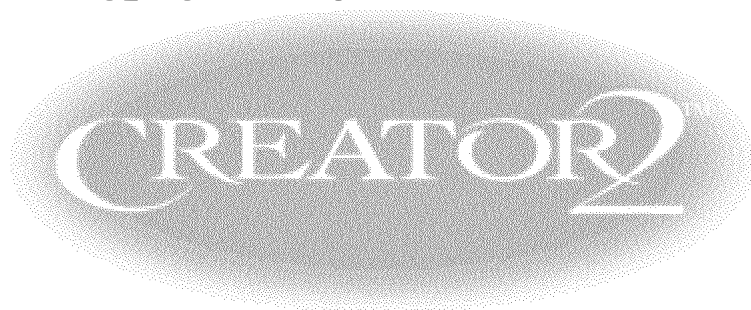


The Multi-Ad



*Getting Started
Guide*

MULTI-AD CREATOR2™ GETTING STARTED GUIDE

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CONTENTS

| | |
|---|-----------|
| Welcome to Multi-Ad Creator2™! | 1 |
| Installing Creator2 | 3 |
| Hardware Guidelines and Recommendations | 2 |
| Installation Instructions | 2 |
| Files Placed During Installation | 9 |
| Working in Multi-Ad Creator2 | 10 |
| Saving Documents | 10 |
| Printing Documents | 12 |
| Working with Elements | 15 |
| Working with Text | 21 |
| About QuickDraw GX | 28 |
| A QuickDraw GX Primer | 28 |
| QuickDraw GX Typography features | 29 |
| QuickDraw GX Graphic features | 30 |

WELCOME TO MULTI-AD CREATOR2®!

Welcome to Multi-Ad **CREATOR2**™! Multi-Ad Services has a tradition of providing fast, reliable, intuitive, and powerful software. It has provided desktop layout software—like Creator®—to newspapers and advertisers for years. **CREATOR2** is no exception.

CREATOR2 contains a host of features that helps make documentation layout quicker, easier, and more creative. Multi-Ad **CREATOR2** has all the features you require, whatever your documentation needs. These features include:

- Multiple pages
- Multiple Master pages
- Different page sizes in one document
- Unlimited Undos
- Zoom to 800 percent
- Ability to contain elements inside one another
- Converting text into a path
- Style Models that let you easily apply complex, repetitive styles to text and graphics
- The ability to duplicate elements at specified locations and sizes, or to create matrices of elements
- Advanced text features. For example kerning to 1/1000 of an em and support for Multiple Master and TrueType GX fonts
- Automatic generation of masks
- Gradients of more than two colors
- Textures and border graphics

- Placement of EPS, TIFF, PICT, JPEG, GIF and other graphic file formats
- Multiple open windows of same document
- A fully scriptable interface

Whatever your design needs, **CREATOR2** gives you the most powerful set of tools and features available without sacrificing ease of use. We hope you enjoy using **CREATOR2**. If you have any questions or comments please let us know!

INSTALLATION INSTRUCTIONS

Read the following installation instructions carefully. These instructions provide helpful information about **CREATOR2**'s hardware and software requirements. In addition, **CREATOR2** requires certain software in order to run. You can find a list of the applications, control panels, and extensions **CREATOR2** loads onto your computer.

Hardware guidelines and recommendations

| <i>Component</i> | <i>Minimum</i> | <i>Recommended</i> |
|---|--|--|
| <i>Computer</i> | Macintosh with a 68040 processor or better | Power Macintosh or Performa with a PowerPC processor |
| <i>Available memory</i> | 16MB | More is better |
| <i>Operating system</i> | System 7.5.5 | |
| Other: | | |
| <ul style="list-style-type: none"> • GX Graphics 1.1.3 extension • ATM 4.0.2 or later • ColorSync 2.1 • Mac Easy Open • Type 1 Enabler 2.5 or later • GXifier 1.3 or later • PostScript and/or QuickDraw printer | | |

Note: Do not increase the amount of memory allocated to CREATOR2 unless you receive a dialog box that expressly tells you to do so. The Macintosh OS allocates memory expressly for the GX Graphics extension, which provides advanced graphic and typography capabilities. Increasing the application memory might affect QuickDraw GX.

Installing Creator2

To install CREATOR2, place the CREATOR2 CD in the CD-ROM drive on your computer.

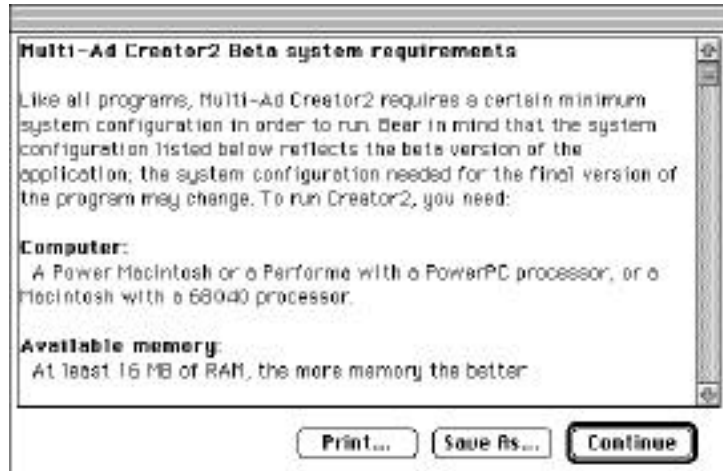
Note: If you need to install CREATOR2 from floppy disks, contact Multi-Ad Services at (309) 692-1530 and ask for the CREATOR2 department..

Before you begin installing CREATOR2, first make sure that you have no applications running.

1. Open the Creator2 Installer folder on the Creator2 CD .
2. Double-click on the Multi-Ad Creator2 Installer application icon. The Creator2 Introduction screen appears.



3. Click the **Continue...** button. The Installation Notes screen appears.



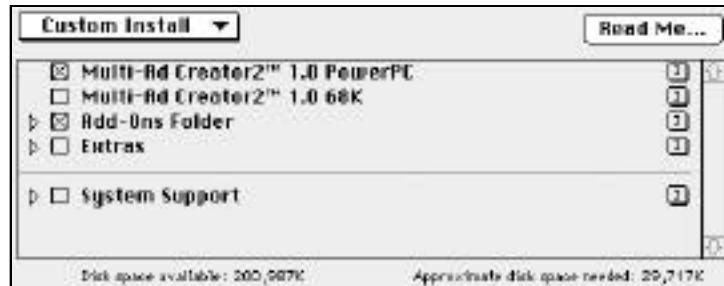
Read the screen carefully. It contains important notes about the installation process, the application's hardware and software requirements, and other information. You can print the installation notes by clicking the **Print...** button. You can also save the notes as a text file by clicking the **Save As...** button and opening a directory dialog box.

4. Click the **Continue** button. The Installation screen appears.



5. Choose the type of install you want from the Install pop-up menu in the upper left corner of the Installation screen. You can choose from Easy Install, Custom Install, and Remove options.

The Easy Install option automatically installs all of the needed extensions, utilities, and components of **CREATOR2**. The Custom Install option lets you choose which of **CREATOR2**'s components you want to install on your computer in the scroll list below the pop-up menu.



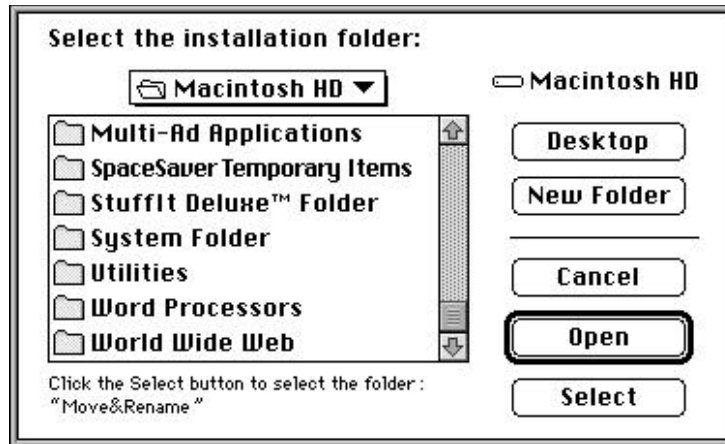
For both the Easy Install and Custom Install options, the Installer displays your available hard drive space and the hard drive space you need for installation below the scroll list.

The Remove option lets you uninstall the **CREATOR2** application and its required extensions and utilities from your computer.



To review **CREATOR2**'s hardware and software requirements, click the **Read Me...** button to return to the Installation Notes screen.

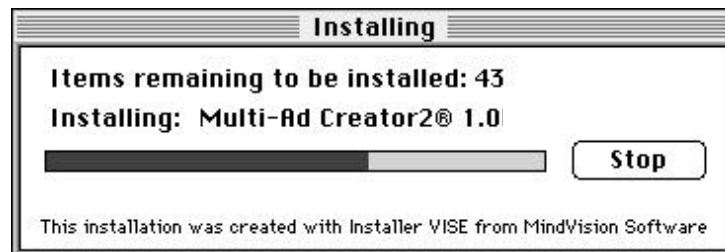
6. Click the **Select Folder** button to open the Installer's directory dialog box.



Use the directory dialog box to navigate to the folder where you want to place the **CREATOR2** application. Click the **Select** button to choose the folder and return to the Installation screen.

7. Click the **Install** button to begin the **CREATOR2** installation process. Click the **Quit** button to exit the Installer application and return to the Finder.

If you click the **Install** button, a progress bar appears.



This progress bar notifies you of each item placed on your Macintosh. To stop the installation process, click the **Stop** button.

A dialog box appears to notify you of the successful completion of the installation process.



8. Click the **Restart** button to reset your computer in order to use **CREATOR2**. If you wish to install additional items, click the **Continue** button. To exit the Installer and return to the Finder, click the **Quit** button.

After you have installed **CREATOR2** and restarted your Macintosh, locate the folder containing the **CREATOR2** application. Before launching the application, make sure you have your registration materials on hand.

1. Double-click the **CREATOR2** application icon. The application launches and the Creator2 Registration screen appears.
2. Enter your name, your company name, and the serial number for your copy of **CREATOR2** into the appropriate text fields. Click the **OK** button to enter the application. Only a registered version of **CREATOR2** enables all the application's features.

*Note: **CREATOR2** notifies you if you enter an incorrect serial number and prompts you for your number again.*

If you want to view a demonstration version of the application, click the **Demo Once** button. The demonstration version of **CREATOR2** disables some application features, such as the **Save** command. If you only intend to use a demonstration version of **CREATOR2** and do not want the Registration screen to appear again, click the **Demo Always** button.

*Note: If you click the **Demo Always** button you cannot register your version of **CREATOR2**... ever!*

To exit the application entirely, click the **Quit** button.

After you have registered your copy of **CREATOR2** (or selected the demonstration version), the Creator2 Start-up screen appears. You can now begin using the **CREATOR2** application.

Files placed during installation

During installation, the Installer places the **CREATOR2** application and its support files into specific folders. The following list provides the location of those files after installation.

In the Creator2 folder:

- Multi-Ad **CREATOR2**
- Creator2 Add-ons folder
 - Border Files folder
 - Color Lists folder
 - Dictionaries folder
 - Texture Files folder
- GXifier 1.3 or later
- Type 1 Enabler 2.5 or later

In the System folder:

- Adobe Type Manager (ATM) 4.0.2 (*in the Control Panels folder*)
- ColorSync 2.1 or later (*in the Extensions folder*)
- GX Graphics 1.1.3 or later (*in the Extensions folder*)

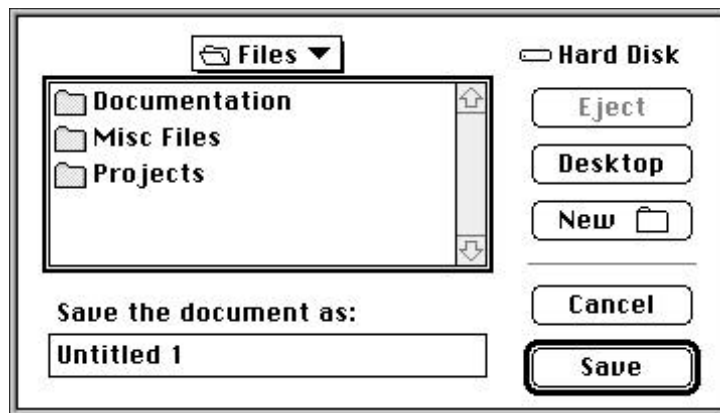
WORKING IN MULTI-AD CREATOR2

As a first time **CREATOR2** user, you may find yourself slightly overwhelmed by the sheer number of options and features of the application. Don't panic, **CREATOR2** shares many features with other Macintosh programs. If you haven't used a Macintosh extensively, this training manual introduces the basic features of the program and, as your familiarity with the interface develops, walks you through more complex features.

Should you have additional questions about any the concepts or features discussed in this manual, refer to the appropriate Macintosh documentation, the Multi-Ad **CREATOR2** *User's Guide* or the Multi-Ad **CREATOR2** *Reference Manual*

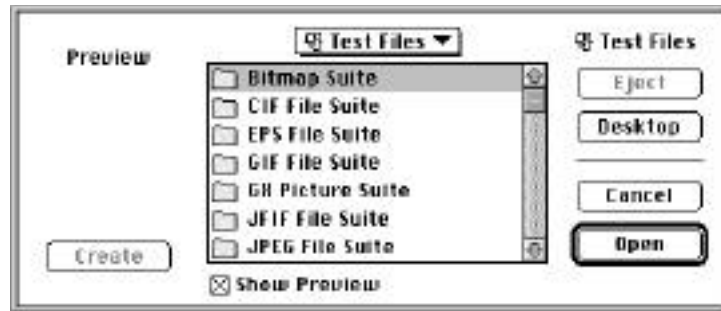
Saving documents

One of the most important things you need to know how to do is to save your documents for later use. Like all Macintosh applications, this is accomplished through the **Save** or **Save As...** commands in the **File** menu. Whenever you want to preserve a document, choose the **Save** command. The first time you choose the **Save** command in a new document, a directory dialog box opens.



The directory dialog box lets you navigate through the contents of any mounted storage device, like a hard drive. Think of the Macintosh as a filing cabinet. Each drawer of the cabinet contains a number of folders, each folder represents a topic. One of these topic folders itself may contain more folders, each of these folders represents a subtopic.

To display the contents of a folder that appears in the dialog box's scroll list, double-click on that folder's icon.



Click on the pop-up menu above the scroll list to move up to higher level folders. Clicking the **Desktop** button takes you to the highest filing level on the Macintosh. Using these features you can navigate throughout your computer's filing system.

Locate and open the folder you want to save your file in. Then Type the name of the file into the **Save the document as** text field. Finally, click the **Save** button. A watch appears on screen as your computer saves the file. When it's all finished, your computer returns you to the Document Window. Notice that the name on the Document Window's Title Bar is now the same name you saved the document as.

Now each time you choose the **Save** command, **CREATOR2** automatically saves that document with the name you selected. The application replaces older versions of documents with the selected name with newer versions.

If you always want to open the **Save** dialog box before saving a file, choose the **Save As...** command in the **File** menu. The **Save As...** command lets you rename a file or save a file in a different place each time you save. This lets you make backup copies of documents or save older copies of a document. To preserve older copies of a document, add a number or the current date each time you save a document.

You can also make backup copies by selecting the **Keep backup when saving** check box in the **General** panel of the **Preferences** dialog box in the **Edit** menu. For more information, see the **Preferences...** command entry in the **Edit** menu section of the Reference Manual.

To open a saved file, simply choose the **Open...** command in the **File** menu, this opens the **Open** directory dialog box. You navigate the Macintosh filing system using the **Open** directory dialog box in just the same way as you do in the **Save** directory dialog box. Choose a folder from the pop-up menu to leave the currently displayed folder and double-click on a folder, or click on a folder and then click the **Open** button, to display the contents of a selected folder.

Use the directory dialog box to locate your saved file. Double-click on the file, or click on the file and then click the **Open** button, to place the file into **CREATOR2**.

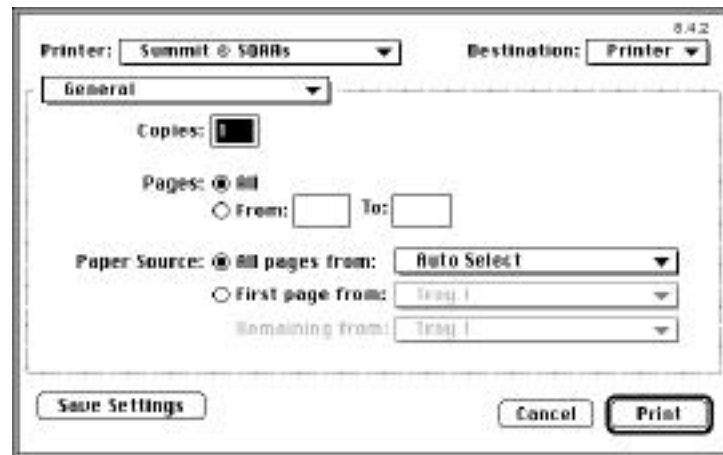
Note: As you work on the exercises in the coming sections, it is a good idea for you to regularly save your work. That way, you can always pick up from your last save should you lose power, the computer crashes, or some other problem occurs.

Printing documents

To send a document to the printer, you need to use the **Print...** command in the **File** menu. Choosing the **Print...** command opens the **Print** dialog box. The appearance of the **Print** dialog box varies according to the printer driver you are using. This manual uses the LaserWriter 8.4.2 printer driver to illustrate printing features.

Although the **Print** dialog box contains a variety of different panels, you can print a document from any panel simply by clicking the **Print** button. Each panel lets you

access a different set of printing attributes. You can choose a panel from the Panel pop-up menu. If you're only printing proofs of a document, you may only need to adjust the settings in the General panel.



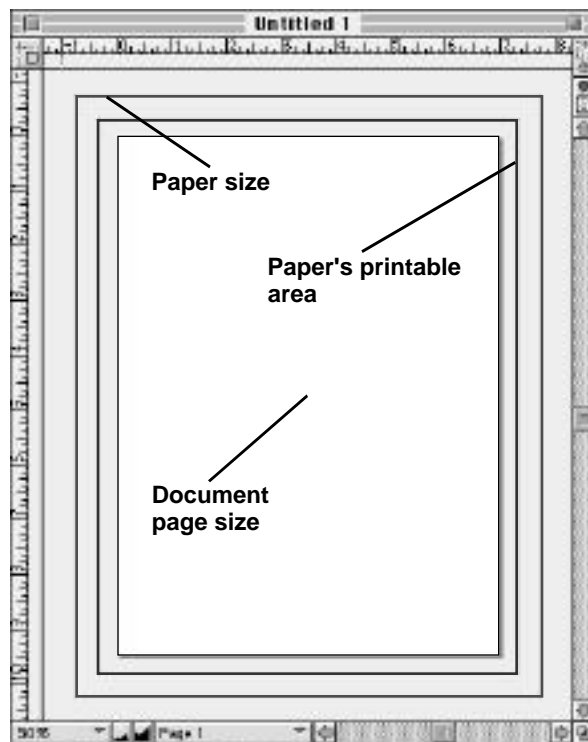
The General panel of the **Print** dialog box contains the main printing attributes. Here, you can tell **CREATOR2** how many times you want to print your document, the pages you want to print, and what paper the document should print on.

Enter the number of times you want to print your document into the Copies text field. Click on the All radio button if you want to print your entire document or click the From radio button if you just want to print certain pages. (Enter the page range in the From and To text fields.)

Click the All pages from radio button if you want all the pages in your document to print on paper from the paper tray selected in the pop-up menu. Click the First page from radio button if you want the first page of your document to appear on paper from a specified print tray. Notice that the First page from radio button activates the Remaining from pop-up menu. Use this menu to choose the paper tray containing the paper you want the rest of your document to print on.

The ability to print documents on different size sheets of paper can prove helpful, especially in **CREATOR2**. **CREATOR2** lets you create documents of any page size, even sizes that you don't have in your printer's paper trays. To help you distinguish between the document's page size and the printer's paper size, **CREATOR2** places several rectangles in your Document Window.

The white area centered in the Document Window is, of course, your document's page size. However, this can be both larger and smaller than your printer's paper. The blue outer rectangle represents the sheet size in the selected paper tray. The red inner rectangle represents the printable area of the selected paper size.



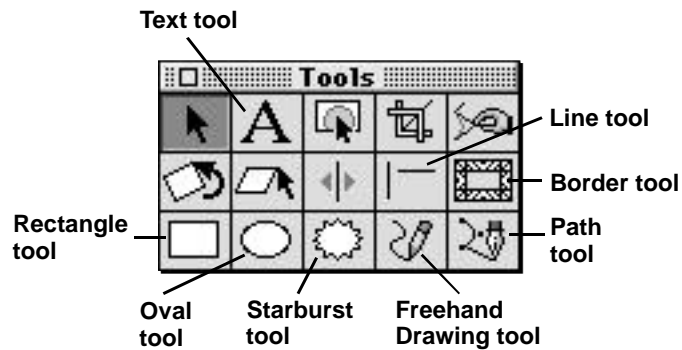
If you intend to use the same print settings repeatedly, click the **Save Settings** button. This tells **CREATOR2** to remember the print attributes for the current document. Everytime you print that document, **CREATOR2** uses the specified print settings.

Working with elements

CREATOR2 treats all elements placed into a document the same. This means you can manipulate items as diverse as graphics, starbursts and rectangles in similar ways. Text blocks are even considered elements. You can move them freely about the screen, resize them at will, or edit their appearance on a whim.

Drawing elements

In this sections, we will discuss how to create—or draw—elements like rectangles, ovals, and starbursts. These elements are all made in **CREATOR2**, as opposed to being imported into the program from an outside file. Each of the elements you can draw in **CREATOR2** appears on an icon on the Tools palette.

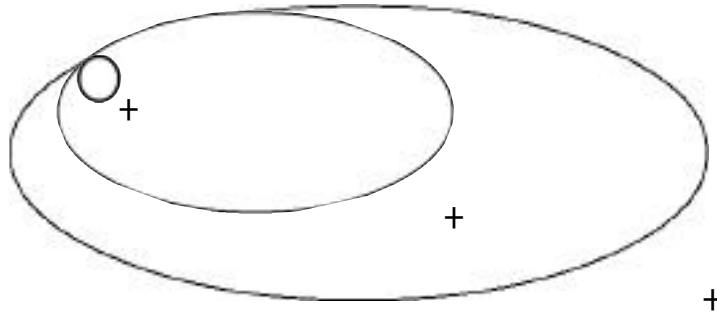


To draw a shape, you simply need to click on the icon of the desired shape, move your pointer into the Document Window, and then click and drag the shape. For an example, let's draw an oval.

1. Click on the Oval tool on the Tools palette.



2. Move the pointer to the Document Window. Notice that the pointer has changed into a crosshair.
3. Click and drag to form an oval. Notice that the longer the drag, the larger the oval.



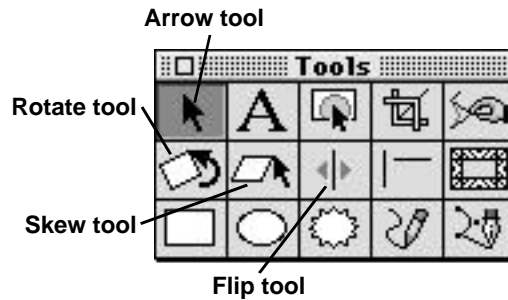
4. Release the mouse button once you have drawn the oval to the desired size and shape. You have finished drawing your element.

You can draw any element in the same manner. The drawing method in **CREATOR2** remains the same if you are drawing ovals, squares, or freehand drawings. If you press the Shift key while drawing an element, **CREATOR2** draw as the object proportionally. This lets you create squares and circles.

Modifying elements

Even after you have drawn an element, you still have the ability to change its size, its shape, or its position on the page. You can do this by using the Arrow tool on the Tools palette. There are several other tools on the Tools palette

that also let you modify the appearance or position of an element. These tools include: the Rotate tool, the Skew tool, and the Flip tool.



However, the Arrow tool has the greatest number of uses and is probably the tool you will use most frequently. You can use the Arrow tool to move elements.

1. Click on the Arrow tool on the Tools palette.
2. Click on the oval element. Notice that black handles appear on the sides and corners of an invisible rectangular frame surrounding the oval.
3. Move your pointer inside the shape of the oval and then click and drag on the oval. A shadow of the oval appears beneath your pointer.
4. Drag the shadow to where you want the oval to appear on the page.
5. Release the mouse button to place the oval in the desired spot.

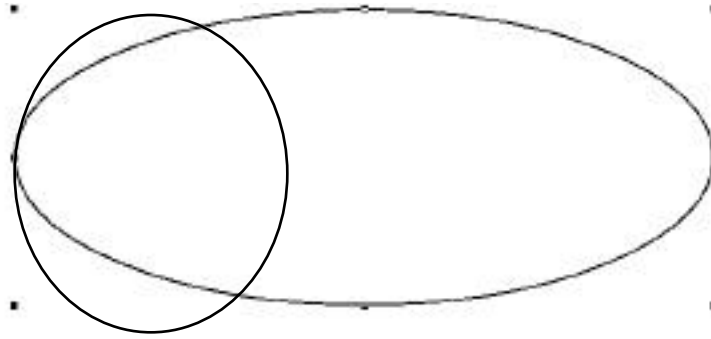
You can also use the Arrow tool to resize an element. To resize your oval, complete the following steps.

1. Click on the Arrow tool on the Tools palette.
2. Click on the oval element. Black handles appear on the sides and corners of an invisible rectangular frame surrounding the oval.
3. Move the arrow pointer over one of the handles. The pointer becomes pinching fingers.

4. Click and drag on a handle. Clicking a side handle lets you resize one side of the oval. Clicking a corner handle lets you resize two sides of the oval at once.

In this instance, we have resized the oval making it slightly longer and considerably narrower than the original element.

5. Release the mouse button to resize the oval at the desired dimensions.



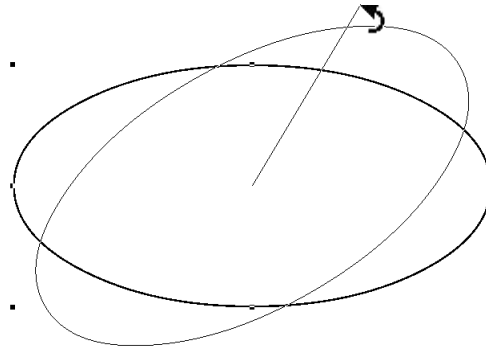
You can resize the oval proportionally by pressing the Shift key while dragging on a handle.

Using the Rotate tool

Should you want to rotate an element around a particular point, you need to use the Rotate tool. The Rotate tool, like the Arrow tool, is extremely easy to use.

1. Click on the Rotate tool on the Tools palette.
2. Move your pointer to the Document Window. Notice the pointer becomes an arrow on a curved line.
3. Click on the element you want to rotate. Again, we'll use the oval as an example.

4. Click on one of the oval's handles and drag in the direction you want to rotate it. Notice that a shadow of the oval appears to indicate the specific degree of rotation.



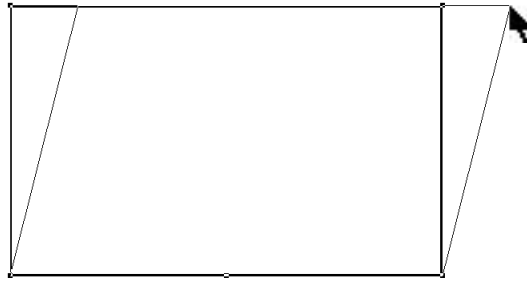
5. Release the mouse button to rotate the oval to the desired degree.

Using the Skew tool

Should you want to angle the sides of an element, you need to use the Skew tool. This time, however, we won't use the oval as an example. Draw a rectangle, if you have any questions refer to the section on Drawing elements.

1. Click on the Skew tool on the Tools palette.
2. Move your pointer to the Document Window. Notice the pointer becomes a crosshair.
3. Click on the element you want to skew. This should be the rectangle you just created.

4. Click on one of the rectangle's handles and drag in the direction you want to angle it. Notice that a shadow of the rectangle appears to indicate the amount of skew.



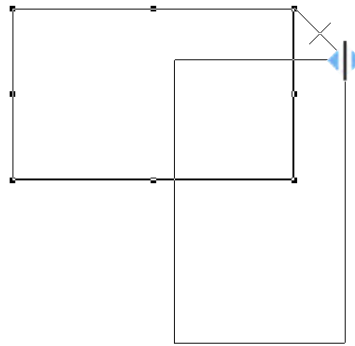
5. Release the mouse button to skew the rectangle the desired amount.

Using the Flip tool

Should you want to flip an element along its horizontal or vertical axis, you need to use the Flip tool. As with the last example, this one uses a rectangle.

1. Click on the Flip tool on the Tools palette.
2. Move your pointer to the Document Window. Notice the arrow becomes a flip pointer.
3. Click on the element you want to flip. This should be the rectangle you just created.

- Click on one of the rectangle's handles and drag. A shadow of the rectangle appears to indicate the direction and orientation of the flip. Notice that you cannot flip an element at its point or origin.



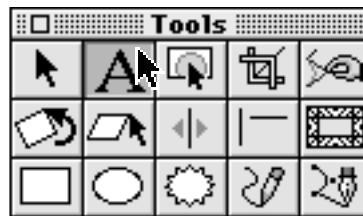
- Release the mouse button to flip the rectangle.

Working with Text

You may find working with text a bit more complicated than working with elements. This may be due to the fact that text appears inside elements called text blocks. This may imply a longer process than anything you've done before. Don't worry; text and elements have many similarities. Much of what you have already learned you can apply to text.

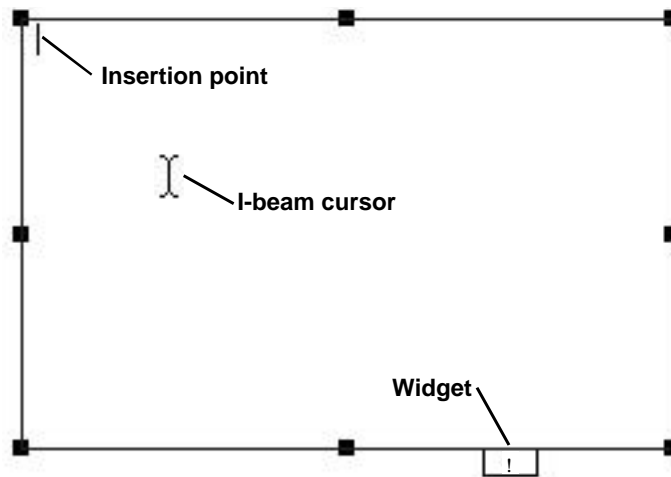
To begin with, **CREATOR2** treats all objects as elements, whether they be text blocks or ovals. This means you can use all the skills you've learned in all the same ways. You can resize, move, flip, and skew a text block just like any other element. Even creating text blocks should seem familiar.

- Click on the Text tool on the Tools palette.

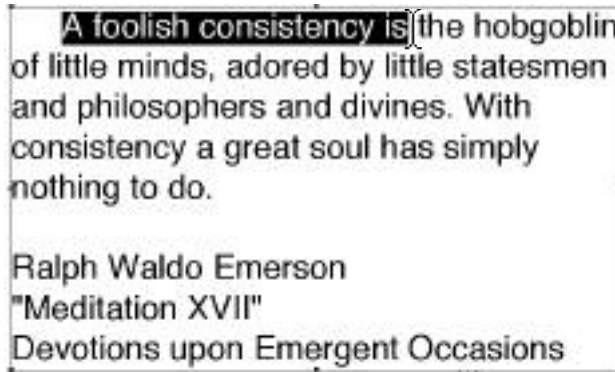


2. Move the pointer to the Document Window. Notice that the pointer has changed into a crosshair.
3. Click and drag to form a text block.
4. Release the mouse button after the text block is the desired size. You have finished drawing your text block.

After you have created a text block you can modify it normally using the Arrow, Flip, or other tools. You may notice, however, a box in the lower right corner of the text block when you select it with the Text tool. This is a widget. An I-beam appears when you position your pointer inside the text block. A blinking line in the upper left corner of the text block also appears. This is called the insertion point.



The presence of the insertion point indicates that whatever you type on the keyboard appears inside the text block. If you decide to change the text after you have begun typing, you can make the desired changes using the I-beam. Position the I-beam over the desired text and then click and drag. Notice the text you drag over becomes highlighted. Any changes you make affect the highlighted text.

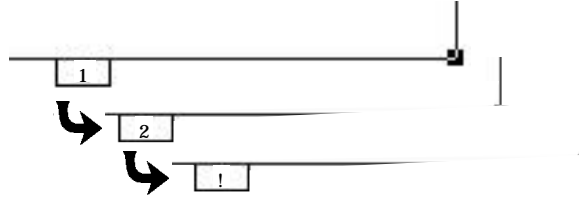


You can keep typing until you fill up all the available space in the text block. If you run out of space, you have several options. You can resize the text block with the Arrow tool, or you use the widget method.

You may notice that when you overrun the boundaries of a text block the symbol in the block's widget changes from an exclamation mark (!) to an ellipsis (...). The exclamation mark serves to tell you that all the block's text is visible while an ellipsis tells you that more text exists than can be viewed in the block.

If you click on an ellipsis widget with your pointer, it changes into \mathbf{A}^+ ..., this means that the extra text has been loaded into your pointer. Now, if you click and drag in the Document Window, you draw a new text block that automatically contains the remaining text. You can click on a widget and draw text blocks until all the contained text is displayed.

Notice that the widget of the first block you created now contains a **1**, and the widget of the second block a **2**, and so on. The widgets now display the order of the blocks.



Moreover, the blocks are linked so you can click in one block for the insertion point and then use the arrow keys to move between blocks. Of course this means that changes to one linked block may also change the content of all following text blocks.

Note: The insertion point and the widget only appear if you click on a text block with the Text tool.

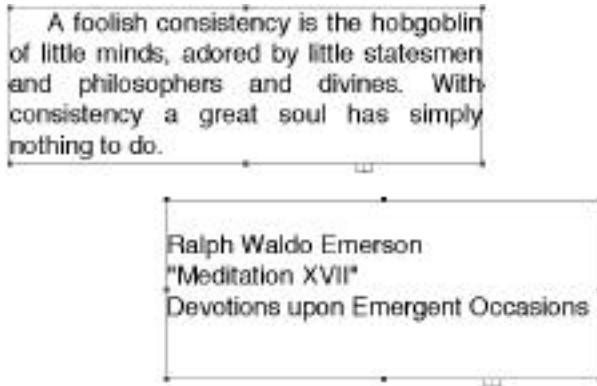
Now, are you ready to make use of all that information? We'll go slowly.

1. Click on the Text tool on the Tools palette.
2. Draw a text block in the Document Window. Notice the blinking insertion point in the upper left hand corner of the text block.
3. Type:

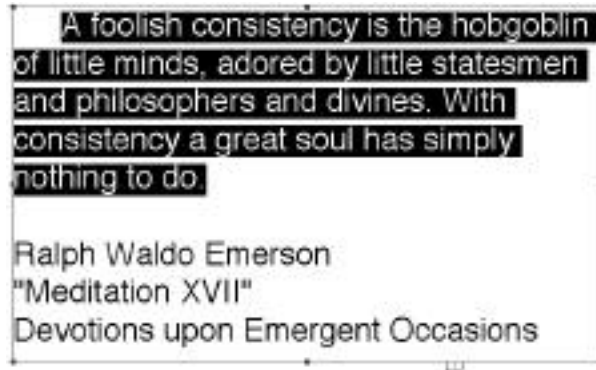
A foolish consistency is the hobgoblin of little minds, adored by little statesmen and philosophers and divines. With consistency a great soul has simply nothing to do. <Return>

Ralph Waldo Emerson <Shift-return>
"Meditation XVII" <Shift-return>
Devotions upon Emergent Occasions <Shift-return>

If the text block cannot contain all the text, resize the text block using the Arrow tool or click on the widget with the Text tool and draw another text block for the remaining text to flow into.



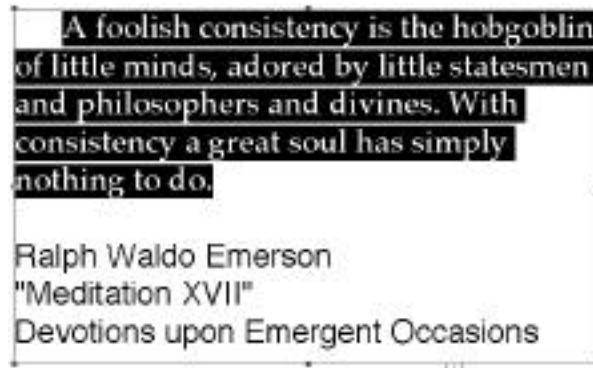
4. Click and drag the I-beam cursor over the first paragraph, or quad-click to select the whole paragraph.



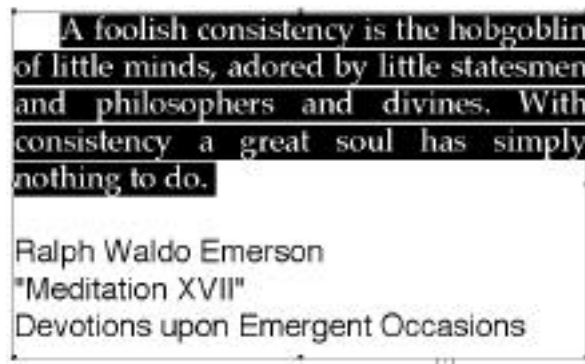
*Note: Double-clicking with the I-beam selects a word.
Triple-clicking with the I-beam selects a line.
Quad-clicking with the I-beam selects a paragraph.*

5. Click and hold the mouse button on the **Font** menu at the top of the screen. A listing of fonts appears. Drag your cursor down the font list. Each font listing becomes highlighted as the pointer passes over it.

6. Release the mouse button when a desired font becomes highlighted. In this example, the font Palatino was selected. Notice the typeface of the selected paragraph changes to reflect the new font.



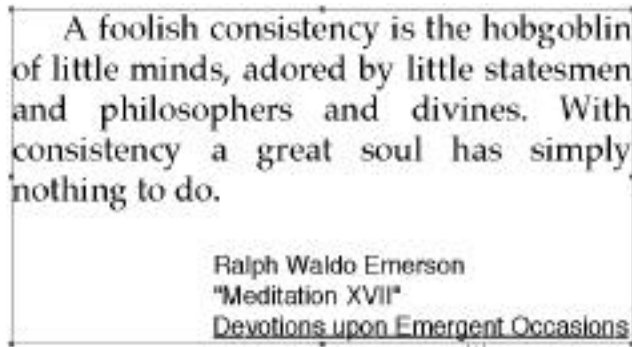
7. Choose the **Alignment** option from the **Format** menu. Notice another menu appears next to the arrow beside the **Alignment** listing.
8. Choose the **Justify** command. Notice that the highlighted paragraph is now flush on both the left and right sides of the text block.



9. Highlight the Devotions upon Emergent Occasions line.
10. Choose the **Underline** command from the **Style** menu. The selected line now appears underlined.

You should now be familiar with the basics behind styling text. Feel free to experiment if you like. For example, you might want to put the quote's reference information in a smaller type size. Maybe you want to put some space between the reference information and the left margin. Simply click to place the insertion point before each line and then press the Tab key. **CREATOR2** automatically moves the text 1/2 inch to the right each time you press the Tab key.

In the end, your text block may look something like this:



For more information about tabs, see the Text section of the *User's Guide*

A QUICKDRAW GX PRIMER

Like many users, you may wonder why an extension called GX Graphics appears on the **CREATOR2** installation CD. The GX Graphics extension lets the application use QuickDraw GX features. QuickDraw GX provides many of the powerful graphic and text features available in the application. QuickDraw GX software itself, was designed by Apple to provide advanced graphic, type, and color features on Macintosh computers.

The following sections provide a brief description of GX's capabilities and why **CREATOR2** uses it. For more information on QuickDraw GX, refer to your Apple documentation.

About QuickDraw GX

Apple worked on QuickDraw GX for over five years before it finally appeared as part of the Macintosh System 7.5 software. The GX Graphics extension adds on to, and overhauls, the traditional Macintosh graphic and printing interface.

However, QuickDraw GX does not replace the traditional Macintosh graphics engine—QuickDraw. This ensures compatibility with many existing programs. The level of compatibility runs so deep, that GX and QuickDraw can even share certain information.

So what new features did QuickDraw GX bring to the Macintosh environment? GX added several new components, including a new and powerful 2D graphics engine and enhanced typography features.

QuickDraw GX Typography features

Another advantage to QuickDraw GX lies in its font technology. GX provides advanced typography features and extended character sets for fonts.

By using QuickDraw GX, **CREATOR2** can automatically adjust a whole range of font characteristics, like tracking and justification. GX even allows **CREATOR2** to substitute one character for another, if necessary. Of course, **CREATOR2** gives you full control over these features so you can create your own typographical effects.

When creating these typographical effects, QuickDraw GX lets you use any font available, regardless of format. It doesn't matter if you have PostScript Type 1 or TrueType fonts, GX recognizes all font formats as long as you have "enabled" (prepared) them.

If you install PostScript fonts the GX extension has been installed, you must enable them yourself. To use newly installed PostScript Type 1 fonts in GX, run the converter program called Type 1 Enabler. (The Creator2 Installer places the Type 1 Enabler in the Creator2 application folder.) You must also remember to install Adobe Type Manager. GX itself cannot handle PostScript fonts and relies on ATM to properly display and print Type 1 fonts.

Although GX can use TrueType fonts without any special preparation, you can add features with the GXifier application. **CREATOR2** can automatically combine certain characters (for example a and e into æ) when you use GXified TrueType fonts. As with the Type 1 Enabler, the Creator2 Installer places a copy of GXifier in the Creator2 application folder.

To take full advantage of **CREATOR2**'s typography features, you may want to use GX-specific fonts. These fonts, designed to work exclusively under QuickDraw GX, offer an impressive range of features. These fonts often have extended character sets. An extended set contains features—like alternate characters, ligatures, and swashes—that you could normally find only in several different fonts. In addition, you can scale the weight and width of some GX fonts.

QuickDraw GX Graphic features

The graphics engine is the strongest feature of QuickDraw GX, and perhaps the least noticeable to the user. Under GX, the Macintosh describes graphics (even text) geometrically. Traditional QuickDraw describes graphics in a 72 dpi bitmap pattern, not by points, lines, and curves.

The GX geometric graphic engine lets you modify graphics in almost any way. You can create shapes, distort shapes, or modify shapes by combining them with other shapes.

As mentioned above, GX even treats text as graphic shapes. This feature expands what you can do with text. For example, in **CREATOR₂** you can expand, slant, even rotate text blocks. After you modify your text block in this way, you can even go back and edit its content.

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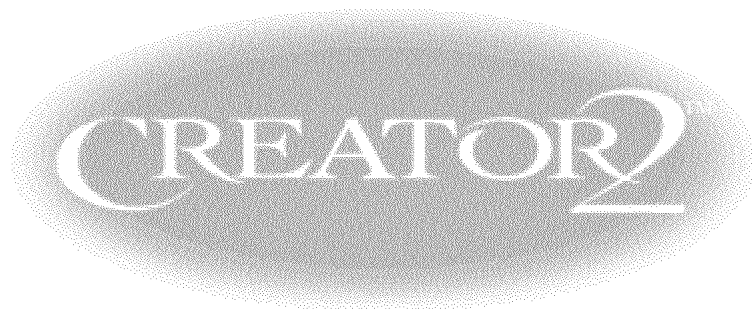
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The Multi-Ad



User's Guide

MULTI-AD CREATOR2™ USER'S GUIDE

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TABLE OF CONTENTS

| | |
|---|-----------|
| Welcome to Multi-Ad Creator2™! | 1 |
| The Multi-Ad Creator2 Screen | 2 |
| The Document Sizes Dialog Box | 2 |
| The Document Window | 3 |
| Printable Area and Paper Outlines | 4 |
| The Document Area | 5 |
| The Desk Area | 5 |
| The Title Bar | 5 |
| The Menu Bar | 5 |
| The View Area | 8 |
| The Page Pop-up Menu | 8 |
| The Previous Spread and Next Spread Buttons | 8 |
| The Rulers | 8 |
| The Guide Lines | 9 |
| The Guide Snap Toggle | 9 |
| Ruler Zero Points | 10 |
| The Window Resizing Box | 10 |
| The Zoom Box | 10 |
| The Scroll Bars and Scroll Boxes | 10 |
| The Close Box | 11 |
| Using Creator2 Palettes | 12 |
| The Arrangement Palette | 12 |
| The Colors Palette | 14 |
| Colors Palette Controls | 14 |
| Assigning Colors to Imported Graphics | 15 |
| Modifying the Colors List | 16 |
| The Element Specs Palette | 19 |
| The Files Palette | 20 |
| Using the Files Palette | 21 |
| The Styles Palette | 22 |
| The Tools Palette | 23 |
| The Drawing/Creation Tools | 23 |
| The Border Tool | 24 |
| The Freehand Drawing tool | 24 |
| The Line Tool | 24 |
| The Path Tool | 24 |
| The Oval Tool | 25 |
| The Rectangle Tool | 25 |
| The Starburst Tool | 25 |
| The Text Tool | 25 |
| The Modification Tools | 26 |
| The Arrow Tool | 26 |
| The Containment Tool | 28 |

| | |
|--|-----------|
| The Cropping Tool | 29 |
| The Reshape Tool | 29 |
| Path editing with the Reshape Tool | 30 |
| Rectangle editing with the Reshape Tool | 32 |
| Starburst editing with the Reshape Tool | 33 |
| The Rotate Tool | 34 |
| The Skew Tool | 35 |
| The Flip Tool | 35 |
| Working with Text | 36 |
| Text Blocks and Widgets | 36 |
| Multiple Block Selections | 37 |
| Creating Text from Scratch | 37 |
| Styling Text | 37 |
| Text Defaults | 38 |
| Standard Character Styles | 38 |
| Complex Character Formats | 39 |
| Saving Time in Character Formatting | 39 |
| Styling Paragraphs | 41 |
| Paragraph Defaults | 41 |
| Paragraph Attributes | 41 |
| Saving Time in Paragraph Formatting | 43 |
| Using Type Styles with ¶ Styles | 44 |
| Using the “Based on” Pop-up Menu | 45 |
| Style Models | 46 |
| Placing Text | 49 |
| Placing Text with No Options Selected | 50 |
| Placing Text Using the Files Palette | 50 |
| Selecting Text | 51 |
| Breaking Text into Blocks | 51 |
| Using Break Text with Existing Text Blocks | 52 |
| Tabs | 53 |
| The Tab Ruler | 53 |
| Using the Tab Ruler | 53 |
| Tab Ruler Terminology | 55 |
| Tab Leaders | 56 |
| Custom Tab Leaders | 56 |
| Working with Graphics | 57 |
| Placing Graphics | 57 |
| Graphic File Types | 58 |
| Element Style Sheets | 58 |
| Glossary of Printing Terms | 61 |
| Index | 74 |

WELCOME TO MULTI-AD CREATOR2™!

Welcome to Multi-Ad CREATOR2™! While you might not recognize the Multi-Ad Services name, it has provided desktop layout software—like Creator®—to newspapers and advertisers for years. Multi-Ad Services has a tradition of providing fast, reliable, intuitive, and powerful software. CREATOR2 is no exception.

At its core, CREATOR2 is a Macintosh application. If you have never used a Macintosh before, you will find the application to be simple, elegant, powerful, and intuitive. If you have used a Macintosh, the CREATOR2 user interface is instantly recognizable. For example, it uses many traditional keyboard shortcuts—Cmd-P for Print, Cmd-Shift-B for boldface type, and so on.

Note: You can differentiate references to menus, sub menus, and buttons from references to command keys, check boxes, pop-up menus, and other options. Menus, submenus, and button references appear in the Chicago font. Command keys, check boxes, pop-up menus, and other options appear in the Geneva font.

If you have never used a Macintosh computer, or desktop publishing programs in particular, you should read this *User's Guide* before using CREATOR2. This *Guide* introduces you to the basic features, interface, and terminology of the application. For more information on a specific feature, refer to *The CREATOR2 Reference Manual*. The *Reference Manual* provides in-depth descriptions of each of CREATOR2's commands and features.

Whatever your design needs, CREATOR2 gives you the most powerful set of tools and features available without sacrificing ease of use. We hope you enjoy using CREATOR2. If you have any questions, comments, or reactions, please let us know!

THE CREATOR2 SCREEN

To use the application effectively, you need to understand each element that appears on the screen. The first section of the *User's Guide* explains **CREATOR2** screen elements. Both beginners and longtime computer users can benefit from reviewing the material in the first half of this guide.

You may already use a Macintosh or have some knowledge of its interface and screen elements. However, **CREATOR2** has many unique elements you should know about. You also may have used Multi-Ad Creator; while **CREATOR2** borrows many elements from Creator, many elements have changed and much has been added.

Reading the sections that introduce **CREATOR2**'s appearance can help you learn about how the program works and get you using the application more quickly.

The Document Sizes Dialog Box



The **New Document** dialog box is the first item that appears after you launch the **CREATOR2** application. The **New Document** dialog lets you set the dimensions (width and depth) of each page in your document. The dialog provides you with a variety of options. You can set the document size by entering the document's width and depth in the appropriate text fields. Or choose a preset document size by clicking the **Choose Page Size...** button. Clicking this button opens the **Choose a Size** dialog box. Choose a set of sizes from the Set pop-up menu. Select a size from the scroll list and click the **OK** button to return to the **New Document** dialog box.



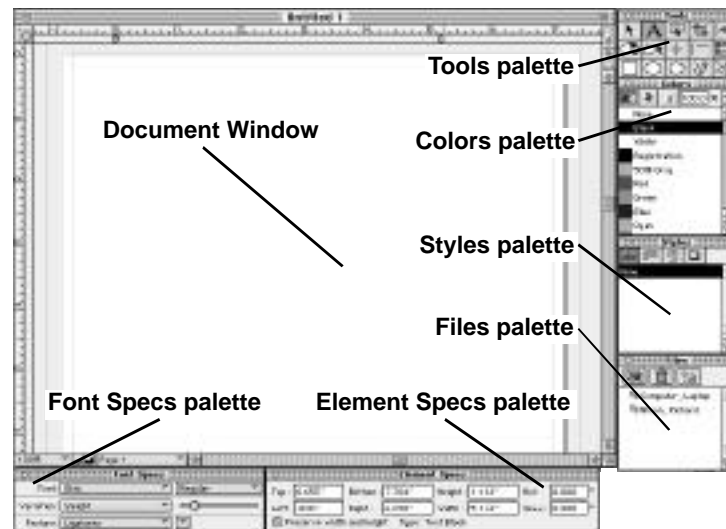
The default preset sizes available include:

- SAU (Standard Advertising Unit) Sizes
SAU sizing is the established system of document sizing for the newspaper industry. An SAU column is 2 1/16 inches wide, so a 1 x 3 SAU document is 2 1/16 inches wide and 3 inches deep.
- TMAU (Television Magazine Advertising Unit) Sizes
TMAU is a database of document sizes designed for creating a standard for advertisers in television listing magazines.
- Other Sizes
This includes commonly used sizes for letters and business cards.

In addition to the provided document sizes, you can add sizes you frequently use to the **Choose a Size** dialog box. You can do this in the Document Sizes panel of the Preferences dialog box in the **Edit** menu.

The Document Window

After you have chosen your document's dimensions, the Document Window appears. As you can see, the Document Window has much in common with the standard Macintosh window; however, you may not recognize all the features.

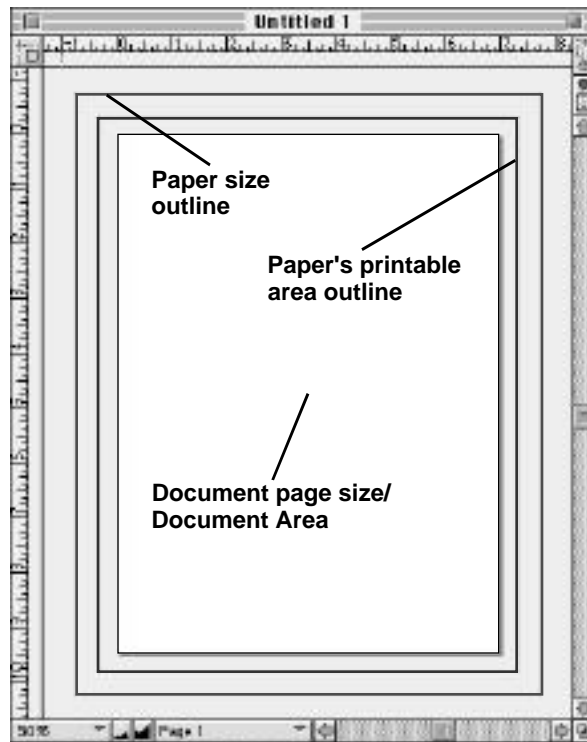


Printable Area and Paper Outlines

The ability to print documents on different size sheets of paper can prove helpful, especially in **CREATOR2**.

CREATOR2 lets you create documents of any page size, even sizes that you don't have in your printer's paper trays. To help you distinguish between the document's page size and the printer's paper size, **CREATOR2** places several rectangles in your Document Window.

The white area centered in the Document Window is, of course, your document's page size. However, this can be larger or smaller than your printer's paper. The blue outline represents the sheet size of the selected paper. The red, inner outline represents the printable area of the selected paper size.



The paper size and printable area size outlines reflect the paper size selected in the **Page Setup** dialog box in the **File** menu. If you change the selected page size, the size of the paper outlines change also.

The Document Area

The white rectangular area in the center of the window is the Document Area. Think of the Document Area as **CREATOR**'s representation of a page. As such, it reflects the dimensions you selected in the New Document dialog box. More than one page may appear in a Document window at a time. In these instances, the Document Area resizes to represent two facing pages.

Place the elements of the document you want to create in the Document Area. If you send a page to the printer, **CREATOR** prints only those elements you placed in the Document Area. To print elements outside the Document Area, refer to the **Page Setup** command entry in the **CREATOR Reference Manual**.

If your needs change, you can change the document's dimensions.

The Desk Area

The Desk Area is the light gray area surrounding the Document Area. This area serves as a pasteboard for placing elements you don't immediately need. These elements don't print unless they sit inside the paper outlines and you have the Bleed items at edge 4 selected (in the Page Options panel of the **Document Settings** dialog box in the **Document** menu). You can put elements on the Desk Area simply by dragging them there.

The Title Bar



The Title Bar appears at the top of every Document Window. It displays the name of the document, group, or container you currently have open.

The Menu Bar



The **CREATOR** menu bar has several menus familiar to any Macintosh user: the **Apple** (Apple) menu, the **File** menu, the **Edit** menu, the **Font** menu, the **Style** menu, and the **Size** menu. **CREATOR** adds many new menus that include: the **Elements** menu, the **Arrange** menu, the

Format menu, the **Document** menu, and the **View** menu. These menus offer specialized options for manipulating, formatting, viewing, and publishing a document.

All of **CREATOR2**'s menus organize command options logically according to their function. The application always displays the menu items; if you cannot use the commands in a menu, that menu appears dimmed. When you pull down a menu, notice that some commands appear dimmed. You cannot use these commands until you have performed a specific action: you may need to draw an element, highlight text, or select a particular tool.

The commands available under each menu include:

- **Apple menu**
Access to desk accessories, control panels, the Chooser, aliases, and so forth.
- **File menu**
Access to New..., Open..., Close, Save, Save As..., Save Default Document Settings, Place Graphic..., Import Text..., Export, Page Setup..., Print..., and Quit commands.
- **Edit menu**
Access to Undo, Redo, Cut, Copy, Paste, Clear, Select All, Duplicate..., Make Matrix..., Copy Type Specs, Paste Type Specs, Copy ¶ Specs, Paste ¶ Specs, Find/Change, and Preferences... commands.
- **Elements menu**
Access to Element Info, Open Element, Make Element Style..., Trapping, Convert Text to Paths, Convert to Single Path, Mask Graphic, Pen Weight..., Frame Type, Frame Texture..., Fill Texture..., Fill Gradient..., Shadow Options..., Shadow Texture..., Shadow Gradient..., Lock, and Unlock commands.
- **Arrange menu**
Access to Bring to Front, Send to Back, Move Forward, Move Backward, Center Horizontal on Page, Center Vertical on Page, Wrap Text..., Fit Text Block, Flip Horizontal, Flip Vertical, Group, Ungroup, Arrangement, Element Specs, Guides..., and Setup Guides... commands.

- **Style menu**
Access to the Plain Text, Embolden, Italicize, Outline, Shadow, Condense, Extend, Superior, Inferior, Superscript, Subscript, Upper Case, and Lower Case commands.
- **Format menu**
Access to Font Specs, Alignment, Language, Hyphenation, Discretionary Hyphen, Insert Page Number, "Smart Quotes", Character..., Paragraph..., Copy Fit..., Size/Leading..., Tracking..., Horiz. Scale..., Offset..., Make Type Style..., Make ¶ Style..., Make Style Model..., and Apply Tags commands.
- **Document menu**
Access to Document Settings..., Page Manager..., Master Spreads..., Colors..., Element Styles..., Text Styles..., Check Spelling..., Check Selection..., Spelling Rules..., User Dictionaries..., Replace Fonts..., and File Utilities... commands.
- **View menu**
Access to New Window, Actual Size, Fit in Window, Enlarge, Reduce, Separation, Rulers, Guides, Arrange Palettes, Tools, Colors, Files, Styles, Font Specs, Element Specs, Arrangement, and Trapping commands.

Keyboard access to commands

When you feel comfortable using **CREATOR2**, you may want to bypass the menu bar and execute certain menu commands by their keyboard shortcut keys. Keyboard shortcuts allow you to keep your hands on the keyboard and significantly increase your design speed.

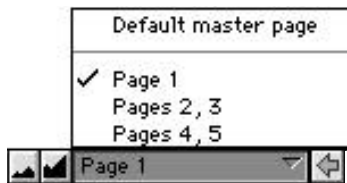
If you have already used other applications on the Macintosh, you may already know some shortcut keys. **CREATOR2** uses many of the same shortcut keys as other programs. Should you want to know the shortcut key for a particular command, they appear next to the commands in the pull-down menus.

The View Area



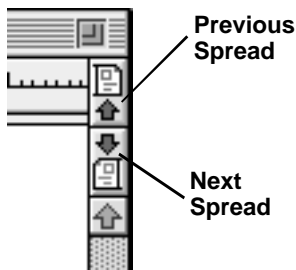
The View Area always appears in the lower left-hand corner of the Document Window. The View Area provides several different controls: You can choose the viewing scale, zoom in or out, and enter your own view scale. To enter your own view scale, choose the **Other Scale...** command. Click the button immediately to the right of the pop-up menu to zoom out. Click the far right button to zoom in.

The Page pop-up menu



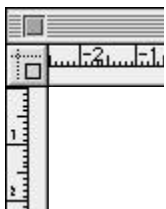
The Page pop-up menu lets you quickly advance to a specified spread. A spread can contain one or two pages. Click on the pop-up menu next to the bottom scroll bar and select the appropriate page from the menu. **CREATOR2** immediately takes you to the selected page or master spread.

The Previous Spread and Next Spread buttons



The **Previous Spread** and **Next Spread** buttons move you to the previous set of pages or the next set of pages without using the scroll bars. If you are on the first page of a document, the **Previous Spread** button appears dimmed. If you are on the last page of a document, the **Next Spread** button appears dimmed.

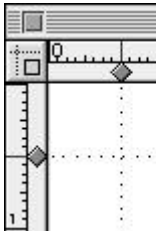
The Rulers



The rulers appear at the top and left sides of the Document Window. You can hide the rulers by deselecting the **Rulers** command in the **View** menu.

You can set the rulers' units in the **Preferences** dialog box in the **Edit** menu. Select the **General** panel in the scroll list at the left of the dialog box. Then choose your desired ruler units from the **Horizontal** and **Vertical** pop-up menus.

The Guide Lines



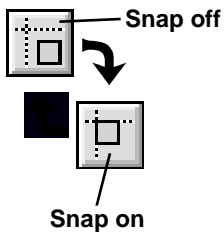
Guide lines serve to help you position elements on a document page. You can place guide lines by clicking at the desired point on the ruler and remove guide lines by dragging them off the ruler. Clicking on the ruler at the left gives you horizontal guides, and clicking on the ruler at the top gives you vertical guides.

The **Setup Guides...** command in the **Arrange** menu lets you create a grid using guide lines or set guide lines that mark margins, columns, or other points. When you create guides in the **Setup Guides** dialog box, the guide lines automatically appear on the rulers.

Guide lines only appear on the page where you originally set them. To have guide lines appear on many pages of a document, you need to place them on a master spread.

Note: You cannot place guides when you have an active text block in your document. To place guides, deactivate the text block or select the Arrow tool on the Tools palette.

The Guide Snap Toggle

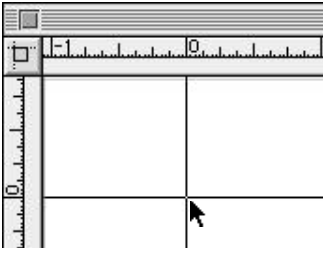


The Guide Snap Toggle control always appears in the upper left corner of the Document Window. When you activate the “snapping” feature, the gray rectangle borders the crossing lines. When you deactivate the “snapping” feature, the gray rectangle appears offset from the crossing lines.

Turning guide snap on tells **CREATOR2** to align elements against guides. Placing an element within the specified distance of a guide with the Toggle turned on aligns the element against that guide. Likewise, creating or resizing an element near a guide causes the element's dimensions to snap to the guide. The Guide Snap Toggle also lets you align elements along their horizontal and vertical center axes.

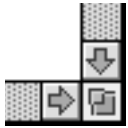
You can set the sensitivity of the Guide Snap Toggle in the **Guides** dialog box in the **Arrange** menu. Simply enter the distance from a guide that you want elements to sit before they snap. By default, **CREATOR2** assumes a distance of 1/4 inch.

Ruler Zero Points



The Guide Snap Toggle also allows you to set ruler zero points. When you click and drag from the Guide Snap Toggle into the Document Area, the vertical and horizontal lines appear (they cross at your pointer). When you release the mouse, the zero point on the vertical and horizontal rulers move to the selected point. To reset the default, press the Command key while clicking on the Guide Snap Toggle.

The Window Resizing Box



Located in the lower right-hand corner of the Document Window, the Window Resizing box works exactly like it does in other Macintosh applications. By clicking and dragging on the Window Resizing Box, you can adjust the size of the Document Window.

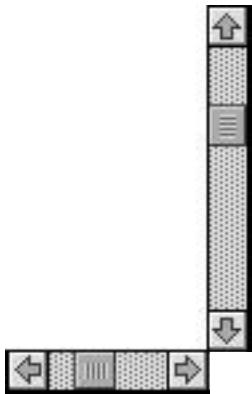
If you have selected the **Fit in Window** command in the **View** menu before resizing the window, **CREATOR2** automatically fits the document to the new size. **CREATOR2** remembers the size and position of the Document Window when you save your work.

The Zoom Box



The Zoom Box appears in the upper right corner of the Document Window. Clicking the Zoom Box resizes the Document Window to take advantage of your monitor's screen area. Clicking the Zoom Box a second time restores the document to its original size.

The Scroll Bars and Scroll Boxes



The scroll bars and scroll boxes appear along the right side and the bottom of the Document Window. A scroll box appears somewhere between the two scroll arrow buttons at the end of the scroll bars. The position of the scroll box represents your current position in the document's total viewing area.

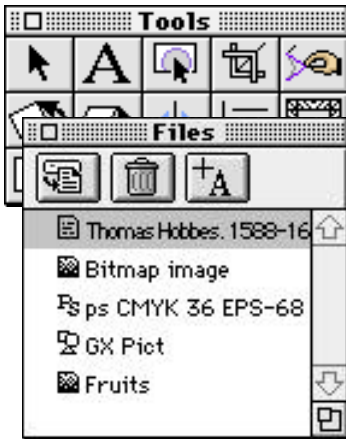
To move within the document's viewing area, click on one of the scroll arrow buttons or click and drag on a scroll box. Dragging a scroll box moves you across the viewing area quickly. Clicking on a scroll arrow button moves you more slowly. You can move incrementally by clicking on the scroll bar. Clicking on the scroll bar moves you one window length at a time.

The Close Box



The close box appears in the upper left corner of the Document Window. Clicking the close box closes the current document. If you haven't saved your changes, **CREATOR2** asks you if you want to do so.

USING CREATOR2 PALETTES

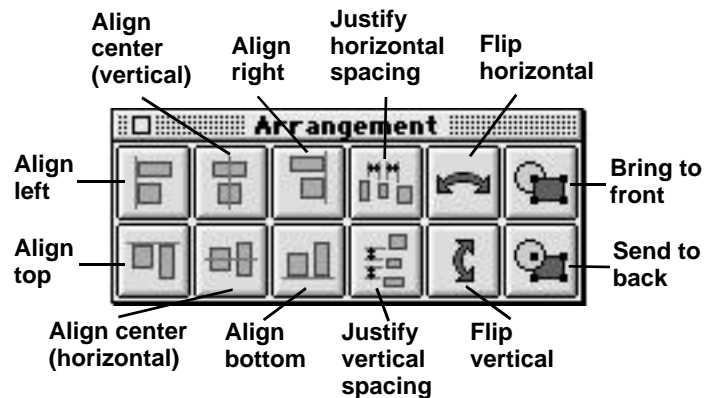


Many of your activities in **CREATOR2** are performed from palettes. These palettes organize frequently used commands and needed information into floating windows that you can move about the screen. Although a palette is always available, you can remove—or hide—one until you need it by deselecting the appropriate command in the **View** menu. You can display hidden palettes by choosing the appropriate command from the **View** menu.

CREATOR2 provides a number of palettes to help you design a document. For example, the Tools palette contains a number of buttons for creating documents and modifying elements. The Element Specs palette informs you of the position and measurements of elements. The Files palette lets you reference text and graphic files. More palettes exist to aid you in your work. You can find

The Arrangement Palette

The Arrangement palette lets you manipulate the position of elements. Although you can control and manipulate elements from the **Arrange** menu, the Arrangement palette provides icon buttons for the most commonly used commands. This makes it easier and quicker to manipulate elements on a document page.

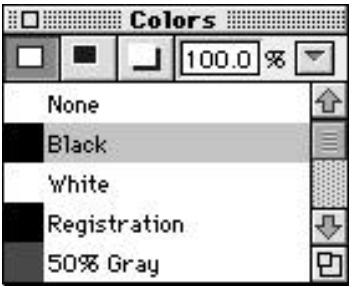


The commands available as icons on the Arrangement palette include:

- **Align left**
The **Align left** icon aligns all selected elements along their left edge.
- **Align top**
The **Align top** icon aligns all selected elements along their top edge.
- **Align center (vertical)**
The **Align center (vertical)** icon aligns all selected elements along their vertical axis.
- **Align center (horizontal)**
The **Align center (horizontal)** icon aligns all selected elements along their horizontal axis.
- **Align right**
The **Align right** icon aligns all selected elements along their right edge.
- **Align bottom**
The **Align bottom** icon aligns all selected elements along their left edge.
- **Justify vertical spacing**
The **Justify vertical spacing** icon places an equal amount of vertical spacing between all selected elements.
- **Justify horizontal spacing**
The **Justify horizontal spacing** icon places an equal amount of horizontal spacing between selected elements.
- **Flip horizontal**
The **Flip horizontal** icon flips all selected elements along their horizontal axis.
- **Flip vertical**
The **Flip vertical** icon flips all selected elements along their vertical axis.

- Send to back
The **Send to back** icon sends all selected items behind any elements over which they are placed.
- Bring to front
The **Bring to front** icon brings all selected items buried behind other elements to the front.

The Colors Palette



The Colors palette lets you manipulate an element's color. You can set a color for an element's fill (inside), an element's frame (outside), or an element's shadow. Each attribute has its own icon button on the Colors palette. When you click on an icon, the appropriate attribute color for the selected element appears highlighted in the scroll list. The palette also lets you shade a color by selecting a percentage from the Shade pop-up menu.

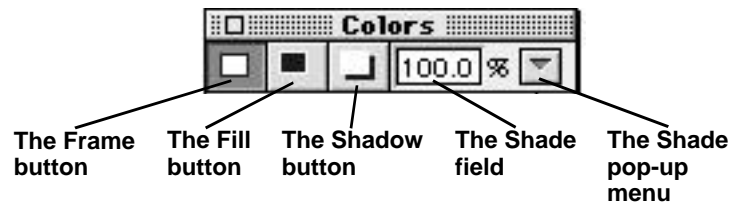
If you like, you can rearrange the order of colors on the Colors palette. Simply drag the chosen color to the place where you want it to appear on the list. When you drag a color, a highlighted line appears in place of the selected color. You can place the highlighted line between the two entries where you want the selected color to appear.

Note: You cannot move the first four colors (None, Black, White, and Registration) on the palette.

You can close the Colors palette by clicking in its close box or deselecting **Colors** in the **View** menu.

Colors Palette Controls

The three icon buttons at the top of the Colors palette represent, from left to right, the **Frame** icon, the **Fill** icon, and the **Shadow** icon. The text field to the right of the **Shadow** icon serves as the Shade field. A Shade pop-up menu also appears next to the Shade field. You can choose a shade percentage from this pop-up menu too.

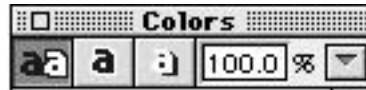


A black frame, white fill, and no shadow serves as the default setting for any element. To change a color of an element:

1. Click on the element you want to color.
2. Click on the proper icon from the Colors palette to select frame, fill, or shadow.
3. Select the desired color from the color list.

All colors initially appear shaded at 100 percent. To produce a lighter shade, type in the percentage or click on the pop-up arrow and select a percentage from the list that appears.

Notice that the icon buttons on the Colors palette change into letters when you edit text.



Although the icons function in the same way, their functions now apply to selected text. For example, to change the shadow color of shadowed text:

1. Click and drag across the shadowed text with the I-beam to select it.
2. Click the Shadow icon on the Colors palette.
3. Choose a new color from the scroll list on the Colors palette. Notice the shadow color of the selected text now changes.

Assigning Colors to Imported Graphics

CREATOR² lets you assign a color to a few imported graphic types. To assign a color to a graphic, select the graphic and click on a color from the Colors palette. You can assign:

- A single color to black and white EPS images
- A foreground and background color to black and white TIFF images

- A foreground color to element-based PICT images
- A foreground and background color to bitmap PICT images

Modifying the Colors List

A color list appears with every new document. You can add or delete colors with the **Colors...** command in the **Document** menu. Every modification you make in the **Colors from document named** dialog box is saved to the document file. The **Export...** button lets you save the color list as an independent file. This lets you share a modified color list with other people or to reuse a color list in another document.

You can add spot colors from a placed EPS graphic to the Colors palette. **CREATOR2** automatically adds spot colors to the color list if you have selected the Add spot colors to palette option in the **Preferences** dialog box. **CREATOR2** also lets you add spot colors on a file-by-file basis from each placed EPS file's dialog box.

You can also print the spot colors from EPS files as process colors by selecting the Print spots as process option in each file's dialog box. Or, you can select the Set spots as process option in the **Preferences** dialog box.

CREATOR2 also automatically adds colors to the color list when you paste an element from the clipboard or a Scrapbook file. When you paste an element from outside the document, **CREATOR2** recognizes the colors used and adds any new colors to the color list. This lets you share a Scrapbook file of an element from your work.

You also can set and add Grayscale, RGB, CMYK, Focoltone ID and Swatch, NAA-COLOR, and PANTONE colors to the colors list. To add or modify a color, choose the **Colors...** command from the **Edit** menu.



The **Colors from document name** dialog box appears.

Adding a color

1. Click on the **New** button in the **Colors from document name** dialog box.
2. Select a model type (RGB, CMYK, Grayscale, etc.) from the scroll box.
3. Select a color. Some models, like the Focoltone models, have designated color options. If you have selected one of these models, simply click on a color. Other models, like the RGB model, let you create colors. If you have selected one of these models, you can enter color values into text fields, or click and drag on slide bars, until you have a color you like.
4. Enter a color name. If you choose a spot color, it probably already has a name. You can use this name or choose one of your own.

5. Click the **OK** button to add the color to the color list. This returns you to the **Colors from document name** dialog box.

Making a spot color

1. Select a color in the **Colors from document name** dialog box.
2. Click the **Edit** button.
3. Click the **Spot** radio button.
4. Click the **OK** button.

Note: Spot colors appear in italic type on the Colors palette

Editing an existing color

1. Select the color you want to modify in the **Colors from document name** dialog box.
2. Click the **Edit** button.
3. Modify the color according to your wishes. Notice that **CREATOR2** matches the color you have chosen to edit with the appropriate color model.
4. Enter a new name for the color if you wish.
5. Click the **OK** button to add the edited color to the Colors palette and to return to the **Colors from document name** dialog box.

Note: If you change an existing color, Creator2-automatically applies your changes to each use of that color in your document.

Adding colors from a previously saved color file

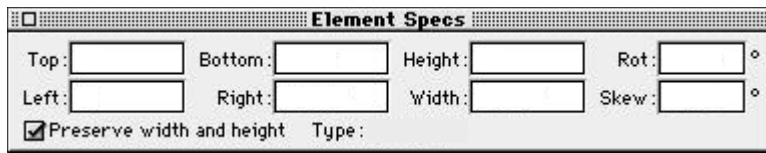
1. Click the **Import...** button in the **Colors from document name** dialog box.
2. Locate the color file that contains the files you want to use.

3. Double-click on the color file name. This adds the colors in the file to your document. **CREATOR2** does not add colors that already appear on your Colors palette.

Saving colors

1. Click the **Export...** button in the **Colors from document name** dialog box.
2. Select the location where you want to save your color list.
3. Enter a name for the color file.
4. Click the **Save** button. This saves your color list as a stand-alone file. While **CREATOR2** still saves a color list with the document, you can use this stand-alone file in other **CREATOR2** documents. Simply import it in the **Colors from Document Name** dialog box.

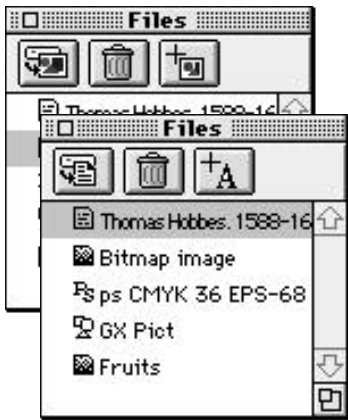
The Element Specs Palette



The Element Specs palette gives you information about the dimensions of any element you have selected. The palette also lets you manipulate the dimensions of elements simply by entering the desired values into the appropriate fields. This method of manipulating elements offers more precision than a drawing tool.

If you want, you can hide the Element Specs palette by clicking its close box or by deselecting the **Element Specs** command in the **View** menu.

The Files Palette



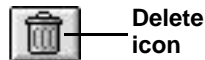
The Files palette may prove helpful if you make frequent changes to a document or if you work on documents with many placed graphics and imported text files. Not only does the Files palette let you make a reference list of files, but you can place files into a document directly from the palette.

The top of the Files palette contains three icon buttons. These icons let you take advantage of every task the File palette can perform. These icons include, from left to right: the **Open** icon, the **Delete** icon, and the **Place** icon.

The **Open** icon opens a file dialog box that lets you add files to the Files palette. To add a graphic file, click the Arrow tool on the Tools palette. To add a text file, click the Text tool on the Tools palette. The Open icon changes to represent the type of file you want to add to the Files palette.

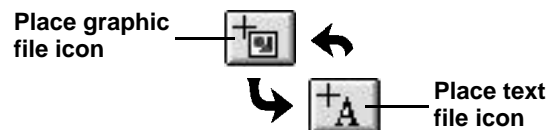


The **Delete** icon removes a selected file name from the list.



You can remove all the files on the palette by pressing the Shift key while clicking the **Delete** icon. You can remove multiple files by pressing the Command key while clicking on the names of the files you want to select and then clicking the **Delete** icon.

The **Place** icon lets you place files on the palette in a specified location. The Place icon changes to represent the type of file you selected.



Using the Files Palette

You can add files to the Files palette in one of four ways:

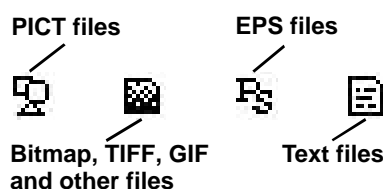
Click the **Open** icon to open a file dialog. Locate and click on the file you want to import, then click on the **Add file to palette** button. This places the file name on the Files palette. Clicking the **Add all Files** button adds every file name in the current directory to the Files palette. This is useful if you have all the files you need in one location. When you have finished, click the **Cancel** button to return to the Document Window.

You can also place files into the Files palette using the **Place Graphic...** command and the **Import Text...** command in the **File** menu. When the dialog boxes for these selections appear, just click the **Add file to palette** button.

You can place files on the Files palette by dragging them directly from the desktop. To do this, select the Keep Files Palette visible while in background check box in the General panel of the **Preferences** dialog box in the **Edit** menu. If you don't have this check box selected, **CREATOR²** hides the Files palette when you go to the Finder.

Finally, you can send references from Multi-Ad Search to **CREATOR²**. For more information on sending references, see Appendix E of the *Reference Manual*

When you look at a file name in the Files palette, you may notice a symbol to the left of the file name. This symbol refers to the file type. **CREATOR²** denotes EPS, PICT, bitmap, TIFF and text files.



CREATOR² also tells you when you have placed a file by putting check mark (✓) next to the file name of the palette.

Placing a graphics file from the Files palette

1. Click on a file name to select it.

2. Click on the **Place** button on the Files palette and move the arrow pointer to the Document Window. The pointer becomes a crosshair with a graphics symbol. Click and drag in the area where you want the graphic to appear.

Or

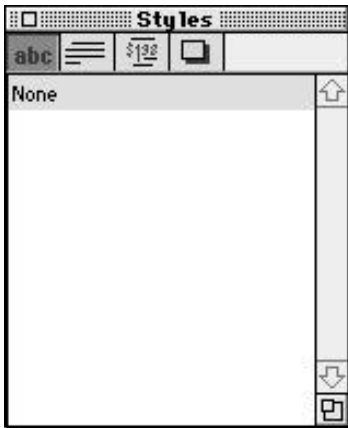
Click on a file name and drag to the location where you want the graphic to appear.

Double-clicking on a file name

Double-clicking on a file brings different results depending on the type of file you have selected.

- Double-clicking on a graphic file centers the image on the visible document page.
- Double-clicking on a text file displays the **Break Text** dialog box.

The Styles Palette



The Styles palette displays four different kinds of styles: type styles, paragraph styles, style models, and element styles. The Styles palette also shows you the keyboard shortcuts, if any, that exist for each style.

Selecting a Style type

You can view the different styles available by clicking on the icon buttons at the top of the Styles palette. Each icon represents certain types of formatting text:

- **Type Styles**
Type styles apply text characteristics to letters and words. For example, type styles control font type, font size, leading, and other characteristics.
- **Paragraph Styles**
Paragraph styles apply formatting attributes to whole sections of text. For example, paragraph styles control margins, tabs, hyphenation, quad leaders, and other formatting attributes. A paragraph style can also apply a type style.
- **Style Models**
Style models apply *sequences* of text characteristics and formatting attributes to text. For exam-

ple, Style models control the appearance of tabulated lists and other information with special formatting needs. A style model can apply to both type and paragraph styles.

- **Element Styles**
Element styles apply graphic characteristics to elements. For example, element styles control frame point size, color, shading, shadow, and other characteristics.

You can change the order of the style names by dragging a style name to a new location on the palette. For more information about styles, refer to the appropriate section of the *Reference Manual*

Applying a style

1. Click the icon of the style type you want to use.
2. Select the text or element you want to style.
3. Click on the name of the style you want to apply.

The Tools Palette



The Tools palette contains the tools you need to create elements in **CREATOR2**. With these tools, you can create or modify text or graphics. By selecting an element with a tool from the Tool palette, you can easily manipulate the appearance of any item on a page.

The Drawing/Creation Tools



You can create a variety of elements with the Tools palette. You can find the drawing/creation tools—with the exception of the Text tool—grouped together in the bottom two rows of the Tools palette. You can find the Text tool on the first row of the palette. By selecting the appropriate drawing/creation tool, you can make:

- Borders
- Freehand drawings
- Lines
- Path shapes

- Ovals
- Rectangles
- Starbursts
- Text blocks

The Border Tool



Create borders by selecting the Border tool from the Tool palette. Move the arrow pointer to the Document Window, and it turns into a crosshair. Click and drag in the Document Window to form the frame of the border. To create a square border, press the Shift key while dragging. Double-click on the Border tool to open the **Border Chooser** dialog box.

The Freehand Drawing Tool



Create freehand drawings by selecting the Freehand Drawing tool from the Tools palette. Move the arrow pointer to the Document Window, and it turns into a pencil pointer. Click and drag the mouse in the Document Window. Notice the pencil leaves a line that traces its path.

The Line Tool



Create lines by selecting the Line tool from the Tools palette. Move the arrow pointer to the Document Window, and it turns into a crosshair. Click and drag in the Document Window to form a line. Pressing the Shift key while dragging restricts a line to horizontal, vertical, or 45° angle plans.

The Path Tool



Similar to the Line tool, the Path tool lets you create straight and curved paths. Create paths by selecting the Path tool from the Tools palette. Move the arrow pointer to the Document Window, and it turns into a pen pointer. Now, click in the Document Window. Release the mouse button and move the pointer. Notice that a line extends from the point of your first click to the tip of the pen pointer. Click at the next point on your path, thereby making a nonsmoothing path point.

To make a closed path, click on the starting point. To make an open path, double-click at the point where you want the path to end. To make a curved line, click and drag in the direction of the curve.

The Oval Tool



Create circles and ovals by selecting the Oval tool from the Tools palette. Move the arrow pointer to the Document Window, and it turns into a crosshair. Click and drag in the Document Window to form the frame of an oval. To create a circle, press the Shift key while dragging.

The Rectangle Tool



Create squares and rectangles by selecting the Rectangle tool from the Tool palette. Move the arrow pointer to the Document Window, and it turns into a crosshair. Click and drag in the Document Window to form the frame of a rectangle. To create a square, press the Shift key while dragging.

The Starburst Tool



Create starbursts by selecting the Starburst tool from the Tool palette. Move the arrow pointer to the Document Window, and it turns into a crosshair. Click and drag in the Document Window to form the frame of a starburst. Pressing the Shift key while dragging creates a starburst with a proportional height and width.

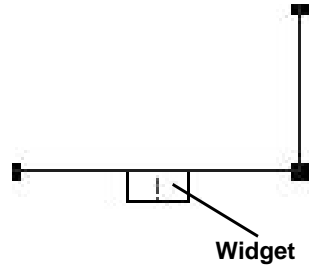
The Text Tool



The Text tool serves as the primary tool for placing and editing text. To create text blocks, click and drag in the Document Window with the Text tool. When you release the mouse button, a new text block appears. To create a text block on top of an existing text block, press the Option key while dragging with the Text tool. Just like any other element, handles appear on the corners and sides of the text block frame. You can adjust the size of the text box by dragging on the handles with the Text tool.

When you make a text block, a blinking cursor—the insertion point—appears in the block's top left corner. CREATOR 2 uses standard Macintosh editing techniques. To familiarize yourself with editing text, refer to your Macintosh documentation.

Should you need more room, you can flow text from one block to another by clicking the widget at the lower right of a text block and then dragging a new block.



The Modification Tools



The Tools palette also contains a number of tools for modifying the appearance of elements. You can find the modification tools grouped together in the first two rows of the Tools palette. The modification tools on the palette include the:

- Arrow tool
- Containment tool
- Cropping tool
- Reshape tool
- Rotate tool
- Skew tool
- Flip tool

The Arrow Tool



Clicking the Arrow tool changes the pointer to the familiar arrow shape. Use the Arrow tool to:

- Change an element's size
- Select one or more elements
- Drag an element
- Resize an element
- Access an element's dialog box

With the Arrow tool, you can select elements in several ways:

- By clicking
- By dragging a selection rectangle around multiple elements

Note: Any item that intersects with a selection rectangle is also selected.

- By Shift-clicking to select or deselect multiple elements

Any element in the Document Window or Desk Area can be selected, dragged, or resized. Once you have selected an element, handles (black boxes) appear at the corners and halfway along the sides of each selected element.

By clicking and holding the Arrow tool over the element's frame, you can move the element anywhere on the page or Desk Area. By pressing the Option key while dragging elements, you can make a duplicate of the element at your desired location: the original element remains at its last location. If you press the Shift key while clicking on the item, the element moves in a straight vertical or horizontal line.

You can also click and drag a selected element to other **CREATOR2** Document Windows; this copies the element to the target document. By dragging an element to the Finder, you create a “clipping file” of that element. Dragging an element into another application places a PICT file of the selected element in the application.

Clipping files retain element information as independent files so you can drag them into other applications. Dragging an element from the Document Window to the Finder Trash deletes the element. However, a clipping file remains in the Trash—until you choose the **Empty Trash** command from the **Special** menu in the Finder—should you need that element later.

You can resize any element by dragging on its handles. By pressing the Shift key and dragging on an element's handles, you can resize the element proportionally.

Pressing the Tab key while you have the Arrow tool selected lets you select the “next element” in a layer. If you have selected all the elements, pressing Tab deselects all elements. This feature may prove useful when you want to

select elements hidden in a layer or elements on a crowded page. You can also Command-click to select the “next element” in a layer. Using this method, you can only select the elements directly under the pointer, which may not include all the elements in a layer.

Double-clicking on an element with the Arrow tool opens a dialog box for that element. You can also open this dialog by clicking on an element and choosing the **Element Info** command in the **Elements** menu. This dialog box offers precise manipulation of the elements they relate to.

The Containment Tool



The Containment tool lets you place one element inside the frame of another element. Only those parts of the contained element visible within the frame can be seen.

Containing elements

1. Click the Containment tool on the Tools palette. Notice the Arrow pointer becomes outlined.
2. Click on the element you want to place inside another element.
3. Drag your element to the element you wish to place it in. Notice the container element's frame becomes bolded as you move your element over it.
4. Position your element within the container.
5. Release the mouse button.

To reposition a contained element, use the Containment tool to click on the container and drag. To drag a contained element out of a container, click on the element with the Containment tool and drag the element out of the container. When you click on a contained element with the Container tool, the container's frame appears highlighted. When you remove a contained element, the container's frame goes back to normal.

The Container tool can also drag a selection rectangle if you click outside an element and drag across it. This selects elements at the outermost containment level. (You

can also place container elements inside other elements with the Container tool). Pressing the Option key while clicking and dragging a container duplicates the element.

Double-clicking on an element with the Containment tool opens an element dialog for that element only.

The Cropping Tool



The Cropping tool lets you hide—or crop—parts of graphic elements (PICT, TIFF, RIFF, EPS, GIF, JPEG, and MacPaint® elements) for size or aesthetic reasons. On imported graphics, you can only use the Cropping tool to crop, not scale. (You can scale a graphic in the Graphics panel of the **Element Info** dialog box, in the **Elements** menu, with the Cropping tool selected). To scale an element, use the Arrow tool.

Cropping lets you remove superfluous details from the side(s) of an element. You can crop the top, bottom, or sides of any uncontained graphic.

To crop:

1. Click on the Cropping tool in the Tools palette.
2. Position the tool over one of the element's handles.
3. Click and drag for the desired effect.

Clicking inside a graphic with the Cropping tool allows you to move the graphic around within its cropping frame.

The Reshape Tool



The Reshape tool provides detailed editing options for manipulating elements. Selecting an element with the Reshape tool gives you access to a unique set of handles that are not available with the other tools. These "reshaping handles" allow direct manipulation of element shapes. With the Reshape tool, you can:

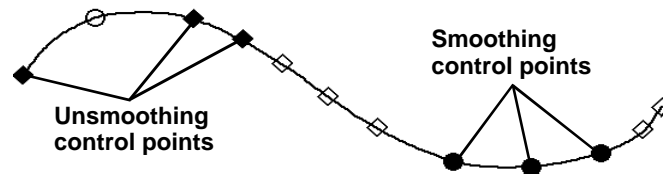
- Adjust rectangle corner roundness
- Adjust starburst roundness and point depths
- Reshape paths

You can only reshape rectangles, paths, and starbursts. All other elements display standard handles when selected with the Reshape tool.

You can select only one element at a time with the Reshape tool. When you select a path element and one or more handles with the Reshape tool, clicking outside the path deselects the handles but leaves the path selected. To deselect a path element while you have the Reshape tool selected, you must either select another element or click another tool on the Tools palette.

Path editing with the Reshape tool

When reshaping a path element, each point on the path displays a reshaping handle. The appearance of these reshaping handles—or control points—varies according to their type. Control points appear as smoothing or non-smoothing points. You can select individual control points as well.



Clicking on an unselected path with the Reshape tool selects it, but notice the control points remain unselected. An unselected control point appears outlined, while a selected control point appears solid. Select a control point by clicking on it. You can select more than one control point by pressing the Shift key and clicking on additional points.

You can also select control points by clicking and dragging a selection rectangle across a path. Points are selected as soon as the selection rectangle surrounds them and are deselected as the rectangle moves away. Pressing the Shift key while dragging a selection rectangle adds the points selected by the selection rectangle to those points already selected.

Adding and deleting control points

Clicking on the edge of a path while pressing the Command key creates a new handle. The type of control point the handle becomes depends on the type of control points that surround it. If you place a new handle between two nonsmoothing control points, the new handle becomes a nonsmoothing control point. If you place a new handle between two smoothing control points, the new handle becomes a smoothing control point. If you insert a new path point between smoothing and nonsmoothing points, by default it becomes a nonsmoothing point.

You can delete a path point by selecting it and pressing the Delete key. You can also delete a control point by selecting it and then choosing the **Clear** command from the **Edit** menu.

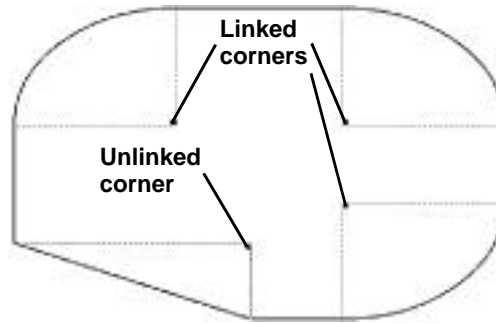
Converting handles between smoothing and non-smoothing control points -

Pressing the Option key while clicking on a control point toggles its type between smoothing and nonsmoothing.

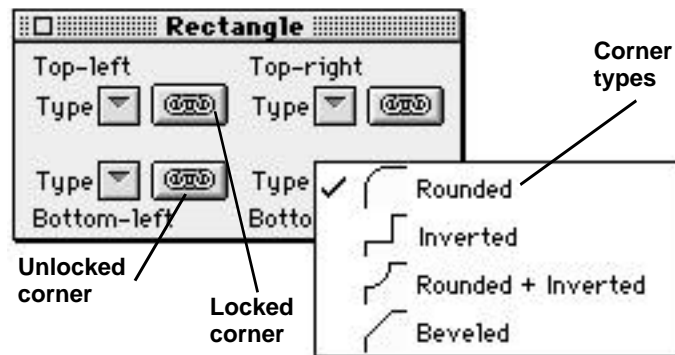
Rectangle Editing with the Reshape Tool

Any rectangle, frame, or text block selected with the Reshape tool displays handles and guidelines that let you manipulate each corner of the rectangle. You can adjust both the size and roundness of each corner.

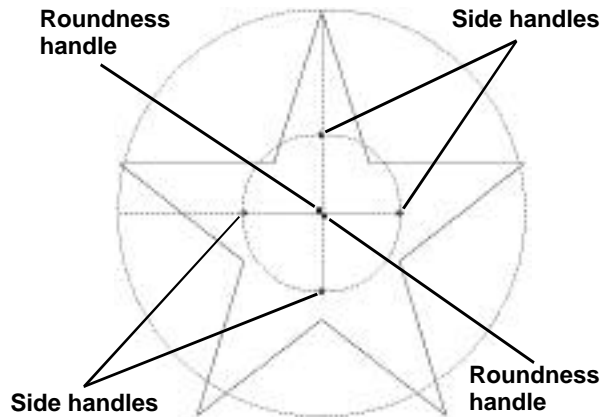
Initially, any changes you make to one corner of a rectangle affect the other corners. However, you can unlink corners by pressing the Option key while resizing a corner. You can also unlink a rectangle's corners by clicking on the chain buttons in the **Rectangle** dialog box.



The dialog box also lets you change the appearance of a rectangle's corners. You can choose from among four different corner styles: Rounded, Inverted, Rounded and Inverted, and Beveled.



When you select a starburst with the Reshape tool, six handles and several guidelines appear. Four of the handles manipulate the rectangle that defines the inner area of the starburst. The other two handles manipulate the roundness of the rectangles that define the starburst's inner and outer points. The guidelines serve to show the shape of the inner and outer rectangles and illustrate the connection between the roundness handles and the curvature of the rectangle's corners.



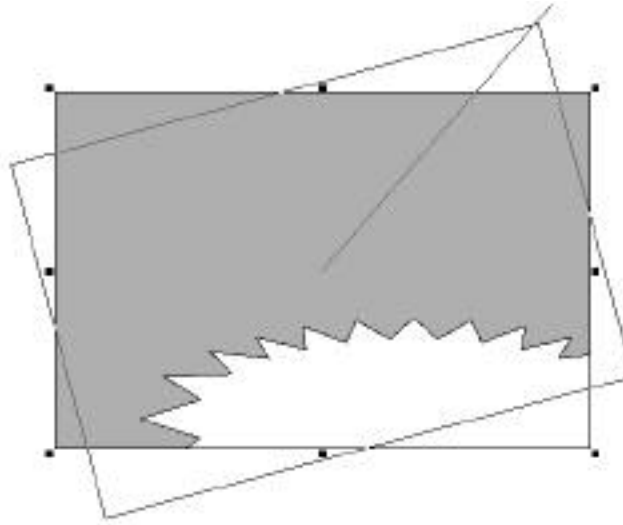
Clicking on a side handle of the inner rectangle lets you drag that side. Pressing the Option key while dragging causes the opposite side to move symmetrically. Pressing the Shift key while dragging causes all four sides to move symmetrically. Click inside the inner rectangle to drag it anywhere within the bounds of the outer rectangle.

Clicking on an arrow handle allows you to manipulate the roundness of the inner or outer rectangle. You can move these handles both vertically and horizontally. Pressing the Shift key while moving these handles allows you to proportionally adjust vertical and horizontal roundness.

The Rotate Tool



The Rotate tool lets you rotate elements, including graphics and text blocks. You can rotate an element by selecting it with the Rotate tool, clicking on a handle, and dragging it to the desired degree of rotation.



To rotate elements

1. Click on an element with the Rotate tool.
2. Click on a handle of the selected element and drag to rotate.

Normally rotation occurs around the center of the element, or the center of the group of elements, that you have selected. Pressing the Command key while you click on an element with the Rotate tool lets you place a rotation point anywhere on the element. Subsequent rotations occur around this point rather than the center of the selected element.

You can see the outline of elements drawn in **CREATOR2** and masked graphics when you use the Rotate tool on them. When rotating placed graphics that you have not masked, you see an outline defined by the element's selection handles.

If you hold down the Shift key while rotating, the application restricts the rotation to 15° increments.

In the Rot text field, in the General Info panel of the **Element Info** dialog box in the **Elements** menu, you can rotate an element by any degree between -360 degrees and 360 degrees. Enter negative numbers for counter-clockwise rotation. You can also adjust element rotation in the Rot field of the Element Specs palette.

The Skew tool



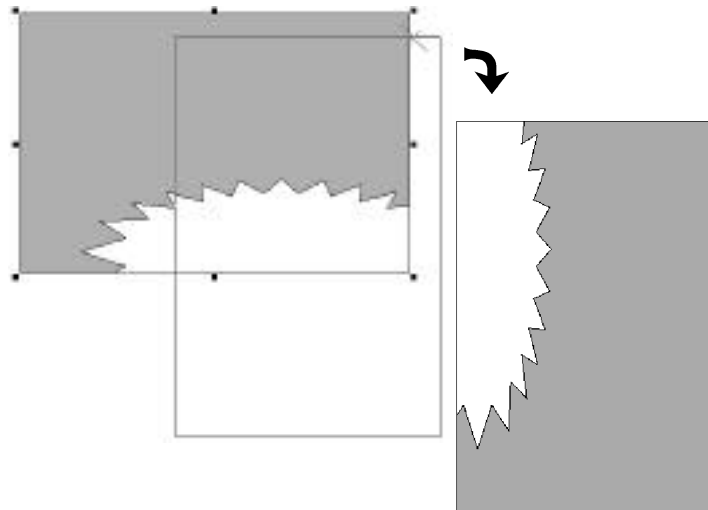
The Skew tool lets you adjust the skew angle of any element without changing the length of any of its sides. The Skew tool can only move two sides of an element at a time. Note that you cannot move elements with the Skew tool.

If you hold down the Shift key while skewing, it restricts the skew to -45°, 0°, or 45°.

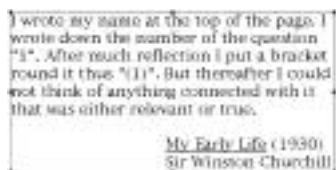
The Flip Tool



The Flip tool lets you turn an element end over end, or side over side. The Flip tool does not, however, flip an item at its point of origin. The tool flips an element around an imaginary line halfway between where you originally began the drag and the pointer's current location. To flip, you must select an element and then move the element away from its resting place.



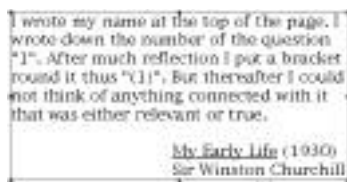
WORKING WITH TEXT



CREATOR2 provides you with extremely powerful tools for manipulating text. As with other applications, you can format the text's font, style, and size. However, **CREATOR2** offers even more formatting options. You can also apply precise formats to text: alignment, paragraph indents, leading, or kerning—even change the case of type (to all upper case, for example). You can set leading and text sizes in whole or fractional points. You even can have text in color or in grayscale. If you use QuickDraw GX™ fonts in a document, you can style text in even more ways.

You can also search and/or replace text, fonts, styles and/or sizes. For example, you can change 12-point Geneva Bold text to 14-point Times Italic Underline text. You can even copy the format of one section of text to another section of text, copy the format of a selected paragraph to another paragraph, and apply type styles, paragraph styles, and style models to text.

Text Blocks and Widgets



To provide a wide range of text manipulation options, **CREATOR2** handles all text as segments of blocks. You can have text from a single file shown in many blocks. Each block can have a different size and a different position in the document.

Small tabs, called “widgets,” in the lower right corner of text blocks show the order of text blocks. An ellipsis (...) appears in a widget if it contains more text than currently appears. If a text block displays all of its contained text, an exclamation mark (!) appears in the widget. The widgets of linked text blocks contain numbers according to each block's place in the succession of text.

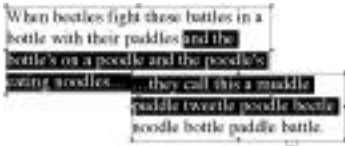
To create additional blocks:

1. Place the Text tool over a widget. The pointer becomes an arrow.
2. Click the widget, and the pointer changes to a crosshair with an ellipsis (+A...).
3. Drag a rectangle with the crosshair. The remaining text flows into the created block.

If the new block's widget displays an ellipsis (...), click its widget and repeat the process. Keep clicking and creating new text blocks until a widget displays an exclamation mark (!).

You can link a new block to any existing block—not just the last ellipsis (...) or exclamation (!) block—by clicking the existing block's widget before creating the new block. All your text stays in the correct order and flows through all your blocks as you'd expect. If you want another block somewhere, just click on a widget and drag a rectangle.

Multiple Block Selections



To select text in the application, simply click at the beginning of the text you want to select and drag to the end. You also can select text in linked blocks. To do this, just drag from one block into another. Select text in intermediate blocks by dragging across several blocks (from the second to the fifth block, for example). If you want to select all the text in a series of linked boxes, choose the **Select All** command from the **Edit** menu or press Command-A.

Portions of text in unlinked blocks cannot be simultaneously selected.

Creating Text from Scratch

CREATOR² lets you enter text from scratch. After you create a text block, an I-beam appears in the block's upper left corner. Choose the desired font, style, or font size for the text in from the appropriate menu. Now start typing. If you have much text to type, you might make one large block, enter all of the text, and then “re-block” after you've created the text.

Styling Text

CREATOR² has many ways to format text, including some standard Macintosh formatting methods. For example, to change the appearance of text, simply select some text and choose a new font from the **Font** menu. In addition to these standard features, **CREATOR²** also uses powerful text styling methods unique to itself.

Text Defaults

When you first type in a text block, the resulting text appears in the current default font. The current default font also appears when you import text into a text block. To change the default font:

1. Choose the **Document Settings...** command from the **Document** menu.
2. Click on the Text panel.
3. Choose a new font from the pop-up menu.
4. Click the **OK** button to save your settings and return to the Document Window. Click the **Revert** button to restore your last saved settings. Click the **Default** button to return **CREATOR2** to its default font. Click the **Cancel** button to discard all changes.

You can also select the type you want for your text by choosing a font from the **Font** menu. Then choose a style and a size from the **Style** menu and the **Size** menu. When you start typing, the text appears in the font, size, and style you've chosen. For example, if you make a new text block, choose **Times** from the **Font** menu, **Embolden** from the **Style** menu, and **18 pt** from the **Size** menu. Then begin typing. If you don't choose any options from the **Font**, **Style**, or **Size** menus, **CREATOR2** formats the text according to the settings in the Text panel of the **Preferences** dialog box in the **Edit** menu.

Standard Character Styles

Every Macintosh computer has certain "standard character styles." In **CREATOR2**, these standards appear in the **Styles** menu. The computer redraws text to apply these styles.

However, many fonts come with the styles already applied. This lets you choose, for example, the **Embolden** command from the **Style** menu or a **Times Bold** font from the **Font** menu. In general, you can find many popular PostScript fonts offered in plain, bold, italic, and bold italic styles. Some fonts may also have versions that are light, heavy, extra bold, or other variations. Although it usually doesn't matter whether you choose a bold font from the **Font** menu or choose **Embolden** from the **Style** menu, it's good to choose the exact font if it's installed in your system.

In addition to these standard styles, **CREATOR²** offers some style commands of its own. These commands include: **Condense**, **Extend**, **Superior**, **Inferior**, **Superscript**, **Subscript**, **Upper case**, **Lower case**, **Underline**, **Outline**, and **Shadow**.

Complex Character Formats

You can apply many attributes to characters. Consider this text:

“People of Europe, today the soldiers and sailors of the Allied expeditionary forces have embarked upon the great crusade.”

The attributes here are:

- Times, 14 pt
- italic
- bold
- kerned, a bit
- greater-than-standard word spacing

Although the text contains several attributes, the formatting remains consistent throughout the text—it's all the same font, same size, and so forth. To create this text, you performed six separate actions.

Saving Time in Character Formatting

If you want to use this same character format on other sections of text in your document, you can create your own text style that includes all these attributes. **CREATOR²** offers several ways to set the character format.

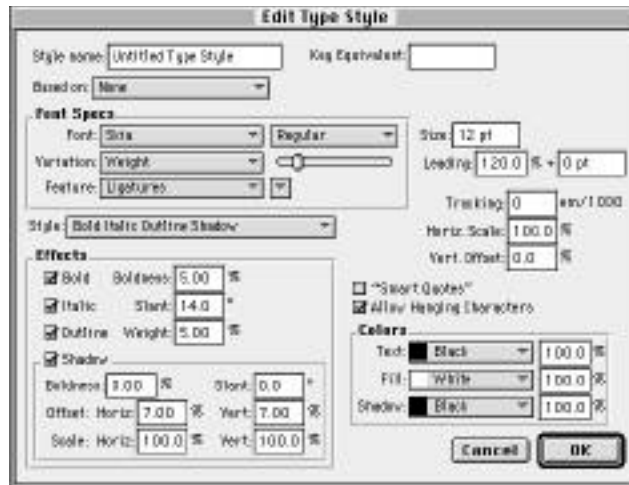
If you only want to use the format once:

1. Select the text.
2. Choose the **Copy Char Specs** command from the **Edit** menu.
3. Select the range of text of which you want to apply character attributes.

4. Choose the **Paste Char Specs** command from the **Edit** menu. This applies the character attributes to the highlighted text.

If you plan to use the text style many times, you can establish your own type style. You can then use your customized type style multiple times, based on the desired character attributes. If you want to create a type style:

1. Select the text with the character attributes.
2. Choose the **Make Type Style...** command from the **Format** menu. The **Edit Type Style** dialog box opens. The settings reflect the selected text. You can accept these settings or make more changes in this dialog box.



3. Name the type style.
4. Click the **OK** button. The new type style now appears on your Styles palette.

To reuse a type style, simply select a range of text in a text block and click on the name of the desired type style name in the Styles palette. The selected text takes on the attributes of the chosen type style.

Type styles can save you a lot of time. Use them whenever you need to repeatedly use the same text attributes.

Styling Paragraphs

In addition to type styles, **CREATOR2** also lets you create styles that apply a consistent look to paragraphs. These paragraph styles let you set tabs, indents, paragraph alignments, and other formatting options.

CREATOR2 defines paragraphs by return characters (¶). By pressing the Return key, you make a paragraph. To view the return characters in your document, choose the **Document Settings** command from the **Document** menu and select the General panel. Select the Returns and new lines check box.

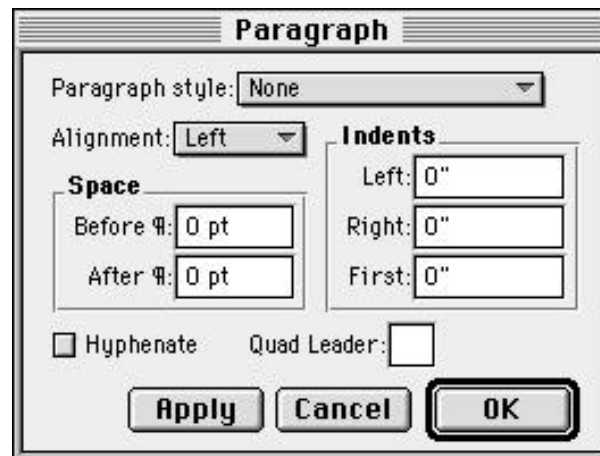
Paragraph Defaults

When you first make a text block, there are two default paragraph settings—paragraph alignment and hyphenation. You can find these settings by choosing the **Document Settings...** command in the **Document** menu and selecting the Text panel.

Choose left, right, centered, or justified for a default paragraph setting. You can turn hyphenation on or off. **CREATOR2** sets all other paragraph values to zero—no indents, no space before or after a paragraph, and no tabs.

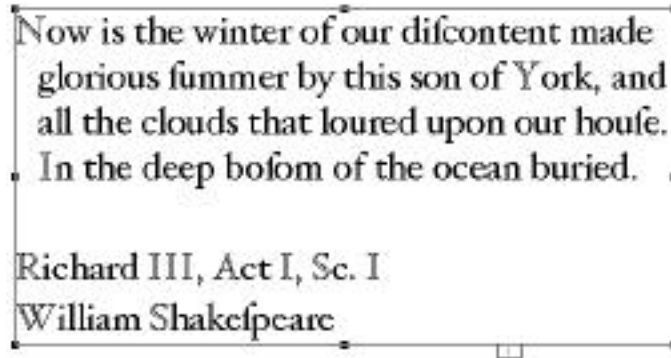
Paragraph Attributes

Select the **Paragraph...** command from the **Format** menu. The **Paragraph** dialog box opens.

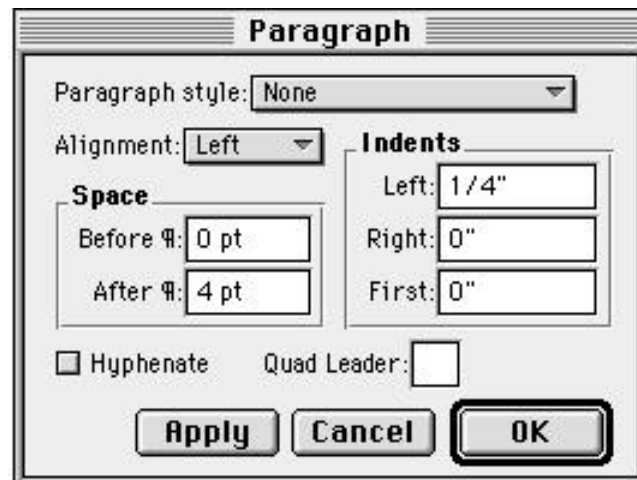


Disregard, for now, the Type style pop-up and the items at the top of the dialog box. What we're concerned with are the settings for attributes that involve paragraphs. It's important to remember that the settings apply to entire paragraphs.

Now let's format a paragraph to look like this:



Use the **Paragraph** dialog box to make the changes:



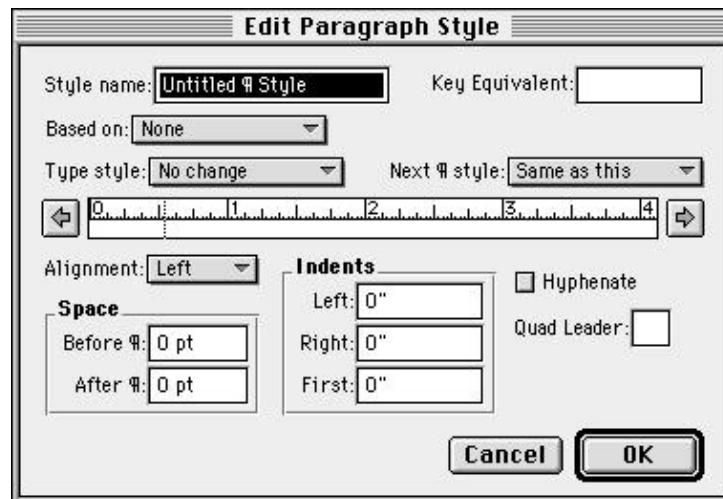
You only need to make two changes. Enter 1/4" into the Left indent box and change the After ¶ to 4 pt. Click the **Apply** button to view your changes. When completely finished, click the **OK** button to approve your changes and return to the Document Window.

Saving Time in Paragraph Formatting

If you want to use the same paragraph format on other sections of text, you can create your own paragraph style that includes these attributes. As with character attributes, **CREATOR²** offers several ways to set paragraph formatting.

Use the **Copy ¶ Specs** command and the **Paste ¶ Specs** command to copy the attributes of one paragraph to another. If you want to copy a paragraph's format to multiple sections of text, then make a paragraph style.

1. Click an insertion point in the paragraph containing the attributes you wish to reuse. Since paragraph settings remain consistent for each individual paragraph, you don't need to select the entire paragraph. Just click in the desired paragraph.
2. Choose the **Make ¶ Style...** command from the **Format** menu.



The settings reflect those of the paragraph containing your insertion point. You can accept these settings or make more changes in the dialog box. You might, for example, add tabs by clicking on the ruler and set a character to be used for a tab ruler.

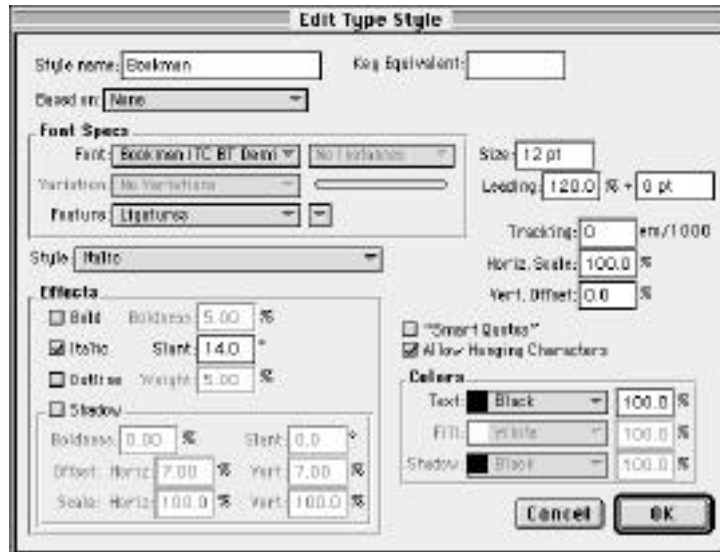
3. Name the new paragraph style, and—optionally—choose a Shift-Option keyboard equivalent.
4. Click the **OK** button.
5. The new paragraph style appears on the Styles palette. If you made a keyboard equivalent, that appears as well.

You can apply the paragraph style by clicking in a paragraph and then clicking on the name of the style in the Styles palette or typing the keyboard shortcut you have assigned.

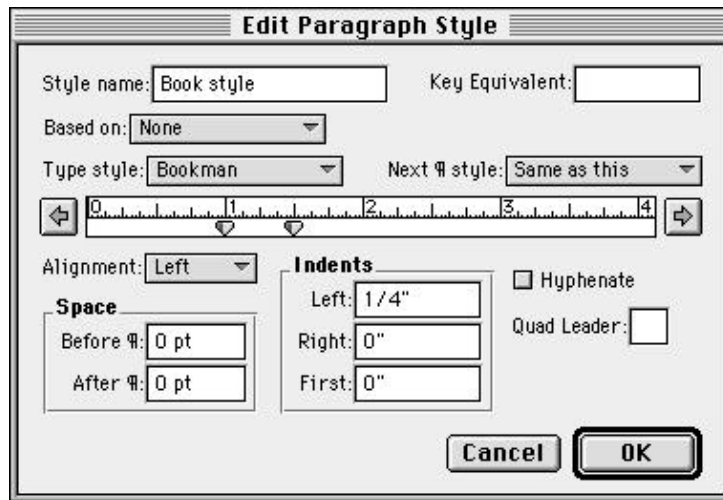
Using Type Styles with ¶ Styles

Another powerful use for styles presents itself when you combine type styles with paragraph styles.

Here's one example. Say you've made a type style named **Bookman** with these characteristics:



You want to make a model that includes both type and paragraph information. You can include the type style in the paragraph style by using the Type Style pop-up in the **Edit Paragraph Style** dialog box:



When you next apply Book style , **CREATOR2** formats the text using the paragraph settings and the type settings contained in the Bookman type style.

Using the “Based on” Pop-up Menu

Using the Based on pop-up menu in the **Type Style** dialog box and the ¶ **Style** dialog box lets you build on existing styles to create new styles.

For example, say you have a type style named Bookman with these attributes:

- Font: Bookman
- Style: Italic
- Size: 12 pt

To make a new type style that includes all the characteristics of Bookman, but has one additional attribute:

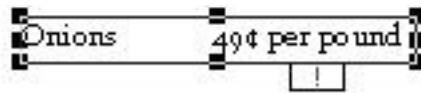
1. Choose the **Make Type Style** command from the **Format** menu.
2. Use the Based on pop-up to choose Bookman .
3. Make changes to the existing style.
4. Name the new type style.
5. Click the **OK** button to place your type style on the Styles palette. Click the **Cancel** button to discard your changes.

Using the Based on pop-up menu, you can quickly create sets of type styles and paragraph styles.

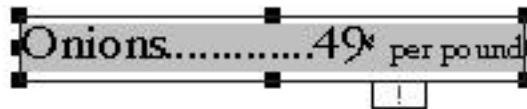
Style Models

Now that you have applied both type and paragraph styles to text, you're ready to apply *sequences* of type and paragraph formats to a text selection. **CREATOR2** lets you create style models to accomplish this. A style model may also apply both paragraph styles and type styles.

Consider a simple food listing. Drag a new text block and type the following in a 12 pt font:



What you really want is this:



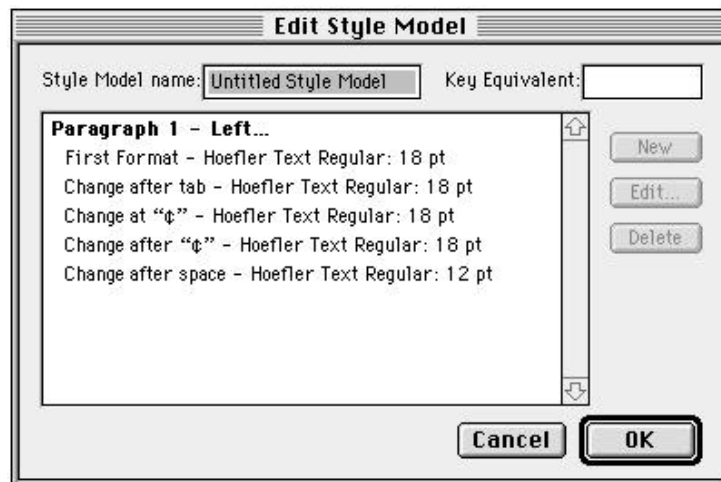
To create such a line, type the text in 12 pt again and follow the steps below to format it. Make sure you select the **Invisibles** check box in the General panel of the **Document Settings** dialog box in the **Document** menu.

1. Change the font size of Onions 49¢ to 18 pt. Make sure you include the space after the cents symbol as 18 pt.
2. Set a tab after Onions .
3. Set a tab leader in the tab ruler.
4. Make the cents symbol superior.

You want to use this format many times, but you can't use a type style because the formats aren't consistent for the entire line. Both the size and the style change throughout the line.

You can't use a paragraph style, because although the line ends with a return, what you're looking for isn't so much a paragraph style (with the exception of the tab and Tab leader) as a type style. Actually, it's a sequence of type styles—perfect to capture as a style model.

1. Begin to make your style model by selecting the entire line.
2. Choose the **Make Style Model...** command from the **Format** menu. The **Edit Style Model** dialog box appears. Notice dialog box settings reflect the characteristics of the selected text. Paragraph formats appear in bold. Below the paragraph formats are the type formats.



3. Double-click on the line Paragraph 1 - Left... (or single-click and then click **Edit**) to see a detailed view of the paragraph.
4. Click the **OK** button to return to the **Edit Style Model** dialog box. The five lines under the Paragraph 1 line are type formats.
5. Double-click on any of these lines to open the **Character** dialog box. If you want, you can further edit the style in this dialog box, as shown above.
6. Click the **OK** button to place the style model on the Styles palette. Click the **Cancel** button to discard your changes.

The new style model appears in the Styles palette.



To use the new style model, select some text then click the style model's name in the Styles palette.

Placing Text

CREATOR² supports several file formats directly. You can import these formats quickly and easily. Moreover, these formats will be updated as new versions of the programs that create them appear. CREATOR² supports:

- CREATOR² text files
- Microsoft's RTF (Rich Text Format)

Note: Using RTF lets you place formatted Word (or any RTF) files produced on MS-DOS computers.

- Text-Only files
- SimpleText files

CREATOR² also takes advantage of the Translation Manager/Mac Easy Open to import an even wider variety of text documents. Through the Translation Manager/Mac Easy Open, you can access MacLink Plus translators. These translators convert documents from one specific format into another specific format. MacLink Plus translators only import text and word processing documents; they do not import graphic files.

Placing text into a new or existing block

1. Click the Text tool in the Tools palette.
2. Drag to create a new, empty text block.
3. Choose the **Import Text...** command from the **File** menu.
4. Select a text file. Make sure you haven't selected the Place with cursor check box.
5. Click the **Place** button. The text flows into the block beginning at the insertion point. You can also set an insertion point in an existing text block. Place your insertion point at the spot where you want the imported text placed and then import the file.

Placing text with the pointer

1. Choose the **Import Text...** command from the **File** menu.

2. Select the **Place with cursor** option in the **Import Text** dialog box.
3. Select a text file and click the **Place** button.
4. Drag a new text block.
5. Release the mouse button, and the text flows into the new block.

Placing Text with No Options Selected

The application also provides an easy method for placing text, but with no user controls. Make sure you have no file options selected.

1. Choose the **Import Text...** command from the **File** menu and select a file.
2. Click the **Import** button. The file appears in a new text block created in the center of the window.

Placing Text Using the Files Palette

CREATOR2 lets you use the Files palette to place files directly from the Files palette. This lets you keep a record of the files you need and which ones you have used.

1. Choose **Import Text...** from the **File** menu.
2. Select a text file to import.
3. Click the **Add file to palette** button to place the text file into the Files palette. If you want to add all the text files listed in the current directory, click the **Add all Files** button.
4. Click the **Done** button.
5. Double-click on the text file's name in the Files palette. This loads the pointer with the text.
6. Drag a text block within your document. The text flows into that text block you have placed.

Text only files are formatted during placement to the current default font, alignment, and size. You can set the default font, size, and alignment in the Text panel of the **Preferences** dialog box in the **Edit** menu.

Selecting Text

Select the Text tool, which changes the pointer to an A with a crosshair (+A). Move the pointer into the text block, and it changes to an I-beam. With this I-beam pointer you can:

- Click to set an insertion point
- Click and drag to select a range of characters
- Shift-click and drag to extend the current selection
- Double-click to select a word
- Double-click and drag to select a range of words
- Triple-click to select an entire line
- Quadruple-click (four quick clicks) to select an entire paragraph

Breaking Text into Blocks

The Break Text option lets you place text into more than one text block and then place each receiving text block on the page.

To use the Break Text feature, prepare a text file in your word processor, or export a text file from **CREATOR2**. Insert delimiters into your text; these characters let the application know at what point to send text into a new block. You can use any character not otherwise used in the text. Standard delimiters include \, ^, ~, and so on. You can also break text after a specified number of paragraphs (§).

After inserting the delimiters, save your file and quit the word processing application. Complete the following steps.

1. Choose the **Import Text...** command from the **File** menu. The **Import Text** dialog box opens.
2. Select the text file to import.
3. Click the **Break** button. The **Break Text** dialog box appears.
4. Type in your delimiter. Here, we used a backslash, so a backslash character appears in the Characters field.

5. Select the **Delete** box if you want every instance of this character stripped from the text blocks as **CREATOR2** places the blocks.
6. Click the **Place** button. A dialog box appears.
7. Click the **OK** button.
8. Click and drag to create the first text block. All text before the first delimiter flows into the text block. Continue to create text blocks until you have placed all the text from the selected file.

The Status Area tells you the number of blocks you have left to place.

To cancel after placing any text block, press Command- or choose the **Import Text...** command from the **File** menu. This cancels the remaining blocks.

Using Break Text with Existing Text Blocks

CREATOR2 also provides a fast, efficient way to use Break Text. Instead of dragging text blocks as the text comes in, you can put the text into existing text blocks.

1. Create empty text blocks. Create as many blocks as you have sections of text.
2. Set the **Break Text** dialog box using a text file you've already prepared.
3. Click the **Place** button.
4. Move the pointer over one of the empty text blocks and hold down the Command key.

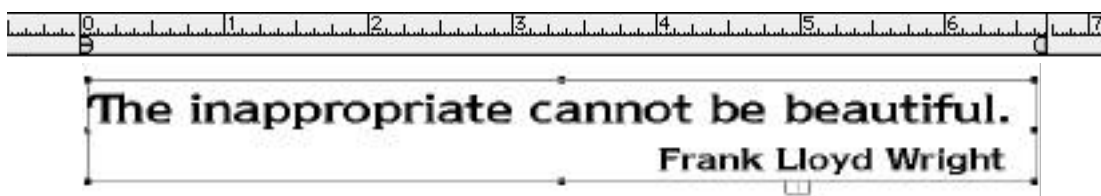
For still more speed, create empty text blocks using the **Make Matrix** command, found in the **Edit** menu. Make one empty block, then choose **Make Matrix** to replicate rows and/or columns of empty text blocks. Now break text as before, remembering to press the Command key while clicking in an empty text box.

Tabs

Since space size varies according to font, size, or style, positioning text—like in columns—becomes difficult. Tabs, however, let you mark a fixed location on a line. No matter what font, size, or style you use, the tab remains exactly where you set it.

Pressing the Tab key inserts a tab character into the text. Normally invisible, you can view tab characters by selecting the **Tabs and Quads** check box in the General panel of the **Document Settings** dialog box in the **Document** menu. Any tabs or quads you place in text now become visible.

The Tab Ruler



The tab ruler appears if you've chosen the **Show Rulers** command from the **View** menu and clicked on a text block with the Text tool. When you display the Tab Ruler, you automatically select the entire paragraph that contains the insertion point. This serves to remind you that changes to the Tab Ruler affect entire paragraphs.

Tab settings affect one paragraph or a series of paragraphs. If you like, you can use **Select All**, or press Command-A, to have tab settings affect all text. A paragraph, however, is the smallest unit that the Tab Ruler controls. If you want different tab settings on a line-by-line basis, place a return character at the end of each line to form separate paragraphs.

You can set the units on the Tab Ruler in the General panel of the **Preferences** dialog box in the **Edit** menu. Select your vertical and horizontal units from the pop-up menu. If you choose picas for units, picas appear on the ruler.

Using the Tab Ruler

First Line Indent marker

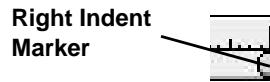
Left Indent marker



The first line indent marker is the small triangle at the top left of the ruler. **CREATOR2** sets the default value to zero. To set a first line indent for a paragraph, drag the marker to the right.

The left indent marker is the small triangle below the first line indent marker at the left of the ruler. It controls the indentation for all lines except the first line in every paragraph. As with other markers, drag it to change indentation. **CREATOR2** sets this default value to zero, too.

The right indent marker is the triangle at the right of the ruler. It controls right indentation of all lines in the paragraph (or paragraphs, if more than one is selected). Drag to set an indentation. The default setting for right indent is snug against the right side of the text block.



You can also set indentation by choosing the **Paragraph...** command from the **Format** menu. The General panel of the **Paragraph** dialog box lets you set the indentation for the selected paragraph by entering values in the First, Left, and Right fields.

If you prefer to use the **Paragraph** dialog box to set indents, click the **Apply** button to check the appearance of your settings. Confirm your changes by clicking the **OK** button.

Setting a Tab Stop

To set a tab stop at the location of your choice:

1. Move the pointer over the bottom half of the tab ruler. The pointer changes to an arrow.
2. Click the tab ruler to set a tab stop.

Always start by creating left tabs; the left tab serves as the default. Notice that tabbed text now moves over to line up with the tab stop on the ruler. If you want to move the tab stop, simply click and drag on the tab triangle.

Default Tabs

You can, of course, simply use the default tabs to put tabs in text, but the default tabs have drawbacks. When you use the default tabs, you merely put an eight point wide space at the tab point. To align text evenly, you need to use a tab stop.

Removing a Tab Stop

To remove a tab stop, just click and drag it off the Tab Ruler, until it disappears, and release the mouse.

Moving a Tab Stop

To move a tab stop, click on the tab stop and drag it to a new location.

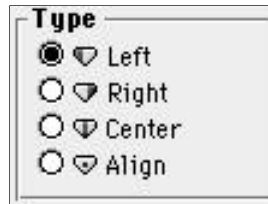
Tab Ruler Terminology

You can choose from several different types of tabs. These tab types include: left tabs, right tabs, center tabs, and decimal tabs. As you might expect, each tab formats text differently.

To change from one tab stop type to another:

1. Double-click on a tab stop.
2. Select a tab type in the **Edit Tab** dialog box, and—optionally—a tab leader character.

The Type area of the **Edit Tabs** dialog box displays the tab types available. Select a tab by clicking on the appropriate radio button.



Left Tabs

Similar to the familiar typewriter tab, left tabs serve as the default since they are the most frequently used. Tabbed text is placed flush left against a left tab marker.



Right Tabs

Right tabs require either a return at the end of the tabbed line or another tab at the end of a tabbed item. The first character defines the start of the text that's being moved. The second character (return or tab) determines the end of the text that is being made flush right.



Center Tabs

Center tabs, like right tabs, also require either a return at the end of the tabbed line or another tab. The first character defines the start of the text that's being moved. The second character (return or tab) determines where the text will center.



Decimal Tabs

Choose a decimal tab when you want decimal points to line up vertically, or when you want to line up text by a character you specify in the field next to the decimal tab type. The decimal tab requires a tab character and a period to determine where the text aligns. In most cases, the period serves as a decimal point in a number; hence, the name of the tab.

With decimal tabs, the tab character serves as the first delimiter and the decimal point (period) usually serves as the second delimiter. However, decimal tabs align with any character. Simply enter the different character into the field next to Decimal: in the **Edit Tab** dialog box.

Tab Leaders



Tab dots, in most cases, lead to the text at the next tab stop. **CREATOR2** assumes a blank tab leader unless otherwise specified.

When you want to add tab leaders to text which already has tabs set, double-click the tab stop and the **Edit Tab** dialog box appears. Then, select a tab leader, click the **OK** button, and a row of characters (according to your choice) appears in the tabbed space.

Custom Tab Leaders

Because **CREATOR2** treats tab leaders as text characters, you can alter them just like other characters. Some possibilities include:

- Superscript, subscript, or other characters.
- Leaders in different fonts and sizes, such as Zapf Dingbats.
- Horizontally scaled or kerned leaders.

WORKING WITH GRAPHICS

CREATOR lets you manipulate two types of graphics: those graphics you create in the application and those graphics you import from other sources. **CREATOR** can import graphic files from a wide variety of programs. Whether you deal with graphics created in other programs, scanned in by scanning devices, or downloaded from an on-line service, you can import the images into a **CREATOR** document.

Placing Graphics

The application provides several methods for importing graphic files into a document.

Placing Graphics without Options

1. Choose **Place Graphic...** from the **File** menu.
2. Make sure you have deselected the Place with cursor check box.
3. Select a graphic.
4. Click the **Place** button.

The image appears in the Document Window.

Placing Graphics with the Pointer

1. Choose the **Place Graphic...** command from the **File** menu.
2. Select the Place with cursor check box.
3. Click the **Place** button. This returns you to the Document Window, and the pointer changes to a crosshair with a check box.
4. Click in the document to set the position of the graphic's top left corner.

Or

Drag a rectangle in which the graphic can appear. To scale the image proportionally, press the Shift key while dragging a rectangle.

Graphic File Types

To use graphics from an outside source in **CREATOR2**, you must place—or import—them into the application.

CREATOR2 recognizes a variety of different file formats in order to make this process as easy as possible. Graphic files that you can place in **CREATOR2** include:

- DCS 1, DCS 2, EPSF, EPSP, and EPS files
- JPEG and JFIF files
- GIF files
- TIFF files
- Adobe Photoshop® files
- PICT files
- MacPaint files
- **CREATOR2** border files

Element Style Sheets



One of **CREATOR2**'s strengths is its ability to manipulate graphic elements. You can adjust the frame, color, shadow, and other attributes of an element. To increase your control over the appearance of an element, you can create element styles. Much like paragraph and text styles, you can use element styles to ensure the graphics you create have a consistent appearance.

For example, start by drawing a rectangle. Because you want to draw people's attention to the rectangle, you decide to change the:

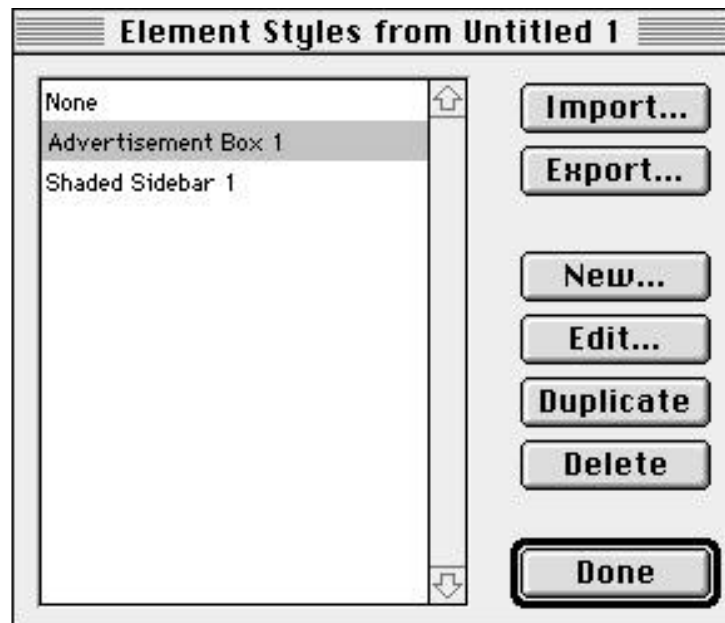
- Pen Weight to 2 pt.
- Frame Type to solid double lines
- Frame Color to 100 percent Blue
- Fill Color to 30 percent Red

- Shadow offset to 0.1 vertical and 0.1 horizontal
- Shadow to 75 percent Black

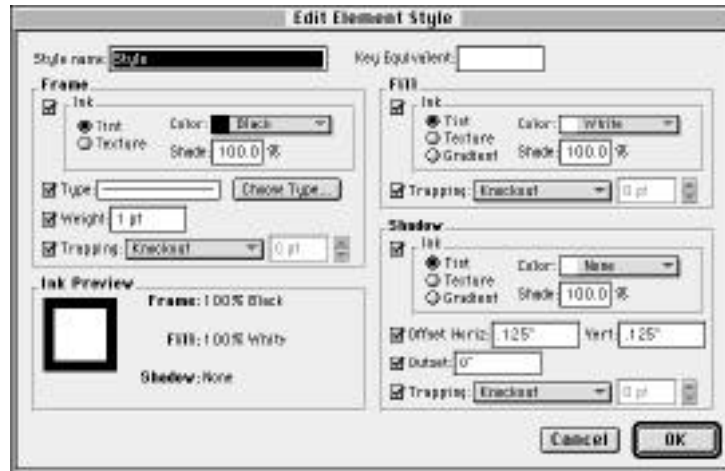
Set the appropriate settings in the **Pen Weight**, **Frame Types**, and **Shadow Offset** dialog boxes in the **Elements** menu. Also change the frame color, fill color, and shadow settings in the Color palette. When you have finished all seven steps, your rectangle looks exactly how you want it.

Changing seven different attributes doesn't seem like much when you want to modify only one rectangle. Assume you like the appearance of your rectangle so much that you want to use the same settings on a number of boxes. For this, you can then create an element style containing the desired attributes. This lets you use the same style on multiple elements without having to repeatedly set the attributes.

1. Choose the **Element Styles...** command in the **Edit** menu. The **Element Styles from document name** dialog box appears.



2. Click the **New** button. The **Edit Element Style** dialog box now appears.



3. Enter a name for the style you want to create.
4. Enter your desired attribute settings. All the attributes you set for your first rectangle can also be set here.
5. Click the **OK** button. This returns you the **Element Styles from document name** dialog box.
6. Click the **Done** button. You return to the Document Window.
7. Click and drag a new rectangle.
8. Choose **Styles** in the **View** menu, if the Styles palette doesn't already appear on the screen.
9. Click the **Element Styles** button on the Styles palette. The name of the element style you just created appears on the palette.
10. Select the new rectangle and click on your element style name. The attributes you set in the **Element Style** dialog box appear on the new rectangle.

GLOSSARY OF PRINTING TERMS

| | |
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| Additive color | Color produced by combining red, green, and blue light. When combined in equal amounts, red, green, and blue produce white light. Computer monitors and scanners use this method to produce color. <i>See also</i> Subtractive color. |
| Alignment | The arrangement of text. You can choose from four different alignment options in CREATOR² —left (ragged right), right (ragged left), centered, or justified. |
| Annotation | When referring to text, the adornments added to characters. CREATOR² lets you hide annotations or choose from a variety of different annotations on some fonts. |
| Ascender | The portion of some lower case letters that extend above the main body of the character. Letters with ascenders include b, d, f, etc. |
| ASCII | The American Standard Code for Information Interchange. Pronounced “az-kee,” it refers to a text-only file format supported by most computer programs on both Macintosh and Windows computers. |
| Banding | The visible stepping of shades in a gradient. |
| Baseline | The invisible line on which letters and numbers rest. |
| Bezier curve | In CREATOR² , a curve whose shape is defined by points set along its arc. |
| Bitmap graphic | A graphic image formed by a grid of dots or pixels. <i>See also</i> Vector graphic. |

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| Bitmap font | <p>A set of characters formed by a grid of dots or pixels. Fonts contained in the Macintosh System file are examples of bitmap fonts.</p> <p>You must have a separate file for each size of a bitmapped font that you want to use. The computer cannot display or print a bitmap font accurately without the appropriate file.</p> |
| Bleed | An element that extends to the edge, or over the edge, of a page. |
| Bullet | A character used to add emphasis to sections of text. Common bullets include circles (•) or diamonds (◊). |
| Callout | Explanatory text that calls attention to important features of an illustration. A thinline—called a Callout rule—may connect a callout to the appropriate part of the graphic. |
| Caption | The text that identifies an illustration. |
| Choke | The slight reduction in size of the foreground element's knockout. Since the element prints at regular size, the background color overlaps the element color. |
| Cicero | A unit of measurement commonly used in Europe. A cicero measures approximately 4.55 millimeters. |
| CIF | A Creator Interchange Format file. Multi-Ad Creator uses this file format to store document information. Other programs, like CREATOR2 , may allow you to import CIF files. |
| CMYK | A four-color process printing system using cyan (C), magenta (M), yellow (Y), and black (K) inks. |

Commercial printers reproduce other colors using concentrations of these four inks.

Color bars

A strip of color values on a printed page used to check printing quality.

Color separation

The process of separating a page's colors into components. Spot colors require only one plate for each color used on a page. Process separations require four plates (one each for cyan, magenta, yellow, and black) for each page.

Column inch

A measurement used by newspapers and magazines to calculate the cost of display advertising. A column inch is one column wide by one inch deep.

Control target

One-half inch pinwheels designed by the Graphic Arts Technical Foundation. The targets help measure image resolution during plate production and plate degradation, dot doubling, grain, and slurring during printing.

Crop

Trimming the edges of a graphic to fit inside a specified area. You may want to crop a graphic to eliminate an unwanted portion entirely.

Crop marks

Vertical and horizontal lines showing the final dimensions of the printed page. The remaining paper is trimmed from the document.

Cursive connection

A feature used with cursive fonts. The Cursive connection feature lets you either connect cursive characters, partially connect cursive characters, or disconnect cursive characters.

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| Diacritic | The accent marks that appear over characters. In CREATOR2 , you can choose to display diacritics as they normally appear, hide diacritics, or display diacritics separate from their characters. |
| DCS 1 | A color file format that creates five PostScript files—C, M, Y, K, and a data file about the image—for each graphic. |
| DCS 2 | A color file format similar to DCS 1. Instead of creating five different PostScript files—like DCS 1—DCS 2 creates one PostScript file containing a file's color information, including spot color information. |
| Decimal tab | An option that lets you align numbers by their decimal points. |
| Descender | The portion of some lower case letters that falls below the main body of the character. Letters with descenders include g, j, p, etc. |
| Diacritical mark | A symbol that, when added to a letter, indicates a special phonetic value. |
| Discretionary hyphen | An invisible symbol that marks the location where you want to break a specified word. You can insert discretionary hyphens directly into text. |
| Document Window | The on-screen window that displays the CREATOR2 document. |
| Dot leader | A row of periods used to fill tab spaces. Dot leaders are often used in numerical tables. |
| Dots per inch | The pixel resolution of monitors or the dot resolution of printers. Often referred to as dpi. |
| Ellipsis | Three dots (...) used to indicate an omission of words. To place an ellipsis in text, press ⌘-; . |

In most Macintosh applications, when an ellipsis follows a menu item, it indicates that choosing the item opens a dialog box.

Em dash

A dash (—) that has the same width as the letter M in the given font. Do not place a space before or after an em dash. To place an em dash in text, press ⌘-⌥--.

Emulsion

The photosensitive coating on film or paper.

En dash

A dash (–) that has half the width of an em dash in the given font. An en dash is longer than a hyphen. To place an en dash in text, press ⌥--.

EPS

An Encapsulated PostScript file. A graphics file format that stores high resolution pictures. An EPS file contains a PostScript image for printing and a preview for viewing.

First line indent

The distance between the beginning of the first line of a paragraph and the left indent.

In **CREATOR**, a first line value of zero causes the first line of a paragraph to begin at the left border of a text block. If the left indent has a higher value than the first line indent, the first line begins to the right of the left indent. This produces a hanging indent.

Font

A complete set of characters (letters, numbers, etc.) that share a unified design—or typeface.

Frame

The outside limit of an element. In **CREATOR**, you can assign a frame's width and style.

French fold

A page printed on one side and then folded at two right angles to form four pages.

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| Gatefold | An oversize page where both sides fold into the gutter in overlapping layers. |
| GIF | A Graphics Interchange Format file. A file format developed by CompuServe Incorporated. to reduce the amount of time necessary to download bitmap images from an on-line service. GIF images have a maximum of 256 colors. |
| Gradient | A smooth blending of one color into another. |
| Grayscale image | A graphic that displays shades of gray by containing more than one bit of information per pixel. |
| Gutter | The central blank area between left and right pages. |
| Hairline | A line that measures .25 points. |
| Halftone screen | A photograph of a graphic shot through a screen. The resulting image is composed of many small dots or other elements. |
| Handles | Small black squares that appear on elements. You can use a handle to resize an element. |
| Hanging indent | Created when the first line of a paragraph extends to the left of all other lines in a paragraph. |
| HSB | HSB is a system used by artists to represent colors. Hue (H) refers to the color pigment, Saturation (S) refers to the concentration of the pigment, and Brightness (B) refers to the amount of black in a color. |
| Hyphenation | Dividing a word by syllables at the end of a line. |

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| Invisible characters | Characters that you can view in CREATOR2 but do not appear on a printout. Invisible characters include discretionary hyphens, new lines, returns, tabs, quads, and spaces. |
| JPEG | A Joint Photographic Experts Group file. JPEGs provide full-color bitmap images in a highly compressed file format. CREATOR2 can import grayscale, RGB, and CMYK JPEG files. |
| Jump lines | Page number references that guide a reader through an article. |
| Justification | Text with even left and right margins. <i>See also</i> Alignment. |
| Kerning | The adjustment of space before characters. <i>See also</i> Tracking. |
| Knockout | A blank shape that appears in a color. An element of the same shape but of a different color eventually fills the knockout space. |
| Landscape | The orientation of a page that is wider than it is tall. <i>See also</i> Portrait. |
| Leader | Any character (usually periods or dashed lines) used to lead the reader's eye across the page. Leaders commonly fill tab stops. |
| Leading | The space between lines of text, usually measured in points. |
| Left-aligned | A paragraph with a straight left edge and a ragged right edge. |
| Left indent | The distance between the left border of a text block and the beginning of a line. |
| Ligature | A pair of combined letters. Some ligatures include æ, œ, and fi. |

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| Lines per inch | A measure of the frequency of a halftone screen. Commonly referred to as lpi. |
| Margin | The space between the edge of the page and the document area reserved for text and graphic elements. |
| Mask | Traditionally, the material used to block off a portion of a printed page. In desktop publishing, it refers to the area of an image that is cut away. |
| Masthead | The section containing the publishing and staff information. |
| Master spread | A nonprinting page that contains the basic page design for the document. You can place both text and graphic elements on a master spread. |
| Misregistration | Misregistration, or out of registration, occurs when the foreground element and its knockout do not exactly match. This leaves white gaps between an element and its background color. |
| Moiré pattern | The undesirable pattern created when two or more screens are superimposed. |
| Offset | The distance of an element from some point. |
| Ornament | Special characters that appear in addition to the letters and numbers of a font. For example, some fonts may have fleurons, decorative borders, international symbols, math symbols, or musical symbols. |
| Orphan | The first line of a paragraph that falls at the bottom of a column. |

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| Overprint | The process of printing one color on top of another. If the background color is darker than the foreground element, the background color may show through the foreground element, changing its color. Also called a surprint. |
| Page Ornaments | The elements printers use to align and compose pages. Typical page ornaments include registration marks, crop marks, and color bars. |
| Pica | A basic unit of typographic measurement. There are 6 picas to an inch. Each pica contains 12 points. |
| PICT | A common Macintosh file format for bitmap images. |
| Pixel | Condensed from “picture element,” pixel refers to the smallest part of a picture that a monitor or printer can display. <i>See also</i> Bitmap. |
| Point | A basic unit of typographic measurement. There are 12 points to a pica and 72 points to an inch. |
| Portrait | The orientation of a page that is taller than it is wide. <i>See also</i> Landscape. |
| PostScript | A page description language created by Adobe Systems, Incorporated. PostScript describes fonts and graphics and how they appear on a page. |
| PostScript error | An error that occurs when the PostScript interpreter, usually a printer, cannot continue processing a PostScript program. For example, the interpreter may not recognize a specific PostScript command, or the command may exceed some limit of the interpreter. |

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| Pixels per inch | A measure of monitor resolution. |
| Printer driver | A file provided by Apple Computer, Incorporated and other companies that let your computer communicate, or “drive,” the printer. To use printer drivers, place them inside the <i>Extensions</i> folder in the <i>System</i> folder. |
| Process color | A color produced by combining different concentrations of cyan, magenta, yellow, and black ink. <i>See also</i> CMYK, color separation, and spot color. |
| Registration color | A color applied when you want an element to print on all color separation plates. For example, crop marks print on all plates if you apply registration color. |
| Registration mark | Small crosshairs printed outside the page image area. Printers use these marks to align overlaying color separations. <i>See also</i> Color separations. |
| Reshape handles | Small white boxes that you can use to change the shape of elements. Reshape handles appear when you click on certain elements—like rectangles, starbursts, and paths—with the Reshape tool. |
| RGB | A system for representing colors using red (R), green (G), and blue (B) light. The RGB system is used by computer monitors, scanners, and other color light systems. |
| Right-aligned | A paragraph with a straight right edge and a ragged left edge. |
| Right indent | The distance between the right edge of a text block and the right edge of text. |

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| Rule | A line placed on a page. |
| Scale | The process of changing the proportion of an element. |
| Scalable font | A mathematically described font. You can print scalable fonts at any size without jagged edges. |
| Screen angles | The angles used to offset the different film layers in process color separations. Properly aligned screen angles reduce moiré patterns. |
| Screen frequency | The number of lines or dots in a halftone screen. |
| Sidebar | A short article set apart from another longer, related article. Sidebars usually appear in shaded or framed boxes. |
| Smooth | Rounding the corners of rectangles, freehand drawings, or other elements. |
| Spot color | A color printed with a single ink. Useful in documents with less than three colors. <i>See also</i> Process color and Color separation. |
| Spread | The slight enlargement of a foreground element. Since the element's knockout prints at regular size, the element's color slightly overlaps that of the background color. |
| Subtractive color | <p>Color produced by combining cyan, magenta, and yellow ink. Printers use these three colors to reproduce all other visible colors.</p> <p>In theory, combining cyan, magenta, and yellow ink in equal amounts produces black. Since all inks contain impurities, printers typically use a black ink in addition to the three other colors.</p> <p><i>See also</i> Additive color and CMYK.</p> |

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| Swash | The elaborate italic letters usually used at the beginning of sections or for initials. |
| Tab stop | The location to which the insertion point jumps when you press the Tab key. |
| Thumbnail | A small image of a page. Thumbnails allow you to see the general layout of several pages at once. |
| TIFF | A Tag Image File Format that stores scanned graphic images. TIFFs can be black and white, grayscale, or color images. |
| Tiling | Breaking a document page into sections to fit the paper size available. You then assemble the page sections manually. |
| Tracking | The adjustment of space after characters. <i>See also</i> Kerning. |
| Trapping | The intentional overlapping of adjacent colors to prevent misregistration. <i>See also</i> Choke, Knockout, Misregistration, Overprint, and Spread. |
| Two-fold | A publication design that produces a total of six panels, three on a side, each defined by a fold. |
| Type family | A group of fonts with related design elements. Examples of type families include Century, Helvetica, and Times. |
| Unsmooth | Removing smoothed corners from a rectangle, freehand drawing, or other element. <i>See also</i> Smooth. |
| Vertical substitution | The changing of certain characters in vertical runs of text. |
| Vector graphic | A graphic image composed of mathematically described paths. <i>See also</i> Bitmap graphic. |

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| White space | The area of a document that contains no text or graphic elements. |
| Widow | The last line of a paragraph that appears on a line by itself. |
| Word wrap | <p>The adjustment of the number of words on a line to fit the margins. Word wrapped lines have “soft” returns. CREATOR2 places a “soft” return at the end of a line of text when you have typed beyond the available space. This allows you to continue typing on the next line.</p> <p>A “hard” return is created only by pressing the Return key.</p> |
| WYSIWYG | What You See Is What You Get (pronounced “wizzy-wig”) refers to the reproduction of a printed page on a computer screen. A true WYSIWYG display accurately shows the final appearance of a printed page. |
| X-height | The x-height is the height of the main body of text, excluding the ascenders and descenders. |

INDEX

A

| | |
|----------------------------|--------|
| Additive color | 61 |
| Alignment | 61 |
| Justification | 67 |
| Left-aligned | 67 |
| Right-aligned | 70 |
| Annotation | 61 |
| Apple menu | 5-6 |
| Arrange menu | 5-6 |
| Arrangement palette | 12 |
| Align bottom | 13 |
| Align center (horizontal) | 13 |
| Align center (vertical) | 13 |
| Align left | 13 |
| Align right | 13 |
| Align top | 13 |
| Bring to front | 14 |
| Send to back | 14 |
| Flip horizontal | 13 |
| Flip vertical | 13 |
| Justify horizontal spacing | 13 |
| Justify vertical spacing | 13 |
| Arrow tool | 20, 26 |
| Ascender | 61 |
| ASCII | 61 |

B

| | |
|----------------|-----------|
| Banding | 61 |
| Baseline | 61 |
| Bezier curve | 61 |
| Bitmap font | 62 |
| Bitmap graphic | 61 |
| Bleed | 62 |
| Border tool | 24 |
| Break Text | 22, 51-52 |
| Bullet | 62 |

C

| | |
|----------------------|----|
| Callout | 62 |
| Caption | 62 |
| Character... command | 48 |
| Choke | 62 |
| Cicero | 62 |
| CIF | 62 |

| | |
|------------------------------|---------------|
| Clipping file | 27 |
| Close box | 11 |
| CMYK | 17, 62 |
| Color bars | 63 |
| Color separation | 63 |
| Colors palette | 14-15, 18, 59 |
| Colors... command | 16-18 |
| Adding a color | 17 |
| Editing an existing color | 18 |
| Importing colors | 18 |
| Making a spot color | 18 |
| Saving colors | 19 |
| Color systems | |
| Additive color | 61 |
| CMYK | 17, 62 |
| Focoltone ID | 17 |
| Grayscale | 17, 66 |
| HSB | 66 |
| NAA-COLOR | 17 |
| PANTONE color | 17 |
| Process color | 70 |
| RGB | 17, 70 |
| Subtractive color | 71 |
| Column inch | 63 |
| Containment tool | 28 |
| Control points | 24 |
| Adding and deleting points | 31 |
| Smoothing control point | 30 |
| Toggling control point types | 31 |
| Unsmoothing control points | 30 |
| Control target | 63 |
| Copy Char Specs command | 39 |
| Copy ¶ Specs command | 43 |
| Crop marks | 63 |
| Cropping tool | 29 |
| Cursive connection | 63 |

D

| | |
|----------------------|--------|
| DCS files | 58, 64 |
| Delimiters | 51-52 |
| Descender | 64 |
| Desk Area | 5, 27 |
| Diacritical mark | 64 |
| Discretionary hyphen | 64 |

| | |
|---|------------|
| Document Area | 5 |
| Document menu | 6-7 |
| Document Settings... | |
| command | 41, 46, 53 |
| Document sizes | |
| Television Magazine Advertising Unit (TMAU) | 3 |
| Standard Advertising Unit (SAU) | 3 |
| Document Window | 3, 27, 64 |
| Close box | 11 |
| Desk Area | 5, 27 |
| Guide lines | 9 |
| Guide Snap Toggle | 9 |
| Menu bar | 7 |
| Next Spread button | 8 |
| Page pop-up menu | 8 |
| Page size outline | 4 |
| Paper size outline | 4 |
| Previous Spread button | 8 |
| Rulers | 8 |
| Ruler zero points | 10 |
| Scroll bars | 10 |
| Scroll boxes | 10 |
| Title Bar | 5 |
| View Area | 8 |
| Window Resizing box | 10 |
| Zoom Box | 10 |
| Dot leader | 64 |
| Dots per inch (dpi) | 64 |

E

| | |
|---------------------------|-----------|
| Edit menu | 5, 6 |
| Element Info dialog box | 35 |
| Element Specs palette | 35 |
| Element Styles... command | 23, 59-60 |
| Elements menu | 5-6 |
| Elements Specs palette | 19 |
| Ellipsis | 64 |
| Em dash | 65 |
| Empty Trash command | 27 |
| Emulsion | 65 |
| En dash | 65 |
| EPS | 58, 65 |
| DCS files | 58, 64 |

F

| | |
|----------------------------|-----------|
| File menu | 5, 6 |
| Files palette | 20-21, 50 |
| Add all Files button | 21, 50 |
| Add file to palette button | 21, 50 |
| File types | |
| CIF | 62 |
| EPS | 58, 65 |
| DCS files | 58, 64 |
| GIF | 58, 66 |
| JPEG | 58, 67 |
| PICT | 58, 69 |
| Rich Text Format (RTF) | 49 |
| Text files | 49 |
| TIFF | 58, 72 |
| Fit in Window command | 10 |
| Flip tool | 35 |
| Focoltone ID | 17 |
| Font | 65 |
| Font menu | 5, 38 |
| Format menu | 5, 7 |
| Frame | 65 |
| Freehand Drawing tool | 24 |
| French fold | 65 |

G

| | |
|-------------------|--------|
| Gatefold | 66 |
| GIF | 58, 66 |
| Gradient | 66 |
| Grayscale | 17, 66 |
| Guide lines | 9 |
| Guide Snap Toggle | 9 |
| Gutter | 66 |

H-K

| | |
|--------------------------|---------------|
| Hairline | 66 |
| Halftone screen | 66 |
| Handles | 27, 66 |
| HSB | 66 |
| Hyphenation | 66 |
| Import Text... command | 21, 49, 50-52 |
| Importing text | |
| into existing block | 49 |
| Translation Manager/ | |
| Mac Easy Open | 49 |
| MacLink Plus translators | 49 |

| | |
|----------------------|--------|
| Invisible characters | 66 |
| JPEG | 58, 67 |
| Jump lines | 67 |
| Justification | 67 |
| Keyboard shortcuts | 1, 7 |
| Knockout | 67 |

L-M

| | |
|-----------------------------|--------|
| Landscape | 67 |
| Leader | 67 |
| Leading | 67 |
| Left-aligned | 67 |
| Ligature | 67 |
| Line tool | 24 |
| Lines per inch (lpi) | 67 |
| Make Matrix... command | 52 |
| Make Style Model... command | 47 |
| Make Type Style... command | 40, 46 |
| Make ¶ Style... command | 43 |
| Margin | 68 |
| Mask | 68 |
| Master spread | 68 |
| Masthead | 68 |
| Menu bar | 7 |
| Misregistration | 68 |
| Moiré pattern | 68 |

N-O

| | |
|----------------------------|----|
| NAA-COLOR | 17 |
| New Document... dialog box | 2 |
| Next element in a layer | 27 |
| Next Spread button | 8 |
| Offset | 68 |
| Ornament | 68 |
| Orphan | 68 |
| Oval tool | 25 |
| Overprint | 68 |

P-Q

| | |
|-----------------------|----|
| Page Ornaments | 69 |
| Color bars | 63 |
| Control target | 63 |
| Crop marks | 63 |
| Registration mark | 70 |
| Page pop-up menu | 8 |
| Page Setup... command | 5 |

| | |
|--------------------------|-----------------------|
| Page size outline | 4 |
| Pantone color | 17 |
| Paper size outline | 4 |
| Paragraph styles | 22, 44-47 |
| First line indent | 53, 65 |
| Left indent | 54, 67 |
| Hanging indent | 66 |
| Right indent | 54, 70 |
| Paragraph... command | 41-42, 54 |
| First line indent | 53, 65 |
| Left indent | 54, 67 |
| Hanging indent | 66 |
| Right indent | 54, 70 |
| Paste Char Specs command | 40 |
| Paste ¶ Specs command | 43 |
| Path tool | 24 |
| Bezier curve | 61 |
| Pica | 69 |
| PICT | 58, 69 |
| Pixels per inch | 69 |
| Place Graphic... command | 21, 57 |
| Placing graphics | |
| from Files palette | 21 |
| Placing graphics | |
| with the pointer | 57 |
| Placing graphics | |
| without options | 57 |
| Point | 69 |
| Portrait | 69 |
| PostScript | 69 |
| Preferences... | |
| command | 8, 16, 21, 38, 50, 53 |
| Previous Spread button | 8 |
| Printer driver | 70 |
| Process color | 70 |
| Quad | 53 |

R

| | |
|----------------------------|--------|
| Rectangle tool | 25 |
| Rectangle's corners | 32 |
| Registration color | 70 |
| Registration mark | 70 |
| Reshape handles | 29, 70 |
| Reshape tool | 29-33 |
| Control points | 24 |
| Adding and deleting points | 31 |
| Smoothing control point | 30 |

| | |
|------------------------------------|--------|
| Toggling control point types . . . | 31 |
| Unsmoothing control points . . . | 30 |
| Reshaping rectangles | 32 |
| Reshaping starbursts | 33 |
| RGB | 17, 70 |
| Rich Text Format (RTF) | 49 |
| Right-aligned | 70 |
| Rotate tool | 34 |
| Rule | 70 |
| Rulers | 8 |
| Ruler Measurements | |
| Cicero | 62 |
| Column inch | 63 |
| Pica | 69 |
| Point | 69 |
| Ruler zero points | 10 |
| Show Rulers command | 53 |

S

| | |
|---|--------------------|
| Scalable font | 71 |
| Scale | 70 |
| Scrapbook | 16 |
| Screen angles | 71 |
| Screen frequency | 71 |
| Setup Guides... command | 9 |
| Show Rulers command | 53 |
| Rulers | 8 |
| Sidebar | 71 |
| Size menu | 5, 38 |
| Skew tool | 35 |
| Spot color | 16, 18, 71 |
| Spread | 71 |
| Standard Advertising Unit (SAU) | 3 |
| Starburst tool | 25 |
| Style menu | 5, 7, 38 |
| Style models | 22, 46-48 |
| Styles palette | 22, 40, 44, 48, 60 |
| Paragraph styles | 22, 44-47 |
| Type styles | 22, 40, 44-46, 47 |
| Style models | 22, 46-48 |
| Subtractive color | 71 |
| Swash | 71 |
| Swatch | 17 |

T

| | |
|----------------|-------|
| Tabs | 53-56 |
|----------------|-------|

| | |
|--|----------------------|
| Edit Tab dialog box | 56 |
| Center tabs | 56 |
| Decimal tabs | 56, 64 |
| Default Tabs | 54 |
| Left tabs | 55 |
| Right tabs | 55 |
| Tab leader | 47, 56 |
| Tab ruler | 43, 47, 53-54 |
| Tab stop | 54, 72 |
| Moving tab stops | 55 |
| Setting tab stops | 54 |
| Removing tab stops | 55 |
| Quad | 53 |
| Television Magazine Advertising Unit (TMAU) | 3 |
| Text blocks | 37-38, 49, 50-52, 54 |
| Widgets | 26, 36 |
| Text files | 49 |
| Text formatting | |
| Copy Char Specs command | 39 |
| Copy ¶ Specs command | 43 |
| Discretionary hyphen | 64 |
| Paragraph styles | 22, 44-47 |
| Paragraph... command | 41-42, 54 |
| Paste Char Specs command | 40 |
| Paste ¶ Specs command | 43 |
| Style models | 22, 46-48 |
| Tabs | 53-56 |
| Tracking | 72 |
| Type styles | 22, 40, 44-46, 47 |
| Text tool | 20, 25, 36 |
| Thumbnail | 72 |
| TIFF | 58, 72 |
| Tiling | 72 |
| Title Bar | 5 |
| Tools palette | 20, 23 |
| Drawing/creation tools | 23 |
| Border tool | 24 |
| Freehand Drawing tool | 24 |
| Line tool | 24 |
| Path tool | 24 |
| Oval tool | 25 |
| Rectangle tool | 25 |
| Starburst tool | 25 |
| Text tool | 20, 25, 36 |
| Modification tools | 26 |
| Arrow tool | 20, 26 |

| | |
|------------------------------------|-------------------|
| Containment tool | 28 |
| Cropping tool | 29 |
| Flip tool | 35 |
| Reshape tool | 29-33 |
| Reshaping paths | 30 |
| Reshaping rectangles | 32 |
| Reshaping starbursts | 33 |
| Rotate tool | 34 |
| Skew tool | 35 |
| Tracking | 72 |
| Translation Manager/ | |
| Mac Easy Open | 49 |
| MacLink Plus translators | 49 |
| Trapping | 72 |
| Choke | 62 |
| Knockout | 67 |
| Misregistration | 68 |
| Overprint | 68 |
| Spread | 71 |
| Two-fold | 72 |
| Type family | 72 |
| Type styles | 22, 40, 44-46, 47 |

U-Z

| | |
|---------------------------------|-----|
| Vector graphic | 72 |
| Vertical substitution | 72 |
| View Area | 8 |
| View menu | 6-7 |
| White space | 72 |
| Widow | 73 |
| Window Resizing box | 10 |
| Word wrap | 73 |
| WYSIWYG | 73 |
| X-height | 73 |
| Zoom Box | 10 |

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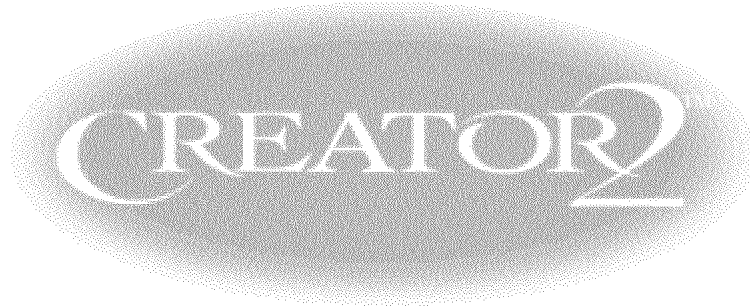
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The Multi-Ad



Reference Manual

MULTI-AD CREATOR2™ REFERENCE MANUAL

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TABLE OF CONTENTS

| | |
|--|-----------|
| Multi-Ad Creator2™ Reference Manual | 1 |
| Keyboard Shortcuts | 1 |
| Chapter 1: Multi-Ad Creator2 Menus | 4 |
| The File Menu | 5 |
| New... | 5 |
| Open... | 9 |
| Save... | 10 |
| Close | 10 |
| Save As... | 11 |
| Save Default Document Settings | 12 |
| Place Graphic... | 13 |
| About Placing Graphic Files | 13 |
| Import Text... | 16 |
| Creating a New Text Flow | 16 |
| Placing Text with the Cursor | 17 |
| Breaking Text | 17 |
| Export | 22 |
| TIFF... | 22 |
| GIF... | 24 |
| EPS... | 26 |
| Text... | 33 |
| Page Setup ... | 35 |
| Selecting Paper Size | 35 |
| Page Setup Options on QuickDraw Printers | 37 |
| Page Setup Options on PostScript Printers | 39 |
| Setting Creator2 Page Setup Attributes | 41 |
| Print... | 47 |
| Setting Creator2 Printing Options | 47 |
| Quit | 51 |
| The Edit Menu | 52 |
| Undo | 52 |
| Cut | 53 |
| Redo | 53 |
| Paste | 54 |
| Copy | 54 |
| Duplicate... | 55 |
| Select All | 55 |
| Clear | 55 |
| Make Matrix... | 57 |
| Paste Type Specs | 64 |
| Copy Type Specs | 64 |
| Paste ¶ Specs | 65 |

| | |
|--|-----------|
| Copy ¶ Specs | 65 |
| Find..... | 68 |
| Find/Change | 68 |
| Find Selection..... | 74 |
| Find Again | 74 |
| Change | 74 |
| Change & Find Again | 75 |
| Change All | 75 |
| Preferences..... | 76 |
| Setting Application Attributes in the General Panel | 76 |
| Setting Attributes in the Graphics Panel | 79 |
| Setting Attributes in the Document Sizes Panel | 81 |
| Setting Attributes in the Text Panel | 83 |
| Setting Attributes in the Status Labels Panel | 86 |
| The Elements menu | 87 |
| Element Info..... | 87 |
| Setting Element Attributes in the General Info Panel | 88 |
| Setting Element Attributes in the Fill Panel | 90 |
| Setting Attributes in the Frame Panel | 92 |
| Setting Attributes in the Fill/Frame Panel | 94 |
| Setting Attributes in the Shadow Panel | 96 |
| Setting Attributes in the Text Panel | 98 |
| Setting Attributes in the Border Panel | 100 |
| Setting Attributes in the Corners Panel | 101 |
| Setting Attributes in the File Info Panel | 102 |
| Setting Attributes in the Graphic Panel | 103 |
| Open Element | 105 |
| Make Element Style..... | 106 |
| Trapping | 107 |
| Pre-press Definitions | 107 |
| Convert Shapes to Path | 111 |
| Convert Text to Paths | 111 |
| Mask Graphic | 113 |
| Pen Weight..... | 115 |
| Frame Types | 116 |
| Frame Texture..... | 117 |
| Fill Texture..... | 118 |
| Fill Gradient..... | 119 |
| Setting the Gradient Type | 120 |
| Setting Gradient Options | 121 |
| Setting a Gradient's Center Point | 122 |
| Setting a Gradient's Color | 123 |
| Setting Multiple Gradients | 124 |
| Shadow Options..... | 125 |
| Shadow Textures..... | 125 |
| Shadow Gradient..... | 126 |

| | |
|-------------------------------------|------------|
| Lock | 126 |
| Unlock | 127 |
| The Arrange Menu | 128 |
| Bring to Front | 128 |
| Move Backward | 129 |
| Move Forward | 129 |
| Send to Back | 129 |
| Center Horizontal on Page | 130 |
| Center Vertical on Page | 131 |
| Wrap Text... | 132 |
| Fit Text Block | 135 |
| Flip Horizontal | 136 |
| Flip Vertical | 136 |
| Group | 136 |
| Ungroup | 137 |
| Arrangement | 137 |
| Element Specs | 138 |
| Guides... | 138 |
| Setup Guides... | 140 |
| The Style Menu | 145 |
| Plain Text | 145 |
| Embolden | 145 |
| Underline | 146 |
| Italicize | 146 |
| Extend | 146 |
| Condense | 146 |
| Shadow | 146 |
| Outline | 146 |
| Subscript | 147 |
| Superscript | 147 |
| Inferior | 147 |
| Superior | 147 |
| Lower Case | 147 |
| Upper Case | 147 |
| The Size Menu | 148 |
| The Format Menu | 149 |
| Font Specs | 149 |
| Alignment | 150 |
| Language | 152 |
| Hyphenation | 153 |
| “Smart Quotes” | 154 |
| Insert Page Number | 154 |
| Discretionary Hyphen | 154 |
| Character... | 155 |
| Paragraph... | 163 |

| | |
|--|------------|
| Copy Fit... | 165 |
| Selecting “Scale and rewrap” Options | 166 |
| Selecting “Scale without rewrapping” Options | 168 |
| Size/Leading... | 169 |
| Tracking... | 170 |
| Horiz. Scale... | 171 |
| Offset... | 172 |
| Make Type Style... | 173 |
| Make ¶ Style... | 174 |
| Make Style Model... | 177 |
| Creating a New Style Model | 177 |
| Modifying Style Models | 178 |
| Apply Tags | 181 |
| The Document Menu | 187 |
| Document Settings... | 187 |
| Setting Document Attributes in the General Panel | 187 |
| Setting Attributes in the Document Info Panel | 189 |
| Setting Attributes in the Text Defaults Panel | 191 |
| Setting Attributes in the Hyphenation Panel | 193 |
| Setting Attributes in the Print Defaults Panel | 195 |
| Page Manager... | 197 |
| Inserting Pages | 199 |
| Deleting Pages | 200 |
| Master Spreads... | 201 |
| Creating a Master Spread | 201 |
| Modifying a Master Spread | 202 |
| Colors... | 203 |
| Importing and Exporting Colors | 204 |
| Modifying Colors | 206 |
| Element Styles... | 213 |
| Modifying an Element Style | 214 |
| Text Styles... | 218 |
| Modifying a Text Style | 220 |
| Check Spelling... | 223 |
| Check Selection | 225 |
| Spelling Rules... | 227 |
| User Dictionaries... | 229 |
| Replace Fonts... | 231 |
| File Utilities... | 232 |
| Using the Find It Dialog Box | 232 |
| Replacing Art using the Replace Button | 234 |
| Other Features of the File Utilities Dialog Box | 234 |
| The View Menu | 236 |
| New Window | 236 |
| Actual Size | 237 |
| Fit in Window | 238 |

| | |
|----------------------------|-----|
| Enlarge | 238 |
| Reduce | 239 |
| Separation | 239 |
| Composite | 240 |
| Cyan | 240 |
| Black | 240 |
| Magenta | 240 |
| Yellow | 240 |
| Spot Colors | 240 |
| Rulers | 241 |
| Guides | 243 |
| Arrange Palettes | 243 |
| Colors | 244 |
| Tools | 244 |
| Files | 245 |
| Styles | 246 |
| Element Specs | 247 |
| Font Specs | 247 |
| Trapping | 248 |
| Arrangement | 248 |
| Document Name | 249 |

Chapter 2: Multi-Ad Creator2 Palettes 250

| | |
|--|------------|
| The Tools Palette | 251 |
| The Arrow Tool | 251 |
| The Text Tool | 253 |
| Creating Text Blocks of Different Shapes | 256 |
| The Containment Tool | 261 |
| Setting Containment Tool Preferences | 263 |
| The Cropping Tool | 265 |
| The Reshape Tool | 265 |
| The Reshape Tool Dialog Boxes | 266 |
| Reshaping Path Elements | 272 |
| Path Editing in Reshape Mode | 273 |
| The Rotate Tool | 274 |
| The Skew Tool | 276 |
| The Flip Tool | 277 |
| The Border Tool | 278 |
| The Line Tool | 278 |
| The Oval Tool | 279 |
| The Rectangle Tool | 279 |
| The Freehand Drawing Tool | 280 |
| The Starburst Tool | 280 |
| The Path Tool | 281 |
| The Colors Palette | 283 |
| The Frame Icon | 284 |

| | |
|---|------------|
| The Shadow Icon | 285 |
| The Fill Icon | 285 |
| The Shade Field | 286 |
| The Files Palette | 286 |
| The Styles Palette | 289 |
| Type Styles Icon | 289 |
| Paragraph Styles Icon | 290 |
| Element Styles Icon | 291 |
| Style Models Icon | 291 |
| The Arrangement Palette | 292 |
| The Font Specs Palette | 293 |
| The Element Specs Palette | 295 |
| Appendix A: The Page Border and Fill | 297 |
| Appendix B: Creator2 File Formats | 299 |
| Appendix C: Font Information | 305 |
| Appendix D: Opening CIF Files | 310 |
| Appendix E: Using Multi-Ad Search | 313 |
| Appendix F: Border Samples | 316 |
| Appendix G: Scripting | 367 |

MULTI-AD CREATOR2™ REFERENCE MANUAL

Keyboard Shortcuts

Many Creator2 features have keyboard shortcuts. These keystrokes let you activate a command from the keyboard. The assigned shortcut keys appear to the right of a command's name on a menu.

For instance, to create a new file without pulling down the **File** menu, press the Command key and the N key. Note that the N appears capitalized by convention only. You should not press the Shift key unless the keyboard command says to do so.

A modifier key refers to a key you press in conjunction with another key or a mouse click. The modifier key changes the effect of the key stroke or the mouse click. The abbreviations used in the documentation include:

| | | |
|-------------|-------|---|
| Command key | Cmd | ⌘ |
| Shift key | Shift | ⇧ |
| Option key | Opt | ⌥ |
| Control key | Ctrl | ⌞ |

Welcome to *The Multi-Ad CREATOR2™ Reference Manual*. This manual provides detailed descriptions of the commands, features, and options available in CREATOR2.

The manual is divided into two main chapters, but it also contains several appendices. Each chapter provides explanations of specific features. The chapters include:

- Chapter 1—Creator2 menus
Chapter 1 provides an in-depth explanation of every menu, submenu, command, and dialog box that you can access from the pull-down menus at the top of the screen.
- Chapter 2—Creator2 palettes
To make your work as easy as possible, CREATOR2 places key features on palettes. These palettes are floating windows that you can position anywhere in the Document Window. If you like, you can even hide palettes until you need them.

A variety of palettes exists to help you with your tasks. One palette contains “tools” for creating or manipulating elements, like ovals or text blocks. Other palettes let you modify text characteristics or change object dimensions. You decide what palettes you need for any particular document.

A basic understanding of the Macintosh computer is very important before beginning this manual. If necessary, familiarize yourself with such terms as clicking, dragging, pull-down menus, and the desktop before proceeding. Consult your Macintosh documentation if you have any questions about these or other Macintosh basics.

Keyboard commands

You can always access several of CREATOR2's special features through the keyboard. You cannot access these features through the menus or palettes. Be aware that many of these keys—such as the Tab key—operate differently if you press them after placing an insertion point inside a text block. For the most part, only use these keys when you have the Arrow tool selected.

Some of these keyboard commands let you select elements within a spread (a set of pages). Generally, CREATOR2 arranges elements in a front-to-back order. The keyboard commands let you cycle through the element order.

The special keyboard commands include:

- Tab (⇧)
Pressing Tab deselects the current element and selects the next element.
- Shift-tab (⇧-⇧)
Pressing Shift-tab adds the next element to the current selection.
- Option-tab (⌥-⇧)
Pressing Option-tab deselects the current element and selects the previous element.
- Shift-option-tab (⇧-⌥-⇧)
Pressing Shift-option-tab adds the previous element to the selection. Note that you must have selected a partially obscured element to add a higher element to a selection.
- Cmd-tab (⌘-⇧)
Pressing Command-tab activates the Text tool when you have another tool selected.
- Control-tab (⌃-⇧)
Pressing Control-tab activates the Arrow tool when you have another tool selected.
- Control (⌃)
Holding Control activates the Hand tool for as long as you press the key. The Hand tool lets you scroll the entire contents of the Document Window. With the Hand tool, you can view elements currently outside the visible Document Window without resorting to the scroll bars. You can press the Hand tool's shortcut key with any tool on the Tools palette selected.

Using the Hand tool

1. Press and hold the Control key. The pointer changes into a Hand pointer.
2. Click anywhere on the screen and drag in any direction. Notice that the contents of the entire window move, not just selected elements.
3. Release the mouse button. The area you stopped dragging becomes the center of the Document Window.

- Control-shift (⌘-⇧) Holding Control-shift activates the Magnification tool. The Magnification tool lets you increase the display to the next view scale interval. The view scale intervals include: 25 percent, 50 percent, 75 percent, 100 percent, 150 percent, 200 percent, 300 percent, 400 percent, and 800 percent. You can press the Magnification tool's shortcut keys with any tool on the Tools palette selected.

Using the Magnification tool

1. Hold Control-Shift. The pointer turns into a Magnification glass with a plus (+) symbol.
2. Click on the area you want to zoom in on, or use the Magnification tool to draw a selection box around the section of the screen you want to magnify.

When using the Magnification tool, you zoom in on the elements in the Document Window, but your view remains centered on the point you clicked. Dragging a selection rectangle with the magnifying glass increases the scale of the selected area to fit the Document Window.

- Control-option (⌘-⌥) Holding Control-option activates the Demagnification tool. The Demagnification tool lets you reduce the display to the next view scale interval. The view scale intervals include: 25 percent, 50 percent, 75 percent, 100 percent, 150 percent, 200 percent, 300 percent, 400 percent, and 800 percent. You can press the Demagnification tool's shortcut keys with any tool on the Tools palette selected.

Using the Demagnification tool

1. Hold Control-option and move your pointer to the Document Window. The pointer turns into a magnifying glass with a minus (-) symbol.
2. Click in the Window to zoom out.

CHAPTER 1: MULTI-AD CREATOR2 MENUS

This chapter discusses the **CREATOR2** application menus in order from left to right. Some menus—like the File, Edit, Font, Style, and Size menus—may seem familiar, but **CREATOR2** has several menus unique to itself. These include the Elements, Arrange, Document, Format, and View menus.

The *Reference Manual* has a section devoted to each menu. The title of each menu section has a line above and below it. The menu section title appears offset from the main text. An explanation of the menu follows each menu name.

Each menu command or submenu heading also appears with a line above and below it. Each heading also appears offset from the main text. If a menu command has a keyboard equivalent, the keyboard symbols appear next to the command name. Menu items appear in the same order in which they appear on the menu—from top to bottom.

A description of each command or submenu follows the menu item name. Some of these descriptions can be lengthy and are divided into several sections. The headings of important sections appear above a line and offset from the main text.

If an ellipsis (...) follows a menu command, choosing it opens a dialog box that contains even more options. Additional explanations of these dialog boxes accompany the menu descriptions. In this way, every item in each **CREATOR2** menu is fully documented.

You can differentiate references to menus, submenus, and buttons from command keys, check boxes, pop-up menus, and other options. Menus, submenus, and button references appear in the **Chicago** font. Command keys, check boxes, pop-up menus, and other options appear in the Geneva font.

The File Menu



The **CREATOR2 File** menu lets you access commands to print hard copies of your documents, save your documents to disk, create new documents, or import previously saved documents.

In addition to these typical **File** menu features, the **CREATOR2 File** menu offers several other options. For example, the **CREATOR2 File** menu has commands that let you add graphics or text from other applications to your documents. A full description of the commands in the **File** menu follows.

New... (%-N)

The **New...** command lets you create a new document. Choosing the **New...** command from the **File** menu opens the **New Document** dialog box.



The dialog box's options include:

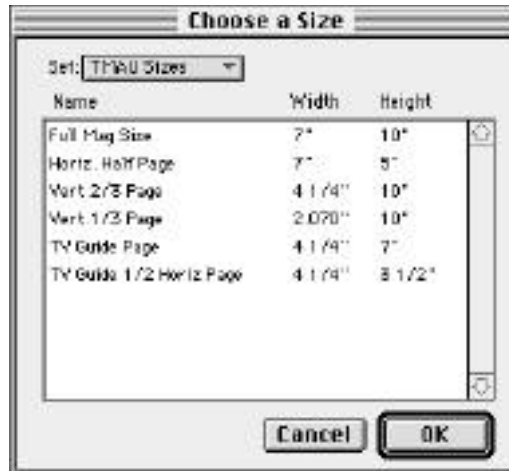
- **Number of pages**
The **Number of pages** text field lets you decide how many pages you want in a document.
- **Number pages from**
The **Number pages from** text field lets you start counting a document's pages from a specified number. For example, if you enter 5 into the **Number pages from** text field, **CREATOR2** lists the first page of the document as page 5, the second page appears listed as page 6, and so on.

- **Width**
The **Width** text field lets you specify the desired width of a new document.
- **Height**
The **Height** text field lets you specify the desired height of a new document.
- **Choose Page Size...**
The **Choose Page Size...** button opens the **Choose a Size** dialog box. The **Set** pop-up menu lets you choose a particular grouping of document sizes.

Each set's document sizes appears in the scroll list. The available sets include a Standard Advertising Unit (SAU) set...



a Television Magazine Advertising Unit (TMAU) set...



and an Other set, which includes commonly used document sizes, like US letter.



To pick a document size, double-click on a size in the scroll list, or click on a document size and then click the **OK** button. To discard a selected document size and return to the **New Document** dialog box, click the **Cancel** button. You can choose page sizes from three different sets of sizes.

- Facing Pages
Selecting the Facing Pages check box tells **CREATOR2** to create right and left-sided pages.

When you select the Facing Pages check box, two radio buttons become activated. Click the Left Page radio button if you want the first page in a document to appear as a left-hand page. Click the Right Page radio button if you want the first page in a document to appear as a right-hand page.

- Make default master spread
Selecting the Make default master spread check box tells **CREATOR2** to automatically create and link a master spread to each page in your document. When you modify this master spread, the application places the elements of the master spread on all linked pages.

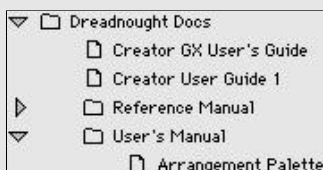
For more information, see the **Master Spreads...** command entry in the **Document** menu section.

- Use Default Document Settings File
The Use Default Document Settings File check box lets you use your own specified default settings each time you create a new document. Deselecting the check box directs **CREATOR2** to use its standard default settings.

For more information about creating your own default document settings, see the **Save Default Document Settings** command entry in the **File** menu section.

The Mac Filing System

The Macintosh hierarchical filing system (HFS) organizes your documents much like traditional filing systems. You can create folders to hold your files. You can then place these folders inside other folders to create multiple filing levels.



Directory dialog boxes let you move quickly through filing levels from within programs. By choosing an entry from the directory name menu, you can move into a higher level folder.



By double-clicking on a folder in the scroll list, you can move into a lower level folder. You can also move into a lower level folder by clicking on a folder and then clicking the **Open** button.

The **Open...** command lets you open a saved document. After choosing **Open...**, a directory dialog box appears.



To find and open a saved document

1. Locate the saved file in the directory dialog box. You may have to change folders or volumes by selecting the pull-down directory option or clicking on the **Desktop** button. Then select the appropriate volume (disk, hard drive, networked volume, etc.).
2. Scroll through the list of files in the appropriate folder. Click on the name of the file you wish to open.

Click the **Show Preview** check box at the bottom of the directory dialog box. This displays a thumbnail of the selected file in the **Preview** section.

3. Double-click on the filename to open the file. You can also click on the filename and then click the **Open** button.

Click the **Cancel** button if you decide not to open a file.

You can keep as many Document Windows open at one time as your memory allows.

*Note: Do not increase the amount of memory allocated to **CREATOR** unless you receive a dialog box that expressly tells you to do so.*

Close (⌘-W)

The **Close** command lets you remove the active window from the screen. You can also click on a window's close box to remove the window from the screen. To close a nonactive window, click on that document's window to make it active. You can also make a window active by choosing the document's name in the **View** menu.

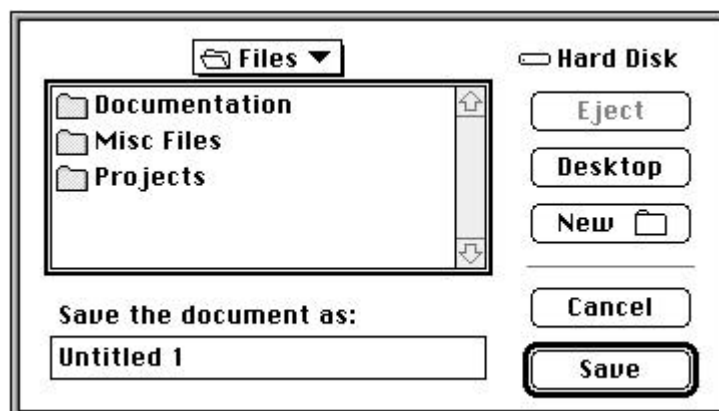
If you close all the windows for a document, but you haven't saved it, a dialog box appears asking if you want to save the document. You get the same message if you make changes to a document but haven't saved them. If you want to save the document, click the **Save** button. Otherwise click the **Don't Save** button to close the file or the **Cancel** button if you want to return to the document.

Save... (⌘-S)

The **Save...** command lets you place the contents of the active window on a disk for later retrieval.

Saving a new document

1. Choose the **Save...** command from the **File** menu. A directory dialog box appears.



2. Enter a name for your document in the Save the document as field.

3. Select a location to save the file using the directory dialog box. The directory dialog box uses the Macintosh Hierarchical Filing System (HFS). For more information, see The Mac filing system sidebar with the **Open...** command entry or your Macintosh documentation.
4. Click the **Save** button.

Saving an existing document

To save changes to an existing file, choose **Save** from the **File** menu. This stores any modifications you made to the disk. Each time you save an existing file, your changes replace the previously saved version. To maintain an older version of a document, use the **Save As...** command.

Frequently save your files

If you lose power or your computer crashes while you work on a document, you may lose all your work. For this reason, you need to save your work frequently. Decide how much time you are willing to spend recreating lost work and then save your file based on that time. If you can spend 10 to 15 minutes recreating lost data, then save your file every 10 to 15 minutes. Start saving after every major operation, such as a complicated place session.

Save As...

The **Save As...** command works much like the **Save...** command, but lets you modify the name of a file every time you save. In this way, you can preserve earlier versions of a file or save a file to a different location.

Saving a new version of a document

1. Choose **Save As...** from the **File** menu. A directory dialog box opens with the name of the document highlighted.
2. Enter a new name for the document, or modify the current name. To enter a new name, highlight the current document name and then type in the new name. You may want to add a date or a version number to the current document name.
3. Select a location to save the file—if different from the original—using the directory dialog box.
4. Click the **Save** button.

Save Default Document Settings

The **Save Default Document Settings** command lets you open new documents with your own default settings rather than **CREATOR2**'s built-in defaults. Every time you choose **New...** from the **File** menu, the new document opens with your specified defaults. The settings you can save include:

- All document settings
- All colors on the Colors palette
- All defined element styles
- All defined type styles
- All defined paragraph styles
- All defined style models
- All files on the Files palette

When you choose **Save Default Document Settings** from the **File** menu, **CREATOR2** saves a file called Default Document Settings in the Add-ons folder in the Creator2 folder. However, the filename on the document title bar does not change. The **Save Default Document Settings** command *only* saves your document settings. It does not save any other information.

Saving a default document settings file

1. Open or create a document.
2. Make the desired changes to the document settings.
3. Choose **Save Default Document Settings** from the **File** menu.

Changing an existing default document

Open a document and make the desired setting changes. Choose **Save Default Document Settings** from the **File** menu. This replaces the old file with the newer version.

Note: You can bypass your default document settings by deselecting the **Save Default Document Settings File** check box in the **New Document** dialog box in the **File** menu.

Place Graphic... (⌘-I)



The **Place Graphic...** command lets you import graphic files into the Document Window. You can also place graphics by dragging the graphics file from the Macintosh desktop into a **CREATOR** document.

CREATOR lets you place:

- EPS files (including DCS 1 and DCS 2 files)
- JPEG files
- GIF files
- TIFF files
- MacPaint files
- Border files
- RIFF files
- Adobe Photoshop 2.0 and Photoshop 3.0 files
- PICT files

Note: For a description of each file format—including a list of accepted TIFF formats—see Appendix B.

About Placing Graphic Files

When you place EPS, JPEG, GIF, TIFF, or other graphic file formats, those files do *not* become part of the document. Instead, a low resolution representation of the graphic image appears in the file's place.

When you save the document, **CREATOR** also saves a reference to the graphic file's location. By saving a reference to the graphic file and not actually adding the graphic information to the document, you keep your document files small and manageable.

To print a document with placed graphics, the graphic files must reside on a currently available volume. If you do not have your graphic files on hand when you print your document, the graphic images do not print. Instead, graphic place holders appear in place of the images on the printout.

Note: If you place an EPS file that contains fonts you do not have installed, CREATOR2 displays a warning dialog when you try to print the document with the graphic.

Placing a graphic file

1. Choose the **Place Graphic...** command from the **File** menu. A directory dialog box appears.



2. Locate the graphic file you wish to place.
3. Set the **Place Graphic...** options. The options you can select include:

- **File Types**
This pop-up lets you set the graphic file types that appear in the scroll list. The File Types pop-up initially reads All Types , but you can change the setting to read: MacPaint , Creator2 Border , TIFF , JPEG , EPS , Compuserve[®] GIF , Adobe Photoshop[®] , and Macintosh PICT .

Selecting a file type tells CREATOR2 to only display filenames of that type. To list two or more file types at once, make your selections from the pop-up menu one at a time. Each selected item appears on the pop-up.

- **Show Preview**
This option tells **CREATOR2** to display a preview of the selected filename. **CREATOR2** can display thumbnail previews of Paint, PICT, EPS, GIF, TIFF, and JPEG files, but only if the program that created those files also made thumbnail previews.

*Note: When you export EPS, GIF, and TIFF files, **CREATOR2** automatically saves a thumbnail preview with the file.*

- **Place with cursor**
This option lets you place a graphic file with a mouse click. When you select this option and then click the **Place** button, your arrow pointer turns into a crosshair with a graphics symbol.

Position the pointer where you want the graphic to appear. Then click and drag a rectangle.

CREATOR2 scales the graphic to appear in the rectangle you created. To scale the graphic proportionally, press the Shift key while clicking and dragging. You can also click on the screen to place the center of the graphic, in its original size, at the click point.

- **Add file to palette**
This button places the name of the selected file onto the Files palette. Choosing this button does not immediately import the file and keeps the **Place Graphic** dialog box on-screen. Click the **Done** button to exit the dialog after you have added a graphic to the Files palette.
- **Add all**
This button places all the files in a particular folder onto the Files palette. Choosing this button does not import any of the files in the directory and keeps the **Place Graphic** dialog box on-screen. Click the **Done** button to exit the dialog after you have added all the graphics to the Files palette.

3. Double-click on the filename. You can also click the filename and then click the **Place** button to place the graphic in the center of the Document Window.

Placing a graphic file from the desktop

1. Open the document in which you want to place a file.
2. Drag the graphic file's icon into the Document Window, and the window becomes highlighted.
3. Release the mouse button when you have positioned the graphic file's icon in its proper place in the Document Window. **CREATOR2** now imports the graphic.

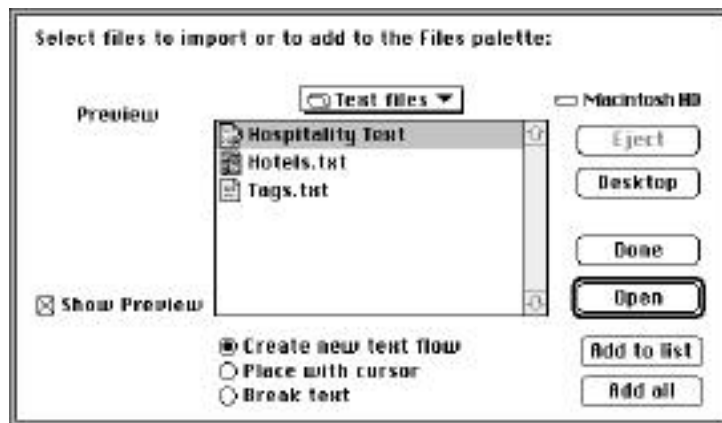
If the Document Window does not highlight when you drag the graphic file's icon onto it, **CREATOR2** cannot import that file type.

Import Text... (⌘-J)



The **Import Text...** command lets you place a word processing or text file in your Document Window. Choosing the **Import Text...** command from the **File** menu opens the **Import Text** directory dialog box.

CREATOR2 uses the **Translation Manager/Mac Easy Open** to import word processing files. The **Translation Manager** gives you access to MacLink Plus translators, which supports a large number of word processing applications.



Creating a New Text Flow

The **Create new text flow** radio button lets you place the selected text file in a text block centered on the document page. **CREATOR2** automatically creates a new text block for the selected file. If you place your cursor into a text block before selecting **Import Text...**, the radio button reads **Insert into active text flow**.

After you have imported a file, you can modify the block or its text however you wish.

Placing Text with the Cursor

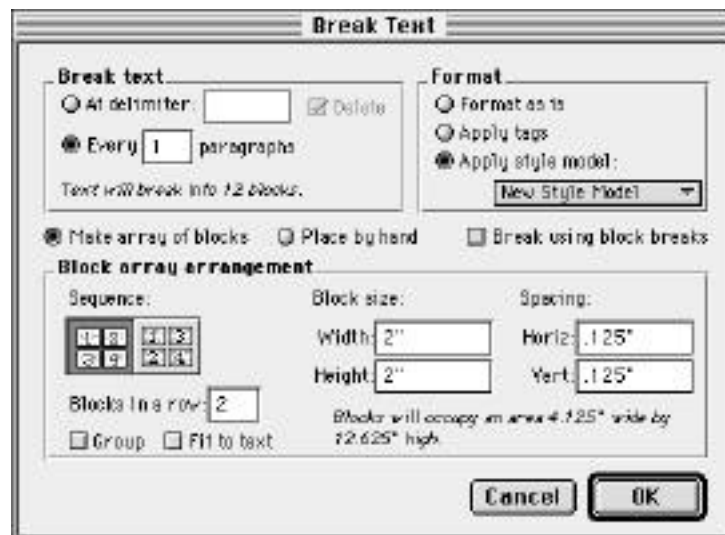
When you import a text file with the Place with cursor radio button selected, **CREATOR2** lets you determine the location and size of the block the text appears in with your pointer. This option changes your arrow pointer into a crosshair with a text block symbol. You can use the Place Text pointer to position the text in two different ways:

- Click and drag the Text Block pointer to create a text block. The text file automatically flows into the resulting text block.
- Press the Command key and click on an existing text block to flow the text file into that block.

Breaking Text

The Break Text radio button in the **Import Text** dialog lets you import a text file in segments. This lets you place sections of the same text file in different text blocks.

Click the Break Text radio button in the **Import Text** dialog box and click the **Place** button. This displays the **Break Text** dialog box.



In this dialog, you need to specify how you want to break text blocks. You can break a text file after each instance of a certain delimiter or a certain number of paragraphs.

Formatting and breaking text with delimiters

When you select the **At delimiter** radio button in the **Break Text** dialog box, you need to enter a special character into the **At delimiter** text field. This character, a delimiter, tells **CREATOR2** where to break a text file. If you like, you can make delimiters of more than one character. After you enter your delimiter, a line appears below the field indicating how many text blocks result from your break.

To place delimiters in a text document, you need to open a text file in the program that created it and place your delimiters at the points where you want to break the file. You must enter the same delimiter characters in the **Break Text** dialog box that you entered into the text file.

When you choose your delimiter, select a unique character or characters. A delimiter should not appear in a document as anything other than a delimiter. **CREATOR2** breaks text at every occurrence of a delimiter.

Some standard delimiters include \, ^, and >. Since you might use these characters as something other than a delimiter, **CREATOR2** lets you set delimiters of more than one character, such as <BREAK> .

Formatting and breaking text using the Every ____ paragraphs

When you select the **Every ____ paragraphs** radio button in the **Break Text** dialog box, you must enter the number of paragraphs **CREATOR2** needs for breaking the text file. After you enter the number of paragraphs, a line appears below the field indicating how many text blocks result. If the resulting number does not match the number of text blocks you want, modify the text file in the application that created it.

When you create a text block, the specified number of paragraphs flow into the block in their correct order. **CREATOR2** defines a paragraph as any text followed by a return character. The text following the last return character is also considered a paragraph.

Formatting imported text

If you break imported text, **CREATOR2** also lets you format that text. You can format broken text in one of three ways:

- **Format as is**
The **Format as is** radio button imports the selected file as text. No formatting appears in the imported text.
- **Apply tags**
The **Apply tags** radio button tells **CREATOR2** to automatically apply any tags it finds in the file. To use this feature, you must enter tags into the text document before importing it. For more information on tags, see the **Apply Tags** entry in the **Format** menu section.
- **Apply style model**
The **Apply style model** radio button lets you apply one style model to the entire imported text file. Choose the style model from the **Apply style** model pop-up menu.

Placing text by hand

If you wish to create your own text blocks for the selected text file, click the **Place by hand** radio button located below the **Break Text** and **Format** areas. Click the **OK** button in the **Break Text** dialog box. The **Break Text** palette opens and your pointer changes into a crosshair with an A (+A). The pointer indicates that **CREATOR2** has loaded the text into your pointer. When you draw a text block, the loaded paragraph automatically flows into it.

The Break Text palette displays the paragraph you currently need to place. The palette also tells you how many paragraphs you have left to place.



Breaking text with the Make array of blocks feature

Choosing the Make array of blocks radio button, below the Break Text and Format areas, lets you arrange text in an array. When you select this option, the bottom half of the **Break Text** dialog box becomes active. The options in this section include:

- Sequence
The Sequence buttons let you set a pattern for text block placement. With this option, you determine the order in which the paragraphs of the imported file appear in the array.
- Blocks in a row
The Blocks in a row text field lets you enter the number of blocks you wish in each row.
- Block size
The Block size option lets you set the size of the text blocks. By entering values into the Width and Height fields you determine the size of each text block created. If you don't enter any values into these fields, **CREATOR2** prompts you for information before creating any text blocks.
- Spacing
The Spacing option lets you set the amount of space that separates one text block from another. You can set both the horizontal and vertical spac-

ing. If you don't enter any values into these fields, **CREATOR2** prompts you for information before creating any text blocks.

- **Group**
The Group option lets you put the created text blocks in a group. This allows you to move a number of text blocks as one element.
- **Fit to text**
The Fit to text option tells **CREATOR2** to shrink the text block to the size of the text. This option lets you create a text block with a larger width and depth than necessary. When the text flows into the text block, the block automatically adjusts to fit the amount of text.

The Fit to text option may prove helpful if you have different sized text blocks to place. The option lets you place text in orderly rows and columns while the text blocks vary in length and width.

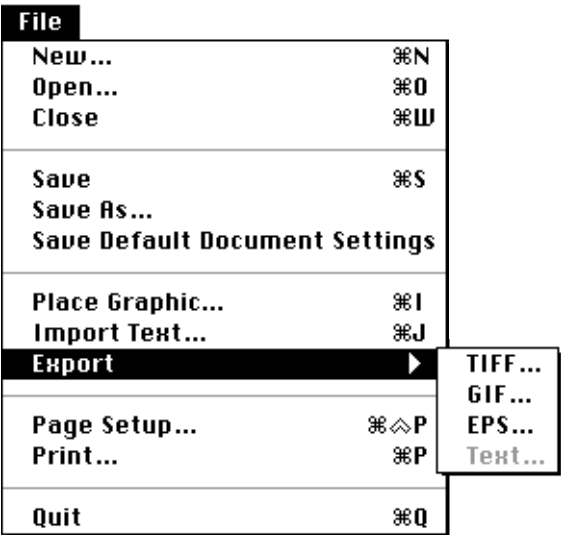
Note: The Fit to text option only shrinks a text block to fit around the available text. It does not enlarge text blocks.

When you finish setting your text break options, click the **OK** button. **CREATOR2** automatically creates text blocks and imports the selected text file.

Export

The **Export** submenu lets you export spreads, text, or elements in several different file formats. This feature helps you place graphic or text files from **CREATOR2** into other applications or documents.

The different export options available appear on the **Export** submenu. You can export selected elements or spreads as a TIFF, GIF, EPS, or text file.

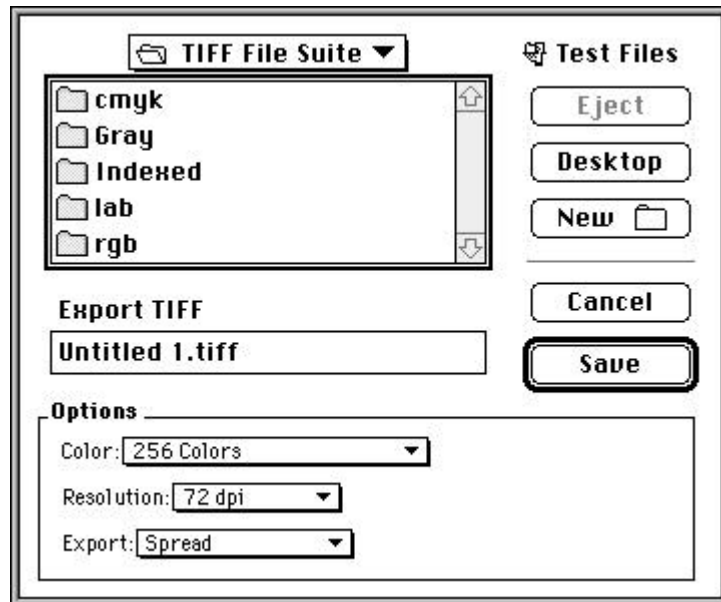


For a full description of the file types **CREATOR2** supports, see Appendix B.

TIFF...

The **TIFF...** command lets you export spreads or elements as a TIFF file, a bitmap format that supports black and white, grayscale, and color images.

Choose the **TIFF...** command in the **Export** submenu of the **File** menu to open the **Export TIFF** dialog box.



You can define the file's attributes by selecting the options in the dialog box. The **Export TIFF** dialog box options include:

- **Color**
The Color pop-up menu lets you specify a color depth for the exported file. You can choose from Millions of Colors , 256 Colors , 256 Grays , and Black and White . The Black and White option makes smaller files than the 256 Grays , 256 Color , or Millions of Colors options.
- **Resolution**
The Resolution pop-up menu lets you specify the resolution of the exported file. Remember that the higher the resolution, the larger the file and the more memory required. You can choose from 72 dpi , 144 dpi , and 288 dpi options.

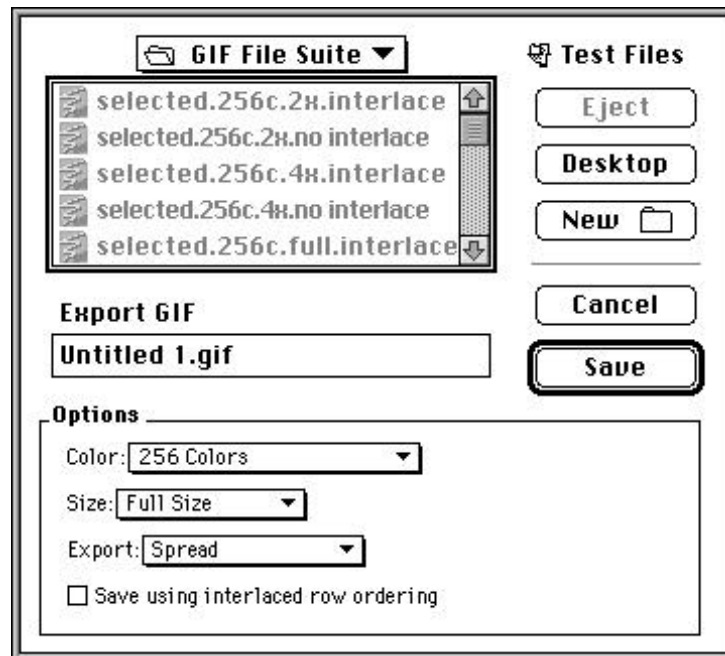
Note: **CREATOR 2** automatically saves a thumbnail preview—which you can view in **CREATOR 2's Place** dialog box—whenever you export a TIFF file.

- **Export**
The Export pop-up menu lets you choose the element or area of a document that you need to export. The Export pop-up menu's options include:
 - Selection**
The Selection option lets you export only those items you have selected in your document.
 - Spread**
The Spread option lets you export the active facing pages of a Document Window as a TIFF file. Since TIFF files can only save one page in each file, you cannot save an entire document as a TIFF file.
 - Right Page**
The Right Page option lets you export the active right page of a Document Window as a TIFF file. Since TIFF files can only save one page in each file, you cannot save an entire document as a TIFF file.
 - Left Page**
The Left Page option lets you export the active left page of a Document Window as a TIFF file. Since TIFF files can only save one page in each file, you cannot save an entire document as a TIFF file.

GIF...

The **GIF...** command lets you export a document or an element as a GIF file, a bitmap format created by CompuServe® that minimize file transfer times from on-line services.

Choose the **GIF...** command in the **Export** submenu of the **File** menu to open the **Export GIF** dialog box.



You can define the file's attributes by selecting the options in the dialog box. The **Export GIF** dialog box options include:

- **Color**
The Color pop-up menu lets you specify a color depth for the exported file. You can choose from 256 colors (8 bit), 256 grays (8 bit), and Black and White (1 bit). The Black and White option makes smaller files than the 256 grays or 256 color options.
- **Size**
The Size pop-up menu lets you specify the size of the exported file. Remember that the higher the size, the larger the file and the more memory required. You can choose from Full Size , 2x Size , and 4x Size options.

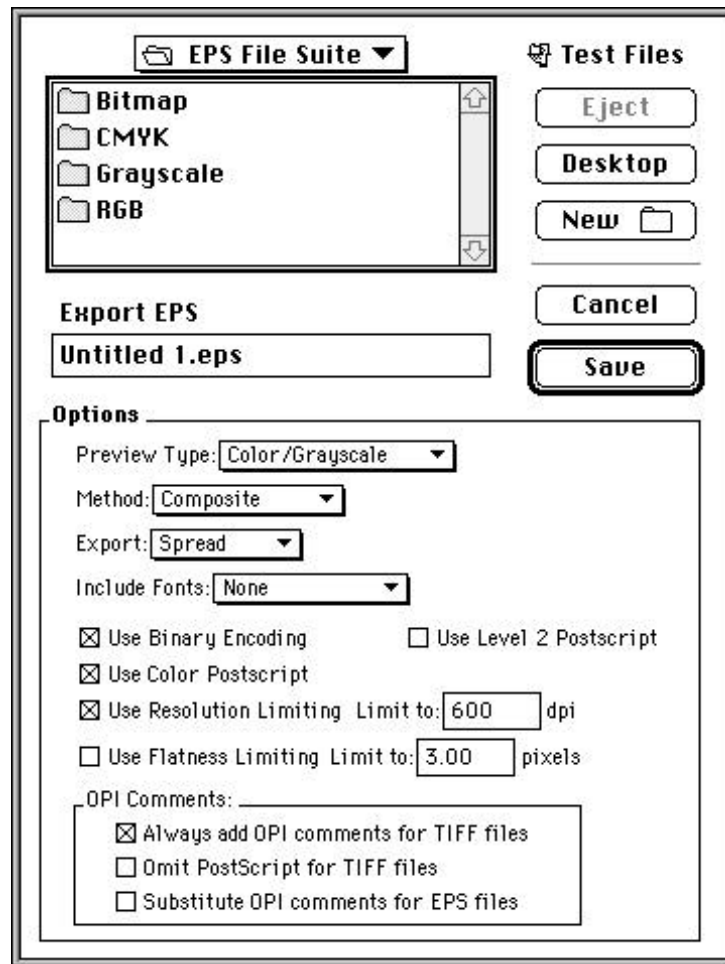
Note: CREATOR² automatically saves a thumbnail preview—which you can view in CREATOR²'s Place dialog box—whenever you export a GIF file.

- **Export**
The Export pop-up menu lets you choose the element or area of a document that you need to export. The Export pop-up menu's options include:

 - Selection**
The Selection option lets you export only those items you have selected in your document.
 - Spread**
The Spread option lets you export the active facing pages of a Document Window as a GIF file. Since GIF files can only save one page in each file, you cannot save an entire document as a GIF file.
 - Right Page**
The Right Page option lets you export the active right page of a Document Window as a GIF file. Since GIF files can only save one page in each file, you cannot save an entire document as a GIF file.
 - Left Page**
The Left Page option lets you export the active left page of a Document Window as a GIF file. Since GIF files can only save one page in each file, you cannot save an entire document as a GIF file.
- **Save using interlaced row ordering**
The Save using interlaced row ordering check box lets you download an on-line graphic in waves, instead of line-by-line. This lets you view a representation of a graphic quickly. You might want to select this check box only if you wish to create graphics for web browsing.

EPS...

The **EPS...** command lets you export elements, pages, or spreads as an EPS file, which describes the image using PostScript. This lets printers recreate the image regardless of resolution. Choose the **EPS...** command, in the **Export** submenu of the **File** menu, to open the **Export EPS** dialog box.



You can define the file's attributes by selecting the options in the dialog box. The **Export EPS** dialog box options include:

- **Preview Type**
The Preview Type pop-up menu lets you select the previewing mode for an EPS file. Choices include Color/Grayscale, Black & White, None, PC Black & White (EPSP), PC Grayscale (EPSP), and PC Color (EPSP).
- **Method**
The Method pop-up menu lets you tell the application what type of EPS file to create. The options available include Composite, DCS v1.0 (5 files), and DCS v2.0 (1 file).

The Composite option creates a PostScript file that contains all the color information of a document. This option creates one stand-alone file.

The DCS v1.0 option creates four pre-separated files (one file for each of the four process color plates—cyan, magenta, yellow, and black) and a composite file suitable for placement. Any spot colors used in the document are included in the composite file.

The DCS v2.0 builds only one file which contains pre-separated sections for all relevant plates (including spot colors).

Note: Not all applications support DCS 2. If you intend to place a DCS 2 EPS file in another application, make sure that application supports DCS 2.

Trapping information included with the EPS files varies with the option selected in the Method pop-up menu. In **CREATOR2**, composite EPS files include overprint information (set in the **Print Attributes** dialog box). This means that the application includes that information in the EPS file. To include information on chokes and spreads, however, use the DCS v1.0 or DCS v2.0 options.

- **Export**

The Export pop-up menu lets you choose the element or area of a document that you need to export. The Export pop-up menu's options include:

Selected items only

The Selected items only option lets you export only those items you have selected in your document.

*Note: If you want **CREATOR2** to warn you of any text that has flowed beyond the boundaries of text blocks, select the Check for text overflow: on exporting as a graphic option in the text panel of the Preferences dialog box in the Edit menu.*

Spread

The Spread option lets you export the selected facing pages of a Document Window as an EPS file. Since EPS files can only save one page in each file, you cannot save an entire document as an EPS file.

Right Page

The Right page option lets you export the selected right page of a Document Window as an EPS file. Since EPS files can only save one page in each file, you cannot save an entire document as an EPS file.

Left Page

The Left page option lets you export the selected left page of a Document Window as an EPS file. Since EPS files can only save one page in each file, you cannot save an entire document as an EPS file.

- Include Fonts

The Include Fonts pop-up menu lets you encapsulate fonts into the EPS file. The options in the Include Fonts pop-up menu include:

None

The None option does not encapsulate any referenced fonts into the EPS file. When you select this option, if the next person who opens the EPS file does not have the correct fonts, a dialog box appears notifying the user of the missing fonts.

All

The All option encapsulates all referenced fonts into the EPS file. With this option selected, the next person who opens the EPS file does not have to worry about missing fonts.

All but base 13

The All but base 13 option encapsulates all referenced fonts, except the 13 fonts that exist on all PostScript laser printers. With this option selected, the next person to open the EPS file does not have to worry about missing fonts if they use a PostScript printer.

All but base 35

The All but base 35 option encapsulates all referenced fonts, except the 35 fonts that exist on all second generation PostScript laser printers. All PostScript-capable laser printers made since 1989 contain the base 35 fonts. All color PostScript laser printers also contain the base 35 fonts. With this option selected, the next person to open the EPS file does not have to worry about missing fonts if they use a PostScript printer.

Note: Encapsulating fonts into EPS files makes the files larger

- **Use Binary Encoding**
The Use Binary Encoding check box lets you save sampled image files using binary, rather than hexadecimal, encoding. This can result in smaller—possibly 50 percent smaller—EPS files that print significantly faster. However, not all networks and RIPs support binary encoding. If in doubt, leave this option unselected.
- **Use Level 2 PostScript**
The Use Level 2 PostScript[®] check box lets you use PostScript Level 2 commands to create an EPS file.

If you always use PostScript Level 2 printing devices, creating an EPS file with Level 2 commands improves printing performance and speed. However, saving an EPS file with Level 2 commands introduces a Level 2 device dependency into the graphic. As a result, you may experience much slower printing, or PostScript errors, if you try to print a Level 2 PostScript EPS file with a device other than a PostScript Level 2 printer.

- **Use Color PostScript**
The Use Color PostScript check box generates PostScript code that includes all the color information for the exported graphic in the EPS file. If you do not select this check box, **CREATOR2** exports all your EPS files as black and white images.
- **Use Resolution Limiting**
The Use Resolution Limiting check box lets you specify the resolution of any graphic images

(TIFF and RIFF) contained in the file you want to export. For instance, if you know that your final printing device prints at a resolution of 1200 dpi, you can limit the graphics to 1200 dpi in the Limit to: text field.

Unlike the Limit Resolution to option in the **Page Setup** dialog box in the **File** menu, **CREATOR2** doesn't get a default for the Use Resolution Limiting field from a PPD. You must enter a number in the Limit to: text field.

Limiting the resolution of image graphics in an EPS file yields a smaller EPS file that prints faster. However, you may get some loss of quality depending on the settings used, the graphics included, and the printer type you use.

- **Use flatness limiting**
Selecting the Use flatness limiting check box lets you set the number of lines used by PostScript devices to recreate graphics. PostScript recreates curved segments by linking series of straight lines. The value in the Limit to text field determines how closely the straight line segments approximate the curve.

Values can range from 0.2 to 100. In general, enter a flatness setting from 8 to 10 when using high resolution (1200 to 2400 dpi) printers; enter a flatness setting from 1 to 3 when using low resolution (300 to 600 dpi) printers. If you do not select the Use flatness limiting check box, **CREATOR2** uses the printer's default setting.

- **Always add OPI comments for TIFF files**
The Always add OPI comments for TIFF files check box lets you export only those parts of a document that are not in TIFF format. If you use OPI (Open Prepress Interface), **CREATOR2** sends comments that refer to the actual TIFF data. If you don't use OPI, the TIFF information does not save.
- **Omit PostScript for TIFF files**
The Omit PostScript for TIFF files check box lets you remove any PostScript information contained in TIFF files.

- Substitute OPI comments for EPS files
The Substitute OPI comments for EPS files check box lets you export only those parts of a document that are not in EPS format. If you use OPI (Open Prepress Interface), CREATOR2 sends OPI comments in place of EPS data. If you don't use OPI, the EPS information does not save.

Some important notes

When exporting an EPS file, you need to remember some additional concepts:

First, the new file becomes a graphic and is no longer an editable document file. You can only crop, resize, rotate, and so forth.

Second, the exported EPS file does not replace your existing document file. Keep both your new EPS file and the original CREATOR2 document in case future changes become necessary.

Third, when using the DCS (Desktop Color Separation) v1.0 option, you create five files. For example, if you export the contents of an existing document to a file named Color Puppy Graphic , the DCS option creates the following five files:

1. Color Puppy Graphic (composite file, used for placing into other documents/applications)
2. Color Puppy Graphic.C (for cyan)
3. Color Puppy Graphic.M (for magenta)
4. Color Puppy Graphic.Y (for yellow)
5. Color Puppy Graphic.K (for black)

Only the composite file contains a preview image. Do not place individual separation files into application programs.

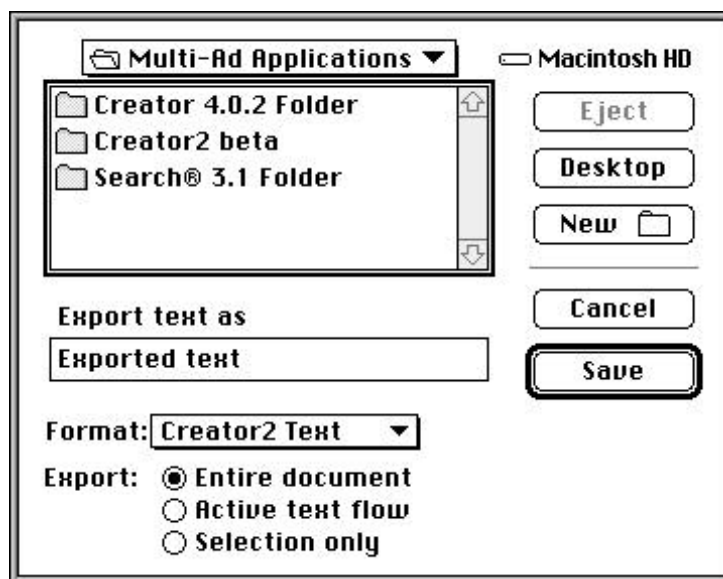
If you use the DCS v2.0 option, you create only one file, but it contains all the separation information, including trapping.

Note: Not all applications support DCS 2. If you intend to place a DCS 2 EPS file in another application, make sure that application supports DCS 2.

Finally, **Export as EPS** creates a single, stand-alone piece of art that you can place in other documents using a variety of desktop publishing programs (including **CREATOR2**). This EPS file is not a **CREATOR2** document; it is a graphic file in EPS format.

Text...

The **Text...** command lets you export your document text, or portions of your document text, in one of several different formats. Choose the **Text...** command, in the **Export** submenu of the **File** menu, to open the **Export Text** dialog box.



The options in the **Export Text** dialog box include:

- **Export text as...**
The **Export text as...** pop-up menu lets you choose the file format in which you want to save your text. You can select from **Creator2 Text**, **SimpleText**, and **RTF Styled Text** options.

Creator2 text

The Creator2 text option lets you export text in the format native to the application. Other CREATOR2 users can open CREATOR2 text files with no loss of formatting.

SimpleText

The SimpleText option lets you export text in an extended plain text format. You can import SimpleText documents into a large number of word processors and desktop publishing programs. However, most applications ignore SimpleText formatting attributes and import documents as plain text.

RTF Styled Text

The RTF Styled Text option lets you import formatted text into a large number of word processor and desktop publishing programs. Most applications support RTF and you can translate it into other formats using the Macintosh Translation Manager/Mac Easy Open.

- Entire document

The Entire document radio button lets you save all the text in your document to a text or word processing file format.

- Active text flow

The Active text flow radio button lets you save all the text in an active text block to a text or word processing file format.

Note: The Selected flow radio button not only exports the text in the active text block, but it also exports all text in linked blocks.

- Selection only

The Selection only radio button lets you save any highlighted text to a text or word processing file format.

The **Page Setup...** command lets you set a variety of page attributes, such as page orientation, paper size, reproduction scale, and more. To find out what page setup options are available on your printer, choose the **Page Setup...** command to open the **Page Setup** dialog box.

The appearance of the **Page Setup** dialog box depends mainly on what printer driver you have installed in your System Folder and selected in the Chooser. In addition, each printer driver includes page setup options. For more information about your **Page Setup** dialog layout and options, see your printer driver documentation.

CREATOR2 adds some page setup options to the **Page Setup** dialog box that give let you control features unique to this application. Some of these features only support PostScript printers. For this reason, different **Page Setup** dialog box sections exist. One section covers the features available on non-PostScript printers (usually referred to as QuickDraw printers). Another section covers the features available on PostScript printers.

In the following illustrations, this *Reference Manual* uses the StyleWriter II printer driver to provide an example of the application's page setup options for QuickDraw printers. This *Reference Manual* also uses illustrations of Apple's LaserWriter 8 printer driver to provide an example of the application's page setup options for PostScript printers.

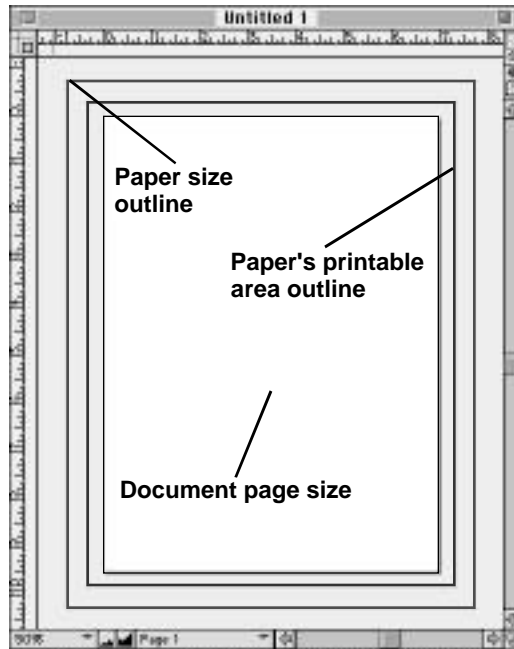
Selecting Paper Size

The **Page Setup** dialog box lets you choose the paper size you want for printing your document. The paper sizes available depend on the type of printer driver you use. When using a PostScript printer driver, the available paper sizes may even vary from printer to printer. For more information about the paper sizes available to you, consult your printer driver documentation.

In **CREATOR2**, you can select a paper size that does not match the page size of your document. You can select any paper size your printer driver offers in the **Page Setup** dialog box. Changing paper sizes does not affect a document's page size. However, changing your document's paper size may change the position of the document page on the printed paper.

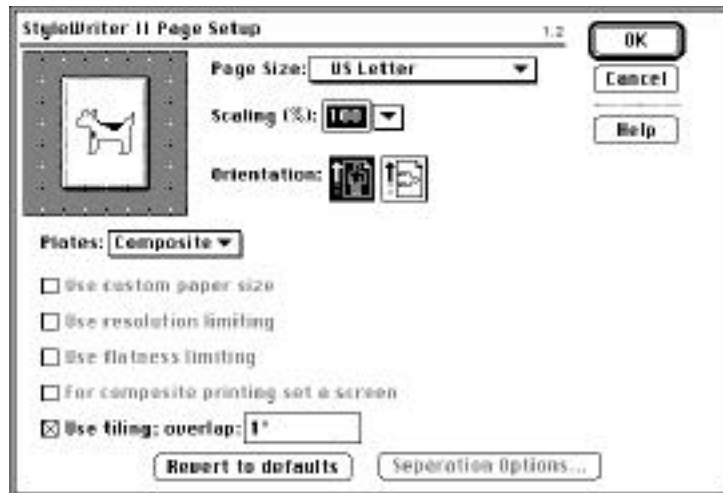
To help you view the position of a page on the selected paper size, **CREATOR2** can display optional outlines that represent the paper size and printable area you selected in the **Page Setup** dialog. To display these outlines, select the **Show page outlines on screen** check box in the **Page Options** panel of the **Document Settings** dialog box in the **Document** menu.

In the illustration below, the white area centered in the Document Window represents the document's page size. As mentioned, this can be different than the selected paper size. The blue outline represents the physical size of the paper you selected in the **Page Setup** dialog box. The red outline represents the area, within the paper size, in which you can print (the printable area).



If the printable area equals the paper size, **CREATOR2** replaces the red and blue outlines with a single purple outline, representing both the paper size and the printable area.

CREATOR² adds several options to the **Page Setup** dialog box of QuickDraw printers. These options let you affect the appearance of your document's hardcopy.



Selecting separation plates

The **Plates** pop-up menu lets you choose separations, or individual separation plates, to output. The pop-up lets you choose from:

| Plates: ✓Composite | |
|--------------------------------------|--|
| All Process Separation Plates | |
| All Spot Separation Plates | |
| All Process and Spot Plates | |
| Black | |
| Process Cyan | |
| Process Magenta | |
| Process Yellow | |

- **Composite**
The **Composite** option lets you print a composite representation of the document in its final form. All the colors in a document appear on the composite plate.

- **All Process Separation Plates**
The All Process Separation Plates option lets you break a document into four component color plates of cyan, magenta, yellow, and black.
- **All Spot Separation Plates**
The All Spot Separation Plates option lets you break a document into plates for each spot color you use. Each spot color represents one color of ink.
- **Black**
The Black option lets you print only those plates that contain the color black.
- **Process Cyan**
The Process Cyan option lets you print only those plates that contain the color cyan.
- **Process Magenta**
The Process Magenta option lets you print only those plates that contain the color magenta.
- **Process Yellow**
The Process Yellow option lets you print only those plates that contain the color yellow.
- **Spot color name**
The Spot color name option lets you print only the named spot color separation plate. Exactly as many spot color options appear in the Plates pop-up menu as you have used in your document.

Other options that appear in the **Page Setup** dialog box on QuickDraw printers include:

- **Use custom paper size**
The Use custom paper size check box only appears active when printing to a PostScript printer. For more information, see the **Page Setup** section for PostScript printers.
- **Use resolution limiting**
The Use resolution limiting check box only appears active when printing to a PostScript printer. For more information, see the **Page Setup** section for PostScript printers.
- **For composite printing set a screen**
The For composite printing set a screen check box

only appears active when printing to a PostScript printer. For more information, see the **Page Setup** section for PostScript printers.

- **Use tiling**
Select the **Use tiling** check box to break oversized documents into tiled segments that can fit on your selected paper size. When you select the **Use tiling** check box, the **Overlap** text field appears next to it. The **Overlap** field lets you set your tile segments so they overlap (have repeating edges in corresponding tiles). This lets you overlap tiles instead of matching up their edges. Type the amount of overlap you want into the text field.

When you select the **Use tiling** check box, the application displays red outlines around each tiled area.

Page Setup Options on PostScript Printers

In order to take full advantage of the features of your PostScript laser printer, **CREATOR** needs to locate your printer's PostScript Printer Description (PPD). This file, created by the printer manufacturer, contains a list of the features and recommended settings of your laser printer. **CREATOR** uses your printer's PPD file to determine your printer's support of:

- Level 2 PostScript
- Color
- Variable paper sizes support
- Binary encoding

CREATOR also uses the PPD file to determine your printer's:

- Suggested angles, frequencies, and spot functions for separations
- Default printer resolution
- Default screen frequency or density
- Installed fonts

Apple's LaserWriter 8 printer driver automatically points **CREATOR2** to your printer's PPD. If LaserWriter 8 cannot find your PPD, it points **CREATOR2** to a general PPD instead. In any case, LaserWriter 8 provides a PPD for the printer in use.

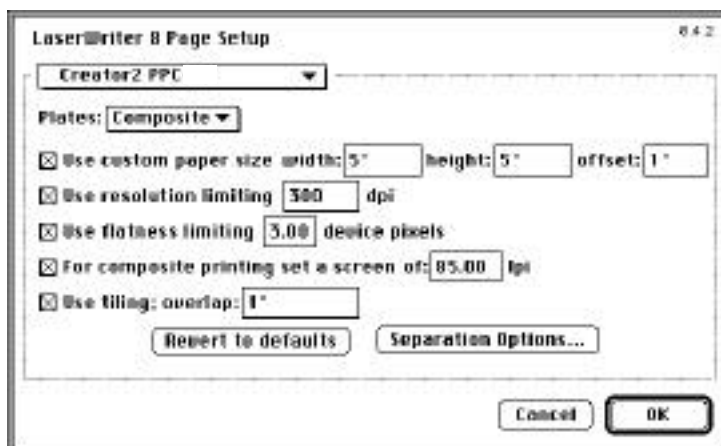
If you do not use LaserWriter 8, **CREATOR2** cannot locate your printer's PPD file. Without your PPD file, the application must assume your printer has certain features it may or may not have. When **CREATOR2** cannot locate your PPD, it assumes your printer:

- Supports Level 2 PostScript
- Supports Color
- Contains variable paper sizes
- Contains a default printer resolution of 300 dpi
- Contains a default screen setting of 60 lpi
- Supports binary encoding
- Contains the base 13 fonts

In other words, **CREATOR2** gives you the widest possible selection of features possible. In reality, your printer may support any combination of these features. At this point, *you must* activate those features your printer supports.

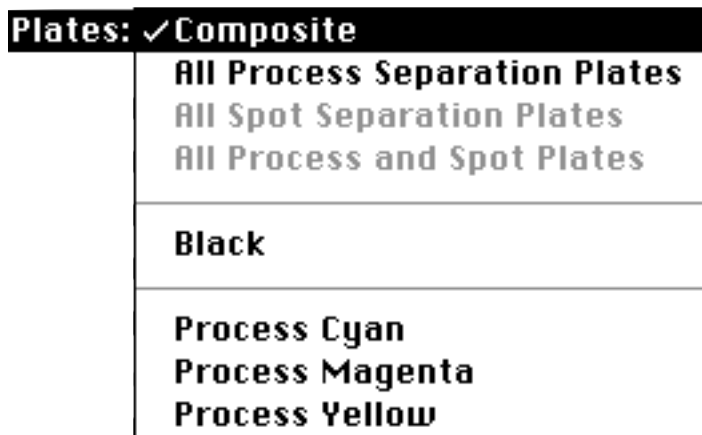
For the best use of your PostScript printer, it is *strongly* suggested that you install LaserWriter 8, or better, on your computer.

The Creator2 page setup panel lets you control printer features that affect how the hardcopy of your document appears.



Selecting plates

The Plates pop-up menu lets you choose a separation plate, or plates, to output. The pop-up lets you choose from:



- **Composite**
The Composite option lets you print a composite representation of the document in its final form. All the colors in a document appear on the composite plate.

- **All Process Separation Plates**
The All Process Separation Plates option lets you break a document into four component color plates of cyan, magenta, yellow, and black.
- **All Spot Separation Plates**
The All Spot Separation Plates option lets you break a document into plates for each spot color you use. Each spot color represents one color of ink.
- **Black**
The Black option lets you print only those plates that contain the color black.
- **Process Cyan**
The Process Cyan option lets you print only those plates that contain the color cyan.
- **Process Magenta**
The Process Magenta option lets you print only those plates that contain the color magenta.
- **Process Yellow**
The Process Yellow option lets you print only those plates that contain the color yellow.
- **Spot color name**
The Spot color name option lets you print only the named spot color plate. Exactly as many spot color options appear in the Plates pop-up menu as you have used in your document.

Other options in the Creator2 panel include:

- **Use custom paper size**
Selecting the Use custom paper size check box lets you create your own paper size. When you have selected this option, three text fields appear. The Height and Width fields let you enter the dimensions of your custom paper size. The Offset field lets you set the distance between the custom paper edge and the film edge when printing to a device that supports variable paper sizes.

Click the **OK** button, or choose a new panel, to get **CREATOR2** to recognize a new paper size. The paper size and printable area outlines in the Document Window change to reflect your custom paper size.

Note: This option only appears active if you use a PostScript device that supports variable paper size output.

- **Use resolution limiting**
The Use resolution limiting check box tells **CREATOR** to downsample TIFF, or other high resolution graphic images, to a specified lower resolution. Limiting the resolution of graphics reduces print times. The correct resolution setting for your printer does not cause a loss of quality.

When you select the Use resolution limiting check box, **CREATOR** enters a default dpi setting into the dpi text field. **CREATOR** bases the default dpi setting on the PPD for your printer. For example, if your PPD tells **CREATOR** that you have a 300 dpi printer, 300 dpi appears as the default setting for the Use resolution limiting option.

For example, when you print a 600 dpi graphic, **CREATOR** scales the image to 300 dpi without sacrificing quality. The Use resolution limiting option does not affect graphics with lower than the specified limit.

- **Use flatness limiting**
Selecting the Use flatness limiting check box lets you set the error tolerance used by PostScript devices to render curves. PostScript recreates curved segments by linking series of straight lines.

The value in the Limit to text field determines how closely, in device pixels, a PostScript Interpreter approximates a curve. A device pixel equals one dot on a printing device: a 600 dpi printer has a smaller device pixel than a 300 dpi printer. If a curve looks good with a flatness limit of 3 on a 300 dpi printer, you may want to increase the flatness value when printing to a 1200 dpi printer. This can speed up printing time.

Every PostScript device uses a default flatness, determined by the device manufacturer, that produces the best results. Normally, you don't need to adjust the flatness limit (overriding the manufacturer's default). However, increasing the flatness value may let you print complex graphics that normally generate PostScript errors.

- For composite printing set a screen
The For composite printing set a screen check box lets you specify the screen density of your composite print jobs (in lines per inch).



The illustration above has a screen of 30 lines per inch (lpi). The illustration above has a screen of 60 lines per inch (lpi). The illustration above has a screen of 120 lines per inch (lpi).

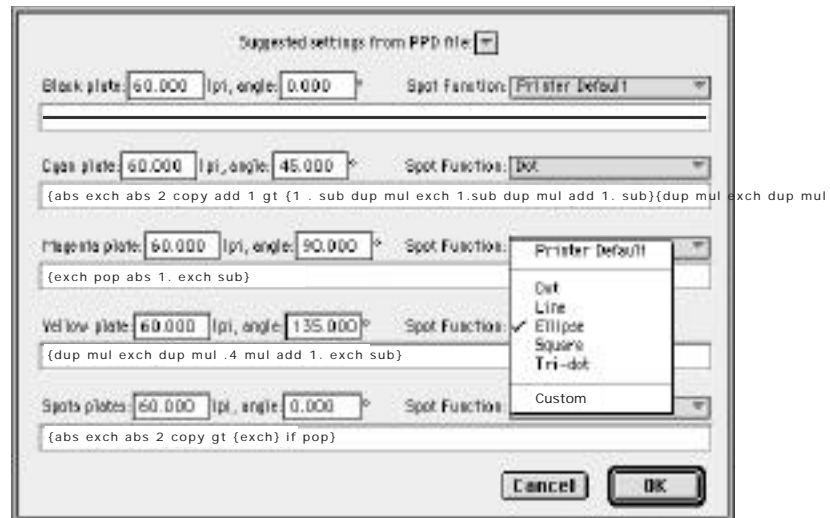
Enter the desired number of lines per inch into the text field that appears when you select the check box. This feature does not affect the screen settings used when separating your documents (see below).

- Use tiling
Select the Use tiling check box to break oversized documents into tiled segments that can fit on your selected paper size. When you select the Use tiling check box, the Overlap text field appears next to it. The Overlap field lets you set your tile segments so they overlap (have repeating edges in corresponding tiles). This lets you overlap tiles instead of matching up their edges. Type the amount of overlap you want into the text field.

When you select the Use tiling check box, the application displays red outlines around each tiled area.

- Revert to defaults
Click the **Revert to defaults** button to return the settings of the **CREATOR2** page setup panel to the application's determined settings.
- Separation Options...
Click the **Separation Options...** button to open the **Separation Options** dialog box. This dialog box lets you set the screen densities, angles, and

spot functions to use when process or spot separating your documents. This dialog also lets you select suggested values from your printer manufacturer (via your printer's PPD file).



Suggested settings from PPD file

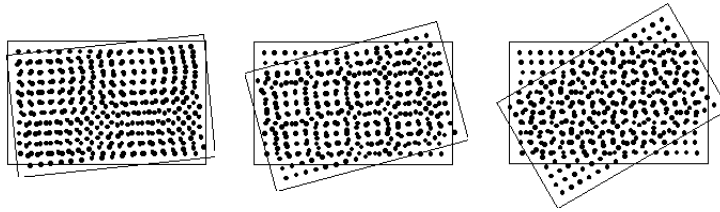
The Suggested settings from PPD file pop-up menu lets you select the manufacturer-determined best density, angle, and spot function settings for your printer. Normally, several options appear available at different densities. For printers that support multiple resolutions, several sets of options for each resolution may also appear. For these printers, you need to know the resolution of the printer so that you can select from the proper set of options.

lpi

The lpi text field lets you define the screen density (in lines per inch) for each plate.

angle

The angle text field lets you specify the screen angle (in degrees) to use for each separation plate.



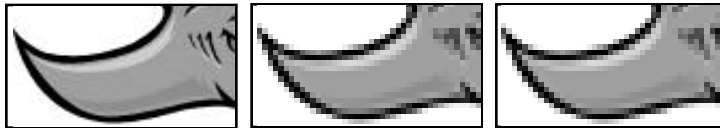
In the illustration above, one of the two color plates has been rotated six degrees.

In the illustration above, one of the two color plates has been rotated 15 degrees.

In the illustration above, one of the two color plates has been rotated 30 degrees.

Spot Function

The Spot Function pop-up menu lets you set the shape of the dot for the specified color plate. The options available include: Printer Default , Dot , Line , Ellipse , Square , Tri-dot , and Custom .



The illustration above shows a dot spot function (at a low lpi).

The illustration above shows a line spot function (at a low lpi).

The illustration above shows a square spot function (at a low lpi).

When you choose a spot function option, the PostScript code for the chosen option appears in the text field beneath the specified color plate name.

The Custom option usually appears dimmed. The Custom option appears only if your printer includes a spot function option other than the ones mentioned above.

Print... (⌘-P)

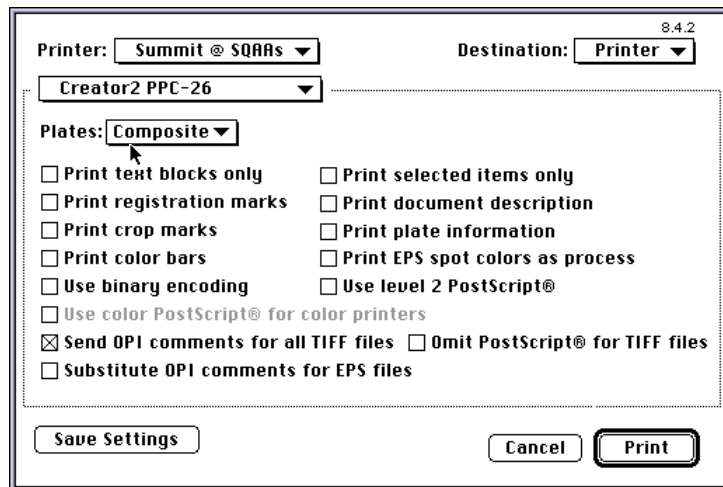
The **Print...** command lets you send a document, or pages of a document, to a printer. Typically, the **Print...** command gives you access to a variety of other options. These options give you greater control over how your document prints. To find out what print options are available on your printer, choose the **Print...** command to open the **Print...** dialog box.

The appearance of the **Print** dialog box depends on what printer driver you have installed in your System Folder and have selected in the Chooser. In addition, each printer driver includes a unique set of page setup options. For more information about your **Print** dialog layout and options, see your printer driver documentation.

However, **CREATOR²** does have some special printing options that you can take advantage of. In the following illustrations, this *Reference Manual* uses Apple's LaserWriter 8 printer driver to provide an example of the application's printing options.

Setting Creator2 Printing Options

CREATOR² offers a variety of printing options for you to use. For example, you can make various marks and printer information appear on the page. Just as you can tell **CREATOR²** what elements to include on hardcopy, you can also specify what elements should *not* print.



*Note: The ornament options—like registration marks, crop marks, and color bars—return to their default settings after each print job. You can change the ornament default settings in the **Print Defaults** panel, in the **Document Settings** dialog box in the **Document** menu, after each print job.*

The printing options offered by **CREATOR2** include:

- **Plates**
The **Plates** pop-up menu lets you choose the plate, or plates, to output. The pop-up lets you choose from **Composite**, **All Process Separation Plates**, **All Spot Separation Plates**, **All Process and Spot Plates**, **Black**, **Process Cyan**, **Process Magenta**, and **Process Yellow** options. More options appear for each spot color used in your document.
- **Print text blocks only**
Selecting the **Print text blocks only** check box sends only the text blocks within the selected page range to the printer. Graphic elements do not print when you have selected this option.
- **Print selected items only**
Selecting the **Print selected items only** check box sends to the printer only those items currently selected. Deselecting this option prints all the elements in the selected print range.
- **Print registration marks**
Select the **Print registration marks** check box when you print color separations. This option places up to 12 registration marks on a page to aid in aligning the color separations.

CREATOR2 also prints two GATF (Graphic Arts Technical Foundation) control targets on two corners. These 1/2 inch pinwheels help measure image resolution during plate production, as well as plate degradation, dot doubling, grain, and slurring during printing.

- **Print document description**
Selecting the **Print document description** check box lets you print any information in the **Description** field of the **Document Info** panel of the **Document Settings** dialog box in the **Document** menu. These notes appear at the top of the print-out.

- **Print crop marks**
Select the **Print crop marks** check box when you want crop marks to print on document edges and tile overlaps. Use crop marks if you expect your print job needs trimming during post-processing or finishing.
- **Print plate information**
Selecting the **Print plate information** check box lets you print the document name and plate information at the top of the document.
- **Print color bars**
Selecting the **Print color bars** check box lets you place four rectangles at the bottom of each color separation plate. Each rectangle represents one of the four process separation components of cyan, magenta, yellow, black—in that order.
- **Print EPS spot colors as process**
Selecting the **Print EPS spot colors as process** check box tells **CREATOR2** to use the cyan, magenta, yellow, and black process colors to recreate all individual spot colors embedded in EPS files. You can only use this option with PostScript Level 2 printers.
- **Use binary encoding**
Selecting the **Use Binary Encoding** check box prints sampled image files using binary, rather than hexadecimal, encoding. Binary encoding can make PostScript job streams 50 percent smaller and make them print significantly faster. However, not all networks and RIPs support binary encoding.

You can only use this option with PostScript printers.

- **Use level 2 PostScript[®]**
Selecting the **Use level 2 PostScript[®]** check box tells **CREATOR2** to apply PostScript Level 2 commands when it builds a PostScript file for your printer. Using Level 2 PostScript can improve printing time and reduce network traffic significantly.

You can only use this option with Level 2 PostScript printers.

- **Use color PostScript[®] for color printers**
Select the **Use color PostScript[®] for color**

printers check box when you want to print a document in color. Selecting the **Use color PostScript® for color printers** option tells **CREATOR2** to generate PostScript code for use with color PostScript printers.

You can only use this option with color PostScript printers.

The Creator2 print panel also includes several OPI (Open Prepress Interface) options. Only use these features when printing documents through an OPI server.

From the “Open Prepress Interface Specification 1.3,”
©Copyright 1989-1993 Aldus Corporation:

The Open Prepress Interface (OPI) is a collection of PostScript-language comment conventions that allows a page-layout program to use low or medium resolution TIFF images for layout and proofing, and have a prepress system or OPI server automatically substitute a high resolution TIFF or other image when the final film or plates are generated. Both desktop prepress software and high-end prepress systems can use OPI comments to minimize network traffic and image storage requirements.

In practice, OPI servers are usually implemented in one of two methods.

In the first method, the OPI server offers a facility to convert high-resolution graphic files into a low resolution ‘proxy’ files intended for placement into layout applications. These ‘proxy’ files (which usually appear as EPS files) contain OPI comments embedded within each one. At print time, the OPI server processes these comments to do graphic substitution (to the high resolution original).

For OPI servers that provide ‘proxy’ facilities, layout applications do not need to know that OPI substitution occurs. For this type of OPI, layout applications treat proxy files as they would any other files. When using this type of OPI server, you do not need to use any of the **CREATOR2** OPI printing options.

In the second method, the OPI server does not offer a ‘proxy’ facility and only scans incoming PostScript print job streams for PostScript OPI comments. If the server encounters a PostScript OPI comment, it attempts to substitute a graphic. With this type of OPI server, you must

instruct layout applications as to when and how to generate PostScript OPI comments.

CREATOR2 lets you add PostScript OPI comments to your PostScript print job streams for use by this type of OPI server. **CREATOR2** also lets you omit the PostScript code normally generated when printing TIFF or EPS files.

Since OPI servers are very complicated systems, it is important to talk to your system administrator or production manager when choosing OPI options.

The OPI options in the **CREATOR2** printing panel include:

- Send OPI comments for all TIFF files
Select the Send OPI comments for all TIFF files check box when you want to include OPI comments with, or in place of, TIFF graphics.
- Omit PostScript[®] for TIFF files
Select Omit PostScript[®] for TIFF files if you do not want your TIFF files converted into PostScript.

Note: You can include both OPI comments and PostScript code in TIFF files. However including both OPI comments and PostScript code may cause printing problems, depending on the type of server you use. Talk to your system administrator to find out the correct TIFF OPI settings for your network.

- Substitute OPI comments for EPS files
Select the Substitute OPI comments for EPS files check box if you want to put OPI comments in place of EPS files in your document. Unlike TIFF files, you cannot include both OPI comments and EPS files in a document.

Quit (⌘-Q)

The **Quit** command lets you exit the **CREATOR2** application and return to the Finder.

If you quit the program still have open, unsaved documents, **CREATOR2** prompts you to save your files before it closes. **CREATOR2** refers to each file by name and asks you to save each one. Each **Save** dialog box contains a **Save** button (to save the file), a **Don't Save** button (to not save the file), and a **Cancel** button (to return to the **CREATOR2** document).

The Edit Menu

| Edit | |
|------------------------|-----|
| Undo Create Text Block | ⌘Z |
| Redo Typing | ⌘⇧Z |
| Cut | ⌘H |
| Copy | ⌘C |
| Paste | ⌘U |
| Clear | |
| | |
| Select All | ⌘A |
| Duplicate... | ⌘D |
| Make Matrix... | ⌘M |
| | |
| Copy Type Specs | ⌘G |
| Paste Type Specs | ⌘D |
| Copy ¶ Specs | ⌘⇧G |
| Paste ¶ Specs | ⌘⇧D |
| | |
| Find/Change | ► |
| | |
| Preferences... | |

The **Edit** menu contains the commands you need to duplicate, remove, or place document elements. For example, you can copy and paste sections of text, duplicate elements, and copy and paste text attributes. The **Edit** menu also contains commands that let you decide how you want dialog boxes to appear, and the type and size of font you wish to appear first.

A complete description of the commands available in the **Edit** menu follows.

Undo (⌘-Z)

The **Undo** command lets you remove the last change you made to the document. You can undo all actions performed during your current work session. You cannot undo actions performed during earlier work sessions.

If you cannot remember the order of your actions, a description of the last sequential action appears with the **Undo** command in the **Edit** menu. For example, if you move an element, but then want it back in its original position, pull down the **Edit** menu to see an **Undo Move** command.

The **Undo** command appears dimmed when you cannot apply the command to the document.

Redo (⌘-⇧-Z)

The **Redo** command lets you recreate an action you removed from the document with the **Undo** command. Each redo replaces the last sequential undo you made to the document. You can only redo a continuous series of undos. If you open a document that you have previously worked on, you cannot redo actions from the earlier work session.

A description of the last sequential action undone appears with the **Redo** command under the **Edit** menu. For example, you may move an item to a new location, and then decide you liked it better in its original location. You can select **Undo** to replace the item in its original location. If you change your mind again, you can select **Redo** to move the element back to its second location. If you make further modifications to the document, you can no longer go back and select the **Redo** command to relocate this item.

Cut (⌘-X)

The **Cut** command lets you remove selected elements or text from the document, but reserves them for later use.

To cut an element, simply select it with the Arrow tool and choose the **Cut** command from the **Edit** menu. To select more than one element, press the Shift key while clicking on elements. To cut text, highlight the text with the I-beam pointer and choose the **Cut** command from the **Edit** menu.

*Tip: **CREATOR2** places any element or text you cut into the Clipboard. The Clipboard, however, only holds the last item you placed in it. Any item you cut replaces the previous item you cut on the Clipboard. The older item cannot be retrieved. Moreover, you lose items on the Clipboard if you choose **Copy**, or should you crash or lose power. For these reasons, you should paste your cut-selection somewhere else in the document or into the Scrapbook (under the **Apple** menu) for more permanent storage.*

You can select both text blocks and graphics elements when cutting groups of elements. **CREATOR2** treats text blocks the same as any other element.

Copy (⌘-C)

The **Copy** command makes a duplicate of a selected element without removing the original element from the document. The **Copy** command doesn't automatically place a duplicate of a selected element into the document. Instead, it places a duplicate in the Clipboard for later use.

To copy an element, simply select an element with the Arrow tool and then choose the **Copy** command from the **Edit** menu. To copy a group of elements, press the Shift key while clicking on the elements you want to copy, and then choose the **Copy** command from the **Edit** menu. To copy text, highlight the text you want to copy with the I-beam pointer and choose **Copy** from the **Edit** menu.

You can select both text blocks and graphics elements when copying groups of elements. **CREATOR2** treats text blocks the same as any other element.

Paste (⌘-V)

The **Paste** command lets you put any item currently on the Clipboard into a document. Use the **Cut** or **Copy** commands to place an item on the Clipboard. When you choose the **Paste** command, **CREATOR2** places a duplicate of the element in the center of the Document Window. If you press the Shift key while choosing the **Paste** command, **CREATOR2** pastes the copied object directly over the original element.

Pasting text into a text block

1. Click the Text tool on the Tools palette.
2. Click inside an existing text block with the Text tool.

Or

Click and drag a new text block.

3. Move the insertion point to where you want the text to appear.
4. Choose **Paste** from the **Edit** menu, and the text appears to the right of the insertion point.

Clear

The **Clear** command removes selected elements or text from the document. Essentially, the **Clear** command provides a menu equivalent of the Delete key.

To clear an element from a document, click on the element with the Arrow pointer. Choose **Clear** from the **Edit** menu to delete the element. To remove more than one element, press the Shift key while clicking on the elements you want to clear. Then choose the **Clear** command.

To clear text, highlight the text with the I-beam and choose **Clear** from the **Edit** menu or press the Delete key.

If you want to recover an item you just cleared, immediately select the **Undo** command or press Cmd-Z.

Select All (⌘-A)

The **Select All** command—when you have a insertion point in a text block—highlights all text in that block and connected blocks. Likewise, choosing the **Select All** command with a tool other than the Text tool selects all the elements in the active Document Window. This includes elements in the Desk Area.

The **Select All** command appears dimmed when you have selected all the available elements or text.

Duplicate... (⌘-D)



The **Duplicate...** command works much like the **Copy** command, but offers greater flexibility and control over the selected elements. With the **Duplicate** command, you can set the number of duplicates, the distance of the duplicates from the original selected item, the scale of the duplicates, and the rotation of the duplicates.

Duplicating an element or a group or elements

1. Select the element(s) that you want to duplicate.
2. Choose **Duplicate...** from the **Edit** menu. The **Duplicate Element** dialog box appears.
3. Enter the number of duplicates you wish to make into the Times field.
4. Enter the distance from the original that you wish the duplicates to appear in the Offset fields. You can

enter distances for both the horizontal and vertical offset.

5. Click in the check boxes in the On Each Duplicate area to modify each succeeding duplicate. The options available include:

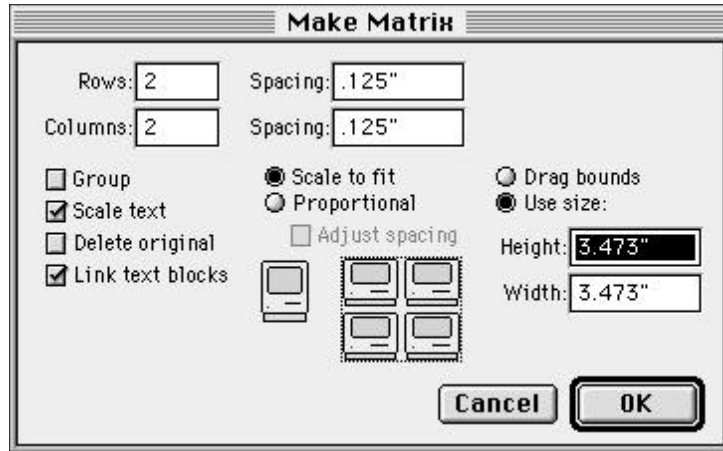
- **Scale by**
Enter a percentage into the Scale By field to adjust the size of each duplicate based on the preceding duplicate. For example, entering 25 percent into the Scale By field makes a duplicate 25 percent larger than the original selection. Each succeeding duplicate appears 25 percent larger than the immediately preceding duplicate.
- **Rotate by**
Enter a degree into the Rotate by field to rotate each succeeding duplicate that many degrees from the position of the preceding duplicate. For example, entering 45 degrees into the Rotate By field rotates the first duplicate 45 degrees clockwise from the original. **CREATOR2** rotates each succeeding duplicate 45 degrees more than the previous duplicate.
- **Increase offset by**
Enter a measurement into the Increase offset by text fields and **CREATOR2** adds that measurement to the offset of the preceding duplicate. For example, if an element has an offset of 1/4 inch (in the Offset fields in the Duplicate area) and you enter 1/4 inch into Increase of f-set by fields, the first duplicate appears 1/4 inch from the horizontal and vertical planes of the original element. The second duplicate appears 1/2 inch from the horizontal and vertical planes of the first duplicate, and so on.
- **Link Text Blocks**
Click on the Link Text Blocks check box to connect every text block created through the **Duplicate Element** dialog box.

6. Click the **OK** button to create the duplicate images.

Pressing the Shift key while selecting **Duplicate...** from the **Edit** menu bypasses the **Duplicate Element** dialog box. Instead, **CREATOR2** duplicates the currently selected image with the last entered duplicate settings.

Make Matrix... (⌘-M)

The **Make Matrix...** command lets you duplicate any selected element, or group of elements, in a user-defined array. Unlike the **Duplicate...** command, the **Make Matrix...** command does not create copies the same size as the original item. Instead, it scales the duplicates to fit the dimensions of a specified array. To define an array, choose **Make Matrix...** from the **Edit** menu to open the **Make Matrix** dialog box.

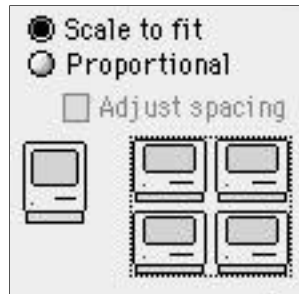


The **Make Matrix** dialog box options include:

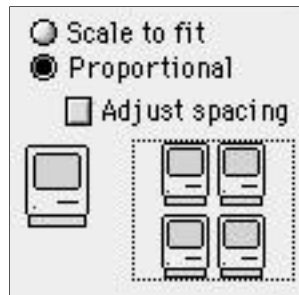
- **Rows**
Enter the number of horizontal rows you want in the matrix.
- **Columns**
Enter the number of vertical columns you wish in the matrix.
- **Spacing**
Type the amount of space you wish to appear between rows and columns.
- **Group**
Select the **Group** check box if you want to group the resulting matrix as one element. By default, **CREATOR2** does not select this check box.
- **Scale text**
Select this box if you wish to create a matrix that includes text blocks and have the text inside these blocks scaled to fit the resulting block size.

Note: Scale text appears dimmed if you do not have any text blocks selected.

- **Delete original**
Selecting the Delete original check box erases the element, or group of elements, used as the master for creating the matrix when the matrix is complete.
- **Scale to fit**
The Scale to fit radio button lets you adjust the size of your elements to fit exactly in the rectangle's frame.

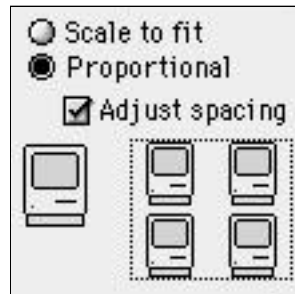


- **Proportional**
The Proportional radio button lets you proportionally scale the size of the elements in the array.



- **Adjust spacing**
You can only select the Adjust spacing check box with the Proportional radio button selected. With Adjust spacing on, **CREATOR2** adjusts the row or column spacing so that elements appear as close to the sides of the guiding rectangle as practical (given all other parameters). It makes such adjustments only by increasing the spacing and only in one direction (either vertical or horizontal), according to how you draw the guiding rectangle. With Adjust spacing off, **CREATOR2** may

not fill the entire rectangle you created, but it does scale the elements proportionally and uses the specified row and column spacing.



- **Drag bounds**
The Drag bounds radio button lets you draw an array. By selecting Drag bounds and then clicking the **OK** button, **CREATOR** changes the pointer into a crosshair. You can use the crosshair to drag an array of the desired size.
- **Use size**
The Use size radio button lets you specify the dimensions of the desired array. Simply enter the appropriate values into the Height and Width text fields. When you click the **OK** button, **CREATOR** places an array of the desired dimensions in the Document Window.

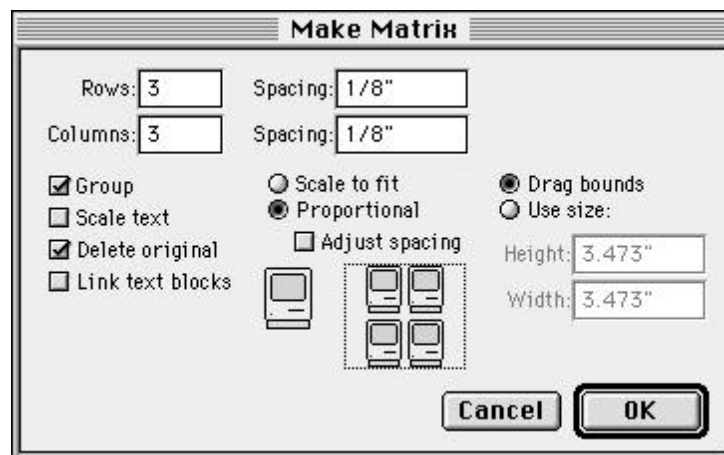
Use the Macintosh matrix in the lower right-hand corner of the **Make Matrix** dialog to help you remember the effect the Scale to fit, Proportional, and Adjust spacing options have on matrices.

When you click the **OK** button, the pointer turns into a crosshair. Click and drag anywhere to create an element of the size you want for the finished matrix. When you release the mouse button, **CREATOR** places an array with the designated spacing, rows of elements, and columns of elements within the selection rectangle's frame.

Making a matrix

1. Draw a square in the Document Window.
2. Choose **Make Matrix...** from the **Edit** menu or press **Cmd-M**. The **Make Matrix** dialog box opens.

3. Enter the following attributes into the **Make Matrix** dialog box:
 - Type 3 in the Rows field.
 - Type 3 in the Columns field.
 - Type 1/8" into each of the Spacing fields. You can also enter the decimal value or a value in another measurement, like picas.
 - Check the Group check box to create a unified graphic element for easier manipulation in the future.
 - Check the Delete Original check box, so an extra square doesn't appear in the document.
 - Choose the Proportional option.



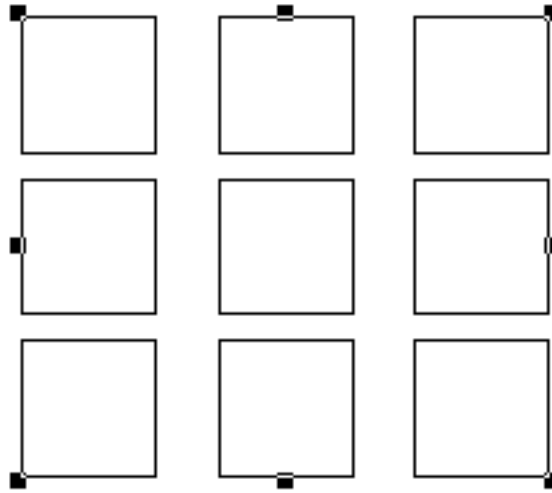
4. Click the **OK** button.
5. Choose **Rulers** from the **View** menu (if not already visible). Set your ruler measurements to inches, or the appropriate measurement, in the General panel of the **Preferences** dialog in the **Edit** menu.

You can use the rulers to help you drag an array of the appropriate size.

6. Position your crosshair pointer in the area where you want to place the matrix.
7. Click and drag the crosshair diagonally (down and right), until the pointer indicators show that you have advanced 2 inches on their respective rulers. As you drag, a rectangle appears on the screen to show you the area you've selected.

You can also place guides to mark the dimensions of the array. Select the Snap To Guides Toggle, in the upper left-hand corner of the Document Window, and draw the selection rectangle. In this manner, you can quickly create an array.

8. Release the mouse button. **CREATOR²** draws nine proportional squares in the rectangle you just defined.



The placement rectangle for this matrix-to-be was drawn so that the resulting array would be contained in a $1 \frac{7}{8}$ inch square—allowing an $\frac{1}{8}$ inch of white space to surround the original 2 inch void.

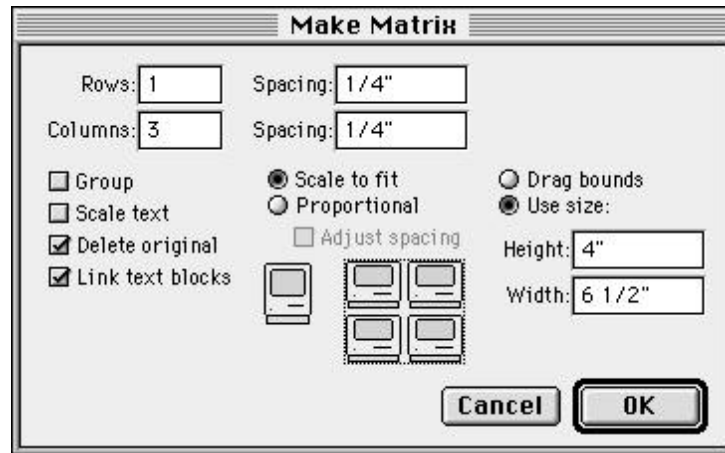
You can also use the **Make Matrix...** command to arrange text blocks into columns. This can prove especially helpful when you want to create a document with several columns of text on a page, or when you want to include features like sidebars in a document.

Making a matrix of text blocks

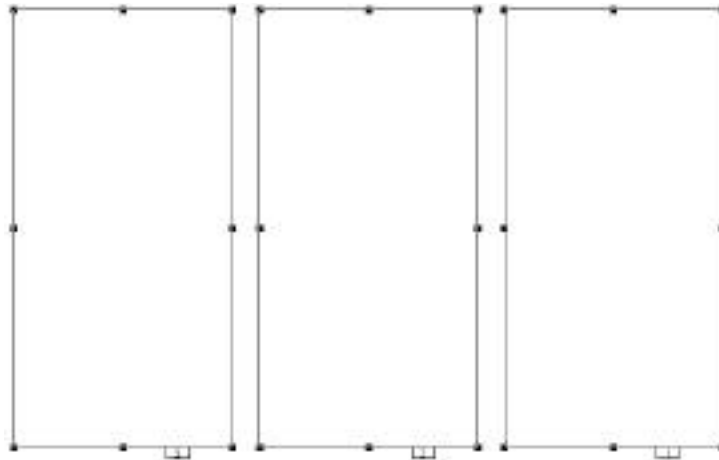
1. Click on the Text tool on the Tools palette.
2. Draw a text block 2" wide x 4" tall. Place guides if you need to.
3. Click on the Arrow tool on the Tools palette.
4. Choose the **Make Matrix...** command from the **Edit** menu or press Cmd-M. The **Make Matrix** dialog box opens.
5. Enter the following attributes into the **Make Matrix** dialog box:
 - Enter 1 into the Rows field.
 - Enter 3 into the Columns field.
 - Type 1/4" into the Spacing fields.
 - Select only the Delete original and Link text blocks check boxes. Deselect the other check boxes.

The Scale text check box would resize all the text to fit within the text block; the text would not appear in its selected point size.
 - Click the Scale to fit radio button.
 - Click the Use size radio button.

- Enter 4" into the Height text field and 6 1/2" into the Width text field.



6. Click the **OK** button. **CREATOR2** removes the original text block and places three text blocks in the Document Window.



Copy Type Specs (⌘-G)

The **Copy Type Specs** command lets you copy the type format of the selected text (or of the character to the left of the insertion point), without copying the text itself. You can then apply these type attributes to other text using the **Paste Type Specs** command below.

The character attributes the **Copy Type Specs** command copies include: font, style, size, leading, color, horizontal scale, tracking, word spacing, and offset settings. You cannot copy paragraph attributes with this command. However, you can copy paragraph attributes using the **Copy ¶ Specs** command, described below.

CREATOR2 does not store the copied attributes on the Clipboard, so you can retrieve them even after many intervening **Cut** or **Copy** commands. However, you can lose a copied type format by using the **Copy Type Specs** command on another selection of text.

Paste Type Specs (⌘-D)

The **Paste Type Specs** command lets you apply character attributes that you have copied using the **Copy Type Specs** command to selected text. Using the **Paste Type Specs** command does not change the content of the text.

Example: The word **Sale** appears in your document in 24 pt Bold Helvetica, and the words **Free Offer** appear in the same document in 10 pt Plain Geneva. You want to change the text attributes of **Free Offer** to the attributes of **Sale**. To do so, you need to:

1. Select the Text tool.
2. Highlight the word **Sale**.
3. Choose **Copy Type Specs** from the **Edit** menu, or press Cmd-G.
4. Highlight the words **Free Offer** and choose **Paste Type Specs** from the **Edit** menu, or press Cmd-D. This changes the format of **Free Offer** to 24 pt Bold Helvetica.

Copy ¶ Specs (⌘-⇧-G)

The **Copy ¶ Specs** command lets you copy a selected paragraph's formatting attributes without copying the text of the paragraph. If the selection doesn't include a whole paragraph, includes more than one paragraph, or if only an insertion point exists, the copied attributes come from the paragraph with the first selected character or the insertion point. See **Paste ¶ Specs**, below, for an example.

Paragraph attributes include alignment, margins and indentation, hyphenation and tabs. You cannot copy character attributes with this command; however, you can copy character attributes using the **Copy Type Specs** command, described above.

CREATOR2 does not store the copied attributes on the Clipboard, so you can still retrieve them even after many intervening **Cut** or **Copy** commands. They don't conflict with copied character attributes. However, you can lose a copied type format by using the **Copy ¶ Specs** command on another selection of text.

Paste ¶ Specs (⌘-⇧-D)

The **Paste ¶ Specs** command lets you apply paragraph formats, that you have copied using the **Copy ¶ Specs** command, to all selected paragraphs without changing the content of the paragraphs. Selected paragraphs are either all paragraphs containing at least one selected character or the paragraph containing the insertion point.

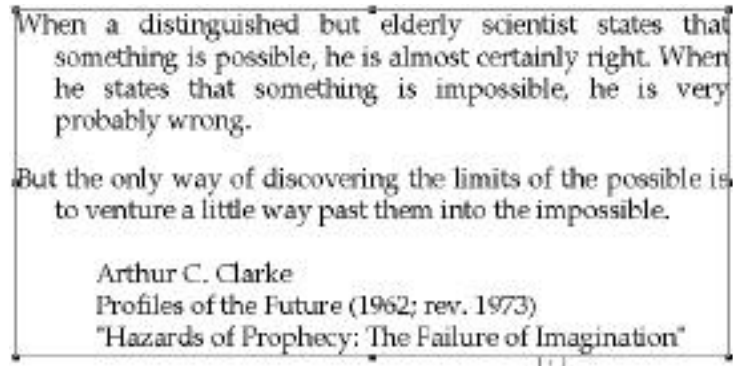
Example: You've formatted the paragraphs in one text block with 12 pts before each, a 1/4 inch indent at the beginning of each, and you have justified the text. Now you need to create another text block with similarly formatted paragraphs, and you need to import a text file that has no formatting of its own.



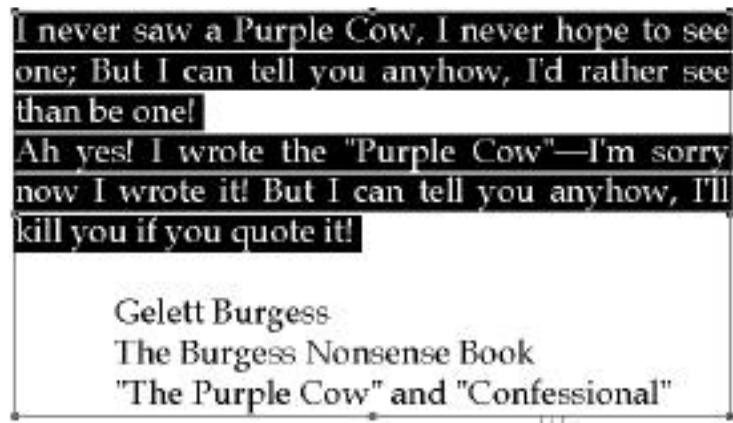
The **Paragraph** dialog box lets you set such formatting options as alignment, space between paragraphs, and indentation.

To replicate the formatting of the first paragraph, follow these steps:

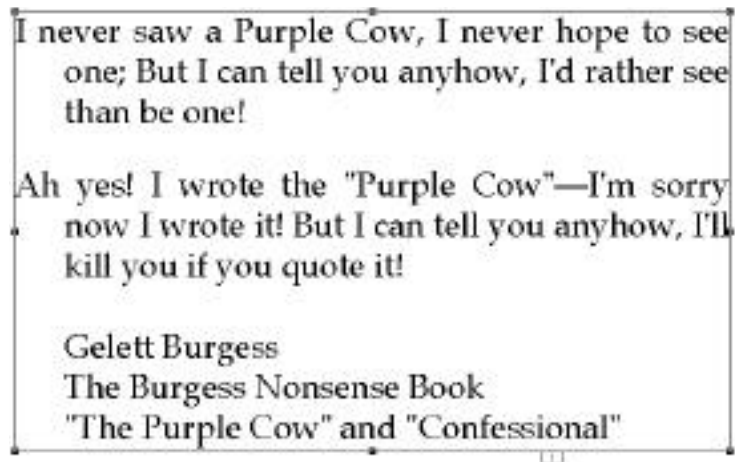
1. Select the Text tool.
2. Click the formatted text block with the Text tool.
3. Place the blinking insertion point inside one of the correctly formatted paragraphs.



4. Select **Copy ¶ Specs** from the **Edit** menu. Or press **Cmd-Shift-G**.
5. Highlight all the paragraphs you wish to reformat. If you only have one paragraph to reformat, simply place the insertion point anywhere in that paragraph. For multiple paragraphs, click and drag with the text pointer to select them or use the **Select All** command to highlight all paragraphs within the text block.



6. Choose **Paste ¶ Specs** from the **Edit** menu, or press **Cmd-Shift-D** . The new paragraphs become justified, with 1/4 inch indents at the beginning of each and with a 12 pt space before each paragraph.



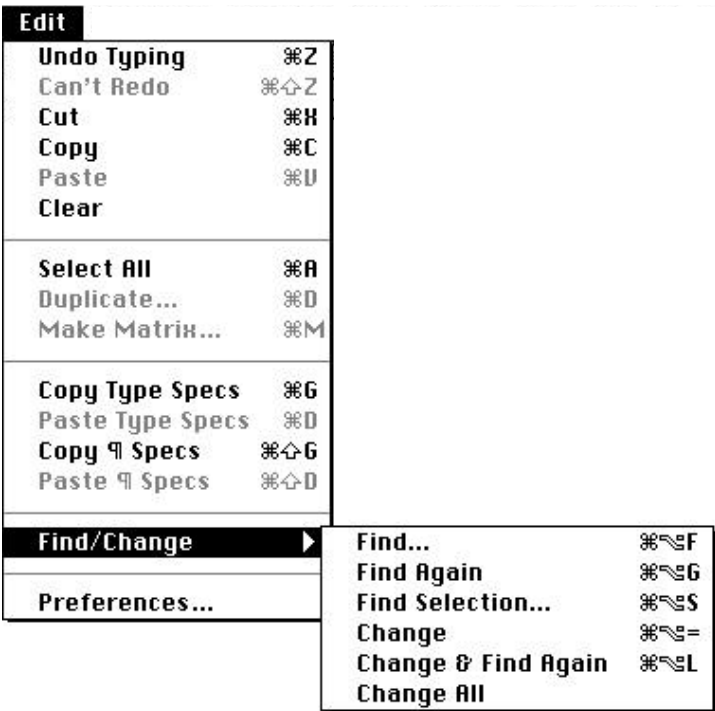
I never saw a Purple Cow, I never hope to see
one; But I can tell you anyhow, I'd rather see
than be one!

Ah yes! I wrote the "Purple Cow"—I'm sorry
now I wrote it! But I can tell you anyhow, I'll
kill you if you quote it!

Gelett Burgess
The Burgess Nonsense Book
"The Purple Cow" and "Confessional"

Find/Change

The **Find/Change** submenu contains commands that let you search for particular words or phrases and then lets you change them. A full description of the commands available in the **Find/Change** submenu follows.



Find... (⌘⇧F)

The **Find...** command lets you find designated text and/or text attributes and replace them as desired with new text and/or text attributes. Choosing the **Find...** command from the **Edit** menu opens the **Find/Change** dialog box. In this

dialog box you can change instances of one word to another, find instances of a word and change its character format, find everything in one format and change it to another, or any combination of these.



Using the Find/Change command

1. Choose **Find...** from the **Find/Change** submenu in the **Edit** menu. The **Find/Change** dialog box opens.
2. Enter the text you want to find into the Search for text field. If you want to replace the designated text with other text, enter the new text into the Change to text field.

*Note: If you have not entered anything into the Change to text field, or selected the check box next to the change to text field, then **CREATOR** finds all instances of the designated text but does not change it.*

3. Click the **Find** button to locate the desired text. **CREATOR** takes you to the appropriate section of the document and highlights the designated text.

If you want to change the text, go to Step 5. To find the next occurrence of the designated text, click the **Find** button again.

4. Click the **Change** button to change the highlighted text to the new text entered into the Change to text field. To change the selection and then find the next occurrence of the designated text, click the **Change/Find** button. To change every occurrence of the designated text, click the **Change All** button.
5. Click the **Done** button to exit the dialog box and return to the Document Window.

If you like, you can change the formatting of every instance of a particular word or phrase without changing the text. Click the Font , Style , and/or Size check boxes in the Change t o area. Select the desired font and style from the pop-up menu and then click the **Find** button to locate the designated text. Click the **Change** button to change the designated text to the new format.

In addition to the text fields and pop-up menus already mentioned, the **Find/Change** dialog box has several other options that you can select to help your search. These options include:

- **Whole words**
The Whole words check box tells **CREATOR2** to treat the search-for text as a whole word or words. Therefore, the application ignores all instances of the designated word contained within other words. For example, if you look for the word creator with the Whole word check box selected, **CREATOR2** ignores the word creators , even if it has all the same text attributes.
- **Ignore case**
The Ignore case check box tells **CREATOR2** to search for all occurrences of the designated text regardless of capitalization. Deselecting the ignore case check box forces **CREATOR2** to look for occurrences of the designated text that exactly match the text in the Search for field.
- **Match exact style**
The Match exact style check box tells **CREATOR2** to find only those instances where the style searched for exactly matches the chosen style parameters. For example, if you want to find an italicized word, **CREATOR2** ignores occurrences of the same word that are bold and italic.
- **Active blocks only**
The Active blocks only check box forces **CREATOR2** to search only the active text block and linked text blocks. The application ignores all unlinked text blocks.

Example: To change all instances of the word Creator2 that appear in 18 pt Helvetica Italic Underline to the phrase Multi-Ad Creator2 in 24 pt Helvetica Bold Italic.

In the Search for section:

The screenshot shows the 'Find/Change' dialog box with the 'Search for' section active. The 'Search for' text field contains the text 'Creator2'. To the left of this field is a checked checkbox. Below the text field are three rows of settings: 'Font' set to 'Helvetica Regular', 'Style' set to 'Plain Text', and 'Size' set to '18 pt'. Each of these settings has a checked checkbox to its left. Below these settings is a section with four checkboxes: 'Whole words' (checked), 'Match exact style' (checked), 'Ignore case' (unchecked), and 'Active blocks only' (checked). To the right of these checkboxes is a 'Change' button. The 'Insert special character' dropdown is also visible.

Selecting the various check boxes in the Search for area of the **Find/Change** dialog box lets you define the attributes Creator2 looks for. In this example, Creator2 looks for text with a specified font, style, and size.

- Type the word Creator2 in the Search for text field. Notice the check box to its left becomes selected.
- Choose Helvetica from the Font pop-up menu. This selects the Font check box. If you deselect the check box, Helvetica becomes dimmed in the Font pop-up menu. Click the check box to select it again and make the Font pop-up menu available.

The same conventions apply to the Style pop-up menu and the Size text field, as well as the Font and Style pop-ups and the Size text field in the Change to section. Selecting a check box lets you search for the named feature.

- Choose Italic from the Style pop-up menu.
- Enter 18 pt into the Size text field.
- Select the Match exact style check box to find only those instances where the searched for style exactly matches the chosen style parameters.

- Select the Whole words check box.
- Select the Active blocks only check box.

In the Change to section:



The Change to area of the **Find/Change** dialog box lets you change selected text attributes. In this example, the style and point size of text are to change.

- Type Multi-Ad Creator2 in the Change to field.
- Since you don't need to change the font, do not select anything from the Font pop-up. Make sure you have the Font check box deselected so **CREATOR2** knows not to apply this change.
- Choose Bold and Italic from the Style pop-up menu.

When you choose a combination of text styles, the word Mixed appears in the Style pop-up menu. The note just below Style displays all of your choices, so you can see what you've selected without popping up the menu again. This note serves the same purpose in the Search for section.

- Enter 24 pt into the Size text field.
- Once you've set your search parameters and chosen all your desired options, click **Find** to start the search.

If you know that you want to change every occurrence of a word or selection of text, click the **Change All** button.

- When the application finds the first instance of the search text, click the **Change All** button if you want all instances of Creator2 appearing in 18 pt Helvetica Italic Underline—in every text block in your document—to be changed to Multi-Ad Creator2 appearing in 24 pt Bold Italic. The font (Helvetica) remains unchanged.
- If you anticipate one or more instances where you won't want to change the search item, you can exercise greater control by going through and changing each individual instance with the **Change** button. If and when you come upon an instance where you don't want to change, click the **Find** button instead of clicking the **Change** button. **CREATOR2** then moves on to the next instance.
- When you have completed your search, put the **Find/Change** dialog box away by clicking on the **Done** button or you can just bring the Document Window to the front.

Searching for special characters

Some characters you may wish to include in your Search for or Change to fields can't be typed into the dialog box's text fields, because they have special meanings or are invisible characters. For instance, pressing Return starts the find operation and pressing Tab changes to the other text edit field.

Luckily, you can search for these characters by selecting them from the Insert special character pop-up menu. The pop-up menu places special keyboard equivalents into the Search for or Change to fields. The keyboard equivalents include:

| | | |
|------------------------|---------------------|----|
| Return equivalent | Return | ^p |
| Tab equivalent | Tab | ^t |
| Newline equivalent | Shift-Return | ^n |
| Block break | | ^b |
| Em space equivalent | Shift-Control-Space | ^M |
| En space equivalent | Shift-Space | ^N |
| Thin space equivalent | Control-Space | ^T |
| Quad equivalent | Shift-Tab | ^q |
| Page number equivalent | | ^P |

You can enter these equivalents into the Search for or Change to fields as well as selecting one from the Insert special character pop-up menu. To search for a carrot (^), enter a double carrot (^ ^) into the appropriate field.

Find Again (⌘-⌘-G)

The **Find Again** command finds another occurrence of the word or phrase entered into the **Find/Change** dialog box. Note that the **Find Again** command does not open the **Find/Change** dialog box. It merely locates the next occurrence of the word or phrase last entered into the dialog box.

Find Selection... (⌘-⌘-S)

The **Find Selection...** command lets you find the next occurrence of a word or phrase that you have highlighted in a text block. When you choose the **Find Selection...** command from the **Find/Change** submenu in the **Edit** menu, the **Find/Change** dialog box opens. The word or phrase you highlighted in your text block appears in the Search for text field of the dialog box.

Change (⌘-⌘-=)

The **Change** command lets you change a selected word or phrase without searching for the next occurrence of that same word or phrase.

You can choose the **Change** command after you have found a word using the **Find...** or **Find Again** commands. When you highlight a word or phrase and choose the **Change** command from the **Find/Change** submenu in the **Edit** menu, **CREATOR2** changes it into a new word or phrase. The new word or phrase is the same text you entered into the Change to text field when you last used the **Find...** command.

To find another occurrence of the original word or phrase, use the **Find Again** command.

Change & Find Again (⌘-F-L)

The **Change & Find Again** command changes a word or phrase and then continues on to find the next occurrence of the original word or phrase.

You can choose the **Change & Find Again** command after you have found a word using the **Find...** or **Find Again** commands. When you highlight a word or phrase and choose the **Change & Find Again** command from the **Find/Change** submenu in the **Edit** menu, **CREATOR** changes it into a new word or phrase. The new word or phrase is the same text you entered into the Change to text field when you last used the **Find...** command.

After the application makes the change, it continues on to find the next occurrence of the original word or phrase.

Change All

The **Change All** command changes every occurrence of a designated word or phrase in a document into another word or phrase.

You can choose the **Change All** command after you have found a word using the **Find...** or **Find Again** commands. When you highlight the word or phrase and choose the **Change All** command from the **Find/Change** submenu in the **Edit** menu, **CREATOR** changes each occurrence of that word or phrase in the document into a new word or phrase. The new word or phrase is the same text you entered into the Change to text field when you last used the **Find...** command.

Remember, you can change all the font, styles, and sizes of words or phrases, too.

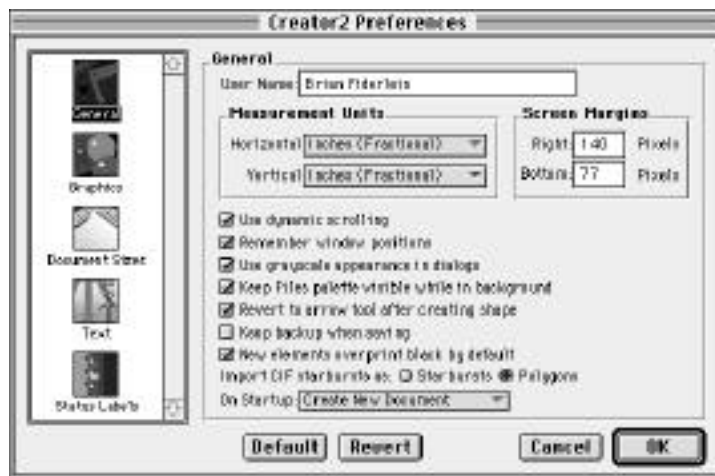
Preferences...

The **Preferences...** command lets you set attributes for the **CREATOR2** interface. These attributes generally control how the application presents textual and graphic information. To set document specific preferences, choose the **Document Settings...** command in the Document menu.

When you select **Preferences...**, a dialog box appears. Several panel icons appear in the scroll area on the left side of the dialog box. You can control **CREATOR2** application attributes by setting various options available on each panel. By default, the **Preferences** dialog box opens to the last panel used.

Setting Application Attributes in the General Panel

The General panel lets you set application-specific interface attributes.



Entering your User name

CREATOR2 lets you enter your name in the General area of the General panel. After you enter your name, it appears in the Author field of any file created in your application. The Author field appears in the Document Info panel of the **Document Settings** dialog box in the **Document** menu. By checking the Author field of any document, you can find out who first created it.

By default, the application takes the Macintosh owner's name from the **Sharing Setup** control panel and places it in the User Name field. You can replace this name by entering a new one into the text field.

Setting Measurement Units

CREATOR lets you decide what horizontal and vertical units should appear on the rulers in your documents. You can choose from: Agates , Centimeters , Inches (Decimal) , Inches (Fractional) , Millimeters , Picas , Picas & Points , Points , and Printer 's Points . You can select measurements for both the horizontal and vertical rulers.

*Note: Most computer programs consider 72 points equal to an inch. However, typesetters consider 72.27 points equal to an inch. **CREATOR** lets you select the measurement you desire. Choose **Points** option if you want 72 points in an inch or the **Printer 's Points** option if you want 72.27 points in an inch.*

By default, the application appears with its rulers set to inches (fractional).

Setting Screen Margins

CREATOR lets you determine the distance between the outer edges of a Document Window and the edges of the monitor screen. When you enter a pixel value into the Right and Bottom fields, the Document Window resizes so that the right and bottom edges of the window appear that many pixels away from the screen edge.

Typically, the application places the palettes in their default positions at the right and bottom of the screen. Then it makes a Document Window that fits the remaining area. If necessary, **CREATOR** overlaps the palettes at the bottom of the screen. The palettes at the right of the screen resize to fill any extra space. The application never places any palettes in the bottom right corner of the screen. This lets you drag items to the Trash Can.

Setting the check box attributes

CREATOR can display information in several different ways. Selecting a check box tells the application to:

- Use dynamic scrolling
Selecting the Use dynamic scrolling check box makes the items in a scroll list or window move at the same time you move a scroll box. If you do

not select the check box, the scroll list or window jumps to the appropriate place only after you release the scroll box.

- Remember window positions
The Remember window positions check box tells the application to remember the on-screen position of the palettes. This places the palettes where you want them to appear every time you open a new document.
- Use grayscale appearance in dialog
The Use grayscale appearance in dialog check box grays the background of most dialog boxes. Some dialog boxes—such as the **Print**, **Page Setup**, **Open**, and directory dialog boxes—never appear grayed. If you do not select this option, all dialog boxes appear with a white background
- Keep file palettes visible while in the background
The Keep file palettes visible while in background check box prevents **CREATOR2** from hiding palettes when you switch to the Finder. This makes it easy to drag files from the Finder to the Files palette.
- Revert to arrow tool after creating shape
The Revert to arrow tool after creating shape check box tells the application to immediately select the arrow tool upon completion of a drawing action. This lets you select an element for resizing, moving, etc. If you do not select the check box, **CREATOR2** keeps the selected drawing tool active.
- Keep backup when saving
The Keep backup when saving check box tells the application to save a second copy of the document. The application saves the copy to the same folder as the main document. The backup file has the same name as the main document but ends in .bak. You must save a document before the application makes a backup copy.
- New elements overprint black by default
The **New elements overprint black by default** check box tells **CREATOR2** to print all newly drawn black elements over other elements. If you do not select the check box, the application knocks out all black elements.

For a discussion of overprint, knockout, and other trapping features, see the **Trapping** command in the **Elements** menu.

Importing CIF starbursts

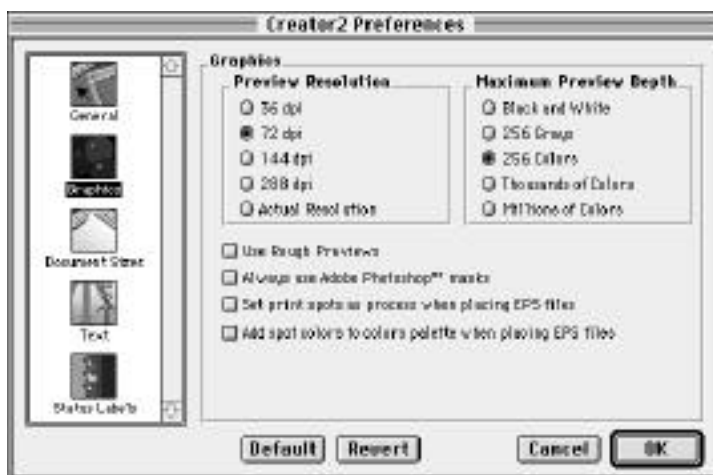
The application lets you determine how you want to import starbursts created in Multi-Ad Creator. Click the **Starbursts** radio button if you want to import Creator starbursts in a format that **CREATOR2** recognizes as a starburst. Click the **Polygons** radio button if you want to import Creator starbursts as polygons.

Setting startup attributes

The **On startup** pop-up menu lets you determine how **CREATOR2** acts when you launch the application. The **Create New Document** option opens the **New Document** dialog box. The **Bring up "Open" Dialog** option opens a directory dialog box that lets you choose a pre-existing document to work on. The **Do Nothing** option displays the menu bar with all the menus except the **File** menu dimmed.

Setting Attributes in the Graphics Panel

The **Graphics** panel lets you set graphic attributes for the application. You can set preview attributes and Photoshop masks.



Setting Preview Resolution

The **Preview Resolution** area lets you set the amount of detail displayed when you place a graphic file in your document. The higher the dpi, the higher the preview

detail. However, a higher dpi preview setting also takes longer to display. The selected preview resolution does not affect the print quality of the graphic.

If you plan to mask graphics, you may want to select a high preview resolution. The more detailed the graphic, the more accurate the mask. Masking a graphic with a low preview resolution may look good on screen, but the printed image may have areas that also need masking.

By default, **CREATOR2** sets the preview resolution to 72 dpi.

Setting Preview Depth

The Preview Depth area lets you set the number of colors displayed when you place a graphic file in your document. The more colors displayed, the more realistic the preview becomes. However, the more colors you include in the preview, the longer it takes to display. The selected preview depth does not affect the print quality of the graphic. By default, **CREATOR2** sets the preview depth to 256 colors.

Setting other graphic options

CREATOR2 has four more options that you can set in the Graphics panel. These options include:

- **Use Rough Previews**
The Use Rough Previews check box tells the application that you do not want to import an image of the graphic file. Instead, **CREATOR2** places the graphic's filename and dimensions in place of the image in the document. Using rough previews can significantly improve your computer's handling of the document.

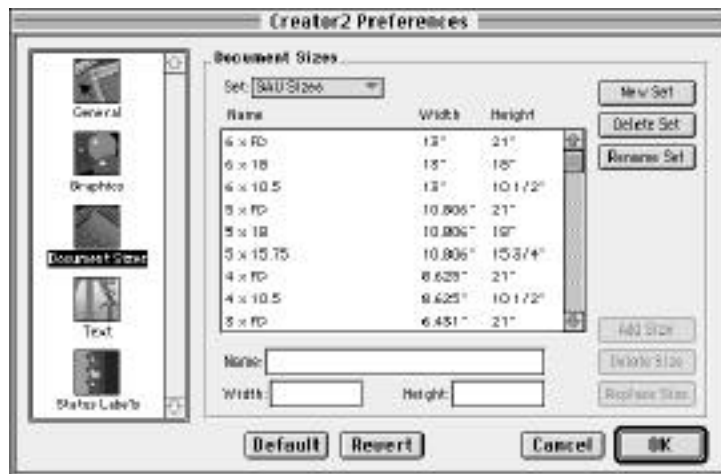
If you do not select the Use Rough Previews check box, the application always imports the graphic image into your document.
- **Always use Adobe Photoshop™ masks**
The Always use Adobe Photoshop™ masks check box lets you import graphics with masks created in Adobe Photoshop. If you do not select the check box, **CREATOR2** imports graphics in their original form.

- Set print spots as process when placing EPS files
The Set print spots as process when placing EPS files check box converts all spot colors in an EPS file into their process color equivalents. You may want to select this check box if your document already contains more than three colors.
- Add spot colors to colors palette when placing EPS files
The Add spot colors to colors palette when placing EPS files check box tells **CREATOR2** to add any spot colors in an EPS file to the Colors palette. This lets you reference or use those same colors later in your document.

Setting attributes in the Document Sizes panel

The Document Sizes panel, lets you add your own custom document sizes and group them together. When you enter a customized document size, or set of document sizes, you can access them when you open a new document.

When you select the Document Sizes panel the available sizes appear in a scroll list. You can select a different set of sizes in the Set pop-up menu above the scroll list. If you like, you can create your own set of frequently used sizes, or even create a customized size and add it to a set.



Creating and modifying document sets

To create your own set, click the **New Set** button in the upper right corner of the dialog box. A dialog box opens that lets you to name the new set. The set's name appears in the pop-up menu above the scroll list.

To remove a set from the pop-up menu, select a set name and then click the **Delete** button. Make sure you have selected the set name that you want to delete, because **CREATOR2** does not ask you to verify the set.

Should you wish to change a set's name, select the set and click the **Rename** button. A dialog box appears prompting you for a new name. Enter the new set name and click the **OK** button. Notice that the name in the Set pop-up menu changes.

Creating and modifying document sizes

If you wish to enter a customized document size into a document set, select the desired set from the pop-up menu. Now enter a name for the new document size in the Name field below the scroll list. Also enter the desired width and height values. Once you have entered information into all the fields, the **Add** button becomes active. Click the **Add** button to place the document size name in the scroll list.

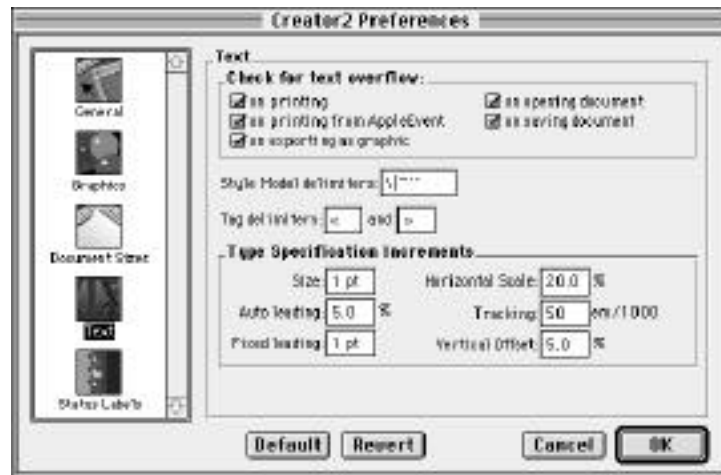
Should you wish to change the document size's name, select the size and click the **Replace** button. A dialog box appears prompting you for a new name. Enter the new size name and click the **OK** button. Notice that the name in the scroll list changes.

To remove a document size from the scroll list, select a document size from the scroll list and then click the **Delete** button.

Finally, you can rearrange the order of the size entries. Simply click on a listing and drag it to a new position. Notice that a highlighted line appears in place of the listing. Place the line where you want the listing to appear. When you release the mouse button, the selected size entry appears in place of the highlighted line.

Setting Attributes in the Text Panel

The Text panel lets you determine how the application handles text and sets the behavior of text editing tools.



Checking for text overflow

The check boxes in the Check for text overflow area lets you determine when **CREATOR2** should check for text that has gone beyond text block boundaries. If text overflow does occur, the application warns you so you can reshape the block. This feature helps prevent text from getting chopped off after you resize a text block, add text to a text block, or reformat a text block. You can tell **CREATOR2** to notify you of text overflow:

- on printing
- on printing from AppleEvent
- on exporting as a graphic
- on opening document
- on saving document

Setting delimiters

The Text panel contains text fields where you can enter special characters—called delimiters—for use in documents. When the application encounters these special

characters while performing some action, it knows that it needs to modify the text contained between the characters. The delimiter fields available in the Text panel include:

- **Style Model delimiters**
You use style model delimiters when creating and applying style models. You can use any of the default delimiters shown in the text field (\, |, ~, `, or ^) or you can enter a character of your own choosing. Style model delimiters delete themselves after **CREATOR2** encounters them and makes the designated format change.

For more information on style model delimiters, see the **Style Model** command entry.

- **Tag delimiters**
You use tag delimiters in text files to indicate style tags. When you import a file into the application and apply **Use Tags**, the application strips the file of its tags and applies specified formats in their place. You can use the default delimiters shown in the text field (« and ») or you can enter a character of your own choosing.

*Note: If any of the delimiter characters in ~~Style~~ Model delimiters or Tag delimiters text fields appear in the text you want to model, you need to remove those character from the delimiter field. If you do not remove them from the text field, **CREATOR2** deletes the characters after it has made the format change.*

Setting Type Specification Increments

The Type Specification Increments area of the Text panel lets you set the behavior of text formatting dialog boxes. Specifically, type specification increments refers to the

amount of change made by the buttons in text formatting dialog boxes. The Type Specification Increment area text fields include:

- Size
By default, **CREATOR2** increases font size by 1 pt. for each button click.
- Auto leading
By default, the application increases the auto leading size by increments of 5 percent for each button click.
- Fixed leading
By default, **CREATOR2** increases the fixed leading size by 1 pt. for each button click.
- Horizontal Scale
By default, the application increases the horizontal scale by 20 percent for each button click.
- Tracking
By default, **CREATOR2** increases the tracking by 50 ems for each button click. Tracking is sometimes referred to as kerning.
- Vertical Offset
By default, the application increases the vertical offset by 5 percent for each button click.

For more information on each type of text formatting—tracking, leading, etc.—see the appropriate section of the *Reference Manual*

Setting Attributes in the Status Labels Panel

The Status Labels panel lets you add, change, or delete the labels that designate a document's stage in the production process. The status labels you currently have in your document appear in a scroll list within the Status Labels area.



To add a status label to the scroll list, type the label into the Label text field to the right of the scroll box and click the **Add** button. If you have a status label selected when you add a new label, the new status label appears after the selected one. If you don't have a status label selected, the new label appears at the end of the list.

To remove a status label from the list, select the label and click the **Delete** button. To replace a status label with a new one, type the new label into the text field, select the label you want to replace, and then click the **Replace** button.

Note that you can only modify status labels in the Status Labels panel. To assign a label to a document, you must select the proper label from the Status pop-up menu in the Document Info panel of the **Document Settings** dialog box in the **Document** menu.

The Elements Menu

| Elements | |
|------------------------|-----|
| Element Info | |
| Open Element | ⌘⇧O |
| Make Element Style... | ⌘⇧T |
| Trapping | |
| Convert Text to Paths | |
| Convert to Single Path | ⌘⇧M |
| Mask Graphic | |
| Pen Weight... | |
| Frame Types... | |
| Frame Texture... | |
| Fill Texture... | |
| Fill Gradient... | ⌘⇧G |
| Shadow Options... | |
| Shadow Texture... | |
| Shadow Gradient... | ⌘⇧G |
| Lock | |
| Unlock | |

The **Elements** menu contains the commands you need to manipulate the appearance of elements. With the commands available under the **Elements** menu, you can increase or decrease pen weight, apply fill colors to elements, design shadows, and more.

The **Elements** menu also lets you manipulate each element with exacting precision. The **Element Info...** command gives a series of dialog box panels that let you adjust nearly every aspect of a selected element.

A complete description of the commands available in the **Elements** menu follows.

Element Info...

The **Element Info...** command lets you modify almost any characteristic of a **CREATOR** element. **Element Info...** even lets you make changes to graphic images.

When you choose the **Element Info...** command from the **Elements** menu, the **Element Info** dialog box appears. This dialog box looks much like the **Preferences** dialog box in the **Edit** menu. A scroll list containing panels appears along the left side of the dialog. By clicking on one of these panels, you can modify any number of element attributes.

The **Apply**, **Cancel**, and **OK** buttons appear in the lower right corner of the dialog box in any panel selection. Click the **Apply** button to view your changes in the Document Window. To approve your changes and return to the Document Window, click the **OK** button. If you want to discard your changes and return to the Document Window, click the **Cancel** button.

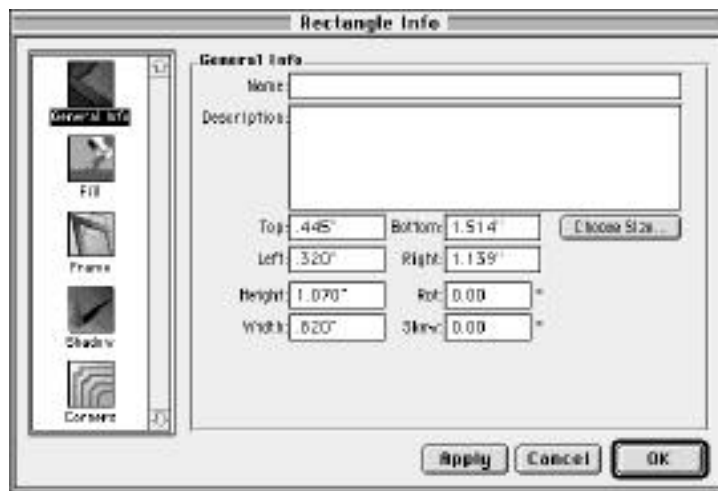
You cannot see all the panels with any element. Only the most applicable panels for the selected element appear in the **Element Info** dialog box. You can only open the **Element Info** dialog box for one element at a time.

Rectangles, ovals, starbursts, freehand drawings, and path shapes all display General Info , Fill , Frame, and Shadow panels. Rectangles also display Corners panel. Graphic images display General Info , Shadow , Graphic , and File Info panels. Borders display General Info , Fill/Frame , Shadow , and Border panels. Lines display General Info , Frame, and Shadow panels.

Since **CREATOR2** treats text blocks like any other element, you can manipulate them using the **Element Info...** command. Text blocks display the General Info , the Fill , the Frame, the Shadow , and the Text panels.

Setting Element Attributes in the General Info Panel

The General Info panel of the **Element Info** dialog box lets you enter information about the selected element and its position in the document.



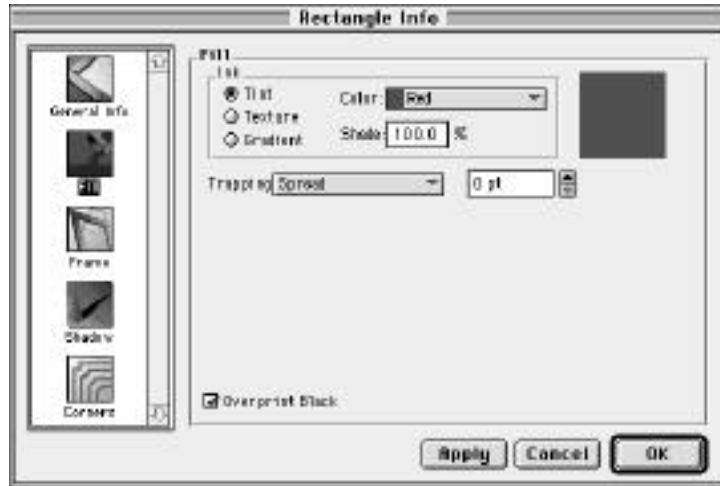
The text fields in the General Info panel include:

- Name
The Name field lets you name individual elements or graphic files. For example, you can use the name field to order elements in a stack—Square

1, Square 2, etc.—or to name graphic files—Big 3 at Yalta. Naming elements lets you manipulate them with AppleScript. For more information on AppleScript see Appendix E: Scripting.

- **Description**
The **Description** field lets you enter any information you feel is significant.
- **Top**
The **Top** field represents how far an element sits from the top of a page. The value you enter into the field reflects the element's position on the vertical ruler.
- **Left**
The **Left** field represents how far an element sits from the left edge of a page. The value you enter into the field reflects the element's position on the horizontal ruler.
- **Height**
The **Height** field represents the length of a selected element.
- **Width**
The **Width** field represents the width of a selected element.
- **Bottom**
The **Bottom** field represents how far an element sits from the bottom of a page. The value you enter into the field reflects the element's position on the vertical ruler.
- **Right**
The **Right** field represents how far an element sits from the right edge of a page. The value you enter into the field reflects the element's position on the horizontal ruler.
- **Rot**
The **Rot** field represents the number of degrees an element is rotated.
- **Skew**
The **Skew** field represents the number of degrees an element is skewed.

The Fill panel of the **Element Info** dialog box lets you modify the internal color of any element. The panel groups color options in the Ink area and provides trapping options as well. Finally, a preview box appears on the right side of the dialog box so you can view your proposed changes.



The Fill panel options include:

- **Tint**
Selecting the Tint radio button lets you fill the internal area of an element with a solid color. When you select Tint, two additional options, the Color pop-up and the Shade text field, appear on the right side of the Ink area. You can select a fill color from the Color pop-up menu and shade the color by entering a percentage in the Shade field.
- **Texture**
Selecting the Texture radio button opens a directory dialog box. You can use the dialog box to choose a fill texture. You can select a texture from the Texture Files folder (in the same folder containing the **CREATOR2** application) or another folder of your own choosing.

After you have chosen a texture, the **Choose Texture...** button appears on the right side of the Ink area. Click the **Choose Texture...** button to

return to the directory dialog box. For more information on textures, see the **Frame Texture...** command below.

- **Gradient**
Selecting the Gradient radio button opens the **Edit Gradient** dialog box. Set your desired attributes in the dialog box and then click **OK** to return to the Fill panel.

After you have chosen a gradient, the **Choose Gradient...** button appears on the right side of the Ink area. Click the **Choose Gradient...** button to return to the **Edit Gradient** dialog box. For more information on gradients, see the **Fill Gradient...** command below.

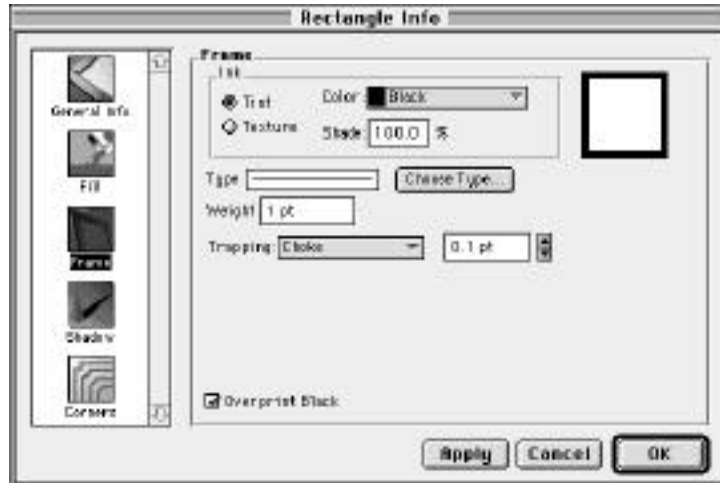
- **Trapping**
The Trapping pop-up menu lets you set the print size of the fill color in relation to other element attributes. You can choose from Overprint , Knockout , Choke Knockout , and Spread Knockout options.

Selecting the Knockout , Choke Knockout , and Spread Knockout options activates the text field and arrow buttons to the right of the Trapping pop-up. This text field lets you define the fill color print size for these options in points.

For more information on trapping, see the **Trapping** command below.

- **Overprint Black**
The Overprint Black check box tells **CREATOR2** to always print black ink over another color for that element only.

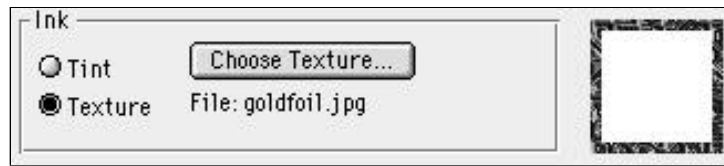
The Frame panel of the **Element Info** dialog box lets you modify the boundary of any element. In addition to typical frame options like color and weight, the Frame panel also lets you set a frame's trapping attributes. Finally, a preview box appears on the right side of the dialog box so you can view your proposed changes.



The options available in the Frame panel include:

- **Tint**
Selecting the Tint radio button lets you frame an element with a solid color. When you select Tint, two additional options, the Color pop-up and the Shade text field, appear on the right side of the Ink area. You can select a fill color from the Color pop-up menu and shade the color by entering a percentage in the Shade field.
- **Texture**
Selecting the Texture radio button opens a directory dialog box. You can use the dialog box to choose a fill texture. You can select a texture from the Texture Files folder (in the same folder containing the **CREATOR2** application) or another folder of your own choosing.

After you have chosen a texture, the **Choose Texture...** button appears on the right side of the Ink area.



You can place a texture from the Ink area of the Frame panel. Notice the selected texture's file name appears below the **Choose Texture** button.

Click the **Choose Texture...** button to return to the directory dialog box. For more information, see the **Frame Texture...** command below.

- **Type**
The Type area of the Frame panel includes two features. A preview field displays the current border type. The **Choose Type** button to the right of the preview field lets you open a dialog box. This dialog box contains all the available frame types. Select a frame from the scroll list and click the **OK** button to return to the Frame panel. Click the **Cancel** button to discard your selection and return to the Frame panel.
- **Weight**
The Weight text field lets you enter a desired point size for the frame in the text field.
- **Trapping**
The Trapping pop-up menu lets you set the print size of the fill color in relation to other element attributes. You can choose from Overprint , Knockout , Choke Knockout , and Spread Knockout options.

Selecting the Knockout , Choke Knockout , and Spread Knockout options activates the text field and arrow buttons to the right of the Trapping pop-up. This text field lets you define the fill color print size for these options in points.

For more information on trapping, see the **Trapping** command below.

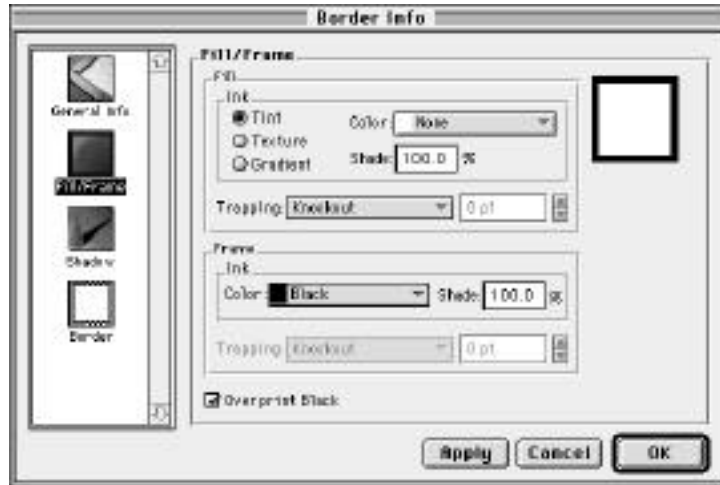
- **Overprint Black**
The Overprint Black check box tells **CREATOR2** to always print black ink over another color for that element only.

Setting Attributes in the Fill/Frame Panel

The Fill/Frame panel of the **Element Info** dialog box lets you modify the internal color of borders.

Note: The Fill/Frame panel only appears when you have selected a border

The Fill/Frame panel groups color and trapping options for both the fill and frame areas. Finally, a preview box appears on the right side of the dialog box so you can view your proposed changes.



The Fill/Frame panel options include:

- **Tint**
Selecting the Tint radio button lets you fill the internal area of an element with a solid color. When you select Tint, two additional options, the Color pop-up and the Shade text field, appear on the right side of the Fill area. You can select a fill color from the Color pop-up menu and shade the color by entering a percentage in the Shade field.
- **Texture**
Selecting the Texture radio button opens a directory dialog box. You can use the dialog box to choose a fill texture. You can select a texture from the Texture Files folder (in the same folder containing the **CREATOR2** application) or another folder of your own choosing.

After you have chosen a texture, the **Choose Texture...** button appears on the right side of the Fill area. Click the **Choose Texture...** button to return to the directory dialog box. For more information on textures, see the **Frame Texture...** command below.

- **Gradient**
Selecting the Gradient radio button opens the **Edit Gradient** dialog box. Set your desired attributes in the dialog box and then click **OK** to return to the Fill panel.

After you have chosen a gradient, the **Choose Gradient...** button appears on the right side of the Fill area. Click the **Choose Gradient...** button to return to the **Edit Gradient** dialog box. For more information on gradients, see the **Fill Gradient...** command below.

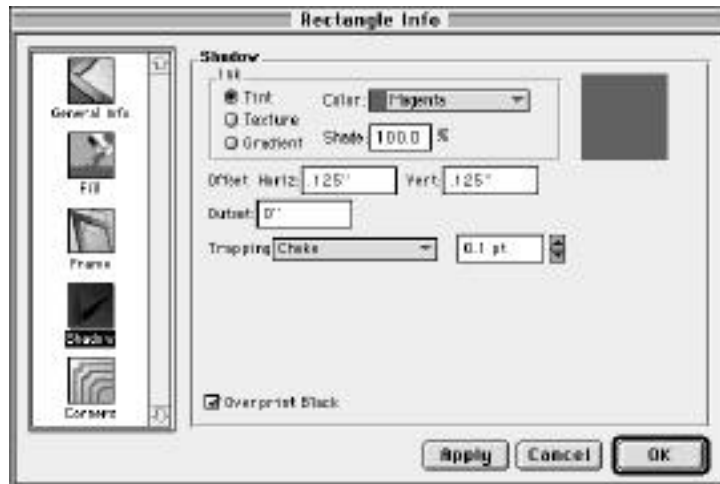
- **Color**
The Color pop-up in the Frame area lets you apply a color to the selected border. You can even shade the color by entering a percentage in the Shade field.
- **Trapping**
The Trapping pop-up menu, which appears in both the Fill and Frame areas, lets you set the print size of the fill color in relation to other element attributes. You can choose from Overprint , Knockout , Choke Knockout , and Spread Knockout options.

Selecting the Knockout , Choke Knockout , and Spread Knockout options activates the text field and arrow buttons to the right of the Trapping pop-up. This text field lets you define the fill color print size for these options in points.

For more information on trapping, see the **Trapping** command below.

- **Overprint Black**
The Overprint Black check box tells **CREATOR2** to always print black ink over another color for that element only.

The Shadow panel of the **Element Info** dialog box lets you set and modify the shadow of any element. The panel groups color options in the Ink area and provides offset, outset, and trapping options as well. Finally, a preview box appears on the right side of the dialog box so you can view your proposed changes.



The Shadow panel options include:

- **Tint**
Selecting the Tint radio button lets you fill the internal area of an element with a solid color. When you select Tint, two additional options, the Color pop-up and the Shade text field, appear on the right side of the Ink area. You can select a fill color from the Color pop-up menu and shade the color by entering a percentage in the Shade field.
- **Texture**
Selecting the Texture radio button opens a directory dialog box. You can use the dialog box to choose a fill texture. You can select a texture from the Texture Files folder (in the same folder containing the **CREATOR2** application) or another folder of your own choosing.

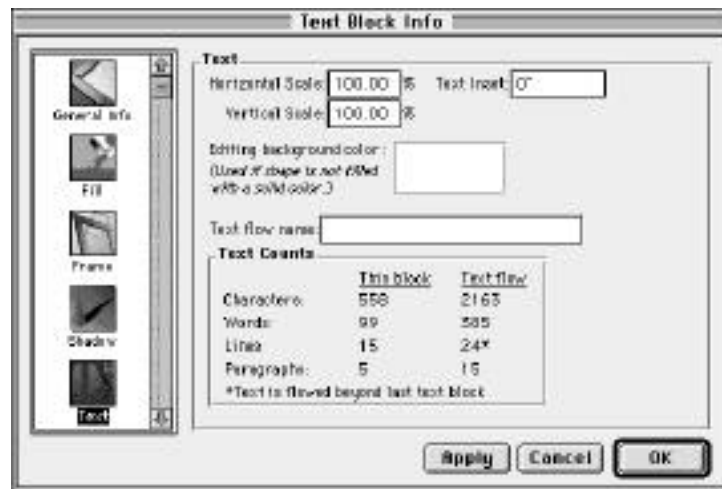
After you have chosen a texture, the **Choose Texture...** button appears on the right side of the Ink area. Click the **Choose Texture...** button to return to the directory dialog box. For more information, see the **Frame Texture...** command below.

- **Gradient**
Selecting the **Gradient** radio button opens the **Edit Gradient** dialog box. Set your desired attributes in the dialog box and then click **OK** to return to the **Fill** panel. After you have chosen a gradient, the **Choose Gradient...** button appears on the right side of the **Ink** area. Click the **Choose Gradient...** button to return to the **Edit Gradient** dialog box. For more information on gradients, see the **Fill Gradient...** command below.
- **Offset**
The **Offset** option contains two different text fields, the **Horiz** and **Vert** fields. To determine how far away a shadow rests from its original element on the horizontal plane, enter a value in the **Horiz** field. To determine how far away a shadow rests from its original element on the vertical plane, enter a value in the **Vert** field. To choose your default measurement value, see the **Preferences...** command entry.
- **Outset**
The **Outset** text field lets you determine the size of the shadow element. To make the shadow element larger than the original element, enter a positive value. To make the shadow element smaller than the original element, enter a negative value.
- **Trapping**
The **Trapping** pop-up menu lets you set the fill color's print size in relation to other element attributes. You can choose from **Overprint** , **Knockout** , **Choke Knockout** , and **Spread Knockout** options.

Selecting the **Knockout** , **Choke Knockout** , and **Spread Knockout** options activates the text field and arrow buttons to the right of the **Trapping** pop-up. This text field lets you define the shadow's print size in points.

For more information on trapping, see the **Trapping** command below.
- **Overprint Black**
The **Overprint Black** check box tells **CREATOR2** to always print black ink over another color for that element only.

The Text panel of the **Element Info** dialog box lets you modify the arrangement of text and provides you with some information about the text in the selected block.



The options in the Text panel include:

- **Horizontal Scale**
The Horizontal Scale text field lets you adjust the width of characters. Increasing the percentage makes text characters thicker, while decreasing the percentage makes text characters thinner. The values in these fields may change if you choose the **Copy Fit...** command from the **Format** menu.
- **Vertical Scale**
The Vertical Scale text field lets you adjust the height of characters. Increasing the percentage makes text characters taller, while decreasing the percentage makes text characters shorter. The values in these fields may change if you choose the **Copy Fit...** command from the **Format** menu.
- **Text Inset**
The Text Inset text field lets you determine how far in from the frame of a text block to start the text. Enter the distance, in any measurement system, that you want text set in from all the borders of a text block.

- **Editing background color**
The Editing background color field lets you determine the color of an active text block. **CREATOR2** displays this color to help you separate text blocks from other elements, as long as the text block does not have a solid fill color.

Note: This text block background color appears for display purposes only. It does not appear on the printed copy of your document.

Clicking on the white box that follows Editing Background color opens a dialog box that lets you choose a background color.

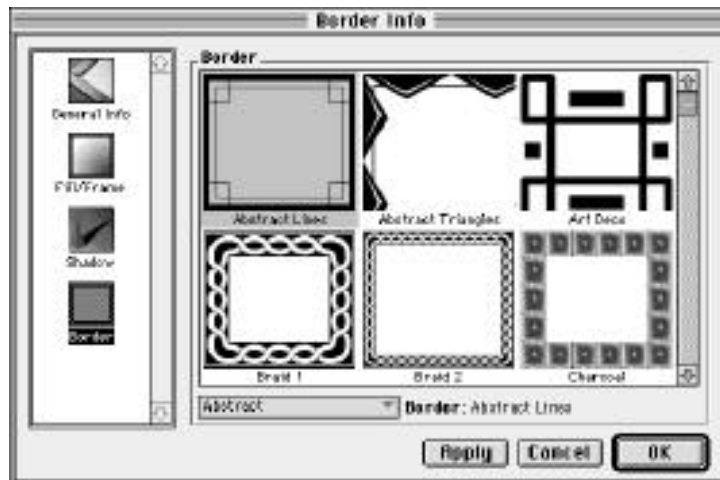
The dialog box lets you access the color system panels installed on your computer. For more information, see the **Colors...** command entry.

- **Text flow name field**
The Text flow name field lets you identify a flow of text across different text blocks. You can use the text flow name to make changes to particular text using AppleScript.

The Text Counts area of the Text panel lets you know the amount of information contained in the selected block. The Text Counts area provides you with information on:

- **Characters**
The Characters count tells you the number of text characters in the selected block and in linked blocks.
- **Words**
The Words count tells you the number of words in the selected block and in linked blocks.
- **Lines**
The Lines count tells you the number of lines in the selected block and in linked blocks.
- **Paragraph**
The Paragraph count tells you the number of paragraphs in the selected block and in linked blocks.

The Border panel of the **Element Info** dialog box lets you apply different types of borders to frames created with the Border tool. Click on a border element in the Document Window and then choose **Element Info...** from the **Elements** menu and select the Border panel in the **Border Info** dialog box. You can also double-click on the border element to open the **Border Info** dialog box.

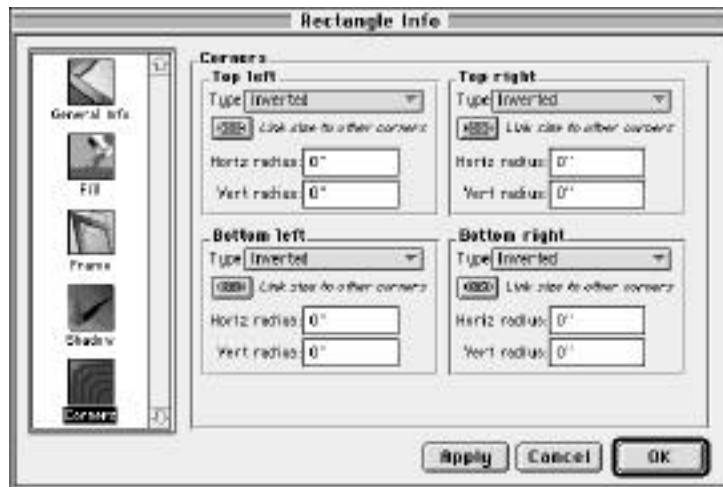


Select the border category you want from the Border pop-up menu. Each border category contains many different styles of borders. The different border styles available for the chosen category appear in the scroll list above the Border pop-up menu. If the selected element already has a border applied to it, the Border panel automatically appears with the appropriate category selected and the border highlighted.

Click on the desired border after you have located it in the scroll list. Click the **Apply** button to see how the border would appear on the chosen frame. Click the **OK** button to approve the border and return to the Document Window. Click the **Cancel** button to discard the selected border and return to the Document Window.

Setting Attributes in the Corners Panel

The Corners panel of the **Element Info** dialog box lets you apply different corner styles and set the corner size of rectangles.

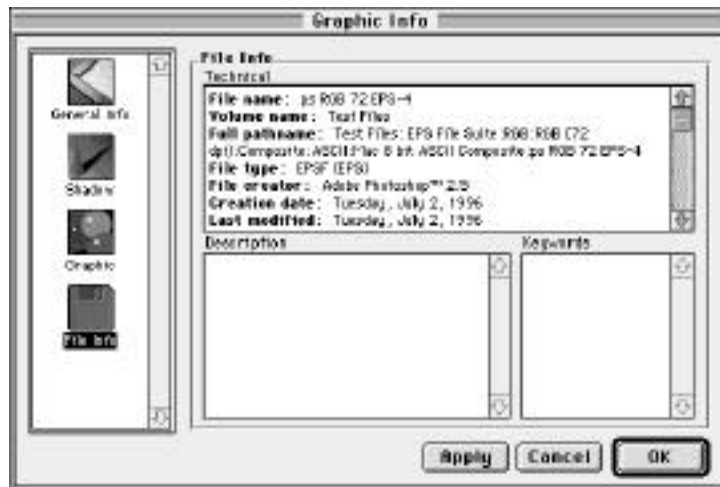


The Corner panel options include:

- **Type**
The Type pop-up menu lets you specify what corner style you want to appear on the selected rectangle. You can choose from Plain, Rounded, Inverted, Rounded + Inverted, and Beveled corner styles.
- **Horiz radius**
The Horiz radius text field lets you set the horizontal dimension of the selected corner style.
- **Vert radius**
The Vert radius text field lets you set the vertical dimension of the selected corner style.
- **Link**
The Link button lets you proportionally change the dimensions of a rectangle's corners. To unlink a corner, click the **Link** button and a broken chain appears on the button. You can now modify the selected corner without affecting any of the other corners.

Setting Attributes in the File Info Panel

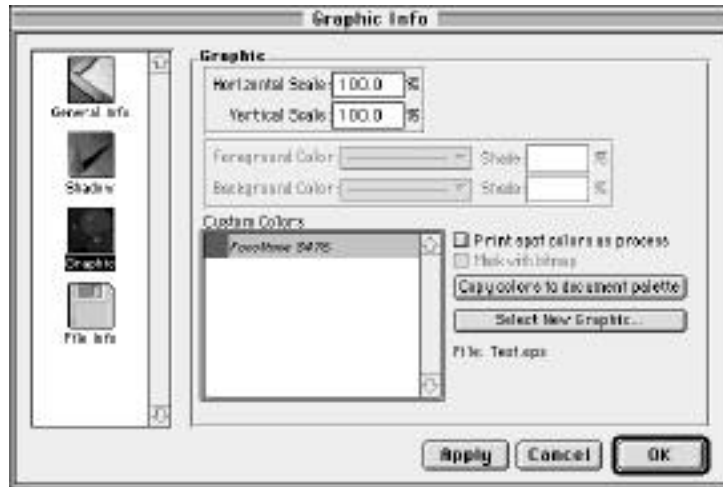
The File Info panel of the **Element Info** dialog box provides you with information about the selected graphic file.



The options in the File Info panel include:

- **Technical**
The Technical text field provides you with information on a graphic file's name, location, file type, the program it originated from, its date of creation, and its last modification date.
- **Description**
The Description text field lets you add notes about the file yourself. You can give the graphic a name, discuss its significance to your document, or add whatever information you like.
- **Keywords**
The Keywords text field lets you associate your document with certain words. When you catalog **CREATOR2** documents using Multi-Ad Search, Search references the keywords with the document name. This lets you retrieve documents using a keyword.

The **Graphics** panel of the **Element Info** dialog box lets you modify the appearance of imported graphics in a variety of ways. You can alter a graphic's size, mask a graphic, and—in some cases—color a graphic.



The options in the **Graphic** panel include:

- **Horizontal Scale**
The **Horizontal Scale** text field lets you increase or decrease the width of a graphic. Just enter the percentage by which you want to increase or decrease the graphic.
- **Vertical Scale**
The **Vertical Scale** text field lets you increase or decrease the height of a graphic. Just enter the percentage by which you want to increase or decrease the graphic.
- **Mask with Bitmap**
The **Mask with Bitmap** check box lets you apply a mask to one-bit graphic images. Click the **Apply** button to mask a graphic and Click the **OK** button to accept the mask.
- **Select New Graphic**
The **Select New Graphic...** button opens the **Place Graphic** dialog box. You can use the dialog box to find a new graphic file to use in place of an old one.

- **Foreground Color**
The Foreground Color pop-up menu lets you choose a color to replace the black portion of a one-bit graphic, colorizable PICT, or bitmap image. You can also enter a shade percentage.

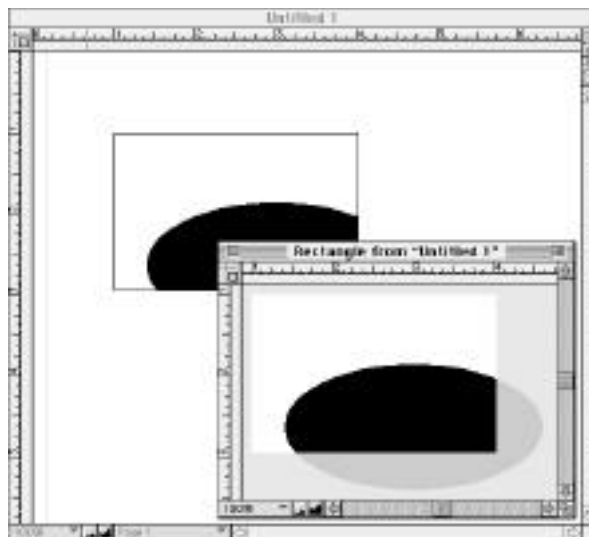
If you cannot color the foreground of an imported graphic, the Foreground Color pop-up menu appears dimmed.

- **Background Color**
The Background Color pop-up menu lets you choose a color to replace the white portion of a one-bit graphic, colorizable PICT, or bitmap image. You can also enter a shade percentage.

If you cannot color the foreground of an imported graphic, the Background Color pop-up menu appears dimmed.

Open Element (⌘-⌘-0)

The **Open Element** command places the contents of a selected container element in a new window for editing.

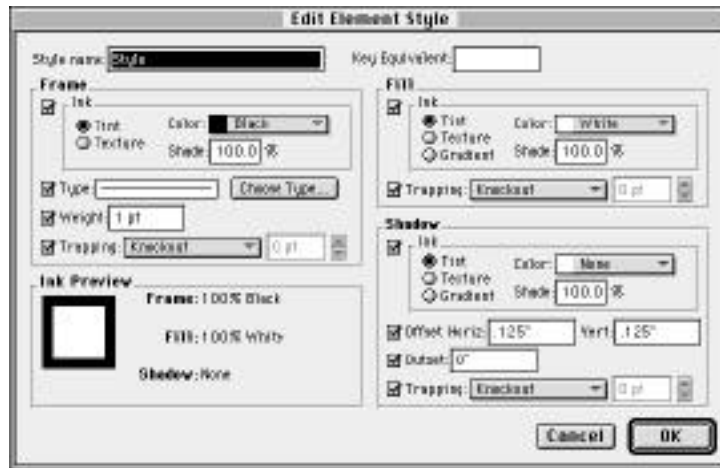


The **Open Element** window displays the selected rectangle and its contained oval. Notice that you can select and modify the oval in the element window.

All changes you make to an element's contents in the **Open Element** window affect the Document Window, too. If you want, you can drag elements between the **Open Element** window and the Document Window. This lets you add or remove elements from the container. You can also add or remove contents by using the Containment tool.

Make Element Style... (§-⌘-T)

The **Make Element Style...** command lets you create an element style based on an element you have already formatted. The **Make Element Style...** command opens the **Edit Element Style** dialog box with the attributes of the selected element already set.



Making an Element Style from a formatted element

1. Click on the element whose formatting you want to make into an element style.
2. Choose the **Make Element Style...** command in the **Elements** menu. The **Edit Element Style** dialog box appears with the selected element's formatting already entered in the appropriate fields.
3. Set additional formatting information, if any.
4. Enter a name into the Style Name text field.
5. Click the **OK** button to place the element style in the Styles palette. Click the **Cancel** button if you do not want to save the style.

The Key Equivalent text field lets you create a keyboard shortcut that automatically applies the specified style to an element. The specified key shortcut appears next to the style's name on the Styles palette. You should not use a keyboard shortcut used by another style or by **CREATOR2**.

Trapping

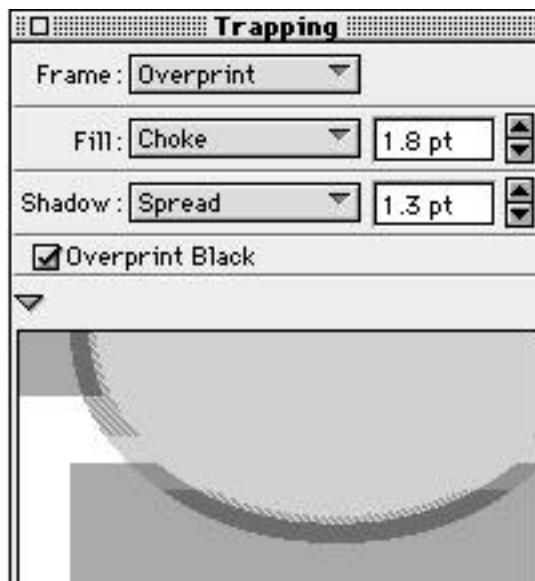
Pre-press Definitions:

- **Trapping**
Trapping refers to the intentional overlapping of adjacent colors to prevent misregistration.
- **Misregistration**
Misregistration, or out of registration, occurs when the foreground element and its knockout do not exactly match. This leaves white gaps between an element and its background color.
- **Overprint**
An overprint refers to the process of printing one color on top of another. If the background color is darker than the foreground element, the background color may show through the foreground element, changing its color.

Continued on **page 108...**

The **Trapping** command lets you set trapping attributes for a selected element. When you choose the **Trapping** command from the **Elements** menu, the Trapping palette appears.

With the Trapping palette, you can set trapping attributes for an element's frame, fill, and/or shadow. Selecting the **Overprint Black** check box tells **CREATOR2** to always print black ink over another color for that element only.



Trapping an element

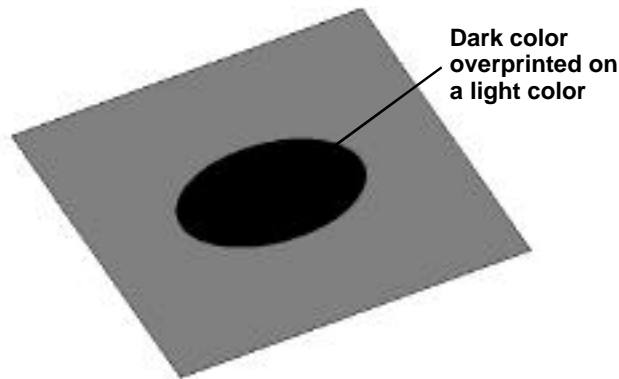
1. Click on the element whose printing attributes you want to set.
2. Choose the **Trapping** command from the **Elements** menu. The Trapping palette appears.
3. Select the desired trapping option from the appropriate pop-up menu.

- **Knockout**
A knockout refers to a black shape on a color plate. An element of the same shape, but of another color can be located over the knockout area.
- **Choke**
A choke refers to the slight reduction of an element's knockout on a background color. Since the element prints at regular size, the background color overlaps the element's color.
- **Spread**
A spread refers to the slight enlargement of a foreground element. Since the element's knockout prints at regular size, the element's color slightly overlaps that of the background color.

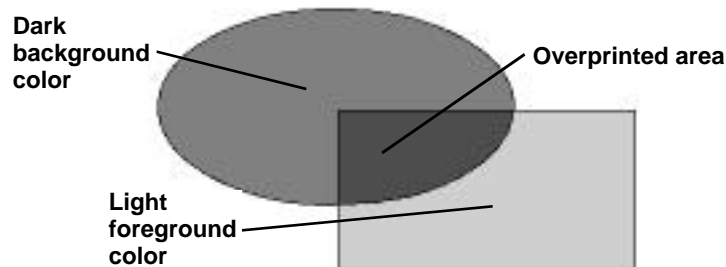
Each pop-up menu on the Trapping palette lets you choose one of several printing attributes. The pop-up menu options include:

- **Overprint**
Selecting the Overprint option causes the color of the selected element to print over another color. In other words, overprint means that a color prints on an area of paper previously printed on by another color.

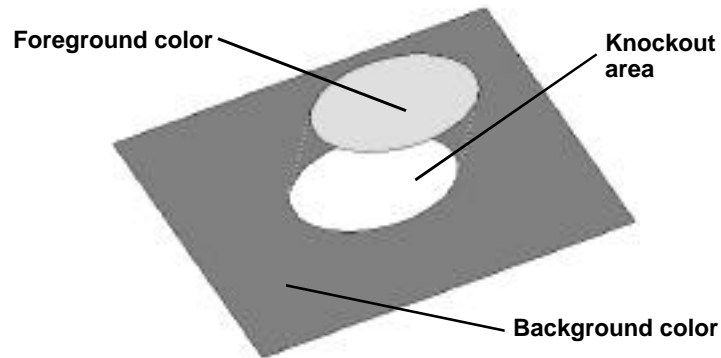
You may find that you can overprint a dark color on a light color. For example, you might want to put a black circle over a light blue background. You can do this because the blue background doesn't significantly change the circle's black ink.



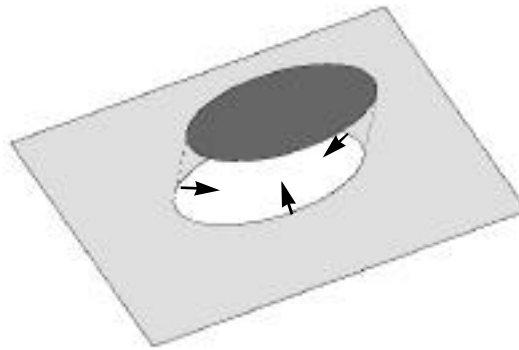
You should not, however, overprint a light color on a dark color, because you may get an undesirable color mix. For example, you may not want to place a yellow circle on a blue background because the overlapping area of the circle appears green when it prints.



- **Knockout**
Selecting the Knockout option cuts the shape of the selected feature out of the background color. This solves the problem of overprinting a light color foreground over another color. To get a true representation of the desired foreground color, it must print on white paper (this is true of all process inks).

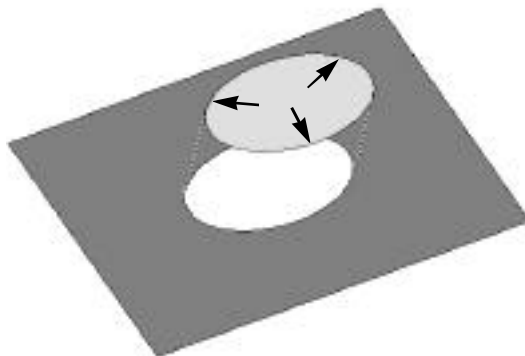


- **Choke Knockout**
Selecting the Choke Knockout option makes the knockout area of an element slightly smaller than the element's actual size. Because paper shrinks or stretches after ink is applied during printing, your foreground color may shift “out of registration”—white lines appear between the foreground and background colors. Choking the knockout can fix this problem.



You may want to choke an item if the background color is lighter than the foreground color.

- **Spread Knockout**
Selecting the Spread Knockout option makes the foreground element slightly larger than its knockout area. Because paper shrinks or stretches after ink is applied, your foreground color may shift “out of registration”—white lines appear between the foreground and background colors. Spreading the knockout can fix this problem.



You may want to spread an item if the foreground element is lighter than the background color.

Elements and their trapping capabilities

By default, **CREATOR2** assumes you want to Knockout all elements. If you select the New elements overprint black by default check box in the General panel of the **Preferences** dialog box in the **Edit** menu, all black elements default to Overprint .

*Note: **CREATOR2** only defaults to overprint when you have selected a black element and have selected the New elements overprint black by default check box. **CREATOR2** regularly defaults to knockout .*

You can knockout, choke, and overprint imported graphics. You cannot, however, spread an imported graphic.

You can trap the shape of an element that has a gradient applied to it. The trap does not apply to the gradient itself.

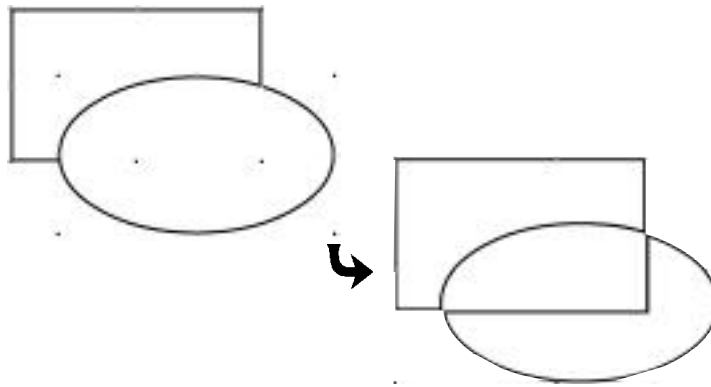
Convert Text to Paths

The **Convert Text to Paths** command lets you make a duplicate of a text block that you can manipulate as a shape element. You can alter the appearance of the text by editing the element's control points with the Reshape tool. Turning text into a path lets you contain graphics inside letters, apply fill gradients to letters, or create other special effects.

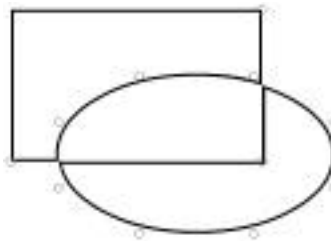
*Note: You can only convert one text block to a shape element at a time. The **Convert Text to Paths** command is intended for use on small sections of text. If you select a linked text block and then select the **Convert Text to Path** command from the **Elements** menu, CREATOR only converts the selected block.*

Convert Shapes to Path

The **Convert Shapes to Path** command lets you turn two or more shape elements into a single element.



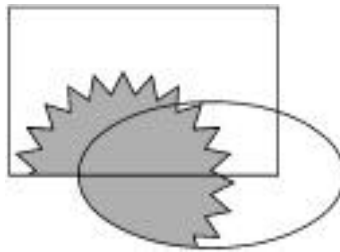
When you select a single path element, you can edit both elements as one with the Reshape tool.



Converting elements into a single path

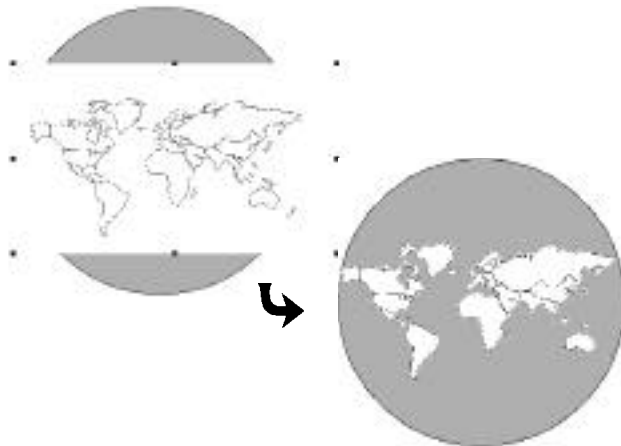
1. Select the elements you want to make into a path.
2. Choose the **Convert Shapes to Path** command from the **Elements** menu. This turns all the selected elements into a single element.
3. Click the Reshape tool on the Tools palette.
4. Click the converted element to display its control points. Notice that the element now has only one set of control points.
5. Edit the control points with the Reshape tool.

You can use the **Convert Shapes to Path** command to create multiple contour containers and other special effects. For example, you can convert a rectangle element and an oval element into a single path element. Then you can contain another element, like a starburst, inside the path element.



Mask Graphic (⌘-⌘-M)

The **Mask Graphic** command lets you hide, or “mask” excess background from graphic images. **CREATOR2** analyzes a selected graphic image, finds the most appropriate outline, and masks the background automatically. This lets you match the background of an image to the background you place it on.



For example, you import a graphic to use in a document. However, the area surrounding the image, as represented by the selection box, appears as a white rectangle when you place it on a dark background.

A mask as a path element

Since **CREATOR2** uses a path element to mask a graphic's background, you can modify the mask using the Reshape tool, just as you would an ordinary path shape.

Double-clicking on a masked graphic acts in the same manner as double-clicking on a graphic inside a container. Double-clicking on a masked graphic with the Arrow tool opens an element info dialog box, but double-clicking on a masked graphic with the Containment tool opens a graphic info dialog box.

Masking a graphic

1. Click on the graphic you want to mask. You can mask any placed graphic file, such as: EPS, TIFF, RIFF, JPEG, and GIF files.

2. Select **Mask Graphic** from the **Element** menu. The **AutoMask** dialog box appears.



The **Tolerance in pixels** field lets you determine how closely the mask follows the edge of the graphic. The smaller the tolerance, the more accurate the mask. However, small tolerances also slow the screen display and can cause printing troubles.

CREATOR2 uses a tolerance default of 1.000. You can either accept this value or enter your own. Values of 0 to 5 generally provide good results.

3. Click the **OK** button to create a mask with the entered tolerance and return to the Document Window. Click the **Cancel** button to discard the entered value and return to the Document Window.

Removing a mask

You can remove a mask from a graphic by clicking on the graphic with the Containment tool and dragging the graphic out of the path element. After you do this, simply delete the path element.

Using masks from other programs

The **Mask Graphic...** command in **CREATOR2** usually provides the desired result, but you may find that other specialized programs, like Adobe Photoshop, provide better masks. To take advantage of images with Photoshop masks, import the graphic and choose the **Mask Graphic...** command from the **Elements** menu. When the **AutoMask** dialog box appears, click the **Use Photoshop™ mask** check box, the check box appears dimmed unless an imported graphic has a Photoshop mask. Click the **OK** button to return to the Document Window. Notice that **CREATOR2** has applied the Photoshop mask to the graphic.

Mask with bitmap

The **Mask Graphic** command creates a mask by placing a path element around the selected graphic. However, **CREATOR** offers another masking method that you can use on certain types of graphics.

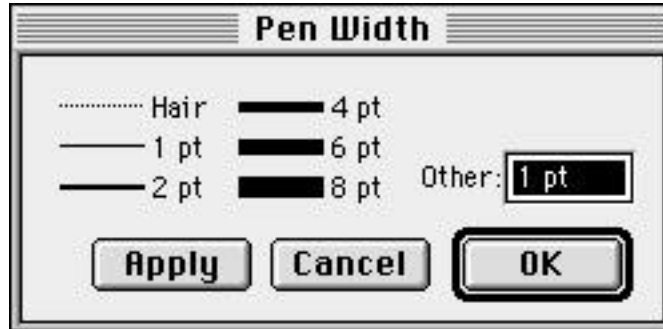
Selecting the **Mask with bitmap** check box in the Graphics panel of the **Element Info** dialog box tells **CREATOR** to mask the active element. Notice that this check box only appears active when you have one-bit graphic images selected—such as Paint, one-bit TIFF, and one-bit GIF graphics.

Instead of placing a path element around the graphic in order to mask it, the **Mask with bitmap** check box tells the application to actually change the content of the image. **CREATOR** physically removes the masked area of the one-bit graphic.

Pen Weight... (⌘-⌥-W)

The **Pen Weight...** command lets you set the thickness, or weight, of lines and frames.

Choosing the **Pen Weight...** command from the **Elements** menu opens the **Pen Width** dialog box. You can select a thickness of a line or frame by clicking on the options. The options include: Hair (hairline), 1 pt, 2 pt, 4 pt, 6 pt, or 8 pt. By default, **CREATOR** sets all lines and frames to 1 pt. If you want to create a custom pen width, enter your desired point size into the **Other** text field.



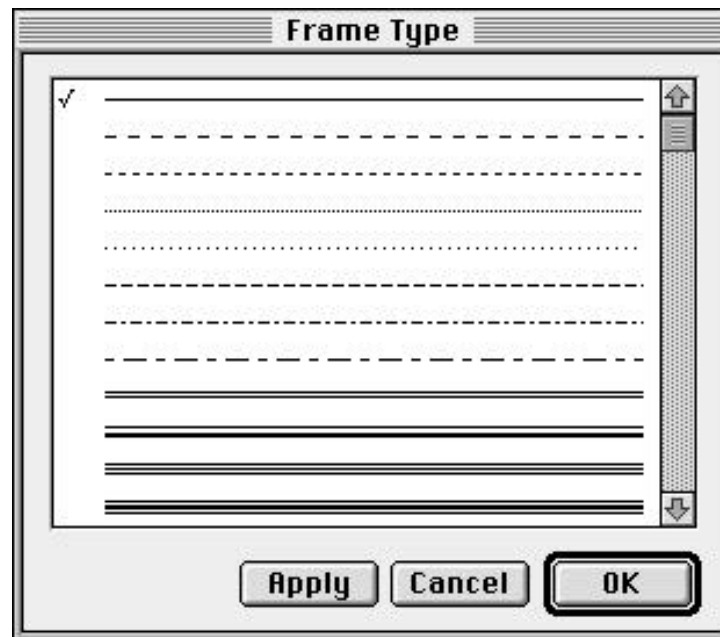
To see how your new pen weight appears in the document, click the **Apply** button. To approve the new pen weight and return to the Document Window, click the **OK** button. To discard your changes, click the **Cancel** button.

Frame Types...

The **Frame Types...** command lets you modify the appearance of element frames. When you select the **Frame Types...** command from the **Elements** menu, the **Frame Types** dialog box opens.

Changing element frames

1. Click on an element whose frame you want to change.
2. Choose the **Frame Types...** command from the **Elements** menu. The **Frame Types** dialog box opens.



3. Double-click on one of the frame options that appear in the scroll list. Or click on an option and then click the **OK** button to apply a frame type and return to the Document Window.

Note: You cannot apply multi-line frames to a line element. Use several line elements to create a multi-line effect.

Frame Texture...

The **Frame Texture...** command lets you apply a texture to an element's frame. Although **CREATOR2** comes with many different textures, you can make your own.

You can use any graphic file type that the application can import, except PICT or EPS, as a texture. Simply locate the file you want to use in the **Frame Texture...** directory dialog box. **CREATOR2** then places the graphic image on the element frame. **CREATOR2** repeats the graphic pattern throughout the available frame area.



A 12 pt frame with an applied texture. Although you can apply textures to frames of any width, textures look best on thick frames.

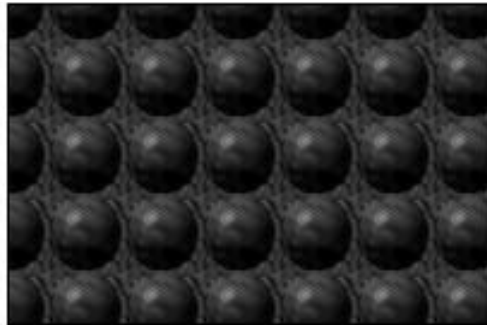
Selecting a frame texture

1. Select an element to apply a frame texture to.
2. Choose **Frame Texture...** from the **Elements** menu. A directory dialog box opens.
3. Select the desired texture from the dialog box.
4. Click the **Open** button to apply the selected texture to the frame and return to the Document Window. Click the **Cancel** button to return to the Document Window without selecting a texture.

Fill Texture...

The **Fill Texture...** command lets you apply a texture to an element's interior. Although **CREATOR2** comes with many different textures, you can make your own.

You can use any graphic file type that the application can import, except PICT or EPS, as a texture. Simply locate the file you want to use in the **Frame Texture...** directory dialog box. **CREATOR2** then places the graphic image inside the element. **CREATOR2** repeats the graphic pattern throughout the elements interior area.



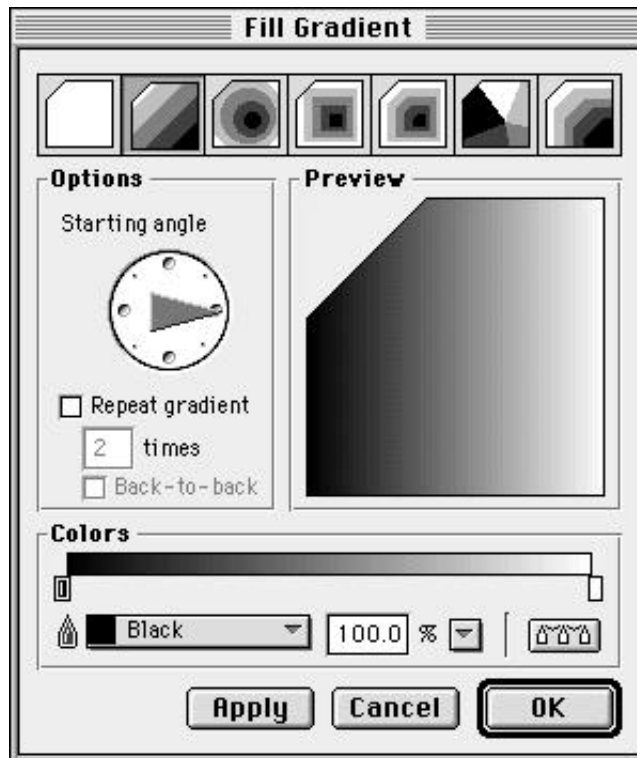
Selecting a fill texture

1. Select an element that you to apply a fill texture to.
2. Choose **Fill Texture...** from the **Elements** menu. A directory dialog box opens.
3. Select the desired texture from the dialog box.
4. Click the **Open** button to apply the selected fill texture and return to the Document Window. Click the **Cancel** button to return to the Document Window without selecting a texture.

Fill Gradient... (⌘-⌥-G)

The **Fill Gradient...** command lets you fill an element with a color ramp. You can create a color ramp using any two colors or two shades of the same color.

Selecting the **Fill Gradient...** command from the **Elements** menu opens the **Edit Gradient** dialog box. The **Edit Gradient** dialog box lets you set a number of gradient options, like the direction of the gradient, the angle of the gradient, how many times the gradient repeats, and so on. The options available depend on the type of gradient you choose.



Applying a gradient

1. Click on an element to apply a gradient to.
2. Select the **Fill Gradient...** command from the **Elements** menu. The **Edit Gradient** dialog box opens.
3. Enter the attributes of the gradient you want to apply.
4. Click the **Apply** button to view your settings in the selected element.
5. Adjust the gradient settings, if necessary.
6. Click the **OK** button to approve your settings and return to the Document Window. Click the **Cancel** button to discard your settings.

Setting the Gradient Type

The seven buttons along the top of the **Edit Gradient** dialog box represent the available gradient types. Click on a button, and **CREATOR2** applies the relating gradient to the element. The gradient options include:



- **None**
The **None** button fills an element with a solid color. The **None** button does not apply “no fill” to an element, it only applies “no gradient.”



- **Linear**
The **Linear** button applies a smooth, even gradient across an element, similar to a straight wave.



- **Oval**
The **Oval** button applies a series of blended circles that radiate outward from a central point.



- **Rectangle**
The **Rectangle** button applies a series of blended rectangles that radiate outward from a central point.



- **Shape**
The **Shape** button applies a series of blended shapes that follow the outline of the element. These shapes radiate outward from a central point.



- **Radial**
The **Radial** button applies a clockwise gradient that sweeps through the element from a central point.



- **Linear: Shape**
The **Linear: Shape** button applies a gradient that follows the outline of the element instead of a straight line.

Setting Gradient Options

The Options area of the **Edit Gradient** dialog box lets you determine the direction, angle, and the number of gradients for an element.

Setting a gradient's direction or starting angle

You can set the starting angle of certain types of gradients with the Starting angle dial. You can only set starting angles for linear and radial blends. For any other type of blend, the angle pointer does not appear.

After you select a new angle on the Starting angle dial in the **Edit Gradient** dialog box, look in the Preview box for desired effect.



For linear blends, the angle pointer determines the direction of the blend. For radial blends, the angle pointer determines the starting angle.

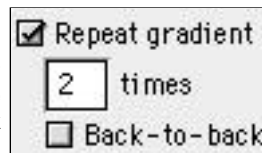
To change the angle, click and drag the pointer's tip to the desired angle. You can also click at your desired angle on the dial, and the pointer automatically swings around to that mark. This helps create blends of 0°, 45°, 90°, and so on. Pressing the Shift key while clicking constrains the Starting angle dial to multiples of 15 degrees.

Repeating a gradient

To repeat a gradient a certain number of times, click in the Repeat Gradient check box. Selecting this check box lets you enter the number of gradients to repeat into the text field directly below the Repeat Gradient check box. You can enter any number between 2 and 127. By default, **CREATOR2** repeats a gradient 2 times.

Clicking in the Back-to-back check box lets you reverse the starting and ending colors of the next gradient. This lets you ramp all the colors of a gradient into each other.

Select the Repeat Gradient check box, in the **Edit Gradient** dialog, to activate the Back-to-back check box.



Setting a Gradient's Center Point

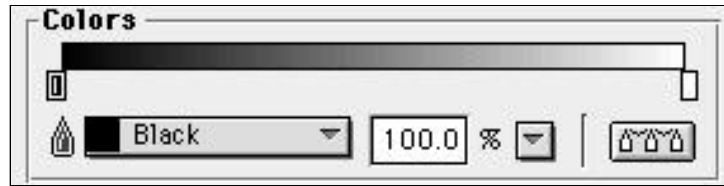
When you select a radial, oval, rectangle, or shape button, a crosshair appears at the center of the gradient in the Preview box. By clicking and dragging on the crosshair, you can adjust the gradient's center point. You can also click where you want the center point located. The crosshair jumps immediately to the point where you clicked.



In the illustration above, the Preview box of the **Edit Gradient** dialog box displays an oval gradient with a shifted focal point.

As you drag the crosshair, a scale appears in the upper left corner of the Preview box. This scale tracks the position of the gradient's focal point. By default, **CREATOR2** centers a gradient's focal point both horizontally and vertically.

You can set the starting and ending colors of a blend by clicking on one of the end boxes on the Gradient Range bar. You can choose any color currently available on your Colors palette for your starting and ending colors. To create a blend, you must choose at least two different colors or two different shades of the same color.



The Colors area of the **Edit Gradient** dialog box contains the tools and commands you need to apply gradient colors, shades, and multiple gradients. The Center button appears at the bottom right of the Colors area.

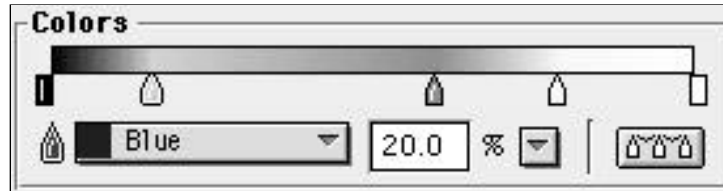
Setting start and end colors

1. Click the Starting Color marker on the left side of the Range bar. By default, **CREATOR2** colors this marker black.
2. Select a color from the pop-up menu. The color appears on the Range bar and in the Preview box.
3. Select a percentage from the pop-up menu to shade the color. You can also enter your desired percentage into the text field.
4. Click the Ending Color marker on the right side of the Range bar.
5. Repeat Steps 2 and 3.
6. Click the **Apply** button to view your settings on the selected element.

The Range bar lets you determine the amount of solid color that appears before and after the gradient. Click on a point on the Range bar to insert a slider.

By clicking and dragging sliders, you can decrease the amount of gradient between the starting and ending colors. By default, **CREATOR2** fills an entire element with a gradient. To evenly space sliders on the Range bar, click the **Center** button to the right of the Shade field in the Colors area.

Up to now you've learned how to make gradients of just two colors. However, **CREATOR2** lets you make gradients with as many colors as you like. To add another color to a gradient, click on the Range bar to add a slider. Now with the slider activated, select a color from the pop-up menu. On your Range bar you can see your starting color blend into the color you just added. This color, in turn, blends into the ending color.



The illustration above contains a blend of white to green to blue. The selected color is represented by the largest marker. As you can see, it applies a 20 percent blue to the gradient.

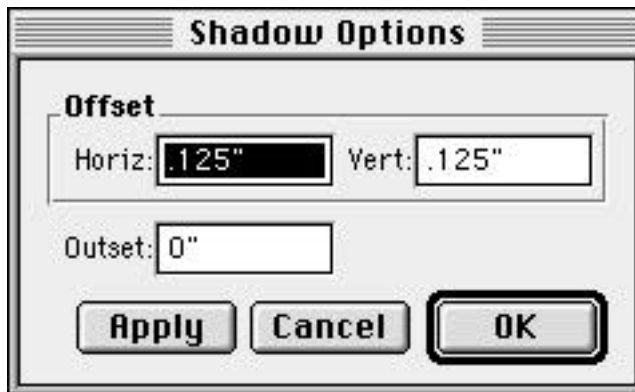
For example, you may want to create a blend of white to green to blue. To create this blend, click the Starting Color marker and choose White from the pop-up menu. Now, click on the center of the Range bar and place a slider. With the slider highlighted, choose green from the pop-up menu. Click the Ending Color marker and choose Blue from the pop-up menu.

Click the **Apply** button to view your blend. Click the **OK** button to place the gradient in the element and return to the Document Window. Click the **Cancel** button to discard your changes and return to the Document Window.

Shadow Options...

The **Shadow Options...** command lets you determine the size and distance of a shadow from its original element. Choosing the **Shadow Options...** command from the **Elements** menu opens the **Shadow Options** dialog box.

You adjust a shadow's position along both the horizontal and vertical axes in the Offset area of the **Shadow Options** dialog box. Simply enter a new value into the Horiz or Vert text fields. By default, **CREATOR2** makes a shadow the same size as its original element. To change the size of the shadow, enter a new value into the Outset text field.



Click the **Apply** button to view your changes on the selected element. Click the **OK** button to approve your changes and return to the Document Window. Click the **Cancel** button to discard your settings.

Shadow Textures...

The **Shadow Texture...** command lets you apply a texture to an element's shadow. Although **CREATOR2** comes with many textures, you can also make your own textures.

You can use any graphic file type that the application can import, except a PICT or EPS, as a texture. **CREATOR2** then places the graphic image on the element's shadow. The graphic appears in its actual preview size. **CREATOR2** repeats the graphic pattern throughout the element's shadow area.

Selecting a shadow texture

1. Select the element that you want to apply a shadow texture to.
2. Choose **Shadow Texture...** from the **Elements** menu. A directory dialog box opens.
3. Select the desired texture from the dialog box.
4. Click the **Open** button to apply the selected shadow texture and return to the Document Window. Click the **Cancel** button to discard the selected shadow texture and return to the Document Window.

Shadow Gradient... (⌘-⇧-⌘-G)

The **Shadow Gradient...** command lets you fill an element's shadow with a gradient. You can create a blend using any number of colors or shades.

Choosing the **Shadow Gradient...** command from the **Elements** menu opens the **Edit Gradient** dialog box. The **Edit Gradient** dialog box lets you set a number of gradient options, such as the direction of the gradient, the angle of the gradient, how many times the gradient repeats, and so on. The options available depend on the type of gradient you choose.

For more information on gradients, see the **Fill Gradient...** command above.

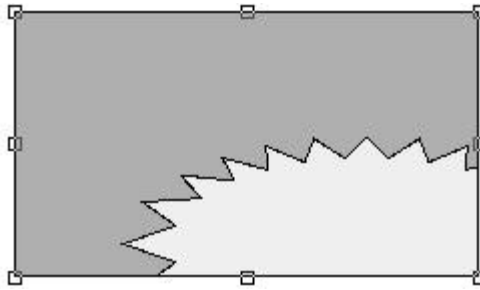
Lock

The **Lock** command lets you lock selected elements, preventing any changes to those elements' positions or appearance.

Locking elements

1. Click on the element or elements you want to lock. If you have no elements chosen or if the chosen elements are already locked, the **Lock** command appears dimmed.

2. Choose **Lock** from the **Elements** menu. The element's selection handles appear outlined to indicate the element is locked.



You cannot move or edit locked elements in any way. If you attempt to resize a locked element, **CREATOR2** displays a dialog box telling you that the item is locked.

When you click and drag inside a locked element, it acts as if the click was on the document's background. You can drag a selection marquee around other elements, but **CREATOR2** ignores any attempt to select a locked element.

Unlock

The **Unlock** command lets you unlock previously locked elements.

Unlocking elements

1. Click on the element or elements you wish to unlock. If you have no elements chosen, or if the chosen elements are not locked, the **Unlock** appears dimmed.
2. Choose **Unlock** from the **Elements** menu. The element's selection handles become solid once again. The elements can now be moved and edited.

The Arrange Menu

| Arrange | |
|------------------------------|-----|
| Bring To Front | ⌘= |
| Send To Back | ⌘- |
| Move Forward | ⌘⇧= |
| Move Backward | ⌘⇧- |
| Center Horizontal on Page | ⌘H |
| Center Vertical on Page | ⌘V |
| Wrap Text... | |
| Fit Text Block | ⌘B |
| Flip Horizontal | ⌘⇧[|
| Flip Vertical | ⌘⇧] |
| Group | ⌘G |
| Ungroup | ⌘U |
| Arrangement Element Specs | |
| Guides... | |
| Setup Guides... | |

The **Arrange** menu contains the commands you need for ordering the elements you place in your document. You can, for example, bring an element to the front of a series or elements or send it to the back. Or, you can group multiple elements as one, or flip an element along an axis. The **Arrange** menu also lets you place guidelines to help you organize and line up the elements in your document.

A complete description of the commands available in the **Arrange** menu follows.

Bring to Front (⌘=)



The **Bring to Front** command lets you move a selected element, or elements, in a layer to the top.

About elements and layers

The first element you create automatically becomes the bottom layer in a document. **CREATOR2** places each additional element you create above the last element drawn. The **Bring to Front** command lets you change this order.

Bringing an element to the front

1. Click on an element you want to bring to the top of a layer. **CREATOR2** treats elements as if they lie in a stack. However, you can change the order of the elements in a stack

If you cannot click on the element you want to move because another element covers it, select a nearby element and press the Tab key. This selects the “next back” element. Keep pressing Tab until you select the element you want.

2. Choose the **Bring to Front** command from the **Arrange** menu or click the **Bring to Front** button on the Arrangement palette.

You can also move groups of elements with the **Send to Back** command. When you move groups, the elements in the group retain the same order relative to each other.

Send to Back (⌘--)



The **Send to Back** command lets you move a selected element in a layer to the bottom.

Sending an element to the back

1. Select the element you want to send to the bottom of a layer. If you haven't selected an element, the **Send to Back** command appears dimmed.
2. Choose the **Send to Back** command from the **Arrange** menu or click the **Send to Back** button on the Arrangement palette.

You can also move groups of elements with the **Send to Back** command. When you move groups, the elements in the group retain the same order relative to each other.

Move Forward (⌘-⌘=)

The **Move Forward** command lets you move a selected element up a layer.

Bringing an element forward

1. Select the element. If you haven't selected an element, the **Move Forward** command appears dimmed.
2. Choose **Move Forward** from the **Arrange** menu.

You can also move groups of elements with the **Send to Back** command. When you move groups, the elements in the group retain the same order relative to each other.

Move Backward (⌘-⌘--)

The **Move Backward** command lets you move a selected element down a layer.

Bringing an element backward

1. Select the element. If you haven't selected an element, the **Move Backward** command appears dimmed.

2. Choose **Move Backward** from the **Arrange** menu.

You can also move groups of elements with the **Send to Back** command. When you move groups, the elements in the group retain the same order relative to each other.

Center Horizontal on Page (⌘-H)

The **Center Horizontal on Page** command lets you move a selected element or group to the horizontal center of the page that contains the element or group's center point.

Moving elements to the horizontal center of a page

1. Click the element, or elements, you want to center. If you don't have an element selected, the **Center Horizontal on Page** command appears dimmed.
2. Choose **Center Horizontal on Page** from the **Arrange** menu. The selected elements move to the horizontal center of the page

CREATOR2 defines the horizontal center of a page as the point where an invisible vertical line running from the mid-point at the top of the page to the midpoint of the bottom of the page. The application centers selected elements so that they intersect this invisible line.

CREATOR2 centers elements in the following ways:

- Single elements
If you have selected only one element, **CREATOR2** moves that element to the right or left, depending on its original location, until the center of the element intersects the horizontal center of the page.
- Groups of elements
If you have selected a group of elements, **CREATOR2** moves the entire group to the right or left, depending on the group's original position, until the center of the element group intersects the horizontal center of the page.

The relationship of each element to the group of elements does not change after you have centered a group horizontally. If you have a circle at the top right of your page and a square to the left of it and 1/2 inch below it, the square still sits to the left of the circle and 1/2 inch below it after you have centered the element group.

You can center an element in a spread by pressing Shift-H .
The menu item changes to **Center Horizontal on Spread**

Center Vertical on Page (⌘-Y)

The **Center Vertical on Page** command lets you move a selected element or group to the vertical center of the page that contains the element or group's center point.

Moving elements to the vertical center of a page

1. Click the element, or elements, you wish to center. If you don't have an element selected, the **Center Vertical on Page** command appears dimmed.
2. Choose **Center Vertical on Page** from the **Arrange** menu. The selected elements move to the vertical center of the page.

CREATOR defines the vertical center of a page as the point where an invisible horizontal line running from the mid-point at the left of the document to the midpoint of the right of the document. The application centers selected elements so that they intersect this invisible line.

CREATOR centers elements in the following ways:

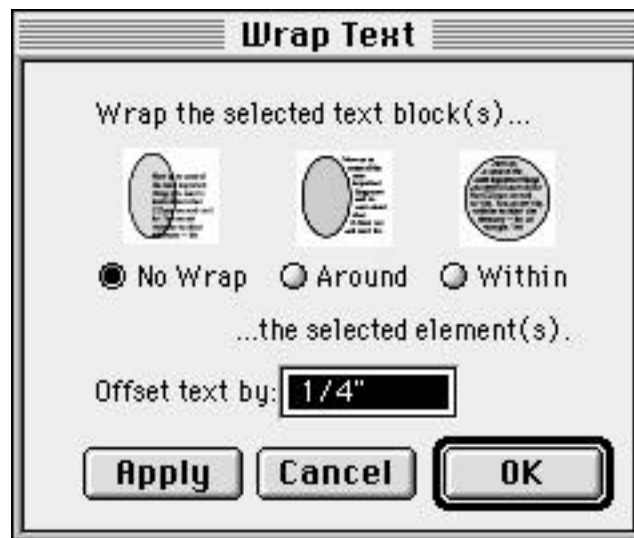
- **Single elements**
If you have selected only one element, **CREATOR** moves that element up or down, depending on its original location, until the center of the element intersects the vertical center of the page.
- **Groups of elements**
If you have selected a group of elements, **CREATOR** moves the entire group up or down, depending on the group's original position, until the center of the element group intersects the vertical center of the page.

The relationship of each element to the group of elements does not change after you have centered a group vertically. If you have a circle at the top right of your page and a square to the left of it and 1/2 inch below it, the square still sits to the left of the circle and 1/2 inch below it after you have centered the element group.

You can center an element in a spread by pressing Shift-Y. The menu item changes to **Center Vertical on Spread**

Wrap Text...

The **Wrap Text...** command lets you change the way text appears in relation to elements in your document. Choosing **Wrap Text...** from the **Arrange** menu opens the **Wrap Text** dialog box.



In the **Wrap Text** dialog box, you can perform any of the following:

- Wrap text around nearby elements
- Wrap text within a selected element
- Remove wrapping from a shape

You can apply text wrap settings separately to:

- Combinations of one or more text blocks and one or more graphics
When you apply text wrap settings to graphics and text blocks, those elements wrap according to the settings you've made in the **Wrap Text** dialog box. This lets you apply different text wrap settings to different groups of elements and text blocks.

You can set wrap relationships between text and one or more elements. If you wish, a text block can even have multiple relationships. You might select a text block and a graphic and set wrap

around, then select the same text block and a different element and set wrap within. That done, the text wraps around one element, and within another element. **CREATOR2** lets you achieve many unique effects.

You can also wrap text around invisible elements by setting their fill and line to none and then using those invisible elements to determine text wrapping. Try this technique for slanted text margins or other effects.

To make Wrap Text settings

1. Select the text block(s) and element(s) you want to apply text wrap settings to.
2. Choose **Wrap Text...** from the **Arrange** menu. The **Wrap Text** dialog box appears with the following options:
 - **No Wrap**
The No Wrap radio button lets you keep text unaffected by any element placed in its text block. You can also select the No Wrap option to remove remove an existing wrapping option.
 - **Around**
The Around radio button lets you wrap around elements placed over the text block.
 - **Within**
The Within radio button lets you place text inside, and conform to the shape of, graphic elements.
 - **Offset text by**
The Offset text by text field lets you set the distance between wrapped text and the borders of the element the text wraps around or within. **CREATOR2** sets the default 1/4 inch, but you can enter any measurement. For example: 3 pi for three picas or 2 po for two points or 4 ce for four centimeters.

Text wrap occurs whenever a text block or graphic affected by this setting comes within the offset distance. Internal wrap occurs whenever a text block or element affected by this setting overlaps by the offset distance.

3. Click the **Apply** button to view how your text wrap might affect your document. If the **Wrap Text** dialog box rests above some or all the affected elements, drag it to the side to preview the changes.
4. Click the **OK** button for the settings to take effect and to return to the Document Window. To discard your changes and return to the Document Window, click the **Cancel** button.

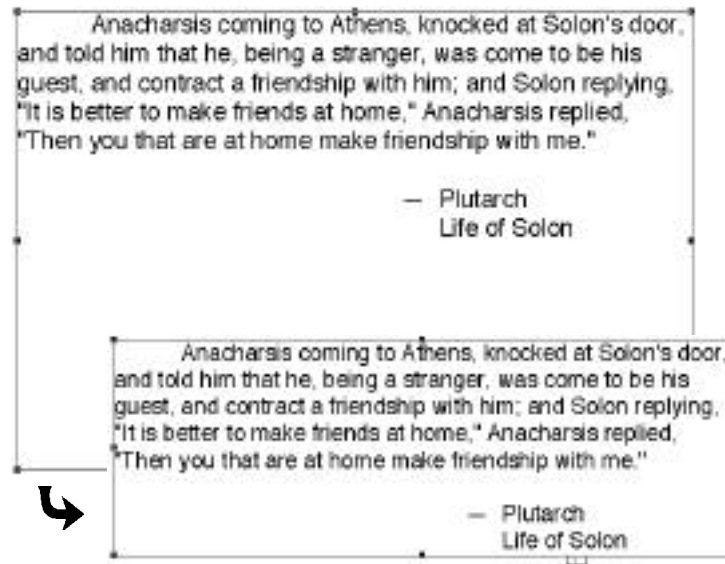
*Note: In practice, text that's set to wrap within, or not wrap at all, may disappear when an element overlaps it. This element may "hide" your text. When this happens, click the element that's obscuring your text and choose the **Send to Back** command from the **Arrange** menu. Your text will reappear. If there is more than one element above your text, you may have to issue this command for each element before your text is foremost.*

If the element or elements obscuring your text do not have any color, another way to let your text show through is by making the element(s) transparent. Do this by selecting the element(s), clicking the **Fill** icon, and then selecting **None** from the Colors palette.

For more information on the layering of elements, see the **Send to Back** and **Bring to Front** command entries under the **Arrange** menu section in this chapter. For details on assigning colors or other fills to elements, see the section on the Colors palette in Chapter 2.

Fit Text Block (§-B)

The **Fit Text Block** command lets you shrink a selected text block to the exact size of the text it contains.



To fit a text block

1. Select the text block or blocks you want to fit. If you have no text blocks selected, the **Fit Text Block** command appears dimmed.
2. Choose the **Fit Text Block** command from the **Arrange** menu. The selected text block shrinks so it hugs the contained text on all sides.

If a text block is smaller than its enclosed text, you need to resize the block manually. Using the **Fit Text Block** command to enlarge text blocks causes text to “rewrap.”

Flip Horizontal (⌘-⇧-])



The **Flip Horizontal** command lets you turn any element along its horizontal axis. Selected elements flip so each element's left side replaces its right side.

Flipping elements horizontally

1. Click on the element (or elements) you want to flip.
2. Choose the **Flip Horizontal** command from the **Arrange** menu or click the **Flip Horizontal** button on the Arrangement palette.

*Note: When you use the **Flip Horizontal** command on multiple elements, each element flips in its own space. If you want to flip multiple elements as a group, you must group the elements before choosing the **Flip Horizontal** command.*

Flip Vertical (⌘-⇧-])



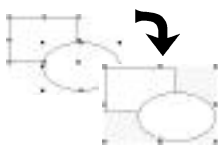
The **Flip Vertical** command lets you turn any element along its vertical axis. Selected elements flip so each element's bottom side replaces its top side.

Flipping elements vertically

1. Click on the element (or elements) you want to flip.
2. Choose the **Flip Vertical** command from the **Arrange** menu or click the **Flip Vertical** button on the Arrangement palette.

*Note: When you use the **Flip Vertical** command on multiple elements, each element flips in its own space. To flip multiple elements as a group, group the elements before choosing the **Flip Vertical** command.*

Group (⌘-G)

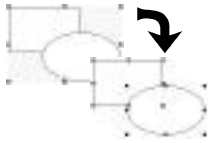


The **Group** command lets you take any number of separate elements and turn them into a single element as a group.

Select the elements you wish to group by dragging a selection rectangle or by pressing the Shift key while clicking on each element. You can group text blocks and graphic elements. If you haven't selected anything, the **Group** command appears dimmed. When you have all

your elements selected, click on the **Group** command in the **Arrange** menu. One set of selection handles appears around the grouped items.

Ungroup (⌘-U)

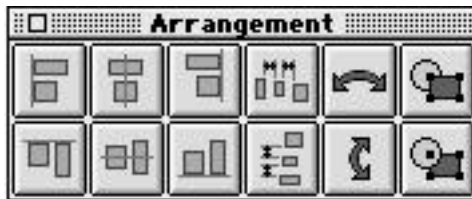


CREATOR treats grouped items as a single element. Anytime you resize, move, flip, or perform some other action, **CREATOR** applies the action to the whole group. The **Ungroup** command lets you break a grouped element into its component parts.

To ungroup an item, click on the grouped element. The **Ungroup** command appears dimmed if you haven't selected anything or if a group cannot be ungrouped. Choose the **Ungroup** command from the **Arrange** menu. Each component's selection handles replace the group selection handles.

Arrangement

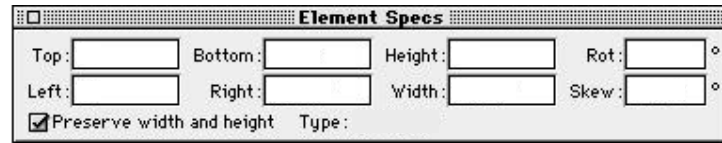
The **Arrangement** command lets you hide or display the Arrangement floating palette on the screen. This palette lets you access many of the commands in the **Arrange** menu, like **Bring to Front**, **Send to Back**, **Flip Horizontal**, **Flip Vertical**, and others. This command appears in both the **Arrange** and **View** menus.



For more information on the Arrangement palette, see the Palette section.

Element Specs

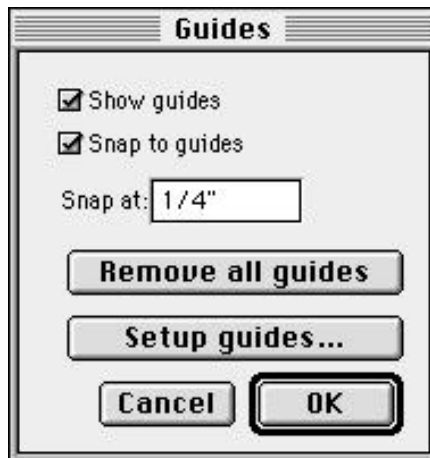
The **Element Specs** command lets you hide or display the Element Specs floating palette on the screen. This palette lets you control the size and position of an element. This command appears in both the **Arrange** and **View** menus.



For more information on the Element Specs palette, see the **Palette** section.

Guides...

The **Guides...** command lets you change placed guides and their relation to nearby elements.



The options available in the dialog box include:

- **Show guides**
The **Show guides** check box lets you view guide lines. When you have the box deselected, guides do not appear.
- **Snap to guides**
The **Snap to guides** check box lets you place elements flush against established guide lines or lets you snap objects to their centers. You can also click on the **Guide Snap Toggle** (the small gray square at the meeting point of the vertical and

horizontal rulers). When the box is next to the dotted lines, the Guide Snap Toggle is on; when the box is set away from the dotted lines, the Guide Snap Toggle is off.

- **Snap at**
The **Snap at** text field sets the distance an element can sit from a guide before **CREATOR2** snaps the element to the guide. By default, **CREATOR2** waits until you place an element within 1/4 inch of a guide before snapping. You can change this default by entering a new value into the text field.

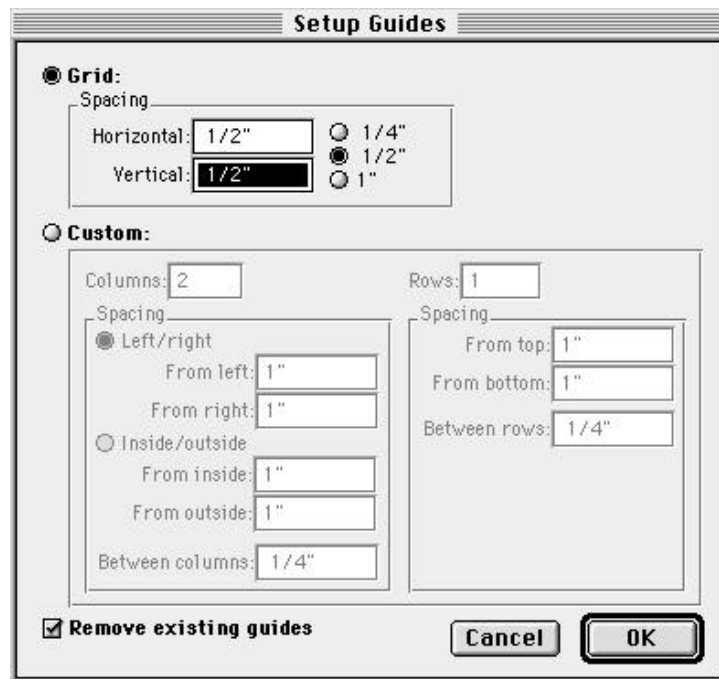
In view scales of less than 100 percent, elements always snap to guides at 1/4 inch, regardless of the view scale. In view scales of 100 percent or greater, the application snaps elements to guides at within 1/4 inch of the document scale. The higher the scale, the more precise the measurement.

You can only access the **Snap at** field when you have selected the **Snap to guides** check box.

- **Remove all guides**
The **Remove all guides** button deletes all guides in the active Document Window's current spread.
- **Setup guides**
The **Setup Guides** button opens the **Setup Guides** dialog box. For more information, see the **Setup Guides...** entry below.

When you finish setting the attributes, click the **OK** button. To discard your settings, click the **Cancel** button.

The **Setup Guides...** command helps you position elements in relation to the document and to each other. To set up guides in your document, choose the **Setup Guides...** command from the **Arrange** menu and the **Setup Guides** dialog box appears.



Setting grids

The **Grid** option lets you establish intersecting vertical and horizontal guides. To create a system of intersecting guides, click the **Grid** radio button. You can now enter information into the text fields or select one of the options.



In the illustration above, the user has selected the 1/2" radio button in the Spacing area of the **Setup Guides** dialog box. This option places guides at the specified interval throughout the document.

Three interval measurement radio buttons appear at the far left of the Grid area: 1/4", 1/2", and 1". If you choose one of these options, the relating value appears in the text fields. After you click the **OK** button, **CREATOR2** places guides at the selected intervals on both the vertical and horizontal rulers.

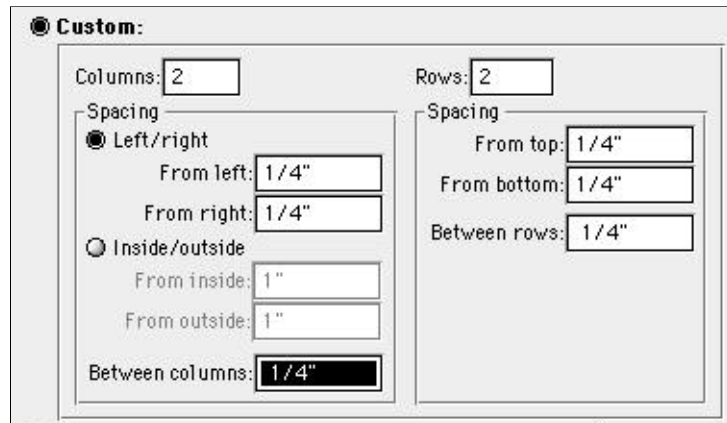
If you want to create a grid with a different measurement, enter the desired interval measurements in the Vertical and Horizontal fields. You do not need to enter the same value in both fields.

To place your grid in the document, click the **OK** button. To discard your settings and exit the **Setup Guides** dialog box, click the **Cancel** button.

Note: You cannot place guides when you have an active text block in your document. To place guides, deactivate the text block or select the Arrow tool on the Tools palette.

Setting custom guides

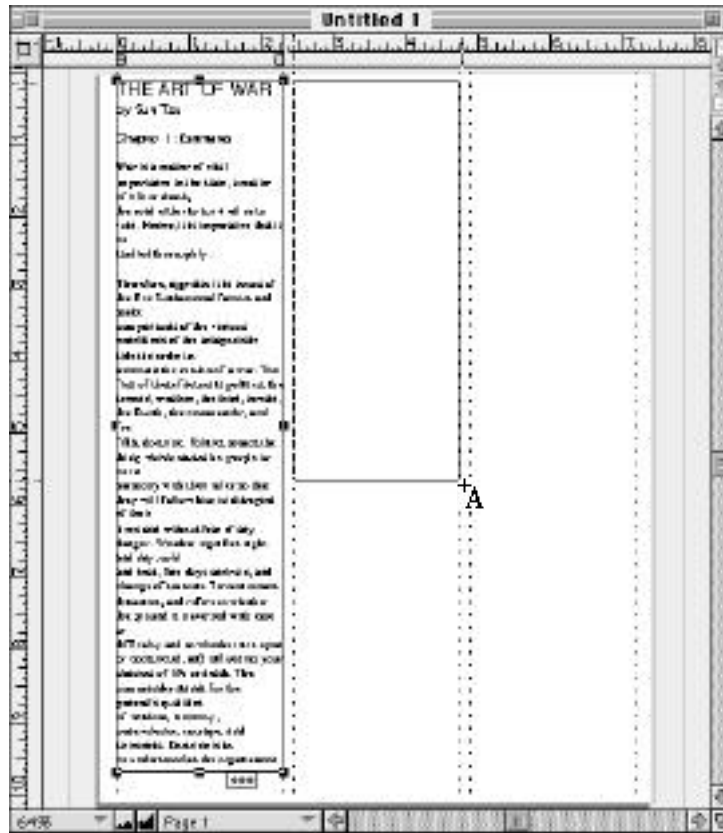
While the Grid option lets you create basic grids, the Custom radio button may prove more helpful if you want to create columns or tables. The custom option lets you create a specified number of columns and rows at a specified location in the document. The Custom area contains many fields for entering table information.



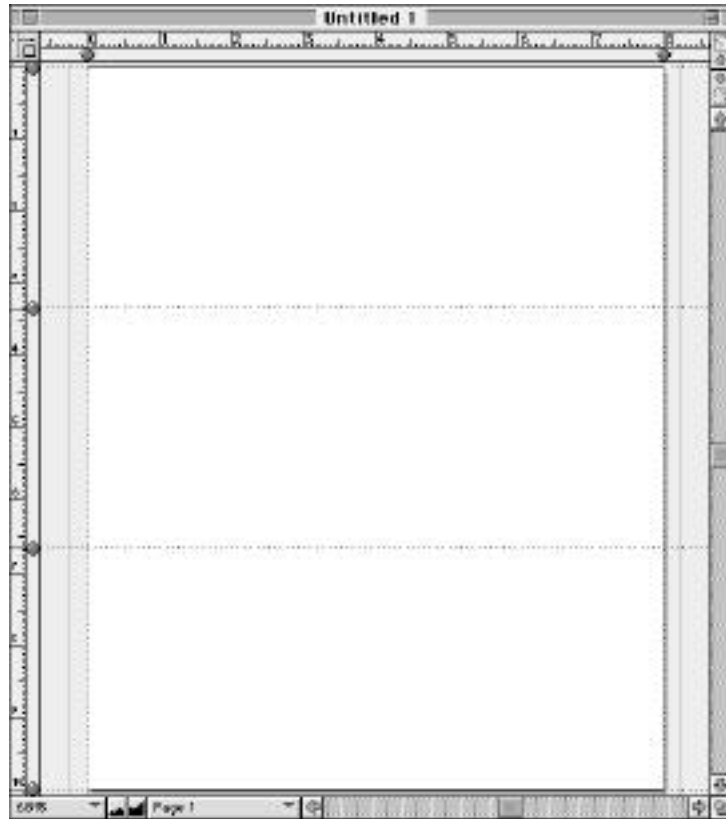
The screenshot shows the 'Custom' section of a dialog box. It has a title 'Custom:' with a radio button. Below it, there are two main sections: 'Columns' and 'Rows'. Each section has a 'Spacing' label and a 'Spacing' dropdown menu. The 'Columns' section has a 'Left/right' radio button selected, with 'From left' and 'From right' fields both set to '1/4"'. There are also 'Inside/outside' radio buttons, 'From inside' and 'From outside' fields both set to '1"', and a 'Between columns' field set to '1/4"'. The 'Rows' section has a 'From top' field set to '1/4"', a 'From bottom' field set to '1/4"', and a 'Between rows' field set to '1/4"'. The 'Between columns' field is highlighted with a black background.

In the above illustration, the Custom area of the **Setup Guides** dialog box has been set for two columns and two rows with 1/4 inch spacing on all sides.

The Columns field lets you enter the number of vertical sections you wish for the page. For example, if you enter 3 into the Columns field and 1/4 in the From left and From right fields, and 1/8 in the Between columns field, **CREATOR2** places guides that divide the page into three vertical columns, separated by a 1/8 inch area, with a 1/4 inch border on the right and left sides of the page.



The Rows field works just like the Columns field, but creates horizontal sections instead of vertical ones. For example, if you enter 3 into the Rows field and 0 in all other fields, **CREATOR2** places four horizontal guides that divide the page into three equal areas.



The Spacing area lets you enter information to determine the distance between individual columns and rows and from the edges of a page. By default, **CREATOR2** automatically places 1/4 inch between each column and row. **CREATOR2** also puts 1/4 inch between guide lines and the edges of a page. If you don't want to use the defaults, enter your desired values into the text fields.

- **Left/right**
The Left/right radio button activates the From left and From right text fields. Enter the distance you want guides to appear from the left and right edges of a page. This helps you set your desired left and right margins.

- **Inside/outside**
The Inside/outside radio button activates the From inside and From outside text fields. Enter the distance you want guides to appear from the inside and outside edges of facing pages. This helps you set the desired margins of facing pages.
- **Between columns**
The Between columns field lets you enter the distance you want between vertical rows.
- **From top/bottom**
The From top/bottom field lets you enter the distance you want between vertical rows and the top and bottom of a page.
- **Between rows**
The Between rows field lets you enter the distance you want between horizontal rows.

To place your grid on a page, click the **OK** button. To discard your settings and exit the **Setup Guides** dialog box, click the **Cancel** button.

*Note: If you want to ignore any of the fields in the Spacing area, enter a zero in those fields. If you leave a field blank, **CREATOR2** prompts you with an invalid measurement dialog box. You can, however, leave either the Columns or Rows fields blank. If no value appears in either of these fields, **CREATOR2** assumes a zero value.*

The Style Menu

| Style | |
|------------------|-----|
| ✓ Plain Text | ⌘⇧P |
| Embolden | ⌘⇧B |
| <i>Italicize</i> | ⌘⇧I |
| <u>Underline</u> | ⌘⇧U |
| Outline | ⌘⇧O |
| Shadow | ⌘⇧S |
| Condense | |
| Extend | |
| Superior | ⌘⇧; |
| Inferior | ⌘⇧' |
| Superscript | |
| Subscript | |
| UPPER CASE | |
| lower case | |

The **Style** menu lets you access commands that apply special characteristics—or styles—to text. You can access style commands through the **Style** menu, but the most frequently used style commands also have keyboard shortcuts.

Selecting a style

1. Click the Text tool and then click in a text box.
2. Select the section of text you wish to apply a new style to. If you want a new style for text you wish to enter, position the insertion point where you want the text to appear.
3. Choose the desired style from the **Style** menu.
4. Release the mouse button. Your selected text changes to reflect the new style. Or the text you type appears formatted in the selected style.

After you have applied your selected style, select the styled word and then open the **Style** menu again. A checkmark appears beside the style you selected. If you highlight a range of text with multiple styles, dashes appear beside every style used within the selected range of text.

To remove an applied style from a range of text, simply select the command for the applied style a second time, or choose the **Plain Text** command.

Plain Text (⌘⇧-P)

The **Plain Text** command displays a font as its designer intended and serves as the default style in all documents. Choosing the **Plain Text** command from the **Style** menu strips text of all other style attributes.

Embolden (⌘⇧-B)

The **Embolden** command makes text appear in boldface (it makes the weight of selected text greater). You can specify how great you want to make the weight of bolded text in the **Character** dialog box in the **Format** menu.

Italicize (⌘-⌘-I)

The **Italicize** command makes text appear in italics (it slants text a certain number of degrees). You can specify the slant of italicized text in the **Character** dialog box in the **Format** menu.

Underline (⌘-⌘-U)

The **Underline** command makes text appear underlined.

Outline (⌘-⌘-O)

The **Outline** command makes text appear outlined. You can apply different colors to the frame and fill of outlined text. (When you apply the outline style, **CREATOR2** applies the main text color to the frame. You need to select a separate fill color.) You can specify the weight of an outline in the **Character** dialog box in the **Format** menu.

Shadow (⌘-⌘-S)

The **Shadow** command makes text appear shadowed (duplicate characters appear beneath and slightly offset from the main text). You can apply a color to the shadow of shadowed text. You can specify the weight, position, and slant of a text shadow in the **Character** dialog box in the **Format** menu.

Condense

The **Condense** command tightens the spaces between characters, pulling them closer together.

*Note: You can use the **Tracking...** command in the **Format** menu to specify the amount of space you wish to add or subtract between characters.*

Extend

The **Extend** command increases the spaces between characters, pushing them farther apart.

*Note: You can use the **Tracking...** command in the **Format** menu to specify the amount of space you wish to add or subtract between characters.*

Superior (§-⌘-;)

The **Superior** command reduces the specified text to half its original size and superscripts it to the top half of a line.

Inferior (§-⌘-')

The **Inferior** command reduces the specified text to half its original size.

*Note: **Superior** and **Inferior** cancel each other out.*

Superscript

The **Superscript** command raises the baseline of the chosen text by 15 percent of its point size.

*Note: You can use the **Offset...** command in the **Format** menu to raise or lower text a specified amount from the baseline.*

Subscript

The **Subscript** command lowers the baseline of the chosen text by 15 percent of its point size.

*Note: You can use the **Offset...** command in the **Format** menu to raise or lower text a specified amount from the baseline.*

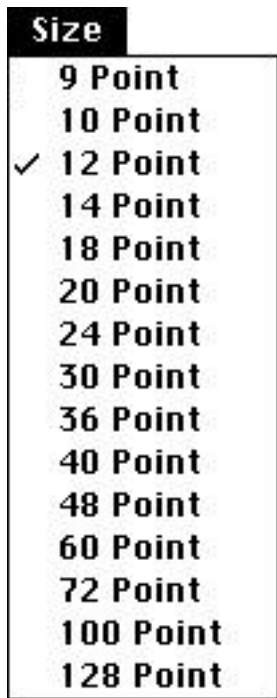
Upper Case

The **Upper Case** command converts each letter into its capital character.

Lower Case

The **Lower Case** command converts each letter into its lower case character

The Size Menu



The **Size** menu lets you choose a font size for the selected text. Standard font sizes include 9 pt, 10 pt, 12 pt, 14 pt, 18 pt, 20 pt, 24 pt, 30 pt, 36 pt, 40 pt, 48 pt, 60 pt, 72 pt, 100 pt, and 128 pt.

Selecting a new font size

1. Click on the Text tool on the Tools palette.
2. Click on a text box and select the text whose size you want to change. If you want to enter new text, position the insertion point at the point where you want the text to appear.
3. Choose the desired size from the **Size** menu.
4. Release the mouse button. Your selected text changes to reflect the new size. Any additional text that you type appears in the newly selected size.

The Format Menu



The **Format** menu contains commands that let you manipulate the appearance of text and paragraphs. With the commands in the **Format** menu, you can justify paragraphs, place tabs and indents, and adjust the amount of space between lines.

The **Format** menu also contains commands that let you decide how **CREATOR2** handles sections of text. For example, you can use a command from the **Format** menu to identify a certain string of text as a specified foreign language. You can then use another command from the **Format** menu to tell **CREATOR2** how to hyphenate these foreign words and phrases.

A complete description of the commands available in the **Format** menu follows.

Font Specs

The **Font Specs** command lets you hide or display the Font Specs floating palette. You can use the Font Specs palette to select fonts for your document, just like choosing a font from the **Font** menu. You can also use the palette to choose a size or a commonly used style.



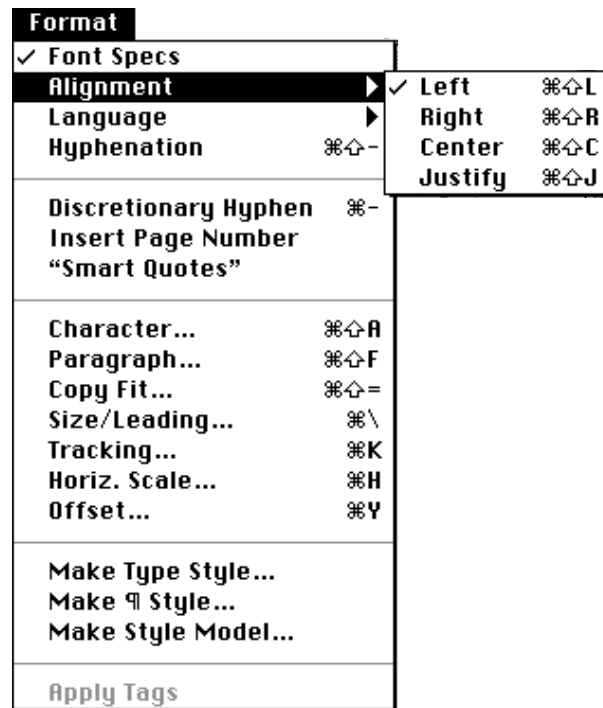
When you use certain fonts, the Variation and Feature pop-up menus become available. The Variation pop-up menu lets you adjust the appearance of the selected font while the Feature menu lets you activate special font characteristics. The pop-up menus appear dimmed if the selected font does not contain these options.

This command appears in both the **Format** and **View** menus.

For more information on the Variation and Feature pop-up menus, see the entry on the Font Specs palette.

Alignment

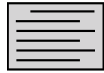
The **Alignment** submenu lets you set the paragraph alignment of text. You can only select the commands in the **Alignment** submenu when you have a text block activated.



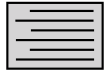
Setting text alignment

1. Click on the Text tool on the Tools palette.
2. Click on a text box and highlight the paragraph whose alignment you wish to change.
3. Click on the **Format** menu and drag the Arrow pointer to the **Alignment** submenu. A new menu appears next to the arrow in the Alignment selection.
4. Choose the desired alignment command from the **Alignment** submenu.
5. Release the mouse button. Your selected text changes to reflect the new alignment.

The alignment commands you can choose from include:



- Left (⌘-⇧-L)
The **Left** command lets you align the left edge of every line. This command leaves a ragged right paragraph.



- Right (⌘-⇧-R)
The **Right** command lets you align the right edge of every line. This leaves a ragged left paragraph.

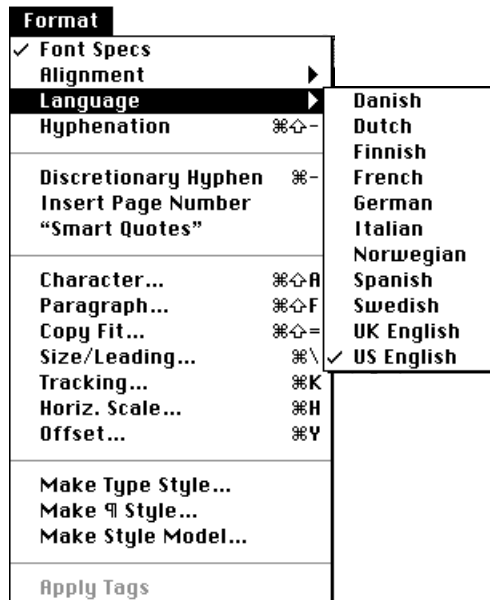


- Center (⌘-⇧-C)
The **Center** command aligns all lines so they appear centered in the text block. This leaves both the right and left edges of lines ragged. When you adjust the size of the text block, **CREATOR** adjusts lines so they remain centered.



- Justify (⌘-⇧-J)
The **Justify** command aligns both the left and right edges of lines. Justifying adds space between words to create clean, even left and right paragraph edges. **CREATOR** may even add some space between letters so the extra space between words doesn't appear severe.

The **Language** submenu lets you tag a selection of text as a certain language. When you spell check your document, **CREATOR2** spell checks the tagged text with the appropriate language dictionary (automatic hyphenation is also based on the selected language).



Setting a language

1. Click on the Text tool on the Tools palette.
2. Click on a text box and highlight the selection of text whose language you want to specify. If you want to enter new text, position the insertion point where you want the text to appear.
3. Choose the **Language** submenu in the **Format** menu. A new menu appears next to the arrow in the **Language** selection.
4. Choose the desired language from the **Language** submenu.
5. Release the mouse button to tag the text as a certain language. When you check the spelling in your document, **CREATOR2** checks the tagged section of text against a dictionary of the selected language.

The languages you can choose from include:

- Danish
- Dutch
- Finnish
- French
- German
- Italian
- Norwegian
- Spanish
- Swedish
- UK English
- US English

By default, **CREATOR2** uses the language native to your version of the application. You can change the default language for each document in the General panel of the **Document Settings** dialog box.

Hyphenation (⌘-⇧--)

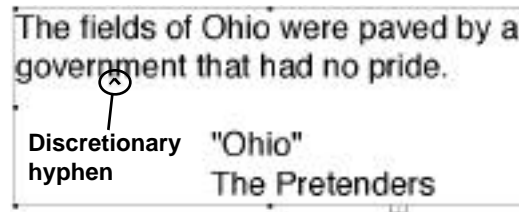
The **Hyphenation** command lets you break the text in all selected paragraphs. You can set the hyphenation rules in the Hyphenation panel of the **Document Settings...** dialog box in the **Document** menu. To turn off automatic hyphenation, choose the **Hyphenation** command again.

Setting hyphens

1. Click on the Text tool on the Tools palette.
2. Click on a text box and highlight the paragraph you wish to hyphenate. You can hyphenate more than one paragraph by clicking and dragging or by using the **Select All** command in the **Edit** menu.
3. Choose the **Hyphenation** command from the **Format** menu. **CREATOR2** breaks words based on the hyphenation rules established in the **Document Settings** dialog box. If you edit text in hyphenated paragraphs, **CREATOR2** rehyphenates as necessary.

Discretionary Hyphen (§--)

The **Discretionary Hyphen** command lets you define the hyphenation of individual words. The discretionary hyphen does not appear unless the word with the hyphen is in a position where it can break. For those words that cannot yet break, a small insertion mark appears below the word at the insertion point.



CREATOR2 treats discretionary hyphens as invisible characters. To display a discretionary hyphen, select the Discretionary hyphens check box in the the General panel of the **Preferences** dialog box in the **Edit** menu.

Insert Page Number

The **Insert Page Number** command lets you number every page in your document. Simply draw a text block in the section of the page where you would like the page number to appear. Choose **Insert Page Number** from the **Format** menu to place the appropriate page number in the text block.

To automatically number every page in a document, you must first assign a master spread. With your assigned master spread displayed, create a text block in the section of the page where you want page numbers to appear in the main document. Choose **Insert Page Number** command from the **Format** menu to place a special page character into the text block.

When you return to the main document, a text block with the appropriate page number appears in the same place on every page. If you create and assign facing master spreads, you can even place page numbers in opposing corners of a two-page spread.

“Smart Quotes”

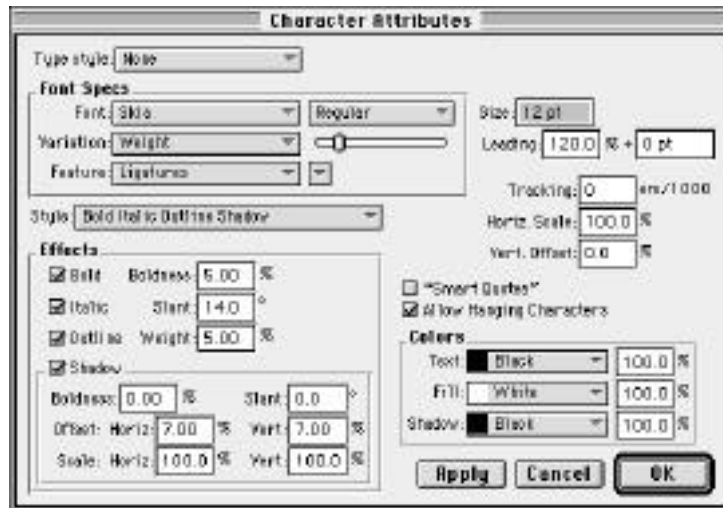
The **“Smart Quotes”** command lets **CREATOR2** automatically place beginning (") and end (") quote characters in their proper place in a text string. The application

chooses which quote to use based on the preceding quote character.

A checkmark appears next to the command name in the **Format** menu when you activate the “**Smart Quotes**” command. You can turn smart quotes on or off at any point in the document. Smart quotes remain on until you turn them off. If you like, you can select individual quotes and make them smart quotes, or vice versa.

Character... (⌘-⌘-A)

The **Character...** command opens a dialog box that lets you set a variety of attributes for selected text. You can even change the appearance of text styles like italics and boldface.



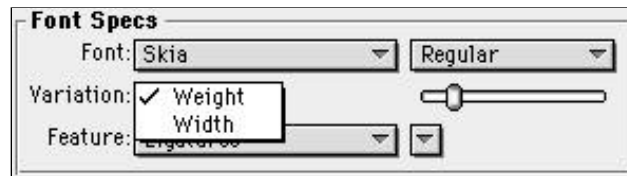
Reformatting characters

1. Click on the Text tool on the Tools palette.
2. Click on a text box and highlight the text you wish to reformat.
3. Choose the **Character...** command in the **Format** menu. The **Character Attributes** dialog box opens.
4. Enter the format settings that you wish to apply.
5. Click the **Apply** button to view the selected text with your changes. If you like, make further modifications to the format.

6. Click the **OK** button to change the text. Click the **Cancel** button to discard your changes.

The character attributes you can set include:

- **Type style**
The **Type style** pop-up menu lets you apply an existing style to the selected text.
- **Language**
The **Language** pop-up menu lets you tag the selected text as a specific language. When you spell check a document, **CREATOR2** checks the spelling of the selected text against a dictionary of the specified language.
- **Font**
The **Font** pop-up menu lets you change the font of the selected text. All of your system's active fonts appear in the pop-up. The pop-up menu next to the **Font** pop-up menu lets you select pre-set variations—called instances—for some fonts.
- **Variation**
Some fonts let you adjust attributes. You can do this by clicking on the scroll bar to the right of the **Variation** pop-up or by selecting a pre-set combination—an instance—from the pop-up to the right of the **Font** pop-up menu.

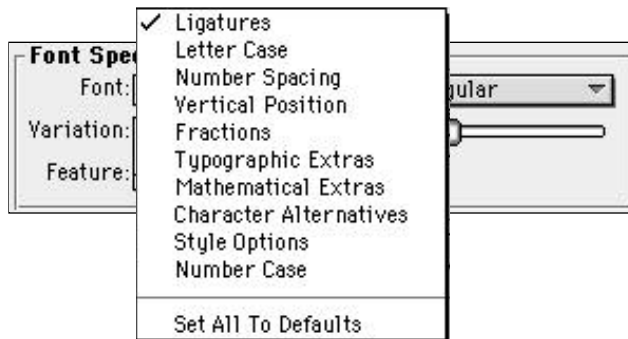


You can find the **Variation** pop-up menu in the **Font Specs** area of the **Character Attributes** dialog box.

For more information on font variations, see the **Font Specs** command entry.

- **Feature**
Some fonts have a variety of typographic features that you can use in your documents. Some common features include: character alternates, fractions, number case, letter case, ornaments, and ligatures.

Select the desired feature from the Feature pop-up. Now select, or deselect, a feature option from the pop-up menu to the right of the Feature pop-up. For example, the Letter Case setting for the Skia font lets you choose from Upper & Lower Case or All Caps options.



You can find the Feature pop-up menu in the Font Specs area of the **Character Attributes** dialog box.

For more information on font features, see the **Font Specs** command entry.

- **Size**
The Size text field lets you enter the font size of the selected text. You can enter any desired font size from 2 to 1,000 points. You can even enter fractional sizes like 10.5 pt.

If a font size appears outlined, a bitmap font for that specified size exists in your System folder. This helps display the font smoothly on screen.

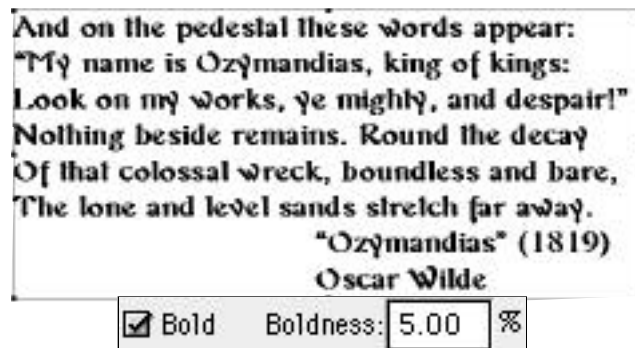
- **Leading**
The Leading text field lets you set the amount of space occupied by a line. When you enter a new value, the leading of every line containing part of the selected text changes.

By default, **CREATOR2** sets leading at 120 percent of the current point size. You can change the default leading value in the Text Defaults panel of the **Document Settings** dialog box in the **Document** menu.

For more information, see the **Size/Leading...** command entry in the **Format** menu section.

- **Style**
The Style pop-up menu lets you apply any standard text style to the selected text. Notice that when you select a text style other than Plain Text, **CREATOR2** selects the relating check box in the Effects area. The style check boxes let you control the appearance of the text styles.
- **Tracking**
The Tracking field lets you set the amount of space between letters. The values in this field refer to thousandths of an em (the width of a capital M in the current font and size). You can enter both positive and negative values in the Tracking field to increase or decrease the space between characters.
- **Horiz. Scale**
The Horiz. Scale field lets you set character width. The default value of 100 percent represents the intended scale of the font. A larger percentage expands selected text while a lesser percentage compresses selected text. Changing the horizontal scale doesn't change the character's height.
- **Vert. Offset**
The Vert. Offset field lets you move the selected text above or below the standard baseline. A positive percentage superscripts the text while a negative percentage subscripts the text.
- **"Smart Quotes"**
The "Smart Quotes" check box lets **CREATOR2** automatically convert your quote marks into open or closed quote marks.
- **Allow Hanging Characters**
The Allow Hanging Characters check box lets **CREATOR2** place some punctuation marks outside the borders of a text block. Not all fonts support this feature.
- **Bold Effect**
Selecting the Bold check box lets you apply a boldface text style to the selected characters. Notice that the Style pop-up menu changes to Bold when you select the Bold check box.

The Bold check box also lets you specify the thickness of bold characters. Enter a percentage into the Boldness text field to increase the current font's plain text thickness. By default, CREATOR² increases the thickness of plain text fonts by 5 percent when bold.

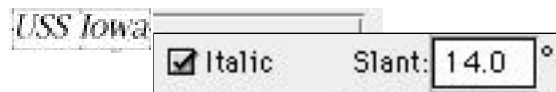


In the illustration above, the user has selected the Bold check box in the **Character Attributes** dialog box and has increased the font thickness by five percent.

- Italic Effect

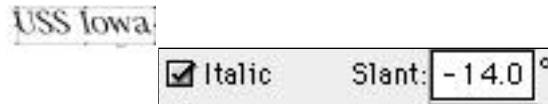
Selecting the Italic check box lets you apply an italic text style to the selected characters. Notice that the Style pop-up menu changes to Italic when you select the Italic check box.

The Italic check box also lets you specify the slant of italicized characters. Enter a degree value into the Slant text field to adjust the lean of the selected text. Entering a positive degree value slants the selected text to the right...



In the illustration above, the user has selected the Italic check box in the **Character Attributes** dialog box and has angled the text by 14 degrees.

while a negative value slants the selected text to the left...



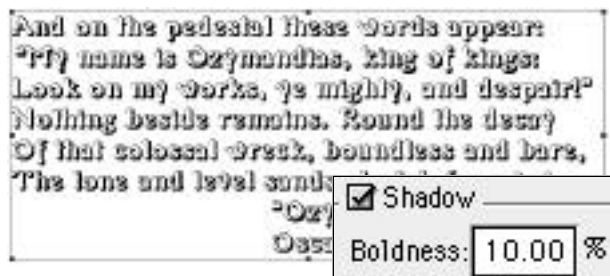
In the illustration above, the user has selected the Italic check box in the **Character Attributes** dialog box and has angled the text by negative 14 degrees.

Enter any value from -60 degrees to 60 degrees.

- **Outline Effect**
Selecting the Outline check box lets you apply an outline text style to the selected characters. Notice that the Style pop-up menu changes to Outline when you select the Outline check box.
- **Shadow Effect**
Selecting the Shadow check box lets you apply a shadow text style to the selected characters. Notice that the Style pop-up menu changes to Shadow when you select the Shadow check box. The shadow effect appears at its best when used with the outline effect.

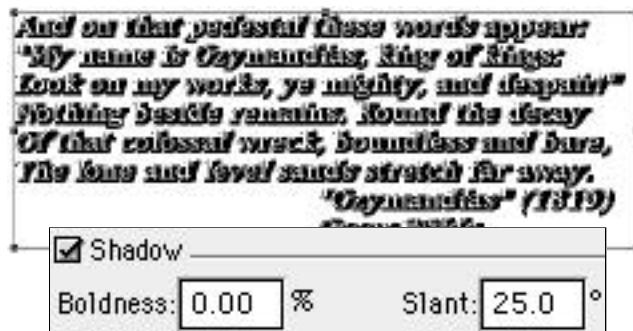
The Shadow check box also lets you specify a number of shadow attributes. Each shadow attribute is similar to the corresponding attribute in the Bold and Italic check boxes.

The Boldness text field lets you specify what percentage of the plain text thickness you want the shadow. By default, **CREATOR2** sets the shadow boldness to zero percent.



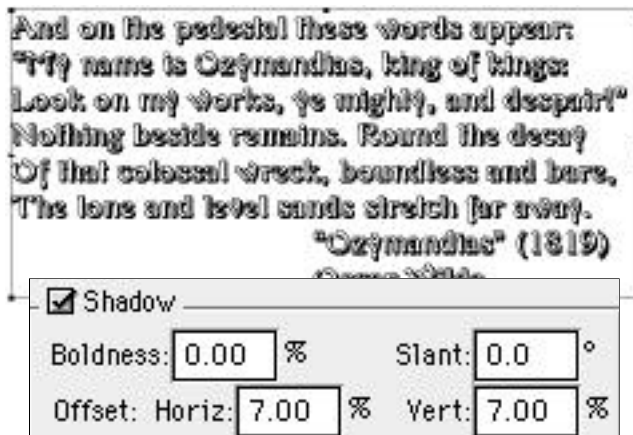
In the illustration above, the user has selected the Shadow check box in the **Character Attributes** dialog box and has increased font thickness by ten percent.

The **Slant** field lets you set a lean and a direction for the shadow. By default, **CREATOR2** sets the slant to zero degrees.



In the illustration above, the user has selected the **Shadow** check box in the **Character Attributes** dialog box and has angled the text by 25 percent.

The **Offset Horiz** and **Offset Vert** fields let you move the shadow's position left or right, or above or below the baseline of the main text. By default, **CREATOR2** sets both the horizontal and vertical offset to seven percent.



In the illustration above, the user has selected the **Shadow** check box in the **Character Attributes** dialog box and has offset the shadow from the main text by seven percent along the horizontal and vertical axes.

The **Scale Horiz** and **Scale Vert** fields let you set the size of the shadowed characters. Increasing the percentage makes the shadowed text larger than the main text, while decreasing the percent-

age makes the shadowed text smaller than the main text. By default, **CREATOR2** sets both the horizontal and vertical scale to 100 percent.

- **Text Color**
The Text pop-up in the Colors area lets you set the print color you wish for the selected text. The text field to the right of the pop-up menu lets you enter the percentage of the color you wish to use. When you have the outline and/or shadow text styles selected, the Text pop-up controls the color of the selected character's outline.
- **Fill Color**
The Fill pop-up in the Colors area lets you set the color of the inside text area. The text field to the right of the pop-up menu lets you enter the percentage of the color you want to use. You can only access the Fill pop-up if you have selected the outline and/or the shadow text styles.
- **Shadow Color**
The Shadow pop-up menu lets you set the print color you wish for the shadow of the selected text. The text field to the right of the pop-up menu lets you enter the percentage of the color you wish to use. You can only access the Shadow pop-up menu if you have selected the shadow text style.

Paragraph... (⌘-⇧-F)

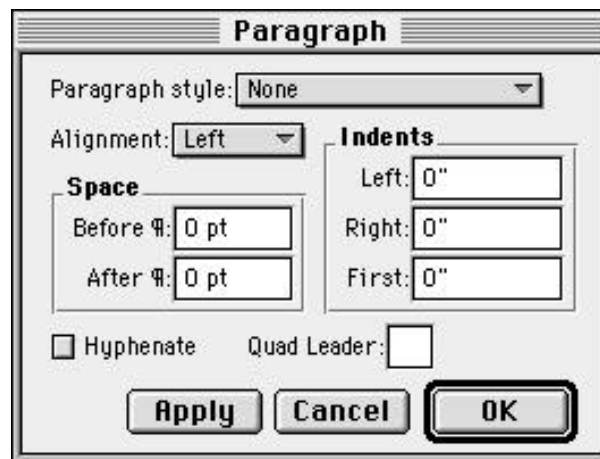
The **Paragraph...** command lets you apply existing paragraph styles or set paragraph attributes for a selected paragraph only. To create and save paragraph styles, refer to the **Make ¶ Style ...** command below.

Reformatting characters

1. Click on the Text tool on the Tools palette.
2. Click on a text box and highlight the paragraph you wish to reformat.

Note: CREATOR² considers any section of text that ends in a return character a paragraph. However CREATOR² also considers the last section of text in a block a paragraph even if it doesn't end in a return character

3. Choose the **Paragraph...** command in the **Format** menu. The **Paragraph** dialog box opens.



4. Enter the format settings that you wish to apply to the selected text.
5. Click the **Apply** button to view the selected text with your changes. If you like, make further modifications to the format.

6. Click the **OK** button to make the changes to the text. Click the **Cancel** button to discard your changes.

The paragraph attributes you can set include:

- **Paragraph Style**
The Paragraph style pop-up menu lets you apply an existing paragraph style to the selected paragraph.
- **Alignment**
The Alignment pop-up menu lets you apply any of the alignment commands—Left, Right, Center, or Justify—to the selected paragraph.
- **Space Before ¶**
The Before ¶ field in the Space area lets you adjust the amount of space added before the selected paragraph. Enter a point value into the text field, and **CREATOR2** adds that number of points to the normal line spacing before the first line of each selected paragraph.
- **Space After ¶**
The After ¶ field in the Space area lets you adjust the amount of space added after the selected paragraph. Enter a point value into the text field and **CREATOR2** adds that number of points to the normal line spacing after a return character.
- **Left Indent**
The Left field in the Indents area lets you set the amount of space between the left edge of a text block and the first letter of each selected line.
- **Right Indent**
The Right field in the Indents area lets you set the amount of space between the right edge of a text block and the last letter of each selected line.
- **First Indent**
The First field in the Indents area lets you set the amount of space between the left edge of a text block and the first letter of the first line of the selected paragraph.

Adding Space Before/After Paragraphs

Deciding when to add paragraph space can prove confusing, especially if you don't often work on large documents. Use the following suggestions to help you decide when to add space and where:

- Add space before most paragraphs.
- Add space both before and after paragraphs.
- Add space after paragraphs in headers.
- Add spaces after the closing in letters.
- Add space both before and after graphics and tables.

- **Hyphenate**
Selecting the Hyphenate check box lets you apply hyphenation rules to the selected paragraph. If you do not select the Hyphenate box, **CREATOR2** word wraps the selected text instead of breaking words. You can set the hyphenation rules in the Hyphenation panel of the **Document Settings** dialog box in the **Document** menu.
- **Quad Leader**
The Quad Leader field lets you attach a leader to all quad characters in the selected paragraph. You can create quad characters by pressing the Shift key and the Tab key. **CREATOR2** moves all text following a Shift-Tab (a quad character) flush right.

Enter a character you wish to use as a quad leader into the text field. **CREATOR2** uses this character to fill the space between a quad character and the flush right text.

Note: You can use any character you want as a quad leader. Some suggested characters include a period or a hyphen. An underscore character creates a solid line between the quad character and the flush right text.

Copy Fit... (⌘-⇧-=)

The **Copy Fit...** command lets you resize or scale text to fit a given text block or linked text blocks.

To Copy Fit text

1. Draw a text block the size of the area you want the text to fill.
2. Type or place text into the block.
3. Choose the **Actual Size** command from the **View** menu for a better view of the changes to your text.
4. Click on the text block with the Text tool. The **Copy Fit...** command appears dimmed if you have selected a text block with any other tool.

5. Choose the **Copy Fit...** command from the **Format** menu. The **Copy Fit** dialog box opens.



The dialog box offers two main sets of features—“Scale and rewrap” and “Scale without rewrapping.”

6. Click the **OK** button to return to the Document Window after you make your selections. Click the **Cancel** button to discard your changes and return to the Document Window.

Selecting “Scale and rewrap” Options

The “Scale and rewrap” feature has three options:

- **Adjust Textblock Scale**
The **Adjust Textblock Scale** radio button lets you increase or decrease the scale of text inside a block. It also rewraps the text to fit into the active block or blocks. The text scales up or down to fit snugly within the block both vertically and horizontally.
- **Adjust Size**
The **Adjust Size** radio button lets you increase or decrease the point size of text inside a block. It also rewraps the text to fit into the active block or blocks. Some horizontal or vertical space may remain with this option.

- **Adjust Leading**
The **Adjust Leading** radio button lets you increase or decrease the space between lines to fit the text into the active block or blocks. This doesn't change the actual size of the characters, it only adjusts the space between lines of characters.

With this form of copyfitting, **CREATOR2** may have to make several attempts to copy fit the text accurately. Although this takes some time, it even works with text wrapped around other elements or contained in more than one block.

CREATOR2 can scale the text either up to 500 percent or down to 20 percent of its original size. In reality, both of these limits are rather extreme. If you have so much text and so little space allotted that it has to scale it down to 20 percent of its original size to fit, you probably have too much text in too little space. If you need to scale it up to more than 500 percent, you may have too little text in too much space. On the other hand, you might want the text quite large. If this is the case, use the **Size** menu to make the text the approximate size you want and then use the **Copy Fit...** command.

To see what percentage your text has been scaled to when the **Copy Fit...** command has finished, double-click the text block with the Arrow pointer and note the amounts in the **Horizontal** and **Vertical** scaling fields in the **Text** panel of the **Element Info** dialog box in the **Elements** menu.

If you have chosen an option in the **Scale** and **rewrap** area, it may be necessary for **CREATOR2** to make several passes in order to copy fit the text. As it does, a dialog box informs you of the percentage of scaling being applied with each pass. Cancel the process at any time by pressing **Cmd-.**

If you do not like the results, you can undo the changes by pressing **Cmd-Z** or choosing **Undo** from the **Edit** menu.

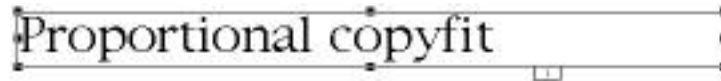
Note: Since copy fit operations can result in some very unusual type sizes, copyfitted text may not look good on the screen. However, adjustments made by your PostScript output device will improve the look of printed versions.

*Also, copy fit operations may seem slow in one instance and fast in the next. This is because **CREATOR2** uses successive approximation to achieve its copyfitting results—and some copyfitting sessions require more attempts than others.*

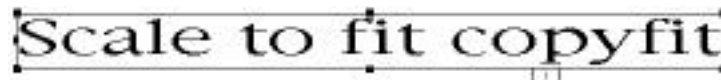
Selecting “Scale without rewrapping” Options

Typically, you only use the “Scale without rewrapping” options on headlines. For this reason, these options appear dimmed if there is more than one text block selected, the text runs beyond the border of the block, or the block is not a rectangular shape. The “Scale without rewrapping” feature has two options:

- **Proportional**
The Proportional radio button lets you resize the text inside a block proportionally—only changing the point size—to fit the surrounding text block. Some horizontal or vertical space may remain with this option.



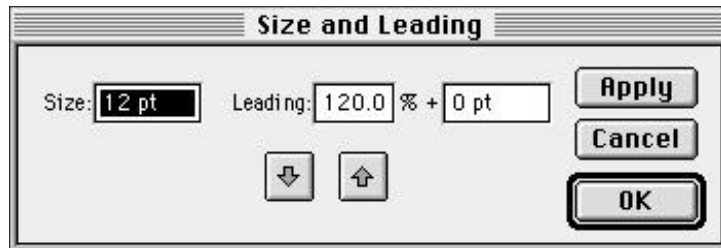
- **Scale to Fit**
The Scale to Fit radio button lets you resize the text inside a block non-proportionally. This option changes both the point size and the horizontal scaling, so it fits the surrounding text block both vertically and horizontally. In extreme cases, this makes the text look either stretched or squashed.



Size/Leading... (⌘-)

The **Size/Leading...** command lets you adjust both the font size and the leading in a document. You can adjust or set the font size and leading in several other menus and dialog boxes, but the **Size and Leading** dialog box offers one of the easiest ways to set size and leading attributes.

When you select the **Size/Leading...** command from the **Format** menu, the **Size and Leading** dialog box opens. The document's default font size, or the font size of the selected text, appears in the **Size** text field. By default, **CREATOR** sets the values in the **Leading** text fields to 120 percent and zero points.



To change the font size, enter a new point value into the **Size** field. If you haven't selected any text, you can apply the new font size to the document. If you have selected text, you can apply new value to the selected text. You can also increase the point size by selecting the **Size** field and clicking on the **Arrow up** or **Arrow down** buttons in the dialog box. The arrow buttons increase or decrease font size a point for each click.

To change the leading, enter the space you would like between lines as a percentage of the selected font size. You can increase the leading by typing in a new percentage or by adding point sizes to the leading percentage. You can also adjust the leading by selecting either the percentage or point fields and then clicking on the **Arrow up** or **Arrow down** buttons in the dialog box. The arrow buttons increase or decrease the percentage field by five percent and the points field by one point for each click.

To see how your settings affect text, click the **Apply** button. To use your new settings, click the **OK** button. If you wish to discard your settings, click the **Cancel** button.

The **Tracking...** command lets you adjust the spacing between selected text. Although you can adjust or set tracking in several other menus and dialog boxes, the **Tracking** dialog box offers one of the easiest ways to set character spacing.



Setting tracking

1. Click on the Text tool on the Tools palette.
2. Click on a text box and highlight the text whose tracking you wish to change, or position the I-beam where you want new text to appear.
3. Choose the **Tracking...** command in the **Format** menu. The **Tracking** dialog box appears.
4. Enter a value in the Tracking text field. You can also click on the **Arrow right** or **Arrow left** buttons. The arrow buttons increase or decrease tracking by the amount set in the Text panel of the **Preferences** dialog box in the **Edit** menu. By default, **CREATOR2** changes tracking by units of 50.

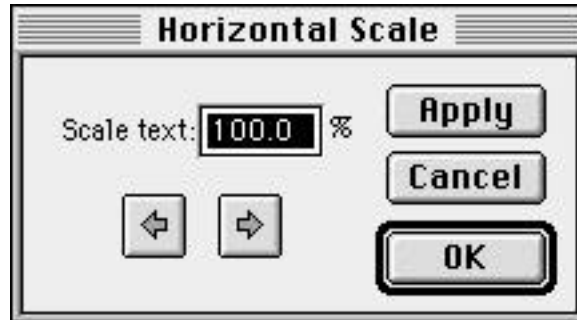
Tracking values are measured in thousandths of an em. An em equals the width of a capital "M" in the current font and size. An em usually equals the point size.

5. Click the **Apply** button to view the selected text with your changes.
6. Click the **OK** button to apply the changes and return to the Document Window. Click the **Cancel** button to discard the changes.

Note: Tracking is the opposite of kerning, a feature supported in some word processing applications. Whereas tracking adjusts the spacing behind a character, kerning adjusts the spacing before a character

Horiz. Scale... (⌘-H)

The **Horiz. Scale** command lets you adjust the width of selected text. Although you can adjust or set the horizontal scale in several other menus and dialog boxes, the **Horizontal Scale** dialog box offers one of the easiest ways to set character width.



Setting the horizontal scale

1. Click on the Text tool on the Tools palette.
2. Click on a text box and highlight the text whose tracking you wish to change, or position the I-beam where you want new text to appear.
3. Choose the **Horiz. Scale...** command in the **Format** menu. The **Horizontal Scale** dialog box appears.
4. Enter a percentage in the Scale text field. You can also click on the **Arrow right** or **Arrow left** buttons. The arrow buttons increase or decrease the scale by the amount set in the Text panel of the **Preferences** dialog box in the **Edit** menu. By default, **CREATOR** changes the scale by units of 20.

By default, **CREATOR** sets the horizontal scale to 100 percent. You can compress the scale to 20 percent or expand the scale to 400 percent.

5. Click the **Apply** button to view the selected text with your changes. If you adjust the scale with the arrow buttons, **CREATOR** updates the text with each click.
6. Click the **OK** button to change the text. Click the **Cancel** button to discard your changes.

The **Offset** command lets you adjust the position of the selected text in relation to the center of a line, also called the baseline. Although you can adjust or set the vertical offset in several other menus and dialog boxes, the **Vertical Offset** dialog box offers one of the easiest ways to set superscript or subscript text.

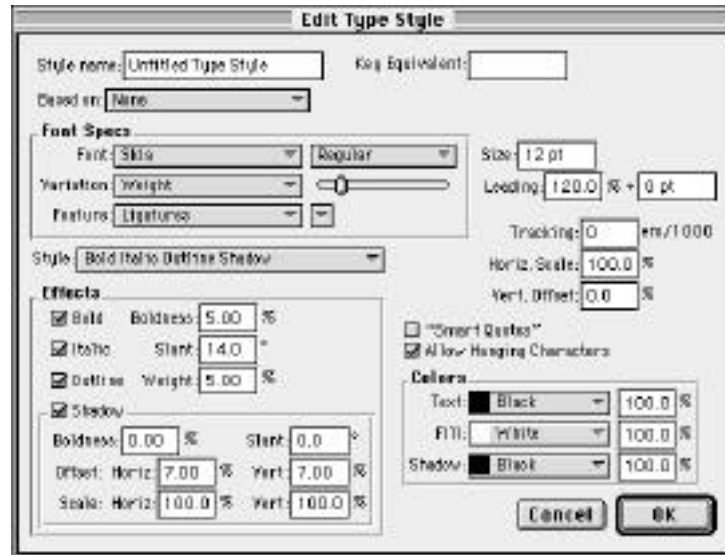


Setting the vertical offset

1. Click on the Text tool on the Tools palette.
2. Click on a text box and highlight the text whose offset you wish to change or position the I-beam where you want new text to appear.
3. Choose the **Offset...** command in the **Format** menu. The **Vertical Offset** dialog box appears.
4. Enter a percentage in the Offset text field. You can also click on the **Arrow up** or **Arrow down** buttons. The arrow buttons increase or decrease the scale by the amount set in the Text panel of the **Preferences** dialog box in the **Edit** menu. By default, **CREATOR2** changes the offset by units of five.
5. Click the **Apply** button to view the selected text with your changes. If you adjust the scale with the arrow buttons, **CREATOR2** updates the text with each click.
6. Click the **OK** button to change the text. Click the **Cancel** button to discard your changes.

Make Type Style...

The **Make Type Style...** command lets you create your own format styles to apply to text. Choosing the **Make Type Style...** command in the **Format** menu opens the **Edit Type Style** dialog box. The **Edit Type Style** dialog box contains all the choices available in the **Character Attributes** dialog box. Just a few differences distinguish the two dialog boxes.



Creating Type Styles

1. Click on the Text tool on the Tools palette.
2. Click on a text box and highlight the text you wish to use as your type style.
3. Choose the **Make Type Style...** command in the **Format** menu. The **Edit Type Style** dialog box appears. Notice that the style attributes reflect those of the selected text.
4. Make the desired format adjustments. For a detailed description of the Font Specs, Effects, Size, Leading, Color and other options, see the **Characters...** command entry above.
5. Enter a name for the type style in the Style name text field.

6. Click the **OK** button to make the changes to the text. Click the **Cancel** button to discard your changes.

The **Edit Type Style** dialog box has several unique features. These features include:

- **Style name**
The **Style name** field lets you enter a name to identify the type style you have created. Initially, the field appears with **Untitled Type Style** highlighted. Just start typing to replace this caption with a more descriptive name.
- **Based on**
The **Based on** pop-up menu lets you select an existing file as the basis for the style you wish to create. If you edit the base style, **CREATOR2** modifies those same attributes in the new style, unless you have already changed those attributes in the newer style.
- **Key Equivalent**
The **Key Equivalent** text field lets you create a keyboard shortcut that automatically applies the specified style to text. The specified key shortcut appears next to the style's name on the **Style's** palette. Do not use a keyboard shortcut used by another style or by **CREATOR2**.

To change the settings of an existing type style, choose the **Text Styles...** command in the **Document** menu. See the **Text Styles...** command entry in the **Document** menu section for more information.

Make ¶ Style...

The **Make ¶ Style...** command lets you create your own paragraph styles to apply to text. Choosing the **Make ¶ Style** command in the **Format** menu opens the **Edit Paragraph Style** dialog box. The **Edit Paragraph Style** dialog box contains all the choices available in the **Paragraph...** dialog box. Just a few differences distinguish the two dialog boxes.



Creating Paragraph Styles

1. Click on the Text tool on the Tools palette.
2. Click on a text box and highlight the paragraph you wish to use as your paragraph style.

Note: CREATOR² considers any section of text that ends in a return character a paragraph. However, CREATOR² also considers the last section of text in a block a paragraph if it doesn't end in a return character

3. Choose the **Make ¶ Style...** command in the **Format** menu. The **Edit Paragraph Style** dialog box appears. Notice that the style attributes reflect those of the selected paragraph.
4. Adjust any of the format settings you want. For a detailed description of the Alignment , Space , Indents , Hyphenate , or Quad Leader options, see the **Paragraphs...** command listing above.
5. Enter a name for the paragraph style in the Style name text field.
6. Click the **OK** button to make the changes to the text. Click the **Cancel** button to discard your changes.

The **Edit ¶ Style** dialog box has several options and unique features. These features include:

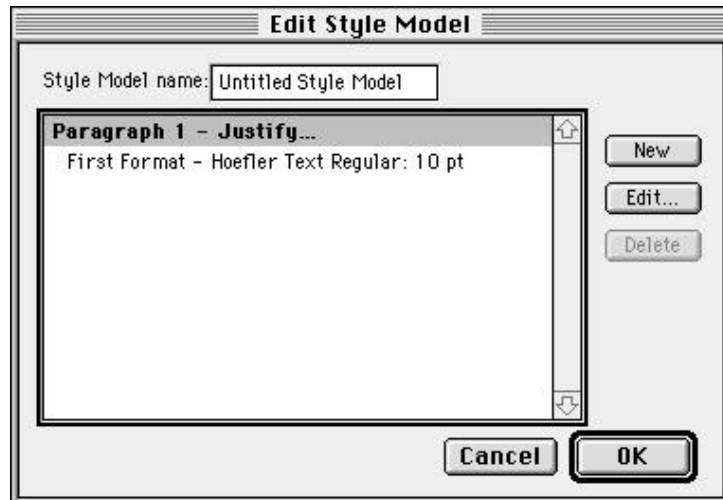
- **Style name**
The **Style name** field lets you enter a name to identify the new paragraph style. Initially, the field appears with **Untitled ¶ Style** highlighted. Just start typing to replace this caption with a more descriptive name.
- **Based on**
The **Based on** pop-up menu lets you select an existing file as the basis for the new style. If you edit the base style, **CREATOR2** modifies those same attributes in the new style, unless you have already changed those attributes in the newer style.
- **Type style**
The **Type style** pop-up menu lets you apply the attributes of a selected type style at the same time you apply a paragraph style. When you link a paragraph and type style in this way, the selected text appears with both the paragraph and type formatting rules. Selecting **None** does not apply a pre-existing type style.
- **Next ¶ style**
The **Next ¶ style** pop-up menu lets you set the format of the paragraph following the selected paragraph. By default, the **Same as this** option appears in the pop-up menu, but you can designate any paragraph style you have created as the next paragraph style.
- **Key Equivalent**
The **Key Equivalent** text field lets you create a keyboard shortcut that automatically applies the specified style to text. The specified key shortcut appears next to the style's name on the **Style's** palette. Do not use a keyboard shortcut used by another style or by **CREATOR2**.

To change the settings of an existing paragraph style, see the **Text Styles...** command entry in the **Document** menu section for more information.

Make Style Model...

The **Make Style Model...** command lets you combine type styles and paragraph styles. In this way, you can create style models for special formats.

When you select the **Make Style Model...** command from the **Format** menu, the **Edit Style Model** dialog box opens. Notice that the dialog box breaks a style model into its component paragraph and type styles.



Creating a New Style Model

When you open the **Edit Style Model** dialog box, an unnamed style model appears for you to edit. **CREATOR2** sets the paragraph and type style formats to the document defaults. If you want to create a new style model, you need to:

1. Draw a text block.
2. Choose the **Make Style Model...** command from the **Format** menu. The **Edit Style Model** dialog box opens.
3. Enter a name for the new style model into the Style Model name field.
4. Click the **OK** button to add the new style model to the Styles palette. Click the **Cancel** button to discard the new model.

Because so many different formatting needs exist, **CREATOR2** offers many different ways to modify a style model. Not only can you edit style models for individual paragraphs, you can also specify the format of sequences of paragraphs and text.

Editing paragraph and type styles

You may wish to make changes to a new style model or modify an existing one. **CREATOR2** lets you do just this. You can make changes to existing paragraph and type styles from the **Edit Style Model** dialog box.

1. Click on a text block with the Text tool.
2. Choose the **Make Style Model...** command from the **Format** menu. The **Edit Style Model** dialog box opens.
3. Click on the paragraph or type style you wish to edit.
4. Click the **Edit** button. This opens either the **Edit Paragraph** or **Edit Character Model** dialog boxes, depending on the type of style you selected.

*Note: You can also open the **Edit Paragraph** and **Edit Character Model** dialog boxes by double-clicking on the name of the appropriate style in the **Edit Style Model** scroll list.*

5. Modify the style according to your wishes. Notice that you can select existing styles from the Type style or Paragraph style pop-up menus, depending on the dialog box you have open.
6. Click the **OK** button to apply the style changes and return to the **Edit Style Model** dialog box.
7. Click the **OK** button in the **Edit Style Model** dialog box to return to the Document Window. Click the **Cancel** button if you wish to discard the changes.

Adding paragraph formats

When you create a style model for a particular paragraph, you may already know how you want to format succeeding paragraphs. Instead of applying a series of style models for these paragraphs, **CREATOR2** lets you specify how you want succeeding paragraphs formatted.

1. Click in a text block with the Text tool.
2. Choose **Make Style Model** from the **Format** menu. The **Edit Style Model** dialog box opens.
3. Click on the Paragraph 1 entry.
4. Click the **New** button. A new entry labeled Paragraph 2 appears.
5. Click on the paragraph or type style listing for the Paragraph 2 entry.
6. Click the **Edit** button.
7. Modify the style according to your wishes.
8. Click the **OK** button to apply the changes and return to the **Edit Style Model** dialog box. Click the **Cancel** button if you wish to discard your changes.
9. Click the **OK** button in the **Edit Style Model** dialog box to return to the Document Window. Click the **Cancel** button if you wish to discard your changes.

Adding type styles

In some sections of text, you may wish to apply the same paragraph style but change type styles. You can accomplish this by adding type styles to your style model.

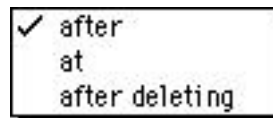
1. Click on a text block with the Text tool.
2. Choose **Make Style Model...** from the **Format** menu. The **Edit Style Model** dialog box opens.
3. Click on a type style entry in the scroll list of the dialog box.

- Click the **New** button. A new type style entry appears. A Change after "?" message appears before the type style name.

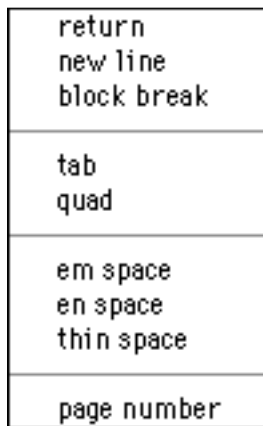
Notice that a pop-up and text field appear at the bottom of the dialog box after you add a type style. These menus let you determine when to change type styles.



- Select an option from the Change pop-up menu. Your options include:



- Select an option from the pop-up menu to the right of the Change pop-up. Your options include:



- Click the **OK** button to apply your changes and return to the Document Window. Click the **Cancel** button to discard your changes.

To change the settings of an existing style model, choose the **Text Styles...** command in the **Document** menu. See the **Text Styles...** command entry in the **Document** menu section for more information.

Apply Tags

The **Apply Tags** command lets you apply styles to a standard text file. **CREATOR2** does this by looking for tags—or labels—which tell the application what style it needs to apply to the specified text. Enter these tags into the text before importing the file into **CREATOR2**.

When **CREATOR2** finds a tag in a text file, the application deletes the tag and then styles the text accordingly. You can apply styles from tags when importing or breaking text (or word processing) files.

The form of tags

CREATOR2 looks for tag delimiter characters to recognize tags.



You can find the characters used for tag delimiters in the **Text** panel of the **Preferences** dialog box.

CREATOR2 uses the « (Option-\) and » (Option-Shift-\) characters as default tag delimiters. If you choose your own delimiters, avoid frequently used characters. Also avoid characters you've already used as delimiters in style models. If you wish, you can use the same character as both the start and end delimiter.

A tag can identify a type style, paragraph style, or a style model by name or by position in the style sheet. There is also a **None** tag to turn off styling.

Making a tag

Here's how to make a tag. Start with a tag start delimiter («). Follow that with:

- T for a type style, or
- P for a paragraph style, or
- M for a style model.

Next, type:

- a colon (:) and the style name, or
- a number sign (#) and the number of the style

Finally, type the tag end delimiter (»).

The None tag is constructed by the word “None” between tag start and end delimiters.

Here are some examples:

| | |
|------------------|---|
| «M:Disk Listing» | Use the style model named “Disk Listing.” |
| «P#5» | Use the fifth paragraph style. (This will be the <i>sixth</i> item on the paragraph style palette, because the None item at the top of the list doesn’t represent a style.) |
| «None» | Don’t use any style or style model. |

How Creator2 uses tags

When you apply styles using tags, **CREATOR2** scans the text from top to bottom. When it finds a tag, the application deletes the tag. Then it applies the specified type style, paragraph style, or style model until the application finds another tag to turn off the style or the end of the text file is reached.

Note that type styles and paragraph styles can coexist. A type style tag doesn’t turn off a paragraph style tag.

However, a paragraph style tag will turn off a previous type style if the paragraph style tag includes an associated type style.

Style models affect both type and paragraph formatting, so:

- A style model tag turns off type and paragraph tags.

- A type or a paragraph tag turns off a style model tag.
- “None” tags turn off all three kinds of styles.

The scope of a tag

When you select a range of text and apply a paragraph style or a style model, **CREATOR2** extends the selection to the beginning of the first paragraph containing the selection and the end of the last paragraph containing the selection. This is because paragraph formatting affects entire paragraphs, and both paragraph styles and style models affect paragraph formatting.

The same is true of paragraph and model tags. To avoid confusion, we recommend placing paragraph and model tags at the beginning of the first paragraph they will affect. Even if a paragraph or model tag is in the middle of a paragraph, it is applied at the beginning of the paragraph and continues through to the end of a paragraph in which another tag turns it off.

An example of tags

Here's a sample of text containing tags (the tags are bold-faced for visibility):

«M:Disk Listing»5.25" Precision Disks
 35¢ each
 SS/DD in boxes of 10
 3.5" Sony Disks
 55¢ each
 DS/DD in quantities of 25
 «M:Tabbed List»Premium Diskettes
 3.5" double-sided double-density in lots of 25.
 Lifetime warranty 59¢ each
 Printer Ribbon
 Imagewriter, Imagewriter II \$2.49
 Disk Case
 Protects up to 20 3.5" disks \$4.95
 «P:Newspaper»«T:Tight Times»Our store has all the «T:T T
 Bold»best«T:Tight Times» supplies for your computer
 needs, at all the «T:TT Bold»best«T:Tight Times» prices!

In this example,

- Disk Listing is a three-paragraph style model which is applied to the first six lines.
- Tabbed List is a two-line model containing a tab with a tab leader for the prices. It is applied to the next seven lines.

The last paragraph begins with the paragraph style Newspaper and alternates between the type styles Tight Times and TT Bold.

Here's what it looks like when tags are applied:

5.25" Precision Disks
35 ¢ each
SS/DD in boxes of 10

3.5" Sony Disks
55 ¢ each
DS/DD in quantities of 25

Premium Diskettes
3.5" double-sided double-density
in lots of 25. Lifetime warranty.....**59¢** each

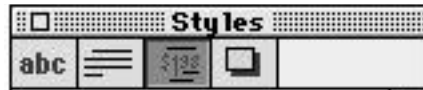
Printer Ribbon
Imagewriter, Imagewriter II.....**\$2.49**

Disk Case
Protects up to 20 3.5" disks**\$4.95**

Our store has all the **best** supplies for your
computer needs, at all the **best** prices!

To apply tags to a range of text, the Styles palette must be visible.

1. Click the **Style Model** button on the Styles Palette.



2. Select the text containing the tags.
3. Choose the **Apply Tags** command from the **Format** menu.

If you didn't select whole paragraphs, **CREATOR2** extends the selection. The tags are then deleted and the styles applied.

Note: Invalid tags—those with names that can't be found or numbers that are out of range—will not be deleted and no styles will be applied.

Applying tags while placing a text file

1. Choose **Import Text...** from the **File** menu.
2. In the **Import Text** dialog box, check the Use Style check box and choose Use Tags (the default) in the pop-up menu.
3. Choose a text or word processing file containing tags and click the **Place** button. **CREATOR2** applies tags to the entire file when it is placed.

Applying tags while breaking text

1. Choose **Import Text...** from the **File** menu.
2. Select a text file containing tags to be imported.
3. Click the **Break** button.
4. In the **Break Text** dialog box, make sure you select the Use Style Model check box and choose Use Tags from the pop-up menu.
5. Specify the appropriate break settings and click the **Place** button.

Tags are applied to the separate text blocks as if they were still a single piece of text. Block 2 may not contain any tags, but it is still styled with tags that were in effect at the end of the first block.

Applying tags while Importing Text from the Files palette

1. In the Files palette, click on the file containing tags to be placed.
2. Choose the **Apply Tags** command from the **Format** menu.
3. Drag a rectangle to contain the text.

Note: The same technique works for applying any style model to text placed from the Files palette.

To break text from the Files palette, double-click the file name in the Files palette. This brings up the **Break Text** dialog box, and you can select tags or a model as described above. For more information on using the Files and Styles palettes, refer to Chapter 2 of this *Reference Manual*

An easy way to insert tags into your text

If you are editing your text in **CREATOR2** and you wish to insert a tag for an existing type style, paragraph style, or style model into your text, set the insertion point where you wish the tag to go, press the Option key, and click on the name of the desired style or model in the Styles palette.

The Document Menu

Document

Document Settings...

Page Manager...

Master Spreads...

Colors...

Element Styles...

Text Styles...

Check Spelling... ⌘L

Check Selection... ⌘⇧L

Spelling Rules...

User Dictionaries...

Replace Fonts...

File Utilities...

The **Document** menu contains commands that let you set document-specific attributes or let you make changes across a document. With the commands in the **Document** menu you can create type styles, add or delete pages, or replace font styles throughout an entire document. A full description of the commands in the **Document** menu follows.

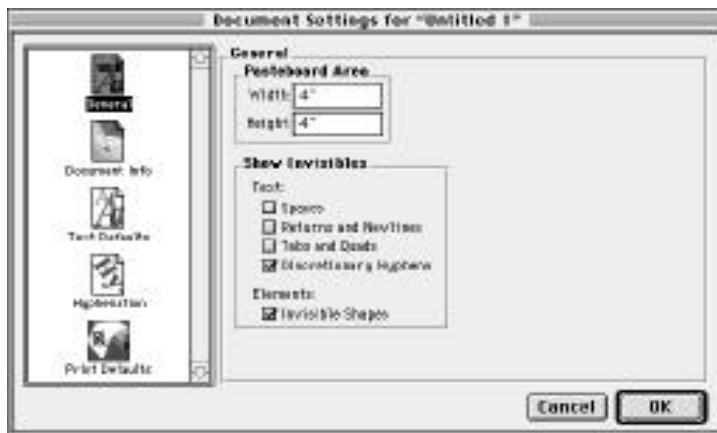
Document Settings...

The **Document Settings...** command lets you decide what kinds of document information you want **CREATOR²** to present. You can also tell **CREATOR²** how to deal with certain types of text information.

When you select **Document Settings...**, the **Document Settings** dialog box appears. Several panels appear in the scroll list on the left side of the dialog box. You can control **CREATOR²** document attributes by setting various options available on each panel.

Setting Document Attributes in the General Panel

The General document settings panel lets you set document specific interface attributes.



Setting the Pasteboard Area size

CREATOR2 lets you set the pasteboard size (the area surrounding a spread) in each document. Simply enter a measurement into the width and height fields, and **CREATOR2** adjusts the available pasteboard accordingly.

Setting the Invisibles attributes

CREATOR2 does not always display certain formatting information. By clicking in the appropriate check box, **CREATOR2** displays special characters to represent this hidden formatting information. The type of invisible information that **CREATOR2** can display includes:

- **Spaces**
The **Spaces** check box lets you view the number of spaces between words and characters. Spaces appear as small gray dots. **CREATOR2** also supports Em, En, and Thin Spaces. An Em space appears as a dot with an M over it. An En space appears as a dot with an N over it. A Thin space appears as a dot with a T over it.

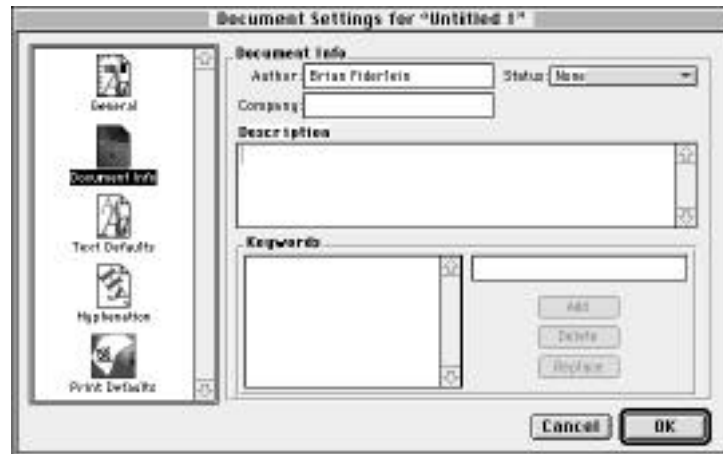
An Em space (Shift-Ctrl-Space) equals the width of the selected point size. An En Space (Shift-Space) equals 1/2 the width of the selected point size. A Thin space (Ctrl-Space) equals 1/4 the width of the selected point size.
- **Returns and Newlines**
The **Returns and Newlines** check box lets you see where each line ends and where each new line begins. Return characters appear as paragraph symbols (¶) while newline characters appear as .
- **Tabs and Quads**
The **Tabs and Quads** check box lets you view all tab and quad marking. Tabs appear as right arrows (→) while quads appear as double-headed arrows (↔).
- **Discretionary Hyphens**
The **Discretionary Hyphens** check box lets you view all the discretionary hyphens you have placed in words. Discretionary hyphens appear as gray carrots (^) beneath words.

For more information on discretionary hyphens, see the entry for the **Discretionary Hyphen** command in the **Format** menu section.

- Invisible Shapes
The Invisible Shapes check box lets you view graphics with a fill and frame color of None. Invisible shapes appear as a transparent light blue or gray color.

Setting Attributes in the Document Info Panel

The Document Info panel lets you record important information about the current document.



The Document Info panel options include:

- Status
The Status pop-up menu lets you record the importance or the state of completion of a document. Here are the status labels available.



- Author
The Author text field lets you record the name of the person who originally created the open document.

Note: If you have entered a name into the User Name field of the General panel of the Preferences dialog box in the Edit menu, this name automatically appears in the Author field when you create a new document.

- **Description**
The Description text field lets you describe the document. You can provide a synopsis of the document, a description of the intended audience, or whatever information you feel is important.

You can also enter document strings into the Description field. These strings replace commonly used phrases. Simply type a description string into the appropriate spot in the Description field. The actual phrase the string characters represent appears on printouts.

The document strings available include:

| | | |
|----------|---|--|
| @c or @C | — | company name (from CREATOR2 registration) |
| @e or @E | — | extended date string (e.g., Monday, November 11, 1997) |
| @d or @D | — | short date string (e.g., 11/11/97) |
| @n or @N | — | user name from CREATOR2 registration |
| @p or @P | — | PostScript printer name selected in the Chooser |
| @t or @T | — | time string as defined by the Control Panel |
| @v or @V | — | version of CREATOR2 |

- **Keywords**
The Keywords text field lets you identify **CREATOR2** documents with certain words. When you catalog your files with Multi-Ad Search, the application includes these keywords in the catalog of files.

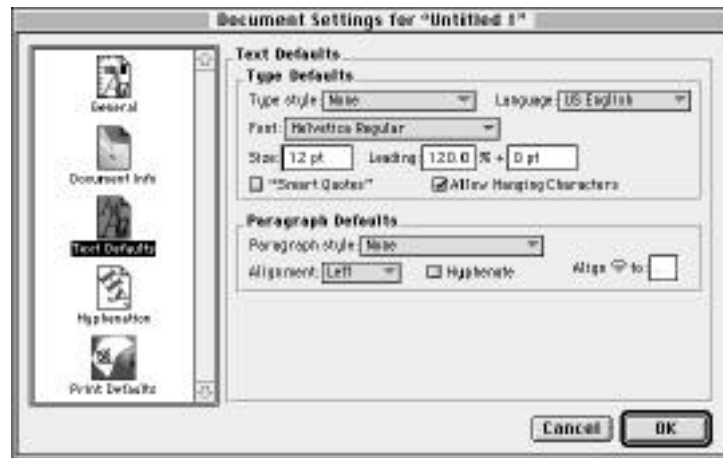
To specify a keyword, type a word into the text field at the upper right of the Keywords area and then click the **Add** button. Your word appears in the scroll list to the left.

To remove a keyword, click on a word in the scroll list and then click the **Delete** button. **CREATOR2** removes the word from the list.

To replace a keyword with a new word, click on a keyword in the scroll list. Enter a new word into the text field in the upper right and click the **Replace** button. Notice that the new word appears in the scroll list in place of the old keyword.

Setting Attributes in the Text Defaults Panel

The Text Defaults panel lets you set text attributes for the current document. You can set the standard font, font size, paragraph style, and other attributes *for the active document only*. If you open a new document, its text appears in the style entered in the Text panel of the Preferences dialog box.



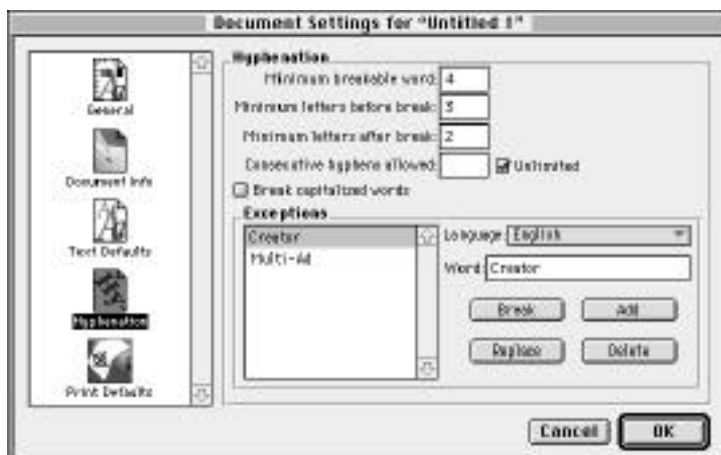
The Type Defaults area allows you to set the default text attributes for your document. The attributes include:

- Type style
The Type style pop-up menu lets you apply a type style that you previously created and saved.
- Font
The Font pop-up lets you choose a default font.
- Size
The Size field lets you select a default point size.
- Leading
The Leading field lets you enter a percentage of the existing point size, plus a certain number of points to determine the space between lines of text.
- Language
The Language pop-up menu lets you identify text as belonging to a certain language. When you check spelling, **CREATOR2** checks the specified text against a dictionary of the appropriate language.
- "Smart Quotes"
The "Smart Quotes" check box lets **CREATOR2** automatically convert your quote marks into open or closed quote marks.
- Allow Hanging Characters
The Allow Hanging Characters check box lets **CREATOR2** place some punctuation marks outside the borders of a text block. Not all fonts support this feature.

If you have created a paragraph style, the Text Defaults panel lets you use that style as a default. Just choose your style from the Paragraph style pop-up menu. You can further modify the default paragraph by selecting an alignment from the Alignment pop-up menu or setting a tab stop by entering a value into the Align to field. You can also turn on hyphenation.

Setting Attributes in the Hyphenation Panel

The Hyphenation panel lets you set a wide range of hyphenation rules in your document.



The hyphenation attributes you can set include:

- **Minimum breakable word**
In the Minimum breakable word field, enter the smallest number of characters you want a word to have before **CREATOR** hyphenates it.
- **Minimum letters before break**
In the Minimum letters before break field, enter the smallest number of characters you want before each hyphen.
- **Minimum letters after break**
In the Minimum letters after break field, enter the smallest number of characters you want after each hyphen.
- **Consecutive hyphens allowed**
In the Consecutive hyphens allowed field, enter the number of consecutive lines that you want hyphens to appear in. If the field reads unlimited, hyphens can appear in every line on a page.
- **Break capitalized words**
Click the Break capitalized words check box to let hyphenation rules apply to capitalized words. By default, **CREATOR** does not hyphenate capitalized words.

Entering Exceptions to hyphenation rules

The Exceptions area, at the bottom of the Hyphenation panel, lets you enter specific hyphenation rules. You can define how you want certain words hyphenated, even if they break the minimum letter rules you previously entered. Or you can exempt certain words from hyphenation altogether.

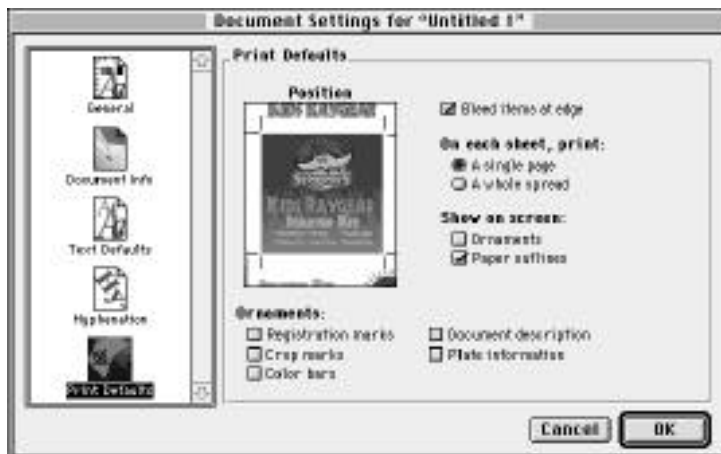
The Word field in the Exceptions area lets you apply special hyphenation rules to a specified word. Click the **Break** button and **CREATOR2** displays your word with its natural hyphenation breaks. Add hyphens where you wish to break the word, and remove the hyphens you don't want. Click the **Add** button to enter the word, and its new hyphenation breaks, to the scrolling list.

If you wish to exempt a word from the hyphenation rules entirely, enter it into the Word field in the Exceptions area. Click the **Add** button to enter the unhyphenated word into the scrolling list.

To change the hyphenation rules for any word in the scrolling list, click on a word to place it in the Word field. Change the word to reflect your new hyphenation requirements. Click the **Replace** button to enter the new

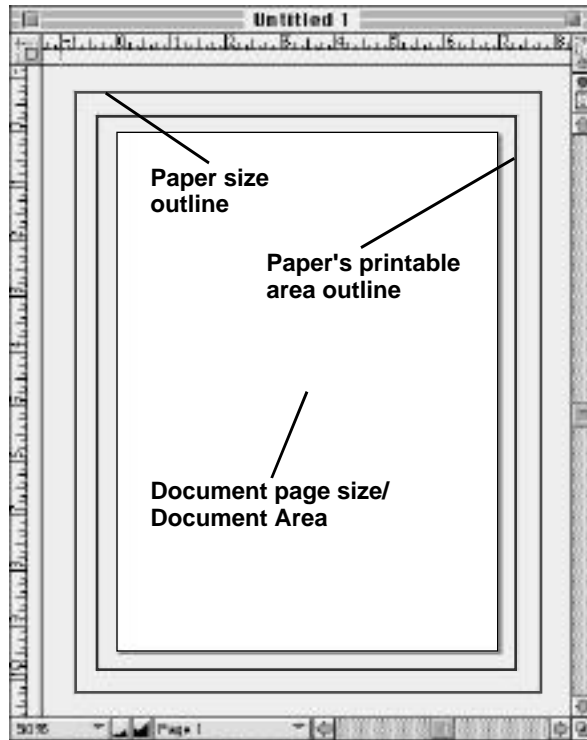
Setting Attributes in the Print Defaults Panel

The Print Defaults panel lets you specify the document's border, in order to create bleeds and other effects. You can even change the position of a document on a page by clicking and dragging the sample document to a new section of the view area. The panel also lets you decide if you want various marks and printer information to appear on the page.



- **Bleed items at edge**
Click on the Bleed items at edge check box to print parts of items that overlap the document border. If you have this item deselected, **CREATOR2** only prints those parts of elements that are in the document area. Parts of elements that are not in the document area appear dimmed.
- **A single page**
The A single page radio button lets you print each document page on a separate sheet of paper. Any part of an element that runs over the margins of a document does not appear on the printout.
- **A whole spread**
The A whole spread radio button lets you print an entire spread on a single sheet of paper.
- **Ornaments**
Click the Ornaments check box to view the placement of all ornaments (registration marks, crop marks, color bars, etc.) in the Document Window.

- Paper outlines
Selecting the Paper outlines check box displays the printable area and paper size outlines.



Deselecting the check box hides these outlines.

The Print Defaults panel also lets you place page ornaments in a document. Normally this information doesn't appear, but you may find it helpful when printing separations. The ornament options include:

- Registration marks
Click in the Registration marks check box when you print color separations. This option places Registration Marks on a page to aid in lining up the color separations for perfect realignment.

CREATOR2 also prints GATF (Graphic Arts Technical Foundation) control targets on certain corners. These 1/2 inch pinwheels help measure image resolution during plate production and plate degradation, dot doubling, grain, and slurring during printing.

- **Crop marks**
Click in the **Crop marks** check box when you print a document on a sheet of paper that is larger than the document. The crop marks let the printer know that the paper needs trimming.

You may also need to select the **Crop marks** check box when tiling a page or spread.

- **Color bars**
Click in the **Color bars** check box to place four rectangles at the bottom of each color separation plate. Each rectangle represents one of the four separation components: black, cyan, magenta, and yellow—in that order. On the black separation, the first rectangle is colored black while the other rectangles are white. On the cyan separation, the second rectangle is colored black while the other rectangles are white, and so on.

The color bars help identify each color separation. **CREATOR2** also prints color and gray ramps on the left and right sides for calibration purposes.

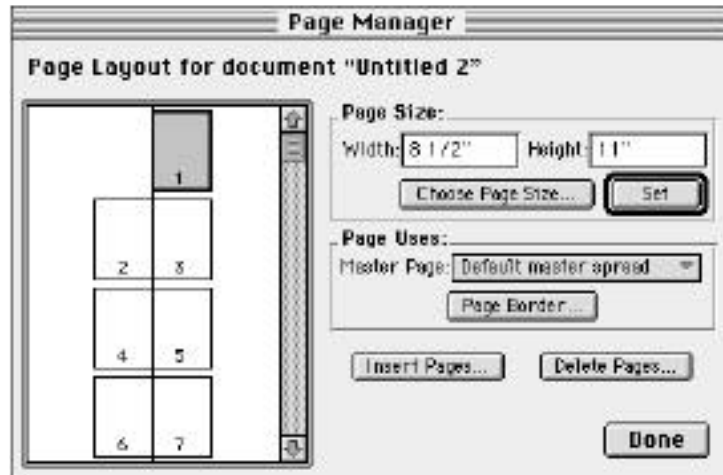
- **Document description**
Click in the **Document description** check box to print any notes entered into the **Document Info** panel of the **Document Settings** dialog box. These notes appear at the top of the printout.
- **Plate information**
Click in the **Plate information** check box to print the document name and the plate name.

Page Manager...

The **Page Manager...** command lets you control your document's page size and number. If you like, you can even include pages of differing sizes in your document.

When the **Page Manager** dialog box first opens, the pages of your document appear in the scroll list to the left of the dialog box. You can move a page by clicking on it and then dragging to the desired location. Selected pages

appear shaded. The page currently displayed in the Document Window appears with a bold border in the **Page Manager** dialog box.



Changing page sizes

When you click on a page in the scroll list, notice that the pages dimensions appear the **Width** and **Height** text fields of the **Page Size** area of the dialog box. You can change the values in these fields to vary the size of individual pages. To change the size of a page, click the number of the page you want to change, then click the **Choose Page Size...** button and select a page size from the **Choose a Size** dialog box. You can also enter the desired height and width into the text fields. To apply the dimension changes, click the **Set** button.

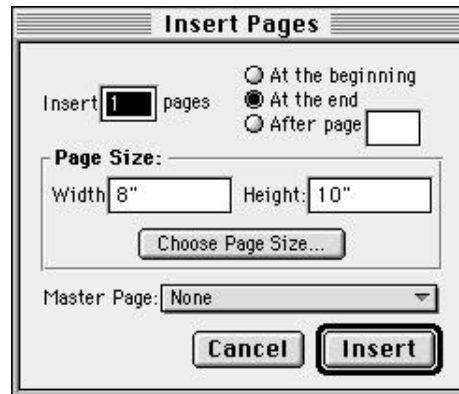
For more information on the **Choose a Size** dialog box and how to make your own document sizes, see the **New...** command entry in the **File** menu section.

Selecting a master spread

Occasionally, you may have several pages that you wish to appear different than the rest of the document. If you have prepared several different master spread formats in the **Master Spreads** dialog box, you can apply those formats to different pages.

Click on the desired page to select a new master spread and then choose the name of the desired master spread from the **Master Page** pop-up menu. When you return to the Document Window, the elements from the selected master spread appear on the appropriate page.

The **Insert Pages...** button of the **Page Manager** dialog box lets you add a specified number of pages at a specific spot in your document. You can do this through the **Insert Pages** dialog box.



The options in the **Insert Pages** dialog box include:

- **Insert _ pages**
The **Insert _ pages** text field lets you add a desired number of pages. Simply enter the number of the pages you wish to add in the text field. By default, **CREATOR2** always assumes you want to add one page.
- **At the beginning**
The **At the beginning** radio button adds the number of pages entered into the **Insert _ pages** text field to the beginning of the document.
- **At the end**
The **At the end** radio button adds the number of pages entered into the **Insert _ pages** text field to the end of the document.
- **After page**
The **After page** radio button adds the number of pages entered into the **Insert _ pages** text field after the page entered in the **After page** text field.
- **Choose Page Size...**
The **Choose Page Size...** button lets you add a page with different dimensions than the rest of the document. Clicking the **Choose Page Size...** button opens the **Choose a Size** dialog box.

For more information on the **Choose a Size** dialog box and how to make your own document sizes, see the **New...** command entry in the **File** menu section.

- **Master Page**
The Master Page pop-up menu lets you assign a master spread to the pages you wish to add to the document.

To insert pages and return to the **Page Manager**, click the **Insert** button. To discard your settings and return to the **Page Manager**, click the **Cancel** button.

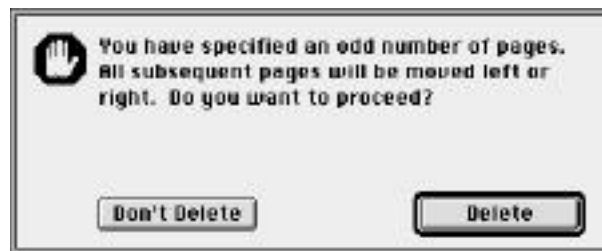
Deleting Pages

To delete a page from a document, first select the page icon in the **Page Manager** scroll list for the page you wish to delete. Notice that the page icon you clicked on becomes highlighted. To select a range of pages, click on the first page you want deleted and then Shift-click on the last page you want to delete. Notice that all the pages between the two selected pages become highlighted. Command-click to select only those pages you wish to click on.

When you have selected all the desired pages and clicked the **Delete** button, a warning dialog box appears.



Should you delete an odd number of pages, a second dialog box appears.



Master Spreads...

The **Master Spreads...** command lets you place elements on numerous pages throughout a document. These elements can include page numbers, header and footer information, text, and graphics.

In the **Master Spreads** dialog box, you can create a different style master spread for both side pages. If you wish to include a few scattered pages with yet another format in a document, you can create special master spread styles.



The **Master Spreads** dialog box displays the names of your master spread styles in the scroll list on the left side of the dialog box. Selecting one of the master spread names lets you copy, rename, modify, or delete it. You can create a new master spread style, too.

Creating a Master Spread

You can format a master spread just like a regular document page. You can format graphics, text, and paragraphs. To create a master spread:

1. Choose the **Master Spreads...** command from the **Edit** menu. The **Master Spreads for document named** dialog box appears.

2. Click the **New...** button. A dialog box appears.
3. Enter a name for the new master spread in the text field and click the **OK** button to return to the **Master Spreads** dialog box. Notice that the name of the master spread now appears in the scroll list. Click the **Cancel** button if you wish to discard the new master spread.
4. Click the **Done** button to return to the Document Window.

Modifying a Master Spread

CREATOR2 lets you modify any master spread. Once you finish with your modifications, **CREATOR2** automatically applies them to all pages assigned to the modified master spread. If you like, you can create duplicates of a master spread or delete those you don't need.

Editing a master spread

At some point during your work, you may decide to change the design of a master spread. **CREATOR2** gives you the option of modifying master spreads in the **Master Spreads for document name** dialog box.

1. Choose the **Master Spreads...** command from the **Edit** menu. The **Master Spreads for document name** dialog box appears.
2. Choose the master spread you wish to edit.
3. Click the **Edit...** button. **CREATOR2** returns you to the Document Window. However, notice that the Document Area now contains your master spread.
4. Change the attributes to reflect your wishes.
5. Click on the pop-up page menu to the left of the bottom scroll bar. Choose the desired page.

Copying a master spread

You may decide that you wish to copy a master spread already listed in the scroll list. **CREATOR2** lets you make copies of master spreads.

1. Choose the **Master Spreads...** command from the **Edit** menu. The **Master Spreads for document name** dialog box opens.
3. Choose the master spread style that you wish to copy.
4. Click the **Duplicate** button. This creates a copy of the selected text style. Notice that **CREATOR** numbers each copy. If you have no further modifications, click the **Done** button to return to the Document Window.
5. Click on the duplicate master spread.
6. Click the **Edit...** button to place the master spread in the Document Window.
7. Change the attributes to reflect your wishes.
8. Click on the pop-up page menu to the left of the bottom scroll bar. Choose the desired page.

Deleting a master spread

You may decide you don't need certain master spreads in the **Master Spreads for document name** dialog box. Choose the **Master Spreads...** command from the **Edit** menu to open the **Master Spreads for document name** dialog box. Click on the master spread you wish to remove from the dialog box, and then click the **Delete** button. The master spread disappears from the dialog box's scroll list. When finished deleting master spreads, click the **Done** button to return to the Document Window.

Colors...

The **Colors...** command lets you choose, manipulate, and create colors in your document. You can also import colors from other documents or create an independent color file for use in other documents.

Choosing **Colors...** command from the **Document** menu opens the **Colors from document name** dialog box. You can also open the **Colors from document name** dialog box by double-clicking on one of the buttons on the Colors palette. A scroll list of the colors currently available in the document appears on the left side of the dialog box.

You can select a color from the list and then modify it by clicking on one of the buttons at the right of the dialog box. The button options include: **Import...**, **Export...**, **New...**, **Edit...**, **Duplicate**, **Delete**, and **Done**. Double-clicking on a color opens the **Edit "color name"** dialog box for that color.



Importing and Exporting Colors

When you start a new document, you might wish to use a colors list from another document you have worked on. **CREATOR2** lets you save color lists as stand-alone files. This lets you use the same color list in several documents, or even give a color list to another **CREATOR2** user.

Exporting a color file

Use the following procedure to make a copy of the current color list for use in other documents. You may wish to export a color list if you expect to use a certain set of colors frequently.

1. Choose the **Colors...** command from the **Document** menu. The **Colors from document named** dialog box appears.

2. Click the **Export...** button. A directory dialog box appears.
3. Type a name for the color file into the Save Document As field.
4. Select the location where you want to save the color file.
5. Click the **Save** button.
6. Click the **Done** button to return to the Document Window.

Importing a color file

Use the following procedure to place a color list from one document into another. When importing a new color list, the application does not import colors that have the same name *and* attributes as colors that already appear in the current document's color list.

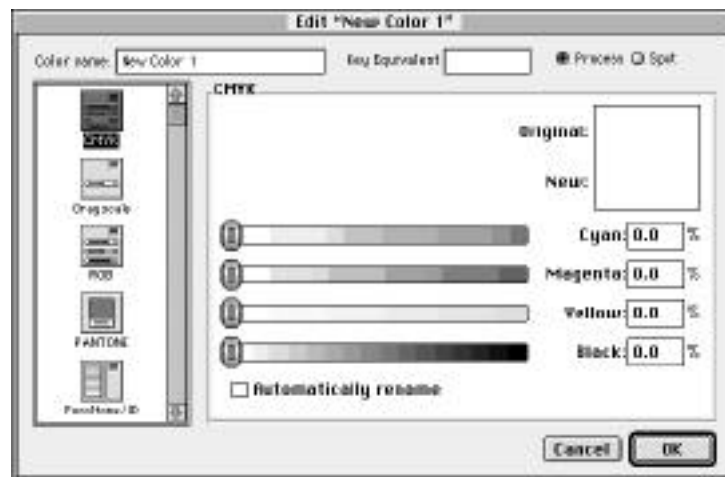
1. Choose the **Colors...** command from the **Document** menu. The **Colors from document name** dialog box appears.
2. Click the **Import...** button. A directory dialog box appears.
3. Locate the color list you want to import into your document.
4. Double-click on the color list name, or click on the color list name. Then click the **Import** button.
CREATOR² reads the color file and adds colors from the file to the document's color list.
5. Click the **Done** button to return to the Document Window.

CREATOR² lets you create or edit colors. The **Edit “New Color”** dialog box provides seven different panels that let you create colors or pick colors from an existing list. Each panel supports a different method for creating color (for example, mixing light or mixing inks) or a different set of pre-mixed colors (for example, Focoltone or PANTONE).

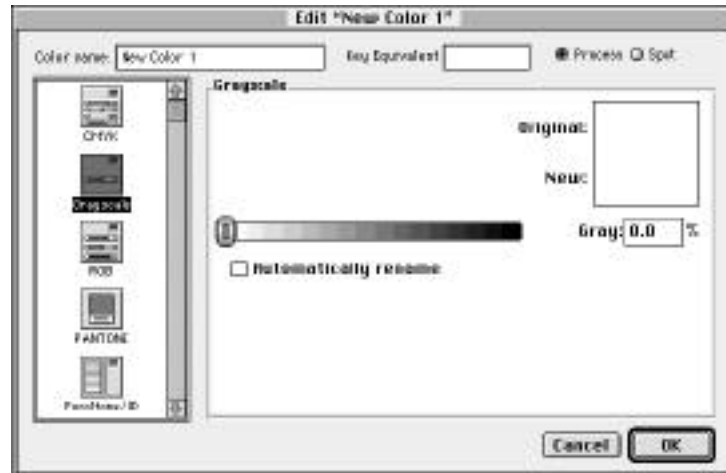
Picking new colors

You pick a new color to add to the document’s color list from the **Edit “New Color”** dialog box. Whether you create a color by mixing RGB or CMYK, or by selecting a spot color, depends on the panel you select from the scroll list on the left side of the dialog box. Each panel lets you pick a color from a different color system. The color systems supported by **CREATOR²** include:

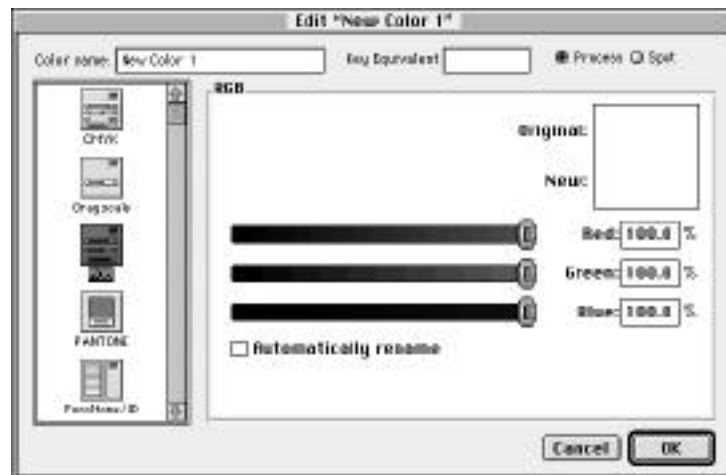
- **CMYK**
The CMYK color system reproduces a color based on its percentage of cyan, magenta, yellow, and black components.



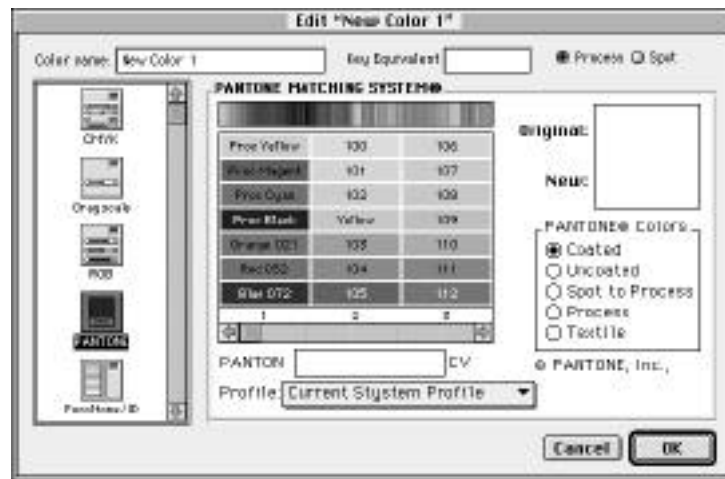
- Grayscale
The Grayscale color system only allows percentages of grays.



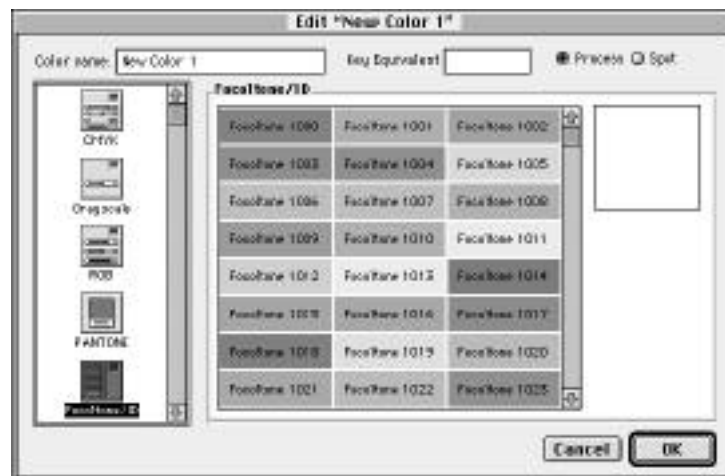
- RGB
The RGB color system reproduces a color based on its percentage of red, green, and blue components.



- **PANTONE**
The PANTONE color system provides ready-made color samples for use in your documents. You must have the PANTONE Responder extension, the PANTONE Profile control panel, and the PANTONE CMM extension installed to use PANTONE colors.



- **Focoltone/ID**
The Focoltone/ID color system provides ready-made color samples for use in your documents.



- **Focoltone/Swatch**
The Focoltone/Swatch color system provides ready-made color samples for use in your documents.



- **NAA-COLOR™**
The NAA-COLOR™ color system provides ready-made color samples for use in your documents. The Newspaper Association of America has specified these colors for use as process and spot colors. Spot colors contain an SP before the color name (except for NAA SP-GREEN A0A0, which you can also use as a process color).



When you select an RGB or CMYK panel, you create a color by clicking and dragging on the slide bars or by entering percentages into the fields. As you increase or decrease the percentages in the fields, **CREATOR2** modifies the appearance of the color in the sample window. If you create your own color, you must enter a color name into the Color Name field before returning to the **Colors** dialog box.

Selecting the Automatically rename check box tells **CREATOR2** to ignore any color name with the same values. If you select the Automatically rename check box, modify an existing color, and then choose another color panel, the values of the modified color are translated into the appropriate values for the new color model. Using this method, you can design a color using the RGB panel and then select the CMYK panel to see its cyan, magenta, yellow, and black values.

When you select a PANTONE, Focoltone or NAA-COLORTM panel, you can click on a color from the scroll list to select it. You can also select a color by typing its name or number into the Color Names field. If you don't know a color's name or number, click on a color in the scroll list and **CREATOR2** automatically places the color's name or number in the Color Name field.

After you find and name a color, click in the Process or Spot options. Selecting the Process option prints the color on four process color plates: a cyan plate, a magenta plate, a yellow plate, and a black plate. Each plate has varying percentages of ink. Combining the plates reproduces the desired color. You may wish to select the Process option if you have four or more colors to reproduce on a page.

Selecting the Spot option matches the on-screen color with a specific color ink. Spot colors let you print just one plate to reproduce a color instead of four process color plates. Most of the Focoltone and NAA-COLORTM colors are spot colors. Each of the colors in those color systems closely matches a pre-existing color ink. If you print a spot color plate using NAA SP-RED, the printer knows to use a specific color ink that closely matches the on-screen color. You may wish to select the Spot option if you only have a few colors to reproduce.

Note: You should only select the Spot option when you have spot colors available. Using a spot color that you don't have access to may cause printing difficulties, such as the spot color areas not printing.

When you finish selecting a new color's attributes, click the **OK** button to return to the **Colors** dialog box. Notice that the new color's name appears in the scroll list. If you have no further changes, click the **Done** button to return to the Document Window.

Editing a color

At some point during your work, you may decide that a particular color just isn't quite right. You may wish to use a different shade or maybe a spot color instead of a process color. **CREATOR2** gives you the option of modifying the colors in your color list.

1. Choose the **Colors...** command from the **Document** menu. The **Colors from document name** dialog box appears.
2. Click on the color you wish to change.
3. Click the **Edit...** button. The **Edit colors** dialog box appears. Notice that whatever color system panel you select, **CREATOR2** automatically sets the panels attributes to reflect those of the color you wish to edit.
4. Change the color settings to reflect your wishes.
5. Click the **OK** button to apply your changes. Click the **Cancel** button if you wish to discard your changes.
6. Click the **Done** button in the **Colors** dialog box to return to the Document Window.

Duplicating a color

You may decide that you wish to copy a color already listed in the color list. For example, you may wish to have a certain red available as both a process and spot color. **CREATOR2** lets you make copies of colors.

1. Choose the **Colors...** command from the **Document** menu. The **Colors from document name** dialog box appears.
2. Click on the color that you wish to copy.

3. Click the **Duplicate** button. This creates a copy of the selected color. Notice that **CREATOR2** numbers each copy. If you have no further modifications, go to Step 8.
4. Click on the duplicate color.
5. Click the **Edit...** button. The **Edit colors** dialog box appears.
6. Change the color settings to reflect your wishes.
7. Click the **OK** button to apply your changes. Click the **Cancel** button if you wish to discard your changes.
8. Click the **Done** button in the **Colors from document name** dialog box to return to the Document Window.

Deleting a color

You may decide you don't need or want certain colors on the colors list. Choose the **Colors...** command from the **Document** menu to open the **Colors from document name** dialog box. Click on a color you wish to remove from the colors list and then click the **Delete** button. The color disappears from the colors list. When finished deleting colors, click the **Done** button to return to the Document Window.

Element Styles...

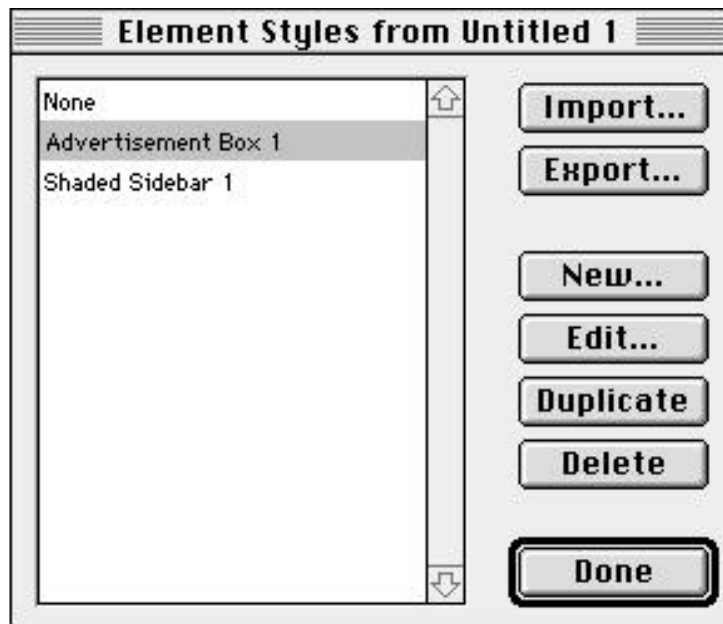
Many applications let you create style sheets to manipulate text, but **CREATOR** also lets you create style sheets for graphics. You may find element styles particularly helpful when creating elements with a special set of features. Styles save time by applying graphic attributes for you.

For example, you wish to create some boxes with a frame of a certain size and a fill of a certain shade. Instead of setting the same attributes on each box, you create an element style to apply the desired attributes to all the boxes you draw. You can even apply your style to other shapes.

Exporting an Element Style

Use the following procedure to make an element style file for use in other documents.

1. Choose the **Element Styles...** command from the **Document** menu. The **Element Styles from document name** dialog box appears.



2. Click the **Export...** button. A directory dialog box appears.
3. Type a name for the graphic style into the Save Document As field.

4. Select the location where you wish to save the graphic style.
5. Click the **Save** button.
6. Click the **Done** button to return to the Document Window.

Importing an Element Style

Use the following procedure to place an element style from one document into another.

1. Choose the **Element Styles...** command from the **Document** menu. The **Element Styles from document name** dialog box appears.
2. Click the **Import...** button. A directory dialog box appears.
3. Locate the element style you wish to import into your document.
4. Double-click on the element style name, or click on the element style name and then click the **Open** button. **CREATOR2** imports the element style into the document.
5. Click the **Done** button to return to the Document Window.

Modifying an Element Style

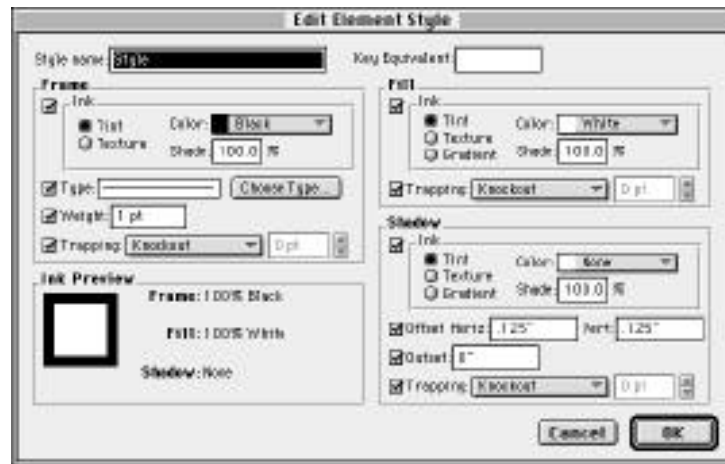
CREATOR2 lets you modify almost all the features of an element style. You can change the frame type, frame weight, fill color, and more. If you like, you can create duplicates of existing styles or delete those you don't need.

Creating an element style

If you wish to apply a set of features to a series of graphic elements, you might consider creating an element style to apply those features for you. If you modify an element style, **CREATOR2** automatically applies your changes to every element that you applied that style to.

1. Choose the **Element Styles...** command from the **Document** menu. The **Element Style from document name** dialog box appears.

- Click the **New...** button. The **Edit Element Style** dialog box appears.
- Set the attribute features in the Frame area by clicking on the appropriate check box.



- Ink**
The Ink check box lets you determine the color, shade, and texture of a graphics border.
- Type**
The Type check box lets you determine the style of the border.
- Weight**
The Weight check box lets you determine the point size of the border.
- Trapping**
The Trapping pop-up menu lets you set printing attributes for the graphic. For a description of the available options, see the **Trapping** command in the **Elements** menu.

Note: If you do not select a check box for a particular attribute, the element retains the attribute that existed before you applied the element style. For example, if you apply a style to a rectangle with a red frame, but do not have the check box in the Frame area selected, the rectangle retains the red frame. The other attributes of the applied style also appear on the rectangle.

4. Set the attribute features in the Fill area.

- Ink
The Ink check box lets you determine the color, shade, texture, and gradient of the fill.
- Trapping
The Trapping pop-up menu lets you set printing attributes for the graphic. For a description of the available options, see the **Trapping** command in the **Elements** menu.

Note: If you do not select a check box for a particular attribute, the element retains the attribute that existed before you applied the element style. For example, if you apply a style to an oval with a green fill, but do not have the check box in the Fill area selected, the oval retains the green fill. The other attributes of the applied style also appear on the oval.

5. Set the attribute features in the Shadow area.

- Ink
The Ink check box lets you determine the color, shade, and gradient of the shadow.
- Offset
The Offset check box lets you determine the horizontal and vertical distance of the shadow from its graphic.
- Outset
The Outset text field lets you adjust the size of the shadow.
- Trapping
The Trapping pop-up menu lets you set printing attributes for the graphic. For a description of the available options, see the **Trapping** command in the **Elements** menu.

Note: If you do not select a check box for a particular attribute, the element retains the attribute that existed before you applied the element style. For example, if you apply a style to a rectangle with a blue shadow, but do not have the check box in the Shadow area selected, the rectangle retains the blue shadow. The other attributes of the applied style also appear on the rectangle.

6. Enter a name for the element style into the Style Name field.
7. Click the **OK** button to create an element style and return to the **Element Styles from document name** dialog box. Notice the name of your element style appears in the scroll list on the left side of the dialog box.

Click the **Cancel** button to discard your settings and return to the **Element Styles from document name** dialog box.
8. Click the **Done** button to return to the Document Window.

Editing an Element Style

At some point during your work, you may decide to change some of the attributes of an element style. **CREATOR2** gives you the option of modifying element styles in the **Edit Element Styles** dialog box.

1. Choose the **Element Styles...** command from the **Document** menu. The **Element Styles from document name** dialog box appears.
2. Click on the element style you wish to change.
3. Click the **Edit...** button. The **Edit Element Style** dialog box appears. Notice that all the style attributes reflect those of your selected element style.
4. Change the attributes to reflect your wishes.
5. Click the **OK** button to apply your changes. Click the **Cancel** button if you wish to discard your changes.
6. Click the **Done** button in the **Element Styles** dialog box to return to the Document Window.

Duplicating an element style

You may wish to copy an element style already listed in the color list. **CREATOR2** lets you make copies of element styles.

1. Choose the **Element Styles...** command from the **Document** menu. The **Element Styles from document name** dialog box appears.
2. Click on the element style that you want to copy.
3. Click the **Duplicate** button. This creates a copy of the selected element style. Notice that **CREATOR2** numbers each copy. If you have no further modifications, go to Step 8.
4. Click on the duplicate element style.
5. Click the **Edit...** button. The **Edit Element Styles** dialog box appears.
6. Change the graphic attributes to reflect your wishes.
7. Click the **OK** button to apply your changes. Click the **Cancel** button if you want to discard your changes.
8. Click the **Done** button in the **Element Styles from document name** dialog box to return to the Document Window.

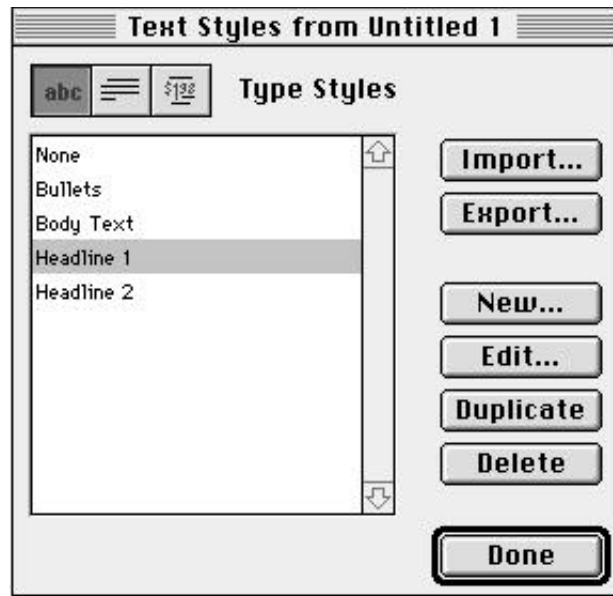
Deleting an Element Style

You may decide you don't need certain element styles on the Styles palette. Choose the **Element Styles...** command from the **Element** menu to open the **Element Styles from document name** dialog box. Click on an element style you want to remove from the Styles palette and then click the **Delete** button. The element style disappears from the Styles palette. Elements using the deleted style retain the style's attributes. When finished deleting element styles, click the **Done** button to return to the Document Window.

Text Styles...

Many applications let you create text styles. **CREATOR2** offers three different style types for formatting text: type styles, paragraph styles, and style models. Text styles prove helpful when you want to apply a consistent look to a document. Simply format a particular section of text and then create a style based on that section. Whenever you want to use this style again, select some text and apply the style.

When you choose the **Text Styles...** command from the **Document** menu, the **Text Styles from document name** dialog box appears.



The three buttons in the upper left corner of the dialog box let you choose a style type to create: type styles, paragraph styles, or style models. The style names you create appear in the scroll list. You must select a style button to see the relevant styles appear in the scroll list.

CREATOR saves your styles in the active document so they are always available. However, you can save styles in an independent file for use in other documents.

Importing a text style

CREATOR lets you use styles from other files in your current document. If you want to use a style you created in another **CREATOR** document, the **Import...** button lets you use that file.

Exporting a text style

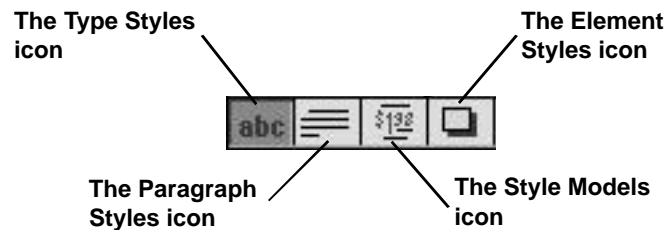
When you create a style that you want to use in another document, you can save, or export, the style as an independent file.

CREATOR2 lets you modify almost all the features of a text style. Through the **Text Styles from document name** dialog box, you can edit styles from all three text style formats. Change font, font size, paragraph indentations, or other attributes. If you like, you can create duplicates of existing styles or delete those you don't need.

Creating a text style

A text style lets you format the appearance of characters, words, and lines in a document. When you create a text style, you have all the options available in the **Character** dialog box (font, font size, style, leading, etc.), plus additional ones that let you name and save your custom style.

1. Choose the **Text Styles...** command from the **Document** menu. The **Text Styles from document name** dialog box appears.
2. Click on the button of the desired text style.



3. Click the **New...** button. The dialog box for the selected text style appears.
4. Enter the style's formatting rules. For information on entering style formatting information, see the **Character...** command entry in the **Format** menu section.
5. Enter a name in the **Style name** field.
6. Click the **OK** button to return to the **Text Styles from document name** dialog box. Notice that the name of the style appears in the scroll list when you select the appropriate style button. Click the **Cancel** button to discard your settings and return to the **Text Styles from document name** dialog box.

7. Click the **Done** button to return to the Document Window.

Editing a text style

At some point during your work, you may decide to change a text style's attributes. **CREATOR2** gives you the option of modifying text styles in the **Text Styles** dialog box.

1. Choose the **Text Styles...** command from the **Document** menu. The **Text Styles from document name** dialog box appears.
2. Click on the appropriate text style button.
3. Click on the desired text style.
4. Click the **Edit...** button. The **Edit** dialog box for the appropriate text style appears.
5. Change the attributes to reflect your wishes.
6. Click the **OK** button to apply your changes. Click the **Cancel** button if you want to discard your changes.
7. Click the **Done** button in the **Text Styles from document name** dialog box to return to the Document Window.

Copying a text style

You may decide that you want to copy a text style already listed in the scroll list. **CREATOR2** lets you make copies of text styles.

1. Choose the **Text Styles...** command from the **Document** menu. The **Text Styles** dialog box appears.
2. Click on the button of the desired text style.
3. Click on the text style that you want to copy.
4. Click the **Duplicate** button. This creates a copy of the selected text style. Notice that **CREATOR2** numbers each copy. If you have no further modifications, go to Step 8.

5. Click on the duplicate text style.
6. Click the **Edit...** button. The **Edit** dialog box for the appropriate text style appears.
7. Change the attributes to reflect your wishes.
8. Click the **OK** button to apply your changes. Click the **Cancel** button if you want to discard your changes.
9. Click the **Done** button in the **Text Styles from document name** dialog box to return to the Document Window.

Deleting a text style

You may decide you don't need certain text styles on the Styles palette. Choose the **Text Styles...** command from the **Document** menu to open the **Text Styles from document name** dialog box. Click on the text style button for the text style you want to remove. Click on a text style you want to remove from the Styles palette and then click the **Delete** button. The text style disappears from the Styles palette. When finished deleting text styles, click the **Done** button to return to the Document Window.

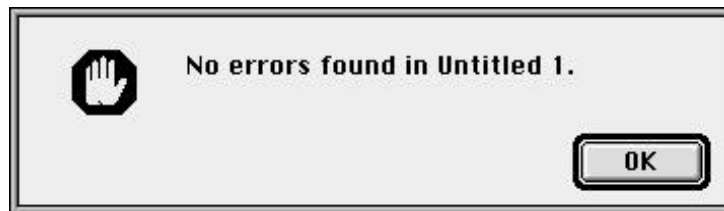
Check Spelling...

The **Check Spelling...** command lets you correct any spelling errors you may have in your document. To select the command, first select a text block with the Text tool. When you choose the **Check Spelling...** command from the **Document** menu, **CREATOR2** proofreads the contents of an entire document, regardless of whether text blocks are connected or not.

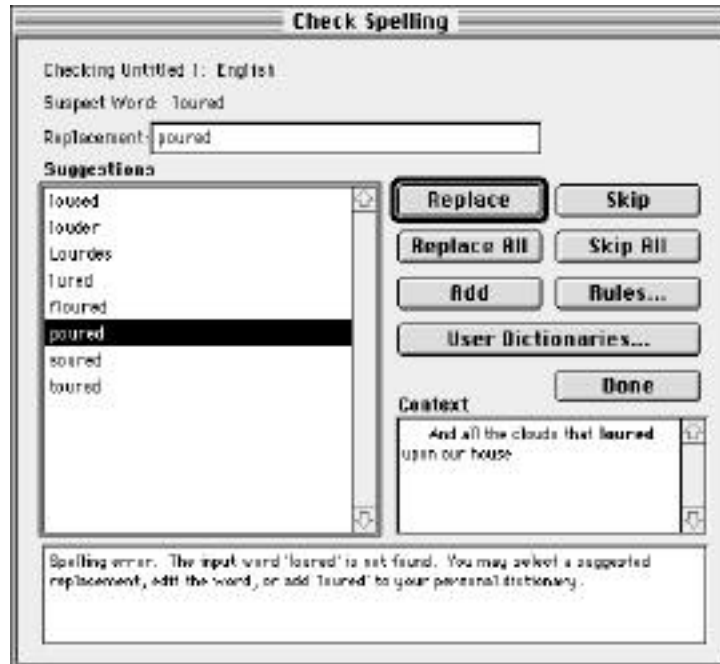
To further increase the usefulness of the **Check Spelling...** command, you can tell **CREATOR2** to check spelling, punctuation, and other spelling rules. For more information of spelling rules, see the **Spelling Rules...** command below.

Using the Spell Checker

1. Select a text block with the Text tool.
2. Choose the **Check Spelling...** command from the **Document** menu. **CREATOR2** now proofreads your document. One of two dialog boxes may appear. If your document contains no errors, this dialog box appears...



If the application finds a spelling mistake, the **Check Spelling** dialog box opens...



Notice that the misspelled word appears in the Suspect Word field. A list of possible spelling alternatives appears in the Suggestions scroll list.

3. Click on the correct word in the Suggestions scroll list. This places the correct spelling in the Replacement text field. You can also type the correct spelling into the field.
4. Click the **Replace** button to correct the word in the document. You can also double-click on the correct word in the Suggestions scroll list to place the correct word in the document.

Click the **Add** button if the spelling of the word is correct. This happens when a word does not appear in one of **CREATOR2**'s dictionaries. The Add button places the word in your own user dictionary for future use. For more information about user dictionaries, see the **User Dictionary...** command entry below.

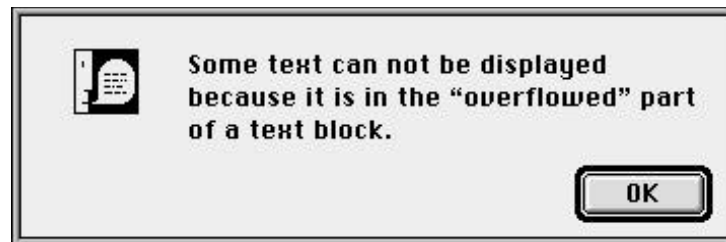
Click the **Skip** button if you want to keep your spelling of the suspect word. If you have spelled the suspect word the same way throughout your docu-

ment, you can click the **Skip All** button and **CREATOR2** ignores all succeeding words with that spelling.

Click the **Done** button to end spell checking and return to the Document Window. Otherwise, **CREATOR2** continues to check spelling until it reaches the last word of the document. When it reaches the end of the document, a **Finished checking document name** dialog box appears.

5. Click the **OK** button in the **Finished checking document name** dialog box to return to the Document Window.

If your document contains overflowed text (text that flows beyond the boundaries of the last linked text block), then this dialog box appears...



CREATOR2 continues to check the spelling of the overflowed text, even though you cannot view it.

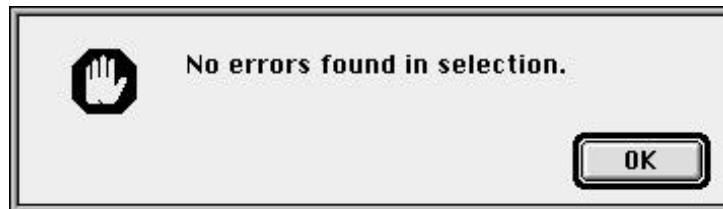
Check Selection

The **Check Selection** command lets you check the spelling of a highlighted selection.

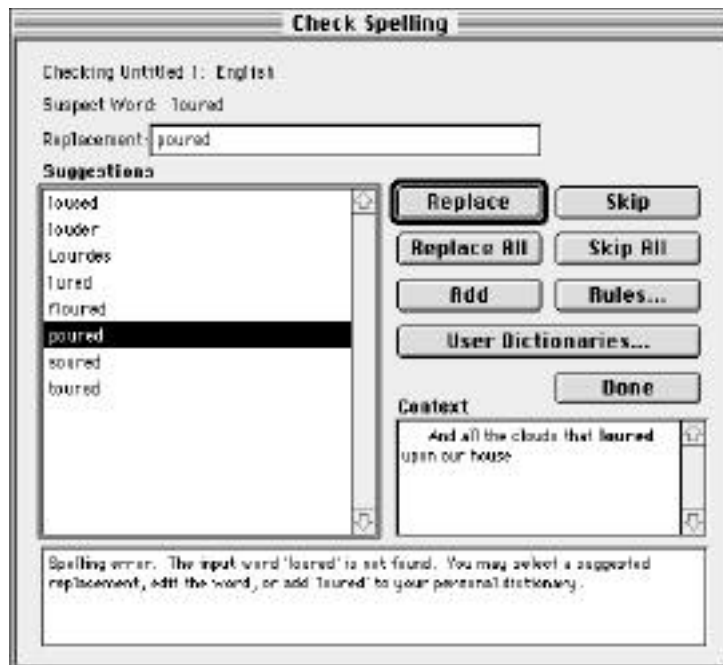
Using the Check Selection command

1. Highlight the word or section of text you want to spell check.

2. Choose the **Check Selection...** command from the **Document** menu. **CREATOR2** now proofreads the selected part of the document. One of two dialog boxes may appear. If your document contains no errors, this dialog box appears...



If your selection contains a spelling mistake, the **Check Spelling** dialog box opens...



Notice that the misspelled word appears after the **Suspect Word** field. A list of possible spelling alternatives appears in the **Suggestions** scroll list.

3. Click on the correct word in the **Suggestions** scroll list. This places the correct spelling in the **Replacement** text field. You can also type the correct spelling into the field.

4. Click the **Replace** button to correct the word in the document. You can also double-click on the correct word in the Suggestions scroll list to place the correct word in the document.

Click the **Add** button if the spelling of the word is correct. This happens when a word does not appear in one of **CREATOR2**'s dictionaries. The **Add** button places the word in your own user dictionary for future use. For more information on user dictionaries, see the **User Dictionary...** command entry below.

Click the **Skip** button to keep your spelling of the suspect word. If you have spelled the suspect word the same way throughout your selection, click on the **Skip All** button and **CREATOR2** ignores all succeeding words with that spelling.

Click the **Done** button to end spell checking and return to the Document Window. Otherwise, the application continues to check spelling until it reaches the last word of the selection. When it reaches the end of the selection, a **Finished checking document name** dialog box appears.

5. Click the **OK** button in the **Finished checking selection** dialog box to return to the Document Window.

Spelling Rules...

The **Spelling Rules...** command lets you tell the application what things to look for during a spell check. You can choose what spelling rules you wish to apply by clicking the appropriate check box in the **Spelling Rules** dialog box.



The spelling rules include:

- **Spelling**
Selecting the **Spelling** check box lets you proof your document for spelling errors. Should the application question a correctly spelled word, you can add the word to a user dictionary by clicking the **Add** button in the **Check Spelling** dialog box.
- **Capitalization**
Selecting the **Capitalization** check box lets you check for common capitalization errors. The application notifies you of sentences that begin with a lower case letter and the uncapitalized names of days, months, holidays, and proper nouns. The application also notifies you of mixed case words, like *wEnt* or *thE* . However, the application ignores capitalized words in the middle of sentences. This lets you use titles, proper names, and other capitalized words in the middle of sentences without receiving a warning message.

You can specify changes to the capitalization rules in a user dictionary. For more information on user dictionaries, see the **User Dictionary...** command entry below.

- **Punctuation**
Selecting the **Punctuation** check box lets the application notify you of text containing doubled punctuation, like two periods at the end of a sentence. You can specify changes to the punctuation rules in a user dictionary. For more information, see the **User Dictionary...** command entry below.
- **Compound words**
Selecting the **Compound words** check box lets the application notify you when you have incorrectly used a hyphen.
- **Double words**
Selecting the **Double words** check box lets the application notify you of occurrences of two identical words. Some exceptions exist. For example:

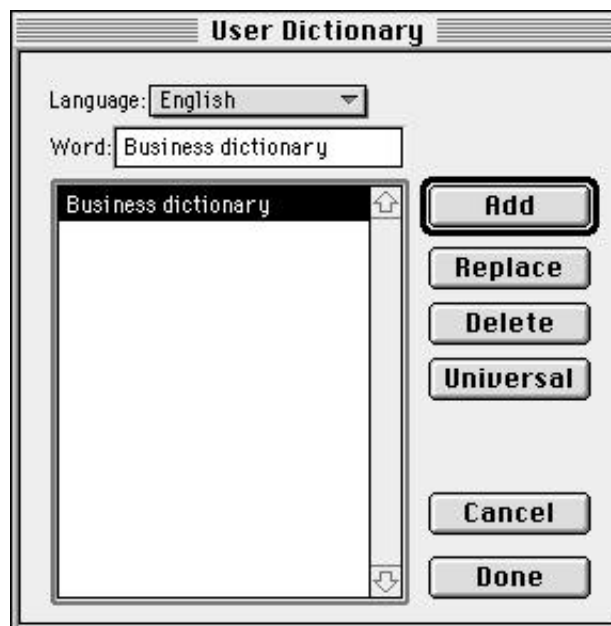
We had had the same question earlier in the week.
We thought that that question had been answered.

- **Article usage**
Selecting the Article usage check box lets the application notify you of incorrectly used indefinite articles (a and an).
- **Format errors**
Selecting the Format errors check box lets the application notify you of certain formatting errors. For example, it tells you to change U.S.A. to USA.

CREATOR² bases its spelling rules on *The Chicago Manual of Style, 13th Edition*

User Dictionaries...

The **User Dictionaries...** command lets you add, edit, or remove words from your own dictionary. When you select the **User Dictionaries...** command from the **Document** menu, the **User Dictionary** dialog box opens.



Any words you have added to a user dictionary using the **Add** button in the **Check Spelling** dialog box appear in the scroll list on the left side of the **User Dictionary** dialog box. Selecting a word from the scroll list places that word in the Word text field. Other **User Dictionary** dialog box options include:

- **Language**
The **Language** pop-up menu lets you select the language dictionary in which you want to add words. You can select from English, French, German, and many other languages. If you select the **Universal** dictionary, **CREATOR2** adds all new words you enter to all existing dictionaries.
- **Word**
The **Word** text field contains any word selected in the scroll list. You can also enter new words into this field.
- **Add**
The **Add** button lets you place new words into a user dictionary. Simply type the word you want to enter into the **Word** text field and then click the **Add** button. The word you entered appears in the scroll list.
- **Replace**
The **Replace** button lets you edit a word already in a user dictionary. Find the word you want to change in the scroll list and click on it. Notice that word appears in the **Word** text field. Type your changes in the **Word** text field and click on the **Replace** button. Your changes appear in place of the original word in the scroll list.
- **Delete**
The **Delete** button lets you remove a word from a user dictionary. Simply click on the word you want to remove and then click the **Delete** button. The highlighted word no longer appears in the scroll list. To delete a word that exists in all the dictionaries available, choose the **Universal** option from the **Language** pop-up menu, select the word, and then click the **Delete** button.
- **Universal**
The **Universal** button works like the **Universal** option in the **Language** pop-up. It lets you add a word to all existing dictionaries. To add a new word to all dictionaries, simply type the word into

the Word text field and click the **Universal** button. To add a word that already exists in one dictionary to the remaining dictionaries, select the word from the scroll list and then click the **Universal** button.

- **Cancel**
Click the **Cancel** button when you want to discard your changes and return to the Document Window.
- **Done**
Click the **Done** button to save your changes and return to the Document Window.

Replace Fonts...

The **Replace Fonts...** command lets you view and change the fonts you use in a document. When the **Replace Font** dialog box opens, all the fonts you use in the active document appear in the dialog box's scroll list.



Select a font in the scroll list. Notice its name appears in the Change to pop-up menu. When you choose another font from the pop-up menu, **CREATOR** changes every instance of the font selected in the scroll list to the font you have chosen from the pop-up menu. A notation to this effect appears in the **Replace Font** dialog box.

To add a style to a selected font, choose the desired style from the Add to style pop-up menu. You can choose from Nothing , Bold , Italic , Underline , Outline , Shadow , Condense , and Extend options.

Click the **OK** button to apply your changes and return to the Document Window. Click the **Cancel** button if you want to discard your changes and return to the Document Window.

*Note: Font changes do not occur until you click the **OK** button. Click the **Cancel** button to discard unwanted changes.*

File Utilities...

The **File Utilities...** command lets you locate the original, missing files of graphic images in documents. **CREATOR2** needs to know the location of some graphic file types in order to print the relating images. However, the application cannot print an image when the file has been moved from its original location.



The **File Utilities** dialog box lists all the files for which **CREATOR2** needs the original files in the dialog's scroll list and identifies those images with missing files. Each file listing includes a full pathname to the location of the original graphic file. The volume name and filename always appear. If **CREATOR2** cannot find an original file, a «missing» notation appears next to the filename.

Using the Find It Dialog Box

To make finding files as easy as possible, **CREATOR2** provides a directory dialog box with a search function. Even if you cannot find the missing file, you can use the dialog box to replace the missing file with another file of the same type.

Locating an original file

1. Choose the **File Utilities...** command from the **Document** menu. The **File Utilities** dialog box opens.
2. Select the name of the file you wish to locate from the scroll list.
3. Click the **Find** button. The **Find** dialog box opens.
4. Click the **Find It** button if you want **CREATOR2** to find the file for you. If you already know where to find the missing file, use the directory dialog to go to its new location and click the **Here** button. This resets the file's path in the application to the new location.

Once **CREATOR2** has the new pathname for the file, it returns you to the **File Utilities** dialog box.

5. Click the **OK** button to apply your changes and return to the Document Window. Click the **Cancel** button to discard your changes and return to the Document Window.

Replacing graphics from the Find It dialog box

1. Select the **Let me pick a different file** check box at the bottom of the **Find It** dialog box. Any potential replacements in the active directory appear in the **Find It** dialog box's scroll list. You can use the directory dialog to navigate to other directories if necessary.
2. Select the file that you wish to use in place of the missing file.
3. Click the **Use** button. **CREATOR2** resets the filename and the pathname to that of the new file and returns you to the **File Utilities** dialog box.
4. Click the **Done** button to apply your changes and return to the Document Window. Click the **Cancel button** to discard your changes and return to the Document Window.

Replacing Art Using the Replace Button

The **Replace** button allows you to replace missing art with another graphic file.

1. Choose the **File Utilities...** command from the **Edit** menu. The **File Utilities** dialog box opens.
2. Select a missing file from the scroll list.
3. Click the **Replace** button. A standard Macintosh directory dialog box appears.
4. Locate and select the file you want to use in place of the missing file. To see a preview of the selected file, select the **Show preview** check box.
5. Click the **Replace** button. **CREATOR2** resets the file name and the pathname to that of the new file and returns you to the **File Utilities** dialog box.
6. Click the **Done** button to apply your changes and return to the Document Window. Click the **Cancel** button to discard your changes and return to the Document Window.

Other Features of the File Utilities Dialog Box

To make copies of original files and place them in another location, use the **Copy** button. This gathers all the original files linked to a document and lets you put them in one location. This feature lets you copy all necessary files to a floppy disk or other medium to be taken to your printer or service bureau.

*Note: You don't need to re-reference the location of the graphic files after you have copied them to a new location. Instead, place the copies of the graphic files in the same location as the document file. When you open the document, **CREATOR2** locates the graphic images in the same folder, even though the image pathnames point to another location.*

Select the original files that you want to copy—you can use Shift-click or Command-click to select more than one at a time, or press Command-A to select all files—and then click the **Copy** button. Specify a location for the files in the resulting dialog box. Select the Change file references when copying option to re-reference, or change, the pathname of the original file to reflect its new location.

Click the **Done** button to apply the file changes and return to the Document Window. Click the **Cancel** button to discard your changes and return to the Document Window.

The View Menu



The **View** menu contains commands that you use to pre-view a document at different sizes. The **View** menu can even display your document as a color plate. For example, if you want to see the portion of your document that has cyan ink, **CREATOR2** can display your document to show this attribute.

The **View** menu also contains commands you need to display the floating palettes. You can decide what palettes appear on-screen at any one time. Finally, if more than one document is open at a time, you can jump to a desired document from the **View** menu.

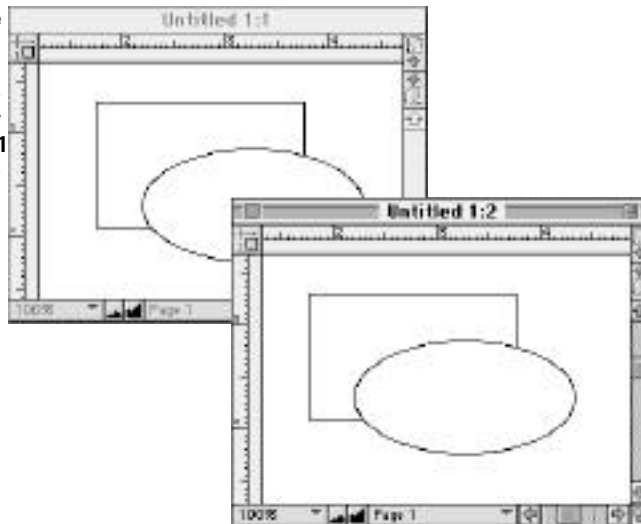
A complete description of the commands available in the **View** menu follows.

New Window (⌘-⌘-N)

The **New Window** command lets you display a document in multiple windows. When you modify the elements in one window, **CREATOR2** automatically displays the same modifications in the other windows.

*Note: Changes to text to not appear in other open windows until after you deselect the Text tool. This helps speed **CREATOR2**'s operations.*

In the illustration to the right, the window named **Untitled 1:2** displays the same elements as the window named **Untitled 1:1**. You can jump to another page in **Untitled 1:2** and leave the elements centered in **Untitled 1:1**.



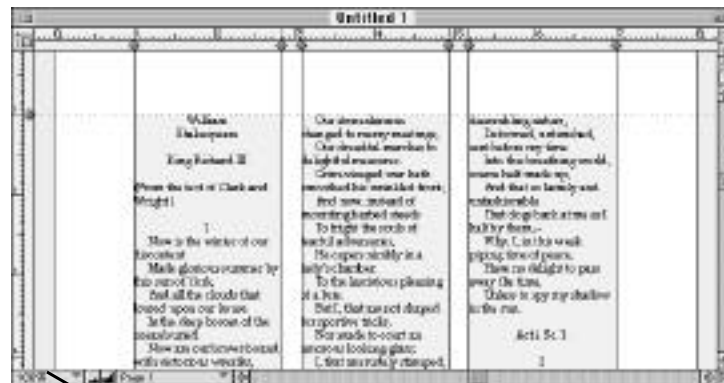
You can use the **New Window** command to view one section of a document while you modify another. You can also drag elements between windows. For example, you may want to move a graph from page one to page three. Choose **New Window** from the **View** menu to open a new window. In the new window, use the scroll bars to go to page three, or select the Page 2, 3 option from the Page pop-up menu at the bottom of the Document Window. This takes you to the spread containing page three. Now, move your pointer back to the first window and drag the graph to its insertion point on page three.

Remember, the **New Window** command provides multiple views of the same document. Changes made in one window affect all the other open windows. You can open as many windows as your computer's memory allows.

Note: Do not increase the amount of memory allocated to CREATOR unless you receive a dialog box that expressly tells you to do so.

Actual Size (⌘-T)

The **Actual Size** command lets you display the document at its true size, the same size at which it prints. If the document's actual size is larger than your Document Window, only a section of the document appears. You can view the rest of the document using the scroll bars or by holding Control to display the Hand tool. By clicking and dragging the Hand tool, you can move the page around on the screen.

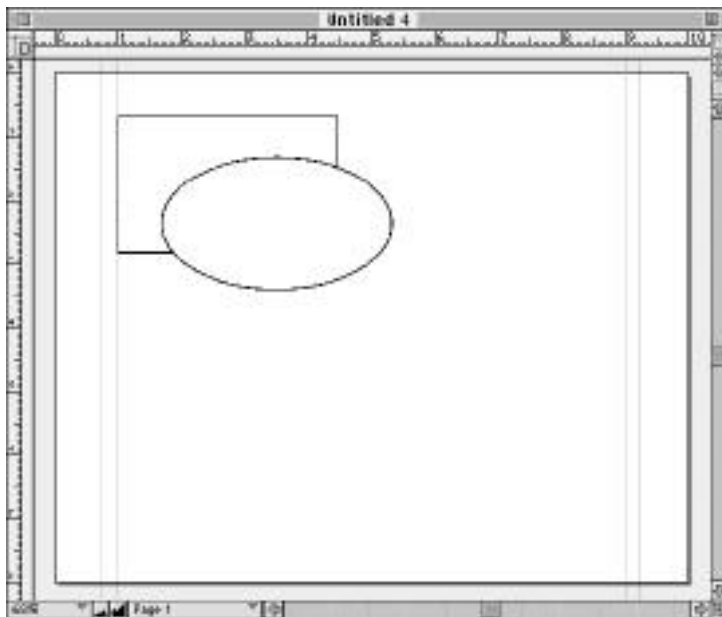


Actual Size - 100 percent

Fit in Window (⌘-F)

The **Fit in Window** command lets you display an entire document page in the Document Window, regardless of its actual size. If you have a multiple page document open, the **Fit in Window** command displays the entire spread. If you jump to another spread, the new spread also appears in the Fit in Window view mode. To change view modes, select another view command.

In the illustration to the right, the user has reduced a document spread to fit inside a window. The current view scale is set at 68 percent, the largest value at which you can see the entire spread.



Enlarge (⌘-E)

The **Enlarge** command lets you increase the display to the next larger view scale interval. The view scale intervals include: 25 percent , 50 percent , 75 percent , 100 percent , 150 percent , 200 percent , 300 percent , 400 percent , and 800 percent . For example, if you set your view scale to 88.7 percent and then select the **Enlarge** command, the view scale resets to 100 percent. You can't enlarge a document past 800 percent of its actual size.

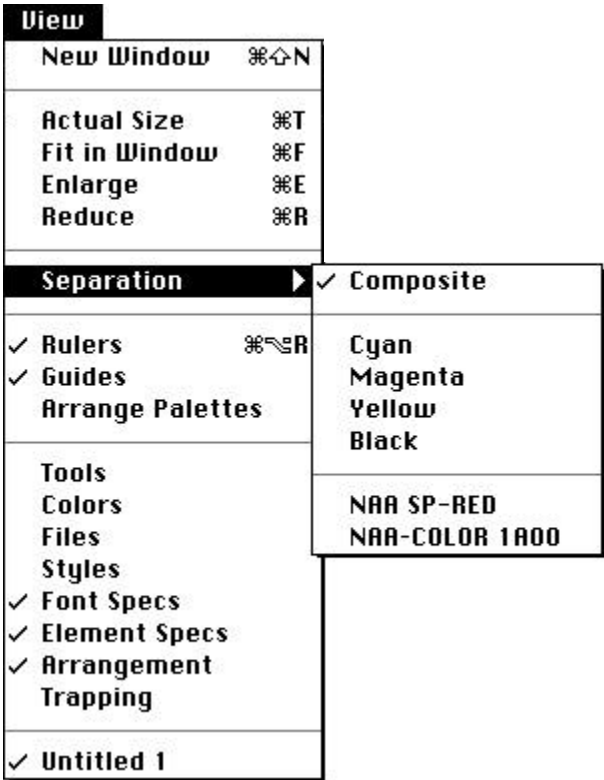
When you choose the **Enlarge** command, the elements in the Document Window enlarge accordingly. However, your view remains centered on the point where you clicked.

Reduce (⌘-R)

The **Reduce** command lets you reduce the display to the next smaller view scale interval. The view scale intervals include: 25 percent , 50 percent , 75 percent , 100 percent , 150 percent , 200 percent , 300 percent , 400 percent , and 800percent . For example, if you set your view scale to 88.7 percent and then select the **Reduce** command, the view scale becomes 75 percent. You cannot reduce the view scale below 25 percent.

Separation

The **Separation** submenu contains settings that let you display documents as color plates. For example, if you want to see how the cyan plate of your document appears, choose the **Cyan** command. **CREATOR2** redisplays your document to show only those graphic areas that contain the color cyan. Since the separation settings are based on previews, separations for some graphic types may look different when printed from a PostScript printer.



Composite

The **Composite** setting displays the entire color range of a document on screen. In other words, the **Composite** setting lets you display a representation of the document. **CREATOR2** uses this as the standard setting.

Cyan

The **Cyan** setting displays only those sections of a document that contain cyan. The **Cyan** command lets you display a representation of the cyan plate of a document.

Magenta

The **Magenta** setting displays only those sections of a document that contain magenta. The **Magenta** command lets you display a representation of the magenta plate of a document.

Yellow

The **Yellow** setting displays only those areas of a document that contain yellow. The **Yellow** command lets you display a representation of the yellow plate of a document.

Black

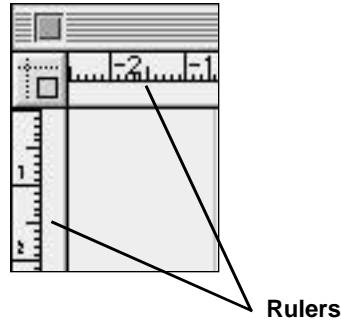
The **Black** setting displays only those areas of a document that contain black. The **Black** command lets you display a representation of the black plate of a document.

Spot Colors

CREATOR2 reserves a place on the **Separation** submenu for spot colors. Any spot color that you have placed on the Colors palette also appears in the **Separation** submenu. When you choose a spot color name from the submenu, **CREATOR2** redisplay your document to show you only those areas that contain the selected spot color.

Rulers (⌘-⇧-R)

The **Rulers** command lets you display or hide **CREATOR 2**'s horizontal and vertical rulers. If the rulers do not appear in a document, choosing the **Rulers** command in the **View** menu places a check mark next to the **Rulers** command in the **View** menu and displays the rulers. If the rulers already appear, choosing the **Rulers** command removes the check mark and hides the rulers.



To size and place an element

Display the rulers when you wish to size and place elements in your Document Window. The rulers' selected units of measurement can help you place elements in precise positions.

1. Choose the **Rulers** command from the **View** menu. This displays the horizontal and vertical rulers in your document. When you move the arrow pointer into the document area, lines appear on the rulers. These lines track the position of the pointer.
2. Click on an element tool and place your pointer so the dotted lines on both horizontal and vertical rulers are even with a line (or tick) marking the beginning of any measurement.
3. Drag the element tool toward the bottom right corner of the document. When the dotted lines on both rulers are even with the line (or tick) marking the end of your measurement, release the mouse button to create an element of the appropriate dimensions.

Placing guides using the rulers

To place a guide, click anywhere on the horizontal or vertical ruler. A diamond—called a guide handle—appears where you clicked. The guide handle marks the location of a guide line that can position elements in relation to each other and the document. See the **Setup Guides...** and **Guides...** commands in the **Arrange** menu section for details on creating and positioning guides.

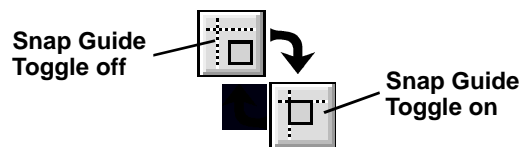
To move a guide line, click on its guide handle and drag it to a new position on the ruler.

You can remove a guide by dragging it off the ruler. When you release the mouse button, the guide disappears.

Using the Guide Snap Toggle

The button in the upper left corner of the Document Window is called the Guide Snap Toggle. It's the button with the pair of intersecting dotted lines and a small gray square.

Clicking the Guide Snap Toggle turns the toggle either on or off. When this gray square rests next to the intersection of dotted lines, all elements near guides “snap to” the guides.

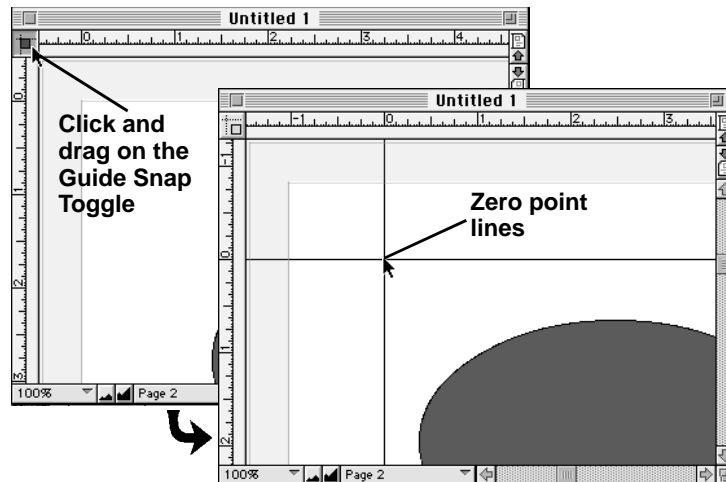


The Guide Snap Toggle also lets you align elements along their center axes. You can set how close you place an element to a guide before it “snaps” in the **Guides** dialog box. Using the snap to guides function helps you position elements precisely. See the **Setup Guides...** and **Guides...** commands under the **Arrange** menu section for more information about creating and positioning guides.

Setting a zero point

1. Click on Guide Snap Toggle in the upper left corner of the Document Window. The button contains two intersecting dotted lines.

2. Drag diagonally down and to the right. You'll notice vertical and horizontal lines that move with you.



3. Position the horizontal and vertical lines at the desired zero point location.
4. Release the mouse button. The ruler changes so the zero point of the selected measurement system corresponds to the specified location.

Using this technique, you can reset your zero point to correspond with any other point in the Document Window: a column of text in the Document Area, an element in the center of your document, and so on. You can return the zero point to the default setting (where zero on both rulers corresponds to the upper left corner of the Document Area rectangle) by pressing the Command key and clicking the Guide Snap Toggle.

Guides

The **Guides** command lets you view all the guides placed in a document. A checkmark appears next to the **Guides** command listing in the **View** menu when you have the command activated. Deactivating the **Guides** command hides all the guide lines placed in a document.

Arrange Palettes

The **Arrange Palettes** command lets you return all the visible palettes in a document to their default positions around the Document Window. The **Arrange Palettes** command repositions both visible and hidden palettes, but it does not make hidden palettes visible.

Tools

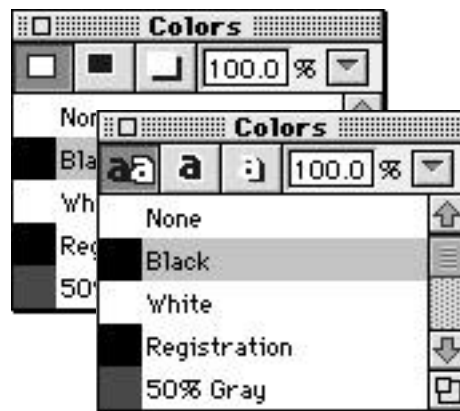
The **Tools** command lets you hide or display the Tools palette. The Tools palette contains the most important tools you need to create and modify elements.



Choosing the **Tools** command from the **View** menu places a check mark next to the **Tools** entry and displays the palette. If you want to remove the palette from the Document Window, choose **Tools** again and the check mark disappears along with the Tools palette. For more information, see the Tools palette entry.

Colors

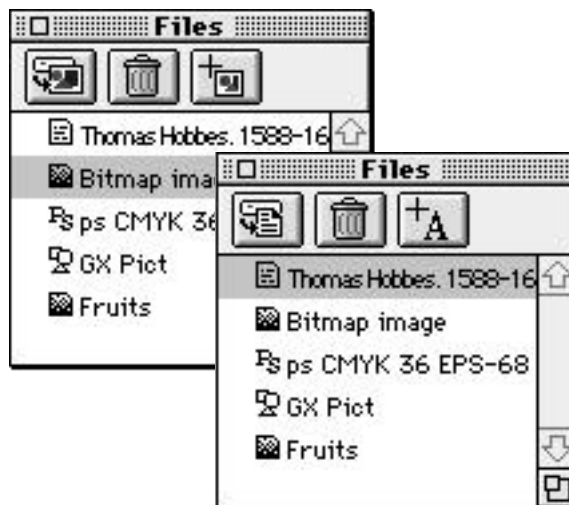
The **Colors** command lets you hide or display the Colors palette. The Colors palette lets you set frame, fill, and shadow colors for elements. You can also set outline, fill, and shadow colors for text. The icons on the Colors palette change to reflect what type of object (elements or text) you have selected.



Choosing the **Colors** command from the **View** menu places a check mark next to the **Colors** entry and displays the palette. If you wish to remove the palette from the Document Window, choose **Colors** again and the check mark disappears along with the Colors palette. For more information, see the Colors palette entry.

Files

The **Files** command lets you hide or display the Files palette. The Files palette gives you easy access to frequently used graphic and text files. You can add files to your document simply by clicking on the name of the file on the Files palette and dragging it into the document.



Choosing the **Files** command from the **View** menu places a checkmark next to the **Files** entry and displays the palette. If you wish to remove the palette from the Document Window, choose **Files** again and the check mark disappears along with the Files palette.

For more information, see the Files palette entry.

Styles

The **Styles** command lets you hide or display the Styles palette. The Styles palette gives you easy access to any type styles, paragraph styles, element styles, or style models you have created. You can apply any of these styles from the Styles palette.



Choosing the **Styles** command from the **View** menu places a check mark next to the Styles entry and displays the palette. If you wish to remove the palette from the Document Window, choose **Styles** again and the check mark disappears along with the Styles palette.

For more information, see the Styles palette entry.

Font Specs

The **Font Specs** command lets you hide or display the Font Specs floating palette. You can use the Font Specs palette to select fonts for your document, just like choosing a font from the **Font** menu. You can also use the palette to choose a size or a commonly used style.



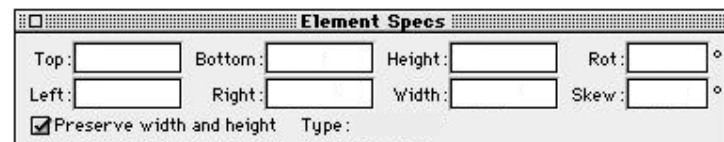
When you use a GX font, the Variation and Feature pop-up menus become available. The Variation pop-up menu lets you adjust the appearance of the selected font while the Feature menu lets you activate special font characteristics. The pop-up menus appear dimmed if the selected font does not contain these options.

This command appears in both the **Format** and **View** menus.

For more information on the Variation and Feature pop-up menus, see the entry on the Font Specs palette.

Element Specs

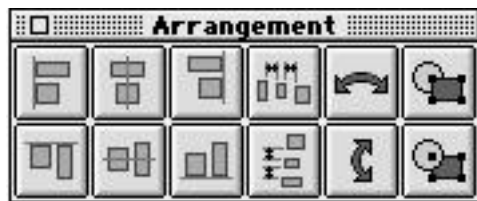
The **Element Specs** command lets you hide or display the Element Specs floating palette on the screen. This palette lets you control the size and position of an element. This command appears in both the **Arrange** and **View** menus.



For more information on the Element Specs palette, see the Palette section.

Arrangement

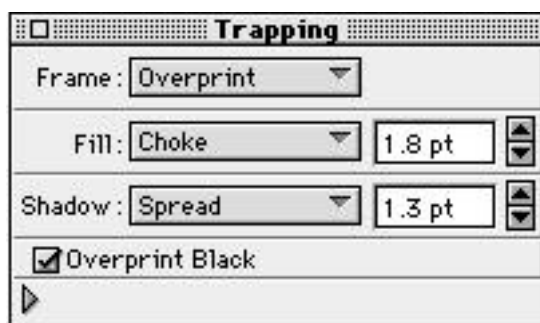
The **Arrangement** command lets you hide or display the Arrangement floating palette on the screen. This palette lets you access many of the commands in the **Arrange** menu, like **Bring to Front**, **Send to Back**, **Flip Horizontal**, **Flip Vertical**, and others. This command appears in both the **Arrange** and **View** menus.



For more information on the Arrangement palette, see the Palette section.

Trapping

The **Trapping** command lets you hide or display the Trapping palette. This palette lets you set trapping attributes for a selected element.

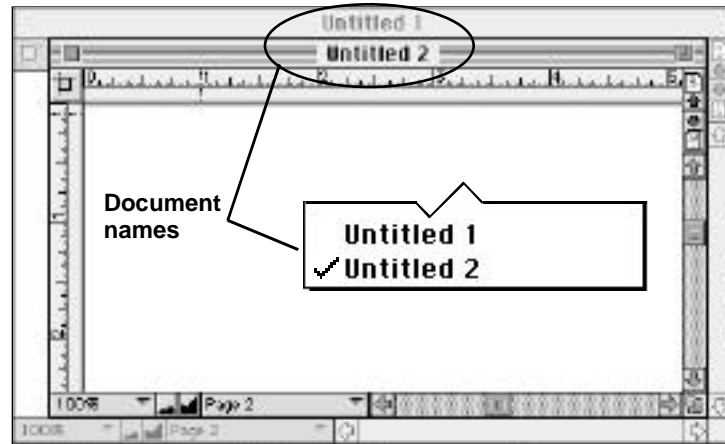


With the Trapping palette you can set trapping attributes for an element's frame, fill, and/or shadow. Selecting the **Overprint Black** check box tells **CREATOR2** to always print black ink over another color for that element only.

For more information on trapping and the Trapping palette, see the **Trapping** command entry in the **Elements** menu section.

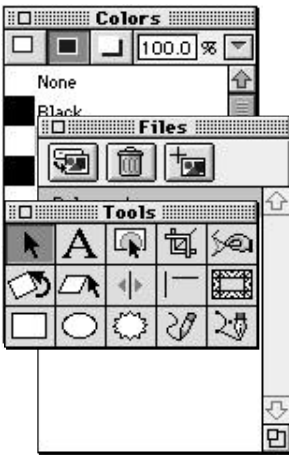
Document Name

If you have more than one document open at a time, **CREATOR2** lists the names of these documents at the bottom of the **View** menu. You can choose the name of a document and **CREATOR2** places that Document Window before you. In this way, you can bring hidden windows to the front.



In this example, selecting **Untitled 1** activates the background document and places it in the foreground.

CHAPTER 2: MULTI-AD CREATOR2 PALETTES



This chapter discusses the Tools palette, Colors palette, Styles palette, Files palette, Arrangement palette, Font Specs palette, and the Element Specs palette. It also provides in-depth information about the tools and options available in each palette.

About palettes

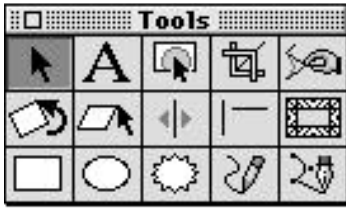
When you open **CREATOR2** for the first time, a group of palettes automatically appears arrayed around the Document Window. These palettes include: the Colors palette, Tools palette, Arrangement palette, Styles palette, Files palette, Element Specs palette, and the Font Specs palette.

You can close, or hide, a palette by clicking on its close box or by deselecting its command in one of the menus. You can open a palette by selecting its command from one of the menus. You can find the commands to display the palettes in the **View** menu.

You can move each palette anywhere on the screen by clicking and dragging on its title bar. If you want, you can reshape the Colors, Styles, and Files palettes by clicking and dragging their **Resize** buttons. The **Resize** button appears as a small box imposed over a larger box. You can find the Resize box in the lower right corner of the appropriate palette.

CREATOR2 can even remember where you last placed each palette so when you open a new document, the palettes appear in their last position. **CREATOR2** also remembers what palettes you have open and what palettes you have hidden.

The Tools Palette



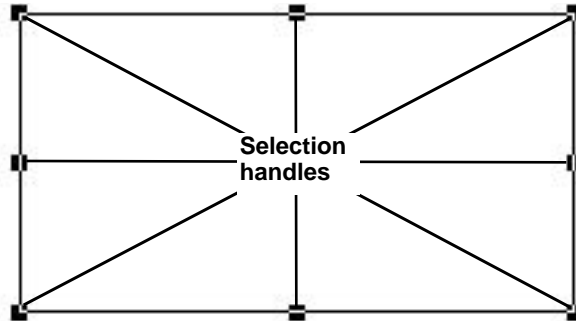
The Tools palette contains the tools you need to create and modify elements. For even more control over elements, double-click on an element to open the dialog box for the **Element Info...** command. Each dialog box is named after the selected element shape and lets you modify the format settings for the selected element.

The Arrow Tool



The Arrow tool lets you manipulate the size and position of elements in the Document Window. To use the Arrow tool, click on the Arrow button on the Tools palette. You can use the Arrow tool to:

- **Select elements**
Select elements in the Document Window by clicking on the element. To select more than one element, hold down the Shift key as you click on each one. You can also select elements by dragging a selection rectangle around them. As you drag, all elements that overlap that rectangle become selected. When an element is selected, it is surrounded by selection handles.



If you wish to select an element hidden behind other elements, press the Tab key. This progressively selects each element in a document.

- **Resizing elements**
Resize elements by moving the Arrow pointer over any of the black selection handles. When positioned over a selection handle, the pointer changes to pinching fingers.

To resize an element horizontally, grab a handle on the right or left side of the element and drag horizontally. To resize an element vertically, grab a handle at the top or bottom of the element and drag vertically. To resize an element both vertically and horizontally, grab a corner handle and drag diagonally. To resize an element proportionately, press the Shift key while resizing from a corner handle.

If you want the text in a text block to stretch when you resize the block, hold the Command key (and the Shift key, if you wish to constrain proportionally) while dragging.

To resize more than one element at a time, select the elements by holding down the Shift key and clicking each with the Arrow tool, or by dragging a selection rectangle. Choose the **Group** command from the **Arrange** menu to group the items together. Now click on the grouped element and resize it as you normally would.

- **Deleting elements**
Delete elements or text blocks in the Document Window by selecting the elements with the Arrow tool and pressing the Delete key. To restore deleted elements, choose **Undo** from the **Edit** menu (or press Cmd-Z) immediately after the deletion.
- **Moving elements**
Move elements or text blocks anywhere in the Document Window by moving the Arrow pointer onto the element and clicking and dragging. To restrict the drag to either the horizontal or vertical dimension, hold down the Shift key after starting the drag.

Do not drag an element by its selection handles. If you do this, the element resizes. If you accidentally resize an element you wished only to move, or vice versa, choose **Undo** from the **Edit** menu (or press Cmd-Z) to restore the element to its previous condition.

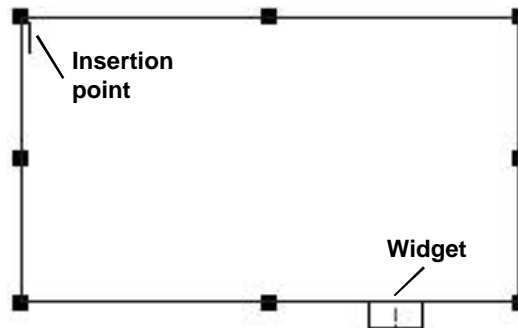
The Text Tool



The Text tool lets you create and edit text blocks in the Document Window.

Click the Text tool on the Tools palette, and the pointer appears as an A with a crosshair (+A). When you move the pointer over an existing text block, it changes into an I-beam. The crosshair indicates that you can create text blocks, while the I-beam indicates that you can enter or edit text in existing blocks.

Create text blocks in the Document Window by dragging the Text tool diagonally in any direction. When you release the mouse button, a box appears with a tab (called a widget) below the bottom right corner. Pressing the Option key with the Text tool selected lets you draw a new text block on top of an existing one. A blinking text insertion point appears at the upper left corner of the box as soon as you finish creating the text block.



When you begin typing, the text appears at the blinking insertion point. You can copy text from other text blocks, or other documents, and paste it into the new text block. You can also import text. For more information, see the **Import...** command entry under the **File** menu.

If you create a text block large enough to display all of its contained text, an exclamation mark (!) appears in the box's widget. If you have more text than a text block allows for, the widget contains an ellipsis (...). To display additional text, you can either resize the text block with the Arrow tool or flow the extra text into another text block.

Note: PressEnter to change the Text tool to the Arrow tool so you can resize or move a text block. To resize it, move the pointer to an edge or a corner of

*the block until it changes to the pinching-fingers
resizing pointer. Then click and drag to resize the
block.*

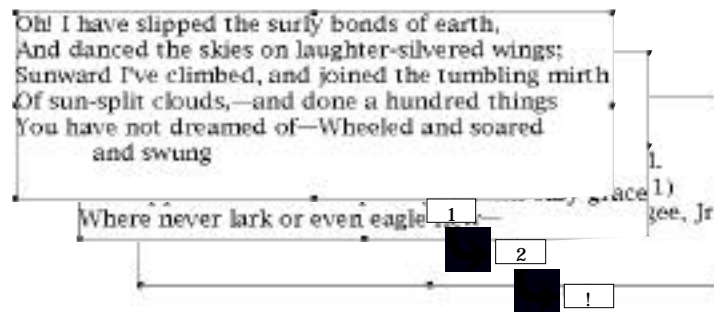
*To restore the Text tool, press **Enter**.*

To flow text from one block to another, click on the ellipsis widget (...). When you click this widget, the pointer becomes an A with a crosshair followed by an ellipsis (+A...). This indicates that the pointer can create a block for the extra text to flow into.

Click and drag the pointer to create the new text block. The excess text flows into the block when you release the mouse button. If you still have more text than you can display in the new block, an ellipsis (...) appears in the box's widget. If so, repeat these steps to flow the text into additional blocks.

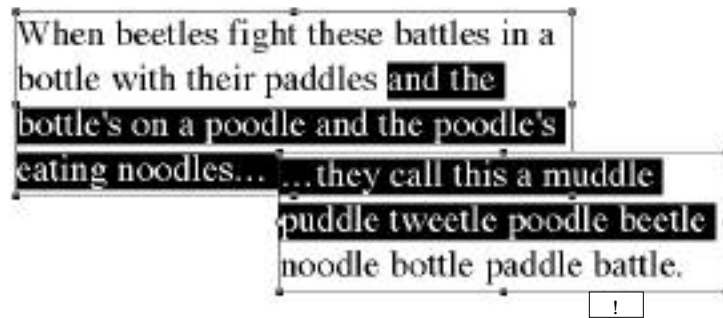
When you flow text from its original block to a second block, the widget notation on the original block changes from an ellipsis (...) to a 1. The widget of each block displays a number representing the text block sequence.

Text flows from block 1, to block 2, to block 3, and so on. When you have displayed all the text, the widget on the last block displays an exclamation mark (!).



If you delete a text block from a series of blocks, the text from the deleted block reflows through the remaining blocks. When you delete a block, the widgets renumber or display the appropriate symbol. Likewise, if you delete text from any text block in a series, the remaining text reflows through all the blocks.

If a single batch of text flows through a series of blocks, you can still select it as if it were all in one block. However, you must make selections sequentially. You cannot select text in block 1 and block 3 of a series without selecting everything in block 2 as well.



Note: Whenever you make a text block active for editing (by selecting the Text tool and clicking in the block), you make all linked blocks active because they all contain different parts of the same text. You can only make one linked set of text blocks active for editing at a time.

Editing text in a block

1. Select the Text tool on the Tools palette and move the pointer into the block. The pointer becomes an I-beam.
2. Click in the text block to make it active for editing.

If the text overlaps other elements, it is shown in front and appears opaque so you can edit the text more easily. Clicking in a text block activates other linked blocks linked, too.

3. Click where you want to start typing or drag the pointer over text you want to replace.
4. Start typing.

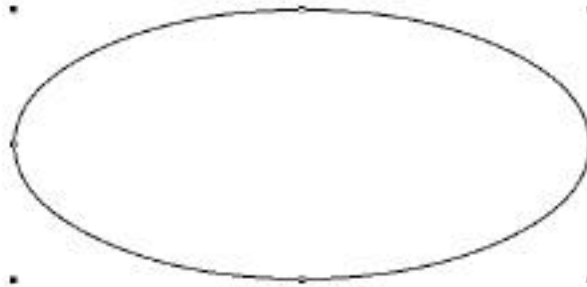
Text typed directly into a new text block assumes the attributes (font, size, alignment, etc.) chosen in the Text panel of the **Preferences** dialog box. You can modify those attributes in a number of ways. For more information, see the Text, Font, Size, and Style listings in Chapter 1.

Creating Text Blocks of Different Shapes

Up to now, you have only dealt with square text blocks. However, **CREATOR2** lets you make text blocks out of any shape. You can make ovals, starbursts, even freehand drawings into text blocks, or in this case, text shapes.

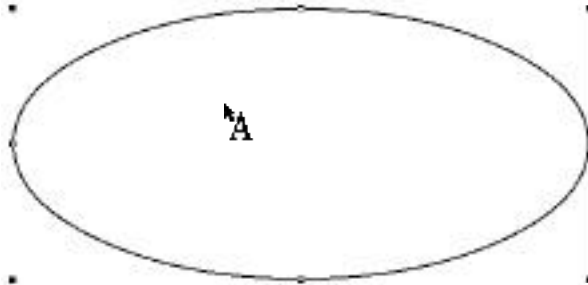
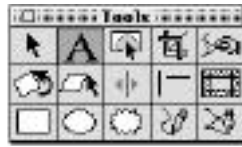
Drawing a text shape

1. Click on a drawing tool on the Tools palette.
2. Click and drag in the Document Window to draw an element. If you have selected the Oval tool, this creates an oval.



3. Click the Text tool on the Tools palette.

4. Press the Command key while clicking on the shape you have drawn. Notice that your pointer changes into a small arrow followed by an A.



After you Command-click on the element, it becomes a text shape. You can identify a text shape by the widget that appears when you click on the shape with the Text tool.

5. Type or import the desired text into the text shape.



Linking text shapes

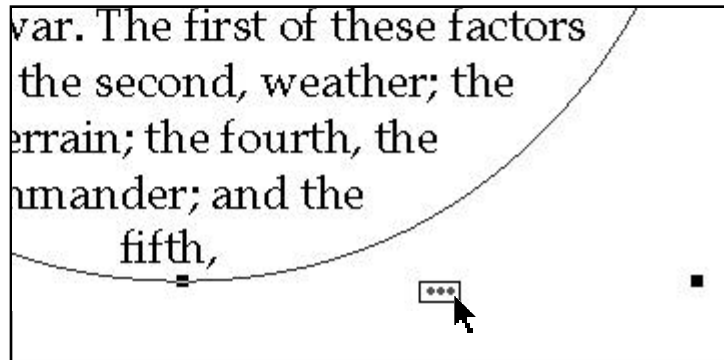
CREATOR2 also lets you create sequences of text shapes. The text flows from one shape into another. To do this, click on the widget of a text shape and then Command-click on the element you want to flow the text into.

For example, if you wanted to flow text from an oval into a starburst:

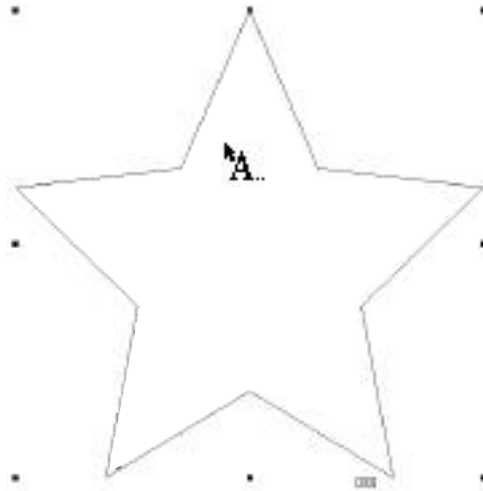
1. Click the Oval tool on the Tools palette and draw an oval element in the Document Window.
2. Click the Text tool on the Tools palette.
3. Command-click on the oval with the Text tool. Notice that the oval gains an insertion point and a widget.
4. Import or type the text you want to appear in the oval.



5. Click the Starburst tool on the Tools palette and draw a starburst element in the Document Window.
6. Click the Text tool on the Tools palette.
7. Click on the widget of the oval text shape with the pointer.



8. Command-click on the starburst element.



The overflowed text from the oval text shape flows into the starburst.



Resizing text shapes

Like any other element, you can proportionally resize a text shape by pressing Command while dragging on a corner handle with the Arrow tool selected. However, **CREATOR2** also lets you proportionally resize the text inside an element. With the Arrow tool selected, press Command-Shift t while clicking on a corner handle of a text shape. Notice that the text inside the element scales itself at the same proportion as the element.

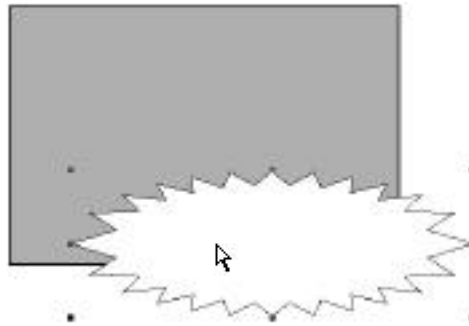
The Containment Tool



The Containment tool lets you place one element inside another. The container acts like a picture frame for the element it holds. Any part of the contained element that overflows the container's bounds cannot be seen. In this respect, containing an element is similar to cropping, except you can place any element—not just graphics—inside a container. **CREATOR2**'s automask function, for example, simply places a graphic inside a container.

Using the Containment tool

1. Click on the Containment tool on the Tools palette. The pointer turns into an outlined arrow when moved into the Document Window.
2. Click and drag on an element. Move the selected element onto another element (the container). Notice that the container's border becomes framed when you position the selected element over the stationary one.



3. Release the mouse button to place the element you wish to frame inside the container. **CREATOR2** places the selected element inside the frame of the stationary element.



Containing elements inside other contained elements

CREATOR2 lets you place containers inside other elements through the **Open Element** command.

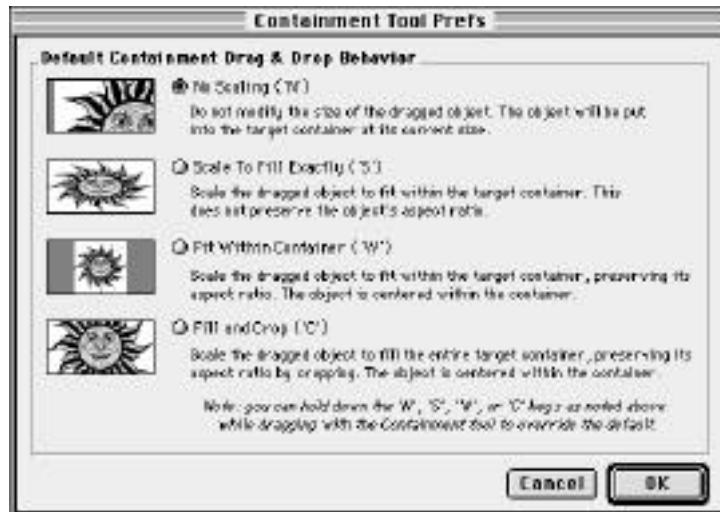
1. Draw the outermost container in the Document Window.
2. Draw another element.
3. Click on the Containment tool and place the second element inside the container. Make sure the contained element remains selected.
4. Select the **Open Element** command from the Elements menu. This opens a window that allows you to manipulate the contained element.
5. Draw a new graphic in the **Open Element** window.
6. Click on the Containment tool and drag the new element into the contained item. This creates three layers of contained elements.
7. Repeat Steps 4 through 6 to place elements inside the new contained level.
8. Click on the **Open Element** close box to return to the Document Window.

Opening containers

To remove an element from a container, simply click on the Containment tool on the Tools palette. Click on the contained item and drag it out of the container. Notice that the frame of the container becomes highlighted when you have properly selected the contained element.

To remove an element contained more than one level deep, progressively drag each contained element out of its container. You can also choose **Open Element** for each container, then cut and paste the desired contained item into the main Document Window.

CREATOR2 lets you modify elements as you place them in containers. To open the **Containment Tool Prefs** dialog box, double-click the Containment tool on the Tools palette.

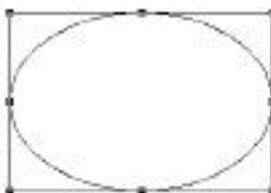


The dialog provides four different options to choose from. The Containment tool preference options include:

- **No Scaling**
The **No Scaling** radio button lets you place an element in a container at the element's current size. **CREATOR2** uses the **No Scaling** radio button as its default setting.

If you have selected another containment option but wish to use **No Scaling**, press the **N** key while dragging the selected element into a container.

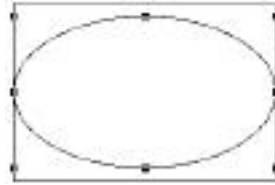
- **Scale to Fit**
The **Scale to Fit** radio button lets you center and resize an element so it fits snugly in its container.



If you have selected another containment option but wish to use Scale to Fit , press the S key while dragging the selected element into a container.

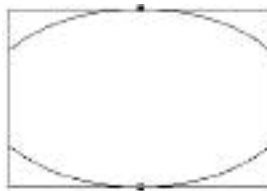
Note: If you place text, or a graphic containing text, inside a container with Scale to Fit preference selected, the text also rescales. This may cause the text to appear distorted.

- **Fit Within Container**
The Fit Within Container radio button lets you center and scale a selected element proportionally so that it fits within its container.



If you have selected another option but wish to use Fit Within Container , press the W key while dragging the selected element into a container.

- **Fill Container**
The Fill Container radio button lets you center and scale an element proportionally so that it fills its container.



If you have selected another containment option but wish to use Fill Container , press the C key while dragging the selected element into a container.

The Cropping Tool



The Cropping tool lets you crop graphic images. Cropping lets you pare the edges of a graphic, like taking scissors and cutting off one or more sides of an image. Cropping doesn't alter or resize the graphic in any way; it only alters your view of the graphic. The remaining image doesn't get any smaller in scale, but it fits in a smaller area. For example, you might crop out extra white space at the top of a graphic or crop unwanted text from the bottom of a picture.

Using the Cropping tool

1. Click on the Cropping tool on the Tools palette.
2. Click on the graphic you want to crop.
3. Move the Cropping tool over one of the image's handles. When you position the center of the Cropping tool directly over a handle, it clamps down. When it clamps, drag to crop the graphic.
3. Release the mouse button and move the pointer over the graphic. The pointer turns into a four-way arrow.
4. Click and drag on the graphic with the four-way arrow. This allows you to reposition the graphic inside the cropped area.

The Reshape Tool



The Reshape tool lets you modify the appearance of many **CREATOR** elements. Clicking on an element with the Reshape pointer allows you to modify the element's shape. You can reshape rectangles, starbursts, freehand drawings, and paths. You cannot reshape other element types.

Using the Reshape tool

1. Click on the Reshape tool on the Tools palette. The pointer turns into a crosshair when you move it into the Document Window.
2. Click on the element you wish to reshape. Either a dialog box or control points appear. If you have an element selected before clicking on the Reshape tool, the control points or dialog box for that element appear.

3. Make any modifications you want. **CREATOR2** automatically applies your modifications to the selected element.

To cancel a reshaping action, choose **Undo** from the **Edit** menu or press Cmd-Z immediately following the operation.

The Reshape Tool Dialog Boxes

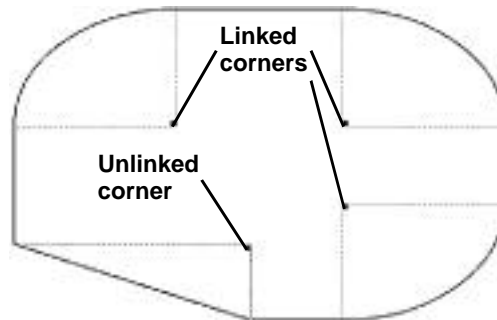
Rectangle and starburst elements have their own dialog boxes that you can open with the Reshape tool. These dialog boxes let you modify the appearance or shape of the elements they relate to.

Reshaping rectangles

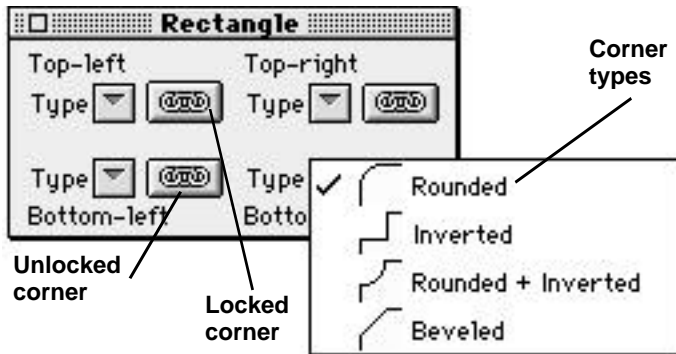
Clicking on a rectangle with the Reshape tool opens a dialog box and places new handles at the rectangle's corners.

When you click on a corner handle and drag inward, the rectangle's corners become rounded. You can adjust the size of the corners by positioning the corner selection handles. Initially, **CREATOR2** adjusts all the corner selection handles in tandem.

If you wish to adjust the size of a single corner, click the **Link** button in the **Rectangle** dialog box. When you click the **Link** button, it changes to an **Unlink** button. This signifies that you can adjust the size of the selected corner without affecting the other rectangle corners.



Change the corner type by selecting a new option from the Type pop-up menu. This method only changes one rectangle corner at a time. To change the shapes of all the corners of a rectangle, press the Option key while selecting a new corner shape from the Type pop-up menu.

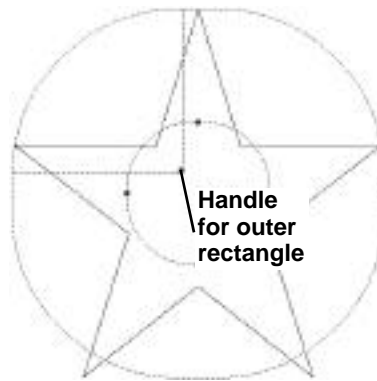


Reshaping starbursts

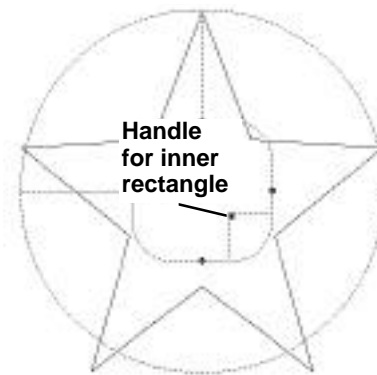
When you click on a starburst with the Reshape tool, several new handles appear on the starburst and the **Starburst** dialog box opens, just as if you selected a rectangle. However, you can reshape a starburst in more ways than you can reshape a rectangle.

Like the rectangle's selection handles, a starburst's selection handles let you modify the element in unique ways. Starburst shapes are contained within two rectangles. The outer rectangle sets the edge of the starburst's peaks, and the inner rectangle sets the edge of the starburst's valleys.

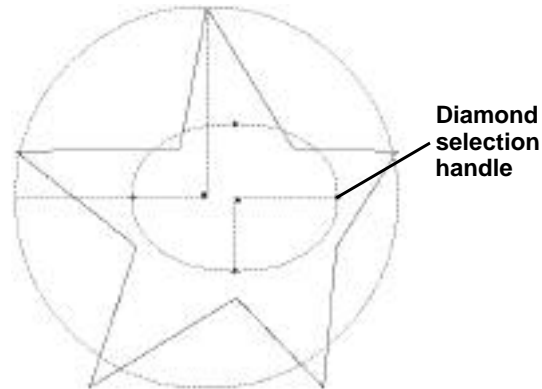
You can adjust the corner roundness of the inner and outer rectangles by clicking and dragging on the two arrow selection handles that appear inside the starburst. The larger arrow controls the roundness for the outer rectangle...



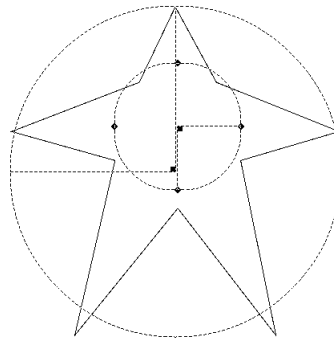
And the smaller rectangle controls the roundness for the inner rectangle.



You can also adjust the size of the inner rectangle. Click and drag on one of the diamond selection handles on the sides of the inner rectangle. To increase the length of the inner rectangle, click on the left or right diamond selection handles. To increase the height of the inner rectangle, click on the top or bottom diamond selection handles. If you press the Shift key while dragging a handle, you can resize the inner circle proportionally.

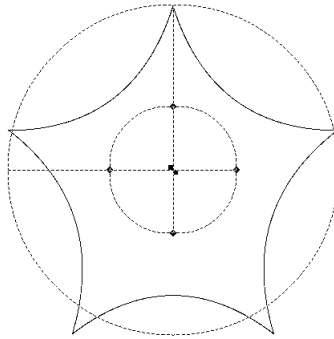


You can even reposition the inner rectangle within the frame of the outer rectangle. Move your pointer so that it rests in the inner rectangle. However, don't position the pointer near a selection handle. The pointer turns into an arrow-capped crosshair. Click and drag on the rectangle to reposition it within the outer rectangle.

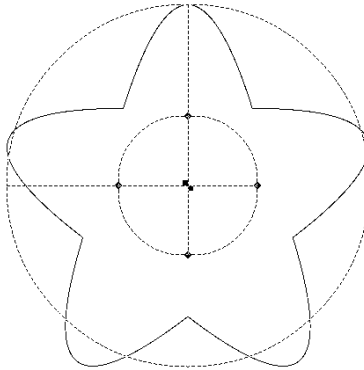


The **Starburst** dialog box lets you modify starbursts in even more ways. The dialog box's options include:

- **Round Valleys**
The Round Valleys check box smooths the valleys of a starburst so they appear rounded.

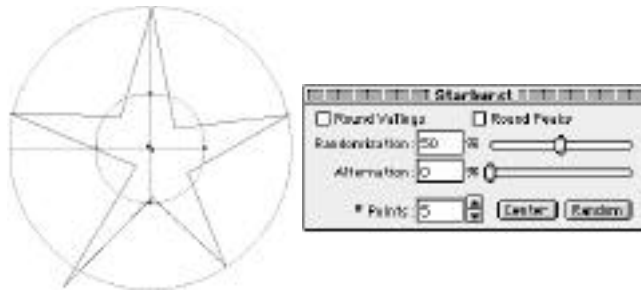


- **Round Peaks**
The Round Peaks check box smooths the peaks of a starburst so they appear rounded.



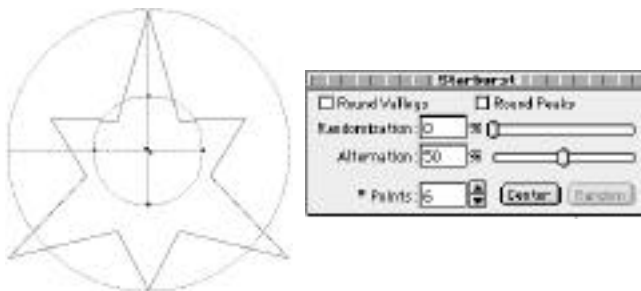
- Randomization

The Randomization field and slide bar lets you vary the peak and valley lengths within the bounds of the inner and outer circles. You can enter any percentage from 0 to 100. Zero represents no randomization and 100 represents absolute randomization.



- Alternation

The Alternation field and slide bar lets you change the length of every other flare on the starburst. You can enter any percentage from 0 to 100. Zero represents no alternation and 100 represents absolute alternation.



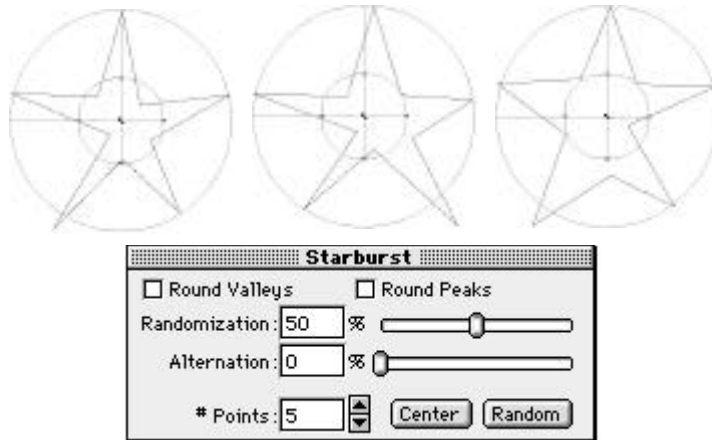
- Points

The Points field lets you determine how many flares you want a starburst to have.

- Center

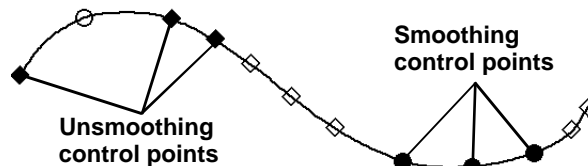
The **Center** button centers the inner circle or a starburst within its outer circle.

- **Random**
The **Random** button creates different, random starburst designs based on your settings. You must enter a value greater than zero in the Randomization field to activate the **Random** button.



Reshaping Path Elements

You can create many complex shapes using the Reshape tool in conjunction with freehand drawings or path elements. When you select a path element with the Reshape tool, reshape handles appear on the element. Two different types of reshape handles, called control points, exist. An unsmoothing control point indicates a straight line while a smoothing control point indicates a curved line.



Note: Unsmoothed handles appear as diamonds and smoothed handles appear as circles.

You can select a control point by clicking on it with the Closed Hand pointer (an Open Hand pointer becomes a Closed Hand pointer when positioned over a control point). You can also drag a selection rectangle around a control point (or a group of control points) to select it. A selected control point becomes highlighted. Move a control point by clicking on it with the Closed Hand pointer and then dragging it to another position.

Adding points to a line

Move the Open Hand pointer over a line. Press the Command key while clicking to add a new unsmoothed control point. If you press the Option key and the Command key while clicking on a line, you create a smoothed segment.

Toggling between smoothed and unsmoothed points

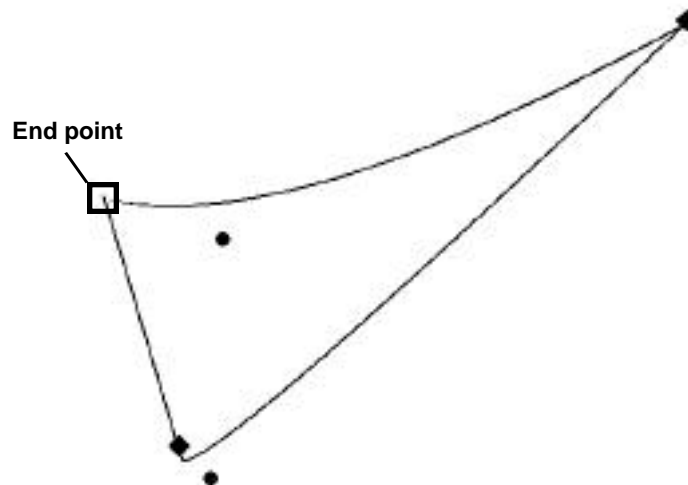
Press the Option key and click on a handle to change it to its opposite point type.

Closing a path element

Drag the end point over the element's starting point.

Path Editing in Reshape Mode:

- Click on a handle, then drag the handle to reshape.
- Cmd-click on a line segment to create a new handle, drag to reshape.
- Shift-Cmd-click on a line segment to create an opposite handle.
- Option-click a handle to toggle between smoothing and un-smoothing.
- Delete-click a handle to remove the handle.



Opening line segments

To open a closed path element, position the Open Hand pointer over the line segment you wish to remove and click the Option key.

Note: Each path element can have only one open segment.

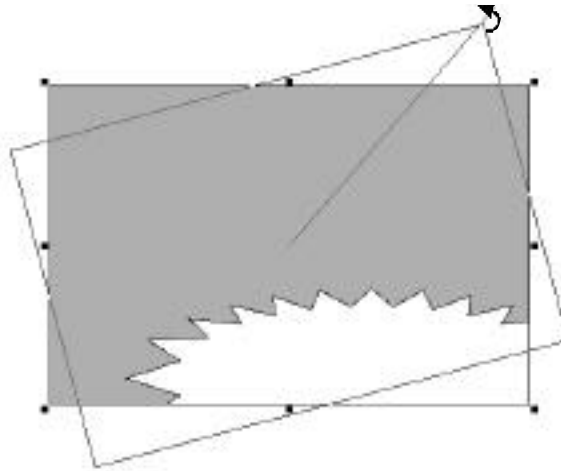
Deleting points

Select a handle and then press the Delete key.

The Rotate Tool



The Rotate tool lets you rotate elements in any direction.



Using the Rotate tool

1. Click on the Rotate tool on the Tools palette. The pointer turns into a curved arrow when you move it into the Document Window.
2. Click on the element you wish to rotate, if not already selected.
3. Grab part of the element or one of its selection handles, and drag in the direction you want the element to rotate. Elements rotate around their centers.

To cancel a rotation, choose **Undo** from the **Edit** menu or press Cmd-Z following the operation.

You can rotate any element in the Document Window, including text blocks. However, you can only rotate one element at a time with the Rotate tool. If you need to rotate two or more elements at the same time, you must first group them and then rotate them.

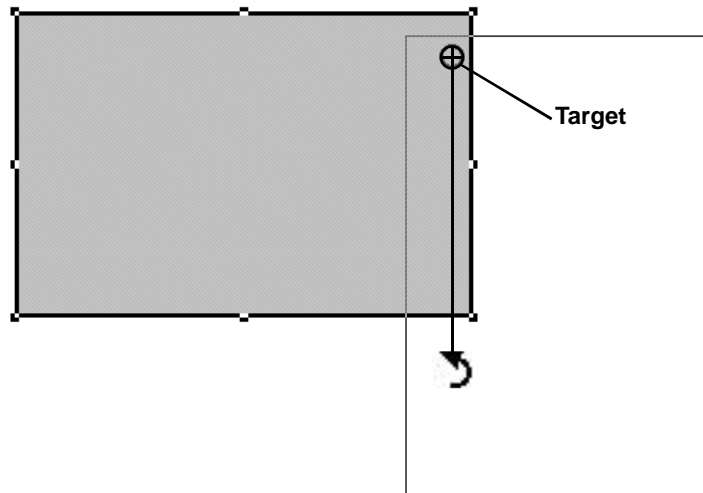
When you use the Rotate tool to rotate elements drawn in **CREATOR2** or masked graphics, you see the actual outline of the element being rotated. When rotating unmasked, placed graphics, you see an outline defined by the element's selection handles being rotated.

Pressing the Shift t key while rotating constrains the rotation to 15 degree increments.

Setting the center of rotation

CREATOR also lets you establish an element's point of rotation. In this way, you can rotate elements around their corners, or any other point.

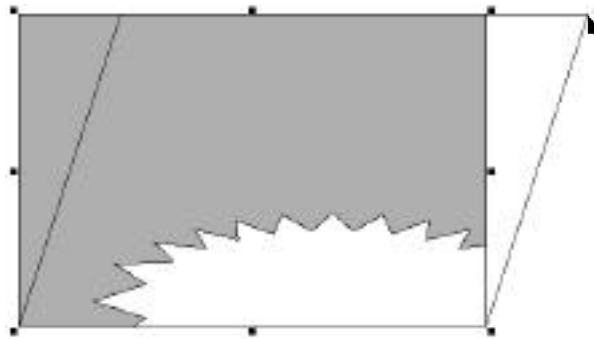
1. Click on an element with the Rotate tool.
2. Command-click at the point you wish to rotate the element around. **CREATOR** places a target at the selected point.
3. Click on the target and drag away. Notice the selected element rotates around the target.



The Skew Tool



The Skew tool lets you skew any element without changing the length of an element's sides.



Using the Skew tool

1. Click on the Skew tool on the Tools palette. The pointer turns into a crosshair when you move it into the Document Window.
2. Click on the element you wish to skew.
3. Click on a selection handle and drag in the direction you want the element to skew.

To cancel a skew, choose **Undo** from the **Edit** menu or press Cmd-Z immediately following the operation.

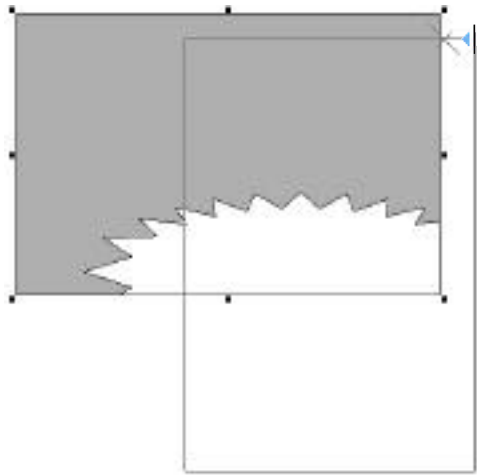
You can skew any element in the Document Window, including text blocks. However, you can only skew one element at a time with the Skew tool. If you wish to skew two or more elements at the same time, you need to group them and then skew them.

Pressing the Shift key while skewing constrains the skew to 45 degree increments.

The Flip Tool



The Flip tool lets you reposition and rotate a selected element. The Flip tool *does not* flip an element at its point of origin. Instead, you must move the element to a new location in order to flip it.



Using the Flip tool

1. Click on the Flip tool on the Tools palette. The pointer turns into a crosshair when you move it into the Document Window.
2. Click on the element you wish to flip.
3. Drag on any part of the element or on one of its selection handles. Dragging in any direction automatically flips the element. The element flips around a point halfway between the initial click and the pointer's current position.

To cancel a flip, choose **Undo** from the **Edit** menu or press Cmd-Z immediately following the operation.

You can flip any element in the Document Window, including text blocks. However, you can only flip one element at a time with the Flip tool. If you need to flip two or more elements at the same time, you must first group them and then flip them.

When you use the Flip tool to flip elements drawn in **CREATOR2** or masked graphics, you see the actual outline

of the element being flipped. When flipping unmasked, placed graphics, you see an outline defined by the element's selection handles being flipped.

The Line Tool



The Line tool lets you create lines of any angle.

Using the Line tool

1. Click the Line tool on the Tools palette. The pointer turns into a crosshair when you move it into the Document Window.
2. Click and drag the pointer across the screen, at any angle, to draw a line. To constrain lines to increments of 45 degree angles, press the Shift key while dragging the Line pointer.

If you have your rulers displayed (chosen in the **View** menu), you can use them to size the line. For details, see the discussion on Rulers, under the **View** menu in Chapter 1.

3. Release the mouse button to create the new line. **CREATOR2** selects the new line. You can then reposition the element, resize, and so on.

The Border Tool



The Border tool lets you place custom borders for art and text in the Document Window.

Using the Border tool

1. Click on the Border tool on the Tools palette. The pointer turns into a crosshair when moved into the Document Window.
2. Click and drag to draw the border. If you have your rulers displayed (chosen in the **View** menu), you can use them to size the elements. For details, see the discussion on Rulers, under the **View** menu in Chapter 1.

To create a square border, hold down the Shift key while dragging.

3. Double-click on the Border tool to open the **Border** directory dialog box. Locate the Border folder and select the desired border file.

The Rectangle Tool



The Rectangle tool lets you create custom squares and rectangles.

Using the Rectangle tool

1. Click the Rectangle tool on the Tools palette. The pointer turns into a crosshair when moved into the Document Window.
2. Drag the pointer across the screen to draw the desired square or rectangle. If you have your rulers displayed (chosen in the **View** menu), you can use them to size the elements. For more information, see the **Rulers** command entry under the **View** menu.

Press the Shift key while clicking and dragging to constrain the rectangle to a square or rounded square.

3. Release the mouse button to create the new rectangle. **CREATOR2** selects the new element. You can then reposition the element, resize, and so on.

Note: You can use the Reshape tool to vary the appearance of a rectangle element's corners.

The Oval Tool



The Oval tool lets you create custom circles and ovals.

Using the Oval tool

1. Click the Oval tool on the Tools palette. The pointer turns into a crosshair when moved into the Document Window.
2. Click and drag the pointer across the screen to draw the desired circle or oval. If you have your rulers displayed (chosen in the **View** menu), you can use them to size the elements.

Press the Shift key while clicking and dragging to create circles.

3. Release the mouse button to create the new oval. **CREATOR2** selects the new element. You can then reposition the element, resize it, and so on.

The Starburst Tool



The Starburst tool lets you create custom starbursts.

Using the Starburst tool

1. Click on the Starburst tool on the Tools palette. The pointer turns into a crosshair when you move it into the Document Window.
2. Click and drag to draw the starburst. If you have your rulers displayed (chosen in the **View** menu), you can use them to size the shape. For details, see the discussion on Rulers, under the **View** menu in Chapter 1.

Press the Shift key while dragging to create proportional elements.

3. Release the mouse button to create a new starburst. **CREATOR2** selects the new shape. You can then reposition the shape, resize it, and so on.

Note: You can use the Reshape tool to vary the appearance of a starburst element's size and flares.

The Freehand Drawing Tool



The Freehand Drawing tool lets you make freeform lines and shapes. You can draw open or closed shapes.

Using the Freehand Drawing tool

1. Click on the Freehand Drawing tool on the Tools palette. The pointer turns into a pencil when you move it into the Document Window.
2. Click and drag to draw freeform shapes.

3. Release the mouse button to create the freeform shapes. **CREATOR2** selects and automatically smoothes the line you drew. You can then reposition the element, resize, and so on.



The Path Tool



The Path tool combines the Line tool with the flexibility of the Freehand drawing tool. The Path tool lets you create path elements with both straight and curved lines.

Using the Path tool

1. Click the Path tool on the Tools palette. The pointer turns into a pen when you move it into the Document Window.
2. Create a line. You can draw straight lines by clicking at the line's start point and then clicking at the line's end point.

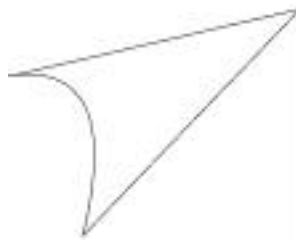


To draw curved lines, click at a start point. Click and drag at the point where you want the line to curve. You can release the mouse once the line begins to curve. Finally, click at the point where you want the line to end.



If you have your rulers displayed (chosen in the **View** menu), you can use them to size your lines. For more information, see the **Rulers** command entry under the **View** menu.

3. Click the pointer on the original starting point to create a polygon.



To cancel a path element, choose **Undo** from the **Edit** menu or press Cmd-Z immediately following the operation.

The Colors Palette



The Colors palette contains three icons for assigning colors to elements. These icons let you set colors to an element's frame, fill, and shadow. A text field and a pop-up menu appear next to the three icons. You can select a percentage from the pop-up menu to set a color's shade, or you can enter a percentage into the text field.

In most cases, the icons on the Colors palette contain rectangles illustrating the icons' functions. However, if you click on a text block with the Text tool or select a range of text, then the icons change into letters. These letters also illustrate the icons' functions

The colors listed in the Colors palette may vary from one document to another. You can add and remove colors on the palette through the **Colors from document name** dialog box. You can open the **Colors from document name** dialog box either by choosing the **Colors...** command from the **Document** menu or by double-clicking on one of the buttons on the Colors palette. For more information on adding or removing colors from the Colors palette, see the entry from the **Colors...** command in the **Document** menu.

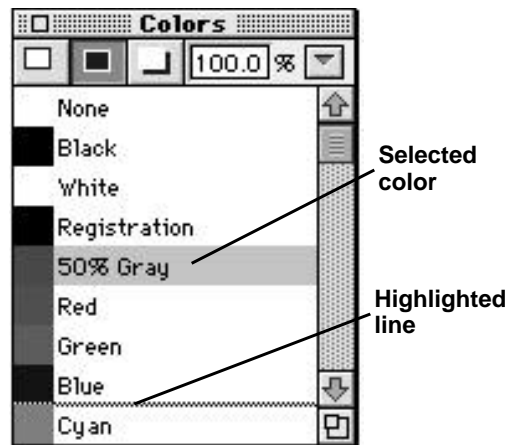
Changing pre-assigned colors on elements

Besides assigning new colors to elements, you can use the Color palette to change colors already assigned to elements.

1. Click on an element.
2. Select a feature icon (the Frame, Fill, or Shadow icon) from the Colors palette. Whatever button you select, the current assigned color appears highlighted on the palette.
3. Choose a new color and, if necessary, a new shade percentage. **CREATOR2** automatically applies your selected changes to the element

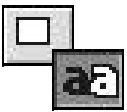
Rearranging colors

Although the first four colors on the palette (None, Black, White, and Registration) always remain the same, you can rearrange the rest of the color listings. Simply click and drag on the color that you want to move. Notice that the color listing becomes a highlighted line as you drag it.



Position the highlighted line between the color entries where you want the color to appear. When you release the mouse button, the name of the color you selected appears in place of the highlighted line.

The Frame Icon



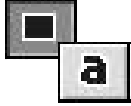
Selecting the **Frame** icon in the Colors palette lets you outline selected elements in the Document Window with a selected color.

Assigning a Frame

1. Click on the element(s) you wish to frame.
2. Click the **Frame** icon on the Colors palette.
3. Click on the color you wish to frame the element with from the scrolling list in the Colors palette. The outline of selected elements becomes the chosen color.

*Note: If you click on the **Frame** icon while you have text selected, the text appears filled with the selected color, unless you have selected outline or shadow text. When you apply a frame color to outline or shadow text, that color only appears on the outline of the selected characters. You need to select a fill color for the interior of outline and shadow text.*

The Fill Icon

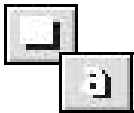


Selecting the **Fill** icon in the Colors palette lets you fill selected elements in the Document Window with assigned colors.

Assigning a Fill

1. Click on the element(s) you wish to fill.
2. Click the **Fill** icon in the Colors palette.
3. Click on the color you wish to fill in the element from the scrolling list in the Colors palette. The selected element's interior fills with the chosen color.

The Shadow Icon



Selecting the **Shadow** icon in the Colors palette lets you fill the shadows of selected elements in the Document Window with assigned colors.

Assigning a Shadow

1. Click on the element(s) you wish to Shadow.
2. Click the **Shadow** icon in the Colors palette.
3. Click on the color you want to fill in the shadow of the element from the scrolling list in the Colors palette. The selected element's shadow fills with the chosen color.

The Shade Field



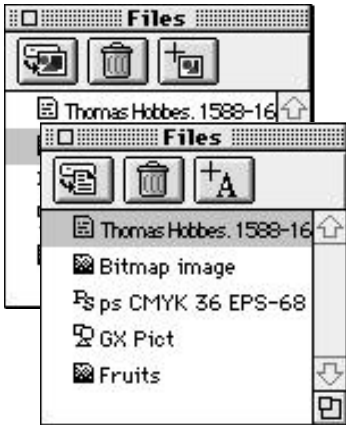
The Shade field lets you adjust the shade of any color on an element.

Assigning a Shade

1. Click on the element with the color you wish to adjust.
2. Click the **Frame**, **Fill**, or **Shadow** icon. The color you have assigned for the chosen feature appears highlighted.
3. Click on the pop-up menu to the far right of the buttons and select a percentage. You can also enter a percentage into the text field to the immediate right of the **Shadow** icon. By default, all colors first appear at 100 percent. Choose a lesser percentage to shade the color. The lower the percentage, the lighter the color.

To return to 100 percent, or to choose another shade, choose a value from the pop-up menu or enter a new value into the text field.

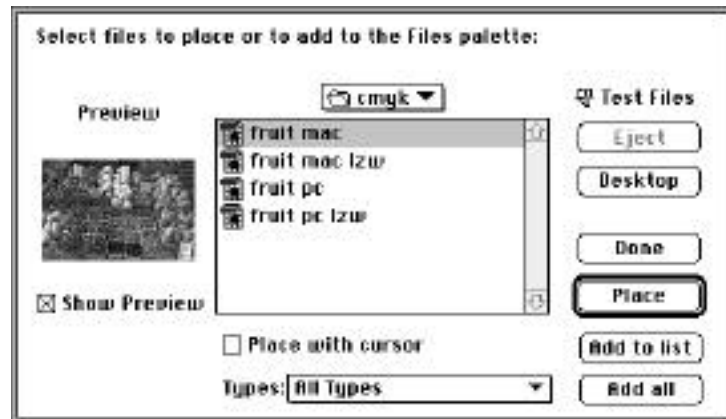
The Files Palette



The Files palette places frequently used text or graphic files on a list for easy reference and quick use. The palette speeds the creations of documents containing many graphic elements and/or text files.

The **Place Graphic** and **Import Text** dialog boxes contain two methods for placing files. Either place the file immediately (with the **Place** button) or defer placement of the file by adding it to the Files palette (with the **Add files to palette** and **Add all** icons).

The **Place** icon closes the dialog box and returns you to the Document Window. The **Add files to palette** and **Add all** icons *do not* close the dialog box. You can keep adding files to the palette list until you click on the **Done** button.



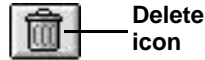
When you return to the Document Window, notice that symbols appear to the left of the filenames on the Files palette. The symbols include: ps for EPS (Encapsulated PostScript) files, a collection of element shapes for PICT files, and a graphic symbol for MacPaint, TIFF, RIFF, GIF, and JPEG files.

The top of the Files palette contains three icon buttons. Clicking the **Open** icon opens either the **Place Graphic** or **Import Text** dialog boxes. To add a graphic image to the Files palette, click the Arrow tool on the Tools palette and then click the **Open** icon on the Files palette. To add a text file to the Files palette, click the Text tool and then click the **Open** icon.

To help you identify which dialog box opens when you click the **Open** icon, the icon's image changes. The **Open** icon contains a representation of a graphic file if you have the Arrow tool selected. It contains a representation of a text file if you have the Text tool selected.

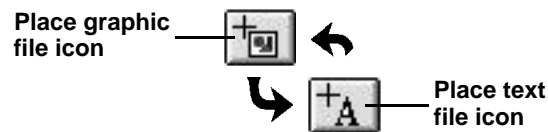


The **Delete** icon removes selected items from the Files palette.



To remove all the files on the Files palette, press the **Shift** key and click on the palette. To delete multiple—but nonconsecutive files—on the palette, press the **Command** key while clicking on the names of the files you wish to delete.

The **Place** icon creates a crosshair that lets you draw a rectangle in which to place a selected file. The **Place** icon's appearance may change, depending on what kind of file you have selected. If you have a graphic file selected, a representation of a graphic file appears on the **Place** icon. If you have a text file selected, a representation of a text file appears on the **Place** icon.



Placing from the Files palette

You can place text or graphic files from the Files palette in one of two ways:

Double-click on a filename to automatically place it in the document

Or

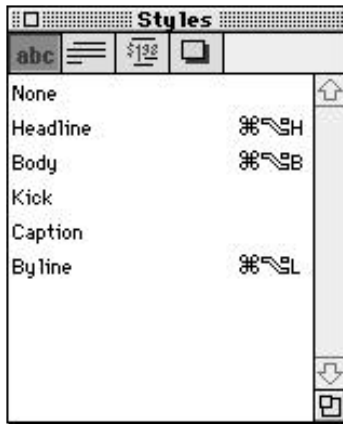
Click on a filename and drag a rectangle for the file's contents to appear in (press the **Shift** key to keep the graphic's contents proportional).

Adding files from the desktop

CREATOR2 lets you drag files directly from the Finder to the palette. To do this, first select the **Keep Files palette visible while in background** check box in the **General** panel of the **Preferences** dialog box in the **Edit** menu. Unless you select this check box, the Files palette always disappears when you go to the Macintosh desktop.

The Files palette becomes highlighted when you drag a file from the desktop onto the palette. When you release the mouse button, **CREATOR2** places the name of the selected file on the palette. You can now place the file in your document in any of the ways mentioned above.

The Styles Palette



The Styles palette contains four icons for displaying lists of previously saved type styles, paragraph styles, style models, and element styles. You can assign these styles to selected text or elements. Each style in each list also shows its keyboard equivalent, if it has one.

Assigning a type style, paragraph style, or style model

1. Select the text or element you want styled.
2. Click the **Type Style**, **Paragraph Style**, or **Style Model** icon at the top of the Styles palette.
3. Click on a style name from the list that appears in the Styles palette. The selected text reformats to reflect your choice.

Removing style attributes from selected text

1. Select the text or element you want to modify.
2. Click a style icon (type style or paragraph style) that relates to the style attributes you wish to remove.
3. Select None from the scrolling list. **CREATOR2** removes that style from the selected text or element.

Type Styles icon



Selecting the **Type Styles** icon in the Styles palette lets you assign a previously saved style of character formats to the selected text.

Assigning type styles

1. Select the characters you wish to format.

To format all the text in a block, press **Cmd-A** to select everything.

To format a portion of the text, select that portion.

To apply a type style to text that hasn't yet been typed, click an insertion point where you wish to begin typing.

2. Click the **Type Style** icon in the Styles palette to display the list of saved type styles in the scrolling list.
3. Click on the type style you want. Selected characters or new characters typed from the location of the text insertion pointer format accordingly.

Paragraph Styles Icon



Selecting the **Paragraph Styles** icon in the Styles palette lets you assign a previously created style of paragraph formats to the selected paragraphs.

Assigning a paragraph style

1. Select the paragraphs you wish to format.

To format just one paragraph in a block, click the text insertion pointer anywhere in that paragraph.

To format all the paragraphs in a block, press Cmd-A.

To format selected paragraphs, select at least one character in each paragraph in a continuous selection operation.

To apply a paragraph style to text that hasn't yet been typed, click the text insertion pointer where you wish to begin typing.

2. Click the **Paragraph Style** icon in the Styles palette to display the list of saved paragraph styles in the scrolling list.
3. Click on the paragraph style you want. Selected paragraphs or new paragraphs typed from the location of the text insertion pointer formats accordingly. If the paragraph style you select has a type style associated with it, character settings as well as paragraph attributes change.

Style Models Icon



Selecting the **Style Models** icon in the Styles palette lets you assign a previously saved style model to the selected text.

Assigning style models

1. Select the text you wish to restyle. The text has to conform to certain specifications. For a detailed discussion of these specifications, see **Make Style Models** under the **Edit** menu in Chapter 1.
2. Click the **Style Model** icon in the Styles palette to display the list of saved style models in the scrolling list.
3. Click on the style model you want and the selected text formats accordingly.

Element Styles Icon



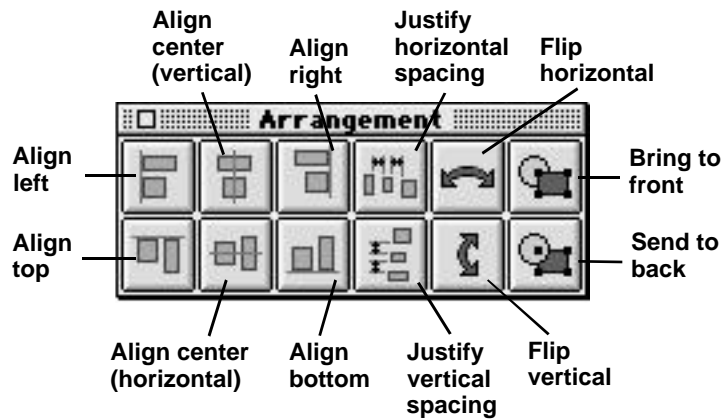
Selecting the **Element Styles** icon in the Styles palette lets you assign a previously saved element style to the selected text.

Assigning element style

1. Select the element you wish to restyle.
2. Click the **Element Style** icon in the Styles palette to display the list of saved element styles in the scrolling list.
3. Click on the element style you want and the selected element formats accordingly.

The Arrangement Palette

The Arrangement palette provides quick access to certain commands in **Arrange** menu. The commands include:



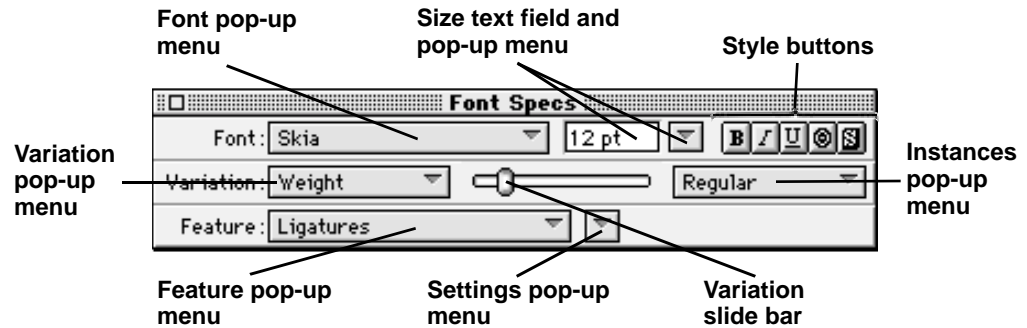
Manipulating an element with the Arrangement palette

1. Click on the elements that you wish to reposition.
2. Choose the **Alignment** command from the **Arrange** menu to display the Arrangement palette.
3. Click the appropriate button to reposition the elements.

Note: While you can flip and change the front-to-back ordering of one element at a time, you must have two or more elements selected before you click on the other buttons. If you do not have enough elements selected, the buttons appear dimmed.

Font Specs Palette

The **Font Specs** command lets you open the Font Specs floating palette. You can use the Font Specs palette to select fonts for your document, just like choosing a font from the **Font** menu. You can also use the palette to choose a size or a commonly used style.



While you can use some of the options on the Font Specs palette with all fonts, some options only appear active when you select a special type of font. The options you can always select include:

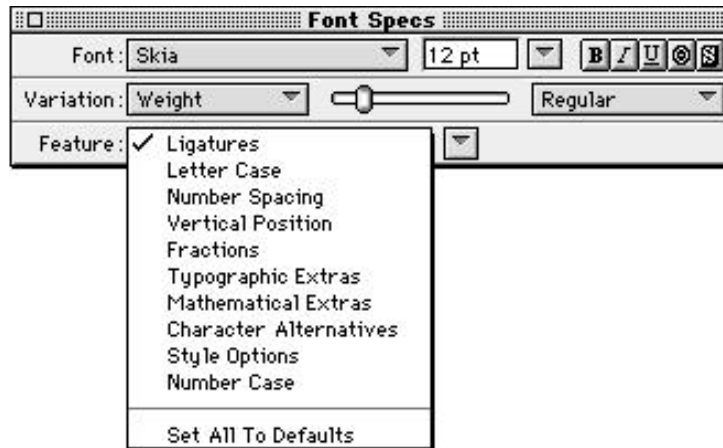
- **Font pop-up menu**
The Font pop-up menu lets you select and apply a font to text. Every font available in the **Font** menu also appears in the Font pop-up menu on the Font Specs palette.
- **Size pop-up menu**
The Size pop-up menu lets you select and apply a point size to text. Every point size available in the **Size** menu also appears in the Size pop-up menu on the Font Specs palette. You can also enter any desired size into the Size text field.
- **Style buttons**
The style buttons let you select and apply the most commonly used styles to text. Simply click on a button to apply the represented style. Buttons exist for the embolden, italic, underline, outline and shadow styles. To turn a style off, click on that style's button a second time.

You must select a GX font from the **Font** menu, or from the Font pop-up menu on the Font Specs palette, in order to activate the Variation and Feature pop-up menus. The Variation pop-up menu lets you adjust the appearance of

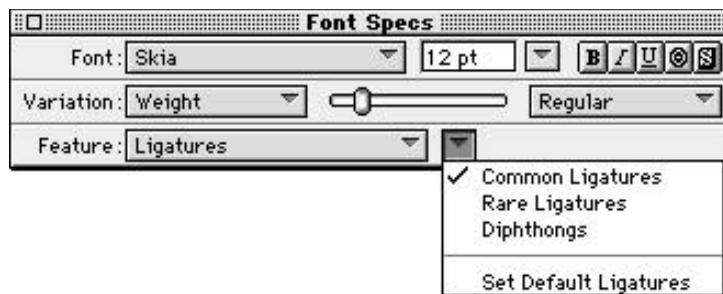
the selected font. Different GX fonts let you adjust different aspects of a font's appearance. In most cases, Width and Weight options appear in the Variation pop-up menu. To adjust a feature of a font, choose the desired feature from the pop-up menu and then click and drag on the slide bar.

Some GX fonts come with preset styles. To select a preset style, choose an option from the Instances pop-up menu. Common styles include light, regular, and bold.

The Feature menu lets you activate special font characteristics. Each GX font has its own set of features that you can activate. Some common features include:



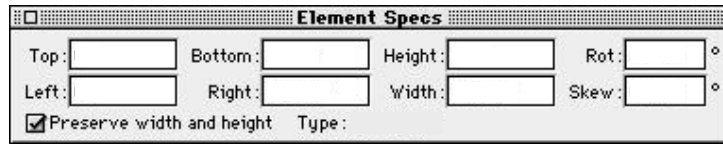
The Settings pop-up menu, next to the Features pop-up menu, offers additional options that relate to the option chosen in the Features pop-up menu. For example, if you choose Ligatures option from the Features pop-up menu, you can choose from Common Ligatures, Rare Ligatures, and Diphthong options in the Settings pop-up menu.



The Element Specs Palette

The Element Specs palette lets you manipulate the position, size, and orientation of an element.

The Element Specs palette contains ten options:



The screenshot shows a software palette titled "Element Specs". It contains several input fields arranged in two rows. The first row has "Top:", "Bottom:", "Height:", and "Rot:". The second row has "Left:", "Right:", "Width:", and "Skew:". Each label is followed by a text input box. The "Rot:" and "Skew:" boxes have a small circular arrow icon to their right. At the bottom left, there is a checked checkbox labeled "Preserve width and height". To the right of this checkbox is a label "Type:" followed by a small, empty text input box.

- **Top**
The Top field represents the top measurement of the selected element. The value you enter into the field reflects the element's position on the vertical ruler.
- **Bottom**
The Bottom field represents the bottom measurement of the selected element. The value you enter into the field reflects the element's position on the vertical ruler.
- **Left**
The Left field represents the left measurement of the selected element. The value you enter into the field reflects the element's position on the horizontal ruler.
- **Right**
The Right field represents the right measurement of the selected element. The value you enter into the field reflects the element's position on the horizontal ruler.
- **Height**
The Height field represents the vertical size of the selected element.
- **Width**
The Width field represents horizontal size of the selected element.
- **Rot**
The Rot field represents the number of degrees the selected element is rotated.

- **Skew**
The **Skew** field represents the number of degrees the selected element is skewed.
- **Preserve width and height**
The **Preserve width and height** lets you move the selected element to a measurement that you enter into the **Top**, **Bottom**, **Left**, or **Right** fields. The dimensions of the element remain the same.

If you deselect the and then enter a new measurement into the **Top**, **Bottom**, **Left**, or **Right** text fields, the selected element resizes. The relating side of the element moves to the new measurement. However, the other sides of the element remain in their original positions.
- **Type**
The **Type** notation indicates the type of element you have selected.

Whenever you click on an element, the element's position on the page, dimensions, and orientation values appear in the fields. When you resize, move, or reorientate an element, the values in the **Element Specs** palette automatically change to reflect the new settings.

Manipulating an element with the **Element Specs** palette

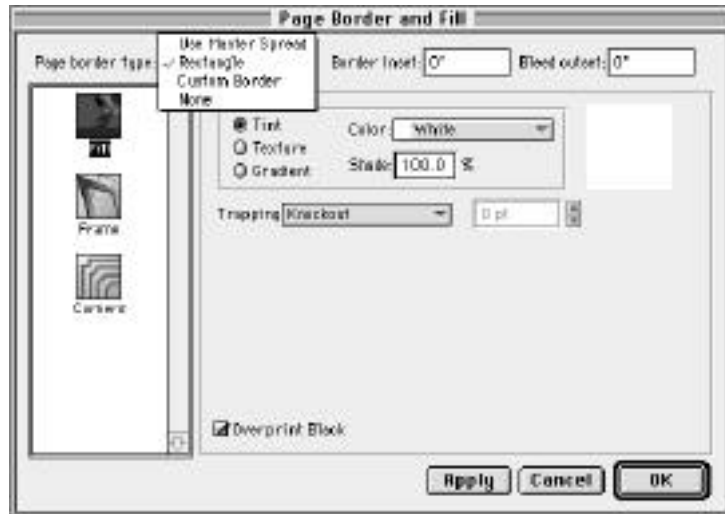
1. Click on an element that you wish to modify.
2. Choose the **Element Specs** command from the **Arrange** menu to display the palette.
3. Click in one of the fields on the palette.
4. Enter a new value into the field and press the **Return** key or the **Enter** key to apply the changes.

*Note: Press the **Tab** key to jump to the next field. As you do so, **CREATOR2** applies the changes from the previous field.*

APPENDIX A: THE PAGE BORDER AND FILL

CREATOR² lets you apply borders and fill colors to individual pages. You can open the **Page Border and Fill** dialog box by double-clicking on a page. A menu command for the **Page Border and Fill** dialog box does not exist.

The **Page Border and Fill** dialog box works much like that of the **Element Info...** command in the Elements menu. However, in the **Page Border and Fill** dialog box, the option you choose in the Border Type pop-up menu determines what panels appear in the dialog box's scroll list. From this pop-up menu, you can select the type of border you wish to place around the page.



- **Use Master Spread**
The Use Master Spread option applies a style that exists on a master page. It also lets you use the elements on a master spread as the design for the selected page. Note that **CREATOR²** selects this option by default. Choosing another option for the selected page keeps the master spread elements in place on other pages.
- **Rectangle**
The Rectangle option creates a rectangle around the selected page. When you select the Rectangle option from the pop-up menu, the Fill, the Frame, and Corners panels appear in the scroll list. You can set the attributes of the rectangle with these panels.

- Custom Border
The Custom Border option applies a border style to the selected page. When you select the Custom Border option from the pop-up menu, the Fill/Frame and Border panels appear in the scroll list. You can set the border's attributes with these panels.
- None
The None option lets you remove a page border and/or fill from a page entirely.
- Border inset
The Border inset text field lets you set how far in from the edge of a page you wish a border or rectangle to appear.
- Bleed outset
The Bleed outset text field lets you determine how far you want the page fill color to extend outside the page boundary.

APPENDIX B: CREATOR2 FILE FORMATS

This section contains information about file formats accepted by **CREATOR2** for placement in document files.

The two major categories of file formats that **CREATOR2** accepts are text and graphics. There are several acceptable file types in each category.

On the following pages, the name of each file format category appears in bold on a line by itself. Below the category name, each acceptable file format in the category is listed in bold on a line by itself.

Text Formats

CREATOR2 lets you import a number of different word processing files. **CREATOR2** supports all of the file formats listed below. To import even more documents, **CREATOR2** supports the MacLink Plus file translation system.

Text

Also called “ASCII Text,” or “Text-Only file,” this is the most elemental text format. It contains no formatting—no bold, no italic, no anything—only the characters that comprise the text, along with tabs, return characters and line feed characters.

ASCII text—the lowest common text denominator—can be created by almost any word processor. All Macintosh word processors—and most word processors for other computers—can “save as ASCII text.” Once saved, the ASCII text can easily be moved between computers, just as any file would be transferred.

Because text can be quickly styled in **CREATOR2**, you may find ASCII the most convenient text format. By inserting characters such as /, {, or other “separator” characters into the text, you can take advantage of **CREATOR2**’s Break Text option to break your text into separate blocks.

MacWrite

MacWrite files are supported through the MacLink Plus translators.

Microsoft Word

CREATOR₂ can place Microsoft Word through the

WriteNow

MacLink Plus translators.

CREATOR₂ can place WriteNow files through the

RTF

MacLink Plus translators.

RTF stands for "Rich Text Format." The RTF file format was created by Microsoft Corporation. (Microsoft also calls RTF "Interchange Format.") Microsoft developed this format to allow word processing files to retain formatting information across different computer platforms (between PC and Macintosh).

Graphics Formats

CREATOR lets you import a number of different graphic files into your documents. To give you the widest range of import options, **CREATOR** supports most of the major graphic file formats.

MacPaint

CREATOR has a built-in interpreter for reading RTF files.

Bitmaps produced by MacPaint (and similar programs) are collections of black and white pixels. MacPaint does not support gray shades or colors, just black and white dots at a resolution of 72 dots per inch with a maximum document size of 8 inches by 10 inches.

MacPaint's lowest common denominator format is sometimes thought too basic for desktop publishing. MacPaint format, however, is offered by many inexpensive, easy-to-use applications and scanners.

There's a way to make MacPaint images have an effective resolution of 300 dpi. Here's how: Expand your MacPaint

TIFF

images 4.2 times as large as needed, then—once placed in **CREATOR**—reduce the image to 24 percent. At 24 percent, you'll have an effective resolution of 300 dpi. TIFF—for Tagged Image File Format—is another standard graphic format. Originally devised by Aldus Corporation, TIFF files are now standard fare on Macintosh, IBM, and other computers.

TIFF was created because a standard was needed for representing grayscale images. TIFF format is often saved by high-end scanners and high-resolution paint and image editing programs.

TIFF is a bitmap format that allows black and white, grayscale, or color images at nearly any resolution, and a variety of color models.

TIFF files can also be compressed or uncompressed. Compression is a good idea, because photographic-quality

images can be quite large (1 megabyte or more in some cases).

CREATOR² supports both Macintosh/Motorola and IBM/Intel byte-ordering for all of its TIFF file format variations:

1 bit per pixel (B & W)

- Uncompressed
- Compressed with CCITT, LZW, LZW with Horizontal Differencing Predictor, or PackBits

4 bits per pixel (16 grays)

- Uncompressed
- Compressed with LZW, LZW with Horizontal Differencing Predictor, or PackBits

8 bits per pixel (256 grays)

- Uncompressed
- Compressed with LZW, LZW with Horizontal Differencing Predictor, or PackBits

4 bits per pixel (16 palette colors)

- Uncompressed
- Compressed with LZW, LZW with Horizontal Differencing Predictor, or PackBits

8 bits per pixel (256 palette colors)

- Uncompressed
- Compressed with LZW, LZW with Horizontal Differencing Predictor, or PackBits

16 bits per pixel (32 levels each of Red, Green, and Blue)

- Uncompressed
- Compressed with LZW, LZW with Horizontal Differencing Predictor, or PackBits

24 bits per pixel (256 levels each of Red, Green, and Blue)

- Uncompressed
- Compressed with LZW, LZW with Horizontal Differencing Predictor, or PackBits

24 bits per pixel CIE L*a*b

- Uncompressed
- Compressed with LZW, LZW with Horizontal Differencing Predictor, or PackBits

32 bits per pixel (256 levels each of Cyan, Magenta, Yellow, and Black)

- Uncompressed
- Compressed with LZW or LZW with Horizontal Differencing Predictor

RIFF

CREATOR2 also accepts TIFFs with alpha channels. However, the application ignores the alpha channels. RIFF (Raster Image File Format) is a grayscale image format, and it supports 256 shades of gray. RIFF is the native format of ImageStudio, an image retouching application.

JPEG

*Note: **CREATOR2** only supports grayscale RIFF files. You cannot load color RIFF files into your documents.* JPEG (Joint Photographic Experts Group) is a highly compressed bitmap file format that reduces the amount of data needed to describe a full-color bitmap. JPEG com-

GIF

pression can reduce 24-bit images to 1/20 of their original file size. **CREATOR2** accepts Grayscale, RGB, and CMYK files. GIF (Graphics Interchange Format) is the copyright property of CompuServe Incorporated. It was created by CompuServe to help minimize file transfer times when

PICT

transmitting bitmap images to and from the on-line service. GIF images are limited to 256 colors, so TIFF is a preferred format for color photographs. PICT is Apple's standard graphics format. Some PICT files require QuickTime.

PICT files contain QuickDraw graphics and text-drawing commands. Generally speaking, PICT graphics can be scaled to any size without producing the jagged-looking results common in stretched bitmaps.

However, a PICT file can also contain bitmaps. In fact, some painting programs, such as Studio/1, Studio/8, and various scanners, only produce PICTs containing bitmaps

EPS

(which can be black and white, grayscale, or color at any resolution). These PICT files are just as susceptible to "jaggies" as MacPaint files.

EPS (Encapsulated PostScript file) is also an element-oriented format. EPS files contain PostScript commands.

EPS files may also contain low-resolution bitmaps in PICT format for screen display in applications which don't support PostScript on-screen (and very few do—Adobe Illustrator is the notable exception). **CREATOR2** supports EPS files with PICT or TIFF previews. **CREATOR2** does not support plain PostScript files without a preview.

EPS files usually contain high-quality, device-independent images that can be scaled.

Note: Several scanners can optionally save files in EPS format, but it's usually a poor choice for saving scanned images. An EPS file of a scanned image is typically at least twice as large as an equivalent PICT or uncompressed TIFF file. We recommend scanned images be saved in TIFF format.

APPENDIX C: FONT INFORMATION

Many different types of fonts and font utilities exist. **CREATOR** supports as many different font types and utilities as possible. In some cases, certain font utilities are recommended, or even required, for use with the application.

However, not all fonts or font utilities work correctly in all programs. Certain font or font utility features can create problems when used in **CREATOR**. A list of typical font types and utilities follows.

Font Types

Much like graphic or text formats, different types of fonts exist, too. Each type of font has different built-in capabilities. In order to give you the greatest latitude possible, **CREATOR** supports many different kinds of fonts.

Bitmap Fonts

Bitmap fonts represent the original type of font format. Bitmap fonts recreated the look of a typeface by arranging screen pixels or printer dots. Since each bitmap font reproduced a typeface at a specified size, bitmap fonts of the same typeface were typically placed together in a suitcase file. This provided the user with access to more than one point size for a particular font.

Bitmap fonts could be scaled to reproduce point sizes for which the bitmap file was unavailable. However, the appearance of these scaled fonts was unreliable.

Even when using sizes for which bitmap files were available, the fonts appeared jagged when printed. For this reason, bitmap fonts are seldom used.

Type 1 Fonts

Developed by Adobe, Type 1 fonts differ from bitmap fonts in that they send an outline of the typeface to the printer instead of pixels. This provides a smoother, more rounded looking font on printouts.

Actually, a Type 1 font makes use of two different types of files. A suitcase of bitmap files (of different styles and sizes) is used to simulate the typeface on-screen, while outline files are used to reproduce the font on PostScript laser printers.

For identification purposes, the bitmap files use the font's actual name. The outline files use a truncated name, where the first five letters identify the font name, and the next three letters identify the font style. For example, if you used a bold Palatino font in a document, the bitmap filename would be Palatino Bold but the outline filename would be PalatBol.

ATM (Adobe Type Manager) allows outline fonts to be used on screen displays and QuickDraw printers. This allows smooth font displays at any size.

Type 3 Fonts

Also developed by Adobe, Type 3 fonts encapsulate PostScript graphics into characters of a font. After releasing the Type 3 font format, Adobe provided documentation for how to make Type 1 fonts. Since then, Type 3 fonts have fallen into disuse.

Multiple Master Fonts

Another font developed by Adobe, Multiple Master fonts let users adjust a font's weight and width. A Multiple Master font contains four files that provide an outline of the font at different weights and widths. The font uses these files to interpolate the user's desired effect.

The most common Multiple Master fonts are Adobe Sans and Adobe Serif. These fonts accompany Adobe Acrobat and other programs. Adobe programs use these fonts to emulate and replace missing fonts.

Most applications do not support Multiple Master fonts. However, **CREATOR²** fully supports them, and users can take full advantage of their scalable features.

TrueType Fonts

Developed by Apple Computer, TrueType provides another kind of outline font. Whereas Type 1 fonts require different files for display and print fonts, TrueType fonts contain information for both in one file.

Unlike Type 1 printer files, you can place TrueType files in a suitcase file for easier management. Sometimes bitmap fonts reside in the same suitcase as TrueType fonts. These bitmap fonts help display fonts at small point sizes.

TrueType GX Fonts

Similar to regular TrueType fonts, TrueType GX fonts contain additional features for use with Apple's GX Graphics extension. These additional features—called variations, instances, and features—only work with applications that support GX.

Variations let the user adjust the appearance of the font. Usually this means users can adjust the font's weight and width (like Multiple Master fonts). However, users can also adjust other appearance features, too.

*Note: In **CREATOR** 2, Multiple Master fonts behave like TrueType GX fonts.*

TrueType GX fonts may have preset Variation settings, called Instances. Typically, Instances set the width and weight to give a font a certain look, like heavy, light, compressed, etc.

Features include a large number of options that give the user control over the appearance and behavior of the font. Features let users access variant characters, activate pairwise kerning (combining certain sets of characters into one character), or set other typography features.

GXified TrueType Fonts

GXified fonts result when a program called the GXifier expands the feature set of regular TrueType fonts. GXified fonts do not have Variations or Instances, but they do contain Features. For example, GXified TrueType fonts allow pairwise kerning.

GX Enabled Type 1 Fonts

To use Type 1 fonts with applications that use the GX Graphics extension, you must convert them into another format. You can do this with an application called Type 1 Enabler. In addition to enabling Type 1 fonts, you must have a GX aware version of ATM to use them correctly.

Running the Type 1 Enabler does not add additional features to Type 1 fonts, as running the GXifier does to TrueType fonts.

Font Utilities

A wide variety of font utilities exist. All of these utilities perform useful functions. Some conflict with **CREATOR2**. Others are required in order to get the best performance from your fonts. A list of common font utilities and their relationship with **CREATOR2** follows.

Adobe Type Manager (ATM)

ATM scales Type 1 fonts so they display and print correctly. **CREATOR2** requires ATM 4.0.2 or better. Although older versions of ATM supported QuickDraw GX, they do not run correctly with the GX Graphics extension currently supported by Apple.

Font Manager Extensions (Suitcase, MasterJuggler, Font Reserve, etc.)

These font utilities appear grouped together, because they all offer the same feature: installing and uninstalling fonts without moving them in and out of the Fonts folder. ATM Deluxe also provides this capability.

These utilities are conditionally compatible with **CREATOR2**. While you can use these programs to install fonts while running the application, **CREATOR2** does not recognize the newly installed fonts until after you have quit and restarted the program. Uninstalling a font that the application uses may crash the program.

Font Menu Extensions

These utilities provide WYSIWYG and/or hierarchical features to the **Font** menu. In most cases, the WYSIWYG capability of these utilities conflict with the **CREATOR2 Font** menu.

In addition, the **CREATOR2 Font** menu already has hierarchical features. Difficulties may result if a Font menu extension attempts to modify the application's hierarchical menus with its own.

Type 1 Enabler

The Type 1 Enabler application converts Adobe Type 1 font files into a format usable by **CREATOR²**. You cannot use Type 1 fonts with *any* GX application unless you first run the Type 1 Enabler.

When you launch the Type 1 Enabler, it scans the Fonts folder within your System folder and notifies you of any Type 1 font that needs converting. The application then converts all specified fonts into a format usable by QuickDraw GX applications. The Type 1 Enabler places the original versions of converted fonts in a folder titled •Archived Type 1 Fonts• in the System folder.

The Type 1 Enabler makes a new outline file, based on the printer font, for display purposes. It then places the outline file in the font suitcase with the bitmap files of the appropriate font. Once in the suitcase, the outline file appears identical to a TrueType font.

CREATOR² can use unenabled Type 1 fonts. However, it cannot display the fonts correctly, even if you have ATM installed. Since **CREATOR²** does use the outline font when printing to a PostScript printer, you should enable all your Type 1 fonts.

GXifier

Running the GXifier adds additional tables to regular TrueType fonts. These tables take available characters that usually require an Option key combination to access and makes them easier to access. In some cases, GXified fonts replace combinations of characters with a single character. For example, the characters a and e, when placed next to one another, become æ.

You can use GXified fonts in non-GX applications. However, non-GX applications cannot make use of the added features of these fonts.

APPENDIX D: OPENING CIF FILES

Although you can open CIF (Creator Interchange Format) files in **CREATOR2**, you need to know that some files may appear different in **CREATOR2**. Several reasons for this exist. Changes may occur because **CREATOR2** handles some information differently than Creator, or because **CREATOR2** does not support some features that existed in Creator (or vice versa).

Despite the differences that exist between Multi-Ad applications, **CREATOR2** opens CIF files and emulates their original state as closely as possible. In most cases, you can't even tell that changes have occurred. However, should you need to modify a CIF file, familiarize yourself with how **CREATOR2** handles CIF files.

- Q. How does **CREATOR2** open Creator FXs?
 - A. **CREATOR2** turns FX effects into external EPS files and places them in a designated folder.

- Q. How does **CREATOR2** handle borders from Creator?
 - A. **CREATOR2** replaces borders from Creator with its **CREATOR2** equivalents. If no corresponding file exists, **CREATOR2** converts Creator borders into its native format and places them in the Borders File folder in the Creator2 Add-Ons folder.

- Q. What does **CREATOR2** do to EPS graphics enclosed in CIF files?
 - A. Like Creator FX effects, **CREATOR2** takes enclosed EPS graphics, turns them into external EPS files, and places in a designated folder.

- Q. Why don't CIF files with dashed lines display correctly in **CREATOR2**'s **Frame Type** dialog box? No checkmark appears beside the appropriate line entry.
 - A. Multi-Ad Creator makes a different dash for each type and line weight, so CIF files can contain an infinite number of dashes. You can also script a dash to anything, so an equivalent dash type might not appear in **CREATOR2**'s **Frame Type** dialog box. Dashes only appear checked if the dash in the CIF file directly matches an option in the dialog box.

- Q. Why does the baseline of the first line in a text block change after you open a CIF file in **CREATOR2**?
- A. **CREATOR2** uses the leading of a text block's first line to establish its baseline. This differs from Creator, since that application always used the automatic leading percentage to establish the baseline of the first line in a text block. If the Creator document used an auto lead percentage other than 120 percent, a difference may still appear after you open the CIF file in **CREATOR2**. You cannot make the baseline values exactly the same because **CREATOR2** has no global automatic leading feature.
- Q. Why doesn't the **CREATOR2 Element Info** dialog box display the shadow colors of CIF files?
- A. After opening a CIF file in **CREATOR2**, you can select the element and the shadow separately. Creator actually treats shadows as separate elements. By default, the application groups a shadow with the element it shadows, but you can ungroup these elements later.
- Q. Why do the italic, bold, upper case, and lower case styles in a converted CIF appear without a check mark in **CREATOR2's Style** menu?
- A. If a CIF file contains fonts with applied styles, **CREATOR2** replaces the fonts with their prestyled equivalent, if available. For example, if a CIF file contains a Palatino font with bold and italic styles applied, **CREATOR2** replaces the font with a Palatino Bd It font. As for upper case and lower case styles, Creator does not recognize these styles. It just changes the character codes used to their upper case or lower case equivalents.
- Q. Why can't I automatically see the invisible features of an imported CIF file?
- A. CIF files don't contain show invisible preferences.
- Q. Can I open all 40 of the spot plates that Creator supports?
- A. **CREATOR2** supports 32 spot plates. If a CIF file contains more than 32 spot plates, **CREATOR2** only recognizes the first 32.

In addition to the issues mentioned above, CIF files contain additional information that **CREATOR2** ignores. **CREATOR2** cannot use this information, because it is obsolete or because **CREATOR2** handles the information so differently that it can't be converted. This information includes:

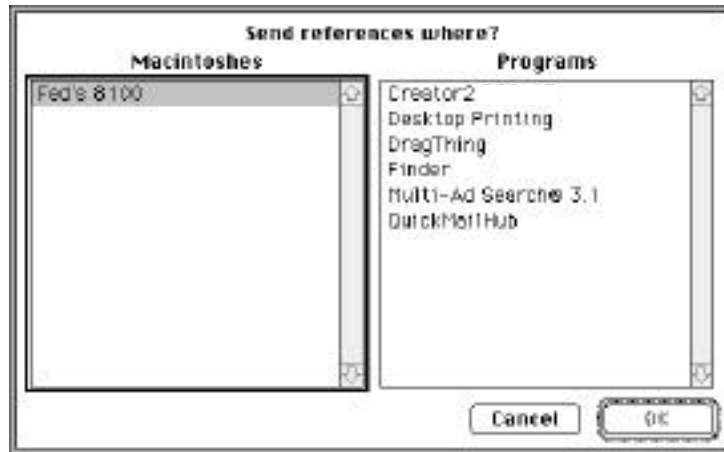
- Print colors as grays
- Customer adjust in separations options dialog box
- PPD information
- Spot functions
- Black generation and undercolor removal
- Text tagging
- Layouts
- Draw as rough
- Bleed edges

APPENDIX E: USING MULTI-AD SEARCH

Multi-Ad Search, a program that references and catalogs graphic files, simplifies the process of cataloging and finding graphics. Each record in a Search catalog contains a reference to a graphic's filename, format, and location. You can transfer this reference into **CREATOR₂** in order to place graphics in your documents.

Sending references

1. Start **CREATOR₂**.
3. Choose the Search icon from the **Application** menu in the upper right corner of the screen.
4. Select the references you wish to send.
5. Choose the **Send References** command from Search's **File** menu. A dialog box appears.



6. Select **CREATOR₂** as the program to receive the references.

7. Click the **OK** button. This places the file onto the Files palette.



Using Drag-And-Drop with Search

You can place a file by dragging the file's record from Multi-Ad Search and dropping it into a **CREATOR2** Document Window. To make the process as easy as possible, **CREATOR2** supports many of the same file types as Search. If you drag a file or reference into **CREATOR2** and the Document Window does not highlight, then **CREATOR2** cannot import that file type.

Placing an item using the drag-and-drop method

1. Open the **CREATOR2** document in which you want to place the graphic.
2. Open the Search catalog containing the record of the file you want to place in the document.
3. Select the record of the graphic file from the Search catalog.
4. Drag the selected file into the Document Window. A gray or colored outline frames the Document Window to signify that **CREATOR2** can import the file.

*Note: You must have the original file on your hard drive or on another volume connected to your computer. If you do not have the original file available, you cannot drag a record from Search into **CREATOR2**.*

5. Release the mouse button and the application centers the file at that location.

To use the **Copy Reference** command and the **Send Reference** command most effectively, try to run **CREATOR2** and Search at the same time. If you wish to use the **Send Reference** command or the drag-and-drop feature, you *haveto* run **CREATOR2** and Search at the same time.

If your computer does not have enough memory to run both **CREATOR2** and Search, you can still use the **Copy Reference** command.

*Note: Do not increase the amount of memory allocated to **CREATOR2** unless you receive a dialog box that expressly tells you to do so.*

Copying references with only one program running at a time

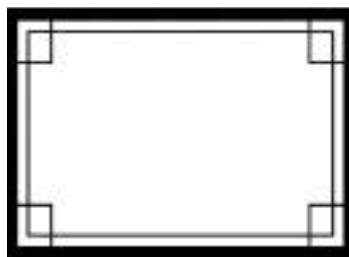
1. Highlight the graphic file references in Search.
2. Choose **Copy** from the **Edit** menu. This places a copy of the references in the Clipboard.
3. Quit Search.
4. Open the document in which you want to place the files.
5. Choose **Place Graphic...** from the **File** menu. The **Place Graphic** directory dialog box appears.
6. Click the **Add Search items to Files** button and the filenames appear on the Files palette.

*Tip: Do not cut or copy any item between quitting Search and adding the file references to the **CREATOR2** Files palette. Copying or cutting another item replaces the file references in the Clipboard with the new item.*

APPENDIX F: BORDER SAMPLES

This appendix contains samples of all the borders included with **CREATOR2**. Each border appears listed by name under the border file that contains it. Border files appear in alphabetical order.

- Abstract
- Auto/Machines
- Celebration
- Children
- Corner Designs
- Coupon Borders (Fancy)
- Coupon Borders (Rounded)
- Coupon Borders (Square)
- Financial
- Flowers
- Food
- Holidays
- Home
- Line Variations
- Miscellaneous
- Nature/Animals
- Sale
- School
- Simple Patterns
- Sports/Recreation
- Tools/Industry
- Western



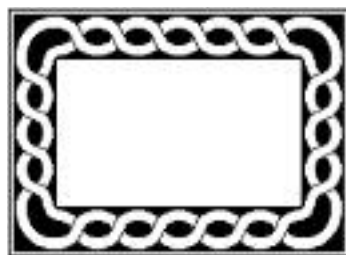
Abstract Lines



Abstract Triangles



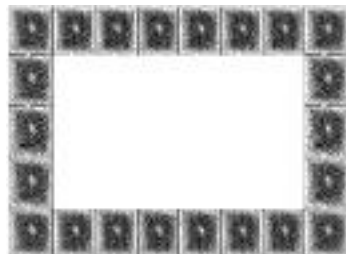
Art Deco



Braid 1



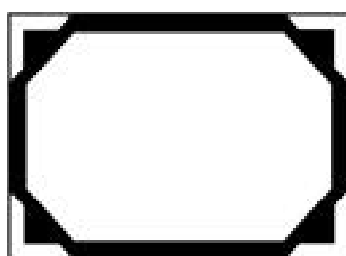
Braid 2



Charcoal



Clip Bar



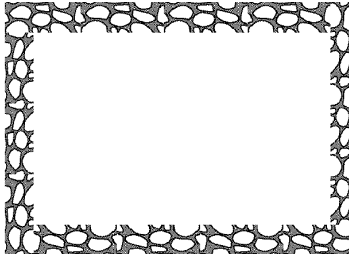
Corner Holders



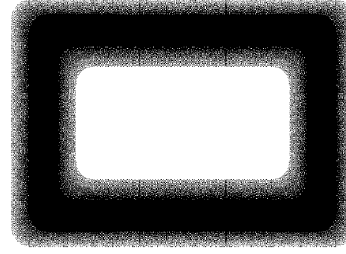
Crosshatch



Geometric



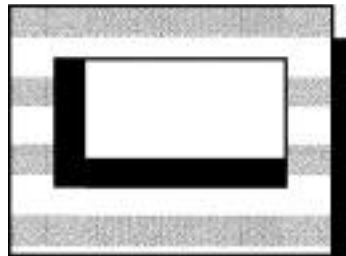
Giraffe



Groove



Hollow Rectangles



Horizontal Stripes



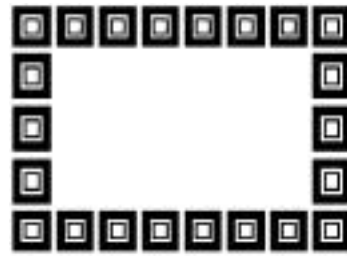
Interrupting Lines



Max Headroom



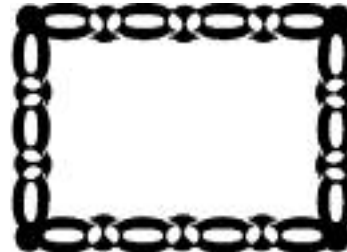
Mexican Pattern



Nested Squares



Open Pattern



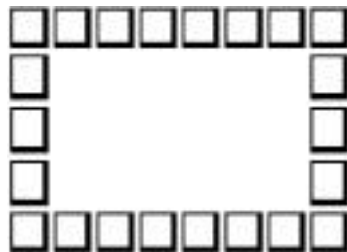
Ovals and Circles



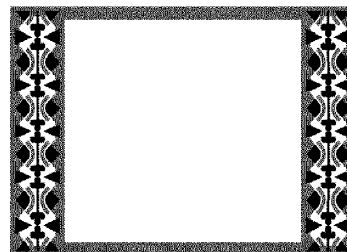
Reverse Links



Sawtooth



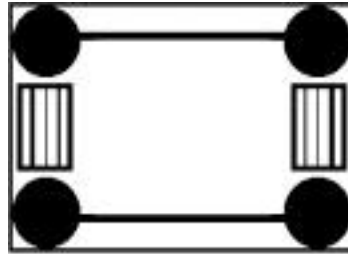
Shadow Squares



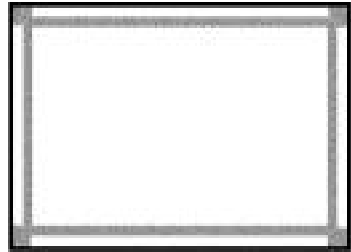
Side Graphic



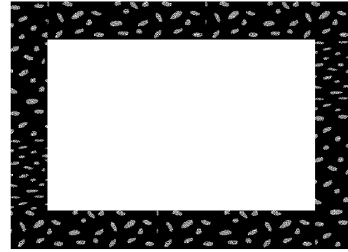
Stacked Squares



Stripes w/ Barbell



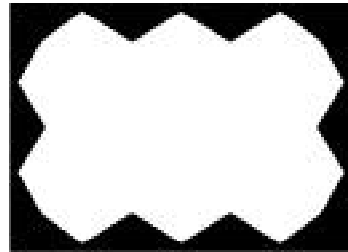
Tone Edged



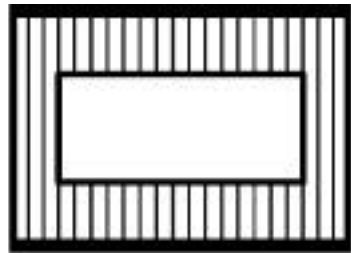
Tone Pattern w/ Black



Triangle



Triangles



Vertical Stripes



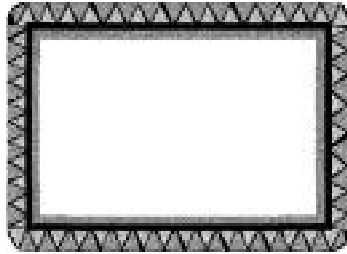
Waves



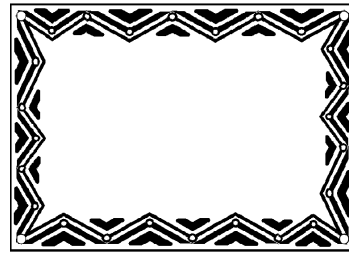
Waves 2



Waves and Sound



Zig Zag 1



Zig Zag 2



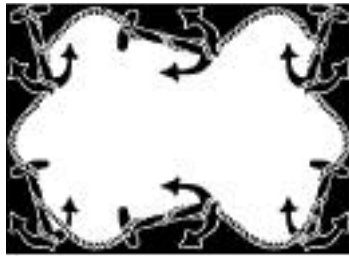
Zig Zag and Spots



Zipper



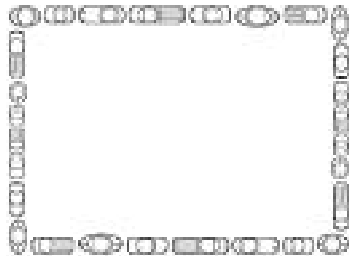
Zipper Pattern



Anchors



Car Cartoon



Cars



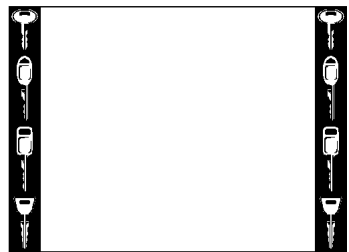
Chain



Front of Car



Gas Can



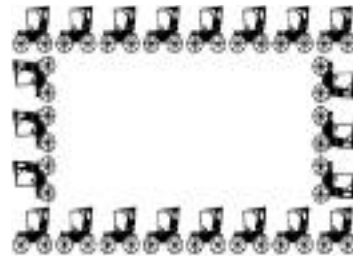
Keys 1



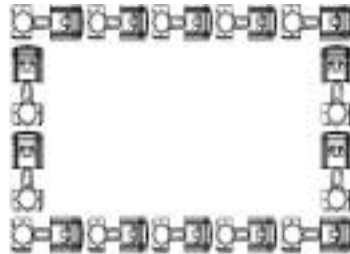
Keys 2



New Car



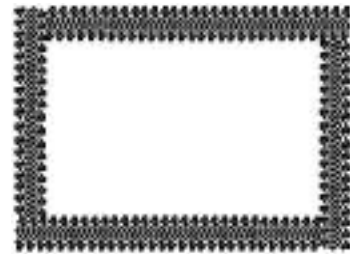
Old Car



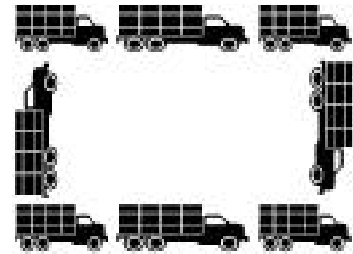
Piston



Tire

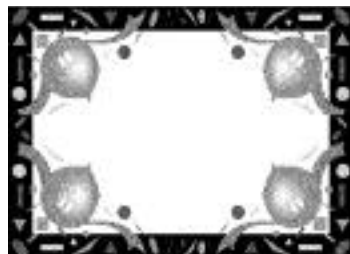


Tire Tread



Truck

Celebration



Balloons and Confetti



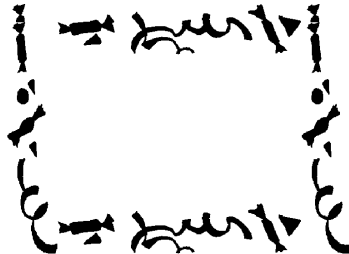
Clearance Tone



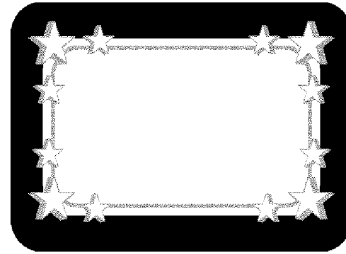
Confetti



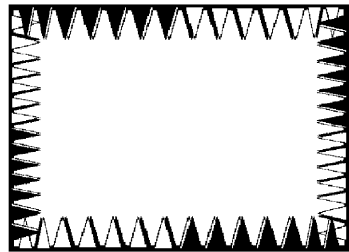
Confetti 2



Confetti and Candy



Corner Stars



Pennant



Ribbon 2



Star 1



Star 2



Star within Border



Stars and Stripe



Stars Italics



Streamers



Sun and Stars



Super Star

Children



Baby Beads



Diaper

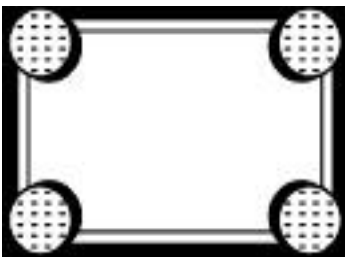


Toys

Corner Designs



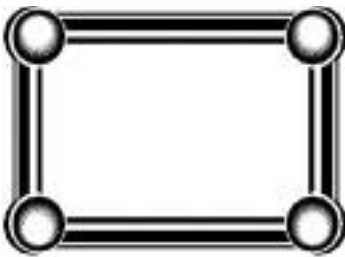
3-Dot Corner



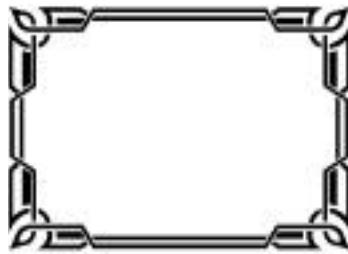
Ball in Corner



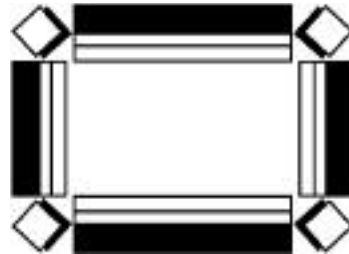
Circle/Square



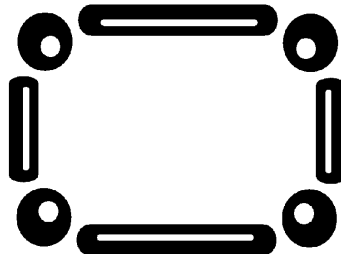
Corner Ball



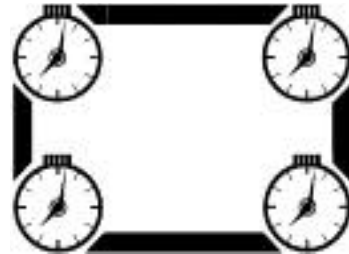
Corner Bar Configuration



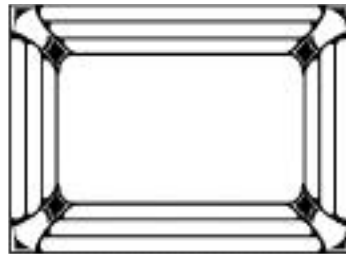
Corner Boxes



Corner Circles



Corner Clocks



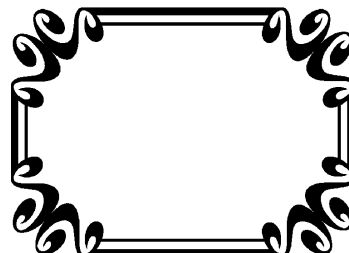
Corner Guard



Corner Leaves



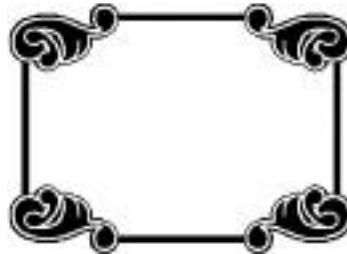
Corner Motif



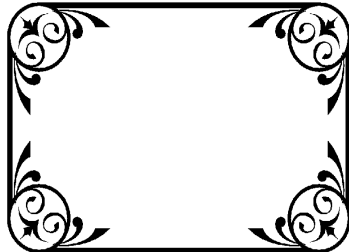
Corner Scroll



Dashes & Dots



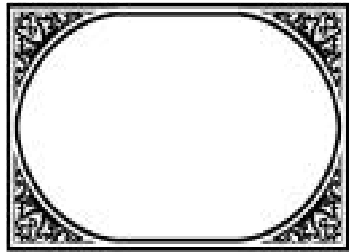
Decorative Corners



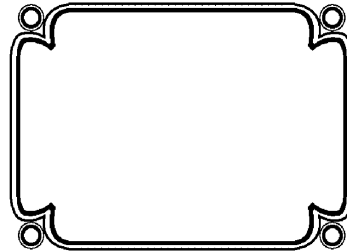
Fancy Corners



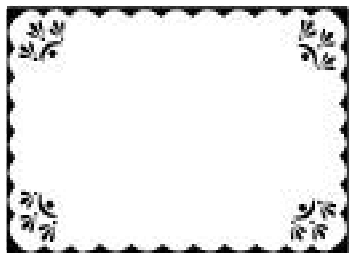
French Corners



Great Corners



Hoop Corner



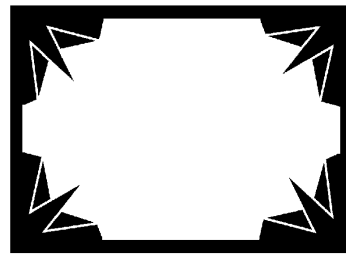
Lace



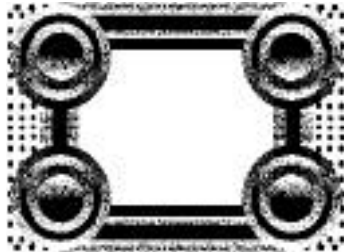
Large Corner Design



Rustic



Sharp Corners



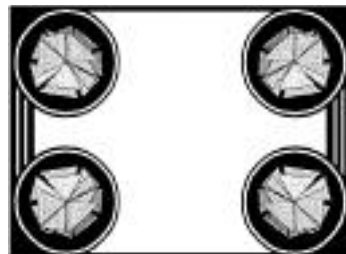
Siren



Small Corner Design



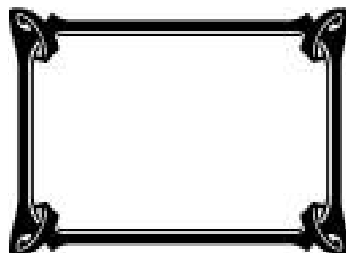
Square Corner Indent



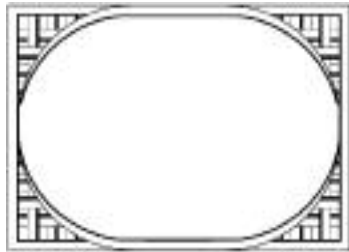
Triangle Corner Design



Triangle Corner Frame

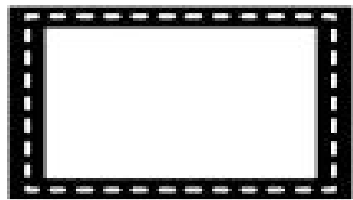


Twisted Corners

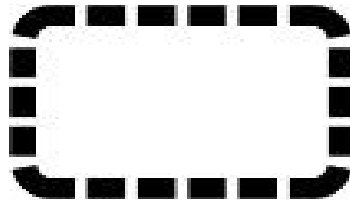


Weave Corner

Coupon Borders (Fancy)



Coupon Bar/Dashed Line



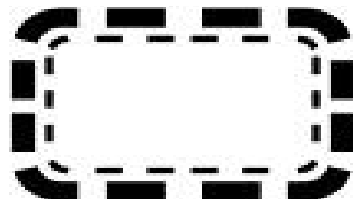
Coupon Black/Dash Line



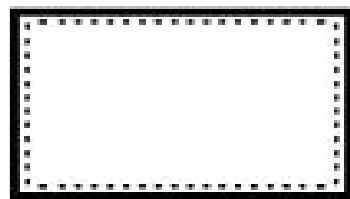
Coupon Diagonal Dash



Coupon Double Dash



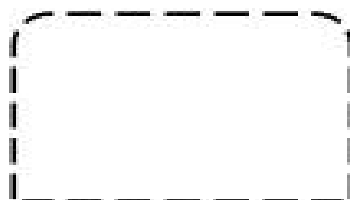
Coupon Double Line



Coupon Line/Dot



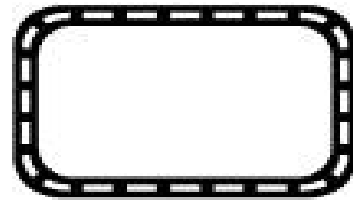
Coupon Rounded Bottom



Coupon Round Top



Coupon Short/Long Dash



Coupon White/Dash Line

Coupon Borders (Rounded)



Coupon 1-Point, Rounded



Coupon 2-Point, Rounded



Coupon 3-Point, Rounded



Coupon 4-Point, Rounded



Coupon 5-Point, Rounded



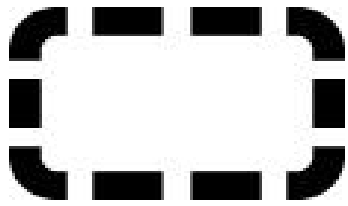
Coupon 6-Point, Rounded



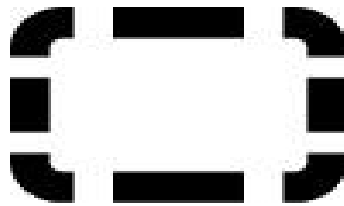
Coupon 7-Point, Rounded



Coupon 8-Point, Rounded



Coupon 12-Point, Rounded



Coupon 15-Point, Rounded



Coupon 18-Point, Rounded

Coupon (Square)



1-Point



2-Point



3-Point



4-Point



5-Point



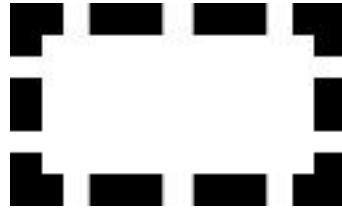
6-Point



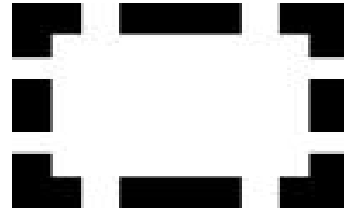
7-Point



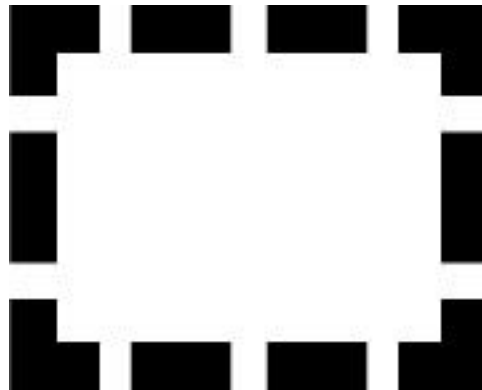
8-Point



12-Point



15-Point

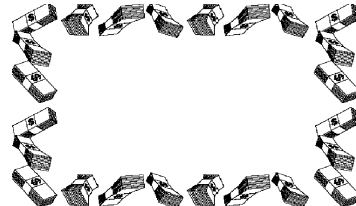


18-Point

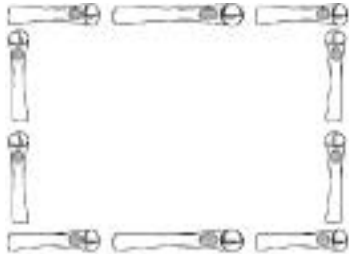
Financial



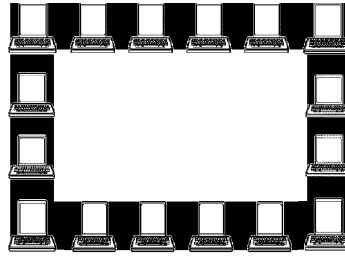
Accounting



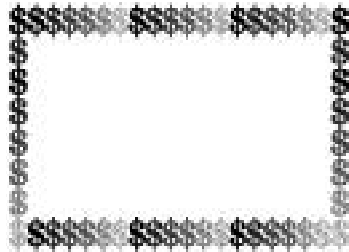
Bundles of Money



Certificate



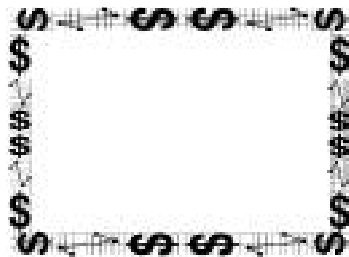
Computers



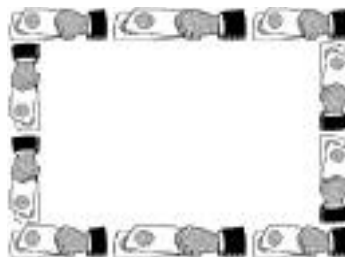
Dollar Signs



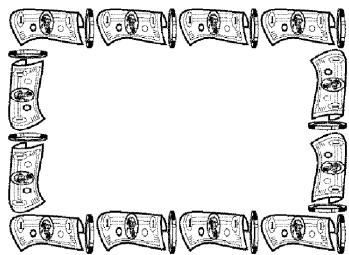
Dollar Signs 2



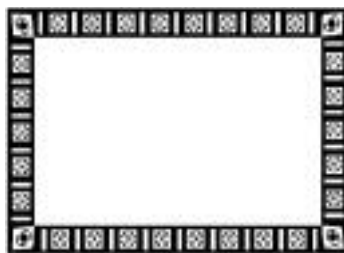
Financial



Hand with Certificates



Money



Abstract Flower



Abstract Flower 2



Block Flowers



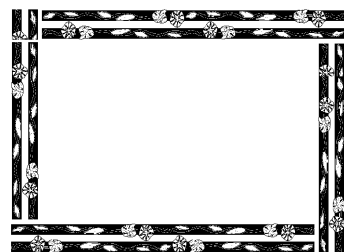
Cartoon Flowers



Dark Flower



Double Flower



Double Morning Glory



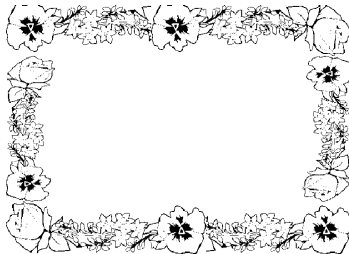
Flower



Flower Stalk



Flowers & Buds



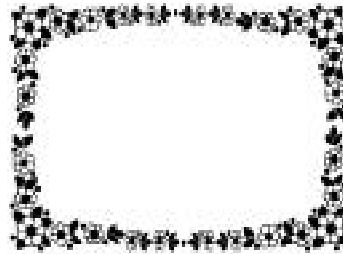
Flowers of Joy



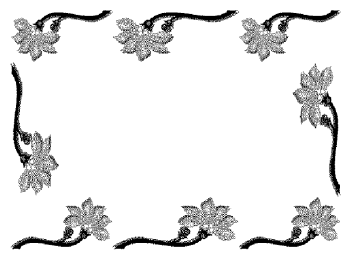
Flowers with Tulips



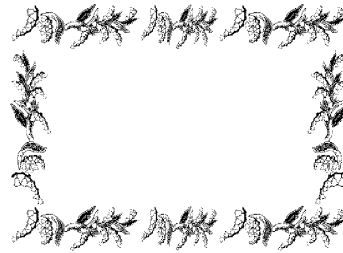
Flowers/Graphic



FlowersFlowersFlowers



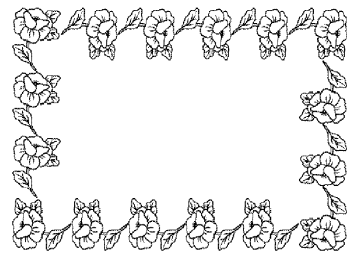
Gray Tone Flowers



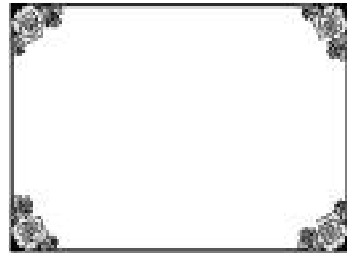
Lily of the Valley



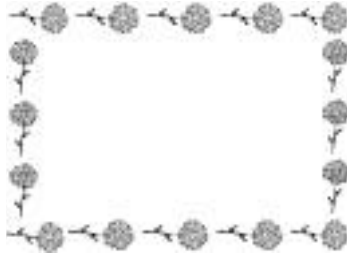
Rose Oval



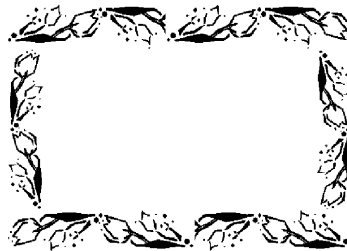
Rose with Leaf



Roses in the Corners



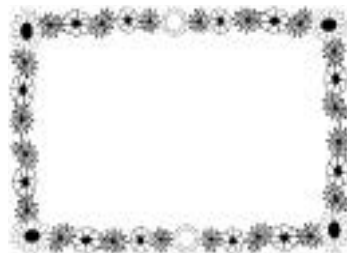
Simple Flower



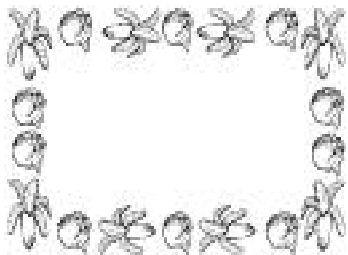
Tulip Sketch



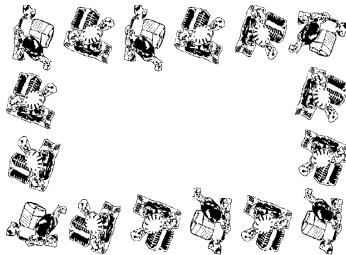
Tulips



Wildflowers



Banana and Peach



Candy



Candy Variety



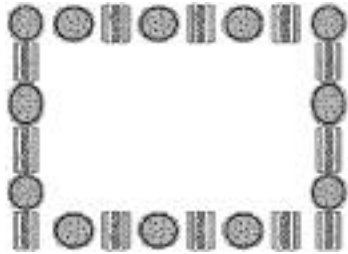
Cooking Utensils



Fast Foods



Fruit



Hamburger/Hot Dog



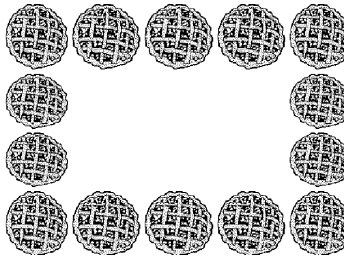
Hot Dog



Peanuts



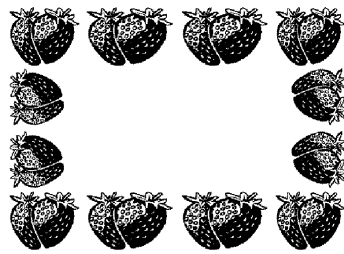
Picnic Basket



Pie



Pizza



Strawberries



Zig Zag Apple

Holidays



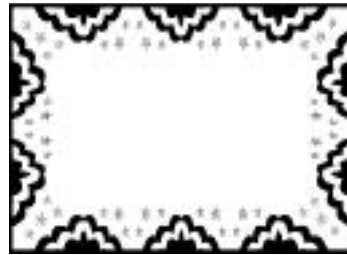
A Christmas Wish



Angel, Candy, Cookie



Balloons and Clock



Bunting and Stars



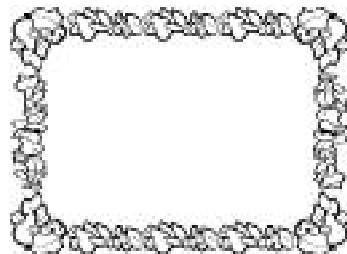
Candle and Holly



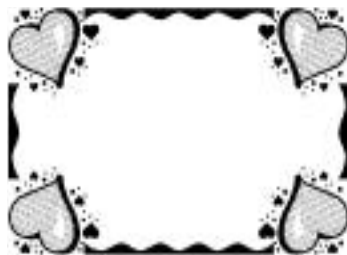
Candy Cane, Gift, Santa, Tree



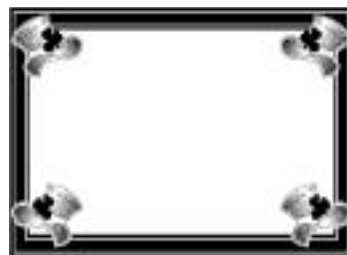
Christmas Bulbs



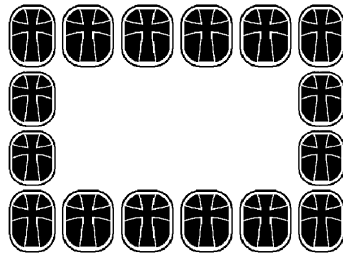
Christmas Fruit, Decorative



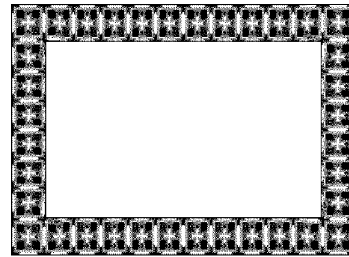
Corner Hearts



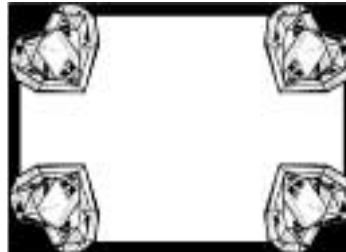
Corner Shamrock Hats



Cross



Twisted Corners



Diamond Hearts



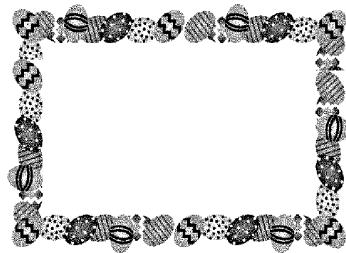
Different Size Hearts



Double Snowflakes



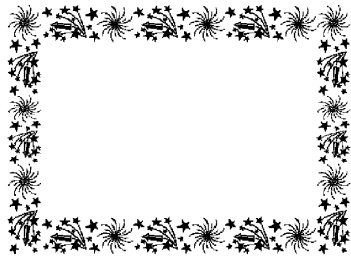
Dreidel



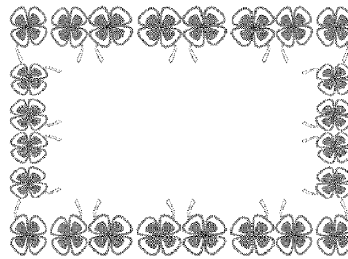
Easter



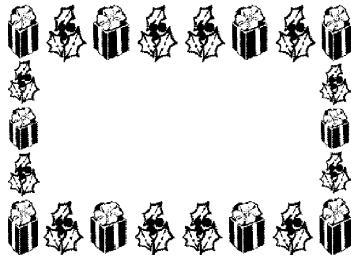
Easter Eggs and Flowers



Fireworks



Four Leaf Clover



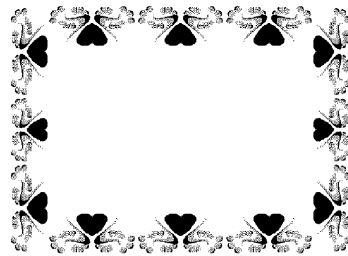
Gift Box and Holly



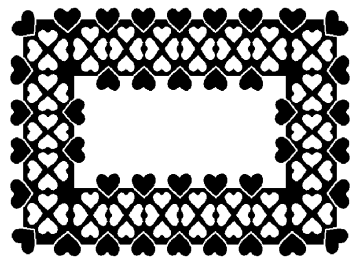
Hearts & Scroll 1



Hearts & Scroll 2



Hearts (Fancy)



Hearts (Stenciled)



Holly 1



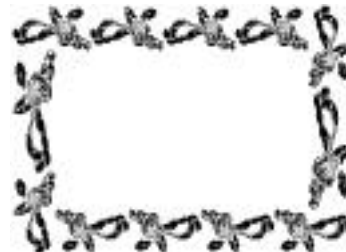
Holly 2



Holly 3



Holly 4



Holly 5



Holly 6



Just for Mom



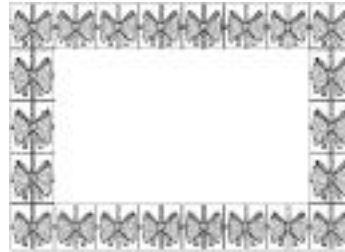
Ornaments/Streamers



Patriotic Stars & Stripes



Poinsettia & Cardinal



Presents



Reindeer and Tree



Scroll Work



Shamrocks



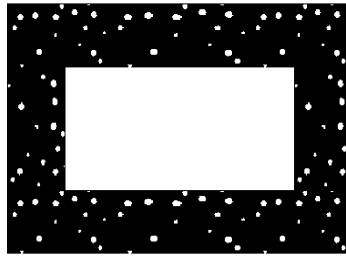
Small Double Tree



Snowflake



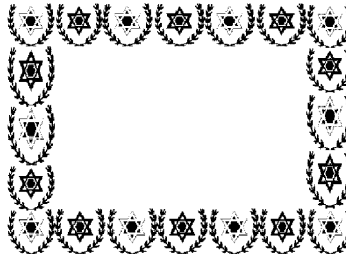
Snowflakes



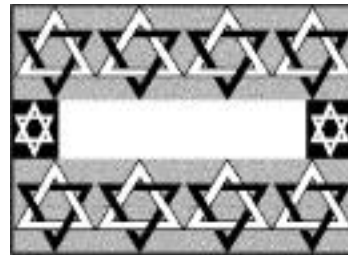
Snowy Night



St. Patrick's Day



Star of David



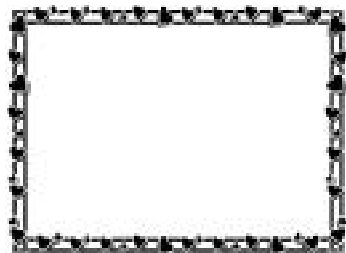
Star of David 1



Star of David 2



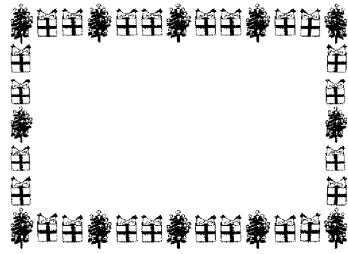
Stars and Stripes



Stripes and Hearts



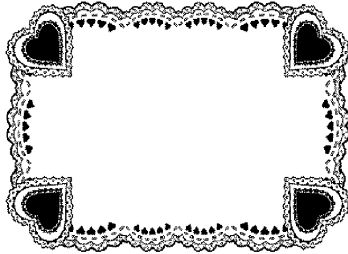
Tree



Trees and Gifts

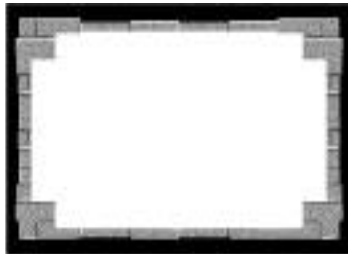


Turkeys

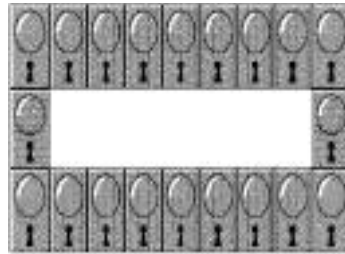


Valentines

Home



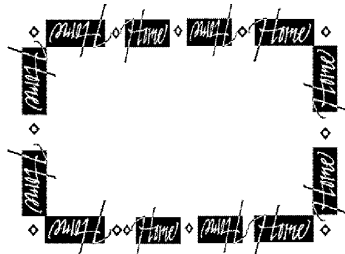
Brick



Doorknob and Keyhole



Frame Molding



Home



Home Improvement 1



Home Improvement 2



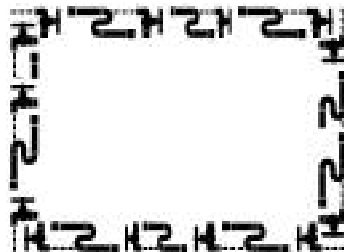
House



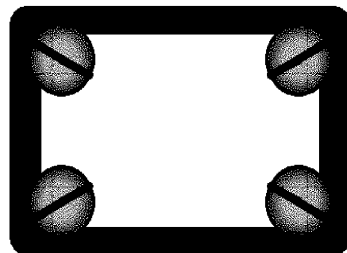
House with Fence



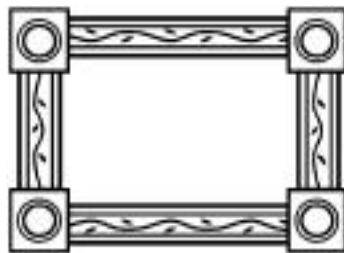
House/Leaves



Plumbing



Sign



Wood Motif

Line Variations



8-Stripe



Bracket 1



Bracket 2



Corner Fold Lines



Corner Indent



Crosshatch



Deco 1



Deco 2



Dots and Dashes



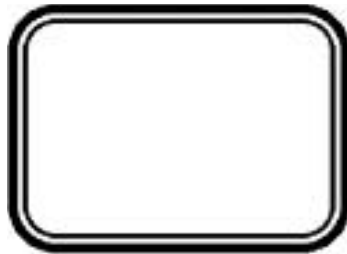
Double Corner Indent



Double Round 1



Double Round 2



Double Round 3



Double Round 4



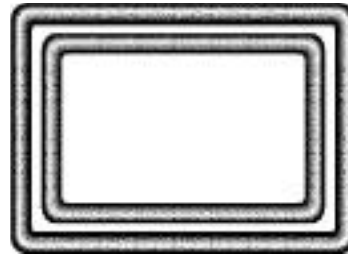
Folded 1



Folded 2



Frame 1



Piping



Ribbon



Rounded Lines



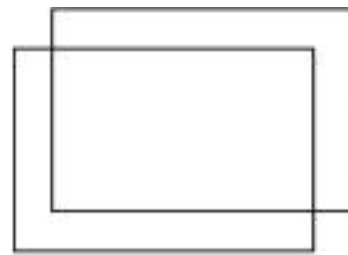
Squared



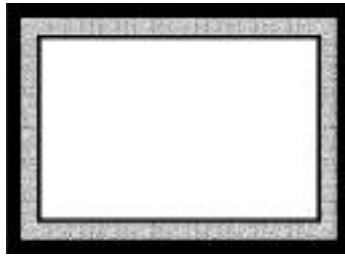
State Fair



Stripe-Thru



Thinline Boxes



Two-Tone Bar



White Dashes

Miscellaneous



Argyle Pattern



Bubbles



Buttons & Zig Zag



Chain Link



Columns



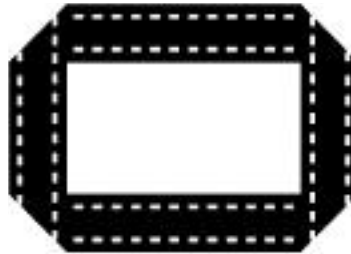
Curled Line



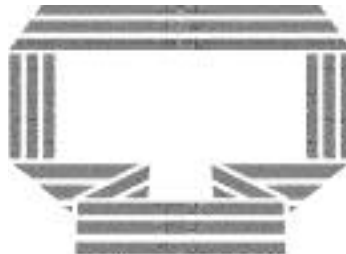
Diamond Shapes



Diamonds



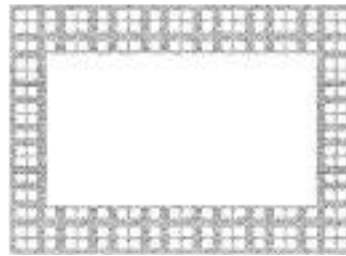
Film



Folded Stripes



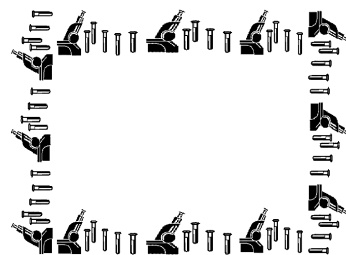
Hearts and Apples



Light Plaid



Links



Microscope



Photo



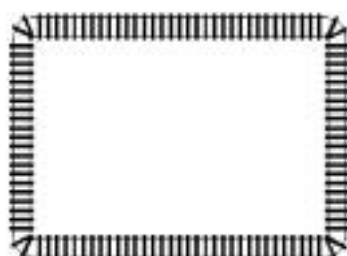
Piano 1



Piano 2



Railroad 1



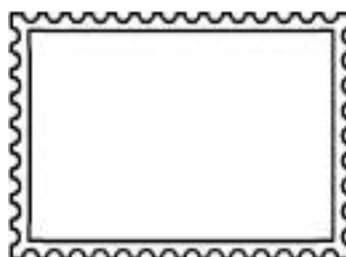
Railroad 2



Scroll Work



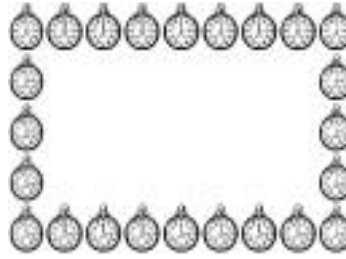
Stack



Stamp



Stamp Edge

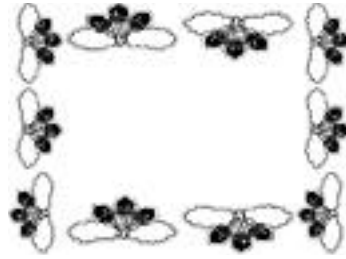


Watches

Nature/Animals



Acorns



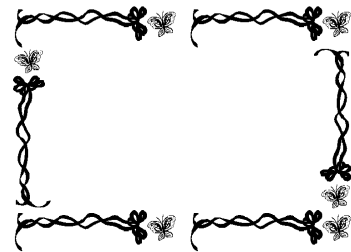
Acorns and Leaves



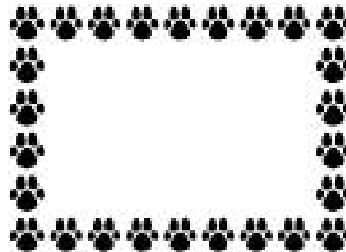
Bones and Paws



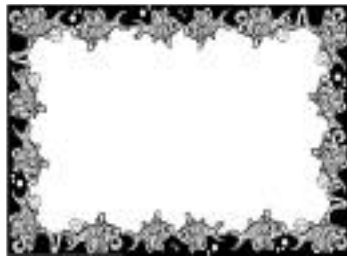
Butterfly



Butterfly and Ribbon



Dog's Paw Print



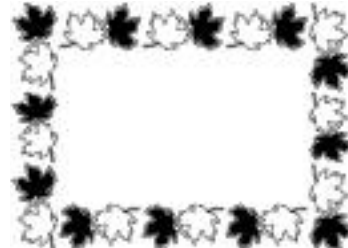
Goldfish



Ivy



Leaf/Buds



Leaves 1



Leaves 2



Maple



Palm Trees



Seashell and Crabs



Seashell and Starfish



Sun

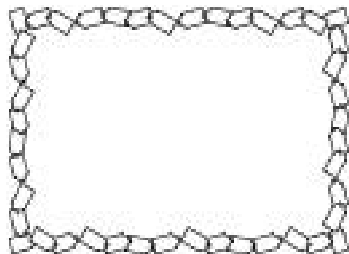
Sale



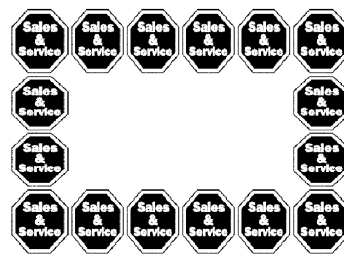
Flag



Sale Runner



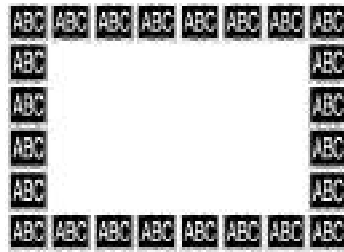
Sale Tag



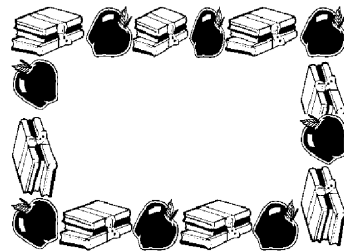
Sales and Service



White Sale



ABCs



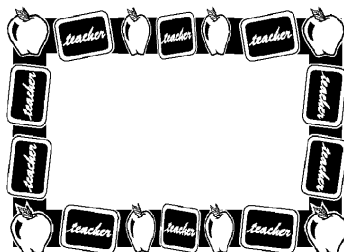
Apple and Book



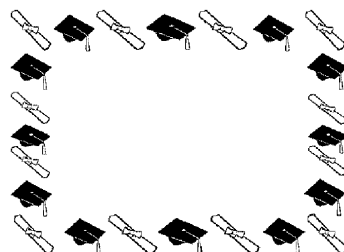
Apple and Newspaper



Caps



Chalkboard and Apple



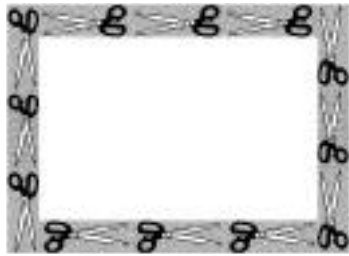
Diploma & Mortarboard



Pencils and Erasers



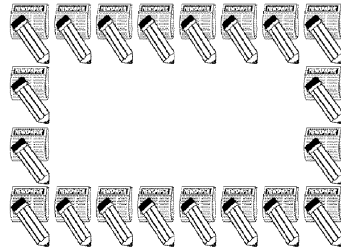
School and Newspaper



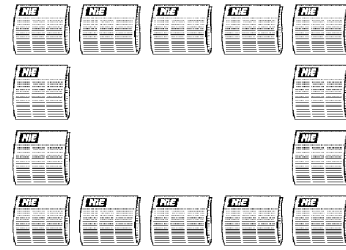
Scissors



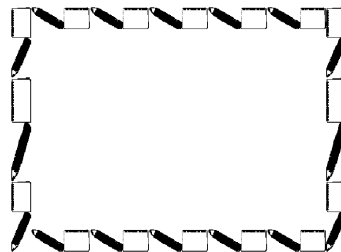
Tassel



Newspaper and Pencil



NIE Newspaper



Notebook and Pencil



Pencil



5-Point Star, Filled



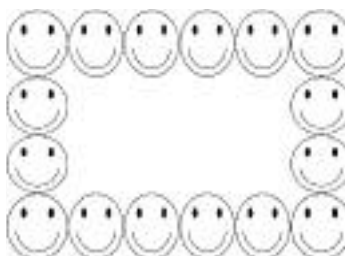
6-Point Star, Filled



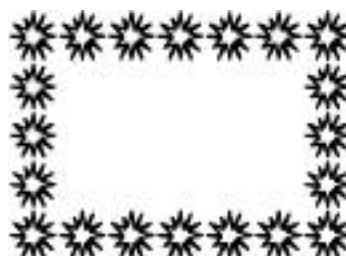
Arrows



Big Checkers



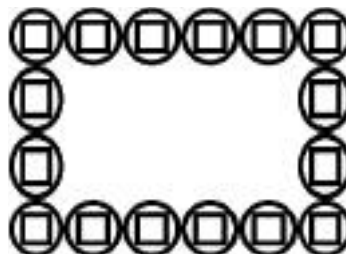
Big Smiley



Burst, Hollow



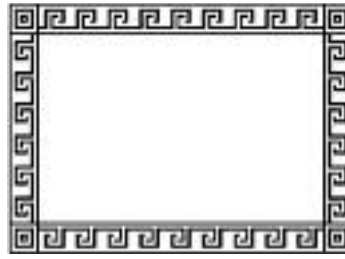
Checkerboard



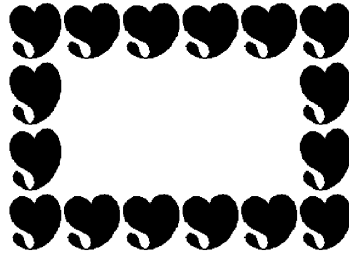
Circle-Squares



Diamonds



Egyptian



Hearts



Inverse Plus



Large Checkers



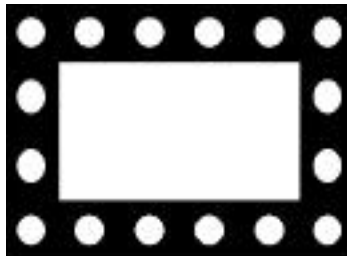
Large Diamonds



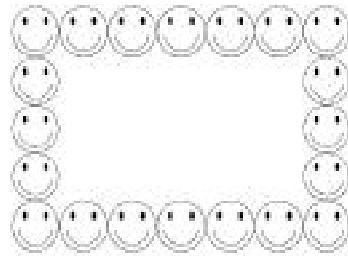
Large Dot



Large Hearts



Large Reverse Dot



Little Smiley



Reverse Diamonds



Small Checkers



Small Dot



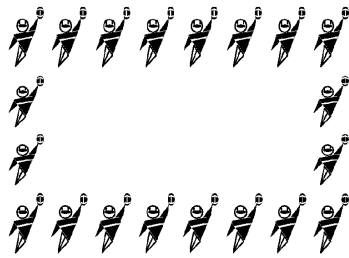
Small Hearts



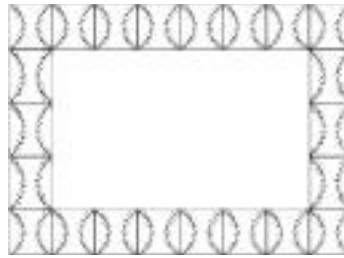
Small Reverse Dot



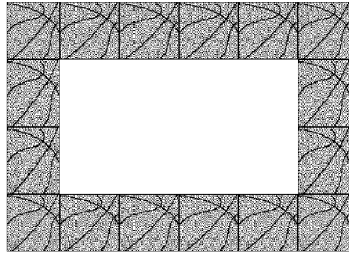
Spots



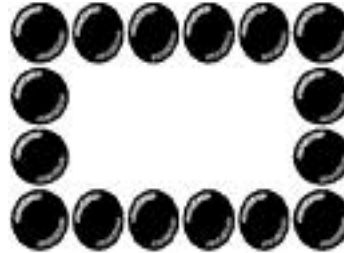
Abstract Football Player



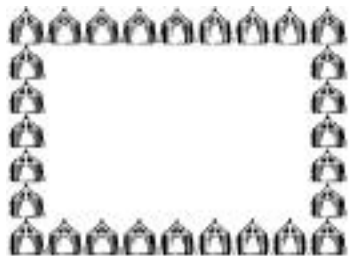
Baseball Pattern



Basketball Pattern



Bowling Balls



Camping Tents



Football 1



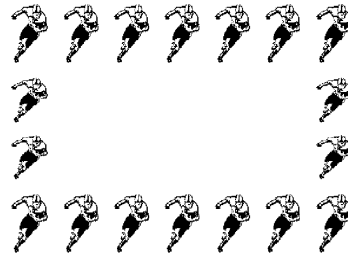
Football 2



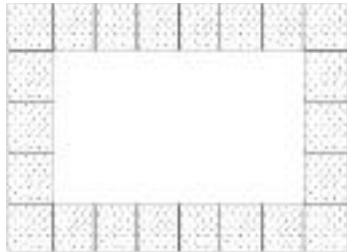
Football Helmets



Football Pattern



Football Player



Golf Ball Pattern

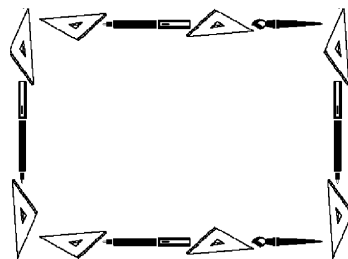


Horse and Rider

Tools/Industry



Factory



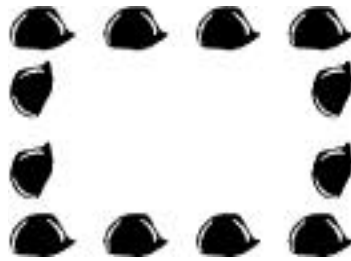
Graphics



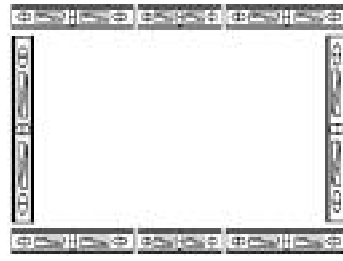
Hammer and Nails



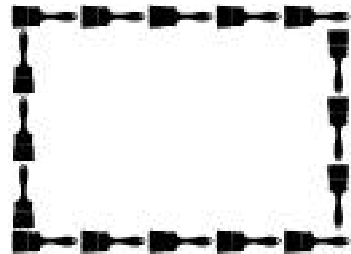
Handsaw



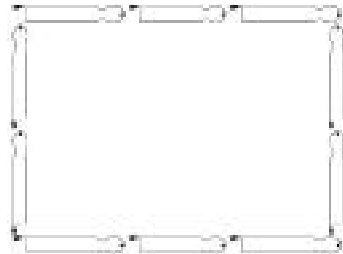
Hard Hat



Level



Paint Brush



Paint Stick



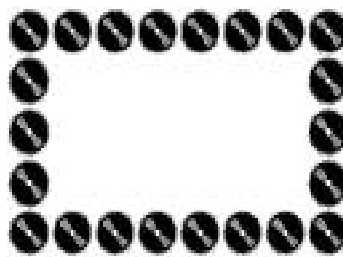
Plane



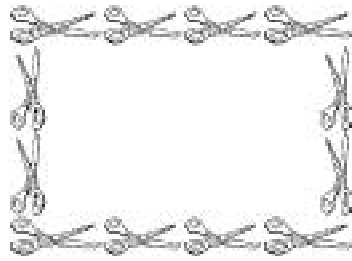
Pliers



Pliers and Wrench



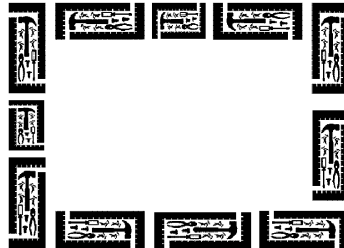
Saw Blade



Scissors



Screwdriver and Screw



Square and Tools

Western



Barbed Wire



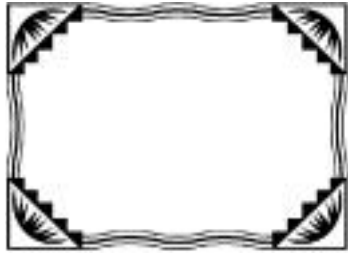
Branding Symbols



Rope



Southwest 1



Southwest 2



Western Corner



Wood Cut

APPENDIX G: SCRIPTING

To let users take full advantage of the application, **CREATOR2** fully supports AppleScript. AppleScript, an application developed by Apple Computer Inc., lets you record your actions and creates a file that can duplicate them for later use. In essence, you make a list of things you want to do, and then tell the computer to do them.

Scripts can direct **CREATOR2** to do many things. For example, you can create a script to layout the basic design of a page or import text from a word processor.

Recording a script

You create scripts with the Script Editor. The Script Editor, which looks like a tape recorder, remembers the actions you perform and places them in a list. You can view or edit this list in the Editor window. You can also view this list by pressing the Option key while choosing a script name from the **Script** menu in **CREATOR2**.

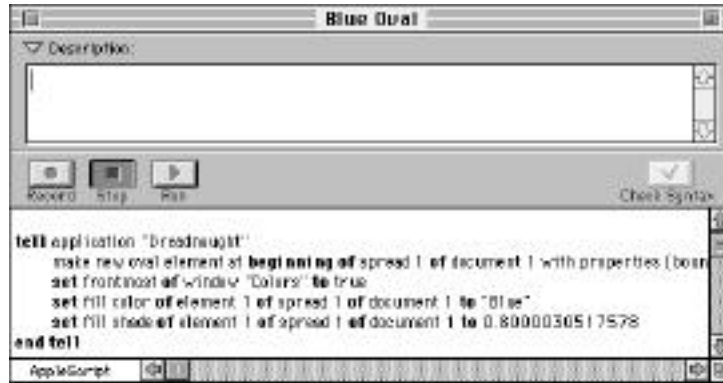
You can record any action that changes a document. For example, while you cannot record moving your mouse, you can record drawing a line, because that changes the document. You can record typing, too. When recording text, the text you have typed does not immediately appear in the Editor. You must wait until you perform another action—like deleting a character or moving the insertion point. The Script Editor does not record series of alike actions until you perform a different action.

Note: You cannot record scripts that change your preferences.

Recording a script in Creator2

1. Double-click on the **CREATOR2** application. This launches the application.
2. Choose the **Hide Creator2** command in the **Application** menu. This removes the **CREATOR2** Document Window from the screen and displays the Finder.

3. Locate and double-click the Script Editor icon. The Script Editor window appears.



4. Click the **Record** button. Notice that a blinking cassette icon appears over the **Apple** menu when you enter record mode.
5. Choose the **CREATOR2** icon from the **Application** menu to return to **CREATOR2**.
6. Perform the desired actions in **CREATOR2**.
7. Choose the Script Editor icon in the **Application** menu to return to the Script Editor.
8. Click the **Stop** button. Notice that a list of your actions appears in the scroll list at the bottom of the window.

Note: If you receive an out of memory error while recording a script, increase the amount of memory allocated to the Script Editor. Do not increase CREATOR2's memory.

Running a Script

You can open and run a script in several ways. You can use the Script Editor to open and run any script, except those that you have saved as run-only scripts (refer to the AppleScript read-me file for more information).

Simply open the Script Editor. Then choose the **Open Script** command from the **File** menu to open a directory dialog box. Double-click on the script to open it. Finally, click the **Run** button to run the script.

You can also run a script from inside **CREATOR2**. To do this:

1. Place a script file in the Script menu folder in the same location as the **CREATOR2** application.

*Note: The file you place in this location must be an ordinary script file. You cannot run run-only script files inside **CREATOR2**.*

2. Open **CREATOR2**. Notice that a script icon appears next to the **View** menu. This is the **Script** menu.

Format View 

3. Pull down the **Script** menu. Notice that the name of your script appears in the menu.

Format View 
Blue Oval

4. Choose the desired script to run.

If you wish to view a recorded script when in **CREATOR2**, press the Option key while selecting the script from the Script menu. When you release the mouse button, the Script Editor opens and loads the desired script.

Editing Creator2 scripts

As you record a script, AppleScript builds a program code that tells the computer how to recreate your actions. Instead of hiding this code, it appears in the scroll list on the bottom half of the Script Editor.



In this script, the code in the scroll list on the bottom half of the Script Editor tells the program to draw a blue oval.

If you like, you can edit the code in this scroll list. What's more, you can even type your own scripts into the Script Editor. If you press the Option key while opening the **Script** menu and choosing a script, the Script Editor opens and the selected script appears in the scroll list.

AppleScript Editing Techniques

One of the strengths of AppleScript is that you can edit a script like any text document or program. This lets you add or subtract features to scripts that you create. You should find the available editing actions familiar, for they include:

- Click
This action places an insertion point at the location where you clicked.
- Click and drag
This action highlights all parts of the script contained in the selection rectangle that you drag.

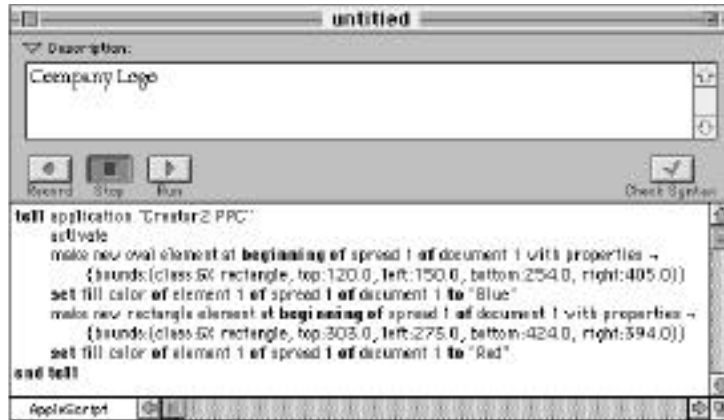
- Double-click
This action highlights a single word.
- Triple-click
This action highlights an entire line.
- Option-Return
This action inserts a character (↵) that tells the Script Editor that the sentence continues on the next line.
- Shift-Return
This action moves the insertion point to the beginning of the following line.

To modify a script, simply enter a new command line in the scroll list area of the Script Editor. You can also remove command lines from your script. If you have questions about writing AppleScript, refer to your Apple documentation.

To check the accuracy of your changes, click the **Check Syntax** button on the right-hand side above the scroll list area. If the Script Editor encounters an error in a script, a warning dialog box appears and the Editor doesn't apply any formatting to the script. If you have no errors in your edited scripts, the Script Editor compiles the AppleScript code.

For example, you may wish to reproduce your company logo, a red square inside a blue oval, in **CREATOR2**. You open the Script Editor, click the **Record** button and then draw and color the elements. You name the script Logo and save it in your Script Menu folder in the same folder where you have the **CREATOR2** application. However, after doing this, you decide that you want the script to place the rectangle inside the oval, too. So you need to edit the existing script.

1. Press the Option key while pulling down on the **Script** menu in **CREATOR2**.
2. Choose Logo from the **Script** menu. Do not release the Option key. Pressing the Option key while choosing a script name opens the Script Editor with the selected script loaded.



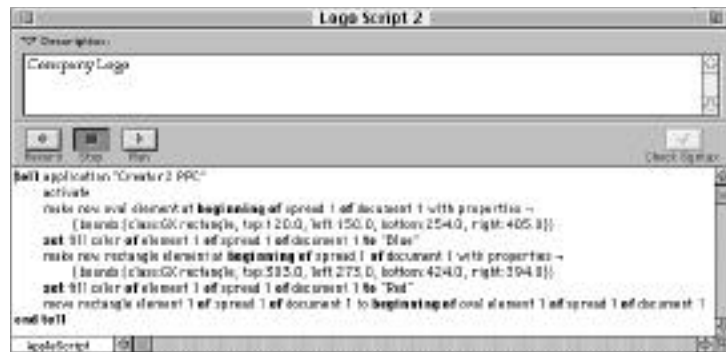
3. Enter move rectangle of spread 1 of document 1 to beginning of oval of spread 1 of document 1 before the end tell command. This command line tells **CREATOR2** to contain the rectangle of the current document page inside the oval on the same page.
4. Click the **Check Syntax** button. A dialog box appears.



This means that you have not correctly identified which rectangle you wish to move. Even though you have only created one rectangle, the Script Editor

still identifies the rectangle as rectangle element 1 . Likewise, it recognizes the oval you drew as oval element 1 . Therefore, you must change your script to reflect these names.

Your script now looks like this:



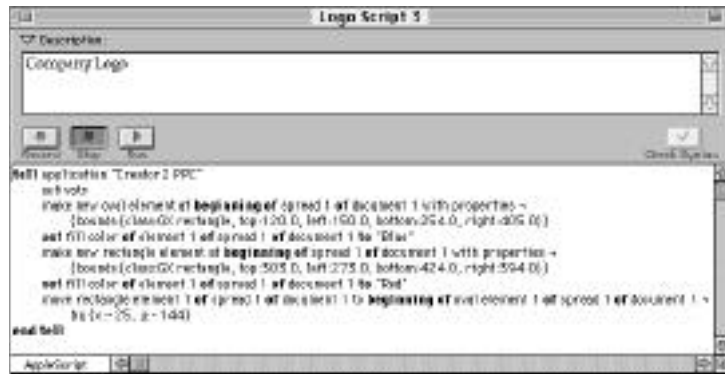
5. Click the **Run** button. This lets you test your script. You see the application create the two shapes and fill them with the right colors. However, the square disappears.

In **CREATOR2**, if you select the oval and choose the **Open Element...** command from the **Elements** menu, you see that the oval does, in fact, contain the square. Although the square rests inside the circle, it hasn't moved from its point of origin.

So, you need to edit your script once again. This time you must to include information that tells **CREATOR2** how far it needs to move the square.

7. Choose the Script Editor option from the **Application** menu.
8. Enter the coordinates where you wish to move the square. Remember that the upper left-hand corner of the screen represents coordinates 0, 0.

The resulting script may look like this:



9. Click the **Check Syntax** button. This time, the Script Editor finds no errors.
10. Save your changes to the script and quit the Script Editor. You must quit and restart **CREATOR2** for your changes to take effect.
11. Choose the Logo script from the **Script** menu. You see **CREATOR2** draw the oval and square, fill them with the appropriate colors, and place the square at the proper location inside the oval. Your logo now looks like this:



INDEX

A

About elements and layers 128
Actual Size command 237
Adding files from the desktop 288
Adjust Leading 167
Adjust Size 166
Adjust Textblock Scale 166
Agate 77
Alignment submenu 150-151
AppleScript 367, 370-371
Apply Tags command 181, 185-186
 Applying while breaking text 185
 Applying from the Files palette . . 186
 Applying while importing text . . . 185
Arrange menu 4, 128
Arrange Palettes command 243
Arrangement palette . . 137, 248, 250, 292
Arrow tool 2, 251, 292
 Keyboard shortcut 2
 Manipulating elements 292
Adobe Type Manager (ATM) 306, 308

B

Backup files 78
Binary encoding 30, 39-40
Bitmap fonts 305
Bitmaps 301
Bleed items at edge 195, 298
Border directory dialog box 279
Border files 13, 316
Border tool 278
Breaking text 17-20, 185-186
Bring to Front 128, 134, 248, 292

C

Center command 151
Center Horizontal on Page 130
Center Vertical on Page 131
Centimeters 77
Change & Find Again 75
Change All 75
Change 74
Changing page sizes 198
Changing paper sizes 35

Changing pre-assigned colors
 on elements 283
Character alternates 1 56
Character... 146, 155, 158-160 173
 Bold Effect 158-159
 Italic Effect 159
 Outline Effect 160
 Shadow Effect 160
Check Selection... 225-226
Check Spelling... 223-224, 228, 230
Checking for text overflow 83
Choke 108
Choke Knockout 91, 93, 95, 97, 109
Choose a Size dialog box 6, 198, 200
Chooser 35, 47
CIF 79, 310
Clear command 55
Close command 10
CMYK 206, 210
Color 39
Color bars 48, 195, 197
Color pop-up menu 23, 25, 95
Color PostScript 30, 49-50
Colors palette 81, 134, 203,
 244-245, 250, 283-286
 Adding spot colors
 when placing EPS files 81
 Assigning a Fill 285
 Assigning a Frame 284
 Assigning a Shade 286
 Assigning a Shadow 285
 Rearranging colors 284
Colors... 203-212, 244- 245, 283
 Color systems 206,-210
 CMYK 206, 210
 Focoltone/ID 208
 Focoltone/Swatch 209
 Grayscale 207
 NAA-COLOR™ 209
 PANTONE 208
 RGB 207, 210
 Deleting a color 212
 Duplicating a color 211
 Editing a color 211
 Exporting a color file 204

- Importing a color file 205
- Picking new colors 206
- Columns 57, 142
- Condense command 146
- Containment tool 105, 113-114, 261-263
 - Containment tool preferences 263
 - Opening containers 262
 - Placing elements
 - inside containers 262
- Control points 111-112, 265, 272-271
 - Adding points to a line 273
 - Deleting points 273
 - Toggleing between point types 273
 - Smoothing control points 272
 - Unsmoothing control points 272
- Converting elements
 - into a single path 112
- Convert Shapes to Path 111-112
- Convert Text to Paths 111
- Copy 54, 64-65
- Copy Fit... 165-167
- Copy Type Specs 64-65
- Copy ¶ Specs 64-66
- Creator2 File Formats 299-304
- Crop marks 48, 195, 197
- Cropping tool 265
- Custom Border 298
- Custom paper size 38, 42
- Cut command 53, 64-65

D

- DCS 1 & 2 files 13, 27-28, 32
- Default document 8, 12
- Default printer resolution 39
- Default screen frequency or density 39
- Deleting elements 252
- Delimiters 18, 83-84, 181
 - Setting delimiters 83
 - Style model delimiters 84
 - Tag delimiters 84
- Demagnification tool 3
- Directory dialog boxes 9
- Discretionary Hyphen 154, 188
- Document description 89, 102, 190
- Document menu 4, 187

- Document Settings... 48, 76, 153, 157, 187-196
 - Document Info 76, 189
 - General document settings 187
 - Hyphenation 153, 193
 - Print Defaults 48, 195-196
 - Text Defaults 157, 191-192
- Document Sizes 6-7, 82
 - Creating and editing
 - document sets 82
 - Creating and editing
 - document sizes 82
 - Other set 7
 - Standard Advertising Unit (SAU) 6
 - Television Magazine Advertising Unit (TMAU) 7
- Document spread 24, 26, 29
- Document strings 190
- Duplicate... 55-57

E

- Edit menu 4, 52
- Element Info... 79, 87-88, 92, 94, 96, 98-99, 100-103, 167, 251
 - Border panel 100
 - Corners panel 101
 - File Info panel 102
 - Fill panel 90
 - Fill/Frame panel 94
 - Frame panel 92
 - General Info panel 88
 - Graphics panel 79, 103
 - Shadow panel 96
 - Text panel 167
 - Editing background color 99
- Element Specs palette 138, 247, 250, 295-296
 - Manipulating elements 296
- Element Styles... 213-218, 289
 - Creating an element style 214
 - Deleting an element style 218
 - Duplicating an element style 217
 - Editing an element style 217
 - Exporting an element style 213
 - Importing an element style 214

Elements and trapping 110
 Elements menu 4, 87
 Em space 73, 188
 Embolden command 145
 En space 73, 188
 Enlarge command 238
 EPS files 13-15, 22, 26-32, 51, 81,
 113, 117-118, 125, 287, 304
 Adding spot colors
 to Colors palette 81
 DCS 1 & 2 files 13, 27-28, 32
 Spot colors to process colors
 in EPS 81
 Export submenu 22-28, 33
 EPS... 26-27
 GIF... 24-25
 Interlace 26
 Text... 33
 TIFF... 22
 Extend 146

F

Facing Pages 8
 File menu 4-5
 File types 14, 299-304
 File Utilities... 233
 Files palette 15, 78, 186, 245,
 250, 286-289
 Applying tags
 from the Files palette 186
 Button icons 287-288
 Dialog box options 15
 Keep file palettes visible
 in background 78
 Placing from the Files palette ... 288
 Files Utilities... 232-33
 Fill Color 162
 Fill Gradient... 119
 Fill Texture... 118
 Find/Change submenu 68, 70, 73-75
 Find... 68, 70, 7374
 Searching for
 special characters 73
 Find Again 74
 Find Selection... 74
 First Indent 164
 Fit in Window 238

Fit Text Block 135
 Flatness limiting 31, 43
 Flip Horizontal 248, 292
 Flip tool 277
 Flip Vertical 136, 248, 292
 Focoltone/ID 208
 Focoltone/Swatch 209
 Font menu 4, 156, 192, 293
 Font Manager extensions 308
 Font menu extensions 308
 Font Reserve 308
 Font Specs palette 149, 156-157,
 247, 250, 293
 Feature pop-up menu .. 149, 156-157,
 247, 293
 Variation pop-up menu 149, 156,
 247, 293
 Font types 305-307
 Font Utilities 308-309
 Format menu 4, 149
 Formatting imported text 19
 Fractions 156
 Frame Texture... 117
 Frame Types... 116
 Freehand Drawing tool 280

G

GATF (Graphic Arts Technical Foundation)
 control targets 48, 196
 GIF 13-15, 22, 24-26, 113,
 115, 287, 303
 Gradients 119-124
 Applying a gradient 120
 Repeating a gradient 122
 Multiple gradients 124
 Setting center point 122
 Setting starting angle 121
 Setting start and end colors 123
 Setting the gradient type 120-121
 Graphic files 13-15, 22, 26-32,
 51, 79, 81, 113, 117-118,
 125, 287, 304, 310
 CIF 79, 310
 EPS files 13-15, 22, 26-32,
 51, 81, 113, 117-118,
 125, 287, 304
 DCS 1 & 2 files 13, 27-28, 32

GIF 13-15, 22, 24-26,
113, 115, 287, 303
JPEG 13-15, 113, 287, 303
PICT 13-15, 104, 117-118,
125, 287, 304
RIFF 13, 31, 113, 287, 303
TIFF 13-15, 22, 31, 51,
113, 115, 287, 301-304
Grayscale 207
Grid option 140, 141
Grouping elements 21, 57, 130-131,
136-137
Guide Snap Toggle 138-139, 242-243
 Setting zero points 242
Guides command 243
Guides... command 138, 242
 Placing guides using the rulers .. 242
 Remove all guides button 139
GX font 293-294
GXified TrueType fonts 307
GXifier 309

H-I

Hand tool 2, 237
 Keyboard shortcut 2
Hanging characters 158, 192
Horiz. Scale command 85, 98, 103,
158, 171
 Setting the horizontal scale 171
 Interval value 85
Hyphenation 153, 165, 193
 Hyphenation panel 153, 193
Import graphic *see Place graphic*
Import Text... 16-19, 185, 286-287
 Applying tags
 while importing text 185
 Formatting imported text 19
 Importing text by hand 19
Importing CIF starbursts 79
Import... command 253
Inches (Decimal) 77
Inches (Fractional) 7
Include Fonts pop-up menu 29
Increasing font size 85
Inferior command 147
Insert Page Number command 154
Inserting pages 199

Insertion point 253
Installed fonts 39
Instances pop-up menu 293
Invisible characters 188
Invisible shapes 189
Italicize command 146

J-L

JPEG 13-15, 113, 287, 303
Justify 151
Justify horizontal spacing 292
Justify vertical spacing 292
Keyboard commands 1-2
Keyboard equivalents 106, 174, 176
Keywords 102, 190-191
Knockout 91, 93, 95, 97, 108-109
Languages 151-153, 156, 192, 230
 Danish 153
 Dutch 153
 Finnish 153
 French 153, 230
 German 153, 230
 Italian 153
 Norwegian 153
 Spanish 153
 Swedish 153
 UK English 153
 US English 153
Left 151
Left Indent 164
Letter case 156
Level 2 PostScript 39
Ligatures 156
Limit Resolution 30-31, 38, 43
Line tool 278
Lines per inch (lpi) 45
Linking text shapes 258
Locating an original file 233
Lock command 126-127
Lower Case command 147

M

Macintosh hierarchical filing system
(HFS) 9
MacPaint 13-14, 287
MacWrite 300

- Magnification tool 3
- Make Element Style... 106
- Make Matrix... 57, 59, 62
 - Making a matrix 59
 - Making a matrix of text blocks 62
- Make Style Model... 177, 178
- Make Type Style... 173
- Make ¶ Style... 163, 173-174
- Mask Graphic 80, 103, 113-115
 - Adobe Photoshop™ masks . . . 80, 114
 - Mask as path element 113
 - Mask with bitmap 103, 115
 - Removing a mask 114
- Master Spreads... 198, 200-201, 297
- MasterJuggler 308
- Mac Easy Open 6, 16, 34, 299-300
 - MacLink Plus 16, 299-300
- Method pop-up menu 27
- Microsoft Word 300
- Millimeters 77
- Misregistration 107
- Move Backward command 129
- Move Forward command 129
- Moving elements 252
- Multi-Ad Search 102, 190, 313-315
 - Copy Reference command 315
 - Placing an item
 - with drag-and-drop 314
 - Sending references 313-315
- Multiple Master fonts 306, 307

N-O

- New Document 5-8
- New Window command 236, 237
- Newline equivalent 73
- New... command 5-8, 198
- Next ¶ style 176
- Non-PostScript printers 35
- None option 298
- Number of pages 5
- Offset command 172
- Offset Horiz 161
- Offset Vert 161
- Offset... 147
- Open CIF *see CIF*
- Open Element 105, 262

- Opening containers 262
- Opening line segments 273
- Open... 9
- OPI (Open Pre-press Interface) . . . 31-32, 50-51
 - Always add OPI comments
 - for TIFF files 31
 - Omit PostScript for TIFF files 31
 - Omit PostScript® for TIFF files . . . 51
 - Substitute OPI comments
 - for EPS files 32, 51
 - Send OPI comments
 - for all TIFF files 51
- Ornaments 48, 156, 195
- Outline 146
- Outset text field 97
- Oval button 120
- Oval tool 279
- Overflowed text 225
- Overprint 91, 93, 95, 97, 107-108

P

- Page Border and Fill 297
- Page Manager... 197-200
 - Deleting pages 200
 - Inserting pages 199
- Page number equivalent 73
- Page Setup... 35-46, 196, 306
 - Custom paper size 38, 42
 - Default printer resolution 39
 - Default screen frequency
 - or density 39
 - Flatness limiting 31, 43
 - Level 2 PostScript 39
 - Non-PostScript printers 35
 - Page size outlines 35-36
 - Paper outlines 35-36, 196
 - PostScript Printer Description
 - (PPD) 39-40, 45
 - QuickDraw printers 35-38, 306
 - Resolution limiting 30-31, 38, 43
 - Separation options 39
 - Tiling 39, 44
- Page size outlines 35-36
- Paint 15, 115
- PANTONE color system 208

| | | | |
|--|---------------------------------------|-------------------------------------|-----------------------------------|
| Paper outlines | 35-36, 196 | Preview Depth | 80 |
| Paragraph styles | 164, 175-179, 181-184, 218, 289 | Preview Resolution | 79 |
| Adding paragraph formats | 179 | Preview Type pop-up menu | 27 |
| Creating paragraph styles | 175 | Printer driver | 35, 47 |
| Editing paragraph and type styles | 178 | Printer's Points | 77 |
| Paragraph... | 163-164, 174 | Print... | 30-32, 35, 38, 47-51, 156, 195 |
| Adding space before/after paragraphs | 164 | Color PostScript | 30, 49-50 |
| Paste | 54 | Creator2 print | 50 |
| Paste Type Specs | 64 | OPI (Open Pre-press Interface) | 31-32, 50-51 |
| Paste ¶ Specs | 65, 67 | Ornaments | 48, 156, 195 |
| Pasteboard area size | 188 | Print color bars | 49 |
| Path element | 112-113, 273, 281-282 | Print crop marks | 49 |
| A mask as a path element | 113 | Print document description | 48 |
| Close a path element | 273 | Print EPS spot colors as process | 49 |
| Path editing | 273 | Print plate information | 49 |
| Opening line segments | 273 | Print registration marks | 48 |
| Path tool | 281 | Print selected items only | 48 |
| Pen Weight... | 115 | Print text blocks only | 48 |
| Photoshop files | 13-14 | Printer driver | 35, 47 |
| Picas | 77 | Screen | 38, 44 |
| PICT | 13-15, 104, 117-118, 125, 287, 304 | Separation plates | 48 |
| Place Graphic... | 13-17, 19, 286, 287 | Process option | 210 |
| Place by hand | 19 | Proportional | 58, 168 |
| Place with cursor | 15, 17 | | |
| Placing a graphic file | 14 | Q-R | |
| Placing a graphic file from the desktop | 16 | Quad Leader | 165 |
| Place text | <i>see Import Text</i> | QuickDraw printers | 35-38, 306 |
| Plain Text | 146, 158 | Quit | 51 |
| Points | 77, 271 | Rectangle corners | 266-267 |
| PostScript | 26, 28, 46, 49-51, 287, 304-306 | Rectangle tool | 279 |
| PostScript device | 35, 39-40, 43, 239 | Redo command | 53 |
| PostScript Printer Description (PPD) | 39-40, 45 | Reduce command | 239 |
| Pre-press definitions | 107 | Reformatting characters | 155 |
| Preferences... | 28, 76-87, 98, 189, 191 | Registration marks | 48, 195-196 |
| Document Sizes | 81 | Replacing graphics | 233 |
| General | 76-78 | Returns and Newlines (invisible) | 188 |
| Status Labels | 86 | Reshape tool | 111-113, 265-267, 270-273 |
| Text panel | 28, 83-84, 98, 191 | Reshaping path elements | 272 |
| Text overflow | 28 | Reshaping rectangles | 266-267 |
| | | Reshaping starbursts | 267-272 |
| | | Alternation field | 271 |
| | | Randomization | 271-272 |
| | | Round Peaks | 270 |

| | |
|-----------------------------------|-----------------------|
| Round Valleys | 270 |
| Path editing in Reshape mode ... | 273 |
| Close a path element | 273 |
| Opening line segments | 273 |
| Toggling point types | 273 |
| Smoothing | |
| control points | 272 |
| Unsmoothing | |
| control points | 272 |
| Resizing elements | 252 |
| Resizing text blocks/shapes | 260 |
| Resolution limiting | 30-31, 38, 43 |
| Rich Text Format (RTF) | 33-34, 300 |
| Right command | 151 |
| Right Indent | 164 |
| RGB | 207, 210 |
| RIFF | 13, 31, 113, 287, 303 |
| Rotation | 89, 56, 274-275 |
| Rotate tool | 274-275 |
| Rows | 57, 143 |
| Rulers | 77, 241-242, 171 |
| Setting Measurement Units | 77 |
| Setting zero points | 242 |

S

| | |
|--|----------------------------|
| Save As... | 11 |
| Save Default Document Settings ... | 8, 12 |
| Save... | 10-11 |
| Scale Horiz | 161 |
| Scale text | 57 |
| Scale to Fit | 58, 168, 263 |
| Scale Vert | 161 |
| Screen Margins | 77 |
| Script Editor | 367-374 |
| AppleScript | 367, 370-371 |
| Editing a script | 370 |
| Running a script | 368-369 |
| Recording a script | 367 |
| Script menu | 372, 374 |
| Search | <i>see Multi-Ad Search</i> |
| Searching for special characters | 73 |
| Select All | 55 |
| Send to Back | 129, 134, 248, 292 |
| Separation options | 39 |
| Separation submenu | 239-240 |
| Setup Guides... | 139-141, 144, 242 |
| Setting custom guides | 141 |

| | |
|--------------------------------------|---|
| Setting grids | 140 |
| Shadow Color | 162 |
| Shadow | 146 |
| Shadow Gradient... | 126 |
| Shadow Options... | 125 |
| Shadow Texture... | 125 |
| Sharing Setup control panel | 77 |
| Show Preview | 15 |
| SimpleText | 33-34 |
| Size menu | 4, 148 |
| Size pop-up menu | 25, 293 |
| Size/Leading... | 85, 157, 169, 192 |
| Leading text field | 157, 192 |
| Setting interval value pt. | 85 |
| Skew tool | 276 |
| "Smart Quotes" | 154, 158, 192 |
| Smoothing control points | 272 |
| Space After ¶ | 164 |
| Space Before ¶ | 164 |
| Spacing | 57 |
| Spelling | 152, 228 |
| Spelling Rules... | 227-229 |
| Spot color | 81, 210, 240 |
| Spread | 108 |
| Spread Knockout | 91, 93, 95, 97, 110 |
| Standard Advertising Unit (SAU) | 6 |
| Starburst tool | 280 |
| Startup attributes | 79 |
| Style buttons | 293 |
| Style menu | 4, 145-147 |
| Style models | 177-178, 181-184, 218, 289-291, 289 |
| Assigning a type style, | |
| paragraph style, or style model ... | 289 |
| Assigning element styles | 291 |
| Assigning paragraph styles | 290 |
| Assigning style models | 291 |
| Assigning type styles | 289 |
| Creating new style models | 177 |
| Modifying style models | 178 |
| Style name | 174, 176 |
| Styles command | 246 |
| Styles palette | 106, 177, 185-186, 220-222, 246, 250, 289-291 |
| Element Styles icon | 220, 291 |
| Paragraph Styles icon .. | 220, 290 |
| Style Models icon | 220, 291 |

Type Styles icon 220, 289
 Subscript command 147
 Suitcase 308
 Superior command 147
 Superscript command 147

T

Tab equivalent 3
 Tabs and Quads (invisibles) 188
 Tags 84, 181-286
 Applying tags
 from the Files palette 186
 Applying tags
 while breaking text 185
 Applying tags
 while placing a text file 185
 Inserting tags into text 186
 Making a tag 181
 Tag delimiters 84
 Television Magazine Advertising Unit
 (TMAU) 7
 Text blocks 104, 253-256
 Background color 104
 Creating text blocks
 of different shapes 256
 Text color 162
 Text counts 99
 Text files 22, 84, 181
 Placing text by hand 19
 Text shapes 256
 Text Styles... 174, 180, 218-222
 Creating a text style 220
 Deleting a text style 222
 Editing a text style 221
 Exporting a text style 219
 Importing a text style 219
 Text tool 2, 145, 150, 153, 155,
 163, 253, 259
 Keyboard shortcut 2
 Text-Only fill 299
 Text overflow 28
 Texture 90, 92-96, 117, 118, 125
 Thin space 73, 188
 TIFF 13-15, 22, 31, 51,
 113, 115, 287, 301-304
 Tiling 39, 44
 Tools palette 105, 113-114, 145,

244, 250-253, 256, 259,
 261-265, 277-281
 Arrow tool 251
 Border tool 278
 Containment tool . . . 105, 113-114, 261
 Cropping tool 265
 Flip tool 277
 Freehand Drawing tool 280
 Line tool 278
 Oval tool 279
 Path tool 281
 Rectangle tool 279
 Reshape tool 111-113,
 265-267, 272
 Rotate tool 274
 Skew tool 276
 Starburst tool 280
 Text tool 145, 150, 153, 155,
 163, 253, 259
 Tracking... 146, 170
 Setting tracking 170
 Keyboard shortcut 85
 Translation Manager 16, 34, 299-300
 MacLink Plus 16, 299-300
 Trapping 79, 91, 93, 95, 97,
 107-110, 248
 Elements and trapping 110
 Trapping options 107-109
 Trapping palette 107, 248
 TrueType fonts 306, 309
 TrueType GX fonts 307
 Type 1 Enabler 307, 309
 Type 1 fonts 305-307, 309
 Type 3 fonts 306
 Type notation 296
 Type pop-up menu 101
 Type Specification Increment 85
 Type styles 156, 173-179,
 181-184, 192, 218, 289
 Adding type styles 179
 Creating Type Styles 173
 Editing paragraph
 and type styles 178

U-Z

Underline command 146
 Undo command 52

| | |
|------------------------------------|-----------------|
| Ungroup command | 137 |
| Unlock command | 27 |
| Unsmoothing control points | 272 |
| Upper Case command | 147 |
| User Dictionaries... .. | 224, 227-229 |
| User Name | 76-77, 114, 189 |
| Author field | 76, 189 |
| Entering your User name | 76 |
| Variable paper sizes support | 39 |
| Vertical offset | 85, 158, 172 |
| Setting the vertical offset | 172 |
| Setting interval value | 85 |
| Vertical Scale | 98, 103 |
| View menu | 236 |
| Widget | 253 |
| Wrap Text... command | 132-133 |
| WriteNow | 300 |
| Zero points | 242 |

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1.5 Upgrade Manual

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TABLE OF CONTENTS

| | |
|---|---------------|
| Getting Started..... | 1 |
| System Requirements..... | 2 |
| Other Required Applications..... | 2 |
| Adjusting Your Memory Needs..... | 2 |
| Installation Instructions..... | 3 |
| Installing Required Applications..... | 6 |
| Running Creator2..... | 6 |
| Launching Creator2 1.5..... | 7 |
| What's New on Your Hard Drive..... | 9 |
| Chapter One: General Features..... | 10 |
| Startup Items Folder..... | 10 |
| The File Proxy Icon..... | 11 |
| Changing Folders with the Icon..... | 12 |
| Open Files Moved to Trash..... | 12 |
| The Specifications Palette..... | 13 |
| Keyboard Shortcuts—The Complete List..... | 15 |
| File Menu..... | 15 |
| Edit Menu..... | 16 |
| Elements Menu..... | 17 |
| Arrange Menu..... | 18 |
| Style Menu..... | 19 |
| Format Menu..... | 20 |
| Document Menu..... | 20 |
| View Menu..... | 21 |
| Tools Palette Shortcuts..... | 21 |
| Movement and Zoom Shortcuts..... | 22 |
| Text Shortcuts..... | 22 |
| Element Shortcuts..... | 23 |
| Special Character Shortcuts..... | 24 |
| Spread Shortcuts..... | 24 |
| Arrangement Shortcuts..... | 25 |

| | |
|--|----|
| Cut, Copy, Paste, and Undo Shortcuts..... | 25 |
| Dialog Box Shortcuts..... | 26 |
| Returns in Element and Document Dialogs..... | 27 |
| Additional Palette Controls..... | 28 |
| Files Palette—New Controls..... | 28 |
| Manipulating Palette Lists..... | 29 |
| Moving Single Layers on the Arrangement Palette..... | 29 |
| Text Styles—Inserting Tags..... | 29 |
| Save a Copy As..... | 30 |
| AutoSave..... | 31 |
| Rulers and Guides Preferences..... | 32 |
| Snapping to Ruler Positions..... | 33 |
| Set Guide Positions Numerically..... | 33 |
| Placing CIF or Single Spread C2 Files..... | 34 |
| Trapping Functions..... | 35 |
| Spot Plate Screen Settings..... | 36 |
| Print Dialog—Save Settings..... | 39 |

Chapter Two: Text Features.....40

| | |
|--|----|
| Missing Fonts from Creator2 1.5 Files..... | 40 |
| Missing Fonts from Older Creator2 Files..... | 41 |
| Disabling Font Menu Utilities..... | 41 |
| Activating Fonts While Creator2 Runs..... | 42 |
| Disabling Active Fonts..... | 42 |
| Opening a Document with Inactive Fonts..... | 42 |
| Choose Font..... | 43 |
| Customizable Size Menu..... | 44 |
| Add Size..... | 45 |
| Delete Size..... | 45 |
| Revert and Default..... | 45 |
| Page Numbering..... | 46 |
| Editing White Text..... | 47 |
| Scaling of Text in Groups..... | 49 |
| Scaling Rectangle Corners in a Matrix..... | 51 |
| International Smart Quotes..... | 52 |
| Save Your Smart Quote Settings..... | 53 |

| | |
|---|-----------|
| Additional Text Styles..... | 53 |
| Drop Caps..... | 54 |
| Create a Drop Caps Paragraph Style..... | 55 |
| Chapter Three: Text Features..... | 57 |
| GIF File Color Palette Options..... | 57 |
| Elements Embedded in Text..... | 58 |
| Opening an Embedded Graphic..... | 60 |
| Grayscale Graphics Colorization..... | 61 |
| Accessing Masked Graphics..... | 61 |
| Arrowheads and Other End Caps..... | 62 |
| Element Info Dialog Boxes..... | 63 |
| Chapter Four: AppleScript Guide..... | 64 |
| Recording Scripts..... | 65 |
| What Cannot Be Recorded..... | 66 |
| Saving Recorded Files..... | 67 |
| Writing Scripts..... | 67 |
| Command Dictionaries..... | 70 |
| Required and Standard Suites..... | 71 |
| Creator2 Suite..... | 71 |
| Text Suite..... | 71 |
| Type Definitions..... | 71 |
| ACES Suite..... | 71 |
| Using AppleScript's Basic Language..... | 72 |
| Some AppleScript Examples..... | 76 |
| New Creator2 AppleScript Terms..... | 78 |
| General Commands..... | 78 |
| Font Info Commands..... | 78 |
| ACES Commands..... | 78 |
| ColorSync Commands..... | 78 |
| Where to Place New Scripts..... | 79 |
| Available AppleScripts..... | 80 |
| About the Script Menu..... | 80 |
| Convert Colors..... | 80 |

| | |
|--------------------------------------|----|
| Extend Overflowed Text Flow..... | 80 |
| Font Suite..... | 80 |
| Graphic Suite..... | 82 |
| Guides Suite..... | 84 |
| Make Fraction..... | 85 |
| Mirror, Mirror..... | 85 |
| Move Selection to Master Spread..... | 85 |
| Move Selection to New Page..... | 86 |
| Number A List..... | 86 |
| Open Pasteboard Window..... | 86 |
| PDF..... | 86 |
| Reveal Overflowed Text..... | 87 |
| Rounded Corners..... | 87 |
| Sort..... | 87 |
| Split Text..... | 88 |
| Tab Maker..... | 90 |
| Text Effects Suite..... | 90 |
| Gather for Output Suite..... | 92 |
| Stairstep Text Selection..... | 93 |
| Table of Contents Suite..... | 94 |
| Tile the Four Process Plates..... | 95 |
| Startup Scripts..... | 95 |
| Dual Save..... | 95 |
| No Duplicate Menu Entries..... | 95 |
| FaceSpan Scripts..... | 95 |

Chapter Five: Color Management.....96

| | |
|--|-----|
| The Nuts and Bolts of ColorSync 2.5..... | 98 |
| Color Space..... | 98 |
| Profiles—The Core Element..... | 99 |
| How ColorSync Uses the Profiles..... | 100 |
| How to Get the Best ColorSync Results..... | 100 |
| Color Calibrating Your Monitor..... | 101 |

| | |
|---|------------|
| Creator2's Main ColorSync Options..... | 102 |
| Document Color Management..... | 102 |
| Profile Input Types..... | 103 |
| The Profiles..... | 104 |
| Setting General Profiles..... | 105 |
| Rendering Intent..... | 106 |
| Rendering Quality..... | 106 |
| Setting Profiles for Multiple Graphics..... | 107 |
| The Graphic Info Dialog Box..... | 109 |
| Color Matching Exported Graphics..... | 111 |
| Missing Profiles..... | 112 |
| Applying Individual Graphic Profiles..... | 113 |
| Graphics with Embedded Profiles..... | 114 |
| Selecting Profiles from the Print Dialog..... | 115 |
| AppleScript and ColorSync..... | 116 |
| Further Information..... | 116 |
| Appendix: Manual Revisions..... | 117 |
| Reference Manual Revisions..... | 117 |
| User Guide Revisions..... | 124 |
| Index..... | 125 |

Getting Started

Thank you for buying **Multi-Ad CREATOR² 1.5**, a major upgrade of **CREATOR²**.

Several new features are incorporated into this version. There are additional ways to manipulate your documents, new text and element options, and a whole menu of helpful AppleScript® scripts available for your use. **CREATOR² 1.5** also fully implements ColorSync® 2.5—giving you increased color accuracy between scanning, monitor display, and printed output.

This manual also includes the features released in version 1.1.1; thus all changes made since **CREATOR²**'s debut are now between these two covers.

Chapter One discusses the new document control features and gives a complete list of keyboard shortcuts. Following this are two chapters which explain the added text and element features. Chapter Four: AppleScript Guide explains how to create your own scripts and details the new scripts released with this version. Lastly, a description of how this application works with ColorSync 2.5 is waiting for you in Chapter Five.

These features were developed through feedback received from the earlier versions of **CREATOR²**. We thank you all for your helpful comments. Please continue to give us your questions, concerns, and critiques; contact **<http://www.creator2.com>** to give us your suggestions.

Thank you again for buying **CREATOR² 1.5**! We hope you will use the new features in your document production cycle. Let your creativity begin!

System Requirements

In order to work properly, **CREATOR² 1.5** must run on these system configurations. Please be sure your system has at least these minimum requirements:

- Macintosh Computer
- PowerPC Processor
- System 7.6.1 or higher
- 30 MB Hard Drive Space
- 32 MB RAM

Other Required Applications

ATM[®] 3.8.3 or newer: **CREATOR²** will not run without ATM; install Adobe Acrobat[®]—located on the **CREATOR²** CD—to receive this software.

ColorSync 2.5 or newer: You will find this software on the MacOS CD.

Mac OS Easy Open[®]: This optional program imports and exports text from other sources. If you will do this, install Easy Open. This program is on your MacOS CD.

Adjusting Your Memory Needs

You need free memory for both your MacOS system and **CREATOR²**, thus either program can run low on memory. If a dialog asks you to shut down applications, you are running low on MacOS system memory. When this happens **do not** increase **CREATOR²'s** memory. If however, a dialog asks that you close windows to free up memory, increase the memory block allocated to **CREATOR²**.

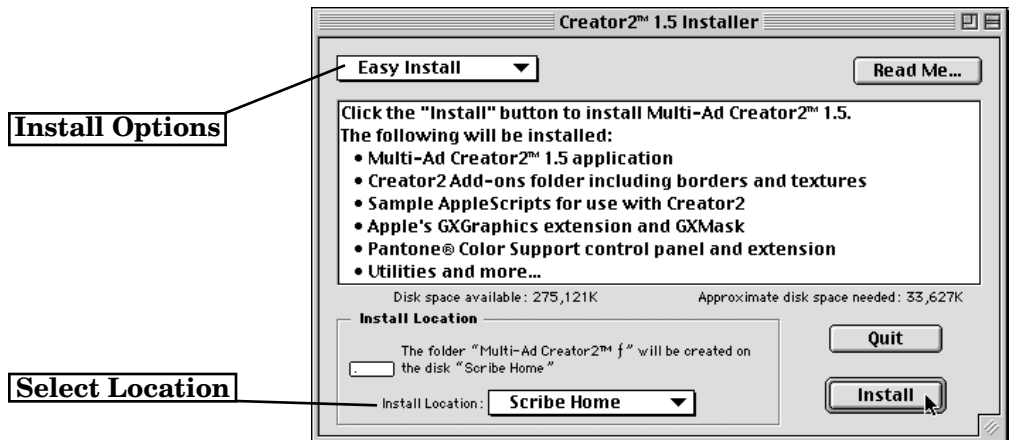
Maximize your system's performance by setting your disk cache properly. The disk cache should be set to 5-8% of your installed RAM. For example, if your computer has 32 MB RAM, the disk cache should be set to 2048K.

Installation Instructions

Make sure no other programs are running. Then place the installation CD in the CD-ROM drive on your Macintosh.

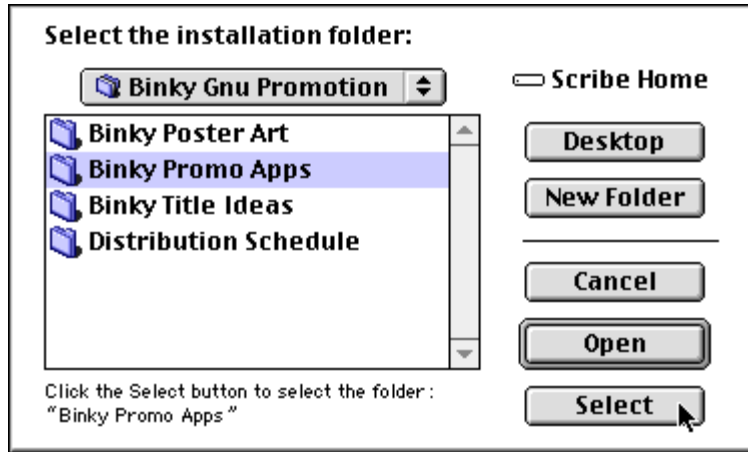
Hot Tip: If you need to install from floppy disks, contact Multi-Ad Services at 1-800-245-9278. Ask for the **CREATOR2** department.

1. Insert the **CREATOR2** CD into your CD-ROM drive. A window opens.
2. Double-click the **CREATOR2** installer icon.
3. When the Installer screen appears, press **Continue**.
4. The **Read Me** screen is displayed. This file has last minute information for you. If you do not want to read this information right now, you may open the document later. The **Read Me** file is available within the **CREATOR2** 1.5 folder.
5. Click the **Continue** button. The **Install** screen appears:



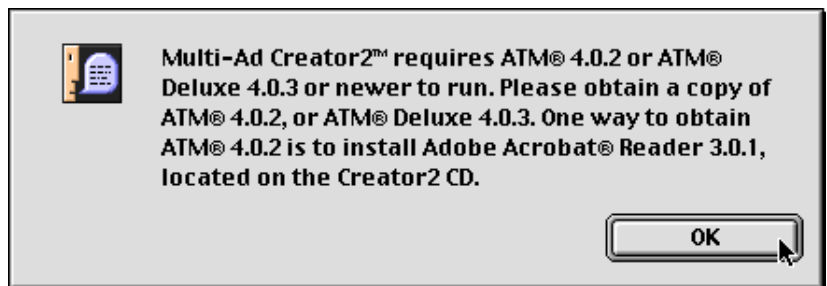
6. Select the install method you want from the **Install** menu. This pop-up menu is in the dialog box's upper left corner. Choose between **Easy Install** and **Custom Install**. Custom Install lets you choose which **CREATOR2** components you want on your hard drive.

7. Click the **Install Location** pop-up menu. All mounted drives are listed; choose the device where you want the program installed. Click the **Select Folder** button to install **CREATOR2** into a specific folder. This dialog is displayed:

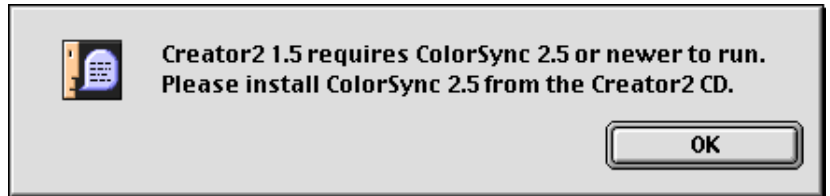


Locate the folder where you want the program installed. Once you have found it, press the **Select** button.

8. Click **Install**. A progress bar appears. If you need to halt the installation, press the **Stop** button next to the progress bar.
9. You are alerted if you are missing any additional software **CREATOR2** needs to run. For instance, if you are missing Adobe Type Manager® or Adobe Type Manager Deluxe®, you will see this dialog box:

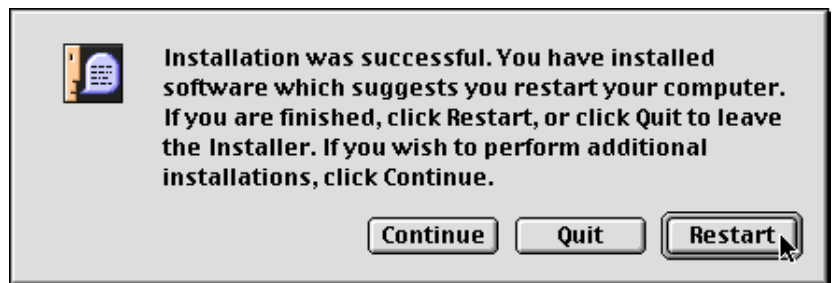


If you are missing ColorSync 2.5, you will see this dialog box:



When you have finished installing the 1.5 version, you will be able to install these applications.

9. Once the **CREATOR2** 1.5 installation is complete, this dialog box appears:



CREATOR2 is installed! If you need to install ATM or ColorSync, click the **Continue** button and install these applications. If you already have these programs installed, however, press **Restart**.

Hot Tip: Once you have finished installing all the required applications, be sure to restart your computer.

If you installed **CREATOR2** 1.5 into your **CREATOR2** folder, this software will not install over any older versions you may own. Instead, a new 1.5 folder is placed inside your old **CREATOR2** folder.

Installing Required Applications

Two versions of Adobe Type Manager®—**ATM 4.0.2 or later** and **ATM Deluxe 4.0.3 or later**—are compatible with **CREATOR2 1.5**. Either program is required. You will also need to install **ColorSync 2.5**. The following instructions describe how to install these applications.

If you are a **CREATOR2** user and are just upgrading to the 1.5 version, you already have a compatible version of ATM.

ATM® 4.0.2 or Later

Adobe Type Manager 4.0.2 is available on your **CREATOR2** CD. Install the Acrobat® 3.0.1 software to place ATM 4.0.2 on your system.

ATM Deluxe® 4.0.3 or Later

If you use ATM Deluxe 4.0, you will need to get version **4.0.3 or later**. You can receive a newer version from Adobe® for a small fee. Call Adobe at **1-800-661-9410**.

Adobe Sans and Serif Error Message

After installing Acrobat, you may get a message stating that the Adobe Sans and Serif fonts are missing. Correct this by reinstalling the fonts from the **CREATOR2** installer.

ColorSync® 2.5

You will also need ColorSync 2.5. Launch the ColorSync installer on your **CREATOR2** CD to install this program.

***Hot Tip:** Be sure to restart your computer after installing all these applications.*

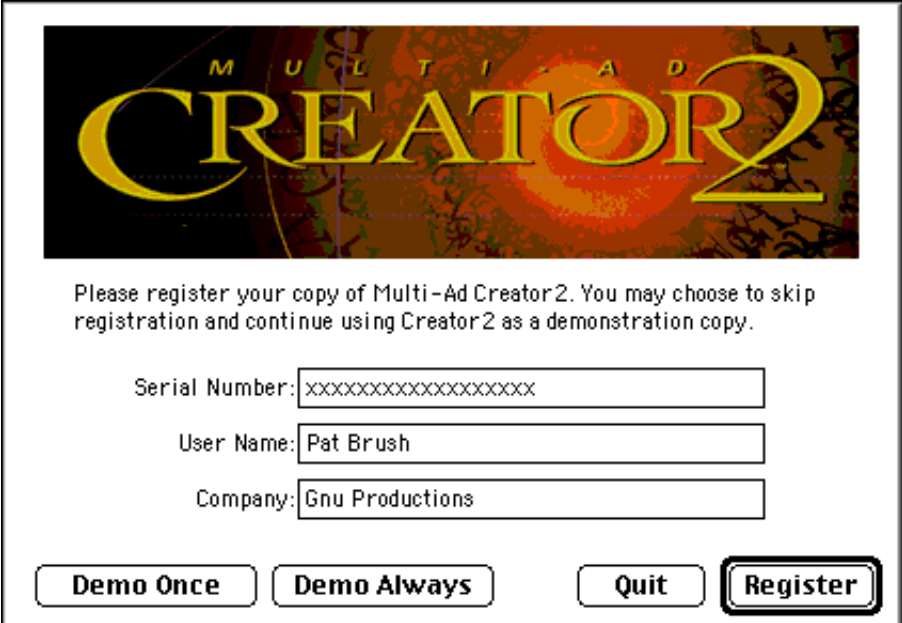
Running Creator2

Once you have installed **CREATOR2 1.5**, either compatible version of ATM, and ColorSync 2.5, you are ready to launch **CREATOR2 1.5**!

Launching Creator2 1.5

When you start **CREATOR2** for the first time, you have three options available. Keep your CD case handy as you follow these steps.

1. Double-click the **CREATOR2** icon. The **Registration** screen appears:



MULTI-AD
CREATOR2

Please register your copy of Multi-Ad Creator2. You may choose to skip registration and continue using Creator2 as a demonstration copy.

Serial Number:

User Name:

Company:

2. Select between **Demo Once**, **Demo Always**, and **Register**.

Demo Once—Choose this option to explore **CREATOR2**'s features. This option disables the **Save** command, but the rest of the features work.

Demo Always—If you do not want the Registration screen to appear again, click the **Demo Always** button. Choosing this option will not let you register **CREATOR2**. You will need to reinstall the application to register it. Like "Demo Once," the **Save** command is disabled.

Launching Creator2 1.5 (Cont.)

Register—This option launches **CREATOR2** with its full set of features.

Quit—Click this to abort registering **CREATOR2**.

3. When you choose the **Register** option, you will need to enter your name, company name, and your **CREATOR2** serial number. This serial number is found on the CD case.
4. **CREATOR2** launches. The program is ready to use!

What's New on Your Hard Drive

Here is a complete list of what **CREATOR2** places on your computer. The specific folders are also detailed.

The Multi-Ad Creator2™ Folder

- **CREATOR2 1.5**
- **The CREATOR2 Add-ons Folder**
 - **Border Files Folder**
 - **Color Lists Folder**
 - **Dictionaries Folder**
 - **Texture Files Folder**
- **Praxisoft C2 EPS Library**
- **Script Menu Folder**
- **Scripts Folder**
- **StartUp Items Folder**
- **More About Scripts Folder**
- **CREATOR2 1.5 Read Me File**
- **Basic Shapes Document**
- **Utilities Folder**
 - **GXifier 1.3**

The System Folder

- **GXGraphics 1.1.6 Extension**
- **GXMask Extension**
- **Pantone Profile Control Panel**

Chapter One: General Features

Startup Items Folder

When you launch **CREATOR2**, the program first installs all its necessary modules. Once it has completed its own launch, however, the program also checks a customizable **Startup Items Folder**. This folder is located within your **Multi-Ad CREATOR2 1.5** folder.



Any scripts, items, and aliases you place inside this folder automatically launch. This lets you customize **CREATOR2**'s startup sequence to open applications and files you need.

For instance, you may use Photoshop® to create your graphics. By placing an **alias icon** within this folder, Photoshop will also launch with **CREATOR2**. You can create an application alias in two ways. While you are in the **Finder** click the application's icon and press **Command M (⌘M)**. You can also **Option-Drag** an application's icon into the Startup Items folder to create its alias.

You may place FaceSpan™ applications within this folder as well. Perhaps you use the new Custom Frame Types utility to change your elements' frames to dots and dashes. Place this utility inside the Startup Items Folder and it will be ready to use after you launch **CREATOR2**.

Put AppleScripts into this folder to increase your productivity. These scripts help you interact with programs and/or streamline repetitive tasks. For example, you could create an AppleScript that lets you customize **CREATOR2**'s command keys. Read the instructions in Chapter Four to learn how to create your own scripts.

So place these applications inside the Startup Items folder. **CREATOR2 1.5** will automatically start them!

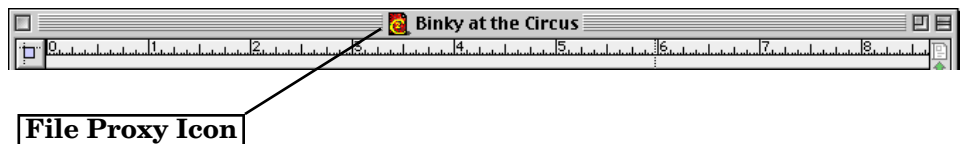
The File Proxy Icon

CREATOR² utilizes a special MacOS 8.5 feature—the **File Proxy Icon**. This icon makes it easier for you to use **CREATOR²** with the **Finder**. You can move open files to new folders or the trash. You can also access folders that contain other files you wish to open.

***Hot Tip:** The **File Proxy Icon** feature is only available on computers using MacOS 8.5 or higher.*

Moving Documents with the Icon

Notice your **title bar** has an icon next to the document name. This is the File Proxy Icon:



This icon can either be active or inactive. When your document has unsaved changes, this icon is grayed out. Once you have saved your document, however, the file proxy icon becomes active—letting you use it to move the document into a different location.

Click and drag this icon off the title bar onto any visible folder, mounted device, or the desktop itself. This lets you quickly move the document's file. You may even drag the proxy icon into the trash; when you do this the document immediately closes.

The File Proxy Icon (Cont.)

Changing Folders with the Icon

Hold down the **Command (⌘)** key and click the **document's name**. The document's file path is shown:



Highlight any folder or device on the list and release your mouse button. That folder or device's window is displayed; note that if the open document is located in a folder within this window, that folder is highlighted.

This feature lets you rapidly access other **CREATOR2** documents. For instance, if you were making a new Binky poster, there might be more files you need in the Binky Poster Art folder. Use the menu to open this folder.

Open Files Moved into the Trash

When an open file containing unsaved changes is moved into the trash, **CREATOR2** will bring up this dialog box:



Don't Save tells **CREATOR2** to ignore the changes you made to the document since your last save. **CREATOR2** then closes the file. This file stays in the trash.

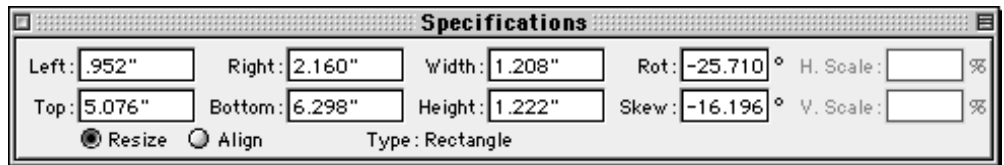
Remove from Trash takes the file out of the trash and moves it back to its original location. If the file's original location cannot be found, it is moved to the desktop.

Save first updates the file and then closes it. The file, however, remains in the trash. If you decide later to keep the file, you will still have the most current version.

The Specifications Palette

The old Element Specs and Font Specs Palettes are now combined on the **Specifications Palette**. Depending upon whether you select a shape, graphic, or text block, different items are displayed in this palette.

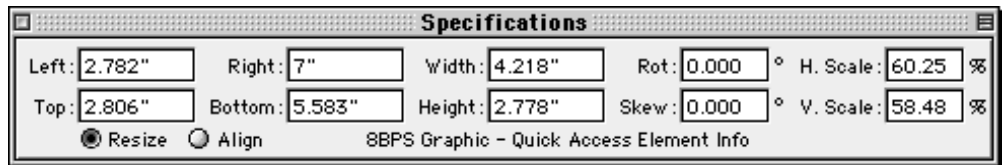
Clicking a shape displays these controls:



The Specifications Palette for a Rectangle shape. It features a title bar with a close button and a maximize button. The main area contains input fields for Left (.952"), Right (2.160"), Width (1.208"), Rot (-25.710°), H. Scale (%), Top (5.076"), Bottom (6.298"), Height (1.222"), and Skew (-16.196°). Below these fields are radio buttons for Resize (selected) and Align, and a label 'Type: Rectangle'.

Several fields indicate the size of the shape. Click and type in different measurements to change the shape's size. You can also manually input the shape's rotation and skew.

Choosing a graphic displays similar controls:

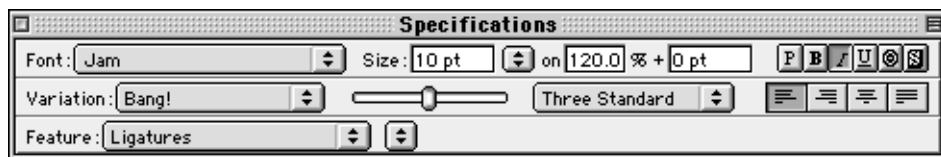


The Specifications Palette for a Graphic element. It features a title bar with a close button and a maximize button. The main area contains input fields for Left (2.782"), Right (7"), Width (4.218"), Rot (0.000°), H. Scale (60.25%), Top (2.806"), Bottom (5.583"), Height (2.778"), and Skew (0.000°). Below these fields are radio buttons for Resize (selected) and Align, and a label '8BPS Graphic - Quick Access Element Info'.

Notice that the controls remain the same—except for the **horizontal** and **vertical scale** fields. Input larger or smaller percentages in these fields, and the graphic is resized to this new scale.

The Specifications Palette (Cont.)

While using the text tool, selecting a text block changes the Specifications Palette to these controls:



Manipulate many aspects of a font with this palette. You can select a different font, change its size, adjust its leading, and apply a style to the text.

The second row of commands give you access to any variations the font may possess (this row primarily applies to GX and GXified fonts). If the font has special styles, these styles are available in the middle pop-up menu. You can also left, right, center, and justify text.

If the font also has additional features like ligatures (mainly GX and GXified fonts have extra features), the third row lets you select them. There is also a pop-up menu for these special features.

Hot Tip: Because of this change to the Specifications Palette, both the **Element Specs** and the **Font Specs** commands have been removed, respectively, from the **Elements Menu** and the **Format Menu**.

Keyboard Shortcuts—The Complete List

With these new and old shortcuts, you can now perform most actions directly from your keyboard—letting you leave your mouse alone. Each keyboard shortcut area gives you control over a different part of the program.

***Hot Tip:** These shortcuts are also listed on your reference card.*

Menu Command Shortcuts

You can quickly access most menu commands by using the **Command** (⌘), **Option** (⌥), **Control** (⌞), **Tab** (⇧), **Enter** (↵), and **Shift** (⇧) keys in various combinations with other keys. Here are the shortcuts for each menu; these shortcuts are also displayed next to each command on the menus:

File Menu

| | |
|--------------------------|--------------------------------|
| New... | Command N (⌘N) |
| Open... | Command O (⌘O) |
| Close | Command W (⌘W) |
| Save | Command S (⌘S) |
| Place Graphic... | Command I (⌘I) |
| Embed Graphic...* | Command I (⌘I) |
| Import Text... | Command J (⌘J) |
| Page Setup... | Command Control P (⌘⌞P) |
| Print... | Command P (⌘P) |
| Quit | Command Q (⌘Q) |

*When a text block is active, the **Place Graphic...** command becomes **Embed Graphic...** command.

Edit Menu

| | |
|------------------------------|--------------------------------------|
| Undo | Command Z (⌘Z) |
| Redo | Command Shift Z (⌘⇧Z) |
| Cut | Command X (⌘X) |
| Copy | Command C (⌘C) |
| Paste | Command V (⌘V) |
| Paste in Place* | Command Shift V (⌘⇧V) |
| Select All | Command A (⌘A) |
| Duplicate... | Command D (⌘D) |
| Duplicate Again* | Command Shift D (⌘⇧D) |
| Make Matrix... | Command M (⌘M) |
| Copy Type Specs | Command G (⌘G) |
| Paste Type Specs | Command D (⌘D) |
| Copy ¶ Specs | Command Shift G (⌘⇧G) |
| Paste ¶ Specs | Command Shift D (⌘⇧D) |
| Find... | Command Option F (⌘⌥F) |
| Find Again | Command Option G (⌘⌥G) |
| Find Selection... | Command Option S (⌘⌥S) |
| Change | Command Option = (⌘⌥=) |
| Change and Find Again | Command Shift Option = (⌘⇧⌥=) |

*The **Paste in Place** and the **Duplicate Again** commands can also be accessed by selecting the **Edit Menu** and pressing your **Shift** key.

Elements Menu

| | |
|-----------------------------|--------------------------------------|
| Open Element | Command Option O (⌘⌥O) |
| Open Embedded Group* | Command Option O (⌘⌥O) |
| Mask Graphic... | Command Option M (⌘⌥M) |
| Pen Weight... | Command Option W (⌘⌥W) |
| Frame Types... | Command Option T (⌘⌥T) |
| Arrowheads.... | Command Option A (⌘⌥A) |
| Fill Texture... | Command Shift T (⌘⇧T) |
| Fill Gradient... | Command Shift G (⌘⇧G) |
| Shadow Options... | Command Shift S (⌘⇧S) |
| Shadow Texture... | Command Shift Option T (⌘⇧⌥T) |
| Shadow Gradient... | Command Shift Option G (⌘⇧⌥G) |

*When a text block is active, the **Open Element** command becomes the **Open Embedded Group** command.

Arrange Menu

| | |
|-------------------------------------|------------------------------|
| Bring to Front | Command = (⌘=) |
| Send to Back | Command - (⌘-) |
| Move Forward | Command Shift = (⌘⇧=) |
| Move Backward | Command Shift - (⌘⇧-) |
| Center Horizontal on Page | Command H (⌘H) |
| Center Horizontal on Spread* | Command Shift H (⌘⇧H) |
| Center Vertical on Page | Command Y (⌘Y) |
| Center Vertical on Spread* | Command Shift Y (⌘⇧Y) |
| Fit Text Block | Command B (⌘B) |
| Flip Horizontal | Command Shift [(⌘⇧[) |
| Flip Vertical | Command Shift] (⌘⇧]) |
| Group | Command G (⌘G) |
| Ungroup | Command U (⌘U) |

*The **Center Horizontal on Spread** and the **Center Vertical on Spread** commands can also be accessed by selecting the **Edit Menu** and pressing your **Shift** key.

Style Menu

| | |
|-------------------|--------------------------------|
| Plain Text | Command Shift P (⌘⇧P) |
| Embolden | Command Shift B (⌘⇧B) |
| Italicize | Command Shift I (⌘⇧I) |
| Underline | Command Shift U (⌘⇧U) |
| Outline | Command Shift O (⌘⇧O) |
| Shadow | Command Shift S (⌘⇧S) |
| Superior | Command Shift ; (⌘⇧;) |
| Inferior | Command Shift ' (⌘⇧') |
| Upper Case | Command Control U (⌘⌥U) |
| Lower Case | Command Control L (⌘⌥L) |
| Title Case | Command Control T (⌘⌥T) |
| Small Caps | Command Control C (⌘⌥C) |

Format Menu

| | |
|---------------------------------|--------------------------------|
| Left | Command Shift L (⌘⇧L) |
| Right | Command Shift R (⌘⇧R) |
| Center | Command Shift C (⌘⇧C) |
| Justify | Command Shift J (⌘⇧J) |
| Hyphenation | Command Shift - (⌘⇧-) |
| Discretionary Hyphen | Command - (⌘-) |
| Choose Font... | Command Control F (⌘⌘F) |
| Character... | Command Shift A (⌘⇧A) |
| Paragraph... | Command Shift F (⌘⇧F) |
| Copy Fit... | Command Shift = (⌘⇧=) |
| Size/Leading... | Command \ (⌘\) |
| Tracking... | Command K (⌘K) |
| Horizontal Scale... | Command H (⌘H) |
| Offset... | Command Y (⌘Y) |
| Make Style Model... | Command Option M (⌘⌥M) |

Document Menu

| | |
|---------------------------|-------------------------------|
| Check Spelling... | Command L (⌘L) |
| Check Selection... | Command Option L (⌘⌥L) |

View Menu

| | |
|----------------------|-------------------------------|
| New Window | Command Shift N (⌘⇧N) |
| Actual Size | Command T (⌘T) |
| Fit in Window | Command F (⌘F) |
| Enlarge | Command E (⌘E) |
| Reduce | Command R (⌘R) |
| Rulers | Command Option R (⌘⌥R) |

Tools Palette Shortcuts



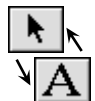
Command Arrow Tool (⌘)

Move through a stack of elements by pressing **Command** and clicking the stack.



Command Tab (⌘⇧)

If the Arrow tool is not selected, pressing **Command Tab** activates it. After this, it toggles between the Text and Arrow tools.



Enter (⌘⇧)

If the Arrow tool is not selected, pressing **Enter** activates it. Pressing the **Enter** key toggles between the Arrow and Text tools.



Control Tab (⌘⇧)

Pressing **Control Tab** first activates the Arrow tool. After this these buttons toggle between the Arrow and the Containment tools.

Movement and Zoom Shortcuts



Control (⌘)

Holding **Control** activates the Hand tool for as long as you press down the key. The hand tool lets you scroll around the spread in any direction.



Control Shift (⌘⇧)

Holding **Control Shift** activates the Magnification tool. Clicking once zooms the view in one increment. Clicking and dragging a rectangle fills the screen with this area.



Control Option (⌘⌥)

Holding the **Control** and **Option** buttons activates the Demagnification tool. Click to zoom out.

Text Shortcuts



Command Less Than (⌘<)

Pressing **Command <** decreases the size of selected text by one point. **Shift Command <** (⌘⇧<) decreases the text by 2 points.



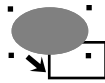
Command Greater Than (⌘>)

Pressing **Command >** increases the size of selected text by one point. **Shift Command >** (⌘⇧>) increases the selected text by 2 points.



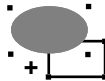
Command Text Tool (⌘) While using the Text tool, pressing **Command** and clicking over a shape element changes this element into a text block.

Element Shortcuts



Tab (⇨)

Pressing **Tab** selects the next element. This command first starts from the top element and moves down to the bottom element.



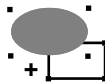
Shift Tab (⇧⇨)

Pressing **Shift Tab** adds the next element to the selected element(s).



Option Tab (⌥⇨)

Pressing **Option Tab** selects the previous element.



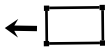
Shift Option Tab

Pressing **Shift Option Tab** adds the previous element to the selected element(s).



Option Drag (with Arrow, Skew, Rotation, or Flip Tools)

Pressing **Option** while dragging an element duplicates it.



Left Arrow

With an element selected, press the **Left Arrow** key to move the element one screen pixel left. Pressing **Shift Left Arrow** moves the element 6 screen pixels left.



Right Arrow

With an element selected, press the **Right Arrow** key to move the element one screen pixel right. Pressing **Shift Right Arrow** moves the element 6 screen pixels right.



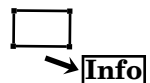
Up Arrow

With an element selected, press the **Up Arrow** key to move the element one screen pixel up. Pressing **Shift Up Arrow** moves the element 6 screen pixels up.



Down Arrow

With an element selected, press the **Down Arrow** key to move the element one screen pixel down. Pressing **Shift Down Arrow** moves an element 6 screen pixels down.



Select Element / Return

While an element or a group is selected, pressing **Return** opens that element or group's Info dialog box.

Special Character Shortcuts

| | |
|--------------------|---|
| Quad Space | Shift Tab (⇧ ⇥) |
| New Line | Shift Return (⇧ ↵) |
| Block Break | Command Return (⌘ ↵) |
| Em Space | Shift Control Spacebar (⇧ ⌘ spacebar) |
| En Space | Shift Spacebar (⇧ spacebar) |
| Thin Space | Control Spacebar (⌘ spacebar) |
| Hard Space | Option Spacebar (⌥ spacebar) |

Spread Shortcut Keys

These keys let you move quickly through all the spreads in your document.

Home—Press this to move back to the first spread of your document.

End—This key moves you to the last spread of your document.

Page Up—Use this key to move to the previous spread.

Page Down—Hit this key to move to the next spread.

Arrangement Shortcuts

The keypad quickly arranges elements into different configurations. When a single element is selected these keys **align it to the page**; when multiple elements are highlighted these commands align them to the **first element selected**.

These commands are the same as those on the **Arrange Palette**.

- Command 7 (⌘ 7)** Elements are aligned on the left.
- Command 8 (⌘ 8)** Moves elements to the vertical center.
- Command 9 (⌘ 9)** Places elements on the right side.
- Command 5 (⌘ 5)** Aligns elements to the horizontal and vertical center.
- Command 6 (⌘ 6)** Places elements at the top.
- Command 3 (⌘ 3)** Elements move to the page's horizontal center.
- Command . (⌘ .)** Aligns elements to the bottom.

Cut, Copy, Paste, and Undo Shortcuts

Perform quick edits using the following hot keys:

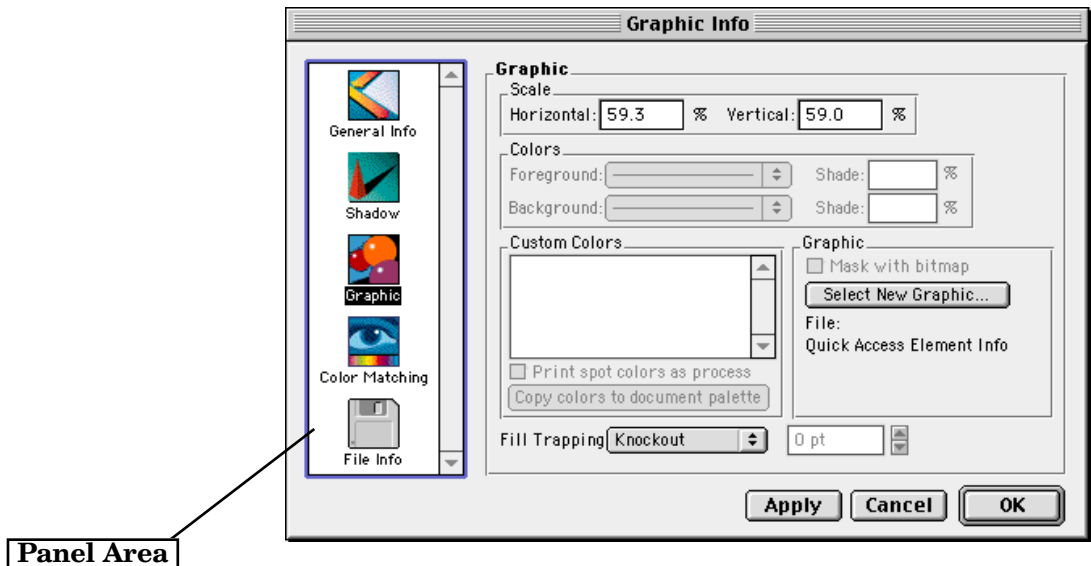
- F1**—Press this to **undo** your previous action. Press **Shift (⇧) F1** to **redo** your previous action.
- F2**—Lets you **cut** a selected element or text selection.
- F3**—This key **copies** a selected element or text selection.
- F4**—Use this key to **paste** a copied/cut element or text selection. Press **Shift (⇧) F4** to paste elements (but not selected text) in place.

Dialog Box Shortcuts

Some dialog boxes also have keyboard shortcuts. Use these shortcuts to rapidly access fields, buttons, and panels on them—without ever touching your mouse!

Rapid Panel Access

The **Element Info**, **Preferences**, and **Document Settings** dialog boxes all have options displayed on individual panels. Access these panels quickly by first selecting the dialog's panel area. Then type the first letters of the panel on your keyboard. For instance, select the panel area in the Element Info dialog box.



Now type the first letter or letters of the panel you wish to see. Type “**c**” to bring up the Color Matching panel, “**gr**” to bring up the Graphics panel, and so on.

Place Graphic... (found on the File Menu)

While you are in this dialog box, you may rapidly add a graphic to the **Files Palette**. Select a graphic, then press **Command A**. The graphic appears on the Files Palette.

Arrow Button Shortcuts in Dialog Boxes

Several **Format Menu** dialog boxes have arrow buttons on them. Instead of endlessly clicking your mouse to change variables in these arrow button fields, you can hold down the **Command** (⌘) button while pressing the appropriate arrow (← ↑ ↓ →) key to change the variables.

These dialog boxes and their shortcut keys are:

- **Tracking Box—Command K (⌘K)**
- **Horizontal Scale Box—Command H (⌘H)**
- **Vertical Offset Box—Command Y (⌘Y)**
- **Size/Leading Box—Command \ (⌘\)** Since there are multiple arrow button fields in this dialog, you can press **Tab** (⇨) to move to the next field and **Shift Tab** (⇧ ⇨) to go back to the previous field.

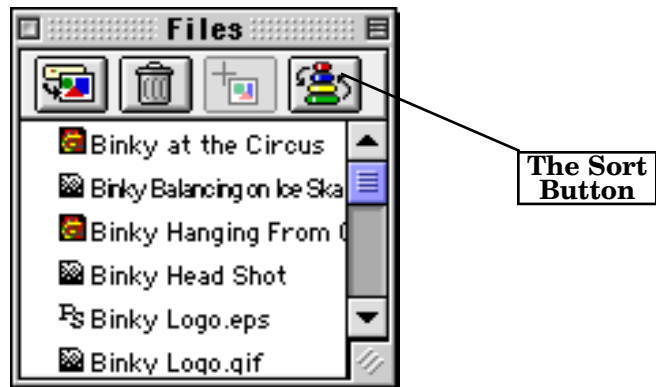
Returns in Element and Document Dialogs

The **Return key** is the keyboard shortcut for the **OK** button in both the **Element Info** and the **Document Settings** dialog boxes. Because of this, you cannot type returns in these dialog fields. Press **Option Return** (⌥ ↵) to place returns in these fields.

Additional Palette Controls

Files Palette—New Controls

As you add more items to the **Files Palette**, it becomes difficult to find specific files. The Files Palette now has a **Sort Button**:



Press this button, and your files are displayed in **alphabetical order**. If you press the **Option** (⌥) key while clicking the **Sort** button, the files are displayed in **reverse alphabetical order**.

***Hot Tip:** The **Sort** button will be grayed out if there is only one file listed on the Files Palette.*

Dragging Multiple Files You may pull multiple text or graphic files into your document at once. Press **Shift** (⇧) to highlight several files in a row. Press **Command** (⌘) to select nonconsecutive files together. Then click and drag the selected text or graphic files onto your document.

Double-clicking Files When you double-click items on the Files Palette, they are placed in your document.

Fast Trash Press the **Option** (⌥) key and click the **Trash** button. All items are cleared off the Files Palette.

Additional Palette Controls (Cont.)

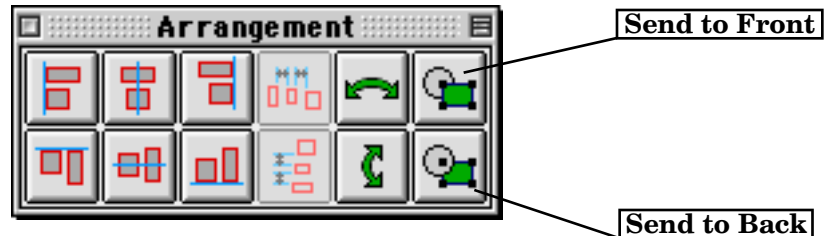
Manipulating Palette Lists

You can change the order **colors**, **styles**, and **files** are listed on their respective palettes. This lets you place more frequently used items together. For example, click “Red” on the Colors Palette. Drag this color below “Magenta” and release your mouse button. Red now appears below Magenta.

Hot Tip: These colors—None, Black, White, and Registration—do not move on the Colors Palette.

Moving Single Layers on the Arrangement Palette

Use the Arrangement Palette to move an element up or down one layer. Select an element. Then press **Shift** (⇧) and click the **Send to Front** button to move the element up one layer. Press **Shift** (⇧) and click the **Send to Back** button to move the element back one layer.



Text Styles—Inserting Tags

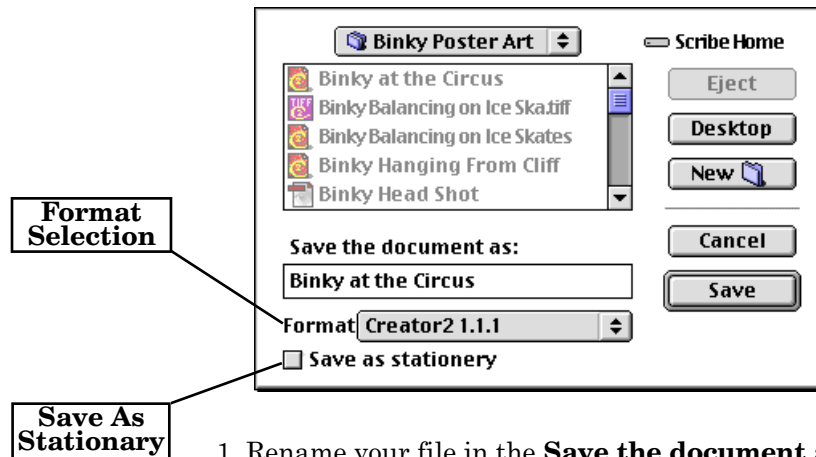
Insert tags in text which can be applied later with the **Apply Tags** (found under the **Format Menu**) command. Do this by pressing the **Option** (⌥) button and clicking the text style. The text style's bracketed name (for example, «T:Main Text») appears in your document.

Save A Copy As

This additional save command can duplicate your document into **CREATOR2 1.1.1** and **CREATOR2 1.5** formats. This is useful if you need to save 1.5 files in the old 1.1.1 format. **CREATOR2 1.5** can open documents saved in the 1.1.1 format. **CREATOR2 1.1.1**, however, cannot open documents saved in the 1.5 format.

Warning: If you save files in the 1.1.1 format, all 1.5 features will be lost—like drop caps, small caps, and arrowheads. Note that these features will still be displayed in the 1.1.1 file's preview, but they are no longer in the document.

Click on the **File** Menu. Next select the **Save A Copy As** command. This dialog box appears:



1. Rename your file in the **Save the document as** field.
2. Choose the **CREATOR2** version you want in the **Format** pop-up menu.
3. Press the **Save** button.

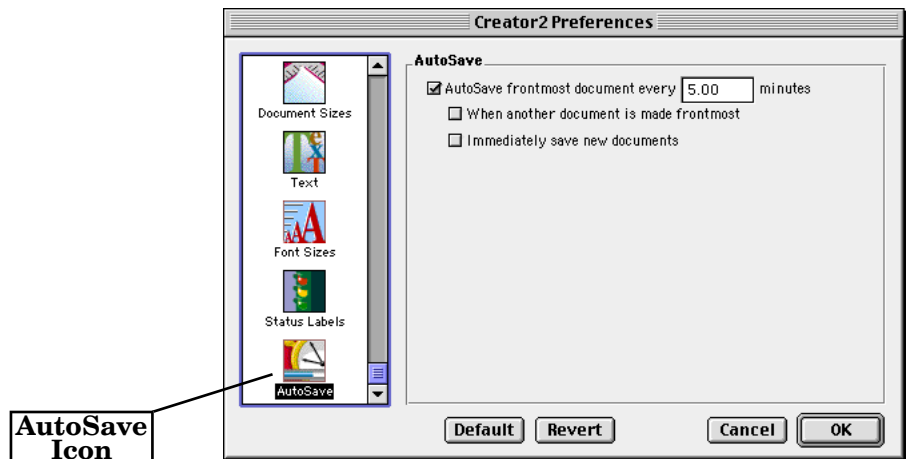
Save as Stationery

The **Save a Copy As** command also lets you save your file as stationery. The stationery option saves the file as an untitled template. This check box is located in the bottom left of the Save a Copy As dialog box.

AutoSave

Use this feature to automatically save your work after a defined time period has passed. You choose how long this time interval will be.

Click the **Edit Menu** and select the **Preferences** command. Once this box is open, scroll down the left icon area on the dialog box. **AutoSave** is at the bottom. Select the icon and this panel is displayed:



Click the top check box to activate AutoSave. Notice that the time interval defaults to five minutes. Enter the time period you want into this field.

There are two other options:

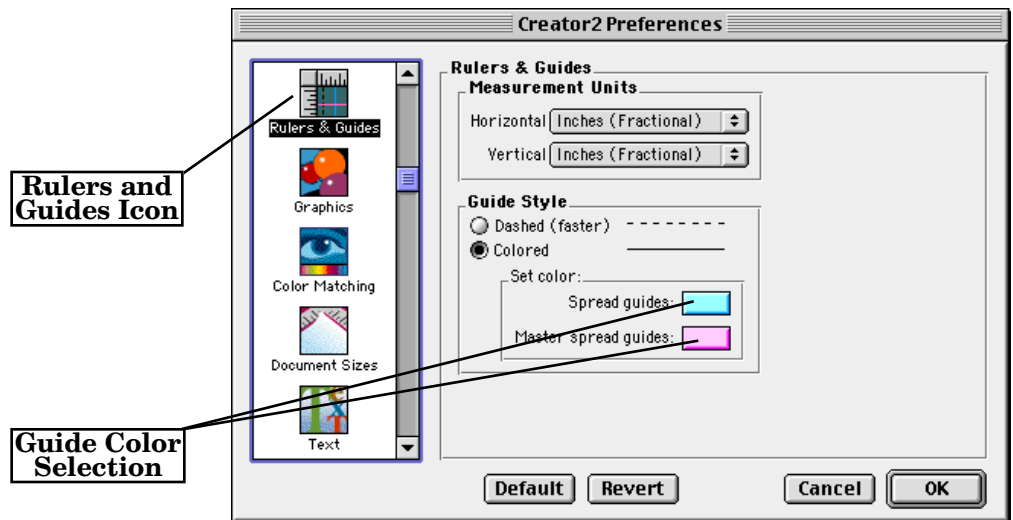
When another document is made front most—Click the next check box if you want a document saved when another document is moved in front of it. A document is only saved if a change has been made to it.

Immediately save new documents—Click this check box if you want **CREATOR2** to immediately save new documents. AutoSave will no longer interrupt your work by asking for a filename.

Rulers and Guides Preferences

Set up how you want rulers and guides to appear in all your documents. Since these settings are in your **Preferences** dialog box, they are applied to any document you open.

Click your **Edit Menu**. Select the **Preferences** command. Once the Preferences dialog box is displayed, click the **Rulers and Guides** icon. This panel is shown:



You can change what units of measurement your horizontal and vertical rulers use. Select between **Fractional Inches**, **Decimal Inches**, **Centimeters**, **Millimeters**, **Picas**, **Picas and Points**, **Points**, **Printer's Points**, **Agates**, and **Ciceros**.

Guide lines can also be changed between **dashes** or **colored lines**. Colored lines are easier to distinguish from other similar lines on your spread. Dashes give you a slight redraw boost as you switch between spreads. Click the radio button option you prefer.

If you choose colored lines, you can click the **color selection buttons** to change the colors of your spread and master spread guides.

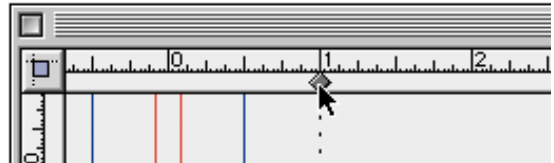
Snapping To Ruler Positions

You can accurately move between tab, paragraph margin, and guide measurements on your rulers. While you click and drag one of these markers, hold down the **Shift** (⇧) key. The marker snaps to the next measurement “tick” on the ruler.

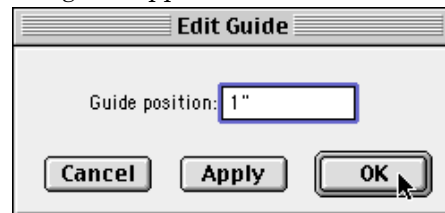
***Hot Tip:** This also works when you are creating or editing a **Paragraph Style**.*

Set Guide Positions Numerically

Rather than manually setting guide positions on the top and side rulers, you may **numerically** enter a measurement into a dialog box. Here’s how:



1. Double-click the ruler’s margin guide area. The **Edit Guide** dialog box appears.



2. Enter a number in the **Guide Position** field.
3. This is an optional step. Press **Apply** if you wish to preview the guide in its new position. If you do not like the new guide position enter a different number and hit Apply again.
4. Press **OK** when you are finished; the guide moves to its new location. Click **Cancel** to return the guide to its original position.

***Hot Tip:** If you move a document’s zero point, the guides will not change from the position you placed them in.*

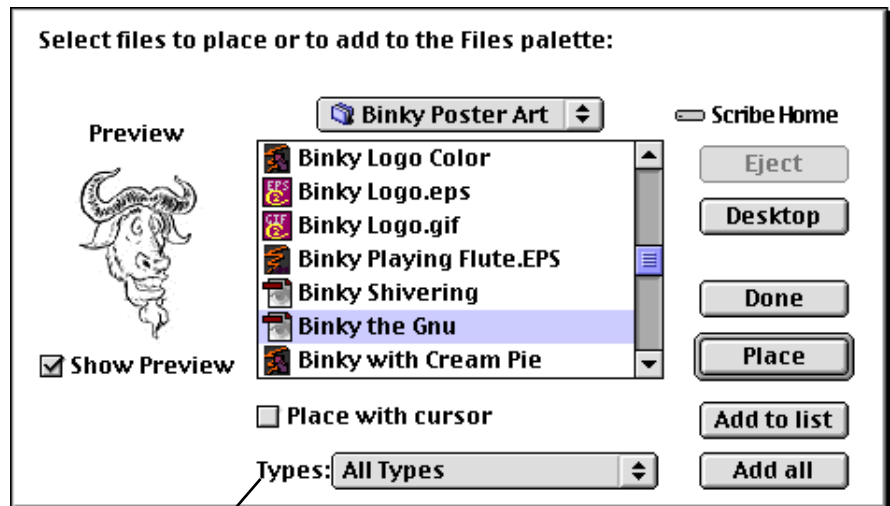
Placing CIF or Single Spread C2 Files

You can place **Creator Interchange Format (CIF)** and **CREATOR2** files within any **CREATOR2** document. CIF files are cross platform files you can create with **Multi-Ad Classic Creator**. Any saved single spread **CREATOR2** file can also be placed inside another **CREATOR2** file.

***Hot Tip: Multi-Ad Scan™** CDs contain many files saved in CIF format.*

Once these files are placed, you may manipulate their elements just like other **CREATOR2** elements. You can also put these files onto the **Files Palette**—letting you use them throughout your document. Here's how:

1. Click the **File Menu** and select the **Place Graphic...** command, press **⌘I (Command I)**, or drag a CIF file from the **Files Palette** into your document. This dialog appears.



Types Pop-up
Menu

Placing CIF or Single Spread Creator Files (Cont.)

2. Search your folders to locate the **CREATOR2** or CIF file. If you are unsure which file you need, click the **Show Preview** check box to see what the file looks like.
3. Press **Place** if you wish to put the file directly into your document. Press the **Add to List** or **Add All** buttons to place the file(s) onto your **Files Palette**. You may also press **Command A (⌘A)** to place a graphic on the **Files** Palette.

When you place a **CREATOR2** or **Creator** file it either is a **container** or a **group**—depending upon whether or not you choose the “**Bleed Items at Edge**” check box within the file’s originating application. While you are creating the file, click this check box and your **CREATOR2** or CIF file is saved as a **group**. Deselect the “Bleed Items at Edge” check box while you make the file and it will be saved as a **container**.

Access this feature in **CREATOR2** by clicking the **Document Menu** and choosing the **Document Settings...** command. Next choose the **Print Defaults Panel**; the “**Bleed Items at Edge**” box appears. In **Creator**, click the **File Menu** and choose **Page Setup**. In this dialog, click the **Print Options** button; the “**Bleed Items at Edge**” check box appears.

***Hot Tip:** If you use the LaserWriter 8.4 printer driver (or higher), you will have an extra step. While you are in Creator’s **Page Setup** dialog, select the **Creator** panel. Within this panel, click the **Printer Options** button.*

When the file is a group, click the **Arrange Menu** and select **Ungroup** or press **Command U (⌘U)**—the group’s elements are broken apart. You may then manipulate them individually. You may also edit groups by clicking the **Elements Menu** and selecting the **Open Element** command. When the file is a container, use the Container Tool to click and drag other elements inside of it.

Trapping Functions

Trapping functions set in Adobe Illustrator® are now no longer overridden in **CREATOR2**. If a graphic from Illustrator is set with the knockout trapping function, the graphic keeps this function. When another trapping function is selected in **CREATOR2**, the graphic still prints with the original function.

Spot Plate Screen Settings

If you are printing a complex color document, **CREATOR2** gives you specific control over how spot and process colors are separated. This helps you create more colors and correct overlap problems.

Most colors are created when Cyan, Magenta, Yellow, and Black are separated onto different plates and then combined later on the press to create different colors. When making some colors, though, process colors can overlap or overprint—mixing two, three, or four inks to make even more colors.

Spot colors can also overlap (for instance, in a gradient) to create another color. Mixing spot and process colors creates additional colors as well. You need control over spot and process color angles to create these additional colors.

You may also need to adjust angles if problems occur—especially if two colors create a moiré pattern. You will also need control when one dark spot or process color overprints a light color; the dark color will cover the light color.

Your **Postscript Printer Description** (PPD) gives you control over the spot plate settings and recommends color angles. If you overlap spot colors and then overprint them, your PPD may allow multiple spot plate settings. If it does not, however, consider changing second and subsequent spot color angles so they are all unique.

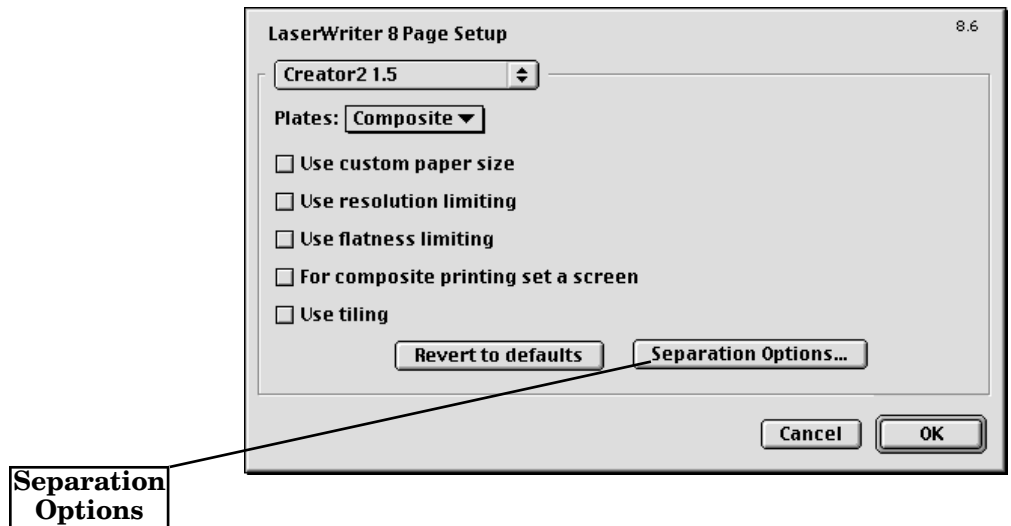
Using the **Separation Options** dialog box, you have control over the angle on each spot plate. Adjusting the angles in which each dot is placed lets you control additional colors and minimizes undesirable effects.

Hot Tip: *If you need more information on color angle settings, review your printer documentation.*

Spot Plate Screen Settings (Cont.)

Once you open a document that uses spot colors, follow these steps:

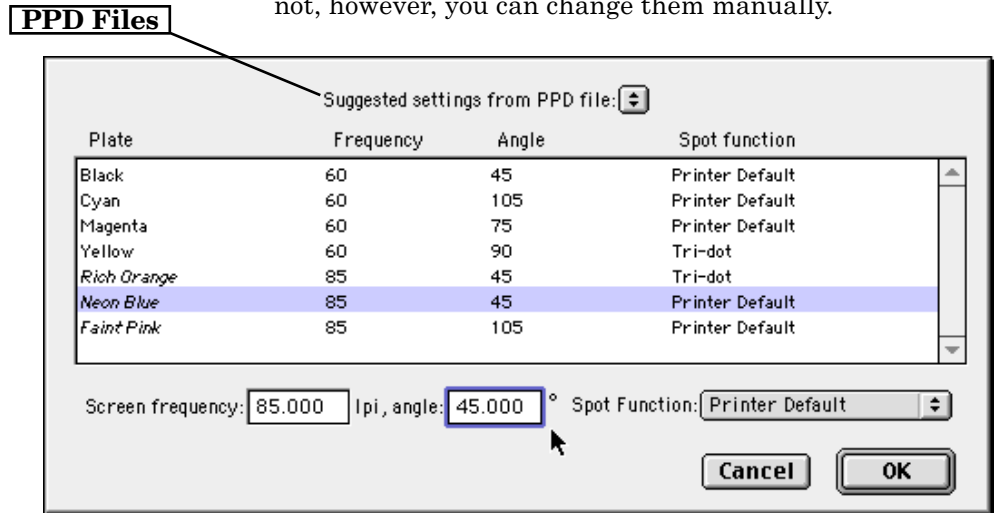
1. Click the **File Menu** and choose **Page Setup**.
2. The **Page Setup** dialog box appears. Click the pop-up menu that says **Page Attributes**. Select the **CREATOR 1.5** option. **CREATOR**'s page setup controls are displayed as shown below:



3. Press the **Separation Options** button. The dialog box shown on the next page appears.

Spot Plate Screen Settings (Cont.)

At the top of this dialog box is a pop-up menu which lists several PPD settings. Select the setting which reflects the dot and lines per inch which you wish your document to print. Choosing different settings gives you recommended color angles; these angles should be accurate. If they are not, however, you can change them manually.



Your spot colors are shown along with CMYK colors. Notice when you select a spot color, its angle and frequency (lines per inch or lpi) appear in the fields below. Change spot color angles if all the spot colors have the same angle and they overlap. If they do not overlap, there is not a need to change the angle. Consult your printer for any suggested spot color angles.

Hot Tip: Only spot colors used in the document appear in this dialog box.

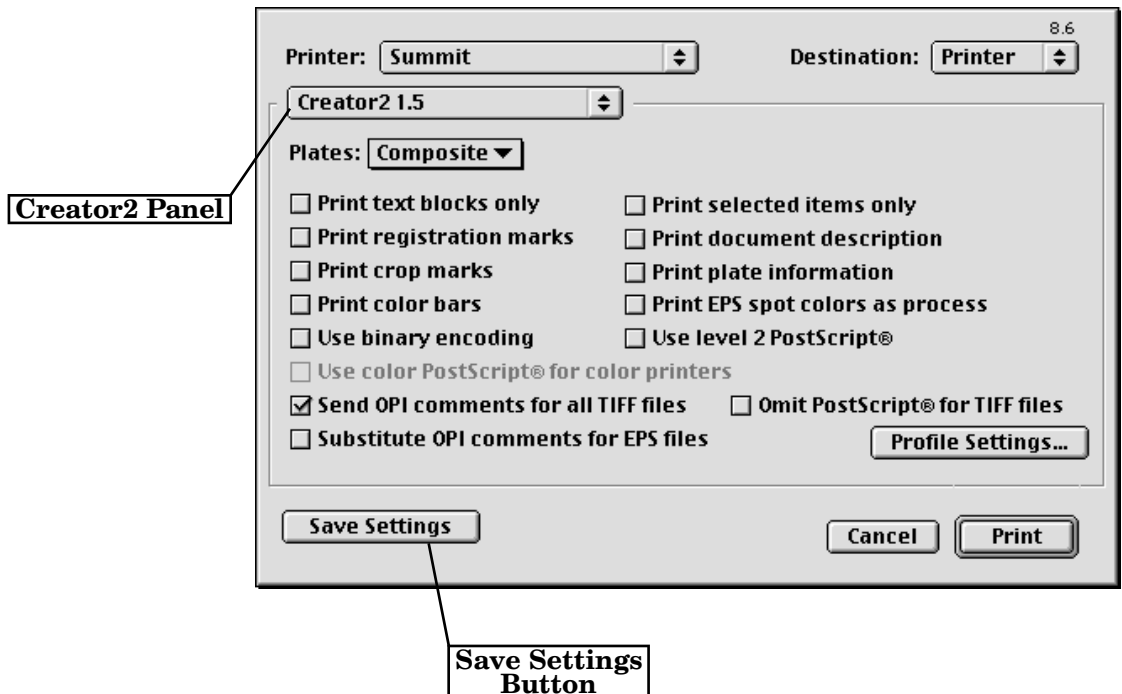
If you need to do so, change the **spot function**. This adjusts the shapes of the spots you are printing. Click this pop-up to see the list of shapes; pick the spot function that prints your colors the best. Choose between **dot**, **line**, **ellipse**, **square**, and **tri-dot**. Ellipse is the most commonly used spot function.

When you have finished making your changes, press **OK**.

Print Dialog—Save Settings

Because of how the MacOS and **CREATOR2** interact, there is a special situation which happens in the **Print** dialog box.

The Print dialog box has the **Save Settings** button. This button saves the settings on all the panels in this dialog box **except** **CREATOR2** settings.



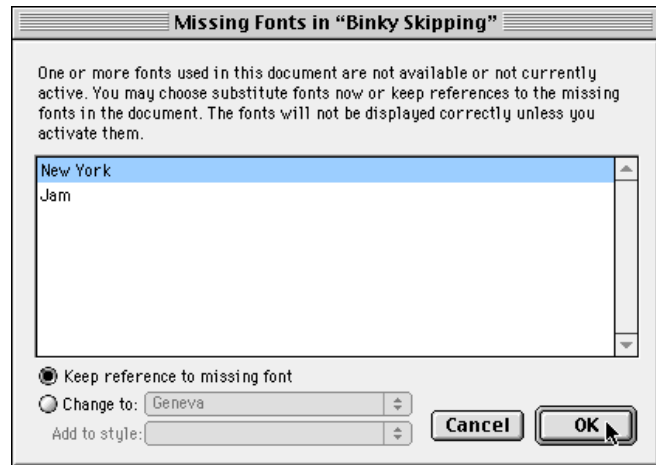
This panel lists items specific to **CREATOR2** and so are not recorded by pressing the Save Settings button. Changes to these items are saved by clicking the **File Menu** and choosing the **Save Default Document Settings** command.

The Save Settings button saves all items which affect the current desktop printer. The MacOS has set up the Print dialog box in this way so that the dialog solely focuses on interacting a document with a printer.

Chapter Two: Text Features

Missing Fonts from Creator2 1.5 Files

When a **CREATOR2** 1.5 document is opened, the program checks for all the fonts used in the file. If it cannot find one or more fonts, it displays this dialog box:



The missing fonts are displayed in the main field. Click one of the missing fonts and choose between two options:

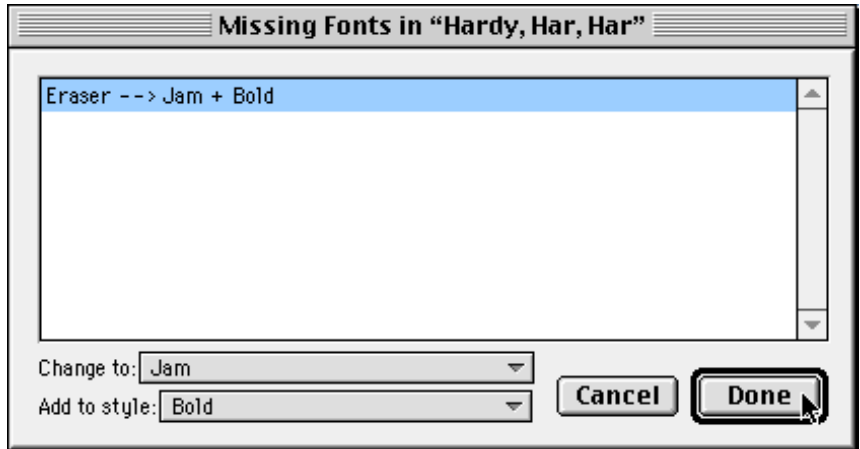
Keep reference to missing font—Click this check box to keep track of the font(s). You may then open this document to edit it. Text that uses a missing font is displayed in the Geneva font; the missing font is also a grayed out in the **Font Menu**. Open the document later and activate the missing font; the changes you made to the text will be there—and will be using the correct font!

Hot Tip: Use this feature when you need to make quick changes that do not need the correct font.

Change to—Click this check box to substitute the missing font with another one. The **Change to** pop-up menu brings up your list of active fonts. Cycle through this list to select a replacement. Additionally, the **Add to Style** pop-up menu lets you apply a style (**Bold**, *Italic*, Underline, and so on) to this substituted font.

Missing Fonts from Older Creator2 Files

If you are missing fonts from a file made from previous **CREATOR2** versions, you are shown a different dialog box.



Notice you have fewer options. There is not a way to save a reference to the font; you can only assign a different font to it. You may give the substituted font a style—**embolden**, underline, outline—as well.

Once you save this file in **CREATOR2 1.5** format, you will be able to use all the new 1.5 features with this document.

Disabling Font Menu Utilities

CREATOR2 ignores utilities that change the appearance of the **Font Menu**. Utilities like Suitcase® 3.x, Adobe Type Reunion®, and WYSIWYG Menus®, frequently modify the Font Menu to display fonts in their actual typefaces; they are not compatible with **CREATOR2**. You may still use these utilities with other programs.

Activating Fonts While Creator2 Runs

CREATOR2 1.5 can recognize fonts activated after it is launched. The program automatically adds these new fonts to the **Font Menu**. This lets you start with a smaller set of fonts and eliminates having to quit and restart **CREATOR2** to find a missing font.

While **CREATOR2** is running, activate fonts by using a font manager program like ATM Deluxe™, Master Juggler™, Font Reserve™, or Suitcase™. These programs temporarily deactivate fonts and store them in folders away from the **Fonts** folder. By shutting them off, you decrease how long it takes **CREATOR2** to launch. You will also speed up how fast the program runs.

***Hot Tip:** Avoid storing fonts on a server, as this slows down how quickly they can be used. Do not share fonts with another computer either, as this could lead to a system crash.*

Disabling Active Fonts

Perhaps you need to shut off your font manager. Fonts activated by this program are now inactive; they are displayed in the Geneva font. **CREATOR2** keeps references to these fonts in the **Font Menu**—while they are unavailable they are grayed out. Reactivate them in your font manager and they are also activated in your Font Menu. The Geneva font is replaced by the correct font.

Opening a Document with Inactive Fonts

If you open a document that contains inactive fonts, the **Missing Fonts** dialog appears. Click the “Keep reference to missing font” radio button and press **OK**. The document opens and these fonts are grayed out in the Font Menu. Switch to your font manager and reactivate these fonts. Return to **CREATOR2** and they are restored in the open document.

***Hot Tip:** If you keep a reference to a missing font, this font is displayed as Geneva throughout the document.*

Choose Font

Preview and rapidly apply fonts with the **Choose Font...** command. Click the **Format Menu** and select **Choose Font...** or press **Command Control F** (⌘⌥F). All available fonts are listed in this dialog box:



Scroll through the list and click a font's name. This font is applied to the sample text in the dialog box, giving you a preview. References to missing fonts also are shown in this list; they are grayed out. If you select the missing font reference, the Geneva font is applied to the sample text.

Hot Tip: You can also type the first few letters of a font's name to select it.

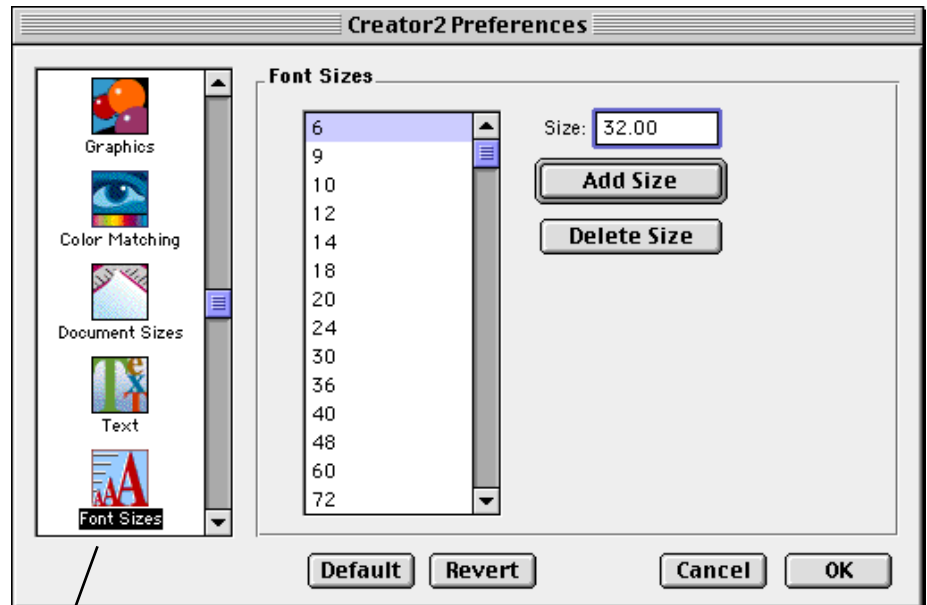
If you have selected text in your document, press the **Apply** button to see what it looks like. Click the **Auto-apply** check box to immediately have this font applied to your selected text. Each new font you choose will then be automatically applied to the selected text.

To use the font on your text selection, press **OK**. Press **Cancel** to return the text to its original font.

Customizable Size Menu

Create any font size you need with the **Font Sizes Panel** in the **Preferences** dialog box. This panel changes the font sizes available on the **Size Menu**; these new sizes may then be used in all your documents.

Click the **Edit Menu** and select the **Preferences...** command. The Preferences dialog box is now displayed:



Font Sizes Icon

Select the **Font Sizes** icon. It is located in the left scroll box. The Customizable Size Menu appears. This panel lets you delete or add sizes to the **Size Menu**.

Customizable Size Menu (Cont.)

Add Size

Click the **Size:** field. Enter a different font size in this activated field. Press the **Add Size** button and your new font size is placed on the **Size Menu**. You can make fonts in increments as small as .01 in size.

Delete Size

Choose a size in the scroll menu. Notice the field on the right activates along with the **Delete Size** button. Press **Delete Size** to remove this font size from the menu.

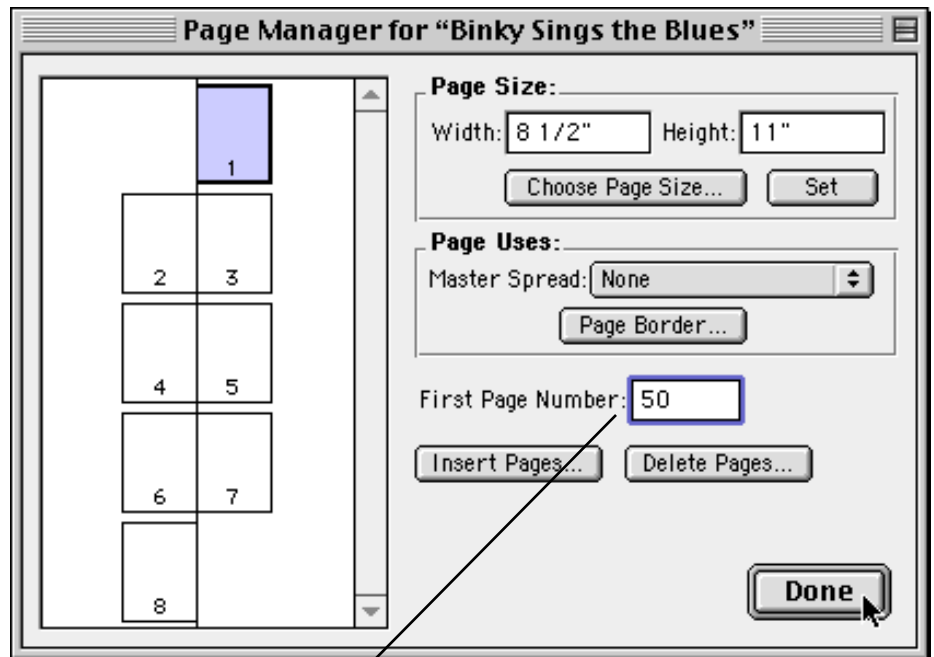
Revert and Default

Click **Revert** to undo the changes you made to the sizes during this session. Press **Default** to return the **Size Menu** to the original **CREATOR²** settings.

Page Numbering

The **Page Manager** now has a direct way to number pages. You can number pages from any starting number. This is an especially useful feature if you are making a large document, such as a book, and are saving each chapter as a separate file.

Click the **Document Menu** and choose the **Page Manager** command. This dialog is displayed:



Page Numbering Field

Select the **Page Numbering Field**. Type the number from which you want your document's pages to start. When you are finished, press **Done**. The pages in your document are numbered from your first page numeral.

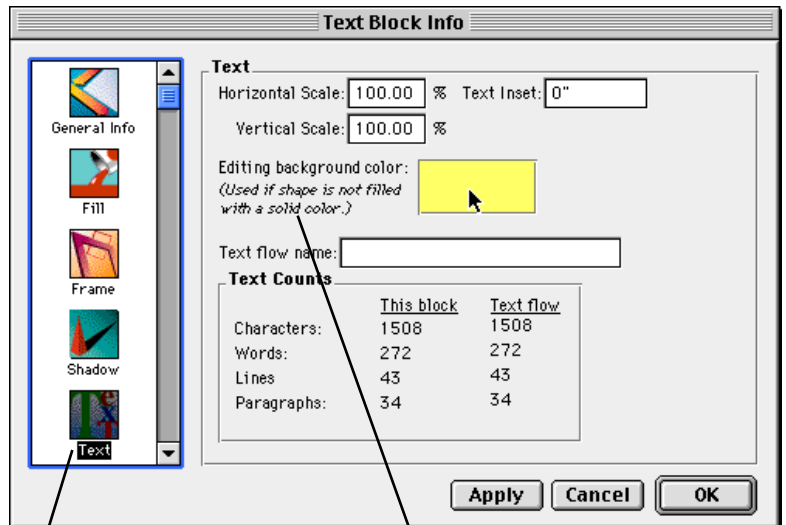
Hot Tip: You may use numbers from -999 to 999.

Editing White Text

In **CREATOR 2** 1.1.1 white text was very difficult to edit—the white letters blended into the white text block background. White text can now be easily edited inside a white text block. When a text block containing white text is selected, the white text has a gray shade.



You can also improve white text visibility by changing a text block's editing background color. First select the text block. Click the **Elements Menu** and choose the **Element Info...** command. Click on the **Text** panel. This dialog box is shown:



Text Panel Icon

Background Color Field

Editing White Text (Cont.)

Double-click the editing background color field. A dialog opens that lets you choose a background color for the text block.

Create a color and click the **OK** button. This color only appears when you are editing your text block; it does not print in your final document.

***Hot Tip:** Do not use a light gray, however, or the white letters will be hard to see again.*

If you want a color to print in your text block, select the **fill** panel in the **Text Block Info** dialog box. Select a color, texture, or gradient in this panel.

Scaling of Text in Groups

Save time resizing groups or containers that have text inside them with this new control. By holding down the **Command (⌘)** key, the text can be resized along with the group or the container. Here's how:

1. Select the **Arrow** tool from the **Tools Palette**.
2. Click the group or container you wish to resize.



3. Hold down the **Command (⌘)** key.
4. Place the arrow over a handle on the container or group.

Scaling of Text in Groups (Cont.)

5. Click and drag the handle to change the container or group's size. The text changes size as well. Press **Shift Command** (⇧⌘) to proportionally resize **both** the text and the text block.



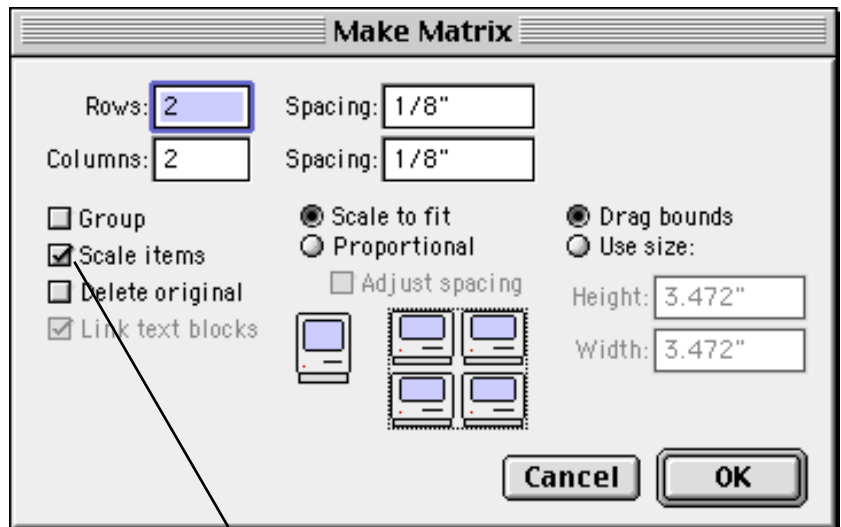
If you change the size of the container or group without holding down the **Command** (⌘) key, the text remains the same size. Changing the container or group's size while holding down the **Shift** (⇧) key will still proportionally scale the elements, but the text does not change size. The text, however, will reflow itself.

Hot Tip: You can also scale elements. Holding down the **Command** (⌘) key while clicking and dragging an element's handle will proportionally resize the corners.

Scaling Rectangle Corners in a Matrix

Now both **text blocks** and **rectangle corners** can be scaled proportionally within a matrix. You select this option in the **Matrix** dialog.

Select a rectangle that has modified (inverted, rounded, beveled) corners. Next, click the **Edit Menu** and choose the **Make Matrix...** command. The Make Matrix dialog box appears:



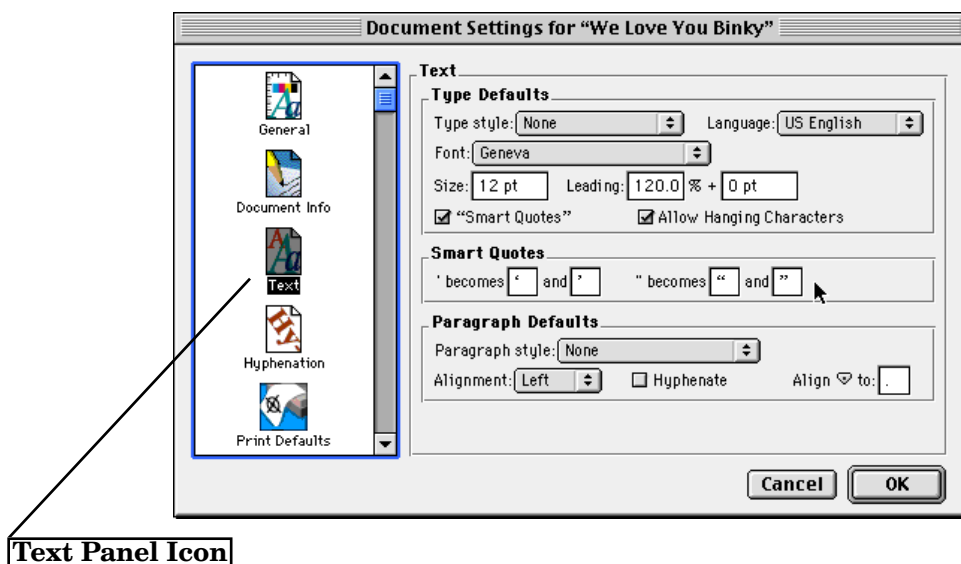
Scale Items Check Box

Click the **Scale Items** check box; both text blocks and rectangle corners will be scaled proportionally within a matrix. Click **OK** to create your matrix.

International Smart Quotes

Since quote characters vary from language to language, you can now customize quote characters to fit the language of your text. This feature gives you the ability to change the single quote (') and the double quote (") keyboard characters to a specific language's equivalents.

Click the **Document Menu** and select the **Document Settings...** command. A dialog box is displayed. In the left scroll box, click the **Text** icon.



In the center of this box is the **Smart Quotes** section. Type in the appropriate fields what the single and double quotes will be. When you are finished press **OK**. The quotes change throughout the document.

Hot Tip: You can get your original quotes back. Press **Option]** and **Option Shift]** to return the single quotes. Press **Option [** and **Option Shift [** to bring back the double quotes.

Smart Quote Font Variation

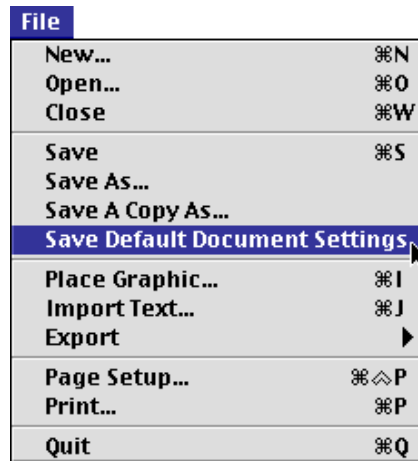
Some GX fonts and Apple's new True Type fonts have a Smart Quotes variation. Select this variation in the Specifications Palette.

International Smart Quotes (Cont.)

Save Your Smart Quotes Settings

Following the instructions on the previous page only changes quotes inside a single document. You can also set **CREATOR2** so these smart quotes become the default settings for all your new documents.

Click the **File Menu** and select the **Save Default Document Settings**. Your Smart Quotes will now become the default settings.



Additional Text Styles

The 1.5 version adds two text styles to the **Style Menu**. They are **SMALL CAPS** and **Title Case**. To use these new styles, highlight the text you want changed. Then click the **Style Menu** to select the options. There are keyboard shortcuts for each style as well.

Title Case—Control Command T (⇧⌘T) capitalizes the first letter of every selected word.

SMALL CAPS—Control Command C (⇧⌘C) changes selected characters to the small capitalization style.

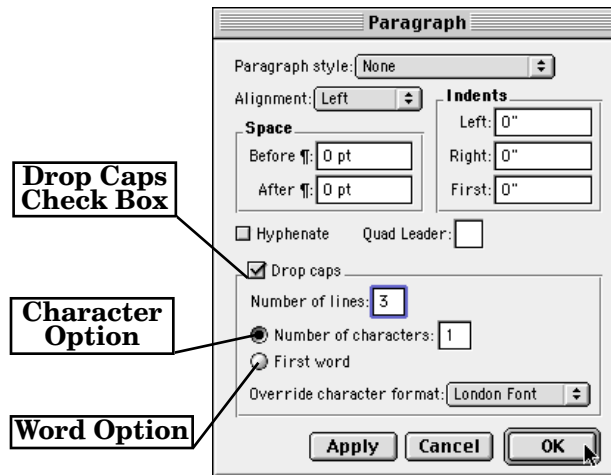
Drop Caps

Add style to your paragraphs with the drop caps feature.

In the hale and hearty land of merry ol' England, there lived a fine young maiden named Judith. Now Judith was quite fond of shooting her bow and arrow. Her favorite targets were onions, onions she would place on her siblings' reluctant heads. Luckily she rarely missed.

You can drop either the first few letters or the first word of every paragraph. You even are able to change the number of lines the letter(s) or word is dropped.

To use drop caps, select a section of text. Next click the **Format Menu** and choose the **Paragraph...** command. This dialog box is displayed:



Click the **Drop Caps** check box to activate the feature.

Decide whether you want to drop the first character, first characters, or the first word. If you are dropping the first characters, type in how many letters you wish to change. Next enter how many lines the drop caps will span. You may also **override the current font** of the dropped characters with another text style.

Drop Caps (Cont.)

In the example, the “Fable Foolery” paragraph style (12 pt New Century Schoolbook) is modified with a drop cap. The drop cap is a single letter that uses the text style “London font.” The letter has been dropped three lines.

Hot Tip: Do not use the **character** option to drop a complete word. The adjoining text will not line up properly. Use the **word** option, however, and the text will be correctly adjusted.

Create a Drop Caps Paragraph Style

Add Drop Caps to a paragraph style you can use throughout the document. This style is then displayed in the **Styles Palette**; you may then rapidly apply this style to any selected text in your document.

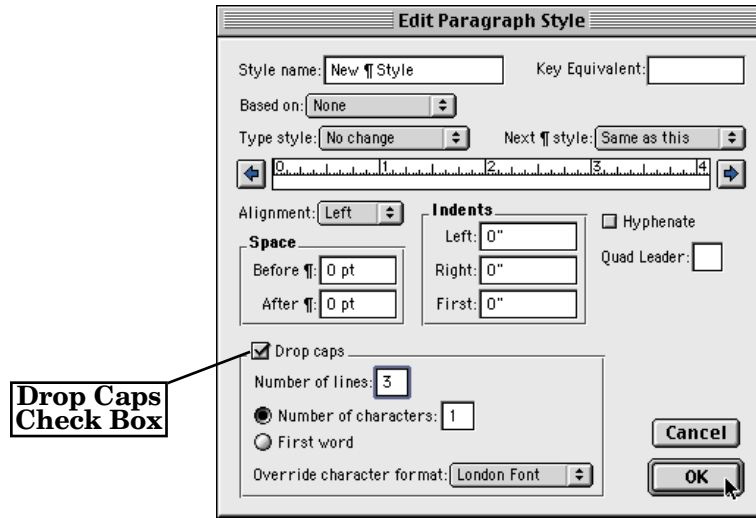
Do this by clicking the **Document Menu** and selecting the **Text Styles...** command. Select the paragraph icon and then press **New**.



Paragraph Styles Icon

Drop Caps (Cont.)

The **Edit Paragraph Styles** dialog box is shown. Click the **Drop Caps** check box. Enter in how many lines you want the caps to drop and then choose the first character, the first few characters, or the first word. You may even override the character format with a text style.



Once you are finished, press **OK**. When the **Paragraph Styles** button is pressed on your Styles Palette, this new paragraph style is displayed.

Hot Tip: When you select text and choose a drop caps paragraph style, this style is applied to the selected text's entire paragraph.

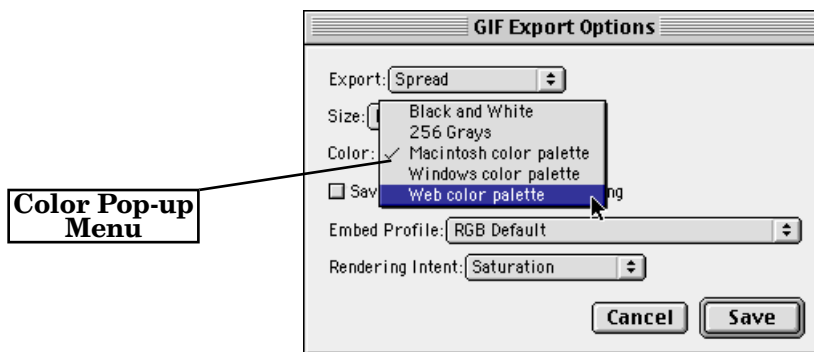
Chapter Three: Element Features

GIF File Color Palette Options

Increasing the flexibility of exported GIF files, **CREATOR 2** 1.5 now has three color palette options. Select the correct color palette for the platform this file will be shown upon. This eliminates a drawing step when the GIF file is displayed—possibly giving you a higher quality image.

The color options are a **Macintosh Color Palette**, a **Web Safe Color Palette**, a **Windows Color Palette**—in addition to the **256 Grays** and **Black and White** options. Here's how you access these palettes:

1. Click the **File Menu** and choose **Export**. Drag across to select the **GIF** command. This dialog appears.



2. Click the **Color** pop-up menu. Select the Macintosh, Windows, or Web color palette. Choose the palette that matches the platform your files will be displayed upon; they appear best when the correct palette is selected. If you do not know, choose the Web palette option.
3. Enter all the other parameters you need in their appropriate fields. When you are finished, click the **Save** button.

Hot Tip: For information on the other commands found on this dialog box, refer to your **CREATOR 2** Reference Manual on page 24-25.

Elements Embedded in Text

While using the text tool in **CREATOR 1.1.1**, it was difficult to see smaller graphics, CIF files, **CREATOR** documents, or text blocks placed inside larger text blocks. If you were typing in a text block that surrounded such an element, this smaller element would disappear behind the block.

Now when you insert an element or a group of elements inside a text block, the element or group becomes part of the block itself! You can even resize and proportionally resize this element or group within the block.

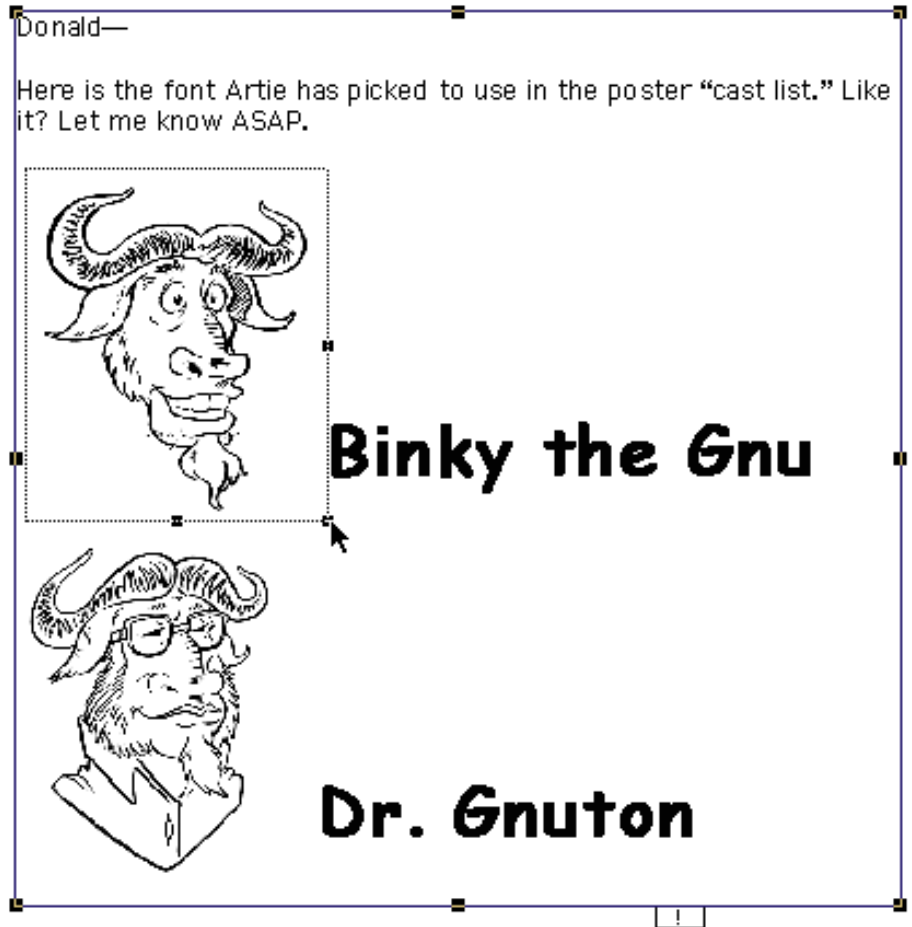
To anchor an element or group within a text block, first use the **Text Tool** and create or select a text block. Within this block, choose a place where you want the element or group to be inserted. Place the element/group inside the block through one of several ways.

You can click the **File Menu** and choose the **Embed Graphic** command or press **Command I (⌘I)**. You may also use **cut**, **copy**, and **paste** controls to embed an element or group.

Hot Tip: When a text block is active, the **File Menu** command, **Place Graphic**, becomes the **Embed Graphic** command. Also when an embedded group is selected, the **Elements Menu** command, **Open Element**, becomes the **Open Embedded Group** command.

Elements Embedded in Text (Cont.)

An embedded element appears at your insertion point.
This element now acts like a single character of text.



Notice there are three handles on the element—a **bottom handle**, a **right handle**, and a **bottom right corner handle**. With the text tool selected, click and drag these handles to reshape the graphic. Press the **Shift key** (⇧) while moving the bottom right corner handle to resize the element proportionally. If you are resizing a text block, press **Command Shift** (⌘⇧) to proportionally resize the text along with the block—and any graphics in the block!

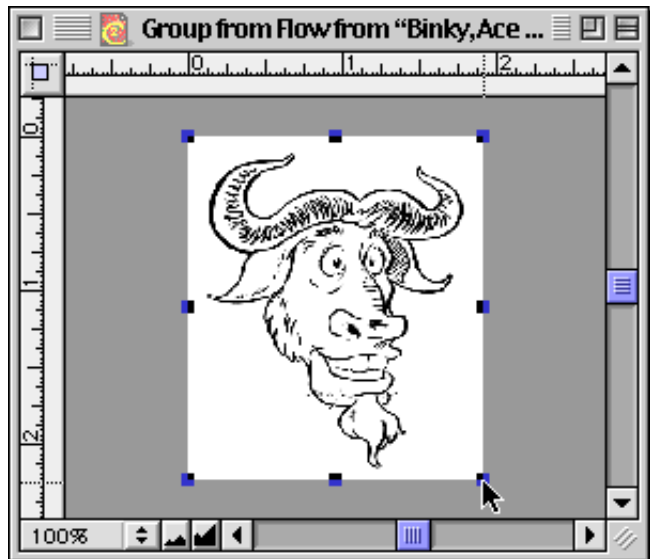
Elements Embedded in Text (Cont.)

You may also click and drag the element to increase or decrease the space it uses within the text block. The element uses its insertion point as a base line. Click and drag the element to move it, line by line, throughout the text block. As you do this, all text after the graphic will remain behind the graphic.

***Hot Tip:** Scaling of text in groups is described on page 49.*

Opening An Embedded Graphic

You may also open the graphic within the text block. The embedded graphic is treated like a group. To open your graphic, use your Text Tool to select it in your document window. Then click the **Elements Menu** and choose the **Open Embedded Group** command or press **Command Option O** (⌘⌥O). A dialog box is displayed, which lets you manipulate the graphic away from the text block.



Grayscale Graphics Colorization

Add a color quickly to a grayscale image with this feature. This works with nearly any grayscale format.

First highlight a graphic. Next click on a color in the **Colors Palette**. Your grayscale image is now colorized with that color. Black color in the grayscale is replaced with the 100% main color; shades of gray are replaced with shades of the new color.

Unlike black and white colorization, there is no background colorization using this method.

***Hot Tip:** Photoshop Black and White EPS images will only colorize if the “use transparent whites” option is checked. This option is set in Photoshop.*

Accessing Masked Graphics

Once you have masked a graphic, you will be unable to scale or perform other actions directly to it. This is because the masking path now **contains** the graphic. Thus you must now access the graphic differently.

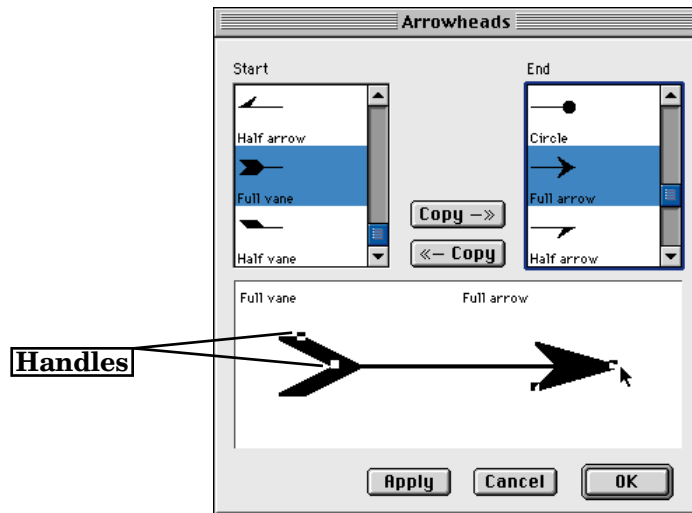
Use either the **Containment** or the **Arrow Tool** to select the masked graphic. Next click the **Elements Menu** and choose the **Open Element** command. You may now make changes to the graphic.

***Hot Tip:** You can also access the masked graphic by selecting it and pressing **Command Option O** (⌘⌥O).*

Arrowheads and Other End Caps

The **Elements Menu** now has an **Arrowheads...** command. This command lets you place end caps like arrowheads, arrow tails, and circles on any open path element—straight lines, curved lines, and freehand lines. Here's how:

1. Select an open path element.
2. Click the **Elements Menu** and choose the **Arrowheads...** command. You may also press **Command Option A** (⌘⇧A). This dialog box appears:



3. Scroll through the **start** or **end** scroll boxes. Choose the cap you want; this cap appears in the display below. If you want the same cap on both ends of the path, press the **copy** button. The end cap's shape and size are duplicated.
4. Notice in the display that the end caps have **handles**. Manipulate these handles by clicking and dragging them until the end cap has the shape you want. Holding the **Shift** (⇧) key down while moving these handles resizes both caps proportionally.

- Continue to scroll through the boxes until you have selected the end caps you will use. Press the **Apply** button to see a preview. Press the **OK** button when you are happy with your selections.

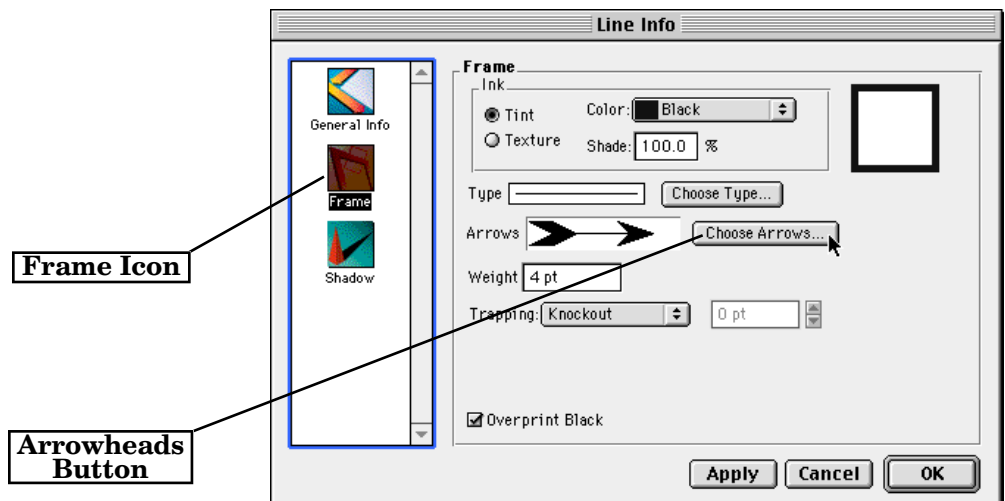


Element Info Dialog Arrowheads

End caps can also be placed on open path elements using the **Element Info** dialog box.

Select an open path element. Next click the **Element Menu** and choose the **Element Info...** command. You may also press the **Return** key.

The **Line Info** dialog is displayed. Select the **Frame** icon to view this panel:



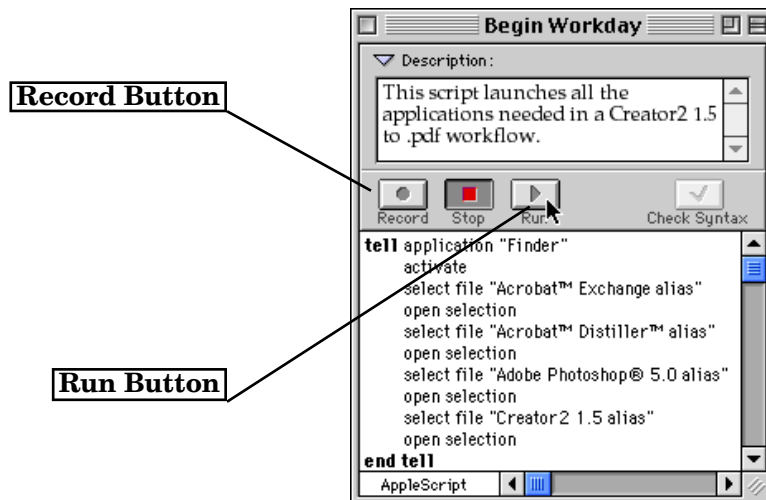
Press the **Choose Arrowheads** button to bring up the **Arrowheads** dialog box. All the arrowhead buttons and choices are here for you to use.

Chapter Four: AppleScript® Guide

AppleScript gives you a whole new way to use **CREATOR2**. Rather than spending your day slogging through repetitive actions or switching back and forth between applications, you can create scripts which automate many tedious or complex actions.

You could, for instance, make a script that lays out a page spread you frequently use. Or you can create a larger script which merges addresses from a database into a **CREATOR2** document.

CREATOR2 is a fully scriptable application. This means that most actions you perform in the program have an Applescript **command term** equivalent you may place in a script. These commands send messages, called Apple Events, to **CREATOR2** that dictate specific actions. An AppleScript is shown below; notice the commands are written in understandable phrases:



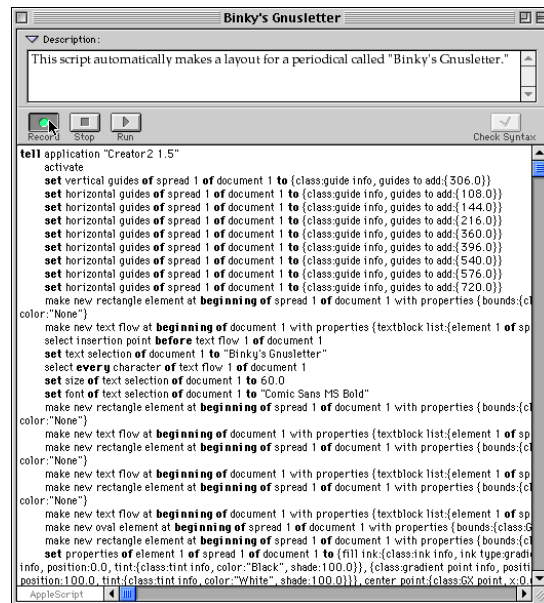
This example script launches all the applications needed to transform **CREATOR2** documents into .pdf files. Instead of having to launch these applications one by one, this script starts them all on their own—giving you time to pour out that morning cup of coffee.

Recording Scripts

The easiest way to make a script is to **record** it. Recording a script works for many basic **CREATOR** tasks; you can create scripts and never bother learning the more intricate Applescript commands.

Do this by first launching **CREATOR**. Plan which actions you wish to record. Next open the **Script Editor** software that comes with your MacOS system.

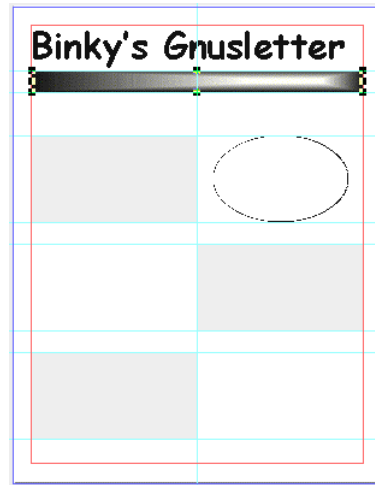
Hot Tip: To locate the Script Editor, use your **Find File** or **Sherlock**® programs—either MacOS program is found under the Apple Menu.



To begin making your script, press the **Record** button. Next switch back to **CREATOR** and perform the actions you want scripted. When you are finished, return to the Script Editor and hit the **Stop** button. Press **Run** to see if your actions recorded properly.

The script shown above was recorded. It automatically creates a page layout for a newsletter. By just creating a new page in **CREATOR** and running this script, the layout shown on the following page is created:

Recording Scripts (Cont.)



The Applescript created guides, text blocks, shapes, applied fonts—it even placed a gradient inside a rectangle! And this script was simply created by pressing the **record** button in the Script Editor. Most major **CREATOR2** actions can be recorded in this way.

What Cannot Be Recorded

Recordable actions must result in a meaningful change to your document. Adding an element, saving a file, and masking a graphic are all meaningful changes. Clicking the document is not a meaningful change—and will not be recorded.

Saving Recorded Files

Once your script is recorded the way you want, save it. Do this by either clicking the **File Menu** and selecting **Save** or by pressing **Command S** (⌘S).

Hot Tip: You may also want to type in an explanation of what the script does in the **description field**.

You should save your **CREATOR2** scripts so you can access them from the **Script () Menu**. Select the **CREATOR2** folder and open the **Script Menu Folder**. Place the script inside this folder; the script is now added to your menu.

Writing Scripts

You can also write your own scripts or edit scripts you have recorded. This gives you more control over all script functions. If you are scripting complex actions like importing addresses from a database into **CREATOR²**, you probably need to write a script.

Don't worry. You do not need to be a computer programming guru to write these scripts. AppleScript's system of common words and phrases are designed to be easy to use. The following pages will help you begin writing your own scripts.

Hot Tip: *This information is only intended to give you a start. To become proficient in scripting, download the AppleScript Language Guide from this address:*
<http://developer.apple.com/techpubs/mac/AppleScriptLang/AppleScriptLang-2.html>

Updates and other current information may be found at
<http://applescript.apple.com/>

An AppleScript Overview

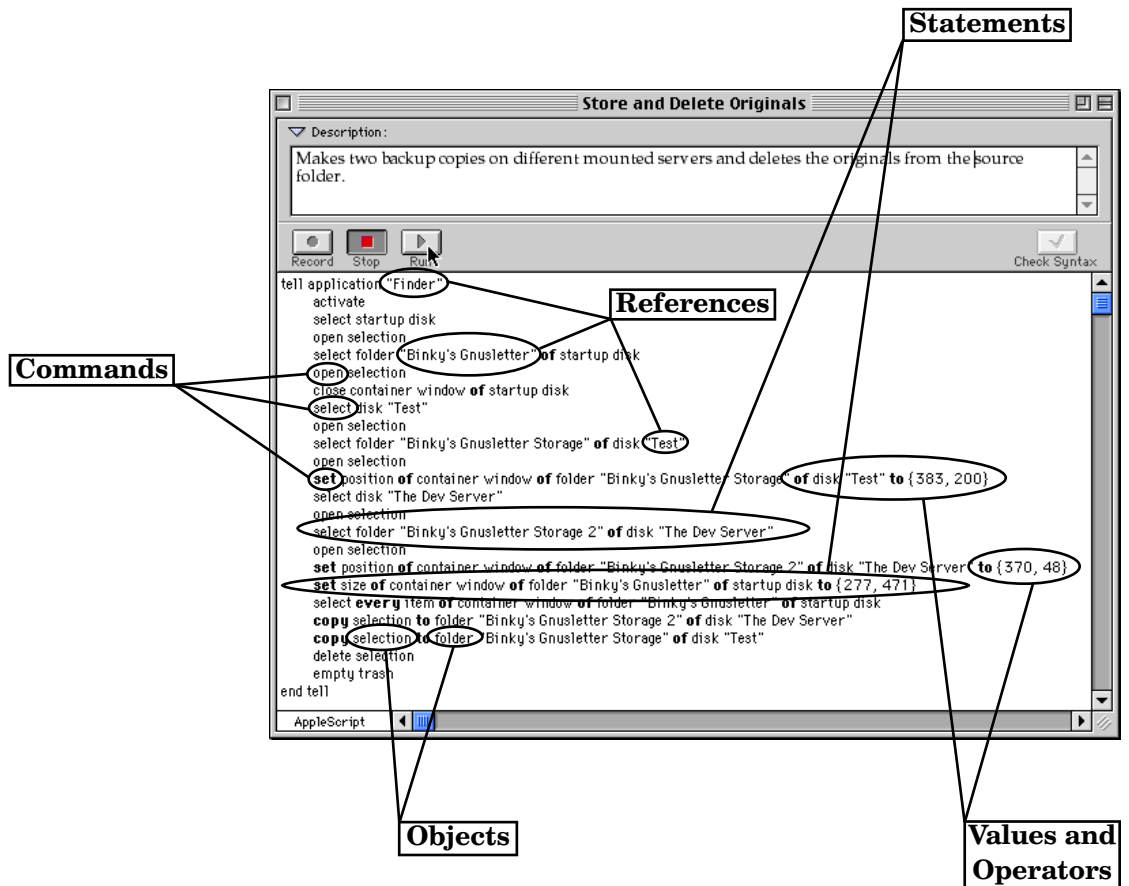
Each script is made up of individual components which complete defined tasks. The most basic components are **commands**; commands are organized into a series of **statements**. Statements are executed, one by one, until they all have finished the tasks their commands define.

Commands change **CREATOR² objects**. An object is a word, shape, text block, line, etc. which the command is able to manipulate. To locate an object, the script follows **references** to it. When an object is changed by command, an Apple Event is complete.

AppleScripts also manipulate **values**. Values are character strings and numbers. These values are represented in your script by **operators**; these components are made up of both the values and the controls that change them.

Thus AppleScripts manipulate values and objects to complete actions you have written.

Here are some examples of where each component appears within an AppleScript:



Statements

An Applescript is essentially a list of statements. Each statement is a sentence that directs an action to take place. In the above circled examples, the first statement selects a folder and the second example resizes a window.

Commands

These are the words or phrases that cause action. They are the verbs of a statement. Words like **open**, **close**, **select**, and **set** are all commands.

Objects

If commands are the verbs of an AppleScript statement, then **Objects** are the nouns. Objects are items which belong directly to **CREATOR** or other applications—items such as windows, fonts, paragraphs, and so on.

References

A name in an AppleScript similar to a pathname or address. A reference tells the AppleScript which application, window, or folder owns an object. Thus the script uses references to point the way to the object.

Values

Values represent character strings, real numbers, integers, lists, and dates—forms of data that can be changed by a script. If you want information about an object, this information is given to you through manipulating values.

Expressions and Operators

The phrase “two plus two equals four” is an expression; in this expression the values “two” combine to make a new value, “four”. An expression is a group of words and values that lets a script create another value. Within each expression is an **operator**, a word or symbol that transforms values into other values. In our example there are two operators—the “plus” and the “equals.”

Variables

AppleScripts also contain variables. Variables like “x”, “y”, and “myName” are evaluated by the script by using expressions to give the variable a value. For instance:

```
set myName to “MikeM”
```

The copy command takes the value—in this case the string “MikeM”—and assigns it to the variable myName.

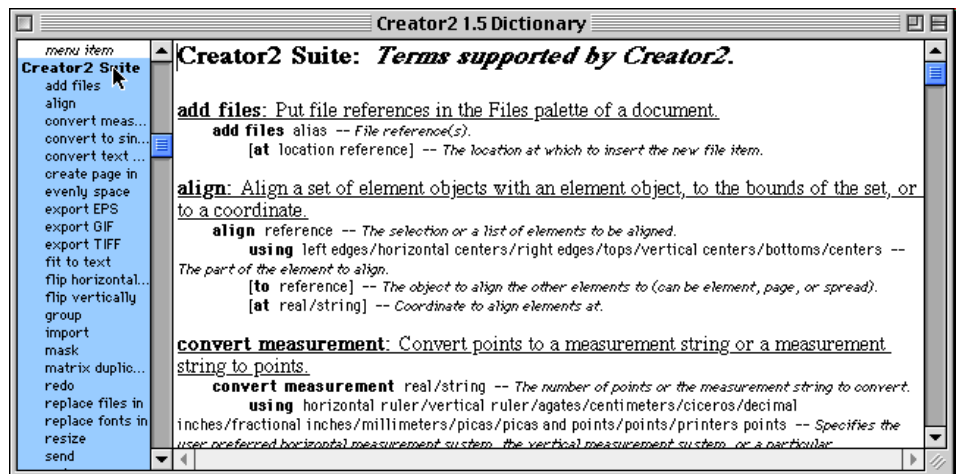
All of these basic components give AppleScript a dynamic variety of possible actions. Notice that AppleScript is designed to mirror written language. This makes creating an AppleScript a logical and easy-to-read process.

Command Dictionaries

CREATOR², like many scriptable applications, has a dictionary of its AppleScript commands. Access this dictionary while you are in the **Script Editor**. Click the **File Menu** and select **Open Dictionary**. A dialog next asks you to select an application. Find and select your CREATOR² 1.5 icon. Press **Open**. CREATOR²'s script dictionary appears.

There are families or **suites** of related command terms. The first suites listed are the **Required** and **Standard** suites. These commands are used by most scriptable applications. CREATOR² 1.5 has four additional suites of script terms: The main CREATOR² Suite, the CREATOR² Text Suite, Type Definitions, and the ACES Suite.

Click a term. A description of the action it performs appears on the right. You may also print out this list to become acquainted with CREATOR²'s different commands, elements, and properties.



Below is an overview of the commands in each suite.

The Required and Standard Suites

Most scriptable applications support these AppleScript commands. The **Required Suite** contains commands to control Open, Print, Quit, and Run commands. The **Standard Suite** has more detailed commands for controlling menus and objects; some applications do not recognize these commands. **CREATOR2 1.5**, however, fully implements both suites. Some of these basic AppleScript commands are explained later in this chapter.

The Creator2 Suite

All major actions you perform in **CREATOR2** are in this suite. These commands create elements, define files, adjust margin guides, determine an element's location, manipulate elements, adjust palette objects, create styles, and lay out documents. If you are writing your first **CREATOR2** script, this suite probably contains all the commands you need.

The Text Suite

This suite of commands focuses on actions you do inside text blocks. There are commands in this suite for fonts, insertion points, exporting text, and so on. If your workflow requires significant repetition with text, explore these commands to streamline your process.

Type Definitions

Unlike the commands in the two previous suites, these commands describe objects used by **CREATOR2**. Thus they do not cause actions; other commands use these type definitions to determine what objects are to be acted upon. Element properties, print settings, ColorSync profile terms, and page terms are all within this suite.

ACES Suite

The Advertisement Control Event Suite provides a way for an external management program to track ad creation. This command suite only works with an external data program which is ACES compatible. By creating scripts with this suite, a central database can be used to control how ads are created with **CREATOR2**.

Using AppleScript's Basic Language

Despite the variety of commands available, you only need to understand a few basic commands to begin a script. Here is a description of these commands:

The “tell” Command

Using the command “tell” points a script towards a specific application. Once the script has activated the application, an unlimited number of commands can be acted upon it within the “tell” command. For instance:

```
tell application “Creator2 1.5”  
    print document 1  
    close document 1  
end tell
```

In this example, the tell command activates **CREATOR2** and then has the program print and close whatever window is in front. Notice “Creator2 1.5” is a **reference** used in the first statement. When these actions are finished, the **end tell** command stops the AppleScript from referencing this application.

The “set” and “to” Commands

The “set” and “to” commands adjusts a specified object to a series of instructions. “Set” selects the object and “to” defines how the object will change.

If you want to change the margin guides in a document, for instance, a statement might look like this:

```
set horizontal guides of current spread of –  
document 1 to {class:guide info, guides to–  
add:{72.0}}
```

Horizontal guides is the object of the set command. Notice that the “of” commands that follow **reference** which guides will be manipulated. In this case, they are the guides on the visible section (current spread) of the first document.

The “to” command provides information on what the object will become; thus new positions for a document’s horizontal guides is created with this statement.

The “if” and “then” Command

You can also create situations where some commands are not activated unless other conditions are met first. You set these up with the “if” command. These “if” statements almost always use variables to decide whether the commands contained within them should be run.

```
if count layout windows > 4 then
    display dialog
        "Several windows are now open.
        You may want to close some of them before
        continuing this script."
end if
```

This example shows that if more than four windows are open, a dialog box is displayed which contains the quoted message. Just like the tell command, once these actions have finished, the **“end if”** command closes this section of the script.

The “if/then/else” command

If some of the conditions defined in the script are not true, using “else” provides an alternative series of commands to be used by the script. Use the “else” command inside an “if” and “then” sequence.

```
if exists active text flow then
    beep
else
    display dialog "This script only works
    when there is a text flow active." –
        buttons {"OK"} default button "OK" –
        with icon stop
    print text flow
end if
```

In this example, the “else” command interrupts this script when the user has not selected a text block. Frequently the “else” command provides a way to stop the script and lets the user set up conditions that allow the script to run properly.

Continuation Characters

Normally, AppleScript statements must be on a single line. If a statement will be longer than one line however, you may use a continuation character to indicate it is still one line.

```
delete paragraph 3 of document 1 –  
“Learning to Script with Creator2”
```

Insert a continuation character by pressing **Option L** (⌥L) or **Option Return** (⌥↵).

The only place a continuation character does not work is inside a character string. Writing a line this way causes an error:

```
delete paragraph 3 of document 1 “Learning to –  
Script with Creator2”
```

Avoid this by placing a concatenation operator to join the parts of the string together. This operator is the **& (Shift 7)** symbol.

```
delete paragraph 3 of document “Learning to” –  
& “Script with Creator2”
```

Be sure to separate your string with quotes around the continuation characters.

Use of Upper and Lower Case

AppleScript does not distinguish between upper and lower case characters, so it does not matter whether the characters are in either case. All general AppleScript components follow this rule.

The main reason to use uppercase characters is to make your script easier to read.

Comments

You can also write text that will be ignored by AppleScript. This text helps you explain what certain sections of your script does.

There are two ways to make comments. Create a block comment by placing a `(*` in front and a `*)` behind the comment. A single line comment begins with two dashes placed at the beginning of a comment `--` and can be placed either after a line or on a line by itself.

```
(*this section of the script rotates the center rectangle 15°;  
later Binky's image will be placed inside.*)
```

```
get BinkyTitle -- this finds the title of Binky's next short.
```

```
--Find the final Binky logo and integrate it here.
```

Use comments when you are having problems with your script. By placing the `(*` and `*)` comment marks around troublesome sections, you prevent these parts of the script from running. This helps you figure out which parts of your script are working and which parts are not.

Some AppleScript Examples

This script, called “Front Shadow” creates a shadow effect on a selected text section. Notice the comments between the (* and *) marks explain each step of this script.

```
tell application “Creator2 1.5”
(* First check to make sure there is an active text flow.*)
    if exists active text flow of document 1 then
(* Now we need more information. The shadow color you will
use is one half the shade of the text color*)
(* and you want it visible by having White text show Black
shadows.*)
        Get the current color
        set current tint to color of text selection of document 1
(*this gets the name of that color:*)
        set colortext to color of current tint
(*If it is White, make the shadow Black:*)
        if colortext is “White” then set colortext to “Black”
(*We also need the Shade percentage of the original color:*)
        set theshade to shade of current tint
(*Now we create the shadow:*)
        set properties of text selection of document 1 to
        to{style:{class:text style info, onstyles:{shadow}}
        , shadow color:{class:tint info, color:colortext,
        shade:theshade / 2.0}
        , effects:{class:text effects, outline weight:5.0
        , shadow settings:{class:shadow info, horizontaloffset:0.0, vertical offset:0.0
        , skew:25.0, horizontal scale:100.0, verticalscale:-40.0, outset:0.0}}
(*If there is no active text flow, we want inform the user that
this script won’t work without one selected:*)
        else
            display dialog “This script only works when a text
block is selected.” buttons {“OK”} default button “OK” with icon stop
        end if
    end tell
```

The Mask with Shape script places a graphic element inside a container without moving the element.

```
tell application "Creator2 1.5"
    set sel to selection
    set ok to true
    (* We need to first find out which selected element is the
    graphic, and which is the shape. Do this by checking the class
    of the element. *)
    if the number of items in sel is 2 then
        if the class of item 1 of sel is graphic-
        element then
            set the Graphic to item 1 of sel
            set the shape to item 2 of sel
        else if the class of item 2 of sel is-
        graphic element then
            set the Graphic to item 2 of sel
            set the shape to item 1 of sel
        else
            set ok to false
    (* one element has to be a graphic or the script won't work*)
    end if
    if ok then
        (*Next check if other element can be a container. Rectangles,
        Ovals, Starbursts, and Paths can be containers. *)
        set the class to the class of the shape-
        if the class is rectangle element or the class is oval-
        element or the class is starburst element or the class -
        is path element then
            (*and you move the graphic like this:*)
            move theGraphic to-
            beginning of the shape
        else
            set ok to false
        (*the other element must be a shape *)
        end if
    end if
    else
        set ok to false
    (*there must be two elements selected*)
    end if
    if ok is false then
        (*If the script was not able to do the mask, say why:*)
        display dialog "This script needs exactly one
        shape and one graphic selected." buttons {"OK"}-
        default button "OK" with icon stop
    end if
end tell
```


New Creator2 AppleScript Terms

Several new AppleScript command terms have been released with the 1.5 version.

General Commands

The new **CREATOR2 Add Ons, Script Menu, Scripts,** and **Startup Items** folder properties allow you to add startup items, delete scripts, and change file names.

Font Info Commands

Identifying Font Type—Use this command to get a record of a font's type—Type 1, TrueType, GX font, etc.

Needed Font Files—This command lists all the files needed for a document to print. This is useful for when you give your document to a service bureau or other agency.

ACES Commands

Get Ad Restrictions and **Set Ad Restrictions**—Use these terms to let servers save, define, and change restrictions for the new advertisements.

Restrict Resize Height and **Restrict Resize Width**—Use these commands to define how an ad will be resized.

ColorSync Commands


The following commands allow scripts to locate and replace missing profiles. They return a detailed record of the profiles—its name, file name, path, color space—and also detail whether the profile is missing or embedded.

These commands are:

Input Profile Info, Alternate Input Profile Info, RGB Input Profile Info, CMYK Input Profile Info, Output Profile Info, and Proofer Profile Info

***Hot Tip:** For detailed information on color matching, read Chapter Five: Color Management on page 96.*

Where to Place New Scripts

Once you have finished your script, drag it into the Script Menu Folder. This folder is located within the **CREATOR2** folder. When you use **CREATOR2**, your new AppleScript is available on the **Script () Menu**. You may even place a script in this folder while **CREATOR2** is running; it will be instantly available on the Script Menu.



Script Menu Folder

Create submenus by adding folders inside the Script Menu Folder. These folders appear as submenus on the Script Menu. You may even place folders inside other folders, letting you create many levels of submenus.

Hot Tip: To run a script from the **Script Menu**, the file must not be open in the **Script Editor**.

Available AppleScripts

CREATOR2 1.5 includes several polished AppleScripts ready for you. These scripts are found under the **Script** (📁) **Menu**. The following is a description of each one:

About the Script Menu

This script is a help file which describes the Script Menu.

Convert Colors

Use this script to change the colors on your **Colors Palette** (including EPS colors) between spot and process colors. This helps ensure that your colors separate properly during printing. Note that this script does not change colors in imported graphics files—it only converts colors for elements made in **CREATOR2**.

Extend Overflowed Text Flow

This command takes overflowed text and creates new text blocks with it. If needed, the script also generates new pages to accommodate the new text blocks.

Font Suite *f*

There are three commands in this submenu. All of these commands relate to fonts.

•Font Info

Run this script to discover a font's specific information—what type it is, its font family, its style, and so on.

Highlight a section of text. Then click the **Script Menu** and select the **Font Info** command. This box appears:



Font Suite *f* (Cont.)

Click the **More Info** button to see its PostScript and QuickDraw specifics:



Press the **Even More Info** button to see the font's copyright information:



Press the **Files** button to open the Font Folder. One of the font's file(s) will be highlighted.

•Get Font List

Run this command to create a list of a document's fonts. Every font used in your document will be shown in their various typefaces. You can also highlight a text block and run this script. In this active text block, the script places an example of every font currently available for you to use.

•Try Every Font

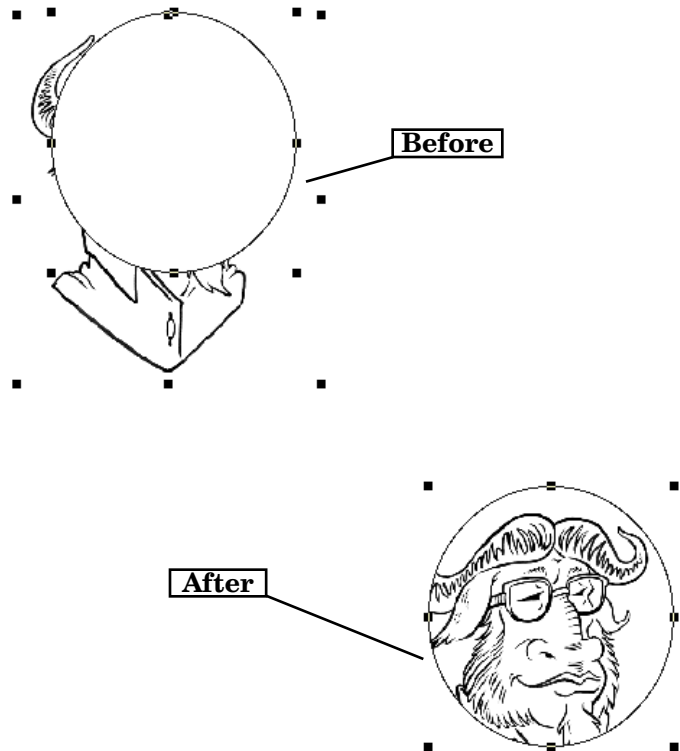
Before you use this script, highlight a section of text. A script which helps you find errors, Try Every Font applies all fonts available to **CREATOR** onto the text you have selected. This script reports any problems it has with the fonts available for this document.

Graphic Suite f

There are four graphic commands in this submenu:

•Mask with Shape

Select one graphic and one shape. Drag the graphic over the shape so the two elements overlap. Now choose this script. The graphic appears inside the shape in the same position it was outside the shape. Any part of the graphic not inside the shape is hidden.



•Reveal File of Graphic

First choose a graphic in your document. Then use this script to quickly view the filename, types, and the path of the selected graphic.

Graphic Suite *f* (Cont.)

•Unmask Graphic

If you do not like the mask you have applied to a graphic, use this command. Highlight the masked graphic. Then run this command to remove the mask from the graphic. You may then apply a new mask onto it.

•Update Graphic

While **CREATOR2** is running you may change the document's graphics in another active application. Use this script to instantly incorporate altered graphics in your document. For instance, if you changed a graphic in Photoshop, this script replaces the new graphic file into the same position.

First, select the graphic. Then click the **Script Menu** and select the **Update Graphic** script. The graphic is automatically updated in your document.

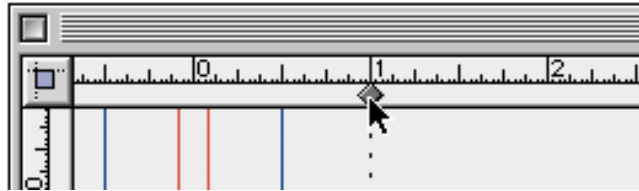
***Hot Tip:** Updated graphics must have the same filename and location as the old graphic.*

Graphics are mainly updated each time **CREATOR2** is launched. This script eliminates having to quit and reload the document every time you change a graphic.

You can also update graphics using the **File Utilities...** (found on the **Document Menu**) dialog box.

Guides Suite *f*

The Guides Suite gives you scripts for manipulating guides between master spreads and document pages. Each command takes the guides from the current page and places them on this page's master spread.



- **Add Guides with Replacing**

This command takes the guides from the document and places them onto the master spread. They will be in the same location as they are in the document. Any other guides on the master spread are deleted.

- **Add Guides to Master Spread**

Place guides from your document into your master spread with this command. Unlike the previous command, these guides are added to those already on the spread.

- **Move Guides to Master Spread**

This command removes the guides from the document and places them onto the master spread.

- **Move Guides with Replacing**

Use this script to remove the guides from your document and position them into the same place on the master spread. Any old guides on the master spread are deleted.

- **Save/Restore Guides**

Keep track of your guides by selecting this command. First, use this command to save your guide positions. If you change your guides and decide you want them returned to their previous positions, choose **Restore** to put them back to their saved positions.

- **Add Page Bounds Guides**

Place guides that define the page size with this command. These guides are put on your current spread.

Make Fraction

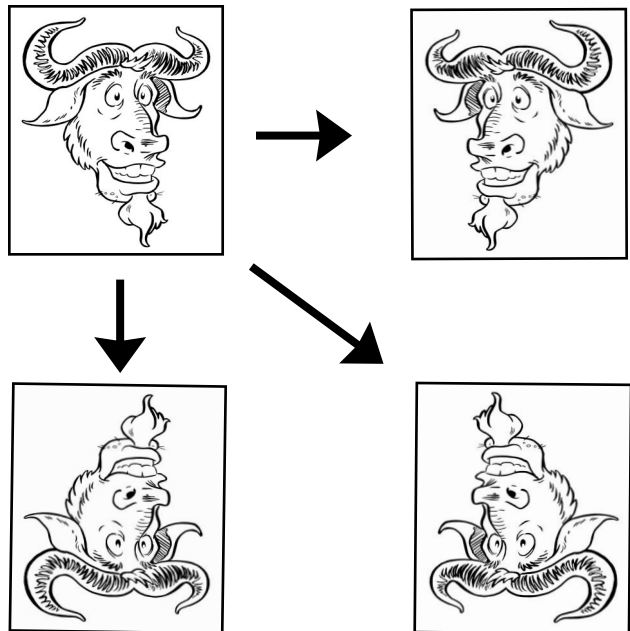
Type out a fraction using numerals and the (/) slash. Either select or place the cursor behind these numbers. Next choose the **Make Fraction** command on the **Script Menu**. The script transforms these numbers into a small fraction.

8/9 → $\frac{8}{9}$

Mirror, Mirror

Highlight a text block, graphic, or shape. Then select this command. Your selection is copied and reflected, much like a mirror reflects an image. Unlike a mirror, however, this script creates four objects—reflecting the object from the side, the bottom, and the bottom object's side.

For example:



Move Selection to Master Spread

Use this script to rapidly place selected items onto your master spread. Choose text, graphics, and/or shapes. Then choose this command and your selection appears on the master spread and is removed from the current page.

Move Selection to New Page

Use this script to move a selected text block, graphic, or element to another page. This page can be anywhere in the open document. The moved item is placed in the same position on the new page.

Number A List

Highlight a text block and run this script. Each paragraph in the text block is assigned a number. If a selection of text is highlighted within the text block, each paragraph within this selection is numbered.

***Hot Tip:** Modify this script to change the character which follows the number. You could change “) ” to a “ . ” or another character. Use a space if you do not want a character to appear behind the number.*

Open Pasteboard Window

Launch this script to open a separate pasteboard window in your document. Use this window to temporarily place elements you wish to place on different pages. As you move between your document's pages, this pasteboard window stays open.

PDF...

Use this script to automatically change a page of your **CREATOR2** document into a PDF file to use with **Acrobat**. When you select this command, the script saves your single page as an EPS file and opens **Acrobat® Distiller**. Distiller converts your page into PDF format—making it Acrobat readable!

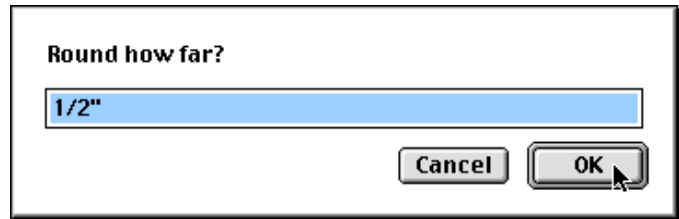
***Hot Tip:** You must have **Acrobat Distiller** installed to use this script.*

Reveal Overflowed Text

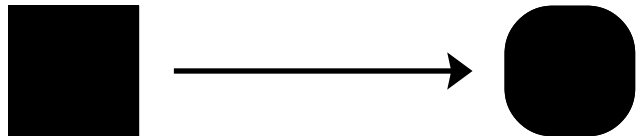
This script is useful when you have multiple text blocks on a page and one block contains overflowed text. This script will highlight the overflowed text block. If you have two or more text blocks overflowing, it selects one block at a time.

Rounded Corners

Curve the corners of rectangle elements with this script. Select a rectangle. Then click on the **Script Menu** and choose **Rounded Corners**. This dialog box appears:



Type in how much you would like the corners rounded. Press **OK**. All four corners are rounded equally according to your measurements.



This script works with multiple elements as well. Hold down your **Shift** (⇧) key to select several elements at once. Run this script and all the corners of the selected elements are rounded.

Sort

Highlight a text block or a text selection. Run this script, and all the selected text will be rearranged alphabetically, starting with any numbers in the selection.

Split Text

Use this AppleScript to divide a text block into columns. Any text within the block will flow between the columns. Here's how to use this script:

1. Select a text block with the **Arrow** tool.

Hot Tip: *Be sure that the text block is not active. It should only be selected.*

■ "Binky Visits Gru York" Performance times and places for 12/1 are as follows: ■

Camden 1-2-3 2:00, 4:00, 7:00, 10:00

Green Valley Multiplex 1:30, 2:45, 6:15

Fremont Cinema Five 2:00, 3:00, 4:00, 5:00, 6:00, 7:00, 9:00

■ The Gapler Movie Haus 7:10 ■

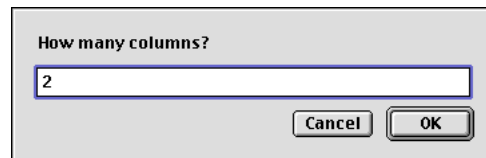
Odeon 11 2:10, 4:30, 6:15, 8:15, 10:30

Rainbow Mall Five-plex 12:30, 1:30, 2:15, 4:45, 6:15, 7:35, 9:45, 11:30

Branberg Theater 4:00, 7:00

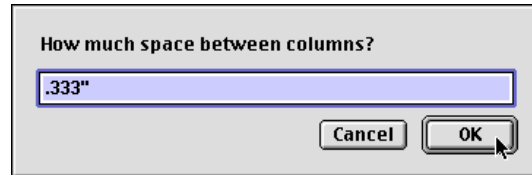
■ Maplewood Café 3:00, 6:00, 9:00, 11:00 ■

2. Click the **Script Menu**. Select the **Split Text** command.
3. Choose how many columns of text into which you want the block divided. Press **OK**.



Split Text (Cont.)

4. Enter the size of the gap you want between the columns. Press **OK**.



Hot Tip: *The more space you put between columns the narrower they will be.*

The text block will now be split into equal columns. Notice that the columns take up the same area as the original text block.

"Binky Visits Gnu
York" Performance
times and places for
12/1 are as follows:

Camden 1-2-3 2:00,
4:00, 7:00, 10:00

Green Valley
Multiplex 1:30, 2:45,
6:15

Fremont Cinema Five
2:00, 3:00, 4:00,
5:00, 6:00, 7:00,
9:00

The Gapler Movie
Haus 7:10

Odeon 11 2:10,
4:30, 6:15, 8:15,
10:30

Rainbow Mall Five-
plex 12:30, 1:30,
2:15, 4:45, 6:15,
7:35, 9:45, 11:30

Branberg Theater
4:00, 7:00

Maplewood Café
3:00, 6:00, 9:00,
11:00

Tab Maker

This script gives you a quick way to set, add, and/or clear tabs from a text selection. Use your Text tool to activate a text block. Highlight text to modify tabs for several paragraphs, insert the cursor to modify tabs for a single paragraph, or select all the text to change every tab in the whole flow.

When you run this script, a dialog asks how many tabs you wish to set. Enter a number between one to twenty and choose from the right, left, center, or align tab types. When you are finished, the tab changes are placed on your text selection.

Text Effects Suite *f*

CREATOR2 1.5 has nine text effects scripts ready to use. For each command, highlight the text. Then click the **Script Menu** and select a command from the **Text Effects** sub menu.

These text effects scripts were all made by first recording **CREATOR2**'s character attributes features and then forming them into AppleScripts. To make these same effects and/or create your own, click the **Format Menu**. Select the **Character...** command. This dialog box lets you do all kinds of text effects.

Hot Tip: A full description of the **Character** dialog box is in the **Reference Manual** on page 155.

The **Fan Text Selection**, however, has a few more parameters to set up. This script's description follows:

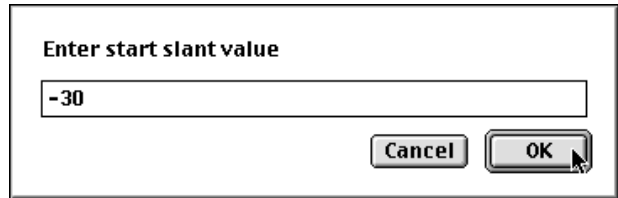
•Fan Text Selection

Splay apart a section of text with this script. Here's how:

1. Highlight the text section you want to fan.
2. Click the **Script Menu** and choose the **Fan Text Selection** command.

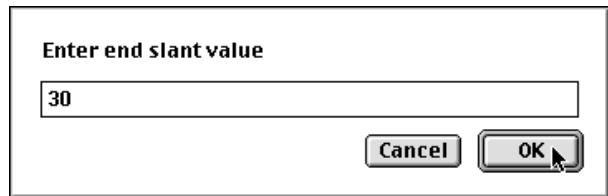
Text Effects *f* (Cont.)

3. A dialog box is displayed. Type in an angle for the text's beginning slant. Press **OK**.



A dialog box titled "Enter start slant value" is shown. It contains a text input field with the value "-30". Below the field are two buttons: "Cancel" and "OK". A mouse cursor is pointing at the "OK" button.

4. A dialog box showing the final slant is shown. Type in another angle. Press **OK**.



A dialog box titled "Enter end slant value" is shown. It contains a text input field with the value "30". Below the field are two buttons: "Cancel" and "OK". A mouse cursor is pointing at the "OK" button.

The script will now fan the text. When it is complete, your text will look something like the “Lopsided Hairdo” section of this text:

Binky the Gnu
and the
Lopsided Hairdo

Gather for Output Suite f

This suite lets you quickly gather a document's information for printing it at a service bureau.

•Gather for Output

Run this script to collect all the information necessary for printing your document. Some files are created and then stored in a separate folder; this folder is titled with a “g->” prefix followed by the document's name.

The files it creates are:

- A text attribute document which contains key information including the names and types of the document's graphics, fonts, and colors
- A copy of font files used in the document (placed inside a separate folder)
- A copy of graphic files used in the document (placed inside a separate folder)
- A copy of the original document
- An EPS version of the document

•Gather-Make Log

Use this command to create a log in the document's original folder.

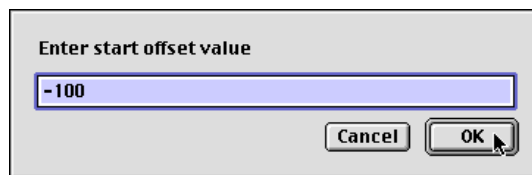
•Gather-Copy Files

This script duplicates the necessary output files, the original document, and the EPS version. It does not create a log.

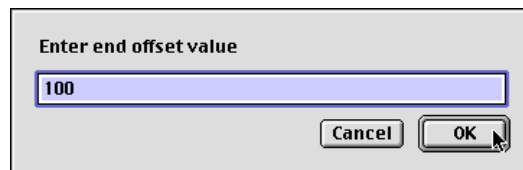
Stairstep Text Selection...

Change a line of text where the characters rise up or down—making the text slope. The degree it slopes depends on the numbers you place in the slant fields.

1. Highlight a line of text.
2. Click the **Script Menu** and choose **Stairstep Text Selection...** command. A dialog box appears.



3. Type in a beginning number between -100 to 100. The larger the number, the steeper the slant will be. Press **OK**.



4. Next type an ending number between -100 to 100. The higher the number, the steeper the text will rise or fall. Press **OK**.

The text slants in the direction of the greater number. For instance, if the end offset value is higher, the text slopes up. Use a zero in either field to start the slant at the baseline.

The AppleScript now adjusts each character from the zero base line. If your end offset value is higher than your start offset value, your text should look something like this:

And so Binky the Gnu climbed up Mount Fuji.

Table of Contents f

This suite of scripts let you quickly build a Table of Contents and an Index for your document.

Hot Tip: *There is a readme file in the **Table of Contents** folder which contains the latest information on these scripts.*

- **Build Table of Contents**

Running this command creates a Table of Contents page(s) derived from the heading styles in your document. You input which text style (font, size, applied style) the script should target to place in the Table of Contents; the selected text is then organized in sequence with a corresponding page number.

- **Show TOC Entries**

Use this script to preview all the text which will be selected for your Table of Contents. It underlines the text that will be placed in your TOC.

- **Hide TOC Entries**

This script removes the underline style from your Table of Contents entries.

- **TOC Demo (C2 Document)**

Run this script to see a walkthrough on how to use the **Build Table of Contents** script.

Tile the Four Process Plates

This command opens the four process plates—cyan, magenta, yellow, and black—of your current spread. These plates are then displayed as tiled windows.

Startup Scripts

Dual Save

Use this script to save two copies of your document. It will save the document in both its original folder and in another backup folder you designate.

No Duplicate Menu Entries

This script is located within your More About Scripts folder. It removes all **CREATOR²** menu items which appear in more than one place; thus all items will just appear once. Note this script only works on menus built into **CREATOR²**; it will not delete items from any added menus. Activate this script by placing it in the Startup Scripts folder.

FaceSpan Scripts

CREATOR² comes with a new version of the **Custom Frame Types** application. Use this FaceSpan™ application to change the borders of your elements. For instance, you can change your rectangle's straight edges to dashes or multiple lines.

Double-click the Custom Frame Types icon. The application's window is displayed. Then return to **CREATOR²**. Select the element you want to change. Return to the FaceSpan application and select the frame you want applied to the element.

Hot Tip: If you place the Custom Frame Types application into your **Script Menu Items** folder, you can launch it from your **Script Menu**.

Chapter Five: Color Management

Reproducing color accurately from machine to machine is a daunting process. Often a printed color does not keep the hue as it appears on your monitor. When your images are captured using a digital camera or a scanner, there can be further problems keeping color consistent. Once your monitor and printer translate the scanned image, your final output frequently looks wrong.

These problems occur because each device in your workflow loses colors. A scanner captures an image and gives it RGB values geared to its color range. This color range is referred to as a gamut; a scanner, since it is designed to capture colors, has a wide gamut. When a monitor brings up this same image, some colors are lost because the monitor's RGB gamut is smaller than the scanner's gamut. When this same image is then sent to a color printer, the printer interprets the settings using an even smaller gamut—a CMYK system—again losing colors.

Moving an image from an RGB monitor to a CMYK printer is especially difficult. An RGB monitor uses an **additive color model** where red, green, and blue light combine to create colors. Combining all three hues at full intensity creates white. The printer's CMY color model uses the ink colors cyan, magenta, and yellow. When these three inks are combined at full saturation, they create black. Printers and presses use a **subtractive color model**. Since combining ink has less color possibilities than combining light, printers have a smaller gamut than a monitor.

***Hot Tip:** Impurities in the existing CMY inks actually cannot make black; they instead create a muddy brown color. Black or “K” is added so all printers actually have a black color to use. This is the CMYK model.*

Color Management (Cont.)

Thus monitors and printers speak different color languages. When two people do not speak the same language, clear communication is difficult. An interpreter must translate the phrases they use. During the translation some words are lost, but in the end the conversation's major concepts are communicated between these two people. Likewise, when separate devices in your workflow cannot communicate their color information, they cannot understand each other either. An interpreter is needed to ensure that despite the lost colors, the desired aspects of the color information travels clearly across your workflow.

A Color Management System (CMS) lets you act as an interpreter between your devices. It gives you control over which colors you will lose in order to maintain the integrity of the image. By choosing between various settings, you will select how a Color Management System deciphers one machine's color gamut and translates it into approximate color information on a receiving machine. Vital to your print output, learning how to use a CMS will save you much expense and frustration.

CREATOR 1.5 fully implements Apple's ColorSync software—considered to be one of the best color matching packages available. Apple has recently upgraded the software to version 2.5.1, and **CREATOR** is updated to make full use of this CMS's important features.

Your ultimate goal is to create a WYSIWYG (What You See Is What You Get) system. Once you have set up ColorSync to fit your workflow devices, your monitor's display will accurately mirror your printer's output.

The Nuts and Bolts of ColorSync® 2.5

In the past, color matching was accomplished on a closed system. Printing presses employed technicians trained to match the colors of an item, like an advertisement or illustration, and calibrate this item's colors on their printing presses. These technicians were experts at properly adjusting all their devices. With the advent of scanners, digital cameras, computers, and color printers, however, much of this calibration occurs internally on these machines. It is now possible to create an open or universal approach for color management.

Key members of the computer and color publishing industries (Adobe Systems Inc., Agfa-Gevaert N.V., Apple Computer Inc., Eastman Kodak Company, FOGRA, Microsoft Inc., Silicon Graphics Inc., and Sun Microsystems Inc.) have created the International Color Consortium, or ICC. In 1993, this council established color matching standards to help users achieve reliable color throughout their entire reproduction process. Reviewing these standards will help you understand how **CREATOR2** uses ColorSync 2.5 to accurately match color.

Color Space

Each device has an area, or color space, which is accessed by the device's software. This color space, also called the **Reference Color Space**, is independent from this machine, letting it be viewed by any other device connected to it.

The ICC has decided that this color space must be placed within each device's operating system. This simplifies managing colors because now the information is universally available to all devices and applications in contact with this machine.

The Nuts and Bolts of ColorSync 2.5 (Cont.)

Profiles—The Core Element

Each machine has a **Device Profile**. This is a data set which defines the color information of the device's gamut.

ColorSync analyzes each device's profile to discover where these gamuts overlap and where they do not. Device profiles are the translation keys for each machine's color language; they are the "Rosetta Stones" of gamut translation.

CREATOR² uses two kinds of profiles for its color matching features. **Input Profiles** are specifications for monitors, scanners, and digital cameras. These input profiles are then matched with **Output Profiles**—specifications for proofing and printing devices.

Some devices have one profile while other devices may have multiple profiles. A monitor only uses one profile. Printers, however, may have several; paper type and ink type changes often are recorded in separate profiles.

Hot Tip: Review your printer manual to make sure your document is color matched with the printer's current output settings.

To make color matching even more precise, device profiles can also be **embedded in graphic files**. When a file is saved using a ColorSync savvy application, a device profile becomes part of the file's data. Color information is then interpreted directly from the image file. As the image file moves between devices, this information translates the image's color so that it is properly displayed or printed.

ColorSync 2.5 keeps all device profiles in the **ColorSync Profiles** folder. This is located inside the System folder.

Hot Tip: Previous versions of ColorSync placed profiles in the **Preferences** folder.

How ColorSync Uses the Profiles

ColorSync reads the monitor input and printer output profiles to figure out which colors are in and out of gamut; the program then determines what remaining colors will be in the printer's output. Since these profiles are matched, what you see on your monitor is adjusted to show what will you get from your printer.

A Color Management System must use a universal color model to get all devices agreeing with one another. This color model is essentially a color language. The ICC chose the CIE L*a*b (International Committee of Illumination) color model as the base language for all Color Matching Systems. Because they are a clearly defined set of colors, the CIE model has a large gamut for translating color information between devices.

How to Get the Best ColorSync Results

Essentially color matching has one main objective—it uses the profiles in your workflow to adjust your monitor's display. Thus the colors you see on your monitor represent, as close as possible, how they will print.

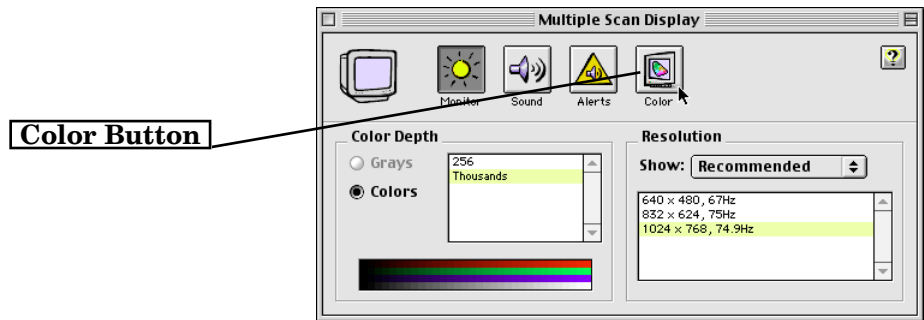
Apple has device profiles for each of its color monitors; the company has also released tools to printer manufacturers for creating their own device profiles. All of these profiles are calibrated for use with ColorSync—letting you scan graphics, place them in a **CREATOR2** document, and output these colors accurately onto your printer.

You will get the best color matching results if you select the specific profiles made for each device in your workflow. Although there are generic profiles you can use, the color matching will not be as precise as it can be.

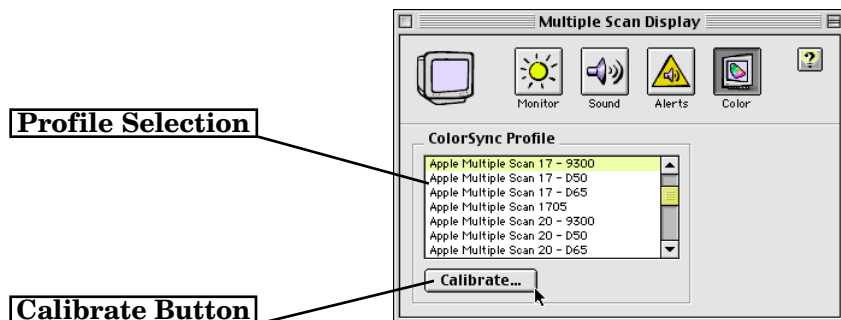
Color Calibrating Your Monitor

Before you set up the color matching options in **CREATOR²**, you need to color calibrate your monitor. The MacOS has a ColorSync control panel feature which walks you through this. You will need to color calibrate the monitor periodically, as its color accuracy changes over time.

Click your **Apple Menu**. First select **Control Panels** and then choose the **Monitors & Sound** control panel. This dialog box is shown:



Select the **Color** button. The color dialog box appears. Notice there is a list of profiles in a scroll box. Select the profile which matches your monitor and press the **Calibrate** button.



The MacOS will now walk you through the calibration process. Make all the necessary adjustments. At the end of the walkthrough you are asked to save your settings.

Once your monitor is calibrated, you are ready to adjust **CREATOR² 1.5's** color matching controls. The following pages describe these controls.

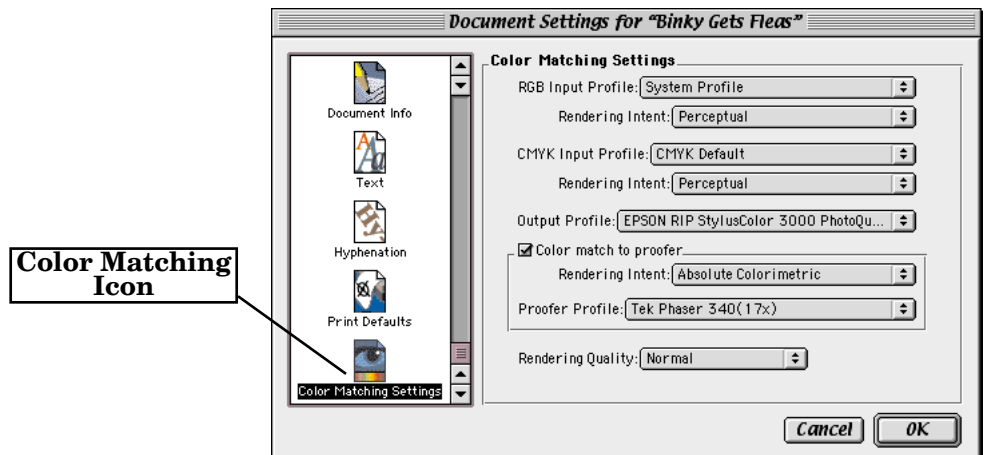
Creator2's Main ColorSync Options

CREATOR2 1.5 has several controls which help you effectively use the ColorSync software. Color matching controls appear on key dialog boxes—giving you control over **device** and **image profile color matching**. Use these new features to improve color management throughout your workflow.

Document Color Management

Select all device profiles surrounding your current document in the **Document Settings** dialog box. These profile settings become your default preferences for this document; they will be applied to all elements and graphics used in it. If you click the **File Menu** and choose **Save Default Document Settings** your color matching selections are applied to all future documents.

View these options by clicking the **Document Menu** and selecting **Document Settings**. Scroll down the left side box and click the **Color Matching Settings** icon.



All profiles in this panel let you color match a document's graphics and elements. You cannot color match specific colors. When you have chosen the correct profiles for all your devices here, what you see on your monitor will be adjusted to match what you get in your print output. Even though your monitor can display many more colors, it is usually your CMYK profile reflected on screen.

Creator2's Main ColorSync Options (cont.)

The following pages explain all the options available in the **Color Matching Panel**.

Profile Input Types

RGB Input Profile: Click this pop-up menu to select your scanner, camera, or monitor's device profile. All current RGB input device profiles are listed for you.

CMYK Input Profile: If your graphics are coming from a CMYK input device, select a device profile from this pop-up menu. Your selections match profiles from scanners, proofers, and other devices. Click the pop-up menu to select your profile.

Output Profile: Choose the device profile for your printer. This pop-up menu lists device profiles designed for Apple system workflows.

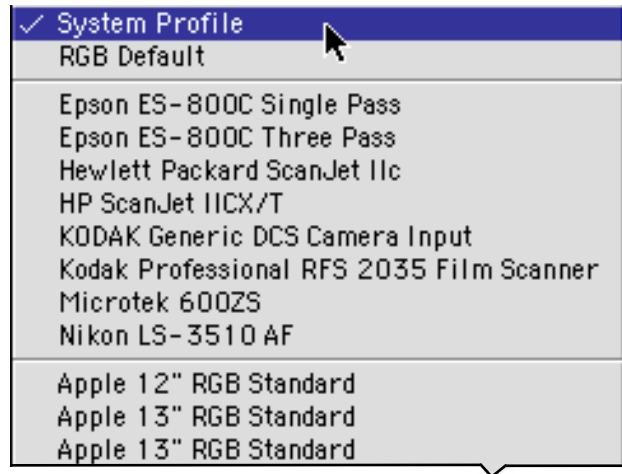
Proofer Profile: If you are sending your output to a proofing device first, click the **Color match to proofer** check box. Then select a profile for this machine from the pop-up menu. The pop-up menu has the same choices as the Output Profile menu.

If you deselect the **Color match to proofer** check box, the proofer profile is turned off. Your monitor no longer color matches to your proofer, eliminating any adjustments your monitor was making to accommodate this device.

Creator2's Main ColorSync Options (cont.)

The Profiles

Each pop-up menu has a section of general color matching controls and one or two sections of specific profiles. The general controls are in the top section.



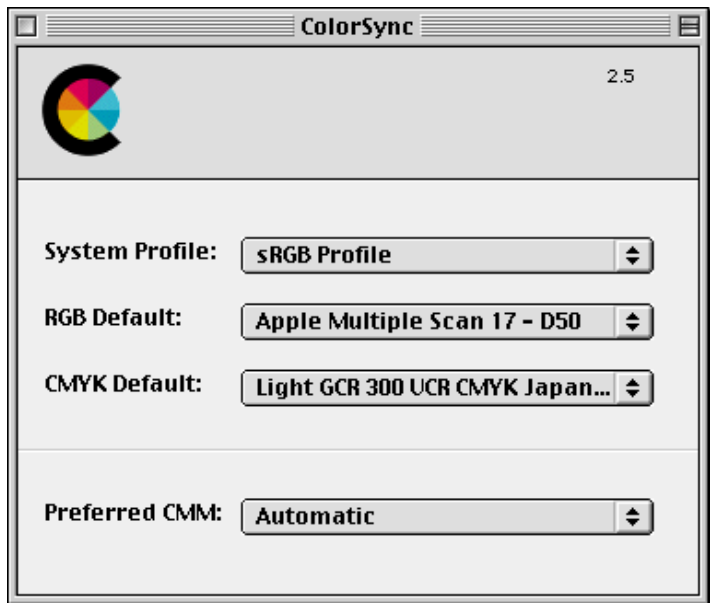
If you can, select the specific profiles for all the devices in your workflow. This will maximize color accuracy between your devices. If you do not know the specific profiles, however, choose the generic profiles. Although less accurate, these profiles will still match your colors.

Hot Tip: Getting rid of unnecessary profiles boosts CREATOR2's speed. Do this in the System folder; open the **ColorSync Profiles** folder to view the profiles. Move profiles you are not currently using into another folder.

Creator2's Main ColorSync Options (cont.)

Setting General Profiles

All of the general profiles in the pop-up menus use the settings in your ColorSync Control Panel. Display this panel by clicking your **Apple Menu**, selecting **Control Panels**, and then choosing the **ColorSync** command. Here is the control panel:



The general profiles in **CREATOR 1.5**'s pop-up menus mirror these settings. If you choose the **System Profile** option in **CREATOR**, your graphics are color matched with the profile listed in this dialog box's system profile. Selecting **CREATOR 1.5**'s **RGB Default** or the **CMYK Default** uses the profile listed in this control panel's corresponding pop-up menus as well.

Creator2's Main ColorSync Options (cont.)

Rendering Intent

Notice that between the profile menus there are also **Rendering Intent** pop-up menus. Rendering intent lets you decide how you wish to lose colors as the gamut information passes between devices. There are four intents to choose between:

Perceptual—This is best for scanned images. The perceptual option compresses one device's gamut into another device's color space. Use this when one or more colors from the original image are out of the gamut available on a destination device. This rendering intent preserves the visual relationship between colors by shrinking the entire color space.

Relative Colorimetric—Useful for preserving the look of spot colors, this intent rounds a color to its closest equivalent on the target color space. Colors that are within range of the target device's gamut are not affected. Sometimes clipping may happen, causing different colors to appear the same on the target device.

Saturation—This intent is primarily designed for business graphics or logos; the exact relationship between colors is not as crucial as how vivid they look. Use this approach to preserve the vividness of the colors as they are transferred between devices.

Absolute Colorimetric—This idealized intent is primarily used for proofing colors on different kinds of ink and paper. This intent uses a large color range that does not adjust the gamuts between devices. Only colors within all the devices' gamuts are accurately matched; colors outside of the devices' color gamuts are clipped. For example, use this intent if you need to see newsprint displayed against the yellowness of newspaper.

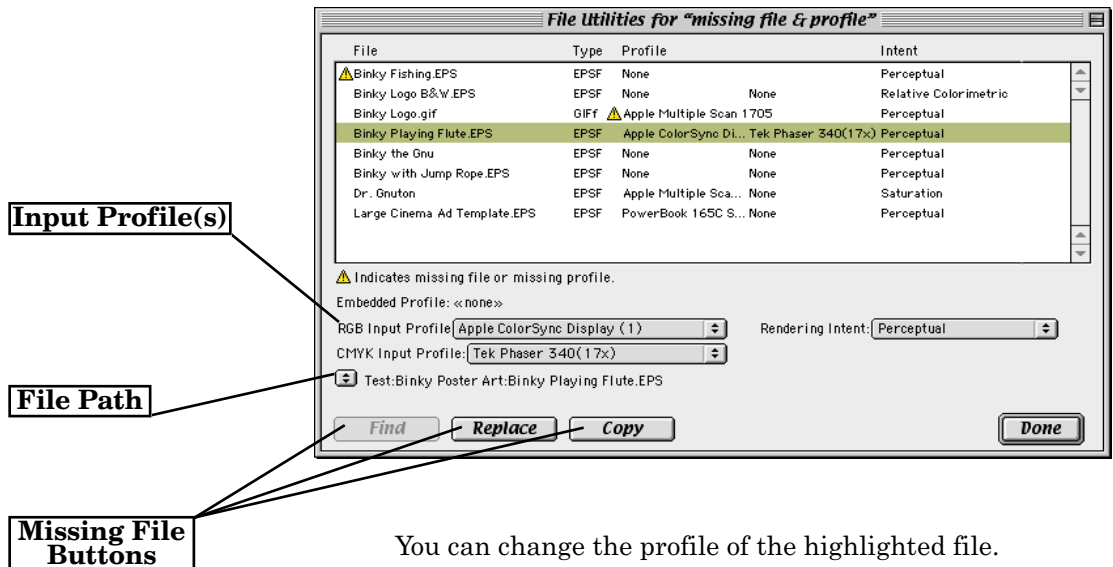
Rendering Quality

Click the Rendering Quality pop-up menu to select how finished you want the output to be. There are three choices: **Draft**, **Normal**, and **Best**. The Draft and Normal options give you a performance boost—letting you print your documents faster.

Setting Profiles for Multiple Graphics

The **File Utilities** dialog box has been updated to include color management controls. Now when you access this dialog, all graphic files in your document are shown—along with their **type**, **profile**, and **rendering intent**. You can individually change each file's profile and rendering intent from this dialog box.

View this dialog by clicking your **Document Menu** and selecting the **File Utilities** command. Notice all the controls below are grayed out. Click a graphic file, and these controls are activated.



You can change the profile of the highlighted file. Click the **Input Profile** pop-up menu. Select the profile you desire.

Hot Tip: Imported EPS files may soon be able to use both an RGB and a CMYK profile for color matching. Currently they cannot, however, as a special software plug-in is needed. More information on color matching imported EPS files is on page 114.

Setting Profiles for Multiple Graphics (Cont.)

The rendering intent of each file may also be changed. Click the **Rendering Intent** pop-up menu. Choose between **Perceptual**, **Saturation**, **Relative Colorimetric**, and **Absolute Colorimetric**.

***Hot Tip:** These rendering intents are described on page 106.*

Click the **Double Arrow** button next to the file's path name. This lets you view the graphic file's path.

Locating Missing Graphic Files

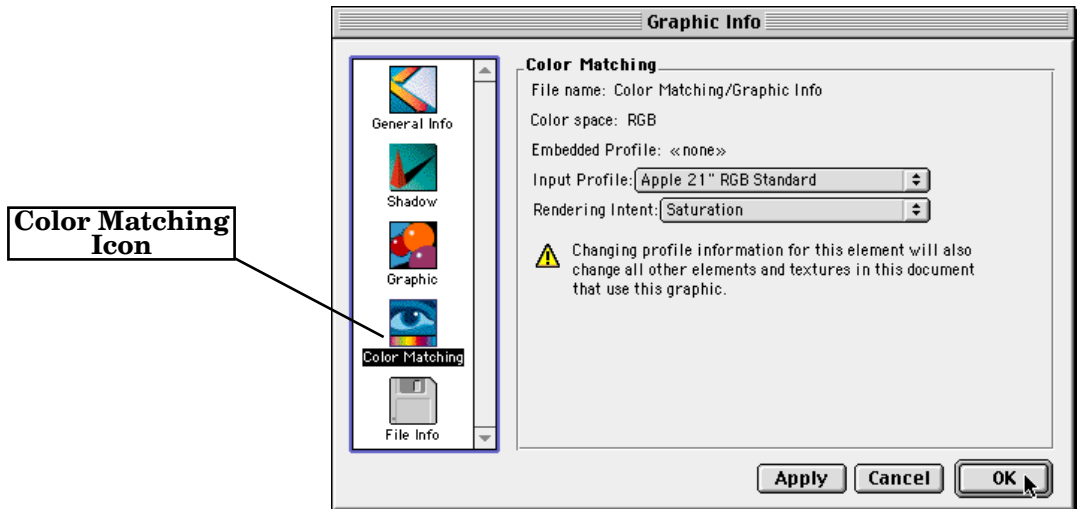
As in **CREATOR2** 1.1.1, this dialog box still helps you locate missing graphic files. If **CREATOR2** cannot find some graphic files, they are shown as missing. Use the **Find**, **Replace**, and **Copy** buttons to locate or change these files. The application will not be able to accurately print your document until you locate these missing files.

The Graphic Info Dialog Box

Bringing up an element's **Graphic Info** dialog box also lets you change the profile and rendering intent of each graphic. Display these color matching commands by first selecting the element. Next click the **Elements Menu** and choose the **Element Info...** command.

***Hot Tip:** You can also bring up this box by selecting the element and pressing <Return> or by double-clicking the element.*

Select the **Color Matching** icon. This dialog box appears:



The graphic's **file name**, **color space**, and **embedded profile** (if any) are listed.

The Graphic Info Dialog Box (Cont.)

If you need to change the element's input profile, click the **Input Profile** pop-up menu. This adjusts the profile to fit your monitor or other input device. Choose the profile that best matches your input needs.

The **Rendering Intent** pop-up menu lets you control how ColorSync will lose an image's colors. Choose between **Perceptual**, **Saturation**, **Relative Colorimetric**, and **Absolute Colorimetric** rendering intents.

***Hot Tip:** Each intent works best for different uses. Review each rendering intent's description on page 106.*

Once you have made your selections, press **Apply** to see how the colors change on your image. If you like the changes, press **OK**.

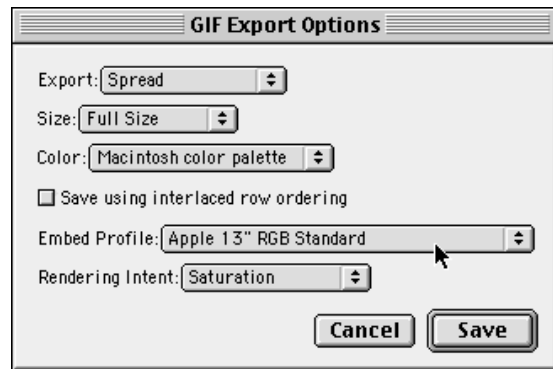
These are the same controls you use in the **File Utilities** dialog box. These color matching controls, however, let you quickly make a change to an individual graphic. These changes are applied to every place this graphic is used in the document.

EPS files, since they can use both RGB and CMYK input profiles, will have both the RGB and CMYK pop-up menus displayed.

Color Matching Exported Graphics

You may assign profiles and rendering intents to exported **TIFF**, **GIF**, and **EPS** graphic files. These settings are embedded within the graphics; other ColorSync savvy programs can then use these color matching settings.

To export a **TIFF**, **GIF**, and **EPS** graphic, click the **File Menu**. Next select the **Export** command—this displays a submenu. Choose the graphic file format from the submenu you wish to export. If you are exporting a GIF file, this dialog box appears:



Click the **Embed Profiles** pop-up menu. Since GIF is an RGB format, you choose between RGB input device profiles. Select the profile that matches the device you use to display your graphic file.

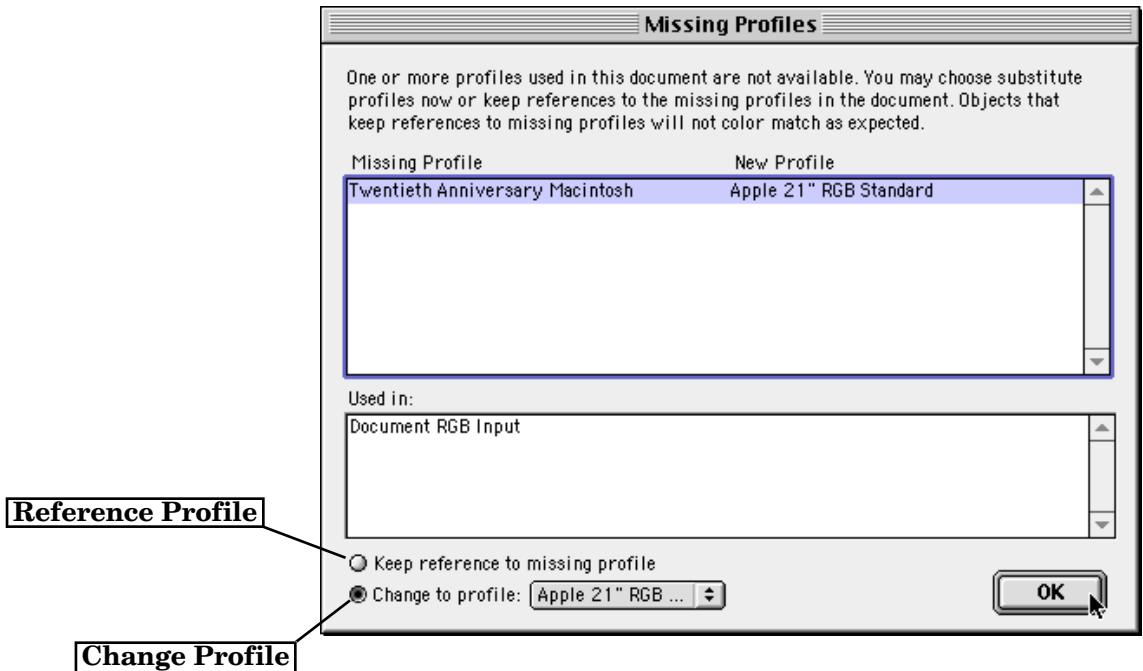
Once you select your profile, the **Rendering Intent** pop-up menu becomes available. This menu gives you control over how ColorSync loses an image's colors. Choose from **Perceptual**, **Saturation**, **Relative Colorimetric**, and **Absolute Colorimetric** rendering intents.

Hot Tip: *Each intent works best for different uses. Review each rendering intent's description on page 106.*

The **EPS** and **TIFF** dialog boxes each have similar pop-up menus for embedding profiles and rendering intents. Follow these same instructions to set up profiles for your TIFF and EPS graphic files.

Missing Profiles

When you open a document that is missing some of its fonts, you are given options to reference or replace these fonts. Likewise, you have similar options when you open a document that is missing profiles.



This dialog appears when profiles needed by the document or its graphics are not inside the ColorSync profiles folder. In the top field, the missing profiles are shown. The bottom field lists where each profile is used.

Select a profile and then choose from these two options:

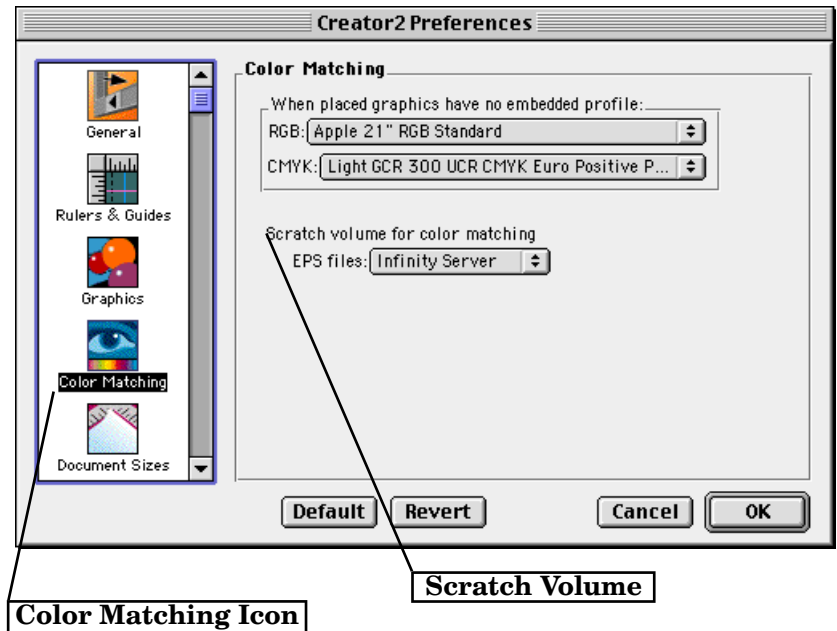
Keep Reference to Missing Profile: Select this command to indicate a profile is missing. If this document is printed, items with referenced profiles will not color match properly. Use this option when you are making quick edits to a document.

Change to Profile: Click this radio button to select a new profile for the item. The pop-up menu becomes active; click this menu to select a new profile.

Applying Individual Graphic Profiles

When you place an image that does not have an embedded input profile, you can automatically assign it a profile you prefer. Set this color management control in the **Preferences** dialog box. Since this is a preference, this profile will be set for all imported graphics that do not have an embedded profile.

Click the **Edit Menu** and choose **Preferences**. In the left scroll box, click the **Color Matching** icon. This dialog box is displayed:

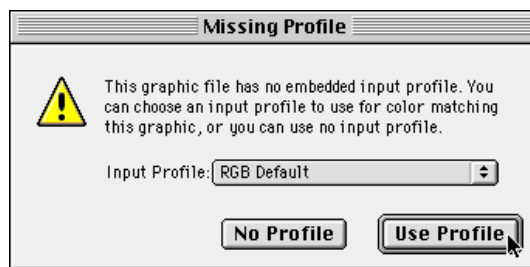


The **Scratch Volume** pop-up menu displays all the storage devices currently mounted on your computer. This volume is used when you are color matching EPS files. This is the device where **CREATOR2** temporarily stores an EPS graphic's data while it is being color matched. Select the device you wish to use for your scratch volume.

Hot Tip: The scratch volume is active only when the Praxisoft C2 EPS Library is installed. The **Read Me** file in your **CREATOR2** folder contains current information on this library.

Applying Individual Graphic Profiles(Cont.)

There are two profile pop-up menus—**RGB** and **CMYK**. Select profiles for graphics coming from either RGB or CMYK input devices. Each menu also has **Do Nothing** and **Ask User** commands. Selecting “Do Nothing” tells **CREATOR2** to leave the file alone. Choosing “Ask User” gives you the most control. When you place a file that does not have an embedded profile, this dialog appears:



Now you may individually select a profile for the image. Click the Input Profile pop-up menu and find a profile to use. When you locate it, press the **Use Profile** button. If you do not need a profile for this image, choose the **No Profile** button.

Graphics with Embedded Profiles

Sometimes a graphic may have a profile embedded directly into its data. If this profile does not match any of your devices, you may select another profile for this graphic. The graphic then uses this profile.

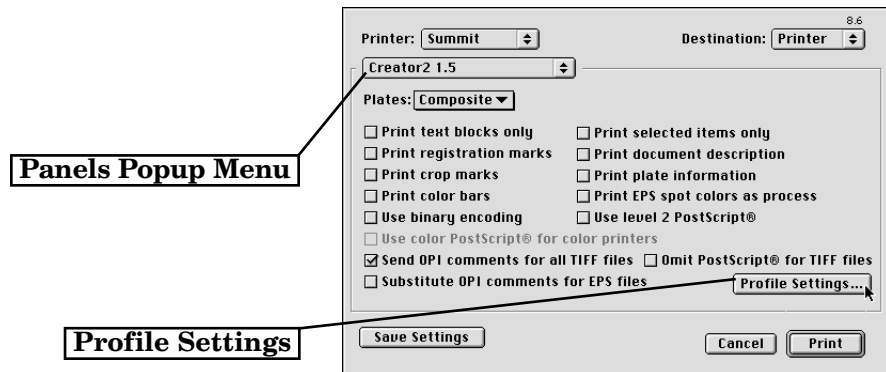
The embedded profile, however, is not replaced with the new profile; it is still embedded within the graphic. The graphic's embedded profile may then be used in another workflow which supports it.

Hot Tip: If you have problems color matching EPS files, be sure the Praxisoft C2 EPS Library is available. Check over the **Read Me** file in the **CREATOR2** folder for assistance on how to use this library.

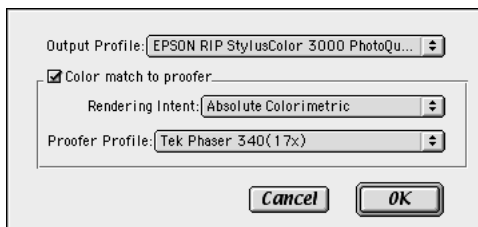
Selecting Profiles from the Print Dialog

Output profiles may also be chosen from the **Print** dialog box. This is helpful if you are temporarily sending output to another printer. Rather than returning to the Document Settings dialog box, you can quickly change your output profile right before you print. Here's how:

Click your **File Menu**. Select the **Print...** command. Next, click the popup menu which initially displays the word "General." Select the "Creator2 1.5" option to display the **CREATOR2** print panel.



Notice this panel has a **Profile Settings** button. Press this button, and another dialog is shown.



You may choose your Output Profile from the top menu. If you are printing your document on a proofer, click the **Color match to proofer** check box. Once this is selected, you may pick the profile and rendering intent of your proofing device.

Hot Tip: The Print dialog's **Save Settings** button will not record these selections. To make these the default, change the profiles in the Document Settings dialog.

AppleScript and ColorSync

Automate your color management tasks by using AppleScripts. Open your ColorSync 2.5.1 folder; sample scripts are there for you to use and modify.

The scriptable operations are **proofing**, **image matching**, **image matching with a device link profile**, and **image profile embedding**. Run and/or modify the provided scripts to quickly finish these tasks. ColorSync also gives you scripting support for getting and setting the following properties:

1. The system profile
2. The default profiles
3. Quit delay (time in seconds for auto-quit)
4. Profile location

You may also get—but not set—the ColorSync profile folder's property.

***Hot Tip:** All **CREATOR2** Colorsync options are also completely scriptable.*

Further Information

There are many more aspects of color management, unfortunately there is not room here to completely detail everything. For further help on improving your color matching, the following websites are very useful:

- Multi-Ad Services, Inc.: **www.multi-ad.com**
- International Color Consortium: **www.color.org**
- Apple ColorSync Site: **www.apple.com/colorysync**

Multi-Ad's site will continue to post tech notes on how to improve your **CREATOR2** color management techniques. ICC's Profile Format Specifications are available at their website. Apple posts updates on ColorSync issues and also sponsors a user group.

Appendix: Manual Revisions

During **CREATOR²** 1.5's evolution, several modifications have been made to the program which change the original documentation. This appendix lets you add these changes to your **CREATOR² Reference Manual** and **User Guide**.

Reference Manual Revisions

Placing Text with the Cursor (page 17)

While the **Import Text** dialog box is displayed, click the **Place with cursor** radio button. With this option selected, you may flow text into any existing **empty** text block or closed path element. Do this by pressing the **Command** (⌘) key and clicking the empty text block or element.

Selecting Paper Size (last paragraph, page 36)

If the printable area matches the paper size, **CREATOR²** 1.5 shows a single blue line—this line represents both the paper size and the printable area.

Print EPS spot colors as process (page 49)

Selecting the **Print EPS spot colors as process** check box uses the cyan, magenta, yellow, and black process colors to print the spot colors embedded in EPS files. You may only use this option with PostScript Level 2 printers.

Remember window positions (page 78)

Clicking this check box has **CREATOR²** record the screen positions of your palettes. Every time you launch **CREATOR²**, the palettes are displayed in the positions where you last placed them.

Setting Attributes in the File Info Panel (page 102)

Description

The **Description** text field displays any notes that are written about the graphic file.

Keywords

The **Keywords** text field shows if any keywords can be used to quickly access this graphic file.

Setting Attributes in the Graphic Panel (page 103)

*These are two features in the **Element Info** dialog's **Graphic** panel that were previously not documented.*

•Print spot colors as process

Selecting the **Print spot colors as process** check box uses the cyan, magenta, yellow, and black process colors to print the spot colors embedded in the graphic file.

This option is helpful if your graphic has four or more colors.

•Copy colors to document palette

This button places any colors embedded in the graphic file onto the **Colors Palette**. Once these colors are on this palette, you may use them in your document.

Convert Text to Paths (page 111)

Note: If you select a linked text block and then choose the **Convert Text to Paths** command (from the **Element Menu**), **CREATOR2** only converts the selected block. You can, however, convert more than one block at a time.

Fill Gradient (top paragraph, page 119)

This command lets you fill an element with a varying range of color. This range can use any number of colors and color shades.

Move Forward (page 129)

The shortcut keys for the **Move Forward** actually are **Command Shift =** (⌘⇧=)

Move Forward (⌘⇧=)

Move Backward (page 129)

The shortcut keys for the **Move Backward** actually are **Command Shift -** (⌘⇧-)

Move Backward (⌘⇧-)

Wrap Text... (page 133)

• **Offset text by**

This field sets the distance between wrapped text and the element's borders. The default is set to ¼ inch, but you can use most standard measuring systems in this field. For instance, use **3p** for three picas, **2pt** for two points, or **2cm** for two centimeters.

Group (page 136)

The **Group** (⌘G) command is grayed out until you select at least two elements.

“Smart Quotes” (first paragraph, page 154)

The **“Smart Quotes”** command automatically replaces the " and ' quote characters with their correct beginning and end characters. These are often “ and ” or ‘ and ’.

Setting the Invisible Attributes (page 188)

- Clicking the **Spaces** check box displays invisible space characters as small blue dots.

Setting the Invisible Attributes (page 189)

• Invisible Shapes

This check box displays elements which have no fill or frame color with a light blue or light gray color. If this check box is not selected, these elements are invisible.

Creating a Master Spread (pages 201-203)

*Replace the first step in the instructions for **Choosing a Master Spread**, **Editing a Master Spread**, and **Copying a Master Spread** with this change:*

1. Click the **Document Menu** and choose the **Master Spreads...** command. The **Master Spreads** dialog box opens.

Importing a Color File (page 205)

Replace step four with this change:

4. Double-click the color list name. **CREATOR2** reads the color file and adds these colors to the document's color list.

New Window (page 236)

Replace the note with this change:

Note: *Changes to text in one window will also appear in the other open windows.*

Enlarge (first paragraph, page 238)

The **Enlarge** command increases the display size to the next larger view level. The view levels are: **25%**, **50%**, **75%**, **100%**, **150%**, **200%**, **300%**, **400%**, **600%**, and **800%**.

Reduce (first paragraph, page 239)

The **Reduce** command decreases the display size to the next smaller view level. The view levels are: **25%**, **50%**, **75%**, **100%**, **150%**, **200%**, **300%**, **400%**, **600%**, and **800%**.

Arrange Palettes (page 243)

The **Arrange Palettes** command returns most palettes back to their default positions around the **Document Window**. This command works for both visible and hidden palettes; it does not, however, display hidden palettes.

This command will not reposition the **Trappings Palette**.

The Reshape Tool (page 265)

Using the Reshape Tool

1. Click the **Reshape Tool** on the **Tools Palette**. Move the pointer over the document window; the pointer turns into a hand icon.
2. Choose the element you want to reshape. Either the element's palette or its control points appear. If the element is already selected, its palette or control points are automatically displayed.

Opening line segments (page 273)

Open a closed path element in this way. Hold down the **Option (⌘)** key and place the **Open Hand** icon over the line segment you want removed. Click your mouse. The segment disappears.

Path Editing in Reshape Mode (page 273)

Replace the gray sidebar with this new one:

Path Editing Using the Reshape Tool:

- Click and drag a handle to reshape the element.
- Add a control point by pressing the **Command (⌘) key** and clicking a path element.
- Toggle between an angle or curve control point by holding the **Option (⌥) key** and clicking the point.
- Remove a control point by selecting the point and pressing the **Delete key**.
- Delete a path element segment by holding the **Option (⌥) key** and clicking the segment.

The Path Tool (page 281)

Using the Path Tool

1. Choose the **Path** tool on the **Tools Palette**. The pointer becomes a pen icon in the document window.
2. Start drawing! Make straight lines by clicking a start point and then **stopping** to select an end point. Draw a curved line by creating a start point and then clicking again while you are **still moving** the pen icon.
3. Double-click to stop drawing.

The Files Palette (second paragraph, page 288)

Remove all files from the **Files Palette** by pressing the **Option key** and clicking the **Delete** icon. To select individual files, press the **Command (⌘) key** while choosing the files you wish to delete. Then click the **Delete** icon.

Placing Files (page 288)

Placing from the Files Palette

Place text or graphic files in your documents through one of three ways:

1. Double-click the filename.
2. Click a filename and then press the **Place Graphics** icon. Drag a rectangle; the file will be placed inside it.
3. Click and drag the file from the **Files Palette** to the document window.

The Elements Specs Palette (page 296)

Add this description to the **Element Specs Palette** feature list:

•Guide Position

When you move a guide, this field tells you its position. **CREATOR2** updates this position as you move the guide.

User Guide Revisions

Using the Files Palette (page 22)

Double-clicking on a file name

Double-clicking on a file brings different results depending on the type of file you have selected.

- Double-clicking on a **graphic file** centers the image on the document window.
- Double-clicking on a **text file** creates and centers a text block in the document window. This block will contain the text from the text file.

INDEX

A

| | |
|----------------------------------|---------|
| About the Script Menu..... | 80 |
| Absolute Colorimetric..... | 106 |
| ACES Suite..... | 71, 78 |
| Additive Color Model..... | 96 |
| Adobe Photoshop..... | 60 |
| Adobe Sans and Serif Errors..... | 6 |
| Adobe Type Manager..... | 2,6 |
| Adobe Type Manager Deluxe..... | 2,6 |
| Alias Icon..... | 10 |
| Appendix..... | 117-124 |
| Reference Revisions..... | 117-123 |
| User Guide Revisions..... | 124 |
| AppleScript Guide..... | 64-78 |
| ACES Suite..... | 71, 78 |
| Basic Language..... | 72-75 |
| Creator2 Suite..... | 71 |
| ColorSync Terms..... | 78, 116 |
| Command Dictionaries..... | 70-71 |
| Examples..... | 76-77 |
| Font Info Terms..... | 78 |
| Overview..... | 67 |
| New Terms..... | 78 |
| Placing New Scripts..... | 79 |
| Recording Scripts..... | 65-66 |
| Required Suite..... | 71 |
| Script Components..... | 67-69 |
| Script Editor..... | 64,70 |
| Standard Suite..... | 71 |
| Text Suite..... | 71 |
| Type Definitions..... | 71 |
| Writing Scripts..... | 67 |

| | |
|-----------------------------------|---------|
| AppleScript, List of Scripts..... | 80-95 |
| About the Script Menu..... | 80 |
| Convert Colors..... | 80 |
| Extend Overflowed Text Flow..... | 80 |
| FaceSpan Scripts..... | 95 |
| Font Suite..... | 80-81 |
| Gather for Output Suite..... | 92 |
| Graphic Suite..... | 82-83 |
| Guides Suite..... | 84 |
| Make Fraction..... | 85 |
| Mirror, Mirror..... | 85 |
| Move Linked Text to Page..... | 86 |
| Move Selection to New Page..... | 86 |
| Move Selection to Spread..... | 85 |
| Number A List..... | 86 |
| Open Pasteboard Window..... | 86 |
| PDF..... | 86 |
| Reveal Overflowed Text..... | 87 |
| Rounded Corners..... | 87 |
| Sort..... | 87 |
| Split Text..... | 88-89 |
| Stairstep Text Selection..... | 93 |
| Startup Scripts..... | 95 |
| Tab Maker..... | 90 |
| Table of Contents Suite..... | 94 |
| Text Effects Suite..... | 90-91 |
| Tile the Process Plates..... | 95 |
| Arrangement Palette..... | 29, 121 |
| Arrangement Shortcuts..... | 25 |
| Arrange Menu..... | 18, 35 |
| Arrow Button Shortcuts..... | 27 |
| Arrowheads..... | 62 |
| Arrowheads, Info Dialog..... | 63 |
| Auto-Applying Fonts..... | 43 |
| AutoSave..... | 31 |

B

Bleed Items at Edge.....35

C

Choose Fonts.....43

CIE L*a*b.....100

CIF Files, Placing.....34

CMYK Profiles.....103, 114

CMYK System.....96

Color Calibrating Monitors.....101

Color Management Concepts...96-100

Color Management System.....97, 100

Color Matching Options.....102-115

 Applying Profiles.....113

 Color Matching Panel.....102

 ColorSync Profiles.....99

 CMYK Profiles.....103, 114

 Document Settings.....102

 Embedded Profiles....99, 109, 111,

 114

 EPS Files.....111

 EPS Library.....113, 114

 EPS Scratch Volume.....113

 Exporting Graphics.....111

 File Utilities.....107, 110

 Further Information.....115

 GIF files.....111

 Graphic Info.....109-110

 Input Profiles.....99, 103, 107, 110

 Missing Profiles.....112

 Multiple Graphics.....107

 Output Profiles.....99, 103, 115

 Praxisoft C2 EPS Library...113, 114

 Print Dialog, Selecting Profiles. 115

 Proofer Profiles.....103, 115

 Rendering Intents.....106, 110, 111, 115

Color Matching Options (Cont.)

 Rendering Quality.....106

 RGB Profiles.....103

 Setting General Profiles.....105

 TIFF Files.....11

Color Palette Options.....57

Color Space.....98, 109

Colorizing Grayscale Graphics.....61

ColorSync.....2, 6, 78, 97, 98-100

 AppleScript Applications.....116

 Best Results.....100

 ColorSync Control Panel.....105

 Main Options.....102-106

 Monitor Calibration.....101

 Profiles Folder.....99, 104

 Use of Profiles.....100

Command Dictionaries.....70

Commands.....64, 67, 68

Comments.....75

Concatenation Operators.....74

Continuation Characters.....74

Convert Colors.....80

Convert Text to Paths.....118

Copy Graphic Files.....108

Creating a Master Spread.....120

Creator2 Files, Placing.....34

Creator2 Suite.....71

Creator2 Web Site.....1

Custom Install.....3

Customizable Size Menu.....44-45

Cut, Copy, Paste Shortcuts.....25

D

Demo Always.....7

Demo Once.....7

Device Profile Color Matching. 99, 102

Dialog Box Shortcuts.....26

| | |
|------------------------------|--------|
| Document Menu Shortcuts..... | 20 |
| Document Settings..... | 26, 35 |
| Drop Caps..... | 54-56 |
| Paragraph Style..... | 55-56 |
| Dual Save..... | 95 |
| Duplicate Menu Entries..... | 95 |

E

| | |
|-------------------------------------|---------------|
| Easy Install..... | 3 |
| Edit Menu Shortcuts..... | 16 |
| Edit Paragraph Styles..... | 56 |
| Editing Guides..... | 33 |
| Editing White Text..... | 47-48 |
| Element Info Dialog..... | 26 |
| Element Shortcuts..... | 23 |
| Element Specs Palette..... | 14, 123 |
| Elements Menu Shortcuts..... | 17 |
| Else Command..... | 73 |
| Embedding Elements in Text..... | 58-60 |
| Opening Embedded Graphics..... | 60 |
| Embedded Profiles..... | 109, 111, 114 |
| End Caps..... | 62 |
| End Caps, Element Info..... | 63 |
| Enlarge..... | 120 |
| EPS Files..... | 111 |
| Praxisoft C2 EPS Library... .. | 113, 114 |
| EPS Scratch Volume..... | 113 |
| Exported Graphic, Color Matching. . | 111 |
| Expressions..... | 69 |
| Extend Overflowed Text Flow..... | 80 |

F

| | |
|--|-------|
| FaceSpan Scripts..... | 95 |
| File Menu Shortcuts..... | 15 |
| File Proxy Icon..... | 11-12 |
| Files Palette, New Controls 28, 123, 124 | |

| | |
|----------------------------------|---------|
| Files, Placing..... | 123 |
| File Utilities..... | 107-108 |
| Fill Gradient..... | 118 |
| Find..... | 108 |
| Font Info (Script)..... | 78 |
| Font Menu Utilities..... | 41 |
| Font Specs Palette..... | 14 |
| Font Suite (Script)..... | 80-81 |
| Fonts..... | 40-45 |
| Activating While C2 Runs..... | 42 |
| Auto-Applying..... | 43 |
| Choose Font..... | 43 |
| Disabling Active Fonts..... | 42 |
| Disabling Font Utilities..... | 41 |
| Missing in 1.5 Files..... | 40 |
| Missing in Older Files..... | 41 |
| Opening with Inactive Fonts..... | 42 |
| Size Menu..... | 44-45 |
| Format Menu Shortcuts..... | 20 |
| Format Selection..... | 30 |

G

| | |
|---------------------------------------|------------|
| Gather for Output Suite (Script)..... | 92 |
| General AppleScript Commands..... | 78 |
| GIF Files..... | 57, 111 |
| Graphic File Type..... | 107, 111 |
| Graphic Info..... | 109-110 |
| Graphic Suite (Script)..... | 82-83 |
| Graphics, Color Matching..... | 107-114 |
| Grayscale Graphics Colorization..... | 61 |
| Group..... | 119 |
| Guides..... | 32, 33, 84 |
| Editing Guides..... | 33 |
| Guides Suite (Script)..... | 84 |
| Numerically Setting..... | 33 |
| Style Preferences..... | 32 |

H

| | |
|--------------------------------|----|
| Hard Drive Space Required..... | 2 |
| Horizontal Scale..... | 13 |

I-J

| | |
|---|----------|
| If Command..... | 73 |
| Image Profile Color Matching..... | 102 |
| Importing a Color File..... | 120 |
| Input Profiles.....99, 103-104, 107, | 110, 113 |
| Inserting Tags..... | 29 |
| Installed Files, Complete List..... | 9 |
| Installing Creator 1.5..... | 3-5 |
| Installing Required Applications..... | 6 |

K

| | |
|-----------------------------|-------|
| Keyboard Shortcuts..... | 15-27 |
| Arrangement Shortcuts..... | 25 |
| Arrange Menu..... | 18 |
| Cut, Copy, Paste, Undo..... | 25 |
| Dialog Box Shortcuts..... | 26 |
| Document Menu..... | 20 |
| Edit Menu..... | 16 |
| Element Shortcuts..... | 23 |
| Elements Menu..... | 17 |
| File Menu..... | 15 |
| Format Menu..... | 20 |
| Movement And Zoom..... | 22 |
| Panel Shortcuts..... | 26 |
| Special Characters..... | 24 |
| Spread Shortcut Keys..... | 24 |
| Style Menu..... | 19 |
| Text Shortcuts..... | 22 |
| Tool Palette Shortcuts..... | 21 |
| View Menu..... | 21 |

L

| | |
|-----------------------------|---|
| Launching Creator2 1.5..... | 7 |
|-----------------------------|---|

M

| | |
|---------------------------------------|-------|
| MacOS Easy Open..... | 2 |
| Magnification Shortcuts..... | 22 |
| Make Fraction (Script)..... | 85 |
| Masked Graphics..... | 61 |
| Memory Adjustments..... | 2 |
| Mirror, Mirror (Script)..... | 85 |
| Missing Fonts..... | 40-41 |
| Missing Profiles..... | 112 |
| Move Backward..... | 119 |
| Move Forward..... | 119 |
| Move Selection to Spread (Script).... | 85 |
| Move Selection to Page (Script)..... | 86 |
| Movement Shortcuts..... | 22 |
| Multi-Ad Creator2 Folder..... | 9 |
| Multi-Ad Services..... | 3 |

N

| | |
|-----------------------------|-----|
| New Window..... | 120 |
| Number A List (Script)..... | 86 |

O

| | |
|-------------------------------------|---------|
| Objects..... | 68, 69 |
| Open Embedded Group..... | 58 |
| Open Files Moved to Trash..... | 12 |
| Open Pasteboard Window (Script).... | 86 |
| Opening an Embedded Graphic..... | 60 |
| Opening Line Segments..... | 121 |
| Operators..... | 69 |
| Output Profiles..... | 99, 103 |

P-Q

| | |
|---|--|
| Page Manager..... | 46 |
| Page Numbering..... | 46 |
| Page Setup..... | 37 |
| Palettes (New Controls)..... | 28-29 |
| Panel Access Shortcuts..... | 26 |
| Paragraph Dialog..... | 54 |
| Paragraph, Drop Caps..... | 54-55 |
| Paragraph Style, Drop Caps..... | 55 |
| Path Editing in Reshape Mode..... | 122 |
| Path Tool..... | 122 |
| PDF (Script)..... | 86 |
| Perceptual Rendering Intent..... | 106 |
| Photoshop..... | 10, 61, 83 |
| Place Graphic..... | 27, 34-35 |
| Placing Files..... | 123 |
| Placing New Scripts..... | 79 |
| Placing Text with the Cursor..... | 117 |
| Postscript Printing Description.... | 36, 38 |
| Preferences..... | 26, 31, 32, 44 |
| Print Dialog, Save Settings..... | 39 |
| Print EPS Colors as Process..... | 117 |
| Praxisoft C2 EPS Library..... | 113, 114 |
| Processor Speed Required..... | 2 |
| Profiles..... | 99-105, 107, 109,-110, 111,112, 113-115 |
| Applying Graphic Profiles...113-114 | |
| Calibrating Monitor..... | 101 |
| CMYK Profiles..... | 103, 114 |
| ColorSync Folder..... | 99, 104 |
| ColorSync's Use of..... | 100 |
| Embedded Profiles....99, 107, 109,111, 113-114 | |
| General Profiles..... | 105 |
| Input Profiles.....99, 103-104,107, 110, 113 | |
| Missing Profiles..... | 112 |

Profiles (Cont.)

| | |
|----------------------------|--------------------------------|
| Multiple Graphics..... | 107-108 |
| Output Profiles..... | 99, 103, 115 |
| Proofer Profiles..... | 102-103, 115 |
| RGB Profiles..... | 103, 105,107,110, 114 |
| Proofer Color Matching.... | 102-103, 115 |

R

| | |
|--------------------------------------|-------------------------------------|
| RAM Required..... | 2 |
| ReadMe File..... | 3 |
| Recording Scripts..... | 65-66 |
| Saving Recorded Files..... | 66 |
| What Is Not Recordable..... | 66 |
| Reduce..... | 121 |
| References..... | 68, 69 |
| Registration Screen..... | 7-8 |
| Relative Colorimetric Intent..... | 106 |
| Remember Window Positions..... | 117 |
| Remove from Trash..... | 12 |
| Rendering Intent..... | 106, 107-108,109, 110, 115 |
| Absolute Colorimetric..... | 106 |
| Perceptual..... | 106 |
| Relative Colorimetric..... | 106 |
| Saturation..... | 106 |
| Rendering Quality..... | 106 |
| Replace..... | 108 |
| Required Suite..... | 71 |
| Reshape Tool..... | 121 |
| Returns in Dialog Fields..... | 27 |
| Reveal Overflowed Text (Script)..... | 87 |
| RGB Monitor..... | 96 |
| RGB Profiles.... | 103, 105,107, 110, 114 |
| Rounded Corners (Script)..... | 87 |
| Rulers and Guides Preferences..... | 32 |
| Ruler Positions..... | 33 |

S

| | |
|--------------------------------------|---------------|
| Saturation Intent..... | 106 |
| Save a Copy As..... | 30 |
| Save as Stationery..... | 30 |
| Save Default Document Settings..... | 39, 53 |
| Save in Trash..... | 12 |
| Save Print Settings..... | 39 |
| Save Smart Quote Settings..... | 53 |
| Saving Scripts..... | 66 |
| Scaling Rectangle Corners..... | 51 |
| Scaling Text in Groups..... | 49-50 |
| Script Guide..... | 64-78 |
| Command Dictionaries..... | 70-71 |
| Editor..... | 64-65, 68, 79 |
| Examples..... | 76-77 |
| Language..... | 72-75 |
| Placing New Scripts..... | 79 |
| Recording..... | 65-66 |
| Suites..... | 71 |
| Upper and Lower Case Use..... | 74 |
| Writing..... | 67-69 |
| Scripts, List of Available..... | 80-95 |
| Selecting Paper Size..... | 117 |
| Send to Back..... | 29 |
| Send to Front..... | 29 |
| Separation Options..... | 36-38 |
| Set Command..... | 72 |
| Setting Invisible Attributes..... | 119 |
| Settings in the File Info Panel..... | 118 |
| Settings in the Graphic Panel..... | 118 |
| Shortcuts..... | 15-27 |
| Arrangement Shortcuts..... | 25 |
| Arrange Menu..... | 18 |
| Cut, Copy, Paste, Undo..... | 25 |
| Dialog Box Shortcuts..... | 26 |
| Document Menu..... | 20 |

Shortcuts (Cont.)

| | |
|--|-------|
| Edit Menu..... | 16 |
| Element Shortcuts..... | 23 |
| Elements Menu..... | 17 |
| File Menu..... | 15 |
| Format Menu..... | 20 |
| Movement And Zoom..... | 22 |
| Panel Shortcuts..... | 26 |
| Special Characters..... | 24 |
| Spread Shortcut Keys..... | 24 |
| Style Menu..... | 19 |
| Text Shortcuts..... | 22 |
| Tool Palette Shortcuts..... | 21 |
| View Menu..... | 21 |
| Size Menu..... | 44-45 |
| Adding a Font Size..... | 45 |
| Default to Size Settings..... | 45 |
| Delete a Font Size..... | 45 |
| Revert Sizes..... | 45 |
| Small Caps..... | 53 |
| Smart Quotes..... | 119 |
| Smart Quotes, International..... | 52-53 |
| Font Variation..... | 52 |
| Saving Settings..... | 53 |
| Sort (Script)..... | 87 |
| Sort Button..... | 28 |
| Special Character Shortcuts..... | 24 |
| Specifications Palette..... | 13 |
| Split Text (Script)..... | 88-89 |
| Spot Function..... | 38 |
| Spot Plate Screen Settings..... | 36-38 |
| Spread Shortcut Keys..... | 24 |
| Standard Suite..... | 71 |
| Stairstep Text Selection (Script)..... | 93 |
| Startup Items Folder..... | 10 |
| Startup Scripts..... | 95 |
| Dual Save..... | 95 |
| No Duplicate Menu Entries..... | 95 |

| | |
|----------------------------------|----|
| Statements..... | 68 |
| Stationery, Save As..... | 30 |
| Style Menu Shortcuts..... | 19 |
| Subtractive Color Model..... | 96 |
| System Folder, Additions to..... | 9 |
| System Requirements..... | 2 |

T

| | |
|---------------------------------------|--------|
| Tab Maker (Script)..... | 90 |
| Table of Contents Suite (Script)..... | 94 |
| Tags, Inserting..... | 29 |
| Tell Command..... | 72 |
| Text Effects Suite (Script)..... | 90-91 |
| Text Shortcuts..... | 22 |
| Text Styles..... | 29, 53 |
| Text Suite..... | 71 |
| Then Command..... | 72 |
| TIFF Files..... | 111 |
| Tile the Four Process Plates..... | 95 |
| Title Bar..... | 11-12 |
| Title Case..... | 53 |
| To Command..... | 72 |
| Tools Palette Shortcuts..... | 21 |
| Trapping Functions..... | 35 |
| Trash Can..... | 12 |
| Type Definitions Suite..... | 71 |

U

| | |
|--------------|----|
| Ungroup..... | 35 |
|--------------|----|

V

| | |
|---------------------------|----|
| Values..... | 69 |
| Variables..... | 69 |
| Vertical Scale..... | 13 |
| View Menus Shortcuts..... | 21 |

W

| | |
|--------------------------|-------|
| White Text, Editing..... | 47-48 |
| Wrap Text..... | 118 |
| Writing Scripts..... | 67-69 |

X-Y-Z

| | |
|---------------------|----|
| Zoom Shortcuts..... | 22 |
|---------------------|----|