

# PMTools User's Guide

## About the Demo Version Manual

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.

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## About PMTools

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!

## System requirements

PMTools requires PageMaker 4.0 running under Microsoft Windows 3.0.

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

## PMTools features

### **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.)

### **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.
- \* The 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 File / Properties... 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 New... or Open... 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 Maximize PageMaker, the **From File Manager** will be maximized.

### Button appearance and monitor type

There are three sets of buttons included with

(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.

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  
Copy  
Paste  
Normal

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

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

Cut  
Copy  
Paste  
Line None  
Hairline  
Half Point Line  
One Point Line  
Two Point Line  
Four Point Line  
Six Point Line  
Eight Point Line  
Twelve Point Line  
Double Line  
Thick-Thin Line  
Thin-Thick Line  
Dotted Line  
Dashed Line  
Thick Dashed Line  
Reversed Line

White Fill	Diagonal Hatch
Fill None	Fine Diagonal Hatch
10% Fill	Cross Hatch
20% Fill	Fine Cross Hatch
30% Fill	Not used
40% Fill	Not used
60% Fill	
80% Fill	
Solid Black Fill	
Vertical Hatch	
Fine Vertical Hatch	
Horizontal Hatch	
Fine Horizontal Hatch	

## **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  
                                                         Ctl + 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 / Bold  
                                                         Ctl + 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  
Ctl + 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  
Ctl + 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 / ... Ctl + >

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):

Type / Size / ... Ctl + <

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):**

Ctrl + Shift + 0

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

**COARSE KERN**

**Left Button (Together):**

Ctrl + Shift + backspace or

Ctrl + 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):**

Ctrl + Backspace or Ctrl + keypad minus

**ALIGN LEFT**

Type / Align / Left      Ctrl + 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      Ctrl + Shift + C

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