

# Learning Corel VENTURA



How to use this tutorial



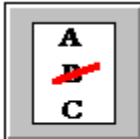
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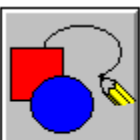
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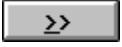


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**Forward Button**

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## Introduction

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- (10g) Adding the Index to the Document

## **Is This Tutorial For You?**

If you are new to Corel VENTURA, this tutorial is for you. Its lessons will give you a quick overview of the program, and hands-on practice learning to use it. This tutorial won't make you a Corel VENTURA expert, but it will get you started. For detailed information about the features, refer to the Corel VENTURA User's Guide or Online Help.

## **Viewing the QuickTour**

The CD-ROM companion to this tutorial, the Corel VENTURA QuickTour, demonstrates some of what you will learn in the lessons and more. To get the most from the tutorial, view the tour first, then try the lessons.



## Using the lessons

Each lesson in this tutorial has an [Introduction](#) and an [Exercise](#).

Each lesson is intended to build on what you've learned in previous lessons. If you are new to Corel VENTURA, move through the lessons as they are presented. Simply click the [forward button](#) after you have read or completed the instructions on the screen.

To jump to a specific lesson in the tutorial, click the appropriate lesson heading displayed in the Contents screen and choose a topic.

**Important:** To get the most out of the lessons, keep the tutorial window open and on top of Corel VENTURA by choosing Always On Top from the Help menu.

The **Introduction** tells you what you will learn in the lesson and why it's important.

The **Exercises** introduce features, explain how they work, and provide step-by-step instructions to get you started using them. It helps you to learn by doing. For your convenience, the lessons use pre-recorded example files located in the Typeset subdirectory.

## **Before You Begin**

Before you begin the lessons, you should be familiar with Microsoft Windows™, under which Corel VENTURA runs. If someone has previously used Corel VENTURA on your computer, you may want to re-install the Sample files in the Typeset directory. You should know how to open and close Windows applications, and how to use a mouse. For information about Windows, see the Basic Skills section of the Microsoft Windows™ User's Guide.

## **What's Ahead?**

As you work through the lessons, here's what you will learn:

### **Lesson 1, Learning Corel VENTURA Concepts**

Explains important Corel VENTURA concepts, such as publications, style sheets and paragraph tags to give you an overview of how the program works before introducing you to any hands-on lessons.

### **Lesson 2, Touring the Corel VENTURA Screen**

Introduces the different elements in the Corel VENTURA screen, and instructs on which screen settings to choose for the tutorial.

### **Lesson 3, Starting a New Document**

Teaches how to create a new document by selecting a style sheet and importing a text file. The tutorial will also introduce you to paragraph tags which are used to format text, help you to choose the document view that's best for your project and will even show you how to print and save your new document.

### **Lesson 4, Entering and Editing Text**

Shows you how to use many of Corel VENTURA's word processing features. You will type and delete text on the page, insert special characters using Corel VENTURA's convenient Character Roll-Up and learn to cut and paste text from one location to another. To complete the lesson, you will change the formatting of a selected portion of text by choosing a different typeface and style.

### **Lesson 5, Working with Frames and Graphics**

Frames are the basis for Corel VENTURA documents, holding all text and graphics. You will learn how to draw a frame, insert a graphic into one and move it around the page. You will also adjust the size of the frame using the sizing handles and increase the width of a picture independently of the frame.

### **Lesson 6, Drawing Objects**

Teaches you how to draw shapes such as ellipses, rectangles and lines using Corel VENTURA's Drawing tools. You will also learn how to select a group of objects and move them around the page. Using Corel VENTURA's Pen and Fill Roll-Ups, you will change the attributes of the shapes you draw.

### **Lesson 7, Customizing a Style Sheet**

Teaches you how to apply a ready-made page layout using Corel VENTURA's Quick Format roll-up. Next, you will learn how to modify paragraph tags by assigning new formatting attributes to them, create a new paragraph tag, and apply local formatting changes to text.

### **Lesson 8, Creating a Table**

Teaches you how to insert a table into a document, enter text and values into the table cells and adjust the size of columns. You will also add a new row for a heading cell and type a title into it.

### **Lessons 9, Managing a Publication**

Learn how to add and remove chapters to and from a publication, view file information and copy a publication to a different location.

## **Lesson 10, Making a Table of Contents and Index**

Finally, you will learn how to create a table of contents based on the paragraph tags you've assigned to paragraphs in your document. You will also build an index by inserting markers into your document and choosing main and sub-entries for your index using Corel VENTURA's convenient Index Entries Roll-Up.

# **1 VENTURA Concepts**

## **Introduction**

Before trying the hands-on lessons, it's important to understand some of the basic principles behind Corel VENTURA. In this lesson, you will learn how the program organizes your text and graphic files into a publication and how you can format and typeset your documents using style sheets and paragraph tags.

## **(1a) Introducing Corel VENTURA**

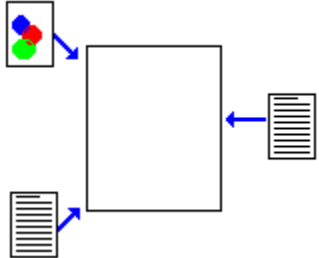
Corel VENTURA is a full-featured page layout and document composition system that lets you create typeset documents by combining text and graphics from many popular word processing and graphics programs.

Whether you use it to produce simple letters and memos, or more complex documents such as multi-chapter manuals and annual reports, Corel VENTURA has all the tools you'll need to get the job done.



## (1b) About Publications and Chapters

Most programs can work with one, or perhaps a few files, at a time. For instance, when you import a piece of clipart into a drawing in CorelDRAW, that piece of clipart becomes part of the drawing. By contrast, Corel VENTURA can combine any number of separate text and graphic files in a single document.



But, rather than integrating the files into one document, Corel VENTURA simply remembers where the files are stored. It does this by maintaining a list of pointers in a "chapter" file. These pointers tell Corel VENTURA where to find the text and graphic files and how to position them in the formatted document. They also tell the program where to find the style sheet used to format pages and text in the document.

Keeping the text and graphic files separate means that other documents can share the same text and graphics and that you can edit the files in other programs at any time. Changes you make to the files are reflected in the Corel VENTURA document the next time you open it.

You may also divide your Corel VENTURA documents into two or more chapters to make up a "publication" file. Just as a chapter links the text and graphic files in a document, a publication links the chapters so that you can manage each document as a unit. Some of the operations you can perform on a publication file include:

- Generating a table of contents and index that covers all the chapters
- Copying individual chapters or the entire publication
- Renumbering pages, tables and figures for the entire publication
- Updating cross-references for the entire publication

## **(1c) About Paragraph Tags and Style Sheets**

A paragraph tag is a group of text attributes such as font, line spacing and alignment which you can apply to text simply by selecting the tag's name from a list. The paragraph tags are stored in a style sheet which also contains information about the margin settings, number of columns, page orientation and other document formatting.

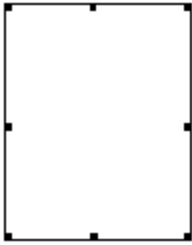
The use of paragraph tags and style sheets simplifies the task of laying out a document. The same style sheet can be used over and over, making it easy for you to achieve consistent formatting both within a document and across other similar documents. And when you modify a style sheet by changing attributes in a paragraph tag, for example, the changes will be reflected in all other documents which use that style sheet.

Corel VENTURA remembers which style sheet a particular document uses and loads it for you whenever you open the document. By applying a different style sheet, you can instantly change the format of the entire document.

So that you can begin creating attractive documents right away, Corel VENTURA comes with predefined style sheets for a wide range of document types, including reports, books and proposals. These style sheets, which you can use as is or modify to suit your needs, are described in the Templates section of the Corel Libraries Catalog included with your Corel VENTURA User's Guide.

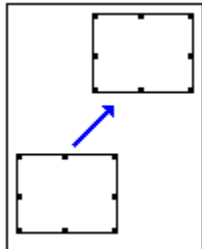
## (1d) About Frames

Corel VENTURA uses frames to hold text and graphics. A page frame the size of a full page is automatically created when you begin a new document.



When text is placed in the page frame, any text that does not fit on the current page automatically flows to succeeding pages, which are added automatically.

Free frames are frames you create yourself. Unlike the page frame, free frames can be moved anywhere on the page.



They can also be anchored to text so that they move with the surrounding text when you edit the document.

Using free frames for documents like newsletters and magazines enables you to begin an article on one page and continue it on any later page. What's more, each frame can have its own margin and column settings. If you want a fast and easy page layout with the frames already defined, browse through the many pre-defined layouts shown in the Quick Format roll-up.

## **Free Frames**


Free frames are frames you create yourself. Unlike the page frame, free frames can be moved anywhere on the page. They can also be anchored to text so that they move with the surrounding text when you edit your document.

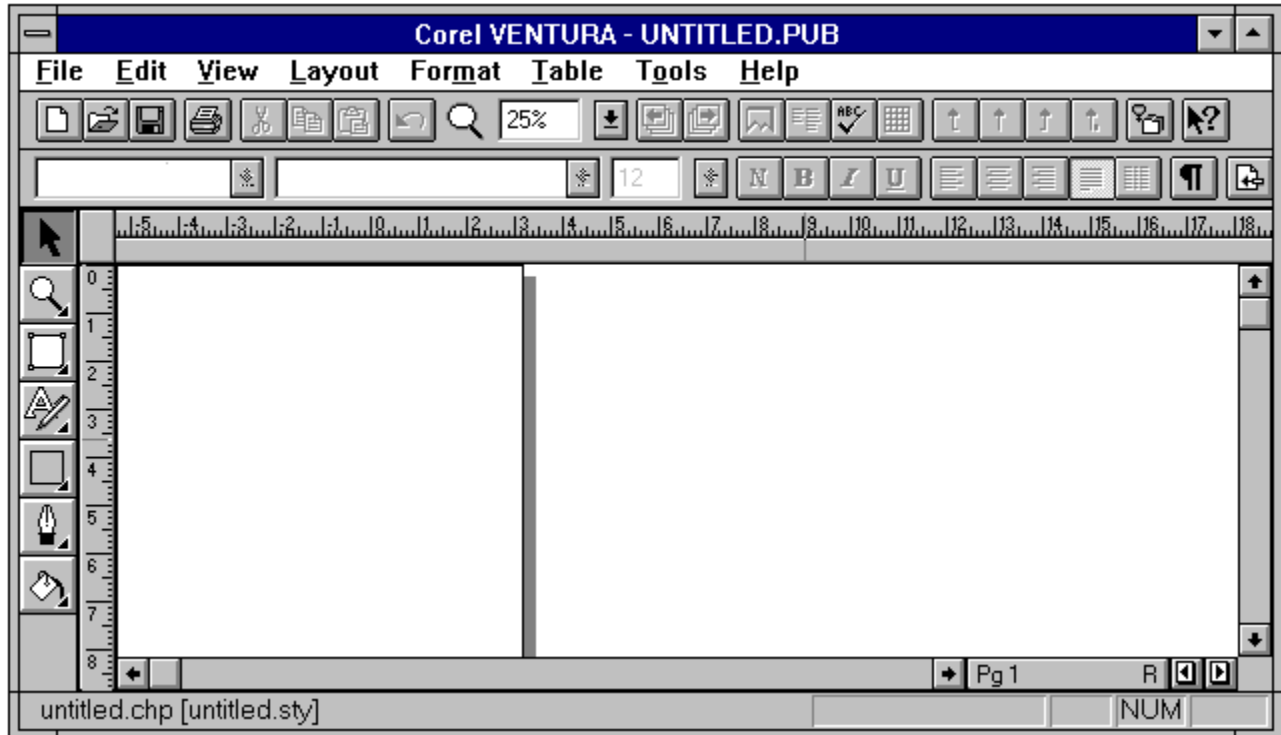
## **2** Screen Tour

### **Introduction**

In this lesson, you will review the different parts of the screen to familiarize yourself with the many tools and features available in the program. Next, you will choose the Corel VENTURA screen settings to help you get the most out of the upcoming lessons.

## (2a) Exploring the Corel VENTURA Screen

To learn more about Corel VENTURA's features, click on the parts of the screen you want information on. To view the entire image, choose the maximize button  to enlarge the window to fill the screen.



The appearance of the screen may differ depending on the viewing options selected. See [Setting Up Your Screen](#) for a description of the options chosen for this screen tour and those you should choose for the upcoming lessons.

For a more detailed description of the Corel VENTURA features and options, consult the Online Help or User's Manual.

## **Windows Border**

Border surrounding the Corel VENTURA screen that is visible when the window is less than full size. Use it to adjust the size of the screen.

- Drag corners to size horizontally and vertically.
- Drag the sides to size in one direction.

**Control Menu button**

When chosen, displays a drop-down menu listing the commands for sizing and positioning the Corel VENTURA window.



**Minimize button**

When you click the Minimize button, the application shrinks to an icon. If you double-click the icon, the application will open.

**Maximize button**

When you click the Maximize button, the application window enlarges to fill the screen.

**Title bar**

Located along the top of the Corel VENTURA screen, the Title bar lists the current publication name.

**Menu bar**

Displays the names of the eight drop-down menus that list the desktop publishing commands that you can use to format and typeset your documents. Select a menu by clicking its name in the Menu bar.

**Ribbon bar**

Displays a series of buttons representing commonly used file management options such as printing, as well as a variety of text attributes such as bolding and alignment. The ribbon also displays four drop-down list boxes for selecting paragraph tags, typeface and other options.

## **Horizontal and Vertical Rulers**

Extending across the top and left sides of the page frame, rulers are useful for positioning text and frames on the page.

On the top ruler, you can set tabs by choosing a tab alignment button (Left, Center, Right, Decimal) on the Ribbon bar and clicking on the ruler to insert the tab. You can also adjust the margins by clicking and dragging the margin markers.

**Note:** To display or hide the ruler, choose Preferences from the Tools menu and check or clear the Rulers check box in the View tab.

**Empty Page**

Working area where you can insert text and graphic files and perform all document-related tasks such as applying paragraph tags and entering text. A page frame borders the four sides of each document page.

### **Horizontal and Vertical Scroll bars**

Use them to move within the page frame from side to side or up and down. Click and drag the bar until the portion of the screen you would like to see is displayed or use the arrow keys to move incrementally in a particular direction.



**Page Controls**

Use the arrow keys to move up or down a page at a time.

**Page Indicator**

Displays the current page number in the following format (page x of x). The side of the page (left or right) is also indicated.

**Status Line**

Briefly describes the function of a tool, command or button. The current chapter and style sheet are listed in the status line when the cursor is held in the working area.

## Frame tool



When you click and hold down the mouse button on the currently selected frame tool, a flyout menu will open with additional tools for drawing and editing frames.



The first tool, called the **Frame tool**, is used to draw frames on the page that you can size and position using the Pick tool.

The second tool, called the **Node Edit tool**, is used to draw a path around an object. Once the path is set, text will flow around the path rather than the frame. You can also edit the path by clicking and dragging the nodes surrounding the object.

## Text tool



When you click and hold down the mouse button on the currently selected text tool, a flyout menu will open with additional tools for entering, editing and formatting text.



The first tool, called the **Freeform Text tool**, is used to apply formatting to one or more paragraphs of text without changing the attributes in the paragraph tag. You can also enter and edit text using this tool.

The second tool, called the **Tagged Text tool**, is used to apply tags to paragraphs, enter and edit text and to change the attributes of tags.

**Zoom tool** 

When selected, displays a flyout menu from which you can choose a magnification tool.



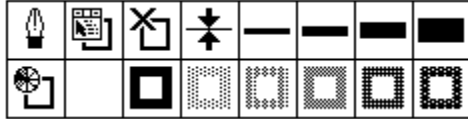
With these tools, you can zoom in or out on an area, display the page at its actual size, as well as a variety of other magnification options.

**Pick tool** 

The Pick tool is used to select, resize and change the attributes of frames, graphics, and tables.

**Outline tool** 

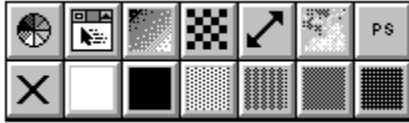
When selected, displays a flyout menu from which you can choose a line thicknesses, color, or pattern for an object's outline.





**Fill tool** 

When selected, displays a flyout menu from which you can specify an object's fill.



You can fill an object with a uniform fill, fountain fill (fades gradually from one color to the next), pattern, texture or shade of gray.

## Drawing tool




When you click and hold down the mouse button on the currently selected drawing tool, a flyout menu opens with additional tools that you can use to add graphics to your documents.



You can draw lines, rectangles, rounded rectangles, ellipses and text boxes, which are ideal for adding captions to your documents.

## (2b) Setting Up Your Screen

To get the most out of this tutorial, ensure that the screen settings in your copy of Corel VENTURA match the ones below.

- Page Layout view is selected from the View menu. A diamond-shaped symbol appears next to the name of the current view in the menu.
- Enable only the **Toolbox**, **Rulers**, **Ribbon Bar** and **Status Line** in the Preferences dialog box (View tab), which can be accessed by selecting the Preferences command from the Tools menu.
- Maximize Corel VENTURA so that it fills the screen. Click the maximize button  in the upper-right-hand corner of the window.

# 3 Starting a New Document

## Introduction

Whenever you open Corel VENTURA, the program automatically opens an empty publication consisting of a blank chapter and a default style sheet. The easiest way to start a document is to choose a ready-made style sheet that has a similar layout and format to the one you would like for your document. Style sheets are located in the Typeset and Vpstyle directories.

In this lesson, you will create a new document by inserting a text file into the page frame and apply different style sheets to change the look of your document. You will also learn about paragraph tags by using a heading tag to change the typeface and size of two main titles. Finally, you will practice navigating through your document and learn to print and save your work.

The following files from the Typeset directory will be used during this lesson:

- **abook.txt file**
- **\_book\_p2.sty file**

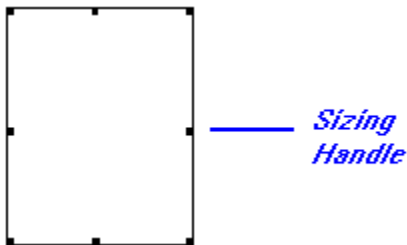
**Approximate time to complete:** 25 minutes

### (3a) Loading a Text File

Inserting text into an empty page frame is as easy as selecting the frame, choosing a file name from the Load Text dialog box and watching as the text displays on the page. You can load text files created in word-processing applications such as Microsoft Word and WordPerfect, as well as those saved in RTF (Rich Text Format) and ASCII file formats.

#### To load the **abook.txt** file:

1. Select the Pick tool  from the Toolbox and click on the page frame.



Eight sizing handles appear on the outside edges of the frame indicating that it has been selected.

2. From the File menu, choose Load Text. The Load Text dialog box opens where you can select a text file to insert into your document
3. Select the Typeset directory where the sample text files, style sheets, chapters and sample publications are stored.
  - In the Drives list box, choose the drive where the Typeset directory is located, normally the C drive.
  - In the Directories list box, choose the Typeset directory located under Corel50\ Ventura.
4. From the List Files of Type list box, select ASCII text (\*.txt). Now, only the files with a .txt extension will be displayed in the File Name list box.
5. Double-click the **abook.txt** file name. The file displays on the page.

**Note:** If the text fails to appear on the page, re-select the page frame with the Pick tool, then click the down arrow to the right of the File list and select **abook.txt**.

Next, select a style sheet that you can use to format your document.


### (3b) Selecting a Style Sheet

Whenever you start Corel VENTURA, the program automatically opens a default style sheet consisting of a standard page layout and default paragraph tag. You will select a different style sheet for your document that will place the text into two columns and provide a variety of new paragraph tags for formatting your document.

#### To select a different style sheet:

1. From the Layout menu, choose Load Style Sheet. The Open Style Sheet dialog box opens.
2. Make sure the Typeset directory is selected from the Directories list box. The style sheet names are displayed in the File Name List box.
3. Double-click **\_book\_p2.sty** to select and apply the style sheet to your document. Your text should now be displayed in two columns.

#### To review the paragraph tags from the **\_book\_p2** style sheet:

1. Click the Freeform Text tool  to select it. The mouse pointer becomes an I-beam cursor.
2. Click in the first paragraph, **Chapter 1**. The tag name, **Body Text**, is displayed in the Tag list. By default, all text in the chapter is tagged with the **Body Text** style which applies basic formatting attributes such as typeface and size.
3. Click the down arrow next to the Tag list to display the tags. Notice that there are paragraph tags for formatting chapter titles, major headings and so on. You can use these tags to change the attributes of the paragraphs you select.

## **Text Flyout Menu**

Displays text tools that you can use to enter, edit and apply formatting to selected text and paragraph tags.



**Style Sheet**


A style sheet is a file containing paragraph tags that you can use to format text with attributes such as font, line spacing and alignment. It also contains page layout information such as page size and margin settings.



### (3c) Tagging Text

Each paragraph tag contains a unique set of formatting instructions that tells Corel VENTURA which attributes (font, alignment, etc.) to apply to the selected paragraph(s). You will be using the **Chapter #** and **Chapter Title** tags to change the formatting of the two main titles on the first page of the document.

#### To tag the first and second title:

1. From the Toolbox, select the Tagged Text tool  from the Text flyout menu. The mouse pointer becomes an I-beam cursor.
2. Click in the first paragraph, **Chapter 1**.
3. To select a new paragraph tag for the title, click the down arrow to the right of the Tag list and choose **Chapter #**. The title displays in a larger, 36 point size, and has white space added below it.
4. With the Tagged Text tool still selected, click in the second paragraph, **The Adventure Begins**.
5. Apply the tag, **Chapter Title**, to the second title by choosing it from the Tag list. The title displays in a 24 point size.
6. Click the Results button to see what your page should look like at this point in the tutorial.



Results

## This is how your page should look:

# Chapter 1

## The Adventure Begins

This trip really began in September last year when Gerry won first prize in a raffle at the Fashion show which Rush-Presbyterian-St. Luke's Medical Center holds every year. The prize was two round trip tickets to Hong Kong on United Airlines, and one night in the Hong Kong Hyatt Hotel. A lady among our

to go to Tokyo. We were about an hour and ten minutes late out of Los Angeles.

Travel Log

So far, it's been a long and interesting day and I guess it's just about half over. We did the following:

### (3d) Applying a Different Style Sheet

Now that you've tagged a few paragraphs in your document, apply a different style sheet to see how the page layout and the formatting of the tagged paragraphs change.

#### To load a different style sheet:

1. From the Layout menu, choose Load Style Sheet. The Open Style Sheet dialog box opens.
2. In the File Name list box, double-click on **\_book\_p1.sty** to select and apply it to your document.
3. Click the Results button to see what your page should look like at this point in the tutorial.



Notice that the format of the first paragraph changed when the new style sheet was applied. This happened because the Chapter # paragraph tag in the new style sheet replaced the old tag of the same name.

In the next section, you will learn to select different display modes (Copy Editor, Page Layout, etc.) and magnification levels to suit the task you are working on.

**This is how your page should look:**

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# Chapter 1

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## The Adventure Begins

This trip really began in September last year when Gerry won first prize in a raffle at the fashion show which Kwoh-Panbyterian-St. Luke's Medical Center holds every year. The prize was two round trip tickets to Hong Kong on United Airlines, and ten nights in the Hong Kong Hyatt Hotel. Analyzing our good fortune, we concluded






### (3e) Choosing Display Options

Before editing text, positioning frames or formatting a document, it's important to choose the display options that are best suited to your task. You can choose a document view that displays the page elements (formatted text, graphics) you want to work on and a magnification level to see more or less of the page at one time.

#### To select a document view:

1. Choose Copy Editor view from the View menu. Notice that all graphics and typesetting are absent from the screen, allowing you to concentrate on the text. This mode is useful for making editing changes to your document, when you don't need to see the page layout.
2. To return to the standard view mode, choose Page Layout from the View menu. Page Layout view is useful when making typesetting adjustments to your document, such as changing the margins settings, or when positioning graphics on the page.

#### To select a magnification level:

1. Select the Zoom tool  from the Toolbox to display the zoom flyout menu.
2. Click the Zoom to Page tool  (fourth from the left), to show the entire page.
3. To get familiar with the other magnification tools in the Zoom flyout menu, try the following:
  - Choose the Zoom In tool  to zoom in on a particular area on the page. The zoom area is defined by clicking and dragging a box around the desired area. When you release the mouse button, the area is magnified.
  - Click the Magnify to Full Width tool  to show the length of the page and to align it with the left margin.
4. To return to standard magnification for the next part of the lesson, click the Zoom tool and select the Zoom to Actual Size tool .

## **Zoom Flyout Menu**

Displays magnification tools you can choose to control the way the document is shown on the screen.




### (3f) Moving within a document

There are a number of ways to move within a page or from page to page within a document. In this section, you will experiment with a few of the tools available for navigating.

#### To move horizontally and vertically within the page:

1. Use the scroll bars and arrows at the right side and bottom of the window to see different portions of the screen not currently visible.

#### To move from page to page:

1. Click the Page Up and Page Down buttons on the keyboard to move through the document.
2. Try using the  buttons at the bottom right of the application to move to different pages.

#### To go to a specific page:

1. Choose Go To Page from the View menu.
2. Type **2** as the page number.
3. Click OK and page 2 is displayed.


**Note:** You can also use the navigation buttons at the top of the dialog box to go to a different page.

4. Click the control button  and choose Close.


### (3g) Saving and Printing

When you save a document in Corel VENTURA, you are saving all the text, graphic and style sheet files associated with the document. Try saving your new publication and printing a page from it to sample Corel VENTURA's easy-to-use printing feature.

#### To save a new document:

1. Choose Save As from the File menu or click the Save button  on the Ribbon bar. The Save Publication As dialog box opens.
2. Make sure the Typeset directory is still selected. If not, use the Drives and Directories list boxes to select it.
3. In the File Name box, type **Mydoc** as the document name.
4. Choose OK to save your new document.

#### To print a page of the document:

1. Choose Print from the File menu or click the Print button  from the Ribbon bar. The Print dialog box opens. The default print range is set to the current chapter.
2. Click the Current Page radio button to select it.
3. Choose OK to print the page. A Print Status window opens to confirm that the document is being sent to the printer.

**Tip:** You can also print an entire publication by choosing Print Publication from the File menu.

Before starting Lesson 4, clear the screen by choosing New from the File menu. When the New Publication dialog box opens, choose Default Style and a blank page will be displayed, ready for the next exercise.



# 4 Entering and Editing Text

## Introduction

Corel VENTURA has a built-in word-processing feature that allows you to type text directly on the page and make editing and formatting changes to selected text. You can use either Text tool from the Toolbox to perform these functions.

In this lesson, you will enter, cut and paste text to different positions on the page and change the formatting attributes (font, typeface and style) of selected text. You will also insert special characters on the page and learn how to undo a mistake. Make sure the following options have been selected before proceeding:

- **Page Layout view** is enabled from the View menu. A symbol appears beside the command.
- The **Tabs and Returns** check box is enabled in the Preferences dialog box (View tab) accessed by selecting the Preferences command from the Tools menu.

For this lesson, you will be using **\_example.pub** and **\_tchd\_p1.chp** from the Typeset directory.

**Approximate time to complete:** 25 minutes.

## **(4a) Opening a Publication**

To start off the lesson, you will be loading a practice publication (\_example.pub) and displaying one of its chapter files, \_tchd\_p1.chp.

### **To load the publication:**


1. Choose Open from the File menu. The File Open dialog box opens.
2. Make sure the Typeset directory is selected from the Directories list box. (Its file folder appears open, with the inside greyed.)
3. Double-click **\_example.pub** in the File Name list box. The Go To Chapter dialog box opens where you can select which chapter file to display.
4. Scroll to and double-click **\_tchd\_p1.chp** in the list box to display the chapter in the document window.

Next, you will try entering text into the document and deleting selected portions of text to familiarize yourself with Corel VENTURA's word processing capabilities.

## (4b) Entering and Deleting Text

You can type text directly on the page using either of the Text tools from the Toolbox. After typing a sample sentence, you will practice deleting the text.

### To enter text:

1. Choose the Freeform Text tool  from the Toolbox. The mouse pointer changes to an I-beam cursor

I.

2. Place the insertion point directly after the word "**screen**" in the first sentence.
3. Type this new sentence:

**Corel VENTURA makes documents look polished and professional.**

Notice how the automatic wrapping feature takes you to the next line without having to press the Enter key.

### To delete a sentence:

1. Place the insertion point to the left of the word "**Corel VENTURA**" in the sentence you just typed.
2. Click and drag the mouse across the entire sentence until it is highlighted and release the mouse.

**Shortcut:** Hold down the Ctrl key, point and click anywhere in the sentence.

3. Choose Delete from the Edit menu to delete the sentence.
4. Try a different way of deleting text. Type in another sample sentence, select it and press the Delete key on the keyboard.

**Tip:** If you wanted to undo the deletion or any other action, you could choose Undo from the Edit menu.

## (4c) Inserting Paragraph and Line Breaks


Paragraph breaks, distinguished by a paragraph symbol ¶, mark the end of each paragraph in a Corel VENTURA document. Using the Tagged Text tool



, each paragraph or group of paragraphs can be formatted separately with tags from the Tag list.


Line breaks, in contrast, are used to begin a new line of text without breaking the paragraph. The new line, therefore, is still formatted with the same attributes as the rest of the paragraph. Line breaks are distinguished by a ↵ symbol.

### To insert a paragraph break into your document:

1. Position the insertion point in the third line of text, directly before the sentence that starts with "**These commands are presented...**"
2. Press Enter to insert a paragraph break. A paragraph symbol  now separates the text into two paragraphs. Because of the preset formatting attributes in the **Body Text** style, white space is inserted between the paragraphs.
3. Press the Backspace key to delete the paragraph break.

Now, try inserting a line break to see the contrast between the two types of breaks.

### To Insert a Line Break:


1. With the insertion point in the same location, hold down the Shift key and press Enter to insert a line break. A  symbol is placed at the insertion point and the text is moved to the next line in the document.
2. Press the Backspace key to delete the line break.

Next, try using Corel VENTURA's cutting and pasting feature to move text around the page.


#### (4d) Cutting and Pasting Text

When you cut or copy text from a document, you are actually placing it in the Windows Clipboard until you designate a new location for it. The clipboard only holds the last text that was placed there, so you must paste the text back into the document before performing another cut or copy operation.

##### **To cut text to the clipboard:**

1. Place the insertion point to the left of the word "**Often**" in the first sentence of the second paragraph and drag the mouse to select the sentence.
2. Choose Cut from the Edit menu or click the Cut button  from the Ribbon bar. The selected text is cleared from the screen.

##### **To paste text back into the document:**

1. Place the insertion point directly after the second sentence in the first paragraph that starts with "**This section describes...**"
2. Choose Paste from the Edit menu or click the Paste button  on the Ribbon bar. The text is placed back into the document at the insertion point.

**Windows Clipboard**

A temporary storage area where Corel VENTURA places cut or copied text or graphics. The Clipboard stores information either until it is pasted into a document or replaced.

## (4e) Changing Attributes of Selected Text

Corel VENTURA allows you to apply different attributes such as typeface and size to a selected portion of text without altering the paragraph tag.

You can select attributes from the Ribbon bar, or for a wider selection of attributes, open the Selected Text Attributes dialog box from the Format menu.

### To change the text attributes of a sentence:

1. Choose the Freeform Text tool . If the Tagged Text tool



is active, click it once or press F8 to switch.

2. Select the sentence that starts with the word "**Often, a menu option..**".
3. Choose Selected Text from the Format menu. The Selected Text Attributes dialog box opens.
4. In the Font Name list box, choose **Arial**. If you don't have this typeface on your computer, substitute another of your choice.
5. From the Style list box in the dialog box, choose Bold Italic.
6. Choose OK and the sentence will be displayed with the italics, bolding and new typeface applied.
7. Click the Results button to see what your page should look like at this point in the tutorial.



**This is how your page should look:**

## **MENU COMMANDS¶**

---

Most of Corel Ventura's functions are controlled through the menus at the top of the screen. *Often, a menu option will be shown in gray and cannot be highlighted.* This section ¶describes the operation of some of these menus and the options within them. These commands are presented in the order in which they appear on the screen. Use the index for an alphabetical reference to these commands. ¶





## (4f) Inserting Special Characters

You can enter special characters like © or


✂ into your document using the convenient Character Roll-Up or by using key combinations.

### To insert a special character using the character roll-up:

1. Position the insertion point after the word "**Commands**" in the title "**Menu Commands.**"
2. From the Tools menu, choose Character Roll-Up. The roll-up opens.
3. From the Font list box, choose Helvetica by clicking its name. If you don't have this font, substitute with another of your choice. All the characters associated with the Helvetica font are displayed in the Character list box.
4. Double-click the  in the Character list box to insert it at the insertion point. If the character is not visible in the list box, use the up or down arrow to locate it.
5. Use the Backspace key to delete the character.

Now, close the roll-up by clicking the Control menu box  and choosing Close from the Control menu.

### To insert a special character using ANSI key combinations:

1. Press and hold down the ALT key and type **0169** to insert the  at the insertion point.

For a complete list of ANSI key combinations, refer to the Corel VENTURA User's Manual, Appendix A.

# 5 Working with Frames and Graphics

## Introduction

In Corel VENTURA, there are two types of frames for holding text and graphics: base frames and free frames. Each page in a document is bordered by a base frame. When text is inserted into the frame, any excess text automatically flows to subsequent pages. You can also make your own smaller frames, called free frames, that you can draw, size and position on the page.

In this lesson, you will learn to draw and size free frames, insert a graphic into one, and practice moving it around the page. You will also learn to crop a graphic so that only a portion of the image is visible. To round off the lesson, you will draw a path around a graphic so that text will flow around the contours of the image rather than the frame.

**Note:** Before proceeding, make sure the Column Guides feature is enabled by choosing Preferences from the Tools menu and checking **column guides**.

The following files from the Typeset and Vpstyle directories will be used during this lesson:

- **\_Example.pub**
- **\_mag\_p3.chp**
- **watch.cgm**

**Approximate time to complete:** 35 minutes

## (5a) Moving Frames


You can move frames around the page by clicking and dragging them with the Pick tool.

### To begin:

1. Display the **\_mag\_p3.chp** from the Example publication by choosing Go To Chapter from the View menu and double-clicking the chapter name.

2. To see the entire page, choose the Fit In Window tool  from the Zoom Flyout menu.

### To move a frame using the mouse:

1. Choose the Pick tool  from the Toolbox.
2. Select the two-column frame with the Laser Printer image inside it.
3. Press and hold down the mouse button inside the frame.
4. Drag the frame upwards until the frame is aligned with the top line of text (just below the headline, Laser Printers Arrive). As you drag, an outline of the frame follows your movements.



5. Release the mouse button. The frame is redrawn in its new location.



**Tip:** If you want to move a frame to a specific co-ordinate or size it to precise dimensions, use the Placement Roll-up.

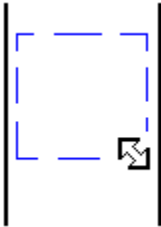
## (5b) Drawing Frames

Practice drawing a new frame using the Frame tool. But first, delete the one-column frame on the right side of the page by selecting it and then pressing Delete on the keyboard. Notice that the text automatically adjusts to fill the space left empty by the frame.

**Note:** If you have set the Tutorial window to Always on Top, we suggest you move the window to the left side of your screen.

### To draw a free frame:

1. Select the Frame tool  from the Toolbox. The mouse pointer changes to .
2. Position the mouse pointer at the top-left corner of the third column. (The location of the deleted frame.)
3. While holding down the mouse button, drag the pointer diagonally towards the right edge of the column boundary.



4. Release the mouse button when the frame is the same length as the two-column frame. An empty frame is inserted into the document.
5. Use the sizing handles to adjust the shape of the frame, if required.

**Tip:** You can use the Snap to Grid, Column or Inter-Line options under the Layout menu to constrain the frames you draw.

## **(5c) Inserting Graphics into Frames**

When a frame is selected, any text or graphic file you load or choose from the File list will automatically be inserted into the frame.

### **To insert a graphic into a frame:**

1. Be sure the empty frame is still selected. If it isn't, move the mouse pointer inside the frame and click once.
  2. From the File menu, choose Load Graphic. The Load Graphic dialog box opens.
  3. Select the Vpstyle directory using the drives and directories list boxes.
  4. In the List Files of Type list box, select, Computer Graphics Metafile (\*.cgm).
  5. In the File Name list box, double-click **watch.cgm** to insert the graphic into the frame.
- Next, learn how to draw a path around the graphic so that text will wrap around its contours.

## (5d) Wrapping Text Around Graphics

Using Corel VENTURA's text wrap features, you can draw a path or specify a shape (oval, rectangle, etc.) that will surround a graphic. Text will flow around the contours of the path or shape, disregarding the boundaries of the free frame.

### To draw a path with the Node Edit tool:

1. Click and hold down the Frame tool button in the Toolbox until the Frame flyout menu opens.




2. Select the Node Edit tool.
3. Using the pointer, trace around the contours of the graphic.



4. Join the two ends of the line.
5. Adjust the path around the graphic by clicking and dragging any of the surrounding nodes. Now, try applying one of Corel VENTURA's preset wrap shapes to see the difference.

### To apply a preset wrap shape:

1. With the frame selected, click the right mouse button.
2. Choose Preset Wrap shape from the flyout menu and select rounded rectangle. The shape is applied to the graphic.

3. Move the graphic in between the second and third column using the Pick tool  to see how the text wraps around it.

Finish off the effect by increasing the amount of space around the graphic.

### To adjust the space around the graphic:

1. Position the pointer inside the frame and click the right mouse button. A flyout menu opens.
2. Choose Format, then Margins from the list. The Frame Settings dialog box opens with the Margins tab displayed.
3. Choose **.1** for both the horizontal and vertical values in the Outside Margins area. Make sure inches is the unit of measurement.
4. Click OK and the spacing around the graphic will increase.

Now, move the frame back to its original position in the third column to prepare for the next part of the lesson.

## Frame Flyout Menu

Displays tools you can use to draw frames and edit paths.



## **(5e) Sizing Graphics Inside Frames**

A quick and easy way to resize a graphic is to drag any of the sizing handles that surround its frame. By default, the frame and graphic size together. You can also size the graphic independently of the frame.

### **To size both the picture and the frame:**

1. Select the frame with the printer image inside it.
2. Click the bottom-right sizing handle and drag diagonally upwards.
3. Release the mouse when the frame is approximately half its original size. Notice that the picture sizes along with the frame.
4. Return the frame to its original size using the sizing handles.

### **To size the picture independently of the frame:**

1. Position the pointer inside the frame with the printer image and click the right mouse button to display the flyout menu.
2. Select Format in the menu, then Graphic. The Frame Settings dialog box opens with the Graphic tab displayed.
3. Under Dimensions, clear the Fit in Frame and Maintain Aspect Ratio check boxes. Now the graphic can increase in size without being constrained by the size of the frame.
4. Make sure inches is the unit of measurement displayed in the drop-down list box to the right of the Width list box.
5. In the Width entry box, type **8**.
6. In the Height entry box, type **4**.
7. Choose OK to finalize the changes. The picture redraws larger than its original size, with only a portion of image visible inside the frame.



## (5f) Cropping Graphics

In Corel VENTURA, you can crop your graphics using the mouse or shift them within the frame by exact increments using the Frame Settings dialog box

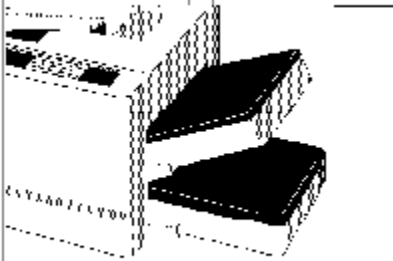
### To crop the graphic using the mouse:

1. With the frame still selected, hold down the Ctrl key and click and hold the mouse pointer on the image. The mouse pointer changes to a hand.
2. Drag the picture to the left until only the two paper trays are visible.
3. Release the mouse.
4. Click the Results button to see what your page should look like at this point in the tutorial.




This is how your page should look:

**Laser Printers Arrive**



also than he could do with conventional laser printers," Jones said. "The reason will be to develop..."



...are graphics drivers which support...ers at 100-by-100 resolution. That...when you will see a huge impact...laser printers, both in price and the...number of users being supported," he...found, adding that it will be as low as...

Figure -1-1  
Laser printer prices have dropped dramatically in recent years

# 6 Drawing Objects

## Introduction

Corel VENTURA comes with its own set of drawing tools that you can use to add graphic objects such as lines, circles and rectangles to your documents.



In this lesson, you will begin by drawing several shapes on the page and apply a new fill and outline to an ellipse. You will also learn to select objects and move them around the page. Finally, you will annotate your drawing by adding a text box containing a title.

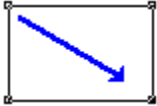
**Approximate time to complete:** 35 minutes

## (6a) Using the Drawing Tools

Before drawing anything, clear the page by choosing New from the File menu. When the New Publication dialog box opens, choose Default Style and the page will be refreshed. Now, try drawing some shapes using the Drawing tools.

### To draw a rectangle:

1. Choose the Rectangle tool  from the Toolbox. The mouse pointer changes to .
2. Place the mouse pointer in the middle of the page.
3. Press and hold down the mouse as you drag it diagonally to the right.



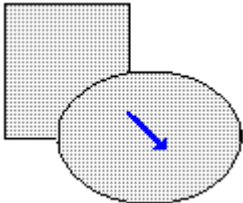
4. Release the mouse once you have drawn a small rectangle.

### To overlay an ellipse:

1. Click and hold down the Rectangle tool  to display the Drawing tools flyout menu and choose the Ellipse tool



2. Position the mouse pointer at the bottom right of the rectangle.
3. Click and drag the mouse diagonally towards the right and then release the mouse button.



The ellipse is drawn over the rectangle. Notice that the two objects have a default fill of gray inside them. You will learn how to select different fills in part (c) of the lesson.

**Tip:** To draw a circle, press and hold down the Ctrl key before dragging the mouse pointer.

## **Drawing Tools Flyout Menu**


Displays the drawing tools you can use to add graphics to your documents.



## **(6b) Changing the Order of Objects**

When objects are drawn on top of one another, the last object to be drawn is always placed on top. You can, however, change the order of the objects, bringing an object to the front or sending it to the back.




### **To change the order of objects:**

1. Select the rectangle using the Pick tool  and click the right mouse button. A flyout menu opens where you can select a position for the object.
2. Choose Bring to Front to place the rectangle on top of the ellipse.
3. Send the rectangle to the back again by clicking the right-mouse button and selecting Send to Back.

## (6c) Applying Fills and Choosing Line Styles




When you first draw an object like an ellipse, it comes with a default fill and outline. You can change the color and pattern of the fill and choose a line style for your object using the Fill and Pen Roll-Ups.

### To change the fill attributes of the ellipse:

1. Select the ellipse using the Pick tool .
2. From the Toolbox, click and hold down the Fill tool button  to display the Fill flyout menu.
3. Choose the  to open the Fill Roll-Up, where you can select a color, pattern or fountain fill.
4. Click the ▼ in the preview box to display a palette of colors.
5. Click the royal blue color box (third row, second from the left). The preview box displays the selected color.
6. Choose Apply to color the inside of your ellipse blue.

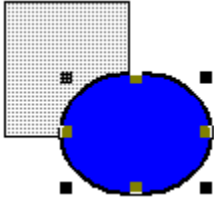
Next, choose a different line style for the ellipse using the Pen Roll-Up.

### To change the line style of the ellipse:

1. Choose the Outline tool  from the Toolbox to display the Outline flyout menu.
2. Click the Pen Roll-Up button . The Pen Roll-Up opens.
3. Click the up arrow to the right of the thickness selector until the line width reaches .040 inches.
4. Choose Apply to change the outline thickness of the ellipse.
5. Click the Control menu button  on the left side of the roll-up, then choose Arrange All to minimize the roll-ups.
6. Click the Results button to see what your page should look like at this point in the tutorial.



**This is how your page should look:**





## **Fill Flyout Menu**

Displays different fill tools you can choose to apply color and texture to your graphic objects.



## **Outline Flyout Menu**

Displays outlining tools you can use to choose an outline thickness, color or pattern.

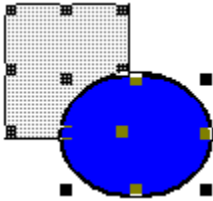


## (6d) Moving and Sizing Objects

Once you've drawn objects, you can move them around the page individually or in groups. You can also size an object by dragging a sizing handle or by entering specific values in the Placement Roll-up.

### To move objects:

1. With the ellipse still selected, click and hold down the mouse as you drag to the left or right. An outline follows your movements.
2. Release the mouse button and the ellipse displays in the new location.
3. Now, reposition the ellipse on top of the rectangle using the same procedure.
4. To select a second object, hold down the Shift key and click inside the rectangle.






Sizing handles appear around the rectangle.

5. Practice moving the selected objects by clicking inside them and dragging them around the screen.

Now, try sizing an object using the mouse and Placement Roll-up.

### To size an object:

1. Select the ellipse using the Pick tool .
2. Click the bottom-right sizing handle and hold down the mouse button.
3. Drag the mouse pointer diagonally towards the bottom of the screen to increase the object's size. The pointer changes to a double arrow  while you are dragging the handle.
4. Release the mouse when you are finished sizing. Now, try using the Placement Roll-up to size the object precisely.
5. From the Tools menu, choose Placement Roll-up. The roll-up opens.
6. In the Width and Height numeric entry boxes, enter the values, 1.8 and 1.3. Make sure the Units list box is set to inches.
7. Click Apply to see the results. The ellipse is redrawn with the new dimensions applied.

8. Click the Control menu button  in the roll-up and choose Close to remove the roll-up from the screen.

## (6e) Creating Text Boxes

Using the Box Text tool, you can draw a box, type text into it, and then move the box anywhere on the page. Text boxes are useful for creating callouts to label different parts of an illustration.

### To create a callout for your ellipse/rectangle arrangement:

1. Click and hold down the mouse pointer over the currently selected drawing tool from the Toolbox to display the Drawing tools flyout menu.



2. Select the Box Text tool



3. Place the mouse pointer above and to the right of the objects.
4. Press and hold down the mouse button and drag diagonally towards the right.
5. Release the mouse button when you've created a small rectangle above the arrangement. Now, add some text to identify the drawing.

6. From the Toolbox, select the Freeform Text tool
7. Click inside the box and type, **Ellipse & Rectangle**.



8. If all the text is not visible inside the frame, resize the box using the Pick tool



### To apply formatting attributes to the title:

1. With the Freeform Text tool, select the text string inside the box.
2. From the Ribbon bar, click the Bold button and select 16 as the new point size. Next, you'll draw a line with an arrow pointing to the drawing.



## (6f) Drawing Lines with Arrows

Using the Line tool, you can create horizontal, vertical or diagonal lines. You will be drawing a line with an arrow that points to your graphic objects to finish off the lesson.


### To draw a line:

1. Choose the currently selected drawing tool from the Toolbox to display the Drawing tools flyout menu.




2. Choose the Line tool .
3. Place the pointer at the bottom of the text box and click and drag towards the objects.
4. Release the mouse just before the line intersects with the objects.

### To add an arrowhead to the line:

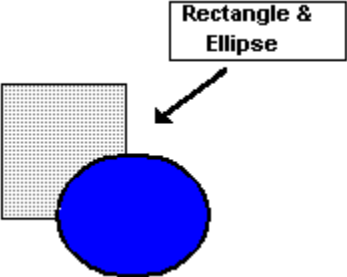
1. Click the down arrow  to maximize the Pen Roll-Up and click the right selector



- to display the arrowheads.
2. Click the arrow, first row, second from the left to select it.
  3. Choose Apply to add the arrowhead to your line. Now, your drawing is complete.
  4. Click the Control menu button  on the roll-up and choose Close All so you can see your finished drawing.
  5. Click the Results button to see what your page should look like at this point in the tutorial.



This is how your page should look:



# 7 Customizing a Style Sheet

## Introduction

Corel VENTURA comes with a selection of pre-defined style sheets for formatting a wide range of documents, including reports, books and proposals. By choosing a style sheet that has a similar format to the one you have in mind for your document, and then customizing the style sheet, you can achieve the exact design you want with minimal effort.

In this lesson, you will modify the page layout specified in a style sheet by choosing a quick format layout. To further adjust the style sheet, you will change the attributes (alignment, ruling lines) of an existing paragraph tag and create a new paragraph tag for your document.

The following files from the Typeset directory will be used for this lesson:

- **\_example.pub**
- **mag\_p3.sty**
- **magazine.txt**

**Approximate time to complete:** 40 minutes.


## (7a) Modifying the Page Layout

Using Corel VENTURA's Quick Format Roll-up, you can apply a new page layout simply by clicking on a representation in the roll-up's preview box. The changes made by the new layout will be incorporated into the style sheet when you save the publication.





### To begin:

1. Clear the screen by choosing New from the File menu, then selecting Default Style to display a blank page.
2. From the Layout menu, choose Load Style Sheet.
3. With the Typeset directory selected, choose **mag\_p3.sty** from the File Name list box.
4. Click OK to apply the style sheet to your new document. The page layout is changed to three columns and a set of paragraph tags is added to the Tag list on the Ribbon bar.

### To adjust the layout using the Quick Format Roll-up:

1. From the Format menu, choose Quick Format Roll-up. The roll-up opens.
2. In the drop-down list box at the bottom of the roll-up, choose Page Layout. Representations of the layouts are displayed in the preview box.
3. Double-click on the fifth layout option, which has a three-column format and a large frame at the bottom right of the page.
4. Click the Minimize button  on the right side of the roll-up.

### To add text and graphics to your document:

1. Using the Pick tool , select the page frame.
2. Choose Files Roll-up from the Tools menu. The roll-up opens.
3. Click the right arrow  to open the flyout menu and choose Load Text file. A dialog box opens where you can select a file.
4. Select the Typeset directory in the Directories list box.
5. In the List Files of Type list box, select ASCII Text (\*.txt), then double-click **magazine.txt** to load the file into the page frame.
6. To load a graphic into the top frame, select the frame.
7. Click the right arrow  in the Files Roll-up, and choose Load Graphic File.
8. In the List Files of Type list box, select Windows Metafile (\*.wmf). and double-click **masthd1.wmf** to load it into the frame at the top of the page.
9. Click the Control menu button  and choose Close to remove the roll-up from the page.
10. Click the Results button to see what your page should look like at this point in the tutorial.






This is how your page should look:

		
<h3>Laser Printers Arrive</h3>		
<p>Speedier, Less Costly Laser Printers Are Changing the Computer Business</p> <p>By Joseph D'Amico</p> <p>Despite their price and the technology associated with them, laser printers are making a big splash in the office market.</p>	<p>Industry analysts think there are no standards in computers. The laser printer market is still in its infancy, and the cost of laser copies is still higher than that of dot-matrix copies.</p> <p>On the other hand, laser printers provide sharper graphic output, and are now widely supported by commercial software packages. Today, a user who makes the jump to laser technology can run most of his</p>	<p>people will always want hard copies for their files or executive memos, and the parking, maintenance, and the cost of doing things through a low-cost dot-matrix printer—without having to wait in line for a shared laser printer. Current sales figures are so low, says a June 1985 Data Board Survey, research and search firm Laser Computing of Plano, Texas, polled over 600 com-</p>


## (7b) Changing a Paragraph Tag's Attributes

Another way to customize a style sheet is to change the paragraph tags that are used to format text within the document. You will practice modifying a paragraph tag by changing the alignment and by adding a ruling line using the Quick Format Roll-up.



### To change the alignment of the headline paragraph tag:

1. From the Toolbox, select the Tagged Text tool . The pointer changes to an I-beam cursor



2. Select the first paragraph on the page, **Laser Printers Arrive**.
3. From the Ribbon bar, select the Left Align button . Now, try adding a ruling line using the Quick Format Roll-up.

### To add a ruling line to the paragraph tag:

1. Click the Maximize button  on the Quick Format Roll-up.
2. From the drop-down list box, select Ruling Lines. Representations display in the preview box.
3. Double-click the third selection, with the double line, to apply the formatting to the Headline tag.
4. Click the Control menu button  and choose Close to remove the roll-up from the page.
5. Click the Results button to see what your page should look like at this point in the tutorial.



In the next section, you'll create a new paragraph tag that you can use to format text.


**This is how your page should look:**

		
<b>Laser Printers Arrive!</b>		
<p><b>Speedier, Less Costly Laser Printers Are Changing the Computer Business!</b></p> <p><i>By David Smith</i></p> <p><small>David Smith is a writer and the author of the book "The Computer Business" published by Prentice-Hall.</small></p>	<p>Laser printers will have some drawbacks, says George Jones, a computer industry analyst. Jones noted that there are no standards in controllers for laser printers and that the cost of laser copies is still higher than smaller desktop copiers.</p> <p>On the other hand, laser printers provide sharper graphics output, and are more readily supported by com-</p>	<p>puter firms are very common, and in impact printers is still required for such applications. He also noted that people will always use hard copies for their files or executive records, and the quickest, most cost-efficient way of doing this is through a low-cost desktop printer—without being on-line for a shared laser printer. Contact sales figures</p>



## (7c) Creating a New Paragraph Tag

A fast and easy way to create a new tag is to find an existing one that has some of the attributes you want in your new tag and then add and remove formatting attributes.

### To create a new tag based on the Body Text paragraph tag:

1. Choose Tags Roll-Up from the Tools menu. The roll-up opens.
2. Click the right arrow  and choose Add Tag from the menu. The Add Paragraph Tag dialog box opens where you can choose a name for the tag.
3. In the Tag Name box, type **Body1** as the new tag name.
4. Make sure that Body Text is displayed in the Copy Attributes From list box.
5. Choose OK. The new tag name appears in the list. Now, you can change the attributes of the new tag without affecting the Body Text style.


### To add new attributes to the Body1 paragraph tag:

1. Using the Tagged Text tool , click in the paragraph that starts with, "**Though PC users...**".
2. From the Tags Roll-up, double-click **Body1** to apply the tag.
3. Click the right-mouse button to open the flyout menu.
4. Select Format, then Spacing to open the Paragraph Settings dialog box with the Spacing tab displayed.
5. In the % Font Size list boxes, type **50** for the Above value and **75** for the Below value. Notice that the corresponding amount in inches is displayed in the list boxes to the left.
6. Click the Character tab and enable Underline in the Attributes area.
7. Choose OK to apply the changes to the Body1 tag.
8. Close the roll-up by clicking the Control menu button  and choosing Close. In the next section, you'll learn how to make local formatting changes to a selected paragraph without altering its paragraph tag.

## (7d) Applying Local Formatting to Paragraphs

Using Corel VENTURA's Freeform Text tool, you can adjust a paragraph's typeface or other attributes without affecting its paragraph tag or other paragraphs tagged with the same style. This feature is useful when you want to apply new attributes to a paragraph, but the changes do not warrant creating a new tag.

### To apply local formatting changes to a paragraph:

1. Select the Freeform Text tool  from the Text flyout menu.
2. Click the cursor in the **Daisy Wheel** list item at the bottom of the first column. The tag name Bullet displays in the Tag list on the Ribbon bar.
3. From the Format menu, select Paragraph. The Override Paragraph Settings dialog box opens where you can select attributes.
4. To select a color for the text, click the down arrow to display a palette of colors and select purple.
5. Enable the Underline checkbox in the Attributes section.
6. Click OK to apply the changes. Notice that the other list items tagged with the Bullet style are unaffected by the new attributes.

## **(7e) Saving a Modified Style Sheet**

For this lesson, the **\_mag\_p3** style sheet was used to format your document. If you saved the document, without saving the style sheet under a different name, all other documents formatted with the style sheet would automatically be changed. For this reason, you should always save a modified style sheet under a new name.

### **To save the modified style sheet:**

1. From the Layout menu, choose Save Style Sheet As. A dialog box opens where you can specify a new name and destination for your style sheet.
2. In the File Name box, type **mag1**. It is not necessary to add the extension .sty as it will automatically be appended.
3. Choose OK. The style sheet is saved under the new name.

To prepare for the next lesson, clear the screen by choosing New from the File menu. When the New Publication dialog box opens, choose Default Style to refresh the page.

# 8 Creating a Table

## Introduction

With Corel VENTURA's convenient table feature, you can create professional looking tables to present your text and numerical data. Tables are organized into rows, columns and cells (the space resulting from the intersection between rows and columns). When you type text into cells, the table automatically adjusts vertically to accommodate the amount of information you enter. You can format the text in cells, as with all text in Corel VENTURA, by tagging paragraphs with styles or by selecting text and applying attributes. Many other options are available to customize the look of your table, including ruling lines and coloring cells.



In this lesson, you will create a table to chart employee hours for a fictitious company. You will enter and format text in the table cells and insert a new row for the table's title. To wrap up the lesson, you will select a color to highlight the heading cell.

**Approximate time to complete:** 20 minutes

## (8a) Inserting a Table

Corel VENTURA provides a Table button on the Ribbon bar for inserting tables quickly and easily into documents. You can also use the Create Table command from the Table menu.

### To create a new table for charting employee hours:

1. Select the Freeform Text tool  and click the upper-left-hand corner of the page where you want the table to appear.
2. Choose the Create Table button  from the Ribbon bar and the Table Settings dialog box opens with the General tab displayed.
3. In the Rows Numeric Entry box, select **4** (for three employee cells and a header cell).
4. In the Columns Numeric Entry box, select **4** again (for three day cells and a header cell).
5. Click the Positioning tab to set the spacing.
6. In the Inter-row entry box, select **.14** to increase the space between rows. Make sure inches is the unit of measurement.
7. Choose OK. The table appears in the upper-left-hand corner of the page.

Next, you will enter the text into your table and format the cells.




## (8b) Entering and Formatting Text in Table Cells

Now that the table's structure has been created, enter the employee names and hours into each cell. You will also format the table's text by creating a new tag and assigning new attributes to it.

### To enter information into the table:

1. Click the mouse pointer inside the first row, second column and type **Monday**.
2. Press the right-arrow key to move the pointer to the next cell and type **Tuesday** and the third cell and type **Wednesday**.
3. Press the right-arrow key again to move the insertion point to the second row, first column and type **Kathleen**.
4. For the last two cells in the column, type **Barbara** and **Fred**, using the down-arrow key to move within the column.
5. In the second, third and fourth rows, type **8** as the number of hours worked by each employee on Monday, Tuesday and Wednesday. You can navigate by column (using the up and down-arrow keys), or by row (using the right and left-arrow keys).

### To create a new tag for the text:

1. From the Format menu, choose Manage Tag List. The dialog box opens.
2. With the Paragraph Tags tab displayed, click Add Tag.
3. In the Tag Name entry box, type **table1**.
4. Click the down arrow in the Copy Attributes From list box and choose Table Text.
5. Choose OK to create the new tag.
6. Select **table1** in the Tag list and click Edit Tags to open the Paragraph Settings dialog box.
7. With the Character tab displayed, click Bold in the Style list box and select 14 as the new point size.
8. Click the Alignment tab and choose the Center Align button  to center the text horizontally.
9. Choose OK to apply the attributes to the new tag. When the Manage Tag list displays, choose Close.
10. To tag the text in the table with the new tag, hold down the Alt key, click on all the paragraphs to select them and choose **table1** from the Tag list on the Ribbon bar.
11. Click the Results button to see what your table should look like at this point in the tutorial.




**This is how your page should look:**

1	Monday	Tuesday	Wednesday
Kathleen	8	8	8
Barbara	8	8	8
Fred	8	8	8

### **(8c) Adding a New Row**

You can add additional rows or columns to your table using the Insert option from the Table menu. Try inserting a new row at the top of your table that you will be using later as a header cell for your table title.

#### **To add a new row:**

1. Select the Pick tool  from the Toolbox.
2. Select the first row by clicking and dragging across the cells until they are highlighted.
3. From the Table menu, choose Insert Row, then OK to add the new row to the top of the table.

Now that you've added a new row, try resizing one of columns to see how easy it is to adjust the column widths.

## **(8d) Resizing a Column**

You can change the width of any column in a table after it has been created using the mouse to drag the column boundaries or by entering an exact column width in the Table Settings dialog box

### **To change the width of a column using the mouse:**

1. Hold down the Control key, click the mouse pointer on the right column boundary of the first column and drag the column towards the right. Notice that an outline follows your movements.
2. When the column is twice the width of the other columns, release the mouse button. The width of the other columns is adjusted proportionately.
3. Resize the column to its original width using the same procedure.

Next, merge the cells in the first row and enter a title for your table.

## (8e) Merging Cells

Merging adjacent cells is useful for creating headers that span two or more rows or columns. You will be merging the cells in the first row and then entering a title for the table.

### To merge cells in the first row:

1. Select the first row by dragging across it until the cells are highlighted.
2. From the Table menu, choose Merge Cells. The first row becomes a single cell into which you can enter a new title for your table.


### To type a title into the cell:

1. Select the Tagged Text tool  from the Toolbox and click inside the first row.
2. Type the new heading, **Employee Hours**.
3. Select the **table1** tag from the Tag list to bold and center the title.

## (8f) Adding Color to Cells

You can add color to one or more cells in a table by selecting cells with the Pick tool and then choosing a color from the Cell Color dialog box.

### To add color to the heading cell:

1. Using the Pick tool , select the first row by dragging across it with the mouse.
2. Select Cell Color from the Table menu. The Cell Color dialog box opens where you can select a custom color or mix one of your own.
3. In the Custom Palettes area, click Sky Blue (second row, third from the right). The name appears in the Current Color list box.
4. Choose OK to apply the color to your heading cell.
5. Click the Results button to see what your table should look like at this point in the tutorial.



This is how your page should look:

Employee Hours			
	Monday	Tuesday	Wednesday
Kathleen	8	8	8
Barbara	8	8	8
Fred	8	8	8

□

# 9 Managing a Publication

## Introduction

Corel VENTURA's powerful file-linking mechanism makes it one of the most efficient desktop publishing packages on the market today. The program can link text and graphic files from different drives and directories, keep track of their locations and recall the files every time a publication is opened.

Because of the complexity of the file structure, a special tool is required that can manage important file and publication operations, such as adding and removing chapters, without interfering with the links that tie files to any number of chapters and publications.

In this lesson, you will learn how to use the Publication Manager to add and remove chapters from a publication, change the order of chapters, view and save file information and copy a publication to a different location.

**Approximate time to complete:** 20 minutes



## (9a) Adding and Removing Chapters

You can add and remove chapters to and from publications using the Publication Manager. Each chapter you add is placed at the end of the publication along with its component files (text, graphics, style sheets). When you remove a chapter from a publication, the link between the chapter and publication is severed. This in no way affects the text and graphic files referenced in the chapter or the chapter's links to other publications.

### To remove a chapter from a publication:

1. From the File menu, choose Publication Manager. The dialog box opens with the Publication Operations radio button selected.
2. In the Publications list box, double-click **\_example.pub** to display its chapter files in the list box.  
**Note:** If **\_example.pub** does not appear in the Publications list box do the following: (a) Click the Scan Directories tab; (b) Choose the Typeset directory from the Available Drives list box (usually C:\COREL50\VENTURA\TYPESET); (c) Click Add Selected; (d) Choose the Re-Scan button to update the publications in the Publications list box; (e) Click the File Operations tab. **\_example.pub** now appears in the Publications list.
3. Click the **\_ltr1\_p1.chp** file name to select it and choose the Remove Chapter button. A prompt appears asking if you are sure you want to delete the chapter from the publication. Choose yes and the chapter name is deleted from the Publications list.

### To add a chapter to a publication:

1. Choose the Add Chapter button. The Add Chapter dialog box opens, from where you can select a file.
2. Make sure the Typeset directory is selected in the Directories list box and select **\_ltr1\_p1.chp** from the File Name list box.
3. Click OK to add the chapter back to the original publication. The **\_ltr1\_p1.chp** name displays in the Chapters list box.

Next, try changing the order of the chapters in a publication.

## **(9b) Changing the Order of Chapters**

You can change the order of chapters in a publication by selecting and moving the chapter names up and down in the Chapters list box. The order in which chapters appear in a publication determines the order for renumbering chapters, generating a table of contents, and printing a publication.

If the chapters for **\_example.pub** are not already displayed in the list box, double-click the publication name. After a short pause, a list of its chapters appears in the Chapters list box

### **To change the order of the chapters:**

1. Select the chapter file **\_book\_p2.chp** in the Chapters list.
2. Click and drag the cursor until **\_mag\_p3.chp** is highlighted in the list box.
3. Release the mouse and **\_book\_p2.chp** appears above **\_mag\_p3.chp** in the list.
4. To update the document's numbering, click **\_example.pub** and choose Renumber.
5. If you want more practice, continue rearranging the order of the chapters on your own.

## (9c) Viewing and Saving File Information

The File Information box (below the Publications list box) displays information about the currently selected file, chapter or publication. The information changes depending on the item selected. For a chapter file, for instance, the File Information box would show the files in the chapter, the file type, the style sheet used and so on. You can view information about a particular file and save the information to a text file which you can review later in Corel VENTURA or a text editor such as Windows Notepad.

### To view and save file information:

1. Use the down-arrow key on your keyboard to scroll through the files in the Chapter list. As each item is highlighted in the list box, information such as the file size and attributes are displayed in the File Information list box .
2. Double-click **\_book\_p2.chp** in the Chapters list to display its component files.
3. Save the file information for the acrop.eps file as text by first selecting the file name in the Component File list and then clicking the Save Info button. The Save As dialog box opens
4. In the File Name box, type **fileinfo** as the title for your new text file.
5. Choose OK to save the file information to your hard drive.

## (9d) Copying a Publication

When copying a publication, there's always the danger that some files may be missed or corrupted, especially if they are scattered across several directories. With Corel VENTURA's Smart Copy command you can safely copy a file, chapter or publication to a different directory location or diskette.

### To copy **\_example.pub**:

1. If the Component Files list is still open, double-click **\_book\_p2.chp** to display the Chapters list, then select **\_example.pub**.
2. Click the File Operations radio button and choose the Smart Copy button. The Smart Copy Destinations dialog box opens.
3. Click the Browse button to open the Select Destination Directory dialog box.
4. Use the Directories list box to select a different location for your publication. You can select a different directory or a drive for copying the publication to disk.
5. Click the Make all directories the same button. Now, all the style sheets, text and graphic files will be copied to the same directory.
6. Choose OK to finalize the selection and begin copying the publication. Messages display telling you which files are being copied and asking whether you want to replace files of the same name. When the copy process is complete, the Publication Manager dialog box is displayed again.
7. To exit the Publication Manager dialog box, choose Close. The Corel VENTURA page displays.

# 10 Making a Table of Contents and Index

## Introduction

Corel VENTURA makes it easy to create a table of contents and index using the paragraph tags and index references that you've already assigned or placed in your document. In the Table of Contents & Index dialog box, you tell the program which items to include in the list, select options such as numbering styles and delimiters and then generate the list. The program searches through the document for the items you specified. For a table of contents, Corel VENTURA searches for paragraphs formatted with certain paragraph tags. For an index, it would search for index references in the body of the document. The information associated with the items--the text from the tagged paragraphs for example--is then copied to a separate file. You can then load the generated file into your document and either create a new chapter for the list or insert a new page into the current chapter.

In this lesson, you will create a table of contents and index for the publication **\_example.pub**. You will also add two new chapters to the document into which you will load the new lists.

**Approximate time to complete:** 40 minutes

## (10a) Compiling a List of Paragraph Tags

Before you begin, you should compile a list of paragraph tags that you want to use to make the list. When it generates a table of contents, Corel VENTURA searches for paragraphs tagged with the styles you specified and creates a list of those paragraphs. It's important that the chapters in your document use the same paragraph tag names to ensure that all the required information is included in the table.

### To compile a list of paragraph tags:

1. Open the publication **\_example.pub** with the **\_book\_p1.chp** displayed.
2. Choose the Tagged Text tool  from the Toolbox and click inside any paragraph.
3. Click the down arrow beside the Tag list to review the paragraph tags in the chapter.
4. Make note of the following paragraph tag names: **Chapter #**, **Chapter Title** and **Major Heading**. These are the paragraph tags you will be using to build your table of contents in the next part of the lesson.

## (10b) Selecting Options

In this exercise, you will create a table of contents comprised of three levels. In the Table of Contents & Index dialog box, you will choose the three paragraph tags that you want as list items, select a numbering style and apply some formatting to the table.


### To choose the first-level entry for the toc:

1. From the Format menu, choose TOC & Index. The Table of Contents & Index dialog box opens with the Table of Contents tab displayed.
2. In the # of Levels spin box, choose 3 as the number of levels you want in the list.
3. Make sure the number 1 appears in the Level spin box. This indicates that the options you choose will be applied to all level-1 entries in the table of contents.
4. From the Reference Tag list, choose **Chapter #** as the paragraph tag you want as the first level entry in your table of contents. Any paragraph in your document tagged with the **Chapter #** style will appear in the TOC as a first-level entry.
5. From the Preset Formats list, choose [C#]-[P#] as the numbering style for the first level. C# refers to the chapter number and P# refers to the page number. The options you choose appear in the Table of Contents Text window.

**Note:** You may also select chapter and page-number references by clicking the chapter and page buttons below the Table of Contents Text window.

6. Click inside the Table of Contents text window to select the entire first-level reference. Now, you will bold the reference in the Selected Text Attributes dialog box.



7. Click the Text Attributes button  to open the Selected Text Attributes dialog box.
8. From the Style list box, choose Bold and then OK to apply bolding to the reference. The codes appear in the Table of Contents Text window.

### To choose the second-level entry for the toc:

1. Increment the level number to 2 in the Level spin box.
2. From the Reference Tag list, choose **Chapter Title** as the paragraph tag you want as the second level in your table of contents. The reference displays in the Table of Contents text window.
3. From the Preset Formats list, choose [C#]-[P#] as the numbering style.

### To choose the third-level entry for the toc:

1. Increment the level number to 3 in the Level spin box.
2. From the Reference Tag list, choose **Major Heading** as the paragraph tag you want as the third level in your table of contents. The reference displays in the Table of Contents text window.
3. From the Preset Formats list, choose [C#]-[P#] as the numbering style.

In the next sections, you will generate the table of contents and create a new chapter for the table.

## **(10c) Generating the Table of Contents**

With the levels and options chosen, you can now generate the table of contents. Corel VENTURA will search the document for paragraphs tagged with the styles you chose and copy the text to a new file.

### **To generate the table of contents:**


1. Click the Generate button at the bottom right of the dialog box. The File Save As dialog box opens.
2. Using the Drives and Directories list boxes, select the Typeset directory (usually COREL50\VENTURA\TYPESET).
3. Type **Newtoc** in the File Name box. Corel VENTURA automatically appends the .gen extension to the file name.
4. Choose OK. A dialog box appears prompting you to save or abandon changes or cancel the Table of Contents generation.
5. Click Yes to save your changes. Corel VENTURA generates a Table of Contents file and places it in your Typeset directory.



## (10d) Adding the Table of Contents to the Document

Now that the table of contents has been generated, you will load the file into your document and create a new chapter file for the table. Corel VENTURA automatically places all new chapters at the end of the document, but you can use the Publication Manager to reorder the chapters so that the table of contents is the first chapter in the document.

### To add a new chapter to the document:

1. From the Layout menu, choose Add New Chapter. Corel VENTURA adds a blank chapter to the end of the document.
2. Using the Pick tool , click inside the page frame to select it. Now, when you load the table of contents file, it will be inserted automatically into the page.

### To load the generated table of contents file:

1. From the File menu, choose Load Text. The Load Text dialog box opens.
2. With the Typeset directory selected (usually COREL50\VENTURA\TYPESET), type **Newtoc.gen** in the File Name box and choose OK. The table of contents displays.  
**Note:** If the file doesn't display, click the page frame again with the Pick tool and select the file name from the File list.
3. In the Preferences Dialog box from the Tools menu (View tab), clear the Tabs and Returns check box and enable the Generated Tags check box under the View tab.
4. Click the Results button to see what your page should look like at this point in the tutorial.



Now that the table of contents has been generated, you can format it just as you would any other text in your document. Each entry has been pre-tagged with a generated paragraph tag, such as Z\_TOC LEVEL 1, to make it easier for you to begin your formatting task.

5. Review the paragraph tags in the Tag list by selecting one of the Text tools, clicking in any paragraph and selecting the down arrow next to the list. Notice that there are paragraph tags from \_book\_p1.chp in the list for you to use if you wish.

**This is how your page should look:**

Table Of Contents

**Chapter 11-1**

The Adventure Begins1-1

Chicago to Athens1-2

11:31 P.M. Tuesday, March 4th1-2

**Chapter 11-1**

The Adventure Begins1-1

Chicago to Athens1-1

11:31 P.M. Tuesday, March 4th1-2

WYSIWYG1-A

ITEMSELECTOR 1-A

## (10e) Inserting Index Markers

When Corel VENTURA generates an index, the program scans the document for previously inserted index markers. The locations of these index references are marked in the text with degree symbols. Enable the **Tabs and Returns** check box in the Preferences dialog box (Tools menu) so you can see the markers in the text.

To start the lesson, you will be inserting two index markers into the text of **\_book\_p1.chp**.

### To insert the first index marker:

1. Display **\_book\_p1.chp** by choosing Go To Chapter from the View menu and double-clicking its file name.
2. Click either Text tool and place the Insertion point in front of **Rush-Presbyterian**, on the second line of the first paragraph.  
**Note:** As a rule, try to insert index markers as close to the information being indexed as possible. This makes it easier to find the entry later if you need to change it.
3. From the Tools menu, choose Index Entries Roll-Up. The roll-up opens.
4. In the Main Entry text box, type **Medical Centers**. Most index entries have a two-level structure consisting of a main entry and a sub-entry, which is indented and followed by a page reference. You can, however, include single-level entries in your document.
5. In the Sub-Entry text box, type **Rush-Presbyterian**.
6. Choose the Add to Index List button to insert the marker into the text at the insertion point and add the entry to the index. Notice that the preview box at the top of the roll-up displays the newly added main and sub-entry as they will appear when printed.


### To insert the second index marker:

1. On the third line of the first paragraph, click and drag with the mouse pointer across the word **prize** to select it. Corel VENTURA will insert the selected word automatically in the entry box when you click the Main Entry or Sub-Entry button.
2. Click the Main Entry button to specify the type of entry you are creating. The word "Prize" appears in the Main Entry text box.
3. In the Sub-Entry text box, select the former entry (Rush-Presbyterian) and replace it by typing in the word **Tickets**.
4. Choose the Add to Index List button to insert the marker into the text at the insertion point and to add the entry to the index.

## (10f) Selecting Options and Generating the Index

Now that you have placed index markers in the document, you can choose options for the list (numbering styles and delimiters) and generate the index.

### To select index options:

1. Click the Generate Index button at the bottom of the Index Entries Roll-Up. The Table of Contents & Index dialog box opens with the Index tab displayed.
2. From the Delimiter list, choose a comma as the separator you want to use to separate the index-entry text from the page numbers, and the page numbers from one another.
3. Choose [C#]-[P#] as the numbering style for the index. The number sign (#) in the Index Text window represents the numbering style you chose.
4. Select the codes in the Index Text window and choose the Text Attributes button  to open the Selected Text Attributes dialog box.
5. In the Style list box, choose Bold and then OK to apply a bold font to the reference.
6. Enable the Letter Headings check box to place a large letter above each set of index entries.


### To generate the index:

1. Choose the Generate button at the bottom of the dialog box. The File Save As dialog box opens.
2. With the Typeset directory selected (usually COREL50\VENTURA\TYPESET), type **Newindx** in the File Name box and choose OK. The .gen extension will be appended automatically to the file name.  
A dialog box appears prompting you to save or abandon changes or cancel the Index generation.
3. Click Yes to save your changes. Corel VENTURA scans the document for index markers and places the text associated with the markers in an Index file in your Typeset directory.

## (10g) Adding the Index to the Document

Now that you have generated an index, you will load the file into your document and create a new chapter file for it.

### To add a new chapter to the document:

1. Close the Index Entries Roll-Up by clicking the Control Menu button {bmc control.bmp) and choosing Close.
2. From the Layout menu, choose Add New Chapter. Corel VENTURA adds a blank chapter to the end of the document.
3. Using the Pick tool , click inside the page frame to select it.

### To load the new file into the page:

1. From the File menu, choose Load Text. The Load Text dialog box opens.
2. With the Typeset directory selected (usually COREL50\VENTURA\TYPESET), choose **Newindx.gen** from the File list and click OK. The index is displayed.
3. Click the Results button to see how your page should look at this point in the tutorial.



**Note:** Along with the index entries that you defined in this exercise, there are also index entries, such as Aspect Ratio, that have previously been inserted into other chapters within the publication.

Now that the index has been generated, you can format it just as you would any other text in your document. Each main and sub entry has been pre-tagged with a generated paragraph tag, such as Z\_MAIN ENTRY, to make it easier for you to begin your formatting task.

4. Review the paragraph tags in the Tag list by selecting one of the Text tools, clicking in any paragraph and selecting the down arrow next to the list. Notice that there are paragraph tags from \_book\_p1.chp in the list for you to use if you wish.

**This is how your page should look:**

Index

A

Aspect ratio**1-A**

I

Item selector

Operation**1-A-1-B**

L

Loading files**1-A-1-B**

M

Medical Centers

Rush-Presbyterian**1-1**

Mouse

Double-click**1-B**

P

prize

Tickets**1-1**

S

Saving files**1-A-1-B**

Shortcut

Mouse double-click**1-B**

U

User interface**1-A**

