

PGS.SUB

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WRITTEN BY		February 7, 2023	

REVISION HISTORY

NUMBER	DATE	DESCRIPTION	NAME

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Chapter 1

PGS.SUB

1.1 Articles

Articles

Article is the term used to describe the text in a text frame, series of frames, or frameless text object. When you choose the Select All command, all the text in an article will be selected.

1.2 Aspect Ratio

Aspect Ratio

This term is used to describe the ratio of the horizontal size of something to its vertical size. For example, a box 2 inches wide and 1 inch high has an aspect ratio of 2:1.

The numerical aspect ratio is not usually of concern, but the ability to maintain the aspect ratio of an object is important. For example, when resizing a picture, you would not normally want to distort it by resizing it proportionally more horizontally than vertically.

You can resize an object proportionally and maintain its aspect ratio when resizing or pasting by holding down a Shift key while dragging the

mouse. If you do not hold down the Shift key, you will resize or paste the object asymmetrically (anamorphically).

If you want to prevent an object from ever being resized asymmetrically, you can toggle on the Proportional Scaling option for the object by selecting it and choosing the Edit command.

1.3 Text Attributes

Text Attributes

All text entered in PageStream has attributes associated with it. Attributes are the font, type style, size, color and formatting of the text. PageStream has default text attributes when you start the program. The default attributes become the current attributes, which you can change at any time.

You can change the attributes for existing text by selecting the text and then choosing any text attribute command from the Type menu. To change all the attributes at once, choose the Attributes command.

You can change the attributes for new text by choosing any text attribute command when text is not selected.

1.4 Dragging the mouse

Drag

Hold down the left mouse button, then move the mouse. Release the left mouse button to stop dragging.

Dragging is commonly used to move, resize and manipulate objects, and to select text.

If you hold down a Shift key while resizing an object or pasting a graphic, its

aspect ratio
will be maintained.

1.5 Page Spreads

Page Spreads

Page Spreads are groups of pages which are linked together horizontally or vertically to allow objects to lie across multiple pages.

Spreads are treated as single pages for viewing and printing. When you go to a page, regardless of the page number you choose, the entire spread including that page will be displayed if applicable. For example, if pages 6, 7 and 8 are a page spread and you move to page 8, the page 6-7-8 spread will be displayed, although page 8 will be the current page.

The concept of a current page when all pages in a spread are visible and editable is important, because each page in the spread can use a different master page, grid and guides. Since each page in a spread can have a different master page, a spread can be made up of pages of different sizes.

Page spreads are created and broken up with the Page palette command.

1.6 Recommended Reading

Recommended Reading

For information on subjects related to PageStream, the following sources are recommended:

ARexx:

The ARexx Cookbook

by Merrill Callaway. Whitestone, 1992. ISBN 0-9632773-0-8.
A good tutorial guide to ARexx.

Font Technology:

Adobe Type 1 Font Format, Version 1.1

by Adobe Systems Inc. Addison-Wesley Publishing Company, Inc., 1990.
ISBN 0-201-57044-0.
A technical description of the PostScript Type 1 font format.

PostScript Language Reference Manual, 2nd Edition

by Adobe Systems Inc. Addison-Wesley Publishing Company, Inc., 1990.
ISBN 0-201-18127-4.
A technical description of the PostScript language.

Intellifont Scalable Typeface Format

Agfa Corporation, 1991.
A technical description of the Compugraphic Intellifont format.

Design Tips

Collier's Rules for Desktop Design and Typography

by David Collier. DeCode Design, 1991. ISBN 0-201-54416-4.
A good quick reference guide.

Desktop Publishing by Design

by Ronnie Shushan & Dan Wright. Microsoft Press, 1989.
ISBN 1-55615-134-9.
If you buy only one book, buy this one.

Looking Good in Print

by Roger C. Parker. Ventana Press Inc., 1988. ISBN 0-940087-05-7.
A solid book for novices.

Roger C. Parker's One Minute Designer

by Roger C. Parker. Que, 1993. ISBN 1-56529-216-2.
Practical rules for page design.

The Complete Scanner Handbook for Desktop Publishing, PC Edition

by David D. Busch. Dow Jones-Irwin, 1990. ISBN 1-55623-340-X.
Everything you ever wanted to know about scanning.

The Desktop Publisher's Idea Book

by Chuck Green. Bantam Books, 1993. ISBN 0-553-37173-8.

How to design many types of documents.

1.7 System Requirements

System Requirements

To use PageStream3, BME2 and PageLiner2, you must have at least:

Computer: any Amiga model; AGA recommended for color work.

Processor: 68000 required; 68030 or better recommended.

Memory: 3MB total RAM (at least 512K chip RAM); 6MB recommended.
4MB will be required for updates after version 3.1.

Drives: hard drive with 4 to 13MB of free space.

Workbench: AmigaDOS 2.04; AmigaDOS 3.0 is recommended.

Printer (optional):

- Epson dot matrix/ink jet or compatible;
- Hewlett Packard DeskJet or compatible;
- Hewlett Packard LaserJet or compatible;
- Fargo Primera;
- PostScript laser printer, imagesetter or device;
- or any Preferences compatible printer.

1.8 Hints for Saving Memory

Hints for Saving Memory

If you don't need to load or save:

- Pantone® colors*: delete SoftLogik:Colors/#?
 - ProPage documents: delete SoftLogik:Filters/ProPage#?
 - PageStream2® documents: delete SoftLogik:Filters/PageStream2#?
 - MacPaint® pictures: delete SoftLogik:Filters/MacPaint.gfilter
 - PCX pictures: delete SoftLogik:Filters/PCX.gfilter
 - GIF pictures: delete SoftLogik:Filters/GIF.gfilter
 - TIFF pictures: delete SoftLogik:Filters/TIFF.gfilter
 - BMP pictures: delete SoftLogik:Filters/BMP.gfilter
 - Art Expression® drawings: delete SoftLogik:Filters/ArtExpression.gfilter
-

- ProDraw drawings: delete SoftLogik:Filters/ProDraw.gfilter
- Freehand EPS drawings: delete SoftLogik:Filters/Freehand.gfilter
- Excellence® text: delete SoftLogik:Filters/Excellence.tfilter
- Final Writer® text: delete SoftLogik:Filters/FinalWriter.tfilter
- ProWrite text: delete SoftLogik:Filters/ProWrite.tfilter
- Microsoft® Word text: delete SoftLogik:Filters/Word.tfilter
- WordPerfect® text: delete SoftLogik:Filters/WordPerfect.tfilter
- Wordworth® text: delete SoftLogik:Filters/Wordworth.tfilter

if you don't need to use:

- ProPage text codes: delete SoftLogik:Engines/ProPage.codes
- PageMaker® text codes: delete SoftLogik:Engines/PageMaker.codes
- XPress® text codes: delete SoftLogik:Engines/XPress.codes
- French: delete SoftLogik:Engines/Fran#?

If you don't have a:

- Hewlett-Packard compatible laser or inkjet printer: delete SoftLogik:Printers/HP. ↔ printer
- Epson compatible printer: delete SoftLogik:Printers/Epson.printer
- PostScript printer** : delete SoftLogik:Printers/PostScript#?

* Note: removing the Pantone® color libraries will save 100K of memory!

** Note: you can also delete the SoftLogik:Printers/PPD directory if you don't have a PostScript printer, but this will only save you hard drive space, not memory.

1.9 Mail Merge

Mail Merge

PageStream's mail merge feature allows you to personalize documents such as letters so that each copy has customized names, addresses, phone numbers, etc. You can use this information in the address block of a letter, or anywhere within the text.

Mail merging has three steps: creating the data, inserting the data variables, and merging the data with your document.

Data can be created in any text editor or database. The mail merge macro included with PageStream3 assumes that the data was exported as ASCII text from Datastore, but most databases and text editors can create compatible files. The data must include a header on the first line of the file that defines the field names. The fields must be tab delimited (separated by a tab) and the records must be separated by a linefeed. The following is an example of a three record data file: (tabs are represented here with · characters.)

```
Address······City······Name······State··ZipCode
315 Consort Drive··St. Louis····Joe User····MO····63011
7178 Sonoma Way····Los Angeles··Helen Hudson··CA····95011
1234 Howe St.······Vancouver····Fred Stone····BC····V9N 5N1
```

Once the data has been generated, create your document and then choose the Mail Merge macro.

* A file requester will open to select the ASCII data file. Select the file and click on Ok. This will create user variables for the document. You are now ready to insert your data variables.

* Mail Merge will be in the Macros menu if you have the default PageStream3.macros file loaded. If you have removed this file, choose Macros/Execute ARexx Macro and then select MailMerge.rexx from the file requester. ARexx must be installed prior to using this macro.

Variables are the data in your document which will be changed for each record of data. To insert a variable into your document, choose the Insert Variable » User String command. This will open a requester listing the variables for your document. The variable names will match the field names in your data file. Choose the variable to insert and click on Insert. Repeat as required.

When you are ready to print your document, choose Mail Merge again from the Macros menu. This will change the value of the variables to match the first record and then will print the document. It will repeat this until the document has been printed for each record.

1.10 Adding Fonts

Adding Fonts to PageStream3

Instructing PageStream3 to use additional fonts is simple. Just follow these steps:

1. Copy the fonts to any drawer. Refer to page 13 of the manual for details on the font types supported by PageStream3.
2. Choose the Fonts command from the Settings menu. This will open the Font Preferences requester.
3. Click on Add to add this drawer to the list of font drawers to use. This will open a file requester.

4. In the file requester, open the drawer containing the fonts. You do not have to select the font files in the file requester. Click on Add.

5. Click on Save in the Font Preferences requester to use this as your default setup, or click on Use to use it for this session only.

Note: If you change the fonts in a drawer that has been added to the Font Preferences requester, you must choose the Fonts command again, select the drawer path from the list of paths, and then click on Update. This will inform PageStream3 that the fonts in the drawer have been changed. Click on Save or Use to finish.

1.11 Finding Overset Text

Finding Overset Text

The Find Overset Text macro will display the first page it finds with overset text so that you can correct it. Run the macro repeatedly until it states that there is no overset text.

Find Overset Text will be in the Macros menu if you have the default PageStream3.macros file loaded. If you have removed this file, choose Macros/Execute ARexx Macro and then select FindOversetText.rexx from the file requester. ARexx must be installed prior to using this macro.

1.12 Printing Signatures

Printing Signatures

The Print Signature macro will transform your newsletter or booklet into a new document with the correct pages side-by-side for signature (booklet) printing.

For a document to be eligible for the Print Signature macro, it must be a multiple of four pages in length. The pages must be in numerical order.

For example, if your document is eight pages long, each page should be on a separate page in 1 to 8 order. After running the Print Signature macro, the pages will be in two page spreads in this order:

```
8 1
2 7
6 3
4 5
```

The pages in your original document should all be the same size. The new page size will be the same height but twice the width, to accommodate two pages per sheet of paper.

When you choose Print Signature, the Print Signature requester will open.

Print Signature Description

Signature Displays the signature size.

Creep Enter the total creep that you expect for your paper stock and page count. Refer to page 316 for more information. Note that you must enter the total creep, not the creep per page as detailed in the manual.

After you have used the macro and the new document has been created, print it as you normally would. This macro does not print the document automatically.

Print Signature will be in the Macros menu if you have the default PageStream3.macros file loaded. If you have removed this file, choose Macros/Execute ARexx Macro and then select PrintSignature.rexx from the file requester. ARexx must be installed prior to using this macro.