =>	“ (left double typographical quote)

In addition, when quote conversion is on, the double and single quote buttons on the PMTools ribbon will generate non-typographical quotes. The PageMaker shortcut keys for typographical quotes will continue to generate typographical quotes regardless of whether quote conversion is on or off.

## Maximizing PageMaker on startup

If the **Maximize PageMaker** box is checked, the PageMaker windows will be maximized when PageMaker is started via PMTools. If the box is unchecked, PageMaker will maximize itself on startup if the entry **Maximize=1** is found in the [PageMaker] section of the ALDUS.INI file (usually found in the \ALDUS\USENGLSH directory), otherwise PageMaker will not maximize itself. (This feature cannot be turned off in the Demo Version.)

## User name and serial number

The configuration dialog box displays the serial number of your copy of PMTools and the name under which you registered PMTools. Use this information when writing or calling for any reason. (No user name or serial number is displayed in the Demo Version.)

## The ShowFont program

The ShowFont program makes it easy to enter special characters into PageMaker. Special characters include dingbats, symbols, and foreign characters. ShowFont displays the complete ANSI character set. You can choose the screen font to be displayed. Double clicking on a character sends that character to PageMaker.

(Further description omitted from Demo Version.)

## Other changes in PageMaker's behavior

Other than what has been described above, there are a few other changes in PageMaker's behavior. These have to do with resizing of the PageMaker window. When the size of the PageMaker window is reduced, document and story editor windows are resized to fit. PageMaker without PMTools doesn't do this. When the PageMaker window is resized, when entering Edit Story mode, or when turning the ribbon on or off, there may be some extra re-drawing of document and story editor windows. This is because PMTools must resize these windows to leave room for the PMTools ribbon.

## Trouble shooting

If you cannot restart PMTools and PageMaker after PageMaker crashes, for example with an Unrecoverable Application Error, you must exit and re-start Windows.

## Support

If you have any questions or problems, contact:

Ivan Rezucha  
Shawangunk Graphics  
RD 1 Box 401  
Gardiner, NY 12525  
914-255-5508

Or you can send me a message on CompuServe: Ivan Rezucha at 71750,3574.



# Ordering PMTools

## Licensing terms

Neither the demo version nor the full version of PMTools is shareware. The demo version of PMTools is distributed for free for demonstration purposes. You are encouraged to pass a copy of the demo version of PMTools along to your friends for their evaluation. Please note that the full licensed version of PMTools should be treated like a book. You may use the software on more than one computer as long as only one copy will be in use at any time. If more than one copy will be used at the same time or by different people then you **MUST** register each copy. If more than one person will be using the software then each person must own a copy that is registered in their name, which means that each copy that is being used **MUST** be paid for.

## Payment

Check or Money Order drawn on a U.S.A. bank in U.S. funds. Purchase orders (net 30) accepted for software from larger corporations. All licenses are prepaid only. All orders outside of the continental United States must be prepaid. Sorry, no credit card orders may be accepted.

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### PMTOOLS ORDER FORM

Please submit one copy of this order form for each copy of PMTools ordered.

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**Thank you for your order!**