



## Contents

Welcome to **Page Express Lite** Help.

From this page you can get Help for any of Page Express Lite's procedures, tools and menu options, open a list of keyboard shortcuts, or learn more about the Help system itself.

Click on a button to make your choice.

-  [How To...](#)
-  [Tools](#)
-  [Menus](#)
-  [Glossary](#)
-  [Keyboard shortcuts](#)
-  [Using Page Express Lite Help](#)
-  [About](#)
-  [Stop Press!](#)

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### To choose a Help option...



Point to your choice and click.



Use **Tab** to highlight your choice, then press **Enter**.

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For more information about using help, click on Using Page Express Lite Help above.



## How To ...

Click on a button for more Help with Page Express Lite procedures.

- [!\[\]\(31b03e46ee8a80a1f1467b8c03bd76e8\_img.jpg\) Work with documents](#)
- [!\[\]\(7d9665ff04f9d2270c38081c6215a724\_img.jpg\) Use templates and master pages](#)
- [!\[\]\(7cea648fec4dfc1e99934873e9173b69\_img.jpg\) Work with frames](#)
- [!\[\]\(48ceb66414885cacc3f139b4fa359213\_img.jpg\) Import and edit text](#)
- [!\[\]\(01a1fc700f38e6e09ee62e6a9c54d804\_img.jpg\) Format text](#)
- [!\[\]\(833c1865792a2399365d8193854ceab7\_img.jpg\) Work with pictures](#)
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## Tools

The buttons that appear in Page Express Lite's toolbar provide convenient 'shortcuts' to clicking through menu items or carrying out often-performed tasks.

The content of the toolbar will change to reflect the mode in which you are working. Click on any button to go to a description of the control buttons available in that mode.



**Frame mode**



**Paragraph mode**



**Text mode**



**Draw mode**



## Keyboard Equivalents & Shortcuts

If you are familiar with Windows, you will already know that there are many keyboard equivalents to using the mouse.

Page Express Lite provides its own additional equivalents and shortcuts, and these are listed below.

### Moving the text insertion point

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↓	Move the <u>text insertion point</u> up or down one line
← →	Move the text insertion point left or right one <u>character</u>
Ctrl ←	Move the text insertion point to the beginning of the previous word
Ctrl →	Move the text insertion point to the beginning of the next word

### Moving around the document

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Home	Move to the beginning of the current line
End	Move to the end of the current line
PgUp	Go to the previous page of your <u>document</u> or, with the right <u>master page</u> on screen, go to the left master page
PgDn	Go to the next page of your document or, with the left master page on screen, go to the right master page. With the right (or only) master page on screen, go to the first page of your document
Shift PgUp	Scroll the page up by one screen
Shift PgDn	Scroll the page down by one screen
Ctrl PgUp	Go to the first page of your document
Ctrl PgDn	Go to the last page of your document

**Note:** The function of the **PgUp/PgDn** and the **Shift PgUp/Shift PgDn** keyboard shortcuts can be reversed using the **Preferences** dialog box.

### Editing keys

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Backspace	<u>Delete</u> the character to the left of the text insertion point
Delete	Delete the character to the right of the text insertion point. Also used to delete a selected <u>frame</u> , graphic or <u>text selection</u>
Ctrl Backspace	Delete the word to the left of the text insertion point
Ctrl Delete	Delete the word to the right of the text insertion point
Ctrl Space	Insert a <u>hard space</u> at the text insertion point
Ctrl Return	Insert a hard return at the text insertion point
Ctrl -	Insert a <u>soft hyphen</u> at the text insertion point
Escape	Redraw the screen or, if a dialog box is displayed, cancel it
Tab	In Frame mode, select the next frame in the stacking order; in Text mode, move the characters on the right of the text insertion point to the next tab position.
Shift Tab	In Frame mode, select the previous frame in the stacking order

### Keyboard shortcuts

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Ctrl A	Repeat the last <b>Search</b> or <b>Search &amp; Replace</b> ; <b>Edit</b> menu
Ctrl B	<b>Bold text</b> on/off; <b>Style</b> submenu
Ctrl C	<u>Copy</u> frame, text selection or graphic; <b>Edit</b> menu
Ctrl D	Delete the current page; <b>Page</b> menu

<b>Ctrl E</b>	Show/hide frames and columns; <b>Options</b> menu
<b>Ctrl F</b>	Search for a <u>string</u> in the text; <b>Edit</b> menu
<b>Ctrl G</b>	Display the <b>Go to Page</b> dialog box; <b>Page</b> menu
<b>Ctrl I</b>	<u>Italic text</u> on/off; <b>Style</b> submenu
<b>Ctrl J</b>	Show/hide rulers; <b>Options</b> menu
<b>Ctrl K</b>	<u>Kern</u> two characters together by half a <u>point</u> ; <b>Text</b> menu
<b>Shift Ctrl K</b>	Kern two characters apart by half a point; <b>Text</b> menu
<b>Ctrl M</b>	Add a page after the current page; <b>Page</b> menu
<b>Ctrl N</b>	Use ¶ Style text on/off; <b>Style</b> submenu
<b>Ctrl O</b>	Open a Page Express Lite document; <b>File</b> menu
<b>Ctrl P</b>	Print a document; <b>File</b> menu
<b>Ctrl R</b>	Display the <b>Search &amp; Replace</b> dialog box; <b>Edit</b> menu
<b>Ctrl S</b>	Save your document; <b>File</b> menu
<b>Ctrl T</b>	Display the <b>Font &amp; Size</b> dialog box; <b>Text</b> menu
<b>Ctrl U</b>	Underlined text on/off; <b>Style</b> submenu
<b>Ctrl V</b>	<u>Paste</u> in a frame, text selection or graphic; <b>Edit</b> menu
<b>Ctrl W</b>	Show/hide <u>browser</u> ; <b>Options</b> menu
<b>Ctrl X</b>	<u>Cut</u> a frame, text selection or graphic; <b>Edit</b> menu
<b>Ctrl Y</b>	Show/hide pictures; <b>Options</b> menu
<b>Ctrl Z</b>	Undo/redo the last typing command; <b>Edit</b> menu
<b>Alt 0 (zero)</b>	Display the page at half size; <b>View Size</b> submenu
<b>Alt 1</b>	Display the page at 3/4 size; <b>View Size</b> submenu
<b>Alt 2</b>	Display the page at actual size; <b>View Size</b> submenu
<b>Alt 3</b>	Display the page at double size; <b>View Size</b> submenu
<b>Alt 4</b>	Display the page at full page size; <b>View Size</b> submenu
<b>Alt 5</b>	Display two pages on screen; <b>View Size</b> submenu
<b>Alt 6</b>	Display the page at fit across size; <b>View Size</b> submenu
<b>Alt M</b>	Switch between the four work modes
<b>F1</b>	Start the <b>Help</b> facility; <b>Help</b> menu

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**Note:** When using any of the shortcuts that include numbers, use the numeric keys on the main keyboard, *not* those on the numeric keypad.



## Using Page Express Lite Help

Online Help is a convenient way to obtain information about working with Page Express Lite.

You can keep the Help window permanently on-screen whilst you work by selecting **Always on Top** from the window's **Help** menu.

### Moving around Page Express Lite Help

As in all Windows Help applications, you move around Page Express Lite Help to areas of interest using a system of 'jumps'. You can also 'pop up' definitions of specific words and phrases.

Most other Help systems (including some of those to which Page Express Lite Help is linked) show jumps as green text underlined with solid or dotted lines. In Page Express Lite Help jumps are shown as buttons, and popup definitions are denoted by underlined normal (black) text.

 This button appears throughout Page Express Lite Help. It denotes a 'main' topic heading; another subject which may be relevant to the one you are currently reading about; a dialog box description; or more information of related interest. Click on the button, or on its title text, to 'jump' to its topic.

◆ A definition is available of any word or phrase which is underlined. Click on the word(s) to 'pop up' the information.

Additionally, you can click on most of the Page Express Lite toolbar buttons shown in the Help text to 'pop up' a description of its use and function.

### Ways to choose a Help option...

To choose a Help topic, point to the button of the topic you want to read. The mouse pointer changes shape to a pointing finger. Click the mouse button to jump to that Help topic.

Alternatively, you can press **Tab** to highlight the button of your choice, then press **Return** to display that Help topic.

Once the topic you want to read is displayed in the Help window, use the vertical scroll bar to move through the Help text.

### Searching for Help

You can quickly search the Help system for help on a specific subject. To do this

1. Click on the **Search** button in the Help window's button bar. The **Search** dialog box will be displayed.
2. Scroll through the list of subjects and choose the one you would like to read about.
3. Click on the **Show Topics** button. A list of the topics associated with that subject will be displayed. Select a topic.
4. Choose the **Go To** button. Information on your selected topic will be displayed in the Page Express Lite Help window.

You can then scroll through the Help text as described earlier.

### Browsing and backtracking

Use the **Browse** buttons at the top of the Help window to browse backwards or forwards through the surrounding Help information. Click on the **Back** button to backtrack through the hierarchy of help topics that you have reviewed in the current Help session.

### History

Click on the **History** button to display a list of all the topics you have reviewed in the current Help session. Double-click on a topic to display it in the main Help window.

## **Cancelling Help**

Click on **Close** from the Help window's **Control** menu, or press **Alt F4**.

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## How To...

### Work with documents

-  [Start from a blank page](#)
-  [Open an existing document](#)
-  [Open a recently used document](#)
-  [Set up the page format](#)
-  [Change page orientation](#)
-  [Change the unit of measurement](#)
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-  [Make a backup every time you save](#)
-  [Compress files when saving](#)
-  [Abandon changes](#)
-  [Change your preferences](#)
-  [Save settings on exit](#)
-  [Exit Page Express Lite](#)



## Starting from a blank page

You can start a new document from a completely blank page, then specify the document's page format, orientation, and master page attributes using the **Page Format** dialog box.

### How to start from a blank page

1. Select **New** from the **File** menu. A message is displayed asking you if you want to load a template.
2. Click on **No** to display the **Page Format** dialog box.
3. Select the paper size and orientation of the document that you want to create, and whether you want left and right master pages or a single master page.
4. After setting up your page format, click on **OK**.
  - Your new document will remain **UNTITLED** until you name and save it. The document name is displayed in the title bar.
  - If you are working on a document when you decide to create a new one, you will be given the chance to save or abandon any unsaved changes.

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### See also:



How to set up the page format



**Startup Options** dialog box



**Page Format** dialog box



## Opening an existing document

You can open a document that you have previously saved to continue working on it.

### How to open an existing document.

1. Select **Open** from the **File** menu. The **Open Document** dialog box is displayed.
2. Select the disk drive and directory in which you saved your document.  
All the .DTP files in that directory are displayed in the **File Name** list box.
3. Select the file that you want to open and click on **OK**. The document is loaded with its original template.
  - A large document may take a while to load. The **Opening File** box is displayed indicating the progress of the open operation. To abandon opening the document, click on **Cancel**.
  - If you need to open a backup file, change \*.dtp in the **File Name** box to \*.bak.

### Shortcuts



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#### See also:

- [How to open a recently used document](#)
- [Windows "dragging and dropping"](#)
- [Startup Options dialog box](#)
- [Open Document dialog box](#)



## Opening a recently used document

Page Express Lite remembers the four documents that you have used most recently and lets you bypass the **Open Document** dialog box and open them using a menu command.

### How to open a recently used document

1. Select the **File** menu from the menu bar.

The four documents that you have used most recently are listed *below* the **Printer Setup** command.

2. Click on the document that you want to open.

 A large document may take a while to load. The **Opening File** box is displayed indicating the progress of the open operation. To abandon opening the document, click on **Cancel**.

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### See also:



[How to open an existing document](#)



[Windows "dragging and dropping"](#)



[Startup Options dialog box](#)



## Setting up the page format

It is important to set up your page format correctly before you do any other work because you cannot change it later on.

### How to set up the page format

1. Select **New** from the **File** menu. A message box is displayed asking you if you want to load a template.
2. Click on **No** to display the **Page Format** dialog box.
3. Select the paper size, and master pages that you require, and choose portrait or landscape orientation.
4. Click on **OK** to confirm your selections and display a blank page conforming to them.

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### See also:



How to use the master pages



How to change page orientation



**Startup Options** dialog box



**Page Format** dialog box



## Changing page orientation

You can design your document in Portrait or Landscape orientation, ie. "tall" or "wide".

 You must select the correct page orientation *before* you start work on your document. You cannot change the page orientation of an existing document.

### How to change page orientation

1. Select **New** from the **File** menu. A message box is displayed asking if you want to load a template.
2. Click on **No** to display the **Page Format** dialog box.
3. Select **Landscape** or **Portrait** from the **Orientation** group box.
4. Set the other options on the **Page Format** dialog box as required, then click on **OK**. A blank page conforming to your chosen orientation is displayed in the work area.

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### See also:

 [How to set up the page format](#)

 [Startup Options](#) dialog box

 [Page Format](#) dialog box



## Changing the unit of measurement

You can change the unit of measurement used in the rulers and the Page Express Lite dialog boxes.

### How to change the unit of measurement

Do either of the following:

-  Select **Units** from the **Options** menu, then select a unit from the **Units** dialog box.
-  Click on the unit indicator where the rulers intersect, then select a unit from the popup menu that is displayed.

The units available are :

-  **Picas and Points** (Pp)
  -  **Centimeters** (cm)
  -  **Inches and Tenths** (in)
  -  **Inches and Eighths** (in)
  -  The currently selected unit is indicated by two letters where the rulers intersect. The letters used are shown in the list above.
  -  The unit of measurement that you use in a document is saved in the .DTP and .TPL files. Therefore if you open a document or load a template the unit may change.
- 

### See also:

-  How to display the rulers
-  Units dialog box



## Setting up the column guides

Column guides are used as a visual reference to help you position the frames containing your text and pictures.

### How to set up the column guides

1. Select **Column Guides** from the **Page** menu. The **Column Guides** dialog box is displayed.
2. Select the number of columns that you want (between 1 and 9), the size of the margins you want around the page and the gap to be left between the column guides.
3. Click on **OK**. The size and shape of the new column guides are calculated and they are displayed in the work area.



Column guides are not printed.

### How to hide column guides

Select **Show Frames & Cols** from the **Options** menu. The command is checked when the column guides are displayed.

### Shortcuts

**Ctrl E** turns the display of frames and columns on and off.

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### See also:



[How to adjust the printing position](#)



[How to snap frames to the column guides](#)



[Column Guides dialog box](#)



## Displaying the rulers

Use the rulers at the top and left-hand edges of the work area to help you draw and position frames more accurately.

### How to display the rulers

Select **Show Rulers** from the **Options** menu. The command is checked when the rulers are displayed.



You can change the unit of measurement used on the rulers.



The currently selected unit is indicated by two letters where the rulers intersect.

### Shortcuts

**Ctrl J** turns the display of rulers on and off.

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### See also:



[How to change the unit of measurement](#)



## Changing the view size

You can view your document at several different sizes to suit your way of working. The view size is relative to the current size of the Page Express Lite window.

### How to change the view size

1. Select **View Size** from the **Options** menu to display the **View Size** submenu.
2. Select the view size that you require.



On most monitors Actual size is WYSIWYG but, because the screen and printer have different resolutions, the printed document may look slightly different from how it looks on the screen.



Text in small point sizes, eg. 6 points, may be greeked when your document is displayed at reduced view sizes such as Full Page.

### **Shortcuts**





## Adding pages

You can add as many pages as you need to your document (to the maximum of 999). New pages are copies of the master page and contain any features that you have placed on the master page.

### How to add a page at the *end* of your document

1. Click on the Last Page button to turn to the last page of your document.
2. Either press **PgDn** or click on the Next Page button. A message is displayed, asking if you want to add a new page.
3. Click on **Yes** to add a page to your document.

 If **PgUp** and **PgDn** are set to scroll windows on the **Preferences** dialog box, press **Shift PgDn** to add a new page.

### How to add a page at *any place* in your document

Select **Add Page** from the **Page** menu to add a page after the current page; select **Insert Page** from the **Page** menu to add a page before the current page.

 If you add a page to the middle of your document, the following pages are renumbered appropriately.

 If you add a page when using separate left and right-hand pages, any *following* pages will change sides and frames may need to be realigned as a result.

 You cannot add a page when the master page is displayed or when working in Two Pages view.

### Shortcuts

**Ctrl M** adds a page after the current page.

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### See also:

 [How to change your preferences](#)

 [How to use the master pages](#)

 [How to change the view size](#)

 [Preferences dialog box](#)



## Deleting pages

You can delete a page from any point in your document.

### How to delete a page from your document

1. Go to the page that you want to delete then select **Delete Page** from the **Page** menu.
2. A message will be displayed asking you to confirm the command.
3. Click on **Yes** to delete the current page.

 You cannot delete a page when the master page is displayed or when working in Two Pages view.

 If you delete a page when using separate left and right-hand pages, any *following* pages will change sides and frames may need to be realigned as a result.

 If you delete a page that contains part of a story, the story will be flowed onto the next page.

### Shortcuts

**Ctrl D** deletes the current page.

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### See also:

 [How to change the view size](#)

 [How to link story frames together](#)



## Moving between pages

You can turn to a specific page in your document or you can move through the document one page at a time.

### How to turn to a specific page

1. Select **Go to Page** from the **Page** menu. The **Go To Page** dialog box is displayed.
2. Enter the number of the page you want to turn to, then click on **OK**.



If you do not enter a page number, the first page of your document will be displayed.

### How to turn to the previous or the next page



Click on the Previous Page button to turn to the previous page of your document.



Click on the Next Page button to turn to the next page of your document.

If you click on the Next Page button when your current page is the last page, you will be asked if you want to add a new page.



Alternatively, press **PgUp** and **PgDn** to page through your document.

If **PgUp** and **PgDn** are set to scroll windows on the **Preferences** dialog box, press **Shift PgDn** to turn pages.

### How to go to the first or last page



Click on the First Page button to turn to the first page of your document.



Click on the Last Page button to turn to the last page of your document.

Alternatively, use the **Go To Page** dialog box and specify the first, or last page number, or use **Ctrl PgUp** to turn to the first page and **Ctrl PgDn** to turn to the last page.

### Shortcuts

**Ctrl G** displays the **Go To Page** dialog box.

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### See also:



[How to change your preferences](#)



[How to display the master pages](#)



[Go To Page dialog box](#)



[Preferences dialog box](#)



## **Finding the status of your document**

You can display information about the length of a document, how many pages it spans, how many words it contains and how much of it remains to be placed.

### **How to find the status of a document**

Select **Status** from the **Options** menu to display the **Status** dialog box.

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## Saving your document

You need to save the document you are working on before you close Page Express Lite. You can then open the document again when you need to work on it in the future.

### How to save your document

1. Select **Save** from the **File** menu.

If your document is untitled when you try to save it, Page Express Lite prompts you to specify a name for the document by displaying the **Save Document As** dialog box.

2. Select the disk drive, directory and file type that you want to save your document to.
3. Enter a name for your document in the **File Name** box, then click on **OK**. The document is saved to the file of that name, and the name is displayed in the title bar.

If you omit the .DTP file extension it will be added for you, though you can specify an alternative extension if you prefer.

If you enter a filename that already exists, you will be asked if you want to overwrite the existing document. Click on **Yes** or **No** as appropriate. Clicking on **No** redisplay the **Save Document As** dialog box so that you can enter an alternative name. Clicking on **Yes** overwrites the previous file. The document will remain on screen for you to continue editing.



To save your document with a new filename, select **Save As** from the **File** menu. The **Save Document As** dialog box is displayed.



You must save the template of your document separately if you intend to use it for other documents.

### Shortcuts



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#### See also:



[How to make a backup every time you save](#)



[How to compress files when saving](#)



[How to save a template](#)



[Save Document As dialog box](#)



## Making a backup every time you save

When you save, Page Express Lite can make a copy of the previous version of your document, so that you always have a recent version to go back to if necessary.

### How to make a backup

1. Select **Preferences** from the **Options** menu. The **Preferences** dialog box is displayed.
2. In the **File Options** group box there is a check box labelled **Create .BAK Files**. Check this box to create .BAK files.

When you next save your document, the previous version is renamed as <FILENAME>.BAK and the latest version, with your most recent changes, is saved as <FILENAME>.DTP (where <FILENAME> is the name of your document).

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### See also:



[How to change your preferences](#)



[How to save your document](#)



[How to compress files when saving](#)



[How to open an existing document](#)



[Preferences dialog box](#)



## Compressing files when saving

You can compress your .DTP files when saving to reduce their size by up to fifty percent. If you are short of disk space, or your .DTP files contain large color bitmaps, we recommend that you choose to compress your files.

### How to compress files when saving

1. Select **Preferences** from the **File** menu. The **Preferences** dialog box is displayed.
2. In the **File Options** group box there is a check box labelled **Compress .DTP Files**. Check this box to compress .DTP files when saving.



If you are using an automatic disk compression utility (such as Stacker or SuperStor), selecting the Page Express Lite compression option will not make any difference to the size of your .DTP files. In this case, for speed of operation, we recommend that you do *not* select file compression in Page Express Lite.

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### See also:



[How to change your preferences](#)



[How to save a document](#)



[Preferences dialog box](#)



## Abandoning changes in a document

You can abandon all of the changes you have made to a document since you last saved it.

### How to abandon changes in a document

1. Select **Abandon Changes** from the **File** menu.
2. A message is displayed asking whether you want to revert back to the original document.

**Yes** abandons all changes made since the document was last saved as a .DTP file, *not* a .BAK file.

**No** returns you to the document without undoing any changes.

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### See also:



[How to make a backup every time you save](#)



## Changing your preferences

You can control certain aspects of Page Express Lite by setting preferences. Any changes that you make to your preferences are saved, so you do not need to select them every time you use the program.

### How to change your preferences

1. Select **Preferences** from the **Options** menu. The **Preferences** dialog box is displayed.
2. From the **Startup** drop-down list box, select the startup option that Page Express Lite will default to when you run the program.
3. From the **Page Up/Down Keys** group box, select whether **PgUp** and **PgDn** turn pages or scroll the window.
4. From the **File Options** group box, enter the default directory path for your templates (.TPL files), and choose whether to **Create .BAK Files** and **Compress .DTP Files** when saving your document.
5. Click on **OK** when you are satisfied with the preferences you have chosen. The preferences will take effect next time you run Page Express Lite.

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### See also:



[How to make a backup every time you save](#)



[Preferences dialog box](#)



## Saving settings on exit

You can set Page Express Lite to save certain settings when exiting the program. For example, the current layout of the Page Express Lite window.

### How to save settings on exit

Select **Save Settings on Exit** from the **Options** menu.



When you next run Page Express Lite the window is arranged according to your previous layout. This command also saves the path and filename of the last document you had open, and the path of text and picture files you last imported.

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### **See also:**



[How to exit Page Express Lite](#)



## Exiting Page Express Lite

### How to exit Page Express Lite

Select **Exit** from the **File** menu.

 If your document contains any unsaved changes you are asked whether you want to save the changes before exiting. Click on **Yes** or **No** as appropriate.

 You can also exit Page Express Lite using the Control menu.

### *Shortcuts*

**Alt F4** exits Page Express Lite.

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## How To...

### **Use templates and master pages**

-  Load a template
-  Load the default template
-  Create a template
-  Use the master pages
-  Display the master pages
-  Save a template



## Loading a template

You can use one of the sample templates provided with Page Express Lite as the basis of your document, or a [template](#) that you have created yourself.

### How to load a template

1. Select **New** from the **File** menu. A message is displayed asking you if you want to load a template.
2. Click on **Yes** to display the **Load Template** dialog box.
3. Open the directory in which the template was saved and select the template.
4. Click on **OK**. The template is loaded in the [work area](#) and you can begin to create your document.

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### See also:



[How to load the default template](#)



[Startup Options dialog box](#)



[Load Template dialog box](#)



## Loading the default template

### How to load the default template

1. Select **New** from the **File** menu. A message is displayed asking if you want to load a template.
2. Click on **Yes** to display the **Load Template** dialog box.
3. Select **default.tpl** from the `\PEXLITE\TEMPLATE` directory.

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### See also:



[How to load a template](#)



[Startup Options dialog box](#)



## Creating a template

Every document that you create with Page Express Lite is formatted using a template. The template is a file that contains the following information:



page format



master pages (inc. frames, text, graphics, etc)



paragraph styles.

At any point in the creation of your document you can save it as a template. By preparing templates for each type of document that you produce, you can give all your documents a consistent look and feel.

### How to create a template

1. Select **New** from the **File** menu. A message is displayed asking you if you want to load a template.
2. Click on **No** to display the **Page Format** dialog box.
3. Make the appropriate selections from this dialog box and click on **OK**.
4. Go to your master page(s) and add items that you want displayed on every page, eg. frames and text.
5. In Paragraph mode, create all the paragraph styles you require.
6. Select **Save Template** from the **File** menu to save the template.



You may already have a document with a look you want to reproduce in another document. You can do this by saving the other document's template to a file, and using that template.

---

### See also:



How to set up the page format



How to use the master pages



How to display the master pages



How to create a new paragraph style



How to save a template



## Using the master pages

One of the keys to a well-designed document is consistency of page layout. Page Express Lite makes this consistency easy by letting you put items that will be repeated on every page onto the master page. These items could be frames to flow a story through, or features such as pictures or PowerText.

 The master page acts as the foundation for any *new* pages that you add to your document; existing pages are unaffected by any changes that you make to the master page.

 Items placed on the master page will be saved as part of the template.

 You cannot place a story on the master page, but you can enter text directly into a frame, or set up frames for flowing a story into your document.

### How to use left and right master pages

If you intend to print your document on both sides of the paper, you should use left and right master pages. The binding margin is then on the left for each right-hand page, and on the right for each left-hand page.

Use left and right master pages when page numbers have to appear consecutively on the left-hand side, then the right-hand side of the page.

---

#### See also:

 How to set up the page format

 How to display the master pages



## Displaying the master pages

You can turn to the master page of your document and add frames, text, pictures, and graphics that you want displayed on every page.



Changes made to the master page will not affect existing pages, but will affect any *new* pages that you add to your document.

### How to display the master page

1. Select **Go to Page** from the **Page** menu. The **Go To Page** dialog box is displayed.

If you have selected **All Pages Alike** on the **Page Format** dialog box, there is one **Master** button on this dialog box; if you have selected **Left & Right** master pages on the **Page Format** dialog box, there is a **Left Master** button and a **Right Master** button.

2. Click on **Master**, **Left Master** or **Right Master** to display the master page that you require. The appropriate master page is displayed in the work area.

You can display both left and right master pages by selecting Two Pages view size from the **View Size** submenu. Alternatively, select Full Page view and move between the two master pages by clicking on the Previous Page or Next Page buttons, or by pressing **PgUp** or **PgDn**.



If you have set **PgUp** and **PgDn** to scroll windows on the **Preferences** dialog box, press **Shift PgUp** and **Shift PgDn** to turn pages.

The page indicator changes to display (Page M), indicating that the page currently displayed is the master page. If there are two master pages, the page indicator shows whether you have a left (Page ML) or right (Page MR) master page displayed.

### Shortcuts

**Ctrl G** displays the **Go To Page** dialog box.

Double-clicking on the page indicator displays the master page.

---

### See also:



[How to change your preferences](#)



[How to use the master pages](#)



[How to move to another page](#)



[Preferences dialog box](#)



## Saving a template

You can use the [master page](#), [paragraph styles](#) and [page format](#) of a [document](#) in future documents, by saving the document as a [template](#).

### How to save a template

1. Select **Save Template** from the **File** menu. The **Save Template As** dialog box is displayed.
2. Select the disk drive and directory that you want to save your template to.
3. Enter a name for your template in the **File Name** box.
4. Click on **OK** to save the template.



If you specify a template name that already exists, you are asked if you want to overwrite the existing template. Click on **Yes** or **No** as appropriate.

### How to use the saved template for a new document

1. Select **New** from the **File** menu. A message is displayed asking you if you want to load a template.
2. Click on **Yes** to display the **Load Template** dialog box, and select the saved template.
3. Click on **OK**.

The template is loaded and you can start designing your document.

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### See also:



[How to create a template](#)



[How to load a template](#)



[How to load the default template](#)



[Save Template dialog box](#)



[Load Template dialog box](#)



## How To...

### Work with frames

-  [Draw a frame](#)
-  [Select a group of frames](#)
-  [Change the size of a frame](#)
-  [Move a frame](#)
-  [Snap frames to the column guides](#)
-  [Overlap/stack frames](#)
-  [Give a frame a border](#)
-  [Give a frame a tint](#)
-  [Repel text around a frame](#)
-  [Cut, copy, paste and delete frames](#)
-  [Clear frames](#)



## Drawing a frame

Text, pictures and PowerText are always placed in frames. When you position frames, you are essentially positioning their content.



Frames are *not* printed out unless you have given them a frame border or tint.



You can place frames anywhere on the page, and move, copy, delete or resize them to manipulate the contents of your document.



You can have up to 100 frames on a page, and 8,192 frames in a document.



### How to draw a frame

1. Select Frame mode. The mouse pointer changes to an open cross.
2. Move the pointer into the work area then drag the pointer down and to the right. As you drag, a box is drawn.
3. When you release the mouse button the frame is drawn with eight small handles around the edge. These handles show that the frame is selected.



The frame can easily be sized or moved after drawing it, so accuracy is not too important.



You can draw frames anywhere on the page, even within or overlapping existing frames. To draw a frame inside another frame, deselect the existing frame first by clicking somewhere outside it.

### Note

You can switch to Frame mode temporarily by holding down the right mouse button, and using the left mouse button to draw and manipulate your frames. When the right mouse button is released the previous work mode is selected again.

---

### See also:



[How to select a group of frames](#)



[How to change the size of a frame](#)



[How to move a frame](#)



[How to snap frames to the column guides](#)



[How to overlap/stack frames](#)



[How to give a frame a border](#)



[How to give a frame a tint](#)



[How to repel text around a frame](#)



[How to cut, copy, paste and delete frames](#)



[How to clear frames](#)



## Selecting a group of frames

You can resize, move, cut, copy, paste or delete a selected group of frames in the same way as a single frame. If you want to use the same command on a number of frames, selecting them as a group first saves time and reduces the chance of mistakes.



Frame grouping is temporary and is *not* retained when you turn pages or change work mode.



### How to select a group of frames

There are two ways to select a group of frames:



Select Frame mode and click on a frame to select it, then hold down **Shift** and click on the frames in turn to make up the group.



Select Frame mode, then hold down **Shift** and drag to the right and down (like drawing a frame). All the frames *fully* contained in the dotted box are selected as a group when you release the mouse button. Notice that there are two small boxes at the top left-hand corner of the pointer while **Shift** is held down. This indicates that you are selecting a group of frames.

A group of frames is identified by a large box surrounding the frames in the group. This box has handles which can be used to resize the group.



Deselect individual frames in a group by holding **Shift** then clicking on the individual frames.



Deselect all frames in a group by clicking anywhere outside the surrounding box.

### How to select all the frames on a page

Select **Select All** from the **Edit** menu.



If you are in Two Pages view size the frames on the page most recently worked on will be selected.

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### See also:



[How to draw a frame](#)



[How to change the size of a frame](#)



[How to move a frame](#)



[How to give a frame a border](#)



[How to give a frame a tint](#)



[How to cut, copy, paste and delete frames](#)



[How to clear frames](#)



## Changing the size of a frame

You can change the size of a frame or group of frames until it is the size and shape that you want.



### How to change the size a frame

1. In Frame mode select the frame you want to resize. The frame's handles are displayed.
2. Point the mouse pointer at one of the handles, then drag the handle until the frame is the size and shape that you want:

 Dragging a corner handle will reduce or enlarge the frame both vertically *and* horizontally

 Dragging a side handle will lengthen or shorten the frame *either* vertically *or* horizontally.

3. Release the mouse button when the frame is the correct size and shape. The frame is redrawn and remains selected.

 You can size a group of frames by dragging the handles on the surrounding box. All the frames in the group are sized accordingly.

 If a frame is partly hidden it can still be sized. Selecting the frame makes the handles visible through any frames on top of it, so you can use the handles to size the frame in the usual way.

 You can make more accurate changes to the size of a frame by selecting **Size & Position** from the **Frame** menu.

 Use **Snap to Guides** to help you size the frames accurately.

 You can change the size of a frame containing graphics *without* resizing the graphic itself by pressing **Ctrl** whilst dragging the frame handles.

### Shortcuts



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#### See also:

-  [How to draw a frame](#)
-  [How to select a group of frames](#)
-  [How to move a frame](#)
-  [How to snap frames to the column guides](#)
-  [Size & Position dialog box](#)



## Moving a frame

You can move the [frames](#) you have drawn in your [document](#) to control where the text and pictures are placed; exact positioning is often crucial for achieving a consistent page design.



### How to move a frame

1. In Frame mode, select the frame or group of frames you want to move. The frame's [handles](#) are displayed.
2. Drag the frame to its new position. The cursor changes shape to a grabber hand as you drag, and a dotted outline of the frame follows your movements, serving as a placement guide.
3. When the frame is in the correct place release the mouse button. The frame and its contents are redrawn.



You can make more accurate changes to the position of a frame or group of frames by selecting **Size & Position** from the **Frame** menu.



Use **Snap to Guides** to help you move the frames accurately.

### Shortcuts



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#### See also:



[How to draw a frame](#)



[How to select a group of frames](#)



[How to change the size of a frame](#)



[How to snap frames to the column guides](#)



[How to overlap/stack frames](#)



[Size & Position dialog box](#)



## Snapping frames to the column guides

You can use the [column guides](#) to help you draw, size and move frames.

When **Snap to Guides** is turned on, the *top* and *bottom* edges of each frame will [snap](#) to the currently selected ruler spacing to help you align frames horizontally. The *left* and *right* edges of each frame snap to the left and right edges of the column guides to help you align frames vertically.



### How to use snap to guides

In Frame mode, select **Snap to Guides** from the **Frame** menu to turn snap control on. The command is checked when snapping is on.



When you move or size a group of frames with **Snap to Guides** turned on, the edge of the surrounding box snaps to the column guides or ruler spacing.

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### See also:



[How to draw a frame](#)



[How to select a group of frames](#)



[How to change the size of a frame](#)



[How to move a frame](#)



## Overlapping/stacking frames

Frames are stacked in the order in which they were drawn until you change their stacking order. You might want to do this if you move a frame into a position where it overlaps another frame.



### How to stack frames

In Frame mode, select **Bring to Front** or **Send to Back** from the **Frame** menu to stack the frames in a different order.



**Send to Back** places the frame behind *every* item on the page. When using **Send to Back**, the selected frame may be completely covered by other frames on the page, and you may have difficulty selecting it again. You can select the frame again by pressing **Tab**. Each **Tab** selects the next frame in the stacking order. Press **Shift Tab** to select the previous frame in the stacking order.



**Bring to Front** places the frame in front of *every* item on the page.



You can set a frame to repel text so that if the frame overlaps a frame that contains text, none of that text will be hidden.

### Shortcuts



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### See also:



How to draw a frame



How to move a frame



How to repel text around a frame



## Giving a frame a border

You can give a selected frame or group of frames a border to highlight an area of the document, or to divide the page. If you do not give a frame a border, the frame edge is *not* printed out.



### How to give a frame a border

1. In Frame mode, select the frame or group of frames to which you want to apply a border. The frame handles are displayed.
2. Select **Border** from the **Frame** menu. The **Frame Border** dialog box is displayed.
3. Select the type of border that you want and on which sides of the frame to have the border.
4. Select a color for the border from the **Color** drop-down palette.
5. Click on **OK**. The frame or group of frames is given the border you have chosen.



If a group contains frames with different frame borders, a new selection will apply to *all* the selected frames.



You can quickly change the color of a selected frame border using the color palette at the bottom of the Page Express Lite window.

### Shortcuts



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#### See also:



[Color palette: Frame mode](#)



[How to draw a frame](#)



[How to select a group of frames](#)



[Frame Border dialog box](#)



## Giving a frame a tint

You can give a selected frame or group of frames a tint to highlight an area of text or to give your document more visual impact.



### How to give a frame a tint

1. In Frame mode select the frame or group of frames to which you want to apply a tint. The frame handles are displayed.
2. Select **Tint** from the **Frame** menu. The **Frame Tint** dialog box is displayed.
3. Select a color for the tint from the **Color** drop-down palette, then select the density of the color by choosing a transparency level from the **Transparency** group box.
4. Click on **OK**. The frame is given the tint you have chosen.



There are nine levels of transparency ranging from clear and gradually increasing in density through to solid. The transparency level determines the visibility of underlying frames.



If a group contains frames with different frame tints, a new selection will apply to *all* the selected frames.



You can quickly change the color of a selected frame tint using the color palette at the bottom of the Page Express Lite window.

### Shortcuts



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#### See also:



Color palette: Frame mode



How to draw a frame



How to select a group of frames



**Frame Tint** dialog box



## Repelling text around a frame

When a frame overlaps another frame containing text, the text in the underlying frame can be made to "run around" the overlapping frame so that it remains visible.



Text does *not* run around both sides of a frame that is entirely contained within another frame; it runs around the side where there is more space.



### How to repel text around a frame

1. In Frame mode, select the frame for which you want to turn text repelling on or off.
2. Select **Text Runaround** from the **Frame** menu. The **Text Runaround** dialog box is displayed.
3. Check the **Text runs around this frame** check box to force text to run around the edge of the selected frame.

When **Text runs around this frame** is turned off, all other options on the dialog box are disabled.

4. Enter the size of padding that you want in the **Vertical Space** and **Horizontal Space** boxes.
5. Click on **OK**.

The text now runs around the frame with the new padding you have set.

### Shortcuts



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#### See also:



[How to draw a frame](#)



[Text Runaround dialog box](#)



## Cutting, copying, pasting and deleting frames

You can cut, copy and paste selected frames within your document, or into another Page Express Lite document. Page Express Lite frames cannot be pasted into other applications but you can paste the contents of a frame, such as text or a picture.



### How to cut, copy and paste a frame

1. In Frame mode, select the frame or group of frames you want to cut or copy. The frame's handles are displayed.
2. Select **Cut** or **Copy** from the **Edit** menu. **Cut** *moves* the frame from the page onto the Clipboard so that you can transfer it to another location; **Copy** *copies* the frame onto the Clipboard *without* removing it from the page, so that you can transfer it to another location.

The Clipboard can only contain one item at a time, so when you cut or copy a frame to the Clipboard, any previous item on the Clipboard is lost.

3. Select **Paste** from the **Edit** menu. The frame is pasted into the document down and to the right of the original frame.

You can paste in as many frames into as many documents as you like.



When you cut or copy a frame containing a story, the story is reflowed through the remaining frames. If you then paste the frame back into the document, the story is reflowed again. The pasted frame is last in the flow sequence on the page where it is pasted.



When pasting a frame containing part of a story into another document, the whole story is effectively imported.

### How to delete a frame

1. Select the frame or group of frames you want to delete. The frame's handles are displayed.
2. Select **Delete** from the **Edit** menu.

The frame and its contents are then deleted from the page, *without* being placed on the Clipboard.

### Shortcuts



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### See also:



How to select a group of frames



## Clearing frames

Once a frame has contained text, pictures or PowerText, you cannot place a different type of item (apart from graphics created in Draw mode) into the frame until you clear the frame of its contents.



### How to clear a frame

1. In Frame mode, select the frame or group of frames that you want to clear. The frame's handles are displayed.
2. Select **Clear** from the **Edit** menu.

Once the frame is cleared you can place another item in it.



If you clear a frame that contains drawn graphics or text entered directly ("unnamed text"), a message is displayed asking whether you are sure you want to lose any graphics and unnamed text. Click on **Yes** or **No** as appropriate.

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### See also:



[How to select a group of frames](#)



## How To...

### Import and edit text

-  [Enter text](#)
-  [Name text](#)
-  [Import a story](#)
-  [Link story frames together](#)
-  [Find the status of a story](#)
-  [Rename a story](#)
-  [Remove a story](#)
-  [Select a block of text](#)
-  [Cut, copy, paste and delete text](#)
-  [Search for and replace text](#)
-  [Insert a soft hyphen](#)
-  [Insert a hard return](#)
-  [Insert a hard space](#)
-  [Adjust the space between two characters \(kern\)](#)
-  [Add headers and footers](#)
-  [Page Express Lite markup language](#)



## Entering text

You can import a story into your document, or you can enter text directly into Page Express Lite.



### How to enter text

1. Select Text mode from the toolbar.
2. Move the mouse pointer to the place that you want to add text and click: This places the text insertion point where your additions will appear.

If you have an empty frame selected when you switch to Text mode, the text insertion point is automatically placed at the beginning of the empty frame. When you switch to Text mode after working in a frame that already contains text, the text insertion point is placed at the end of the text.

3. You can now enter text until the frame is full.

To continue entering text in another frame, you *must* give the text a name. If the text has *not* been named when you have filled the current frame, the **Frame Full** dialog box is displayed.

Enter a name for your text in the **Name For New Story** group box. This converts the text into a story.

To flow your story onto the next page, check the **Continue on Next Page** check box; to add more frames to the current page, ensure the check box is *not* checked.



When you press **Return** to enter a new paragraph, the paragraph style of the new paragraph is displayed in gray at the position of the text insertion point. When you begin to enter text, the paragraph style disappears and the text that you enter is displayed. Ghost paragraphs are displayed to indicate the paragraph style of the text that you enter. Ghost paragraphs can be turned on or off by selecting **Show Ghost Styles** from the **Options** menu.



To remove or *undo* the text that you have entered since you last placed the text insertion point, select **Undo Typing** from the **Edit** menu. To abandon the last **Undo Typing** command, select **Redo Typing** from the **Edit** menu.



While entering text, or using the arrow keys, if you attempt to move the text insertion point out of the window either horizontally or vertically, the window will scroll in the appropriate direction so that the text insertion point remains in view.



If you edit a story so that it no longer fits into the existing frames, a message is displayed asking if you wish to continue on the next page. Click on **Yes** or **No** as appropriate.

### Shortcuts

**Ctrl Z** activates the **Undo Typing** or **Redo Typing** command.

---

#### See also:



[How to name text](#)



[How to import a story](#)



[How to link story frames together](#)



[Frame Full](#) dialog box



## Naming text

When you enter text directly into a frame, you can give it a name. Naming text turns it into a story that you can then flow through frames.

### How to name text

1. In Frame mode, select the frame containing the text that you want to name, or in Text mode, position the text insertion point in the frame containing the text.
2. Select **Name Text** from the **Text** menu. The **Name Text** dialog box is displayed.
3. Enter a name for the story; the name must have no more than eight characters and will automatically be given the .TXT file extension.
4. Click on **OK**. The story name is displayed in the browser, and can now be treated in the same way as an imported story, eg. flowed into other frames.

---

### See also:



How to import a story



**Name Text** dialog box



## Importing a story

You can import a piece of text (a story) that has been created and saved in a word-processor. This allows you to enter text using an application that you are already familiar with.



### How to import a story

1. In Frame mode, select **Import Text** from the **File** menu. The **Import Text** dialog box is displayed.
2. From the **List Files of Type** drop-down list box, select the format of the file that you want to import.
3. From the **Drives** drop-down list box, select the disk drive, and from the **Directories** list box, the directory in which the file was saved.

A list of the files in the selected format are displayed in the **File Name** list box.

4. Select the file that you want to import and click on **OK**.



When you select **All text types** from the **List Files of Type** drop-down list box, if Page Express Lite *cannot* interpret the format of the file that you are trying to import, a dialog box is displayed from which you must select the exact format that the file was saved in.

The **Import Text File** box indicates the progress of the import. You can abandon the import by clicking on the **Cancel** button in this dialog box.



The imported story is added to the list of stories in the browser.

### How to flow a story through frames

1. In Frame mode, draw a frame and with the frame selected click on the story name in the browser; the story is flowed into the frame. If you select a frame *before* importing the story, the story is automatically displayed in the frame.

If part of the story that you have flowed into a frame is still unplaced, the frame will have a dotted bottom edge. The rest of the story must then be flowed into subsequent frames.

2. Draw the next frame and with the frame selected click on the story name in the browser. The next part of the story will flow into the frame.
3. Repeat this process until you have placed the whole story.



You *cannot* import a story into a frame that contains another item, eg. text that has been entered directly from the keyboard. To ensure that the frame is empty, select **Clear** from the **Edit** menu.



You can pre-tag a story with many of the Page Express Lite text attributes before importing it into a document, eg. font and point size, text styles and paragraph styles.

### Shortcuts



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#### See also:



How to draw a frame



How to link story frames together



How to clear frames



Page Express Lite markup language



Windows "dragging and dropping"



Import Text dialog box



## Linking story frames together

You can change the order in which a story flows through frames on a page.



When several frames on a page contain parts of the same story, the story will flow through them in the order that you select them, no matter where they are placed on the page.



### How to change the order of a story

1. In Frame mode, select the frame that you want the story to start in, then click on the story name in the browser. The story is reflowed through the frames.
2. Select the next frame in the sequence and click on the story name again.
3. Continue this process until you have selected the last frame in the sequence and clicked on the story name in the browser. The story now flows in the selected order.



If you want to reflow *part* of the story only, select the first frame that is incorrect. For example, if you have got 6 frames on the page, and frames 1 to 3 hold the correct part of the story, start the reflowing process by selecting the frame that is to be 4th in the sequence.



While you can flow the story into a series of frames on one page in any order, Page Express Lite controls the flow of the story from page to page, ensuring that it runs in the correct sequence.



When existing frames are resized, the story is reformatted to fit the frames. The story in the following frames is also adjusted so that it flows on correctly

---

### See also:



[How to import a story](#)



## Finding the status of a story

You can display information such as the length of a story, how many frames it occupies and how much of it remains to be placed.



### How to find the status of a story

1. In Frame mode, double-click on the story name in the browser. The **Story Status** dialog box is displayed.
2. When you have read the information you require, click on **OK**.

This dialog box can also be used to:

 Rename a story

 Remove a story from your document

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### See also:



[How to rename a story](#)



[How to remove a story](#)



[Story Status dialog box](#)



## Renaming a story

You can change the name of a story in your document.



### How to rename a story

1. In Frame mode, double-click on the story name in the browser. The **Story Status** dialog box is displayed.
2. In the **Name** box, edit the existing name or enter a new one; the existing file extension is retained.
3. Click on **OK** to confirm the new name.

---

### See also:



**Story Status** dialog box



## Removing a story

You can remove a story from your document.



### How to remove a story

1. In Frame mode, double-click on the story name in the browser. The **Story Status** dialog box is displayed.
2. Click on **Remove**.

Before the story is removed, a message is displayed offering you the chance to cancel the command.

3. Click on **Yes** to remove the story.



The story is removed from your current document only; the original imported file remains on disk.

---

### See also:



Story Status dialog box



## Selecting a block of text

When you edit or style a block of text in your document, you will need to highlight, or select the block.



### How to select a block of text

To select a block of text, first select Text mode, then do either of the following:



Drag the mouse pointer from one end of the block to the other, or



Click at one end of the block, then **Shift-click** at the other end.

The selected text is highlighted in inverse video.



To extend a selected block of text, **Shift-click** at the point where you want to extend the selection.



A selected block of text *cannot* extend over more than one frame.



To deselect a block of text, simply click anywhere in the work area.

### Shortcuts



**Double-click** to select the word and the space following it, together with any punctuation at the current position of the text insertion point.



Press **Shift Home** to select a block of text from the text insertion point to the beginning of the current line.



Press **Shift End** to select a block of text from the text insertion point to the end of the current line.

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### See also:



How to cut, copy, paste and delete text



How to restyle text



How to change the font, point size and color of text



How to change the case of a block of text



## Cutting, copying, pasting and deleting text

You can cut, copy, paste and delete a selected block of text, or you can delete a single character or a whole word within your document,



### How to cut, copy and paste a selected block of text

1. In Text mode, select the block of text you want to cut or copy. The block of text is highlighted in inverse video.
2. Select **Cut** or **Copy** from the **Edit** menu. **Cut** *moves* the selected block from the page onto the Clipboard so that you can transfer it to another location; **Copy** *copies* the selected block onto the Clipboard *without* removing it from the page, so that you can transfer it to another location.

The Clipboard can only contain one item at a time, so when you cut or copy a block of text to the Clipboard, any previous item on the Clipboard is lost.

3. Place the text insertion point where you want to insert the block of text and select **Paste** from the **Edit** menu. The block of text is pasted into the document at the text insertion point.

You can paste in as many copies of the block of text into as many documents as you like.

### How to delete a block of text

1. In Text mode, select the block of text that you want to delete. The block of text is highlighted in inverse video.
2. Select **Delete** from the **Edit** menu.

The block of text is then deleted from the page, *without* being placed on the Clipboard.

### How to delete a single character

1. In Text mode, place the text insertion point next to the character that you want to delete.
2. To delete the character to the *left* of the text insertion point, press **Backspace**; to delete the character to the *right* of the text insertion point, press **Delete**.

### How to delete a whole word

1. In Text mode, place the text insertion point next to the word that you want to delete.
2. To delete the word to the *left* of the text insertion point, press **Ctrl Backspace**; to delete the word to the *right* of the text insertion point, press **Ctrl Delete**.



To remove or *undo* the last text edit that you have made, select **Undo Editing** from the **Edit** menu. To abandon the last **Undo Editing** command, select **Redo Editing** from the **Edit** menu.

### Shortcuts



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### See also:



[How to select a block of text](#)



## Searching for and replacing text

You can search for a specific word or phrase in a story or in unnamed text that you have entered directly into a frame, and if required, replace it with another word or phrase.



### How to search for a word or phrase

1. In Text mode, place the text insertion point where you want to start the search.
2. Select **Search** from the **Edit** menu. The **Search** dialog box is displayed.
3. In the **Find** box, enter the string for which you want to search.
4. When the **Match Upper/Lower Case** option is selected, only strings *exactly* matching the search string will be found. If this option is *not* selected, strings with the correct characters in *any case* will be found.
5. Click on **OK** to start the search.

Page Express Lite starts searching the text from the text insertion point onwards. If found, the string is highlighted; if not found, a dialog box informs you of this.

### How to search for and replace a word or phrase

1. In Text mode, place the text insertion point where you want to start the search.
2. Select **Search & Replace** from the **Edit** menu. The **Search & Replace** dialog box is displayed.
3. In the **Replace** box, enter the string that you want to be replaced; in the **With** box, enter the string that you want to replace it with.
4. Select **Match Upper/Lower Case** to replace occurrences of the **Find** string *only* when it exactly matches what you have entered.
5. Choose whether to replace the first occurrence of the string only, all occurrences of the string, or to confirm each occurrence before replacing.
6. Click on **OK**.



To repeat a **Search** or **Search & Replace**, select **Search Again** from the **Edit** menu.



If you have more than one story in a document, place the text insertion point at the beginning of each story in turn and repeat the **Search** or **Search & Replace**; searching and replacing only works with one story at a time.



**Search** or **Search & Replace** works in one direction *only*; from the position of the text insertion point to the end of the story. Searching and replacing will *not* start at the beginning of a story once it has reached the end.

### Shortcuts:

**Ctrl F** displays the **Search** dialog box.

**Ctrl R** displays the **Search & Replace** dialog box.

**Ctrl A** repeats the last **Search** or **Search & Replace**.

---

### See also:



How to enter text



How to import a story



## Inserting a soft hyphen

You can insert a soft hyphen into your text to break a word at the end of a line.



### How to insert a soft hyphen

1. In Text mode, place the text insertion point at the required position.

2. Select **Soft Hyphen** from the **Text** menu.



If the word will not fit at the end of the line, it is hyphenated at the soft hyphen.



If the word does *not* need to be hyphenated, the soft hyphen is *not* used.



You can insert a soft hyphen in a text file *before* importing it into your document using the Page Express Lite markup language.

### Shortcuts

**Ctrl** - inserts a soft hyphen at the position of the text insertion point.

---

### See also:



Page Express Lite markup language



## Inserting a hard return

You can insert a hard return to move the text to the right of the text insertion point onto a new line *without* starting a new paragraph.



### How to insert a hard return

In Text mode, place the text insertion point at the required position, then press **Ctrl Return**.



You can insert a hard return in a text file *before* importing it into your document using the Page Express Lite markup language.

---

### **See also:**



Page Express Lite markup language



## Inserting a hard space

You can insert a hard space to ensure that words or expressions are *not* split over different lines, eg:

Names	'Emma Read'
Tel. numbers	'0480 496600'
Addresses	'13 Meadow Lane'



### How to insert a hard space

In Text mode, place the text insertion point at the required position, then press **Ctrl Space**.



You can insert a hard space in a text file *before* importing it into your document using the Page Express Lite markup language.

---

### See also:



Page Express Lite markup language



## Kerning

You can use kerning to adjust the space between two characters. Because of their shape, some characters can look unbalanced when spaced a standard distance apart. This is especially noticeable when using characters with sloping sides, eg. the word 'AWAY'.



### How to adjust the space between two characters

1. In Text mode, position the text insertion point between the characters you wish to kern.
2. Select **Kern** from the **Text** menu. The **Kern Two Characters** dialog box is displayed.
3. Enter the amount of kerning required in the **Kern Value** box.
4. From the **Directions** group box, select **Together** to move the characters closer together, or **Apart** to move them further apart.
5. Click on **OK**.



You can adjust the space between two characters in a text file *before* importing it into your document using the Page Express Lite markup language.

### Shortcuts

**Ctrl K** reduces the space between two characters by half a point.

**Shift Ctrl K** increases the space between two characters by half a point.

---

### See also:



Page Express Lite markup language



**Kern Two Characters** dialog box



## Adding headers and footers

You can add running headers and footers to your document at any time. Headers and footers usually contain information such as page numbers or section headings.

### How to add headers and footers

1. Select **Headers & Footers** from the **Page** menu. The **Headers & Footers** dialog box is displayed.
2. Enter the text that you want displayed in the relative positions of the header or footer, ie. left, right, center.
3. Specify how far from the top of the page you wish the header to be, or how far from the bottom for a footer.
4. If you have left and right master pages, the **Select** group box is displayed on the dialog box. This allows you to choose whether you want the headers and footers to be displayed on the left pages, right pages or on all the pages. You can put different headers and footers on your left and right pages. If you have a single master page only, the **Select** group box is *not* displayed, and you will have the same header and footer on each page.
5. Click on **OK** to create the headers and footers.

When you create headers and footers, paragraph styles called **Header** and **Footer** are created automatically. If you have different left and right master pages, four paragraph styles are created: **L Head**, **L Foot**, **R Head**, and **R Foot**. To edit these paragraph styles, select and edit them in the regular way.



Header and footer text *cannot* be edited directly. The text *must* be edited using the **Headers & Footers** dialog box.

### How to turn headers and footers off

To turn headers and footers off for *all* pages, select **Headers & Footers** from the **Page** menu, then click on **Clear All** in the **Headers & Footers** dialog box.

To turn headers and footers off for an individual page, display the page, then select **Header on This Page** or **Footer on This Page** from the **Page** menu. The commands are checked when the header and footer are turned on.



You *cannot* turn headers and footers on or off for an individual page when in Two Pages view size.

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### See also:



[How to change an existing paragraph style](#)



[Headers & Footers dialog box](#)



## How To...

### Format text

-  Restyling text
-  Change the font, point size and color of text
-  Change the case of a block of text
-  Change the alignment of text
-  Create a new paragraph style
-  Change an existing paragraph style
-  Change a paragraph style: Font, point size and color
-  Change a paragraph style: Alignment
-  Change a paragraph style: Bullets
-  Change a paragraph style: Margins and indents
-  Change a paragraph style: Leading
-  Change a paragraph style: Tabs
-  Change a paragraph style: Function keys
-  Change the paragraph style of a paragraph: Text mode
-  Change the paragraph style of a paragraph: Paragraph mode
-  Delete a paragraph style



## Restyling text

You can preset the style of text before you enter it, or alter a selected block of existing text.



### How to restyle text

To preset the style of text, select Text mode and place the text insertion point where you intend to begin entering text. To style an existing block of text, select Text mode and highlight the block.

Select a new text style by doing one of the following:



Selecting **Style** from the **Text** menu to display the **Style** submenu, then selecting the style that you want



Selecting the style name in the browser



Using the keyboard shortcuts.

Several text styles are available and many of them can be used in combination. The style selections currently in use will be checked in the **Style** submenu and highlighted in the browser.

The **Style** submenu and browser also contain a **Use ¶ Style** command. Clicking on **Use ¶ Style** will reset the text style to that of the underlying paragraph style.



When you preset the style of text, any text that you enter will take on the text style(s) that you have chosen. However, when you move the text insertion point to another position, any text that you enter will take on the text style(s) of the surrounding text. When you press **Return** to start entering a new paragraph, the text of the new paragraph will take on the selected text style(s) of the last character in the previous paragraph.



The commands in the **Style** submenu and the browser act as toggles, ie. they can be turned on or off by clicking on the appropriate command.



You can choose multiple styles for the same piece of text, eg. select **bold** and *italic* to produce ***bold italic***.



To remove or *undo* the last text style change, select **Undo Editing** from the **Edit** menu. To abandon the last **Undo Editing** command, select **Redo Editing** from the **Edit** menu.

### Shortcuts

Ctrl N    Use ¶ Style

Ctrl B    Bold

Ctrl I    Italic

Ctrl U    Underline

---

### See also:



How to select a block of text



How to enter text



## Changing the font, point size and color of text

You can preset the font, point size and color of text before you enter it, or alter a selected block of existing text.



### How to change the font, point size and color of text

1. To preset the font, point size and color of text, select Text mode and place the text insertion point where you intend to begin entering text. To alter an existing block of text, select Text mode and highlight the block.
2. Select **Font & Size** from the **Text** menu. The **Font & Size** dialog box is displayed.  
The fonts listed on the **Font & Size** dialog box are the fonts that are available to your currently selected printer.
3. Make your selection from the **Font**, **Font Style** and **Size** list boxes.  
The largest point size that you can select is 250 points; the smallest is 3 points.
4. If you have a color screen, you can display color text (though you must have a color printer to print it). Select a color from the **Color** drop-down palette.
5. Click on **OK**.

Alternatively you can select the font, point size and color from the Page Express Lite window: Select the font from the Font drop-down list box in the toolbar; select the point size from the Point Size drop-down list box in the toolbar; select the color from the color palette at the bottom of the Page Express Lite window.



When you preset the style of text, any text that you enter will take on the text style(s) that you have chosen. However, when you move the text insertion point to another position, any text that you enter will take on the text style(s) of the surrounding text. When you press **Return** to start entering a new paragraph, the text of the new paragraph will take on the selected text style(s) of the last character in the previous paragraph.



If you increase the point size of text to such an extent that even the first character will not fit into the chosen frame, you will be left with a frame that appears empty but into which you are unable to enter any text. To make the text appear again enlarge the frame.



To remove or *undo* the last change of font etc. select **Undo Editing** from the **Edit** menu. To abandon the last **Undo Editing** command, select **Redo Editing** from the **Edit** menu.

### Shortcuts

**Ctrl T** displays the **Font & Size** dialog box.

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### See also:



Color palette: Text mode



How to select a block of text



How to change a paragraph style: Font, point size and color



Font & Size dialog box



## Changing the case of a block of text

You can change the case of a selected block of text, but you *cannot* preset it.



### How to change the case

1. In Text mode, highlight the block of text that you want to change.
2. Select **Case** from the **Text** menu. The **Case** submenu is displayed.
3. Select **Upper Case** to change all of the letters in the block to upper case, **Lower Case** to change all of the letters in the block to lower case, or **Capitalize** to change the first letter of every word in the block to upper case, and the other letters in the block to lower case.

The selected block of text takes on the case you have chosen.



To remove or *undo* the last text case change, select **Undo Editing** from the **Edit** menu. To abandon the last **Undo Editing** command, select **Redo Editing** from the **Edit** menu.



You cannot *specify* a case option as part of a paragraph style.

---

### See also:



How to select a block of text



## Changing the alignment of a paragraph

You can change the alignment of a paragraph without affecting all of the paragraphs in the same paragraph style.



### How to change the alignment

1. In Text mode, position the text insertion point within the paragraph you want to realign.
2. Select **Alignment** from the **Text** menu. The **Alignment** submenu is displayed.
3. Select the alignment that you want to use.

The paragraph containing the text insertion point is realigned with the selected alignment.



The **Alignment** submenu also contains a **Use ¶ Style** command: Click on **Use ¶ Style** to reset the alignment to that of the paragraph style for the selected paragraph.



To remove or *undo* the last alignment change, select **Undo Editing** from the **Edit** menu. To abandon the last **Undo Editing** command, select **Redo Editing** from the **Edit** menu.

### Shortcuts



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### See also:



[How to change a paragraph style: alignment](#)



## Creating a new paragraph style

You can create a number of [paragraph styles](#) for your [documents](#). The paragraph styles you create are saved as part of your [template](#). By creating paragraph styles for all the common elements in your document, such as headlines, subheads, bullet points and captions, you can easily give your documents a consistent appearance.

### How to create a new paragraph style

1. In either Text mode, or Paragraph mode select **New Paragraph Style** from the **Text** menu. The **New Paragraph Style** dialog box is displayed.
2. Enter a name for the new paragraph style and select the existing style upon which to base the new style.
3. Click on **OK**. The **Font & Point Size** dialog box is displayed and the paragraph style name is added to the list in the [browser](#).

At this stage, the features of the new paragraph style are the same as the style it was based on. There is a button panel on the left-hand side of the **Font & Point Size** dialog box, allowing you to set up all the features of the new style.

4. Change the features of the paragraph style:

 [Change a paragraph style: Font, point size and color](#)

 [Change a paragraph style: Alignment](#)

 [Change a paragraph style: Bullets](#)

 [Change a paragraph style: Margins and indents](#)

 [Change a paragraph style: Leading](#)

 [Change a paragraph style: Tabs](#)

 [Change a paragraph style: Function keys](#)

5. Click on **OK** when you have finished changing the features of the new paragraph style.

### Shortcuts



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### See also:

 [How to change the paragraph style of a paragraph: Text mode](#)

 [How to change the paragraph style of a paragraph: Paragraph mode](#)

 [How to save a template](#)



## Changing an existing paragraph style

You can change the features of an existing paragraph style, so that all paragraphs tagged in that style are changed accordingly.

### How to change a paragraph style

1. When working in Text mode, position the text insertion point within the paragraph tagged with the style you want to change, then select **Edit Paragraph Style** from the **Text** menu. When working in Paragraph mode, do one of the following:

Double-click on the paragraph style that you want to change in the browser

Double-click on a paragraph tagged with the style that you want to change

Click on a paragraph tagged with the style that you want to change, or click on its name in the browser, then select **Edit Paragraph Style** from the **Text** menu.

2. Using the paragraph style dialog box, change the features of the paragraph style:

Change a paragraph style: Font, point size and color

Change a paragraph style: Alignment

Change a paragraph style: Bullets

Change a paragraph style: Margins and indents

Change a paragraph style: Leading

Change a paragraph style: Tabs

Change a paragraph style: Function keys

3. Click on **OK** when you have finished changing the features of the paragraph style.

### Shortcuts



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### See also:

How to create a new paragraph style

How to change the paragraph style of a paragraph: Text mode

How to change the paragraph style of a paragraph: Paragraph mode



## Changing a paragraph style: font, point size and color

You can change the font, point size and color of the selected paragraph style. All paragraphs tagged with this style will be updated with your chosen selection.

### How to change the font, point size and color

1. Click on the **Font & Size** button on the button panel of the paragraph style dialog box. The **Font & Point Size** dialog box is displayed.

The fonts listed on the **Font & Point Size** dialog box are the fonts that are available to your currently selected printer.

2. Make your selection from the **Font**, **Font Style** and **Size** list boxes.

The largest point size you can select is 250 points; the smallest is 3 points.

3. If you have a color screen, you can display color text (though you must have a color printer to print it). Select a color from the **Color** drop-down palette.

4. Click on **OK**.

 Alternatively, change the color of the selected paragraph style using the color palette at the bottom of the Page Express Lite window; change the text style using the **Style** submenu.

 You can also specify a different font, point size and color for text selections *within* paragraphs.

### Shortcuts



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#### See also:

-  How to change the font, point size and color of text
-  Color palette: Text mode
-  Font & Point Size dialog box



## Changing a paragraph style: Alignment

You can choose whether the selected paragraph style is justified, flushed left, flushed right, centered or tabulated.

### How to change the alignment

1. Click on the **Options** button on the button panel of the paragraph style dialog box. The **Paragraph Options** dialog box is displayed.
2. Select one of the following alignments from the **Alignment** group box:

 **Justified** for left and right justified text

 **Flushed Left** for left justified text

 **Centered** for text justified to the center of the frame

 **Flushed Right** for right justified text

 **Table** to set up a tabular style.

3. Click on **OK**.

 Alternatively, change the alignment of the selected paragraph style using the **Alignment** submenu.

 You can also realign individual paragraphs of text *without* realigning the paragraph style.

### Shortcuts



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### See also:

 How to change the alignment of text

 Paragraph Options dialog box



## Changing a paragraph style: Bullets

You can give a paragraph style a bullet, so that every paragraph tagged with that style will have a bullet character automatically inserted. Bullets are particularly suitable for lists of features or step-by-step instructions that are not numbered.

### How to choose a bullet

1. Click on the **Options** button on the button panel of the paragraph style dialog box. The **Paragraph Options** dialog box is displayed.
2. Scroll through the bullets and click on the one that you want.
3. Click on **OK**.



If you do *not* want a bullet character, check the **No Bullet** box.



A bullet always appears as the first character on the first line of the paragraph. Use the **Paragraph Dimensions** dialog box to create a hanging indent so that there is a space between the bullet and the text.

### Shortcuts



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### See also:



How to change a paragraph style: Margins and indents



**Paragraph Options** dialog box



## Changing a paragraph style: Margins & indents

You can indent the selected paragraph style and specify how large the space surrounding it should be.

### How to change margins and indents

1. Click on the **Dimensions** button on the button panel of the paragraph style dialog box. The **Paragraph Dimensions** dialog box is displayed.
2. In the **Space Above** box, enter the space required between paragraphs.
3. In the **First Line Left Indent** box, enter the space required between the left frame edge and the start of the first line of the paragraph.
4. In the **Left Indent** box, enter the space required between the left frame edge and the rest of the paragraph.
5. In the **Right Indent** box, enter the space required between the right frame edge and the right edge of the paragraph.
6. Click on **OK**.

 No space is left below a paragraph; the space between paragraphs is determined by the **Space Above** setting for the lower paragraph.

 The first paragraph within a frame is placed immediately below the frame border, with little space above it (1/4 the paragraph leading).

 The **First Line Left Indent** must be *smaller* than the **Left Indent** to create a hanging indent.

### Shortcuts



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### See also:

 Paragraph Dimensions dialog box



## Changing a paragraph style: Leading

You can adjust the space between lines of text (leading) for the selected paragraph style. Variations in the leading can be used to create the appearance of single, double or other types of line-spacing.

### How to change the leading

1. Click on the **Dimensions** button on the button panel of the paragraph style dialog box. The **Paragraph Dimensions** dialog box is displayed.
2. In the **Leading** box, enter the required leading in points.
3. Click on **OK**.

 If in doubt, make the leading 20% greater than the point size. For example, choose 12 point leading for 10 point text.

 Leading is automatically recalculated if you change point size.

 Leading *cannot* be set smaller than the current point size. For example, if you have 10 point text, the minimum leading possible is also 10 point.

### Shortcuts



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### See also:

 Paragraph Dimensions dialog box



## Changing a paragraph style: Tabs

You can set up tabs to align text in columns, for example, when presenting statistics, or designing forms. The default tab settings are used until you define alternatives.

### How to set up a table

1. Click on the **Set Tabs** button on the button panel of the paragraph style dialog box. The **Set Tab Points dialog box** is displayed.

If the paragraph style does *not* have **Table alignment**, a message is displayed giving you the option to change the paragraph style alignment to **Table**, set the tabs and (in Text mode) change the alignment of individual paragraphs to **Table**, or to cancel the **Set Tabs** command. Click on **Yes**, **No** or **Cancel** as appropriate.

2. Select the number of the tab that you want to set by clicking on the arrows next to the **Number** box.
3. From the **Show** option, select **Positions** or **Widths** to define tab settings according to the tab's distance from the left-hand edge of the frame (position) or from the previous tab (width).
4. Enter the tab **Position** or **Width** as appropriate.
5. Select the tab type from the **Type** drop-down list box and choose a leader character if required.
6. In the **Leading Spaces** box, enter the amount of space, if any, to insert between each leader character.
7. If you want all your tabs to be identical to the one you have just set, click on **Copy All Tabs**.
8. When you have set all the tabs you need, click on **OK**.



To tabulate text, place the text insertion point where you want the first tab to be and press **Tab**. The text tabs across to the position of the first tab setting. Move the text insertion point where you want the next tab and press **Tab** again, this tabs the text to the second tab setting. Continue this process until you have tabulated all your text.



If you choose *not* to change the alignment to **Table** when setting tabs, you will need to select a paragraph in this style and choose **Table** from the **Alignment** submenu before you can tab the text across.

### Shortcuts



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### See also:



**Set Tab Points** dialog box



## Changing a paragraph style: Function keys

You can assign a function key to the selected paragraph style, which you can then use as a shortcut to tag paragraphs.

### How to assign a function key

1. Click on the **Function Key** button on the button panel of the paragraph style dialog box. The **Function Key** dialog box is displayed.

Function keys that have already been assigned are marked in the list in the **Function Key** group box.

2. Click on the option button of the function key that you want for the selected paragraph style.
3. Click on **OK**.



Having assigned a function key to a paragraph style, you can then use it as a shortcut to tag paragraphs in your document.

### Shortcuts



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#### See also:



[How to change the paragraph style of a paragraph: Text mode](#)



[How to change the paragraph style of a paragraph: Paragraph mode](#)



[Function Key dialog box](#)



## Changing the paragraph style of a paragraph: Text mode

You can tag individual paragraphs with any paragraph style when working in Text mode.

### How to change a paragraph's style

1. In Text mode, position the text insertion point within the paragraph you want to restyle.
2. Select a paragraph from the Paragraph Style drop-down list box in the toolbar, or press the function key of the required style. The selected paragraph takes on the characteristics of the new style.



Any text style, font, point size, color or alignment assigned in Text mode will override the paragraph style.

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### See also:



[How to change the paragraph style of a paragraph: Paragraph mode](#)



[How to create a new paragraph style](#)



## Changing the paragraph style of a paragraph: Paragraph mode

You can tag individual paragraphs or a group of paragraphs with any paragraph style when working in Paragraph mode.

### How to change a paragraph's style

1. In Paragraph mode, select the paragraph or group of paragraphs. There are three ways of selecting a group of paragraphs:

 Click on a paragraph to select it, then hold down **Ctrl** and click on each paragraph in turn to make up the group

 Click on a paragraph to select it, then hold down **Shift** and click on the last paragraph that you want to select; all of the paragraphs between the two click points are selected

 Position the paragraph symbol ¶ over the first paragraph that you want to select, then drag the mouse pointer over the last paragraph that you want to select; all of the paragraphs that have been dragged over are selected.

2. Click on the required paragraph style name in the browser, or press the function key of the required style. The selected paragraph or group of paragraphs takes on the characteristics of the new style.

 Any text style, font, point size, color or alignment assigned in Text mode will override the paragraph style.

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### See also:



[How to change the paragraph style of a paragraph: Text mode](#)



[How to create a new paragraph style](#)



## Deleting a paragraph style

You can delete unwanted paragraph styles if they become obsolete.

### How to delete a paragraph style

1. In Paragraph mode, click on the paragraph style name in the browser. In Text mode, position the text insertion point within a paragraph styled in the paragraph style that you want to delete.
2. Click on **Delete Paragraph Style** in the **Text** menu.
3. A message is displayed asking you to confirm your request. Click on **Yes**.



The style name is removed from the browser.



Any paragraphs tagged with the deleted paragraph style will revert to Body text.



You *cannot* delete the Body text paragraph style.

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## How To...

### **Work with pictures**

-  [Import pictures](#)
-  [Hide pictures](#)
-  [Scale a picture](#)
-  [Color a picture](#)
-  [Crop a picture](#)
-  [Find the status of a picture](#)
-  [Rename a picture](#)
-  [Remove a picture](#)
-  [Rotate an EPS file](#)



## Importing pictures

You can import pictures from a variety of different applications and in various formats.



### How to import a picture

1. In Frame mode, select **Import Picture** from the **File** menu. The **Import Picture** dialog box is displayed.
2. Select the disk drive and directory in which the picture has been saved.
3. From the **List Files of Type** drop-down list box, select the format of the file you want to import.

If you select **All picture types** from the **List Files of Type** drop-down list box, all picture files (in formats that Page Express Lite can import) in the current directory are listed in the **File Name** list box.

4. Click on the file in the **File Name** list box, then click on **OK**.

The **Importing picture file** box is displayed indicating the progress of the import operation. You can abandon the import by clicking on the **Cancel** button on this box.

When the picture has been imported, its name is added to the list in the browser. When you are ready to use the picture, draw a frame and with the frame selected click on the picture name in the browser. The picture is placed in the frame. If you select a frame *before* importing the picture, the picture is automatically displayed in it.



Once a picture is listed in the browser, you can use it over and over again in as many different frames, and on as many different pages as you like, simply by selecting a frame and clicking on the picture name each time you want to use it.



You *cannot* place a picture in a frame that has had text or another picture in it; you must first clear the frame by selecting **Clear** from the **Edit** menu. You *can* however place a picture in a frame that contains graphics drawn in Draw mode.

### Shortcuts



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#### See also:



[How to draw a frame](#)



[How to clear frames](#)



[Windows "dragging and dropping"](#)



[Import Picture dialog box](#)



## Hiding pictures

You can increase the speed at which your document is redrawn by turning off the display of pictures.



### How to turn off the display of pictures

 In Frame mode, deselect **Show Pictures** in the **Options** menu. The command is checked when your pictures are displayed.

When you turn them off, the pictures are replaced by boxes containing a diagonal cross and the picture name.



When you hide the pictures in your document, any PowerText objects will also be hidden.

---



## Scaling a picture

Resizing a frame that contains a picture rescales the picture to fit the new frame size. Page Express Lite allows you to control the way in which pictures are scaled.



### How to scale a picture

1. In Frame mode, select the frame containing the picture.
2. Select **Picture Attributes** from the **Frame** menu. The **Picture Attributes** dialog box is displayed.
3. Choose whether to preserve or ignore the aspect ratio, and whether to select whole pixel scaling horizontally, vertically, or both.

If you preserve the aspect ratio of the picture, the picture is *not* distorted, which it might be if you ignore the aspect ratio.

**Whole Pixel Scaling** is disabled when a line-art picture is selected; it is used to control the quality of a bitmap *only*. With whole pixel scaling turned *on*, the bitmap is scaled so that a whole number of printer pixels are used for each bitmap pixel. With whole pixel scaling turned *off*, the bitmap is scaled to fit the frame, regardless of the ratio of printer pixels to bitmap pixels.

4. Click on **OK**.



When **Whole Pixel Scaling** is turned on, but the selected frame is too small in one or both directions to allow scaling, a message is displayed telling you that whole pixel scaling is *not* possible.



When you resize the frame from now on, the scaling is controlled by the restraints that you have imposed.



When a group of frames is selected, any changes to the picture attributes apply to *all* frames in the group that contain pictures.

---

### See also:



**Picture Attributes** dialog box



## Coloring a picture

You can change the foreground color of line-art and monochrome bitmaps.



### How to color a picture

1. In Frame mode, select the frame containing the picture.
2. Select **Picture Attributes** from the **Frame** menu. The **Picture Attributes** dialog box is displayed.
3. Check the **Coloring** check box, then select a color from the drop-down palette.
4. Click on **OK**.



**Coloring** is disabled if you *cannot* change the color of the selected picture, for example, a color bitmap.



When a group of frames is selected, any changes to the color apply to *all* frames in the group that contain pictures.

---

### See also:



Picture Attributes dialog box



## Cropping a picture

You can crop a picture to zoom into a specific area of it.



### How to crop a picture

1. In Frame mode, select the frame containing the picture.
2. Select **Crop Picture** from the **Frame** menu. The mouse pointer changes shape to a pair of scissors.
3. Drag a box inside the picture frame to mark the part of the picture that you want to zoom into.



The part of the picture within the box expands to fill the whole frame; the original picture remains unaffected.



To restore the picture, select the frame and click on the picture name in the [browser](#).

---



## Finding the status of a picture

You can display the name and size of a picture.



### How to find the status of a picture

1. In Frame mode, double-click on the picture name in the browser. The **Picture Status** dialog box is displayed.
2. When you have read the information you require, click on **OK**.

This dialog box can also be used to:



Rename a picture



Remove a picture from your document



Rotate a picture if it is an EPS file.

---

### See also:



[How to rename a picture](#)



[How to remove a picture](#)



[How to rotate an EPS file](#)



[Picture Status dialog box](#)



## Renaming a picture

You can change the name of a picture in your document.



### How to rename a picture

1. In Frame mode, double-click on the picture name in the browser. The **Picture Status** dialog box is displayed.
2. In the **Name** box, edit the existing name or enter a new one; the existing file extension is retained.
3. Click on **OK** to confirm the new name.

---

### See also:



**Picture Status** dialog box



## Removing a picture

You can remove a picture from your document.



### How to remove a picture

1. In Frame mode, double-click on the picture name in the browser. The **Picture Status** dialog box is displayed.
2. Click on the **Remove** button.

Before the picture is removed, a message is displayed offering you the chance to cancel the command.

3. Click on **Yes** to remove the picture.



The picture is removed from your current document only; the original imported file remains on disk.



If you want to remove a picture file from disk, run **Windows File Manager** and use the Delete command in the File menu.

---

### See also:



Picture Status dialog box



## Rotating an EPS file

You can rotate an EPS file when you print it to a PostScript printer.



### How to rotate an EPS file

1. In Frame mode, double-click on the picture name in the browser. The **Picture Status** dialog box is displayed.
2. Enter the required angle in the **Rotate** box, or drag the radius in the small circle to the angle that you require.
3. Click on **OK** to rotate the EPS file at the specified angle.



You will need to print the page to see how the picture has been rotated.



If the EPS file has a TIFF screen representation, the TIFF representation will *not* be rotated on screen.

---

### See also:



Picture Status dialog box



How to print your document



## How To...

### Work with graphics

-  [Draw basic lines and shapes](#)
-  [Size and move graphics](#)
-  [Snap graphics to the graphics grid](#)
-  [Overlap/stack graphics](#)
-  [Change the line style of a graphic](#)
-  [Change the fill style of a graphic](#)
-  [Cut, copy, paste and delete graphics](#)



## Drawing basic lines and shapes



You can draw simple line-art pictures in your document using the Page Express Lite drawing tools. If you want to do more complex drawings, use a more sophisticated drawing application such as *Designworks* and import or paste the drawings into Page Express Lite.



You can either draw graphics in an empty frame, or add graphics to a frame that already has text or a picture in it.



When a frame is selected in Draw mode, the graphics grid is shown in small dots.



### How to draw a straight line

1. In Draw mode, select the frame you want to draw in.
2. Select the straight line tool, then press and hold down the mouse button in the frame at the point where you want the line to begin.
3. Drag across to the point where you want the line to end and release the mouse button.

A straight line is drawn joining the two points.



### How to draw a free-hand line

1. In Draw mode, select the frame you want to draw in.
2. Select the free-hand line tool, then press and hold down the mouse button in the frame at the point where you want the line to begin.
3. Using the mouse pointer like a pencil, trace a path and release the mouse button where you want the line to end.



The amount of memory allocated to each free-hand line is limited. When your line exceeds the memory limit a beep is emitted and the tool stops working. To continue drawing, deselect the line that you have drawn by clicking outside its graphics frame, then continue drawing a new line from the point where the first line finished.



### How to draw a polyline

1. In Draw mode, select the frame you want to draw in.
2. Select the polyline tool, then press and hold down the mouse button in the frame at the point where you want the line to begin.
3. Drag to the first corner of the polyline and release the mouse button, then move the mouse to draw the next line segment.
4. Click at each subsequent corner until the polyline is complete.
5. To complete the polyline, move the pointer away from the last point and double-click.



### How to draw shapes

1. In Draw mode, select the frame you want to draw in.
2. Select the appropriate shape tool, then press and hold down the mouse button in the frame at the point where you want one corner or edge of the shape to be.
3. Drag diagonally across to the opposite edge and release the mouse button.

---

**See also:**

- [!\[\]\(ce860acce0c37d1263a23799ae5115aa\_img.jpg\) How to size and move graphics](#)
- [!\[\]\(53f9fb1f5d5cfe3149e361fb4c745ae9\_img.jpg\) How to snap graphics to the graphics grid](#)
- [!\[\]\(6ff4cae69eb18d7abd4b30d6aa4cbff2\_img.jpg\) How to change the line style of a graphic](#)
- [!\[\]\(968401937a550eb39cfa1c956ac2a693\_img.jpg\) How to change the fill style of a graphic](#)



## Sizing and moving graphics

Once you have drawn a graphic, you can resize and move it as required.



### How to change the size of a graphic

1. In Draw mode, select the graphic that you want to resize.
2. Point the mouse pointer on one of the graphics handles, then drag the handle until the graphic is the size and shape that you want:

 Drag a corner handle to lengthen or shorten the graphic *both* vertically *and* horizontally

 Drag a center handle to lengthen or shorten the graphic *either* vertically *or* horizontally.

3. Release the mouse button when the graphic is the correct size and shape. The graphic is resized to fit the new size frame.

 If a graphic is partly hidden, it can still be sized. Selecting the graphic makes the handles visible through any item on top of it, so you can use these handles to size the graphic in the usual way.

 You can make more accurate changes to the size of a graphic by selecting **Size & Position** from the **Draw** menu.

 Use **Snap to Grid** to help you size graphics accurately.

 When you resize a frame containing graphics, the graphics are resized to fit the new frame size. You can resize a frame *without* affecting the size of the graphics it contains by holding down **Ctrl** while dragging the handle of the frame to resize it.

### How to move a graphic

1. In Draw mode, select the graphic that you want to move.
2. Hold down the mouse button, then when the grabber hand appears, drag the graphic to the required position.
3. Release the mouse button when the graphic is in the correct position.

 Graphics *cannot* be dragged outside the frame borders, nor from one frame to another. To move a graphic to another frame, you must cut and paste it.

 You can make more accurate changes to the position of a graphic by selecting **Size & Position** from the **Draw** menu.

### Shortcuts

Double-click on a graphic to display the **Size & Position** dialog box.

---

### See also:

 [How to snap graphics to the graphics grid](#)

 [How to cut, copy, paste and delete graphics](#)

 [Size & Position dialog box](#)



## Snapping graphics to the graphics grid

You can make graphics align with the [graphics grid](#) when you draw, move or resize them.



### How to snap graphics to the graphics grid

In Draw mode, select **Snap to Grid** from the **Draw** menu. **Snap to Grid** is checked when it is turned on.



The grid uses the unit of measurement currently selected for the rulers.

---

### **See also:**



[How to change the unit of measurement](#)



## Overlapping/stacking graphics

Graphics are stacked in the order in which they were created until you change their stacking order. You might want to do this if you move a graphic into a position where it overlaps another graphic or some text.



### How to stack graphics

In Draw mode, select **Bring to Front** or **Send to Back** from the **Draw** menu to stack the graphics in a different order.



**Send to Back** places the graphic behind *every* other graphic in the frame.



**Bring to Front** places the graphic in front of *every* other graphic in the frame.



You can still size and move graphics even if they are obscured by objects in front of them.

---

### See also:



[How to size and move graphics](#)



## Changing the line style of a graphic

Line styles can be applied in two ways. You can set them up in advance, in which case they will apply to any new graphics that you draw, or you can apply them to a selected graphic that you have already drawn.



### How to change the line style

1. If applying a line style to an existing graphic, select the graphic in Draw mode.
2. Select **Line Style** from the **Draw** menu. The **Line Style** dialog box is displayed.
3. Select the type of line that you want and choose whether arrow heads should appear at each end of the line.
4. Select a color from the **Color** drop-down palette.
5. Click on **OK**.



The line style that you choose will apply to all the graphics that you draw until you change the style again.



The line style that you select, not including any selected arrow heads, also applies to the edge of any shapes that you draw.



You can quickly change the color of a selected graphic's line style using the color palette at the bottom of the Page Express Lite window.

### Shortcuts



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#### See also:



[How to draw basic lines and shapes](#)



[Color palette: Draw mode](#)



[Line Style dialog box](#)



## Changing the fill style of a graphic

Fill styles can be applied in two ways. You can set them up in advance, in which case they will apply to any new graphics shapes that you draw, or you can apply them to a selected graphic that you have already drawn.



### How to change the fill style

1. If applying a fill style to an existing graphic, select the graphic in Draw mode.
2. Select **Fill Style** from the **Draw** menu. The **Fill Style** dialog box is displayed.
3. Select a tint or pattern to fill the graphic, and select a color from the **Color** drop-down palette.
4. Choose whether or not the perimeter should be drawn and whether the fill style should be clear or opaque.
5. Click on **OK**.



The fill style that you choose will apply to all the graphics that you draw until you change the style again.



If you turn the **Perimeter** off, any line style that you have selected for the graphic is not used.



You *cannot* fill a shape drawn with the straight line, free-hand line, or polyline drawing tools.



You can quickly change the color of a selected graphic's fill style using the color palette at the bottom of the Page Express Lite window.

### Shortcuts



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#### See also:



[How to draw basic lines and shapes](#)



[Color palette: Draw mode](#)



[Fill Style dialog box](#)



## Cutting, copying, pasting and deleting graphics

You can cut, copy, and paste selected graphics within your document or into another Page Express Lite document, or you can delete selected graphics from the page.



### How to cut, or copy, and paste a graphic

1. In Draw mode, select the graphic that you want to cut or copy. The graphic's handles are displayed.
2. Select **Cut** or **Copy** from the **Edit** menu. **Cut** *moves* the graphic from the page onto the Clipboard so that you can transfer it to another location; **Copy** *copies* the graphic onto the Clipboard *without* removing it from the page, so that you can transfer it to another location.  
  
The Clipboard can only contain one item at a time, so when you cut or copy a graphic to the Clipboard, any previous item on the Clipboard is lost.
3. Select **Paste** from the **Edit** menu. The graphic is pasted into the document down and to the right of the original graphic.

You can paste in as many graphics into as many frames as you like.

### How to delete a graphic

1. Select the graphic that you want to delete. The graphic's handles are displayed.
2. Select **Delete** from the **Edit** menu.

The graphic is deleted from the page, *without* being placed on the Clipboard.

### Shortcuts





## How To...

### **Work with PowerPoint**

-  Create PowerPoint
-  Edit PowerPoint
-  Change the fill style of PowerPoint
-  Change the line style of PowerPoint
-  Size and move PowerPoint
-  Cut, copy, paste and delete PowerPoint
-  Rotate PowerPoint
-  Create drop capitals
-  Create Inverse PowerPoint
-  Distort PowerPoint
-  Create PowerPoint shadows



## Creating PowerText

You can create curved text, slanted text, shadowed text, angled text, squashed text and many other text effects with [PowerText](#).



### How to create PowerText

1. In Frame mode, draw a [frame](#).
2. With the frame selected, select **PowerText** from the **Text** menu. The **PowerText** dialog box is displayed.
3. In the **Text** box, enter the text that you want to create as PowerText. You can enter up to three separate lines of text; press **Return** to start a new line. The maximum number of [characters](#) is eighty, which includes spaces and carriage returns.
4. Select a [font](#) from the **Font** drop-down list box; select a style from the **Style** drop-down list box. Some styles may *not* be available depending on which font you have selected.
5. Select a text effect from the **Effects** drop-down list box, for example, text around a circle, along a line or a button effect.
6. From the **Scaling** drop-down list box, choose whether you want the text to be stretched to fit the frame, to have its [aspect ratio](#) preserved, or to enter a specific [point size](#). The **Points** box becomes enabled when you choose **Fixed Size** and you can then enter a point size.
7. To create text at an angle, specify a value in the **Rotation** box; to create slanted text, specify an angle in the **Skew** box. You can specify both these angles either by entering a number in the appropriate **Degrees** box, or by dragging the radius of the appropriate circle to the angle that you require.
8. Finally, click on the **Mirror** button if you want the PowerText to be flipped over horizontally so that it appears upside-down.

You can see a preview of the PowerText that you are creating by clicking on the **Preview** button. If you want the preview to be updated automatically when any changes are made, check the **Auto Preview** [check box](#).

9. Click on **OK** to create the PowerText and display it in the selected frame.



The PowerText is styled with the currently selected PowerText fill and line styles.



If you enter a fixed point size and the frame is *not* large enough to display the whole PowerText object, the frame will clip the area of the object that it can display. To display the whole object, enlarge the PowerText frame.



You can hide PowerText by deselecting **Show Pictures** in the **Options** menu.

### Shortcuts



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#### See also:



[How to draw a frame](#)



[How to edit PowerText](#)



[How to change the fill style of PowerText](#)



[How to change the line style of PowerText](#)



[How to size and move PowerText](#)



[How to hide pictures](#)



[PowerText dialog box](#)



## Editing PowerText

When you have created PowerText, you can still edit the text that you have entered.



### How to edit PowerText

1. In Frame mode, select the frame containing the PowerText.
2. Select **PowerText** from the **Text** menu. The **PowerText** dialog box is displayed.
3. Edit the text as necessary. You can also change any of the selected options, for example, the font or angle of rotation.
4. When you have made the changes that you want, click on **OK**.

The PowerText is redrawn as you have specified on the dialog box.



Double-click on a PowerText frame in either Frame mode or Text mode to display the PowerText dialog box automatically.

### Shortcuts



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#### See also:



[How to change the fill style of PowerText](#)



[How to change the line style of PowerText](#)



[How to size and move PowerText](#)



[PowerText dialog box](#)



## Changing the fill style of PowerText

You can fill PowerText with a color pattern or tint.



### How to change the fill style

1. In Frame mode, select the frame containing the PowerText.
2. Select **PowerText Style** from the **Text** menu. The **PowerText Style** dialog box is displayed.
3. From the **Letter Fill Style** group box, select the pattern with which you want to fill the text, and choose whether you want the fill style to be opaque or clear.

When the fill style is **Opaque**, any objects behind the filled text are hidden; when the fill style is **Clear**, any objects are visible.

4. Choose a color for the fill style from the **Color** drop-down palette.
5. Click on **OK** to confirm the fill style that you have selected.



Any PowerText that you create from now on is given the fill style that you have selected, until you choose an alternative style.



The **PowerText Style** dialog box can also be displayed by clicking on the **Style** button on the **PowerText** dialog box.

---

### See also:



How to change the line style of PowerText



PowerText Style dialog box



## Changing the line style of PowerText

You can style the characters of your PowerText with a color line style around their perimeter.



### How to change the line style

1. In Frame mode, select the frame containing the PowerText.
2. Select **PowerText Style** from the **Text** menu. The **PowerText Style** dialog box is displayed.
3. From the **Letter Perimeter** group box, select the type of line style that you want to give to the text.
4. Choose a color for the line style from the **Color** drop-down palette.
5. Click on **OK** to confirm the line style that you have selected.



Any PowerText that you create from now on is given the line style that you have selected, until you choose an alternative style.



The **PowerText Style** dialog box can also be displayed by clicking on the **Style** button on the **PowerText** dialog box.

---

### See also:



[How to change the fill style of PowerText](#)



[PowerText Style dialog box](#)



## Sizing and moving PowerText

Once you have created some PowerText, you can resize and move it as required.



### How to change the size of PowerText

1. In Frame mode, select the PowerText frame that you want to resize.
2. Point the mouse pointer on one of the frame handles, then drag the handle until the frame is the size and shape that you want:

 Drag a corner handle to lengthen or shorten the PowerText frame *both* vertically *and* horizontally

 Drag a center handle to lengthen or shorten the PowerText frame *either* vertically *or* horizontally.

3. Release the mouse button when the frame is the correct size and shape.

 If you have set the PowerText to **Fit Frame**, it is distorted to fill the new frame size; if you have set the PowerText to **Preserve Aspect**, it is redrawn whilst retaining its proportions; if you have given the PowerText a **Fixed Size**, it does *not* change size.

 When **Fixed Size** is selected and the PowerText frame is *not* large enough to contain the whole PowerText object (for example, if you have selected a large point size) the frame will clip the characters that cannot be fitted inside the frame. To display the whole PowerText object, enlarge the PowerText frame.

 If a PowerText frame is partly hidden, it can still be sized. Selecting the frame makes the handles appear through any item on top of it, so you can use these handles to size the frame in the usual way.

 You can make more accurate changes to the *size* of a PowerText frame by selecting **Size & Position** from the **Frame** menu.

 Use **Snap to Guides** to help you size PowerText frames accurately.

### How to move PowerText

1. In Frame mode, select the PowerText frame that you want to move.
2. Hold down the mouse button, then when the grabber hand appears, drag the frame to the required position.
3. Release the mouse button when the PowerText frame is in the correct position.

 You can make more accurate changes to the *position* of a PowerText frame by selecting **Size & Position** from the **Frame** menu.

### Shortcuts



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#### See also:

 [How to snap frames to the column guides](#)

 [Size & Position](#) dialog box



## Cutting, copying, pasting and deleting PowerText

You can cut, copy and paste PowerText within your document, into another Page Express Lite document, or into another application, or you can delete selected PowerText from the page.



### How to cut, or copy, and paste PowerText

1. In Frame mode, select the PowerText frame that you want to cut or copy.
2. Select **Cut** or **Copy** in the **Edit** menu. **Cut** *moves* the PowerText frame from the page onto the Clipboard so that you can transfer it to another location; **Copy** *copies* the PowerText frame onto the Clipboard, *without* removing it from the page, so that you can transfer it to another location.

The Clipboard can only contain one item at a time, so when you cut or copy a PowerText frame to the Clipboard, any previous item on the Clipboard is lost.

3. Select **Paste** from the **Edit** menu. The PowerText frame is pasted into the document down and to the right of the original frame.

You can paste as many PowerText frames into as many documents as you like.

### How to delete PowerText

1. In Frame mode, select the PowerText frame that you want to delete.
2. Select **Delete** from the **Edit** menu.

The PowerText frame is deleted from the page, *without* being placed on the Clipboard.

### Shortcuts





## Rotating PowerPoint

You can rotate PowerText, *without* displaying the **PowerText** dialog box.



### How to rotate PowerPoint

1. In Frame mode, select the PowerPoint frame that you want to rotate.
2. Hold down **Ctrl** and drag one of the frame handles; the frame rotates around its center and an outline of the frame indicates the angle of rotation.
3. Release **Ctrl** and the handle when the frame is at the angle you require.



When you display the **PowerText** dialog box for text that you have rotated in this way, the new angle of rotation is displayed in the **Rotation** box.



If you hold down **Ctrl** and **Shift** whilst dragging a handle of the PowerPoint frame, the angle of rotation is restrained to be increments of 45 degrees.

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## Creating drop capitals

Drop capitals are a simple but effective design feature, drawing attention to paragraphs and adding a graphical touch to what might be a plain page of text.



### How to create a drop capital

1. In Frame mode, draw a frame for the drop capital at the beginning of the paragraph.
2. With the frame selected, select **PowerText** from the **Text** menu. The **PowerText** dialog box is displayed.
3. Enter the character for the drop capital and make your font and style selections.
4. To set the character's size, either select **Fixed Size** from the **Scaling** drop-down list box and enter the exact point size that you want the character to be, or select **Fit Frame** from the **Scaling** drop-down list box and adjust the size of the character after you have created it by changing the size of the frame.
5. Click on **OK** to create the character as a PowerText object.

You can reduce the space between the drop capital and the rest of the paragraph by setting the horizontal padding of the drop capital frame to zero. The text will then run up to the edge of the drop capital frame.

### Shortcuts



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#### See also:



How to draw a frame



**PowerText** dialog box



## Creating Inverse PowerText

Inverse PowerText - white or colored characters on a black or tinted background - can look striking as a headline.



### How to create inverse PowerText

Create your PowerText, then give the text a white or colored fill style using the **PowerText Style** dialog box. Now select a tint for the PowerText frame.

### Shortcuts



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#### See also:



[How to create PowerText](#)



[How to change the fill style of PowerText](#)



## Distorting PowerText

You can squash and stretch PowerText to create distorted characters. To distort PowerText, it must be set to **Fit Frame**.



### How to distort PowerText

With **Fit Frame** selected, select the PowerText frame, then do one of the following:



Drag the left or right handle *outwards* to make the characters thicker or *inwards* to make them thinner



Drag the top or bottom handle *outwards* to make the characters taller or *inwards* to make them shorter



Drag a corner handle *outwards* to make the characters thicker and taller or *inwards* to make them thinner and shorter.

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### See also:



[How to create PowerText](#)



## Creating PowerText shadows

A shadow gives a three-dimensional look to your PowerText and can form an eye-catching element to your page.



### How to create PowerText shadows

1. In Frame mode, create your PowerText, then create a copy of it using **Copy** and **Paste** in the **Edit** menu.
2. With the copy selected, select **PowerText** from the **Text** menu. The **PowerText** dialog box is displayed.
3. Select the **Mirror** check box, and set a **Skew** angle: 30 degrees is a reasonable first choice.
4. Click on **OK**. The copy is redrawn upside-down and skewed at the chosen angle.
5. Position the copy under the original PowerText and style the text with a gray or shaded fill style.

### Shortcuts



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### See also:



[How to create PowerText](#)



[How to change the fill style of PowerText](#)



## How To...

### Print documents

-  [Set up your printer](#)
-  [Preview your document](#)
-  [Print your document](#)
-  [Locate printing difficulties](#)
-  [Print to disk](#)
-  [Adjust the printing position](#)



## Setting up your printer

Page Express Lite prints your document to the printer that is currently selected. When you want to use a different printer, you must change the printer setup.

### How to change the printer setup

1. Select **Printer Setup** from the **File** menu. The **Print Setup** dialog box is displayed.
2. In the **Printer** group box, select the **Default Printer** or **Specific Printer** option.  
If you select **Specific Printer**, select the printer you want to use from the drop-down list box.
3. From the **Orientation group** box, select portrait or landscape.
4. From the **Size** drop-down list box, specify the paper size you are using, and from the **Source** drop-down list box, choose the paper source.
5. Click on **Options** to display a dialog box providing various options for the selected printer. The options on this dialog box vary depending on which printer you have selected.
6. Select the appropriate options on this dialog box.
7. Click on **OK** to confirm the new settings. The **Print Setup** dialog box is redisplayed.
8. Click on **OK** to close this dialog box, making the printer that you have just set up the current printer.



The default paper size depends on the country that is currently selected in your Microsoft Windows International Settings dialog box. For information about customising Windows for international use, refer to your Microsoft Windows documentation.



If you change your printer setup *after* you have created your document, the document may be reformatted, for example, the text may be laid out differently. To avoid this problem, choose the printer on which you intend to print the final copy of your document when planning the page layout.

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### See also:



[How to print your document](#)



[Print Setup dialog box](#)



## Previewing your document

You can preview the layout of your document before you print it.

### How to preview your document

1. Select **View Size** from the **Options** menu, then choose **Full Page** from the **View Size** submenu.
2. Display the **Options** menu again and see if **Show Frames & Cols** is checked. If it is, click on it to turn the display of frames and columns off.

You will now be able to see the full page as it will be printed. When you are happy with the layout of your document, go ahead and print.



The preview may *not* be fully WYSIWYG when color is used.

### Shortcuts



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#### See also:



How to print your document



Color: Hardware limitations



## Printing your document

You can select various options when you print your document, such as the number of copies to print, page range, forward and reverse order, whether to print pictures and so on.

### How to print your document

1. Select **Print** from the **File** menu. The **Print Options** dialog box is displayed.
2. In the **Pages** group box, enter the page range you want to print and the number of copies to be printed.
3. From the **Options** group box, click on the options you require. (An option is selected when the box is checked.)
4. Click on **OK** to print your document. The **Printing** box is displayed, indicating the progress of the print job.

To abandon printing the document, click on the **Cancel** button on this box.



If you select **Collate** from the **Options** group box, pages will be printed in the order 1,2,3,... 1,2,3... rather than 1,1,... 2,2,... 3,3,... etc.



Select **Pause Between Pages** from the **Options** group box if you want to print on both sides of the paper or to change paper type during printing. A message is displayed when printing pauses. Click on **OK** when you are ready to continue printing.



If you have a printer that prints in color, you can print the colors available in Page Express Lite. Depending on the type of printer you are using, you may be able to see more colors on screen than you can print. If you are printing to a black-only printer, the colors will be printed in black or shades of gray.

### Shortcuts



---

#### See also:



[Color: Hardware limitations](#)



[How to locate printing difficulties](#)



[How to print to disk](#)



[Print Options dialog box](#)



## Locating printing difficulties

When your printer won't print, the cause is often a simple mechanical problem such as the printer being disconnected or the paper being jammed.

### How to locate printing difficulties

Use the following checklist to help find the problem:

-  Is the printer plugged in, switched on and online?
-  Is the correct printer selected on the **Print Setup** dialog box?
-  Are the settings correct? For example, have you chosen a paper source that has paper in it?
-  Is the printer jammed, or do you need to add paper?
-  Is the printer active? (Check this using the Windows Print Manager.)
-  Is the printer correctly set up on the Microsoft Windows Control Panel?
-  Do you have the correct cable for your printer and is it properly connected to your computer?
-  Is the ribbon correctly threaded (if your printer uses one) or do you need to change it? Do you need to change the ink cartridge?

If you complete this checklist and still can't print anything, quit Page Express Lite and try to print a text file from Notepad or Write in the Windows Accessories program group. If this prints correctly, contact Media Graphics Technical Support; it may be that Page Express Lite is having difficulty printing to that particular printer. However, if you can't print from Notepad or Write the problem may lie in the printer, cable or your Windows setup. Try connecting the printer again, if that doesn't help, contact your printer manufacturer or dealer.

---

### See also:

-  [How to set up your printer](#)



## Printing to disk

You can print your document to a file on your hard disk, then print it later using the DOS COPY command. You will need to print your document to disk as a PostScript file (.EPS) if you intend having it printed by a professional print bureau.

### How to print to disk

1. Select **Print** from the **File** menu. The **Print Options** dialog box is displayed.
2. Click on **Print to Disk** in the **Output** group box.
3. Select any other options you require and click on **OK**. The **Filename for disk output dialog box** is displayed.
4. Specify a directory and name for the file and click on **OK**. The file is printed to disk with the name you have chosen.
5. When you are ready to print the file, exit to the DOS prompt and use the DOS COPY command to print the file.

Refer to your DOS manual for details of the COPY command.



To print your document to disk as a PostScript file, select a PostScript printer on the **Print Setup** dialog box before printing to disk.



Do *not* adjust the printing position for a document that you intend to print to a disk for a print bureau.

### Shortcuts



---

#### See also:



[How to set up your printer](#)



[How to print your document](#)



[How to adjust the printing position](#)



**[Print Options](#)** dialog box



**[Filename for disk output](#)** dialog box



## Adjusting the printing position

When your document is printed, you may find that the print area is not properly aligned with the paper. This misalignment depends on the print mechanism and is different for every printer. You can compensate for this misalignment by adjusting the printing position.

### How to adjust the printing position

1. Select **Open** from the **File** menu. The **Open Document** dialog box is displayed. Select TESTCARD.DTP from the \PEXLITE\DTP directory on your hard disk and click on **OK**.
2. Select **Print** from the **File** menu and print TESTCARD.DTP.
3. Select **Column Guides** from the **Page** menu. The **Column Guides** dialog box is displayed.  
When the printing position is correct, the margins around the edge of the printout should be the same as the margins specified in the **Dimensions** group box on the **Column Guides** dialog box.
4. On the printout, measure what the *actual* margins are. The difference between the actual margins and the margins specified on the dialog box are the settings that you need to correct the printing position.
5. In the **Print Position on Page** group box, enter the values you require in the **Vertical Adjustment** and **Horizontal Adjustment** boxes. Click on the **Up**, **Down**, **Left** or **Right** buttons, as necessary.  
For example, if the printed top margin is 5.08 cm (2 inches), enter a **Vertical Adjustment** of 2.54 cm (1 inch) **Up** to move the print area so that the top margin is 2.54 cm (1 inch).
6. Click on **OK**, then print TESTCARD.DTP again to check that the printing position is correct.

Make a note of the adjustments that you have made. You can save these setting as part of the template you use most often so that you do not have to reset them every time you create a new document.



Most printers *cannot* print right to the edge of the paper.



When you create a document *without* loading a template, the adjustments used for the previous document are used until you specify otherwise using the **Column Guides** dialog box.



Do *not* adjust the printing position for a document that you intend to print to disk for a typesetting bureau.

### Shortcuts



---

### See also:



[How to open an existing document](#)



[How to print your document](#)



[How to set up the column guides](#)



[How to load a template](#)



[How to save a template](#)





Click on a tab for more glossary entries:



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Click on a tab for more glossary entries:



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Click on a tab for more glossary entries:



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## **ASCII text**

**American Standard Code for Information Interchange**; a computer code used to represent letters and numbers.

**Aspect ratio**

The relationship between the height and width of an object.

**Baseline**

An imaginary line on which text rests.

**Binding margin**

Extra space added to the side of a printed page to allow for punching or binding: Usually the left-hand side of a right page and the right-hand side of a left page.

**Body text**

The main text of a document.

**Bold text**

A weight of text characterized by **thick heavy** lines.

**Bullet**

A heavy dot or other symbol, used in lists and as an ornament before a paragraph.

## Case

Text can be either upper case (CAPITAL letters), lower case (small letters), or initial capitals (First Letters Upper Case).

**Centered text**

Text that is positioned halfway between the left and right edges of the frame.

**Character**

Any single letter, number, punctuation mark, or symbol.

## Clipboard

A temporary holding place for a block of text, a frame or a graphic that has been cut or copied.

**Column**

The vertical arrangement of text on the page.

### **Column guides**

Dotted lines displayed on screen that can be used to help position frames on the page.  
Column guides are not printed.

## Copy

To save a block of text, a frame, or a graphic onto the Clipboard without removing it from the page, so that you can transfer it to another location.

Compare with *Cut*.

## Crop

To zoom into an area of an imported bitmap or line-art file.

## Cut

To move a block of text, a frame or a graphic from the page onto the Clipboard so that you can transfer it to another location.

Compare with *Copy* and *Delete*.

**Decimal tab**

A tab stop that allows columns of decimal numbers to be aligned at the decimal point.

**Document**

The combination of text, pictures and template. Also called a Page Express Lite DTP file.

**Hard space**

A space that is never 'stretched' during justification or split across line breaks.  
Compare with *Variable space*.

## Font

This is used in Page Express Lite to mean the style of type, for example Sans, Serif or Courier.

Elsewhere this may be called a typeface, with the term *font* reserved for a particular weight, size and style of a typeface.

**Footer**

A line of text that appears at the bottom of every page in a document.

**Frame**

A rectangular box used to hold text, pictures, graphics or PowerText objects.

**Greeking**

A method of representing text by a series of horizontal lines, used when text is too small to display legibly, or when a small enough screen font is unavailable.

**Handles**

Small squares on the edges and corners of a selected frame or graphic that are used for sizing.

### **Hanging indent**

A paragraph style where the first line is flush with the left margin and subsequent lines are indented.

**Hairline**

A thin line displayed or printed at the finest possible resolution of a particular screen or printer.

**Header**

A line of text that appears at the top of every page in a document.

## Highlight

To emphasize an area of text in some way, for example, in inverse video.

## **Import**

To load text or a picture created with another program.

**Indent**

The gap between the left or right-hand margin and one or more lines of text.

### **Inverse video**

To display black and white reversed so that white characters are shown on a black background.

**Italic text**

A style of text characterized by letters *slanting to the right*.

**Justified text**

Text that aligns evenly with both the left and right margins. This is achieved by adding extra space between words where necessary.

## **Kern**

To adjust the spacing between pairs of characters to move them closer together or further apart.

**Landscape**

A page whose width is greater than its height.  
Compare with *Portrait*.

**Leader**

A row of characters, usually dots, used to guide the reader's eye across the page, for example, in a table of contents.

## Leading

The distance in points from the baseline of one line of text to the next.

**Left-aligned text**

Text that is flush with the left margin and uneven on the right margin.  
Compare with *Right-aligned* text.

## Letter spacing

When text is justified, extra space is inserted between the words in each line (see *Justified text*).

**Line-art**

A picture made up of lines, curves, etc., created with a drawing program.  
Compare with *Bitmap*.

**Margin**

The white space surrounding the text area of a page.

**Selected block**

A highlighted section of text that can be cut, copied, deleted or styled.

**Markup language**

A series of codes representing typesetting information (such as paragraph style) that can be inserted into text using a word-processor before it is imported into Page Express Lite.

**Master page**

A single or double-sided page that acts as the foundation for any new pages added to a document.

## Padding

The space around a frame into which text cannot flow.

**Page format**

The size and orientation of your document's pages and whether there are different left & right pages or all the pages are alike.

**Paragraph style**

The name for a particular type of paragraph with its own set of features, for example, font, alignment, bullets and indents.

**Paste**

To insert the contents of the Clipboard into a document.

**Pica**

A typesetting unit of measurement equal to 1/6 of an inch.

Twelve points equal one pica

**Picture format**

The kind of file (line-art or bitmap) that a picture has been saved as.

**Point**

A typesetting unit of measurement equal to 1/72 of an inch.

**Point size**

The height of a font measured in points.

**Polyline**

A line made up of continuous straight line segments.

**Portrait**

A page whose height is greater than its width.  
Compare with *Landscape*.

**Ragged text**

Another term for *Left-aligned* text.

**Repel text**

To make text run around the edges of a frame.

### **Right-aligned text**

Text which is flush with the right margin and uneven on the left margin.  
Compare with *Left-aligned* text.

## **Rivers**

The alignment of spaces in adjacent blocks of text that join together to form unsightly white 'rivers' of space running through the text.

Rivers are most noticeable when text is justified in narrow columns, because large spaces can occur between words.

## Roman

A style of text characterized by upright letters.

Compare with *Italic* text.

**Sans serif**

A font without serifs (see *Serif*).

This Help system is written in a sans serif font

**Scale**

To increase or decrease the size of an imported bitmap or line-art file within a frame.  
See also *Aspect ratio* and *Whole pixel scaling*.

## **Serif**

A short line at the end of strokes in a character. Times Roman is a commonly-used serif font. Compare with *Sans serif*.

**Snap**

To make a frame or graphic positionable only on the current grid divisions or column guides.

### **Soft hyphen**

A hyphen you can insert in a word so that if the word will not fit at the end of the line, it is split at the point of the soft hyphen, and not moved onto the next line.

## Story

A text file imported into Page Express Lite.

**String**

A series of characters and/or spaces of any length.

## **Template**

The master page and paragraph styles for a given document.

**Subscript**

Text, in a reduced point size, that is dropped below the baseline of the surrounding text.

## **Superscript**

Text, in a reduced point size, that is raised above the baseline of the surrounding text.

### **Tab stop/point**

A means of aligning text in columns using **Tab**.

**Text insertion point**

A thin vertical line that indicates where text editing will take place.

**Tint**

The underlying shade or pattern of a frame.

## Toggle

An option that is turned ON or OFF using the same action.

### **Variable space**

A space inserted by pressing **Space**, that may be 'stretched' during justification and at which lines may be broken.

Compare with *Hard space*.

## Visibility

Whether a frame is solid (hiding what is behind it) or transparent (allowing items behind to show through).

### **Whole pixel scaling**

A method of scaling a bitmap so that each dot in the original is represented by a whole number of dots in the scaled version.

## **WYSIWYG**

**What You See Is What You Get:** The ability to show on screen an accurate representation of what will be printed.

**Title bar**

The horizontal bar that contains the title of the window or dialog box.

**Scroll bar**

A bar that appears at the bottom and/or right edge of a window whose contents are not entirely visible.

**Work area**

The on-screen area within which a Page Express Lite document is created.

## **Control menu**

A standard Windows menu displayed by clicking on the bar-shaped icon at the top left of a window.

## **Toolbar**

A number of buttons each representing a work mode or menu command that you can use to create or modify your document.

The command buttons vary depending on which mode is selected.

**RTF**

Rich Text Format.

## Browser

The small scaleable window that lists stories, pictures, paragraph styles or text styles depending upon the mode and frame selected.

The browser can be turned ON or OFF from the **Options** menu.

## **PowerText**

Text which can be stretched, rotated, skewed and filled to create a variety of effects.

**Active window**

The window in which you are currently working. The active window is identified by a highlighted title bar.

## **Alignment**

The positioning of text on the page; left aligned, right aligned, centered, justified or tabulated.

## Bitmap

A picture that is made up of individual dots created with a paint program or with a scanner.  
Compare with *Line-art*.

**Check box**

A small, square box that appears on a dialog box that can be selected or cleared. A check box represents an option that you can turn ON or OFF.

**Clear**

To remove the contents of a selected frame or group of frames to allow you to place another item into them.

**Clipart**

A 'library' of pictures, often classified by themes, that can be used in your documents.

**Command**

A word or phrase found in a menu that you choose to carry out an action.

**Dialog box**

A window used to supply information to Page Express Lite.

When a dialog box is displayed, all interaction with Page Express Lite must be through the dialog box.

## Directory

Part of a structure for organising your files on a disk. A directory can contain files and other directories called *sub*-directories.

**File**

A document stored on a hard or floppy disk, or other media.

**Fill style**

The attribute of graphics and PowerText specifying how they should be filled.

Fill styles can have different colours, and can be plain or patterned.

## **Grid**

An optional overlay of crossed lines to help accurate positioning of graphics.

Precise positioning is assisted by the option of making graphics snap to the grid when they are drawn or moved.

## **Keyboard shortcuts**

A key or key combination that you press to carry out a command or action.

If a menu command has a keyboard shortcut, the key combination is listed to the right of the command name on the menu.

## **Menu**

A list of available commands and actions in Page Express Lite.

Menu names are displayed in the menu bar near the top of the Page Express Lite window.

**Menu bar**

The horizontal bar containing the names of Page Express Lite's menus.  
It is displayed below the title bar.

## Paragraph

Any line or lines of text ended by pressing the **Return** key.

A single letter, word, or line is considered a paragraph if the **Return** key is pressed after entering it.

**Pointer**

The arrow-shaped cursor on the screen that follows the movement of the mouse and indicates which area of the screen will be affected when you press the mouse button.

The pointer will change shape when you perform certain tasks and when changing modes.

**Screen font**

The font that is displayed on your screen which will approximate a printer font so that documents look as similar as possible on screen as they do when printed.

### **Text runaround**

Text flowing around the edge of a frame.

**Tile**

A way of arranging open windows so that all the windows are visible on the screen.

## Transparency

The level of visibility given to a frame determined by density of color.

**View size**

The on-screen magnification of a Page Express Lite document.

**Delete**

To remove a block of text, a frame, or a graphic, from the page without placing it on the Clipboard. Compare with *Cut* and *Copy*.

## Undo

Remove the previous text edit and restore the document to its former state.

### **Text selection**

Selecting a block of text for editing.

**Dithered color**

A color made up of two or more solid colours. For example, orange is a combination of red and yellow.

## Redo

To **Redo** a text edit that has been undone with the **Undo** command.  
Compare with *Undo*.





## Preferences dialog box

This dialog box is displayed when you select **Preferences** from the **Options** menu.

From this dialog box you can specify the default operation and values of various program settings.

**Startup** drop-down list box:

Select an option from this list box for Page Express Lite to default to on startup.



**Page Format:** Select to display the **Page Format** dialog box on startup.



**Open Document:** Select to display the **Open Document** dialog box on startup.



**Load Template:** Select to display the **Load Template** dialog box on startup.



**Load Default Template:** Select to load the default template automatically on startup.



**Startup Options:** Select to display the **Startup Options** dialog box on startup.

**Page Up/Down keys** group box

You can choose one of two ways for your keyboard's **Page Up** and **Page Down** keys to work.



**Flip Pages:** Key presses 'turn' through the pages of your document.



**Scroll Window:** Key presses scroll up or down a window.

**Note:** **Shift PgUp/Shift PgDn** activates the option that is de-selected.

**File Options** group box:

In this group box you can specify the default directory path for your templates (.TPL files) and choose whether or not Page Express Lite will **Create .BAK Files** and **Compress .DTP Files**.

Click on **OK** when you are satisfied with the settings you have entered. Any changes you have made will take effect the next time you run Page Express Lite.

---

**See also:**



[Page Format dialog box](#)



[Open Document dialog box](#)



[Startup Options dialog box](#)



## Frame Border dialog box



This dialog box is displayed when a frame is selected and you select **Border** from the **Frame** menu, or when (in Frame mode) you click on the **Frame Border** button in the toolbar.

From this dialog box you can define or change the style of a border around a frame, or group of frames.

### Sides group box:

The four sides of a frame each have a check box.



**Above, Left, Right, Below:** Check the box for each of the sides on which you want the border style to be drawn. A preview will indicate the sides of the frame(s) which have been selected for a border style.



**All Around:** Check this box to draw the border style on all four sides of the frame(s). All the other check boxes are turned ON.

If a group of frames with different border sides is selected, the check boxes corresponding to the sides that differ will be disabled. Any selection that you make will apply to all the frames within the group.

### Style group box:

Click on the border style you want to appear around the frame(s).

If a group of frames with different border styles is selected, any selection you make will apply to all the frames within the group.

### Color control:

To attribute a color to a frame border, click open the drop-down color palette, move the mouse pointer over it and click on the color of your choice.

If a group of frames with different border colors is selected, a question mark will appear in the color box. Any selection that you make will apply to all the frames within the group.



---

**Shortcut:** Use the color palette at the bottom of the Page Express Lite window to attribute border style colors instead of opening this dialog box.



**Note:** The color of a frame border displayed on a 16-color screen may not appear to be the same as the color you have selected from the palette.

### See also:



[How to change the unit of measurement](#)



## Frame Tint dialog box



This dialog box is displayed when a frame is selected and you select **Tint** from the **Frame** menu, or when (in Frame mode) you click on the **Frame Tint** button in the toolbar.

From this dialog box you can specify a color tint for the selected frame or group of frames, and the degree of transparency of that tint.

### **Color** control:

To attribute a color tint to a frame, click open the drop-down color palette, move the mouse pointer over it and click on the color of your choice.

When a group of frames with different color tints is selected, a question mark will appear in the color edit box. Any selection that you make will apply to all the frames within the group.

### **Transparency** group box:

There are 9 degrees of transparency selectable, ranging from 100% clear to 100% solid.



Select the degree of transparency you wish to attribute to a tint by clicking on the relevant icon.



The chosen transparency will be identified by a box around its perimeter.



---

**Shortcut:** Use the color palette at the bottom of the Page Express Lite window to attribute frame tint colors instead of opening this dialog box.



**Note:** The tint color and transparency may appear to differ from those you have selected when displayed on a 16-color screen.



## Go To Page dialog box

This dialog box is displayed when you select **Go to Page** from the **Page** menu, or when you press **Ctrl G**.

**Go To** group box:



**Page Number:** Enter the number of the page to which you want to turn.



**Master** button: Click on this button to go to the master page. This button is displayed when your document has only one master page.



**Left Master & Right Master** buttons: Click on a button to go to the corresponding master page. These buttons appear when your document has both a left and a right master page.

---



## Kern Two Characters dialog box

This dialog box is displayed when you select **Kern** from the **Text** menu.

Kerning allows you to adjust the amount of space between two characters.

### **Kern Value:**

Enter the kern value in point size, or set it with the arrows on the box.

### **Direction** group box:



Select **Together** to move the two characters closer together.



Select **Apart** to move the two characters further apart.

The icon in the **Direction** group box will change to indicate the direction in which the characters will be kerned.



You cannot change the units used in this dialog box.

---



## **Name Text dialog box**

This dialog box is displayed when you select **Name Text** from the **Text** menu.

In this dialog box you can name text that you have entered directly into a frame; the text becomes a story which you can flow it through frames or export for use in another document.

### **Name For New Story:**

Enter a name for the story; the name must be no more than 8 characters, and will automatically be given the .TXT file extension.

The name is displayed in the browser, and the story can now be flowed into other frames.

---



## Page Format dialog box

This dialog box is displayed when you choose not to base your document on an existing template. You can set up the page format of your new document using this dialog box.

You cannot change the page format of a document once you have chosen **OK** in this dialog box. Make sure that you specify the correct page format requirements before you do so.

### Paper Size group box:

Click on the paper size you have chosen for your document.

### Master Pages group box:

Choose your document's Master page(s).

**All Pages Alike:** Check this option when you want every page of the document to be based on a single master page.

**Left & Right:** Check this option when you want the left and right pages in the document to be based on different master pages. For example, you may want to set a small left margin on the left page and a larger left margin on the right page.

The icon in the group box will change to reflect your choice.

### Orientation group box:

Select Portrait when you want the document to be prepared on a vertical page (i.e. one whose height is greater than its width).

Select Landscape when you want the document to appear on a horizontal page (i.e. one whose width is greater than its height).

As you toggle between **Landscape** and **Portrait** orientation the dimensions displayed in the **Width** and **Height** boxes will be swapped, and the icon in the group box will change to indicate the orientation currently selected.

---

### See also:

How to change the unit of measurement



## Set Tab Points dialog box



This dialog box is displayed when you select the **Set Tabs** button in the **Button Panel** or when (in Paragraph mode) you click on the **Set Tabs** button in the toolbar.

From this dialog box you can set up a paragraph's tab stop options. The name of the paragraph style for which tabs are being defined will appear in the dialog box title bar.



Use tabs to create paragraph styles for tables or forms.



You can set up to 14 tabs for a paragraph style. Each tab can have different leaders and can be a different size and type to the others.

**Show** group box:



Select **Positions** to define tab settings in relation to the edge of the frame.



Select **Widths** to define tab settings according to the distance of the tab from the previous tab.

**Tab** list box:

This box lists every tab by number.

Select the tab that you want to define by clicking on the number in the scroll bar. The values in the **Tab Options** group box display the attributes of the selected tab.



Use the scroll bar to display any tabs that you cannot see.

The figures under the tab number indicate either the distance of the tab from the left-hand side of the frame, or the width of the tab, depending upon whether **Positions** or **Widths** is set in the **Show** group box.

**Tab Options** group box:

Here you set up the attributes of the tab whose number you have selected from the **Tab** list box.



**Number:** Displays the number of the tab whose attributes you want to change. To select a different tab enter the new tab number, or set the number using the arrows on the box.



**Position (or Width):** Displays either the distance of the tab from the left-hand side of the frame, or the width of the tab, depending upon the option set in the **Show** group box. Enter the new width or position.



**Type:** Specify whether the tab should align left, right or to the center, or should align to a decimal point (for tables of figures, for example). Select the appropriate alignment type from the **Type** drop-down list box.



**Leaders:** Select a leader style from the **Leaders** drop-down list box. The options are spaces, underlines, or dots.



**Leading Spaces:** Enter the amount of extra space you need between the dots or underlines in the leader.



**Copy All Tabs** button: Press this button to copy the attributes of the current tab to all the other tabs.

**Note:** The unit of measurement used on the **Set Tab Points** dialog box can be changed using the **Units** dialog box.

**Reset** button:

Click on the **Reset** button to undo any changes you have made since entering this dialog box. The attributes you have changed will revert to their original settings.

---

**See also:**



[How to change the unit of measurement](#)



## Paragraph Options dialog box



This dialog box is displayed when you select the **Options** button in the **Button Panel** or when (in Paragraph mode) you click on the **Paragraph Options** button in the toolbar.

From this dialog box you can set up the various paragraph options for the paragraph style named in the dialog box title bar.

### Alignment group box:

Click on an option button to select the alignment of the paragraph style.



Select **Justified** for left and right aligned text.



Select **Flushed Left** for left aligned text.



Select **Centered** for text aligned to the center of the frame.



Select **Flushed Right** for right aligned text.



Select **Table** to set up a tabular style.

The icon in this group box will change to reflect the format you have selected.

### Bullet group box:

You can give a paragraph style a bullet. A bullet will automatically appear as the first character on the first line of a paragraph given a 'bullet' style.

To select a bullet character

 Clear the **No Bullet** check box then select a character to use as a bullet from the **Bullet** group box. If necessary use the scroll bar to view more bullet characters.

If a paragraph style does not need a bullet, check the **No Bullet** box.

### Reset button:

Click on the **Reset** button to undo any changes you have made since entering this dialog box. The attributes you have changed will revert to their original settings.

---



## Paragraph Dimensions dialog box



This dialog box is displayed when you select the **Dimensions** button in the **Button Panel** or when (in Paragraph mode) you click on the **Paragraph Dimensions** button in the toolbar.

From this dialog box you can set up the margins and indents for the paragraph style named in the dialog box title bar.

### **Margins** group box:

Here you define the margins that will appear around a paragraph.



**Space Above:** Enter the amount of space you want to appear between the top of the paragraph and the preceding paragraph.



**First Line Left Indent:** Enter the space between the left frame edge and the first line of the paragraph. Use this, in conjunction with a larger left indent, to create hanging indents.



**Left Indent:** Enter the space between the left frame edge and the start of the rest of the lines of the paragraph.



**Right Indent:** Enter the space between the right frame edge and the right edge of the paragraph.

**Note:** The unit of measurement used on the **Paragraph Dimensions** dialog box can be changed using the **Units** dialog box.

### **Line Spacing** group box:



**Leading:** Leading is measured in points. Enter the amount of space you want to appear between lines of text.

A good 'standard' to follow is to set leading at 120% of point size. If in doubt, return the leading to its default value by clicking on the **Reset** button



Leading is automatically recalculated when you change the point size of the paragraph style.

### **Reset** button:

Click on the **Reset** button to undo any changes you have made since entering this dialog box. The attributes you have changed will revert to their original settings.

---

### **See also:**



How to change the unit of measurement



## Function Key dialog box



This dialog box is displayed when you select the **Function Key** button in the **Button Panel** or when (in Paragraph mode) you click on the **Function Key** button in the toolbar.

Use this dialog box to allocate a function key to the paragraph style named in the dialog box title bar.

### **Function Key** group box:

Function keys that have already been assigned are marked in the list.

 Click on an un-assigned function key in the list to allocate it to the current paragraph style. The name of the paragraph style will appear beside the function key.

Function keys that have already been assigned are marked in the list. You can re-assign any of these function keys to a different paragraph style if desired.

### **Reset** button:

Click on the **Reset** button to undo any changes you have made since entering this dialog box. The attributes you have changed will revert to their original settings.

---



## Font and Point Size dialog box



This dialog box is displayed when you select the **Font & Size** button in the **Button Panel** or when (in Paragraph mode) you click on the **Font** button in the toolbar.

From this dialog box you can select the text attributes of the paragraph style named in the dialog box title bar.

### Font list box:

Select the desired font by clicking on the font name in the list box, or by entering the name into the **Font** box.



To see more fonts use the scroll bar.

The fonts listed are those available to your currently selected printer

### Font Style list box:

Click on a style to select it.



Regular



*Italic*



**Bold**



***Bold Italic***



When no outline font exists for a style it will be shown listed in parentheses (i.e. '*Italic*', '**Bold**', etc.), and the style will be simulated.

### Size list box:

To select a point size



Click on the list box or enter the size into the **Size** box.



To see more preset sizes use the scroll bar.

Point sizes not displayed in the list box can be created by entering the size into the **Size** box. Any point size between 3 and 250 points can be created.

There may be a short delay after clicking on **OK** while the appropriate screen font is created.

### Color control:

To attribute a color to a paragraph style, click open the drop-down color palette, move the mouse pointer over it and click on the color of your choice.

### Sample window:

This window displays the screen representation of the chosen font. The sample will change to reflect your selection of font, font style, color and size.

Information relating to your chosen font will appear below the font sample.



**Shortcut:** Use the color palette at the bottom of the Page Express Lite window to attribute text color to a selected paragraph style instead of opening this dialog box.



**Note:** The color of text displayed on a 16-color screen may not appear to be the same as the color you have selected from the palette.



## New Paragraph Style dialog box



This dialog box is displayed when you select **New Paragraph Style** from the **Text** menu, or when (in Paragraph mode) you click on the **New Paragraph** button in the toolbar.

From this dialog box you can create new paragraph style and select an existing style upon which to base it.

**New Style** group box:



**Name:** Enter the name of the new paragraph style. The name can be up to 10 characters long. If you do not enter a name you will be prompted to do so.



**Copy From:** Click on the paragraph style on which you want to base the new style. If necessary use the scroll bar to see more paragraph styles.

---

**Caution:** If a new paragraph style is created in Text mode it will be applied to the paragraph containing the text insertion point.

Similarly, if a new paragraph style is created in Paragraph mode it will be applied to the currently selected paragraph, if any.



## Text Runaround dialog box



This dialog box is displayed when you select **Text Runaround** from the **Frame** menu, or when (in Frame mode) you click on the **Text Runaround** button in the toolbar.

From this dialog box you can control how text runs around the frame.

**Text runs around this frame** check box:



Turn ON to repel the text around this frame border.



Turn OFF to let text run underneath the frame. Text will be obscured by the frame unless you give the frame a clear transparency level on the **Frame Tint** dialog box.

If **Text runs around this frame** is turned OFF, all the other options on the dialog box are disabled.

**Frame Padding** group box:



**Vertical Space:** Define the area above and below the frame, within which text should not appear. This option is disabled if the frame contains PowerText.



**Horizontal Space:** Define the area to the left and to the right of the frame, within which text should not appear.

**Note:** The unit of measurement used on the **Text Runaround** dialog box can be changed using the **Units** dialog box.

---

**See also:**



[How to change the unit of measurement](#)



## Units dialog box

This dialog box is displayed when you select **Units** from the **Options** menu.

From this dialog box you can specify the unit of measurement used by the rulers and dialog boxes. Use whichever unit is most appropriate to your style of work.

**Units** group box:

-  **Picas and Points**
-  **Centimeters**
-  **Inches and Tenths**
-  **Inches and Eighths**

---

**Shortcut:** When the rulers are displayed the current default unit of measurement is shown at their intersection. Click on this box and select your preference from the popup menu that is displayed.



## Picture Attributes dialog box

This dialog box is displayed when you select **Picture Attributes** from the **Frame** menu.

From this dialog box you can control the way in which pictures are scaled, and change the color of a picture.

**Aspect Ratio** group box:

 Select **Preserve** to preserve the aspect ratio of the original picture(s). Do this to ensure that, for example, a circle is not stretched into an ellipse.

 Deselect **Preserve** to ignore the aspect ratio.

The icon in the **Aspect Ratio** group box will change to reflect the selected option.

**Whole Pixel Scaling** group box:

Use whole pixel scaling to avoid unwanted pattern effects on bitmaps when printed.

 **Whole Pixel Scaling** has little visible effect on a bitmap displayed on screen, although the picture may become smaller than the frame.

**Whole Pixel Scaling** can be implemented both horizontally and/or vertically. Select **Horizontal** or **Vertical** (or both), depending on your requirements.

 If the selected frame is too small to allow scaling in one or both directions, a message is displayed telling you that whole pixel scaling is not possible.

**Coloring** group box:

This group box is enabled if the selected frame(s) contains a line-art picture or a monochrome bitmap picture.

When the **Custom** check box is selected you can choose a color from the drop-down color palette.

 The foreground color of a monochrome bitmap will change to the selected color.

 Anything that is *not white* in a line-art picture will change to the selected color.

The **Coloring** group box is disabled if you cannot change the color of the selected picture (eg. a color bitmap).

---



## Search dialog box

This dialog box is displayed when you select **Search** from the **Edit** menu, or when you press **Ctrl F**.

From this dialog box you can specify a word or phrase that you want to find in a story or in unnamed text.



If you have more than one story in a document, position the text insertion point in every story and repeat the search: **Search** only searches to the end of the story.

### Find:



Enter a string of text for which you want to search. The string may include spaces. Use '?' as a *wildcard*. For example, **t?e** will find **tee**, **the**, the first three letters of **tree**, etc.



When the string is found it is marked as a block. If the string is not found in the story a message informs you of this.



Check **Match Upper/Lower Case** if you want to search for the string exactly as you have entered it.

---

**Note:** **Search** works in one direction only, from the position of the text insertion point to the end of the story. **Search** will not start again at the beginning of a story once it has reached the end.



## Search & Replace dialog box

This dialog box is displayed when you select **Search & Replace** from the **Edit** menu, or when you press **Ctrl R**.

From this dialog box you can replace one string of text with another.

 **Replace:** Enter the string you want to replace. The string may include spaces. Use '?' as a *wildcard*, e.g. **t?e** will find **tee**, **the**, the first three letters of **tree**, etc.

 **With:** Enter the string with which you want to replace the string in the **Replace:** box.

 Select **Match Upper/Lower Case** if you want to search for the string exactly as you have typed it.

 If you have more than one story in the document, you have to repeat the search in all stories.

**Replace** group box:

 **First:** Replaces only the first occurrence of the string.

 **Confirm Each:** Displays a dialog box asking you to confirm the replacement each time the string is found.

 **All:** All occurrences of the string are replaced without your confirmation.

**Search & Replace** only works in one direction, from the position of the text insertion point to the end of the story or frame of text.

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## Column Guides dialog box

This dialog box is displayed when you select **Column Guides** from the **Page** menu.

From this dialog box you can specify the number of columns on a page, and their size and position. Use the column guides as a visual reference to help you position frames.

### Number of Columns:

Specify the number of column guides you want to appear on each page. Either enter the number of columns directly (minimum **1**, maximum **9**), or set the number using the arrows on the box.

### Dimensions group box:

The width and height of each column relative to your chosen page size is calculated automatically from the margin dimensions you define in this group box.



**Top Margin:** The area between the top of the page and the top of the column guides.



**Bottom Margin:** The area between the bottom of the page and the bottom of the column guides.



**Left Margin:** The area between the left of the page and the first column guide.



**Right Margin:** The area between the right of the page and the last column guide.



**Gap Between Columns:** The amount of space between two adjacent columns. Also known as the gutter.

### Print Position on Page group box:

From here you can adjust the printing position of the page on paper.



**Vertical Adjustment:** The offset in the vertical plane. Enter the offset dimension, and select **Up** or **Down**.



**Horizontal Adjustment:** The offset in the horizontal plane. Enter the offset dimension, and select **Left** or **Right**.

When no offsets are defined the **Up**, **Down**, **Left** and **Right** options are disabled.

**Note:** The unit of measurement used on the **Column Guides** dialog box can be changed using the **Units** dialog box.

---

### See also:



[How to change the unit of measurement](#)



## Size & Position (Frame) dialog box



This dialog box is displayed when you select **Size & Position** from the **Frame** menu, or when you click on the **Size & Position** button in the toolbar, when you press **Ctrl** and double-click on a frame.

From this dialog box you can precisely specify the size of a selected frame, and its position on the page.

Note that the size and position of a PowerText object refers to the center point of the object.

**Dimensions** group box:



**Horizontal Position:** The distance between the left-hand edge of the page and the left-hand edge of the frame. This dimension is given as the **Center X Position** when a PowerText frame is selected.



**Vertical Position:** The distance between the top of the page and the top of the frame. This dimension is given as the **Center Y Position** when a PowerText frame is selected.



**Width:** Enter the exact width you want the frame to be.



**Height:** Enter the exact height you want the frame to be.

**Note:** The unit of measurement used on the **Size & Position** dialog box can be changed using the **Units** dialog box.

### Size & Position for a group of frames

If a group of frames is selected, the size and position dimensions shown in this dialog box relate to the large box surrounding the group.

If the dimensions are changed the frames in the group will be rescaled to fit the new size, but will maintain their size relative to one another.

### Size & Position of frames containing graphic objects

When you change the dimensions of a frame containing graphics objects, the objects will be scaled to fit the frame but will maintain their aspect ratio.



Hold down **Ctrl** when re-sizing a frame to prevent the graphic object it contains from being re-sized.

---

### See also:



[How to change the unit of measurement](#)



## Size & Position (Draw) dialog box

This dialog box is displayed when you select **Size & Position** from the **Draw** menu, or when you double-click on a graphics object in Draw mode.

From this dialog box you can specify the size of a graphics object, and its position relative to the frame in which it is contained.

**Dimensions** group box:



**Horizontal Position:** The distance between the left-hand edge of the frame and the left-hand edge of the graphics object.



**Vertical Position:** The distance between the top of the frame and the top of the graphics object.



**Width:** Enter the exact width that you want the graphics object to be.



**Height:** Enter the exact height that you want the graphics object to be.

The graphics object will maintain its aspect ratio. For example, a circle will *not* be stretched into an ellipse.

**Note:** The unit of measurement used on the **Size & Position** dialog box can be changed using the **Units** dialog box.

---

**See also:**



[How to change the unit of measurement](#)



## Headers & Footers dialog box

This dialog box is displayed when you select **Headers & Footers** from the **Page** menu.

From this dialog box you can specify the information you want to appear in the headers and/or footers of your document.

**Header** group box:



**Left: / Center: / Right:** Enter the text you want to appear in each position.



**Distance From Top of Page:** Enter the distance between the header and the top of the page.

**Footer** group box:



**Left: / Center: / Right:** Enter the text you want to appear in each position.



**Distance From Bottom of Page:** Enter the distance between the footer and the bottom of the page.

When entering header or footer text, use # for the page number and % for the last page number. For example, enter **Page # of %** to give **Page 1 of 26** on the first page of a 26 page document.

**Select** group box:



Select whether headers and footers are displayed on **All Pages**, **Left Pages** only or **Right Pages** only. This option is available only if you have both a left and a right master page set up.

A header or footer will then appear on every corresponding page of your document unless turned off (page by page) in the **Page** menu.

**Start Numbering From** box:

Enter the number from which you want page numbering to start. For example if your document is Chapter 2 of a book, and Chapter 1 ends on page 10, enter 11 in this box to ensure consecutive page numbers.

### Header & Footer paragraph styles

Once headers and footers have been created you can adjust their font, point size etc. by changing the attributes of the paragraph styles called **Header** and **Footer** (generated automatically when you create headers and footers) or, if you have left and right master pages set up, **L Head**, **L Foot**, **R Head** and **R Foot**.

Headers and footers are saved when saving the document as a template.

**Note:** The unit of measurement used on the **Headers & Footers** dialog box can be changed using the **Units** dialog box.

---

**See also:**



How to change the unit of measurement



## Print Options dialog box



This dialog box is displayed when you select **Print** from the **File** menu, when you press **Ctrl P**, or when you click on the **Print** button in the toolbar.

From this dialog box you can select various printer options, change the printer setup, and print your document.

**Output** group box:

 Select the named printer (for example, **HP LaserJet III, on LPT1:**), or select **Print to Disk** to send the document to a file on disk. **Print to Disk** may be disabled if your selected printer driver does not support this option.

 Select an alternative printer, or change the settings of the currently selected printer by clicking on **Printer Setup** to display the **Print Setup** dialog box.

**Pages** group box:

 To print a range of pages from your document, enter the first and last page numbers in the **From:** and **To:** boxes.

 Specify how many copies of the document you want to print by entering the number in the **Copies:** box.

**Options** group box:

 **Collate Pages:** Select to print each copy of your document in the page order 1,2,3,... 1,2,3,... rather than 1,1,... 2,2,... 3,3,...etc. **Collate Pages** is disabled if you are printing only one copy.

 **Pause Between Pages:** After every page is printed you are prompted to continue printing. This option is useful if you need to change headed paper, or are using a sheet feeder.

Choose **OK** to print your document. A 'printing progress' dialog box is displayed containing details of the file being printed and the printer you have selected.

If you have made a mistake, or do not want to continue with your print job for some other reason, press **Cancel** in this dialog box. You will be asked to confirm that you wish to abandon, or continue with, printing.

---



## Print Setup dialog box

This dialog box is displayed when you select **Printer Setup** from the **File** menu, or when you select **Printer Setup** from the **Print Options** dialog box.

From this dialog box you can select and set up any of the printers you have installed to print your Page Express Lite document.

### Printer group box



**Default Printer:** Select this option to print your document on the default printer. The name of the default printer is displayed in the **Printer** group box.



**Specific Printer:** Select this option to print your document on one of the other printers you have installed. Click on the arrow on the box to display a drop-down list of installed printers. Click on a printer name to select it as the **Specific Printer**.

### Orientation group box



Select **Portrait** to print your document in Portrait (Tall) orientation.



Select **Landscape** to print your document in Landscape (Wide) orientation.

### Paper group box



**Size:** Click on the arrow on the box to display a drop-down list of paper sizes. Select the size of the paper loaded in your printer from this list.



**Source:** Click on the arrow on the box to display a drop-down list of paper sources for your selected printer. Select the source in which your paper is loaded from this list.

### Options button



Click on the **Options** button to open the **Options** dialog box for the printer you have selected.

Click on **OK** to confirm your printer and set up selections.

---



## Status dialog box

This dialog box is displayed when you select **Status** from the **Options** menu.

From this dialog box you can see the length and size of a document, the number of words placed and remaining unplaced, and the proportion of all frames still unused.

**Document** group box:



**Name:** Displays the name of the document.



**Size (Kbytes):** Displays the size of the document in terms of memory.



**Number of Pages:** Displays the number of pages the document spans.



**Unused Frame (*units*):** Displays the unused portion (totalled) of all the frames in the document.

**Note:** The unit of measurement used on the **Status** dialog box can be changed using the **Units** dialog box.

**Words** group box:



**Total:** Displays how many words are in the document.



**Number Placed:** Displays how many words have been placed, ie. appear in the document.



**Number Unplaced:** Displays how many words have *not* been placed, ie. the number of words which do not appear in the document because there are too few frames, or because the frames are too small.

---

**See also:**



[How to change the unit of measurement](#)



## Picture Status dialog box

This dialog box is displayed when you select a frame containing an imported picture and then double-click on its filename in the browser.

From this dialog box you can see the name and size of a picture.

**Picture** group box:

 **Name:** Displays the name of the picture file. This name can be changed by entering a new name in the **Name** box. The name of the original picture file will not be affected.

 **Size (Kbytes):** Displays the size of a picture in terms of memory.

**Remove** button:

Removes the picture from the document but does not delete it from your hard disk. You will be asked to confirm this before you continue.

---



## Story Status dialog box

This dialog box is displayed when you select a frame containing a story and then double-click on its story name in the [browser](#).

From this dialog box you can see the length and size of a [story](#), how many frames it occupies and how much of it has not yet been placed. You can also re-name the story.

**Story** group box:

 **Name:** Displays the current name of the story. A story name can be changed by entering a new name into the **Name** box.

 **Size (Kbytes):** Displays the size of a story in terms of memory.

 **Number of Frames Used:** Displays how many frames the story occupies.

 **Unused Frame (*units*):** Displays the amount of space remaining in the story's frames.

**Note** The unit of measurement used in the **Story Status** dialog box can be changed using the **Units** dialog box.

**Words** group box:

 **Total:** Displays the number of words that are in the story. Note that this may not be the total number of words in the document if the document contains more than one story.

 **Number Placed:** Displays the number of words in the story that have been placed, ie. those that appear in the document.

 **Number Unplaced:** Displays how many of the story's words have *not* been placed, i.e. the number of words that do not appear in the document because there are too few frames, or because the frames are too small.

**Remove** button:

Removes the story from the document but does not delete it from your hard disk. You will be asked to confirm this before you continue.

---

**See also:**

 [How to change the unit of measurement](#)



## Picture Status (PostScript) dialog box

This dialog box is displayed when you select a frame containing an imported EPS picture and then double-click on its filename in the [browser](#).

From this dialog box you can see the name, size and orientation of the EPS picture. The EPS picture cannot be displayed on screen unless it contains a TIFF screen representation, and can only be printed on a PostScript printer.

**Picture** group box:



**Name:** Displays the name of the picture file. This name can be changed by entering a new name in the **Name** box. The name of the original picture file will not be affected.



**Size (Kbytes):** Displays the size of a picture in terms of memory.

**Rotate:**

Enter the angle you want to rotate the picture by entering a value directly in the box, or select the angle by using the arrows on the box. Alternatively drag the radius of the circle to the angle you want.

**Remove** button:

Removes the picture from the document, but does not delete it from your hard disk. You will be asked to confirm this before you continue.

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## Line Style dialog box



This dialog box is displayed when, in Draw mode, you select **Line Style** from the **Draw** menu, or when you click on the **Line Style** button in the toolbar.

From this dialog box you can specify the attributes of line-art drawn with the drawing tools.

**Line Style** group box:

Select the line style you want by clicking on it in the **Line Style** group box.

**Color** group box:

To attribute a color to a line, click open the drop-down color palette, move the mouse pointer over it and click on the color of your choice.

**Arrow Heads** group box:

Select these options to display an arrow head at either end of the line.

 **At Start** places an arrow head at the first point on the line, ie. the point from which you started drawing the line.

 **At End** puts an arrow head at the last point on the line, ie. the point at which you released the mouse button when drawing the line.

The icon indicates the option(s) you have chosen.



Arrow heads *cannot* be applied to boxes and ellipses.

---

 **Shortcut:** Use the color palette at the bottom of the Page Express Lite window to attribute line style colors instead of opening this dialog box.

 **Note:** The color of a line displayed on a 16-color screen may not appear to be the same as the color you have selected from the palette.



## Fill Style dialog box



This dialog box is displayed when, in Draw mode, you select **Fill Style** from the **Draw** menu or when you click on the **Fill Style** button in the toolbar.

From this dialog box you can specify the fill style of a graphics object.

**Tints** group box:

Select the pattern with which you want the graphics object to be filled. There are 36 patterns to choose from.

**Perimeter** group box:



Select **Perimeter On** if you want a line to be drawn around the edge (perimeter) of the shape.



Select **Perimeter Off** if you do not.

You can give a **line style** to a perimeter line.

**Visibility** group box:



Select **Opaque** if you want any objects behind the graphic to be hidden.



Select **Clear** if you want any objects behind the graphic to be visible.

The icon will change to reflect your choice.

**Color** group box:

To attribute a color to a fill, click open the drop-down color palette, move the mouse pointer over it and click on the color of your choice.

Click on the **X** at the left end of the color palette with the *left* mouse button to turn off the fill style.



---

**Shortcut:** Use the color palette at the bottom of the Page Express Lite window to attribute fill colors instead of opening this dialog box.



**Note:** The color and style of a fill displayed on a 16-color screen may not appear to be the same as the color you have selected from the palette.



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## Open Document dialog box



This dialog box is displayed when you select **Open** from the **File** menu, when you press **Ctrl O**, or when you click on the **Open Document** button in the toolbar.

It is also displayed when you choose **More Files** from the **Startup Options** dialog box.

From this dialog box you can locate and load an existing document.

### File Name:

Select the file you want to load by clicking on the filename in the **File Name** list box, or by entering the filename into the **File Name** box.



If necessary use the scroll bar to display more files.

### List Files of Type:

Select the file format of the document you want to open from the **List Files of Type** drop-down list box. The Page Express Lite **\*.dtp** file format is selected by default.

Files of this format found in the current directory are displayed in the **File Name** list box.

### Directories:

Displays all the directories in the path from the root to the current directory, and a list of all the sub-directories contained in the current directory.



Click on any directory to select it, double-click on it to make it the current directory.

### Drives:

Click on the arrow to the right-hand side of the drop-down list box to display all the disk drives available.



If necessary use the scroll bar to scroll through the list of drives and select the one you want.

---



## Save Document As dialog box

This dialog box is displayed when you select **Save As** from the **File** menu, or if you select save for an untitled document.

From this dialog box you can specify the disk, directory and filename in which to save your document.

### File Name:

Enter the filename in which you want to save your document or, if the file already exists, select it by clicking on the filename in the **File Name** list box.

 If necessary use the scroll bar to display more files.

### List Files of Type:

Select the file format in which you want your document to be saved.

 As you would normally save it as a Page Express Lite file your document will be given the **.dtp** extension by default, but you can specify a different extension if you prefer.

### Directories:

Displays all the directories in the path from the root to the current directory, and a list of all the sub-directories contained in the current directory.

 Click on any directory to select it, double-click on it to make it the destination directory.

### Drives:

Click on the arrow to the right-hand side of the drop-down list box to display all the disk drives available.

 If necessary use the scroll bar to scroll through the list of drives and select the one you want.

---



## Import Picture dialog box



This dialog box is displayed when you select **Import Picture** from the **File** menu, or when (in Frame mode) you click on the **Import Picture** button in the toolbar.

From this dialog box you can locate and import a picture into your document.

### File Name:

Select the picture you want to import by clicking on the filename in the list box, or by entering the name of the picture into the **File Name** box.



If necessary use the scroll bar to display more files.

### List Files of Type:

Select the file format of the picture you want to import. Files of the selected format found in the current directory are displayed in the **File Name** list box.



When **All picture types** is selected, all pictures (in formats that Page Express Lite can import) in the current directory are listed in the **File Name** list box.

### Directories:

Displays all the directories in the path from the root to the current directory, and a list of all the sub-directories contained in the current directory.



Click on any directory to select it, double-click to make it the source directory.

### Drives:

Click on the arrow to the right-hand side of the drop-down list box to display all the disk drives available.



If necessary use the scroll bar to scroll through the list of drives and select the one you want.

---



## Import Text dialog box



This dialog box is displayed when you select **Import Text** from the **File** menu, or when, in frame mode, you click on the **Import Text** button in the toolbar.

From this dialog box you can locate and import a story into your document.

### File Name:

Select the story you want to import by clicking on its filename in the list box, or by entering the name of the story into the edit box.



If necessary use the scroll bar to display more story files.

### List Files of Type:

Select the file format of the story you want to import. Files of the selected format found in the current directory are displayed in the **File Name** list box.

When **All text types** is selected, if Page Express Lite cannot interpret the format of the story you are trying to import, a dialog box is displayed from which you must select the exact format in which the file was saved.

### Directories:

Displays all the directories in the path from the root to the current directory, and a list of all the sub-directories contained in the current directory.



Click on any directory to select it, double-click on it to make it the source directory.

### Drives:

Click on the arrow to the right-hand side of the drop-down list box to display all the disk drives available.



If necessary use the scroll bar to scroll through the list of drives and select the one you want.

---



## Load Template dialog box

This dialog box is displayed when you press the **Load Template** button on the **Startup Options** dialog box, or when you select **New** from the file menu and click on yes when asked if you want to load a template.

From this dialog box you can choose and load a template.

### File Name:

Select the template you want to load by clicking on the filename in the list box, or by entering the filename into the **File Name** box.



If necessary use the scroll bar to display more files.

### List Files of Type:

Select the file format of the template you want to load from the **List Files of Type** drop-down list box. By default Page Express Lite template files are saved with the **.tpl** extension.

Files of this format found in the current directory are displayed in the **File Name** list box.

### Directories:

Displays all the directories in the path from the root to the current directory, and a list of all the sub-directories contained in the current directory.



Click on any directory to select it, double-click on it to make it the source directory.

### Drives:

Click on the arrow to the right-hand side of the drop-down list box to display all the disk drives available.



If necessary use the scroll bar to scroll through the list of drives and select the one you want.

---



## Save Template As dialog box

This dialog box is displayed when you select **Save Template** from the **File** menu.

From this dialog box you can name and save the template of the document on which you are currently working.

### Template Name:

Enter the name you wish to save your template as, or if the name already exists select it by clicking on the filename in the **File Name** list box.



If necessary use the scroll bar to display more files.

### List Files of Type:

Templates can only be saved as a template file type.



Normally your template file will be given a **.tpl** extension by default, but you can specify a different extension if you prefer.

### Directories:

Displays all the directories in the path from the root to the current directory, and a list of all the sub-directories contained in the current directory.



Click on the directory to select it, double click to make it the destination directory.

### Drives:

Click on the arrow to the right-hand side of the drop-down list box to display all the drives available.



If necessary use the scroll bar to scroll through the list of drives and select the one you want.

---



## Filename for disk output dialog box

This dialog box is displayed when you select **Print to Disk** from the **Print Options** dialog box and click on **OK**.

From this dialog box you can specify a file to which to print your document.

### File Name:

Enter the name of the file to which you want to print your document or, if the file already exists, select it by clicking on the filename in the list box.



If necessary use the scroll bar to display more files.

### List Files of Type:

Select the file format in which you want to print your file to disk. The files of this format in the current directory are displayed in the **File Name** list box.



The appropriate format will depend upon the printer you have selected. For example, if you are printing to a PostScript file the file extension will be **.eps**. Otherwise the Page Express Lite default is **.ptd**.

### Directories:

Displays all the directories in the path from the root to the current directory, and a list of all the sub-directories contained in the current directory.



Click on any directory to select it, double-click on it to make it the destination directory.

### Drives:

Click on the arrow to the right-hand side of the drop-down list box to display all the disk drives available.



If necessary use the scroll bar to scroll through the list of drives and select the one you want.

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## PowerText Style dialog box

This dialog box is displayed when you select **PowerText Style** from the **Text** menu, or when you click on the **Style** button in the **PowerText** dialog box.

From this dialog box you can specify or change the line and fill styles of PowerText.

### Letter Fill Style group box:

Select the pattern that you want to fill the text.

 The chosen style is identified by a box around its perimeter. There are 36 patterns to choose from.

 Select **Opaque** if you want any frames behind the filled text to be hidden.

 Select **Clear** if you want any frames behind the filled text to be visible.

 **Color** control: To attribute a color to a fill, click open the drop-down color palette, move the mouse pointer over it and click on the color of your choice.

### Perimeter group box:

 **Line Style** drop-down list box: Select the line style you want to give to the text by clicking on the style in the list box. Use the scroll bar to display more line styles.

 **Color** control: To attribute a color to a line, click open the color drop-down palette and click on the color you want.

The preview window displays a preview of the PowerText object and its background. The preview is updated automatically as you change colors and styles.

---

 **Note:** When displayed on a 16-color screen the fill style and line colors of PowerText may appear to differ from those you have selected.



## PowerText dialog box



This dialog box is displayed when, in Frame mode, you select an empty frame and choose **PowerText** from the **Text** menu or when you click on the **PowerText** button in the toolbar. It is also displayed when, in Frame or Text mode, you double-click on an existing PowerText object.

From this dialog box you can create or modify a PowerText object.

### Text box:

Enter the text you want to create as PowerText. You can enter up to three lines of text separating each by pressing **Return**.

### Font drop-down list box:

Click on the arrow to the right-hand side to drop-down the available fonts. Select a font by clicking on the font name in the list box.



To see more fonts click on the scroll bar.

The fonts listed are those available to your currently-selected printer.

### Style drop-down list box:

Click on the arrow at the right-hand side to display the available styles. Click on a style to select it.



Regular



*Italic*



**Bold**



***Bold Italic***



Depending upon the font selected some styles may be unavailable.

### Options group box:

From this group box you specify the attributes of the PowerText. Select **Auto Preview** to display the effects of the changes as you apply them to the PowerText.



**Effects** drop-down list box: Several PowerText effects are available. Select one, and observe its effect in the Preview window.



**Scaling** drop-down list box: Choose whether you want the text to be stretched to fit the frame, to maintain its aspect ratio, or to be displayed at a specific point size. The **Points** box is active only when you select **Fixed Size** from this list. Enter the point size or set it with the arrows on the box.



**Rotation:** Enter (or set) the angle by which to rotate the PowerText, or select the angle by dragging the radius of the control icon's circle around its circumference until the **Degrees** box displays the desired angle.



**Skew:** Enter (or set) the angle by which to skew the PowerText, or select the angle by dragging the radius of the control icon's circle around its circumference until the **Degrees** box displays the desired angle.



**Mirror:** Turn ON to flip the text horizontally.



**Style** button: Click on this button to display the PowerText style dialog box. From this dialog box you can change the color, line style and fill style of the PowerText.

### Preview button:

Click on this button to display a preview of the PowerText object in the preview window.

Click on **Preview** each time you change the attributes to display the effect of the change, or select **Auto Preview** to have the preview display updated automatically.

The preview window displays a preview of the PowerText as it would appear in the document.

---

**Note:** When editing the text, the preview will not be updated automatically until you tab out of the **Text** box.



## Font & Size dialog box

This dialog box is displayed when you select **Font & Size** from the **Text** menu, or when you press **Ctrl T**.

From this dialog box you can preset the font, point size and color of text before you enter it, or alter a selected block of existing text.

### Font list box:

Select the desired font by clicking on the font name in the list box, or by entering the name into the **Font** box.

To see more fonts use the scroll bar.

The availability of fonts will depend upon the number you have installed and the configuration of your system.

### Font Style list box:

Click on a style to select it.

Regular

*Italic*

**Bold**

***Bold Italic***

When no outline font exists for a style it will be shown listed in parentheses (i.e. '*Italic*', '**Bold**', etc.), and the style will be simulated.

### Size list box:

To select a font size

Click on a size in the list box or enter the size into the **Size** box.

To see more preset sizes use the scroll bar.

Point sizes not displayed in the list box can be created by entering the size into the **Size** box. Any point size between 3 and 250 points can be created.

There may be a short delay after clicking on **OK** while the appropriate screen font is created.

### Color control:

To attribute a color to text, click open the drop-down color palette, move the mouse pointer over it and click on the color of your choice. Color is attributed to text in exactly the same way as a font style such as (say) **bold** or *italic*.

### Sample window:

This window displays the screen representation of the chosen font. The sample will change to reflect your selection of font, font style, color and size.

Information relating to your chosen font will appear below the font sample.

---

**Shortcut:** Use the color palette at the bottom of the Page Express Lite window to attribute text color instead of opening this dialog box.

**Note:** The color of text displayed on a 16-color screen may not appear to be the same as the color you have selected from the palette.



## Startup Options dialog box

This dialog box is displayed when you first load Page Express Lite if you have chosen **Startup Options** as the startup default in the **Preferences** dialog box.

From the startup options dialog box you can choose to:



Go to a blank page



Select a template on which to base a new document



Load the default template



Open an existing document

**Blank Page** button:

Click to display the **Page Format** dialog box.

**Select Template** button:

Click to display the **Load Template** dialog box.

**Default Template** button:

Click to load the default template automatically.

**Open the selected Document** group box:

The paths and filenames of the four documents on which you have been working most recently are displayed in this group box.

Double-click on a file (or select it and choose **OK**) to open it, or double-click on **More Files...** to display the **Open Document** dialog box.

---

**See also:**



**Page Format** dialog box



**Open Document** dialog box



## Frame Full dialog box

This dialog box is displayed when you attempt to keep entering text after filling the current frame.

### Untitled text

If you continue entering text after a frame is full, your text will be preserved but the bottom line of your text will be overwritten.

An audible 'beep' will sound each time the cursor wraps, and when you stop entering text the **Frame Full** dialog box is displayed.

### Name for New Story group box:

Enter a name for your text then choose **OK**. A story with that name will be created. If **Continue on next page** is selected then the newly-created story will be flowed onto the next page (created as a copy of the master page); deselect this check box if you want to add more frames to the current page.

The text insertion point will be placed at the end of the last frame containing the story, allowing you to continue entering text.

### Cancel:

If you choose Cancel, then the frame will be left full (indicated by a dotted line at the bottom) and no text insertion point will be visible.

Some or all of the text that you have entered can be seen by making the frame bigger.

---





## Toolbar: Frame mode

Click on a button to see a description of its use and function.





## Toolbar: Paragraph mode

Click on a button to see a description of its use and function.





## Toolbar: Text mode

Click on a button to see a description of its use and function.



Body text 

Times New Roman 

10 





## Toolbar: Draw mode

Click on a button to see a description of its use and function.





## Menus

Click on any button to see a list of menu items.

-  [File menu](#)
-  [Edit menu](#)
-  [Page menu](#)
-  [Frame menu](#)
-  [Text menu](#)
-  [Draw menu](#)
-  [Options menu](#)
-  [Help menu](#)

**Hint:** You can see a brief description of any menu command in Page Express Lite by holding down the left mouse button and moving the pointer over your choice

A Help message will appear in the **Information Line** at the bottom of your screen.



## File menu

### File menu

-  New
-  Open
-  Abandon Changes
-  Save
-  Save As
-  Save Template
-  Import Picture
-  Import Text
-  Print
-  Printer Setup
-  Exit



## Edit menu

### Edit menu

-  Undo
-  Cut
-  Copy
-  Paste
-  Delete
-  Clear
-  Select All
-  Search
-  Search & Replace
-  Search Again



## Page menu

### Page menu

-  Go to Page
-  Add Page
-  Insert Page
-  Delete Page
-  Headers & Footers
-  Header on This Page
-  Footer on This Page
-  Column Guides



## Frame menu

### Frame menu

-  Border
-  Tint
-  Text Runaround
-  Size & Position
-  Bring to Front
-  Send to Back
-  Picture Attributes
-  Crop Picture
-  Snap to Guides



## Text menu

### Text menu

-  Font & Size
-  Style
-  Alignment
-  Case
-  Edit Paragraph Style
-  New Paragraph Style
-  Delete Paragraph Style
-  Soft Hyphen
-  Kern
-  Name Text
-  PowerText
-  PowerText Style



## Draw menu

### Draw menu

-  Line Style
-  Fill Style
-  Size & Position
-  Bring to Front
-  Send to Back
-  Snap to Grid



## Options menu

### Options menu

-  View Size
-  Show Browser
-  Show Rulers
-  Show Pictures
-  Show Frames & Columns
-  Show Ghost Styles
-  Show Grid
-  Show Info Line
-  Show Color Palette
-  Save Settings on Exit
-  Units
-  Preferences
-  Status



## Help Menu

### Help menu

-  [Contents](#)
-  [Search](#)
-  [How To](#)
-  [Shortcuts](#)
-  [Glossary](#)
-  [Using Help](#)
-  [About](#)



## **File Menu: New**

Select **New** when you want to start a new document. A message is displayed giving you the option of starting a new document with an existing template, or from scratch.

---



## File Menu: Open

Select **Open** when you want to open a document that you have previously saved. The **Open Document** dialog box is displayed.

Select the document that you want to open. After a few moments the document is displayed in the Page Express Lite window and you can resume work on it.

### **Shortcuts:**



---

### **See also:**



[Open Document dialog box](#)



## **File Menu: Abandon Changes**

Select **Abandon Changes** when you want to abandon all the changes you have made since you last saved the current document.

A message is displayed giving you the chance to cancel this command.

---



## File Menu: Save

Select **Save** to save the document on screen with its current filename. If the document is untitled, the **Save Document As** dialog box is displayed and you must enter a name for the document.

### *Shortcuts:*



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### *See also:*



**Save Document As** dialog box



## File Menu: Save As

Select **Save As** to name a new document or to save the current document under a different filename. The **Save Document As** dialog box is displayed.

Choose a drive and directory in which to save the document and enter a name for the document.

---

### *See also:*



[Save Document As dialog box](#)



## File Menu: Save Template

Select **Save Template** to save the template of the current document for future use. The **Save Template** dialog box is displayed.

Choose the drive and directory in which to save the template and enter a name for the template.

---

### *See also:*



**Save Template** dialog box



## File Menu: Import Picture

Select **Import Picture** to import a picture into your Page Express Lite document. The **Import Picture** dialog box is displayed. Select the format of the picture that you want to import then select the filename.

When you click on **OK** it may take a few moments to import the picture into your document.

### **Shortcuts:**



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### **See also:**



[Import Picture dialog box](#)



## File Menu: Import Text

Select **Import Text** to import a story that you have created in your word-processor. The **Import Text** dialog box is displayed. Select the format of the story that you want to import then select the filename.

When you click on **OK** the story is imported into your Page Express Lite document and its filename is listed in the browser. You can then flow the story through the frames in your document.

### **Shortcuts:**



---

### **See also:**



**Import Text** dialog box



## File Menu: Print

Select **Print** to print the current document. The **Print Options** dialog box is displayed. If you want to print to a printer other than the one named in the **Output To** box, click on the **Printer Setup** button to select the printer you prefer.

### *Shortcuts:*



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### *See also:*



[Print Options dialog box](#)



## File Menu: Printer Setup

Select **Printer Setup** to change the current default printer. The **Print Setup** dialog box is displayed. The printers that you have installed for use with Windows will be listed on this dialog box. You can set up any of these printers to print your Page Express Lite documents.

---

### See also:



[Print Setup dialog box](#)



## **File Menu: Exit**

Select **Exit** to close Page Express Lite. If the current document contains any unsaved changes, a message is displayed giving you the opportunity to save or abandon the changes, or to cancel the **Exit** command.

### ***Shortcuts:***

**Alt F4**

---



## **Edit Menu: Undo**

Select **Undo** when working in Text mode to abandon the most recent text edit. For example if you have styled text in **bold**, select **Undo** to abandon the bold styling.

When you have undone a text edit, the **Undo** command is replaced by **Redo**. Select **Redo** to abandon the most recent undo command.

### ***Shortcuts:***

**Ctrl Z**

---



## **Edit Menu: Cut**

Select **Cut** to remove selected frames, text blocks or graphics from the page and put them on the Clipboard ready to be pasted to another location.

### ***Shortcuts:***





## **Edit Menu: Copy**

Select **Copy** to copy selected frames, text blocks or graphics to the Clipboard, *without* removing the original objects from the page.

### ***Shortcuts:***





## **Edit Menu: Paste**

Select **Paste** to paste the contents of the Clipboard onto the current page.

**Shortcuts:**





## **Edit Menu: Delete**

Select **Delete** to remove selected frames, text blocks or graphics from the page *without* placing them on the Clipboard. Any objects that you delete cannot be pasted back into a document.

### **Shortcuts:**

**Del**

---



## **Edit Menu: Clear**

Select **Clear** to empty a frame of its contents. For example, if you want to import a picture into a frame that previously contained text, you must use **Clear** to empty the frame before you can put the picture in it.

---



## **Edit Menu: Select All**

Select **Select All** to select all the frame on a page. When a document is displayed in Two Pages view, the frames on the page most recently clicked on are selected.

---



## **Edit Menu: Search**

Select **Search** to look through a story for a string of text. The **Search** dialog box is displayed. When Page Express Lite finds the string, it is highlighted as a selected block.

### ***Shortcuts:***

**Ctrl F**

---

### ***See also:***



**Search dialog box**



## **Edit Menu: Search & Replace**

Select **Search & Replace** to replace one string of text with another. The **Search & Replace** dialog box is displayed. Enter the string for which you want to search and the string that you want to replace it with.

### ***Shortcuts:***

**Ctrl R**

---

### ***See also:***



**Search & Replace dialog box**



## **Edit Menu: Search Again**

Select **Search Again** to repeat the last **Search** or **Search & Replace** command.

### ***Shortcuts:***

**Ctrl A**

---



## Page Menu: Go to Page

Select **Go to Page** to display a specific page in your document, or one of the master pages. The **Go To Page** dialog box is displayed.

Enter the number of the page that you want to view or click on the appropriate master page.

### **Shortcuts:**

**Ctrl G**

---

### **See also:**



**Go to Page** dialog box



## **Page Menu: Add Page**

Select **Add Page** to add a page after the current page of your document.

You will not be able to add a page if your document is displayed in Two Pages view, or if the master page is displayed.

### ***Shortcuts:***

**Ctrl M**

---



## Page Menu: Delete Page

Select **Delete Page** to delete the current page from your document.

You *cannot* delete a page if your document is displayed in **Two Pages** view, or if the master page is displayed.

### ***Shortcuts:***

**Ctrl D**

---



## Page Menu: Insert Page

Select **Insert Page** to insert a page before the current page in your document.

You *cannot* insert a page if your document is displayed in **Two Pages** view, or if the master page is displayed.

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## Page Menu: Headers & Footers

Select **Headers & Footers** to set header and footer text for your document. The **Headers & Footers** dialog box is displayed. Enter the text that you want displayed at the top or bottom of the pages in your document.

If your document has different left and right master pages you can set different headers and footers for the left and right pages.

---

### See also:



**Headers & Footers** dialog box



## Page Menu: Header on This Page

Select **Header on This Page** to turn the header on or off for the current page. This command is checked when the header of the current page is turned on.

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## Page Menu: Footer on This Page

Select **Footer on This Page** to turn the footer on or off for the current page. This command is checked when the footer of the current page is turned on.

---



## Page Menu: Column Guides

Select **Column Guides** to specify the margins around a page, the number of columns on the page and the space between the columns. The **Column Guides** dialog box is displayed for you to set these options. You can also specify the print position on the page.

---

### See also:



[Column Guides dialog box](#)



## Frame Menu: **Border**

Select **Border** to choose a border style for a selected frame or group of frames. The **Frame Border** dialog box is displayed.

When a group of frames is selected and the frames within the group have a variety of border styles, the options on this dialog box are not preset with any particular style. Any selection that you make applies to all the frames within the group.

### **Shortcuts:**



---

### **See also:**



**Frame Border** dialog box



## Frame Menu: Tint

Select **Tint** to choose a tint for a selected frame or group of frames. The **Frame Tint** dialog box is displayed.

When a group of frames is selected and the frames within the group have a variety of tints, the options on this dialog box are not preset with any particular tint. Any selection that you make applies to all frames within the group.

### **Shortcuts:**



---

### **See also:**



[Frame Tint dialog box](#)



## Frame Menu: Text Runaround

Select **Text Runaround** to control whether text flows under or around a selected frame. The **Text Runaround** dialog box is displayed. You can also use the **Text Runaround** command when a group of frames is selected.

### *Shortcuts:*



---

### *See also:*



**Text Runaround** dialog box



## Frame Menu: Size & Position

Select **Size & Position** to display the size and position dimensions of a selected frame or group of frames. The **Size & Position** dialog box is displayed and you can change the dimensions of the frame or group.

The position of a frame is measured from the top left-hand corner of the page.

### **Shortcuts:**



---

### **See also:**



[Size & Position dialog box](#)



## Frame Menu: Bring to Front

Select **Bring to Front** to move a selected frame or group of frames to the front of the page. Any frames overlapping the selected frame or group will then be overlapped by the frames that have been moved to the front.

### ***Shortcuts:***





## Frame Menu: Send to Back

Select **Send to Back** to move a selected frame or group of frames to the back of the page. Any frames that were overlapped by the selected frame or group will then overlap the frames that have been moved to the back.

### ***Shortcuts:***





## Frame Menu: Picture Attributes

Select **Picture Attributes** to control how an imported picture is displayed in Page Express Lite. The **Picture Attributes** dialog box is displayed. You can specify whether or not to preserve the aspect ratio and whether or not to have whole pixel scaling for bitmaps. If you have a color screen you can select a color for the picture from the color palette.

When **Whole Pixel Scaling** is selected, it ensures that a whole number of printer pixels are used to represent each pixel on screen. This may result in the picture being resized in the frame but it will give a better printed result.

---



## Frame Menu: Crop Picture

Select **Crop Picture** to zoom into an area of an imported picture. When you select this command, the mouse pointer changes shape to a pair of scissors which you drag over the area of the picture that you want to zoom into.

The area of the picture that you crop expands to fill the selected frame. You can put the whole picture back in the selected frame by clicking on the picture name in the browser.

---



## Frame Menu: Snap to Guides

Select **Snap to Guides** to control whether or not frames 'jump' to align themselves with the column guides when you draw, move or resize frames on the page. This command is checked when snap control is turned on.

---



## Text Menu: Font & Size

Select **Font & Size** to select a font, point size, text style and color for a selected block of text, or for text that you are about to enter. The **Font & Size** dialog box is displayed.

The number of fonts listed on this dialog box depend on the number that you have available to your Windows setup and the printer that is currently selected.

### **Shortcuts:**

**Ctrl T**

---

### **See also:**



**Font & Size** dialog box



## Text Menu: **Style**

Select **Style** to display a submenu from which you can select a style for a selected block of text, text that you are about to enter, or for a paragraph style.

You can use a combination of some of these styles (for example, **bold** and *italic*) but you cannot combine mutually exclusive styles such as subscript and superscript.

---



## Text Menu: Alignment

Select **Alignment** to display a submenu from which you can select an alignment format for the paragraph in which the text insertion point is placed; or for the selected paragraph style.

### *Shortcuts:*





## **Text Menu: Case**

Select **Case** to display a submenu from which you can specify whether or not to make a selected block of text uppercase, lowercase or initial capitals.

You cannot select a **Case** option for text that you are about to enter, or as part of a paragraph style.

---



## Text Menu: Edit Paragraph Style

Select **Edit Paragraph Style** to change the features of a selected paragraph style. A dialog box is displayed that lets you to specify the features of the selected paragraph style.

Use the button panel on the left of this dialog box to access the other dialog boxes in which you can change different features of the paragraph style.

### **Shortcuts:**





## Text Menu: New Paragraph Style

Select **New Paragraph Style** to create a new paragraph style with its own combination of typographical features. The **New Paragraph Style** dialog box is displayed.

Enter a name for the new paragraph style and select the style upon which you want to base it, then set up the features of the new style.

### ***Shortcuts:***



---

### ***See also:***



**New Paragraph Style** dialog box



## Text Menu: Delete Paragraph Style

Select **Delete Paragraph Style** to delete a selected paragraph style. You *cannot* delete the Body text paragraph style.

---



## **Text Menu: Soft Hyphen**

Select **Soft Hyphen** to insert a soft hyphen at the position of the text insertion point.

***Shortcut:***

**Ctrl -**

---



## Text Menu: Kern

Select **Kern** with the text insertion point between two characters to move them closer together or further apart. The **Kern Two Characters** dialog box is displayed. Specify the amount of kerning in points.

### **Shortcuts:**

**Ctrl K**

**Ctrl Shift K**

---

### **See also:**



**Kern Two Characters** dialog box



## Text Menu: Name Text

Select **Name Text** to name text that has been entered directly into a frame and which you want to flow into other frames. The **Name Text** dialog box is displayed.

Naming text changes the text into a story which can then be flowed through frames, exported and manipulated in the same way as an imported story.

---

### **See also:**



**Name Text** dialog box



## Text Menu: **PowerText**

Select **PowerText** to create or edit PowerText. The **PowerText** dialog box is displayed. You can create a variety of PowerText effects including arches, circles, buttons, squashed text, mirrored text and slanted text.

### **Shortcuts:**



---

### **See also:**



**PowerText** dialog box



## Text Menu: PowerText Style

Select **PowerText Style** to change the style of selected PowerText. The **PowerText Style** dialog box is displayed from which you can style the characters in your PowerText.

You can also display the **PowerText Style** dialog box by clicking on the **Style** button on the **PowerText** dialog box.

---

### **See also:**



**PowerText Style** dialog box



## Draw Menu: Line Style

Select **Line Style** to select a line style for a selected graphic, or for graphics that you are about to draw. The **Line Style** dialog box is displayed.

If you select arrow heads for the line style they are not displayed on shapes such as circles and boxes.

### ***Shortcuts:***



---

### ***See also:***



**Line Style** dialog box



## Draw Menu: Fill Style

Select **Fill Style** to select a fill style for a selected graphic, or for graphics that you are about to draw. The **Fill Style** dialog box is displayed.

If you turn the **Perimeter** off, any line style that you have chosen on the **Line Style** dialog box is not displayed around the graphic object.

### **Shortcuts:**



---

### **See also:**



[Fill Style dialog box](#)



## Draw Menu: **Size & Position**

Select **Size & Position** to change the size and position dimensions of a selected graphic. The **Size & Position** dialog box is displayed.

The position of the graphic is measured in relation to the frame in which it is drawn, not the whole page.

---

**See also:**



**Size & Position** dialog box



## Draw Menu: **Bring to Front**

Select **Bring to Front** to move a selected graphic to the front of the frame.

---



## **Draw Menu: Send to Back**

Select **Send to Back** to move a selected graphic to the back of the frame.

---



## Draw Menu: Snap to Grid

Select **Snap to Grid** to control whether graphics jump to align themselves with the graphics grid when you draw, move or resize graphics.

---



## Options Menu: View Size

Select **View Size** to display a submenu from which you can choose the size at which to view the current document.

If you specify a small view size (such as Two Pages), some text may be greeked because it is too small to display as regular text.

### **Shortcuts:**





## Options Menu: Show Browser

Select **Show Browser** to turn the display of the browser on or off. This command is checked when the browser is displayed.

### ***Shortcuts:***

**Ctrl W**

---



## Options Menu: Show Rulers

Select **Show Rulers** to turn the display of the rulers on or off. This command is checked when the rulers are displayed.

### **Shortcuts:**

**Ctrl J**

---



## Options Menu: Show Pictures

Select **Show Pictures** to turn the display of pictures, and PowerText in the current document on or off. This command is checked when pictures and PowerText are displayed.

### **Shortcuts:**

**Ctrl Y**

---



## Options Menu: Show Frames & Cols

Select **Show Frames & Cols** to turn the display of frames and column guides on the current page on or off. This command is checked when the frames and column guides are displayed.

### ***Shortcuts:***

**Ctrl E**

---



## Options Menu: Show Ghost Styles

Select **Show Ghost Styles** to turn the display of ghost paragraph styles in the current document on or off. This command is checked when ghost styles are displayed.

---



## Options Menu: Show Grid

Select **Show Grid** to turn the display the graphics grid on or off. This command is checked when the grid is displayed.

---



## Options Menu: Show Info Line

Select **Show Info Line** to turn the display of the information line along the bottom of the Page Express Lite window on or off.

The information line displays hints about how to use the commands in Page Express Lite. **Show Info Line** is checked when the information line is displayed.

---



## Options Menu: Show Color Palette

Select **Show Color Palette** to turn the display of the color palette across the bottom of the Page Express Lite window on or off. This command is checked when the color palette is displayed.

---



## Options Menu: Save Settings on Exit

Select **Save Settings on Exit** to ensure that when you close Page Express Lite, the appearance of the window and the directory paths from where you last opened documents and imported text and pictures are saved for the next time you run Page Express Lite.

This command is checked when the settings will be saved.

---



## Options Menu: Units

Select **Units** to specify a unit of measurement to be used on the rulers and dialog boxes. The **Units** dialog box is displayed. The units are saved as part of the document and [template](#).

---

### *See also:*



[Units dialog box](#)



## Options Menu: Preferences

Select **Preferences** to specify options that include the way in which Page Express Lite starts up and the **PgUp** and **PgDn** keys work; the location of your template files; whether or not .BAK files are created; and whether or not .DTP files are compressed during saving. The **Preferences** dialog box is displayed.

The preferences you select take effect from the next time you run Page Express Lite.

---

### **See also:**



Preferences dialog box



## Options Menu: Status

Select **Status** to display information about the current document. The **Status** dialog box shows information such as how many pages are in the document and how many words there are.

---

*See also:*



[Status dialog box](#)



## Help Menu: Contents

Select **Contents** to display the Contents page of Page Express Lite Help. From the Contents page you can go to any area of the Help file.

---



## Help Menu: Search

Select **Search** to display the Search dialog box of Page Express Lite Help. From this dialog box you can locate and view information on a particular topic.

---



## Help Menu: How To

Select **How To** to display a list of subjects that explain how to perform specific tasks in Page Express Lite. The subjects are broken down into groups, so you can concentrate on the group that you are most interested in rather than having to page through them all.

---



## Help Menu: Shortcuts

Select **Shortcuts** to display a list of the keyboard shortcuts that are available for many of the Page Express Lite menu commands.

---



## Help Menu: Glossary

Select **Glossary** to display a list of the terms and phrases used in Page Express Lite. Click on a word or phrase to display its definition.

---



## Help Menu: Using Help

Select **Using Help** to display information about using Page Express Lite Help and learn how to navigate your way around the Help information available.

---



## Help Menu: **About**

Select **About** to display the Page Express Lite billboard. This shows the version number of the program you are using and a copyright notice.

---

 **Frame Border**

In Frame mode, this button is the toolbar shortcut for the **Border** command in the **Frame** menu. Click on it to display the **Frame Border** dialog box and apply a frame border to the selected frame or group of frames.

 **Frame Tint**

In Frame mode this button is the toolbar shortcut for the **Tint** command in the **Frame** menu.

Click on it to display the **Frame Tint** dialog box and apply a frame tint to the selected frame or group of frames.

 **Set Tab Points**

In Paragraph mode, click on this button to display the **Set Tab Points** dialog box and define the tab settings for the selected paragraph style.

 **Paragraph Options**

In Paragraph mode, click on this button to display the **Paragraph Options** dialog box and define the alignment and bullet for the selected paragraph style.

 **Paragraph Dimensions**

In Paragraph mode, click on this button to display the **Paragraph Dimensions** dialog box and define indents, margins, leading and positioning for the selected paragraph style.

 **Function Key**

In Paragraph mode, click on this button to display the **Function Key** dialog box and allocate a function key to the selected paragraph style.

 **Font & Point Size**

In Paragraph mode, click on this button to display the **Font & Point Size** dialog box and define the font, point size and color for the selected paragraph style.

### **New Paragraph Style**

In Paragraph mode, this button is the toolbar shortcut for the **New Paragraph Style** command in the **Text** menu.

Click on it to display the **New Paragraph Style** dialog box, name a new paragraph style and select an existing style upon which to base it.

## **Text Runaround**

In Frame mode, this button is the toolbar shortcut for the **Text Runaround** command in the **Frame** menu.

Click on it to display the **Text Runaround** dialog box and control how text runs around the edge of the selected frame or group of frames.

## **Size & Position**

In Frame mode, this button is the toolbar shortcut for the **Size & Position** command in the **Frame** menu. Click on it to display the **Size & Position** dialog box and position frames precisely on the page and make fine adjustments to their size.

**Keyboard shortcut:** **Ctrl double-click**

 **Print**

This button is the toolbar shortcut for the **Print** command in the **File** menu.

Click on it to display the **Print Options** dialog box and print your document to paper or to disk.

**Keyboard shortcut:** **Ctrl P**

 **Open**

This button is the toolbar shortcut for the **Open** command in the **File** menu.

Click on it to display the **Open Document** dialog box and open a document that you have previously saved.

**Keyboard shortcut:** **Ctrl O**

## **Import Picture**

In Frame mode, this button is the toolbar shortcut for the **Import Picture** command in the **File** menu. Click on it to display the **Import Picture** dialog box and import a picture into your document.

 **Import Text**

In Frame mode, this button is the toolbar shortcut for the **Import Text** command in the **File** menu. Click on it to display the **Import Text** dialog box and import a story into your document.

 **PowerText**

In Frame mode, this button is the toolbar shortcut for the **PowerText** command in the **Text** menu. Click on it to display the **PowerText** dialog box and create or modify a PowerText object.

 **Cut**

This button is the toolbar shortcut for the **Cut** command in the **Edit** menu.

Click on it to remove selected items from your page and store them on the Windows Clipboard.

***Keyboard shortcut:* Ctrl X**

## **Copy**

This button is the toolbar shortcut for the **Copy** command in the **Edit** menu .

Click on it to copy selected items from your page and store them on the Windows Clipboard.

**Keyboard shortcut: Ctrl C**

 **Paste**

This button is the toolbar shortcut for the **Paste** command in the **Edit** menu. Click on it to paste the contents of the Windows Clipboard onto your page.

**Keyboard shortcut: Ctrl V**

 **Save**

This button is the toolbar shortcut for the **Save** command in the **File** menu.

Click on it to save any changes you have made to the document on which you are currently working.

**Keyboard shortcut: Ctrl S**

 **View Size**

This button toggles between full page view and the view size that is currently selected in the **View Size** submenu.

When full page view is selected in the **View Size** submenu, this button toggles between full page view and actual view.

 **Bring to Front**

In Frame mode, this button is the toolbar shortcut for the **Bring to Front** command in the **Frame** menu. Click on it to move the selected frame or group of frames to the front of the page.

 **Send to Back**

In Frame mode, this button is the toolbar shortcut for the **Send to Back** command in the **Frame** menu. Click on it to move the selected frame or group of frames to the back of the page.

 **Pointer tool**

In Draw mode, click on the Pointer tool and use it to select, move and re-size graphics created with the Page Express Lite drawing tools.

**Hint:** Double-click on a graphic with the Pointer tool to display the **Size & Position** dialog box for that graphic.

 **Straight Line tool**

In Draw mode, click on the Straight Line tool and use it to draw straight lines.

 **Box tool**

In Draw mode, click on the Box tool and use it to draw squares and rectangles.

 **Rounded Box tool**

In Draw mode, click on the Rounded Box tool and use it to draw round-cornered squares and rectangles.

 **Circle tool**

In Draw mode, click on the Circle tool and use it to draw circles.



### **Ellipse tool**

In Draw mode, click on the Ellipse tool and use it to draw elliptical shapes.

 **Free-hand tool**

In Draw mode, click on the Free-hand tool and use it to draw free-hand lines and shapes.

 **Polyline tool**

In Draw mode, click on the Polyline tool and use it to draw lines made up of any number of straight-line segments.

Click the left mouse button anywhere in a frame to start a new line segment from that point. Double-click to complete a polyline.

## **Line Style**

In Draw mode, this button is the toolbar shortcut for the **Line Style** command in the **Draw** menu.

Click on it to display the **Line Style** dialog box and specify or modify the attributes of a line drawn with the Page Express Lite drawing tools.

 **Fill Style**

In Draw mode, this button is the toolbar shortcut for the **Fill Style** command in the **Draw** menu.

Click on it to display the **Fill Style** dialog box and specify or modify the fill style of a shape drawn with the Page Express Lite drawing tools.

 **Justified**

In Text mode, this button is the toolbar shortcut for the **Justified** command in the **Alignment** submenu. Click on it to cause all text in the paragraph containing the text insertion point to be fully justified.

**Note:** The alignment buttons are not visible in the toolbar when Page Express Lite is running on a VGA screen.

 **Flushed Left**

In Text mode, this button is the toolbar shortcut for the **Flushed Left** command in the **Alignment** submenu.

Click on it to cause all text in the paragraph containing the text insertion point to be aligned left.

**Note:** The alignment buttons are not visible in the toolbar when Page Express Lite is running on a VGA screen.

 **Flushed Right**

In Text mode, this button is the toolbar shortcut for the **Flushed Right** command in the **Alignment** submenu.

Click on it to cause all text in the paragraph containing the text insertion point to be aligned right.

**Note:** The alignment buttons are not visible in the toolbar when Page Express Lite is running on a VGA screen.

 **Centered**

In Text mode, this button is the toolbar shortcut for the **Centered** command in the **Alignment** submenu. Click on it to cause all text in the paragraph containing the text insertion point to be aligned centered.

**Note:** The alignment buttons are not visible in the toolbar when Page Express Lite is running on a VGA screen.

## **Paragraph Style**

In Text mode, use the Paragraph Style drop-down list box to select a different paragraph style for the paragraph containing the text insertion point.

 **Font**

In Text mode, use the Font drop-down list box to choose a different font for a selected block of text, or to preset the font before entering text.

 **Point Size**

In Text mode, use the Point Size drop-down list box to choose a different point size for a selected block of text, or to preset the point size before entering text.

 **Table**

In Text mode, this button is the toolbar shortcut for the **Table** command in the **Alignment** submenu. Click on it to allow all text in the paragraph containing the text insertion point to be tabulated.

**Note:** The alignment buttons are not visible in the toolbar when Page Express Lite is running on a VGA screen.





## Windows "dragging and dropping"

The Windows File Manager provides an alternative way for you to open .DTP files and import text and picture files into Page Express Lite. This alternative method is known as "dragging and dropping" because you "drag" the document or file from File Manager, and "drop" it into the Page Express Lite window.

### How to use Windows "dragging and dropping"

1. Start File Manager by double-clicking on the File Manager program icon that is in the Windows Main program group.
2. Make sure that Page Express Lite is running either as a window or as an icon.
3. Arrange the windows on your screen so that both File Manager and the Page Express Lite window or icon are visible.
4. Open the directory containing the document that you want to open or the file you want to import.
5. Select the document or file, then holding down the mouse button, drag the item onto the Page Express Lite window or icon and release the mouse button.

The document will then open in Page Express Lite or the name of the imported file will be listed in the browser, ready to be put in a frame. If you select a frame *before* "dragging and dropping", the text or picture will automatically be put in the frame.

If you are importing a text file, Page Express Lite may not be able to recognize the file format of the file you are trying to import. When this happens, a dialog box will be displayed from which you *must* choose the correct file format. The text file will then be imported and listed in the browser, ready to be put in a frame.



When importing into Page Express Lite, you can drag and drop more than one file.

---



## Color palette: Frame mode

The color palette provides a quick and easy way to set or modify the color of a currently selected frame or group of frames.

It is displayed at the bottom of the Page Express Lite window, and can be turned ON or OFF by selecting **Show Color Palette** from the **Options** menu.

### Frame border color:

The color border of a selected frame or group of frames, can be changed by clicking the *right* mouse button on the color you want.

Clicking the **X** button at the left end of the color palette with the *right* mouse button 'hides' the border of the selected frame(s).

### Frame tint color:

The color tint of a selected frame or group of frames, can be changed by clicking the *left* mouse button on the color you want.

 When the color palette is used to assign a frame tint to a previously un-tinted frame, the frame is given the color and becomes 100% solid.

Clicking the **X** button at the left end of the color palette with the *left* mouse button makes the selected frame(s) 100% transparent, turning off the color.

---

**Note:** Use the scroll buttons at either end of the color palette to see all the colours available.



## Color palette: Draw mode

The color palette provides a quick and easy way to set or modify the color of the currently selected graphic.

It is displayed at the bottom of the Page Express Lite window, and can be turned ON or OFF by selecting **Show Color Palette** from the **Options** menu.

### Graphics line color:

The line color of a drawn graphic can be changed by clicking on a selection from the color palette with the *right* mouse button.

Clicking the **X** button at the left end of the color palette with the *right* mouse button 'hides' the selected line.

### Graphics fill color:

The fill color of a drawn graphic can be changed by clicking on a selection from the color palette with the *left* mouse button.

 When the color palette is used to assign a fill style to a previously un-filled graphic, the graphic is given the color and becomes opaque.

Clicking the **X** button at the left end of the color palette with the *left* mouse button 'hides' the selected fill(s).

---

**Note:** Use the scroll buttons at either end of the color palette to see all the colours available.



## Color palette: Text mode

The color palette provides a quick and easy way to set or modify the color of a currently selected object. It is displayed at the bottom of the Page Express Lite window, and can be turned ON or OFF by selecting **Show Color Palette** from the **Options** menu.

### **Text** color:

In Text mode, click on a selection from the color palette with the left mouse button to change the color of the selected block of text.

When entering text, click on a selection from the color palette with the left mouse button to preset the color of text.



When the color palette **X** button is clicked, the color of the selected text reverts to that of the underlying paragraph style.

In Paragraph mode, click on a selection from the color palette with the left mouse button to change the color of the selected paragraph style.

---

**Note:** Use the scroll buttons at either end of the color palette to see all the colours available.



## **Color: hardware limitations**

### **16-color display devices**

---

On a 16-color display device many colours will be represented by a stipple pattern. When (say) a frame tint other than solid is selected, the tint will use the nearest solid color supported by the device.

This means that many of the 'lighter' shades will actually appear white - and other colours will appear very different - when a non-solid tint is used.

This hardware limitation also applies to text, graphics objects fills and PowerText fills. Use Windows Setup to install the most up-to-date display drivers available for your graphics card.

### **Printers and printer drivers**

---

The accuracy of color reproduced by a color printer will depend both on the printer and its drivers. Use Windows Control Panel to install the most up-to-date Windows drivers available for your printer.

The representation of color when printed to monochrome will yield differing results, once again depending upon your printer and the capabilities of your installed printer driver.

---



## Page Express Lite markup language

### Markup syntax

---

A markup command starts with the '<' character and ends with the '>' character

### Text styles

---

<b>B</b>	Bold
<b>I</b>	Italic
<b>U</b>	Underline
<b>^</b>	Superscript
<b>v</b>	Subscript
<b>N</b>	Normal (reset to paragraph style defaults)
<b>X</b>	Plain (ignore style changes made by markup commands)

**Note:** Text styles may be grouped together as a single markup command, e.g. the command <BIU> will select bold, italic and underlined text.

### Font effects

---

<b>Fname</b>	Set font to the given font name
<b>Pn</b>	Set font size to <i>n</i> points
<b>Gr,g,b</b>	Set text color to the given <i>r,g,b</i> value (where <i>r,g,b</i> can be from 0 to 255)

### Paragraph style selection

---

**\$name[justification]** Select paragraph style *name*

**Note:** This command may only be used at the start of a paragraph. The optional justification override may be one of the following settings:

<b>CC</b>	Center text
<b>CJ</b>	Full justification
<b>CL</b>	Left justification
<b>CR</b>	Right justification

### Paragraph style definition

---

**#name,command,command**

This will create paragraph style *name* using *commands*. Note that if a style called *name* already exists it will not be altered. The *commands* can be any of the text styles, font effects or justification settings given above, plus the following special commands which can only be used in paragraph style definitions.

<b>Dn</b>	Set leading to <i>n</i> AIUs
<b>MA<sub>n</sub></b>	Set space above paragraph to <i>n</i> AIUs
<b>MF<sub>n</sub></b>	Set first line indent of paragraph to <i>n</i> AIUs
<b>ML<sub>n</sub></b>	Set left margin of paragraph to <i>n</i> AIUs
<b>MR<sub>n</sub></b>	Set right margin of paragraph to <i>n</i> AIUs

where one AIU = 1/20th of a point

### Miscellaneous commands

---

<b>J</b>	Hard return
<b>-</b>	Soft hyphen

—	Hard space
!	Tab
<i>nnn</i>	Character number <i>nnn</i>
<b><i>Kn</i></b>	Kern characters by <i>n</i> 1/10ths of a point (-127 to +127)



## **Stop Press!**

Please read the following information carefully because it is *not* provided elsewhere in the Page Express Lite documentation.

 [PowerText](#)

 [.ART files](#)

 [Printing](#)



## **PowerText**

A PowerText object styled in ATM Courier will *not* be displayed or printed.

---



## **.ART files**

When trying to import a .ART file that was produced in either 1st Design or Designworks, a message is displayed informing you to copy and paste the picture via the Clipboard. To do this, following the instructions below:

1. Run either 1st Design or Designworks and open the .ART file that you attempted to import.
2. Select **Select All** from the **Edit** menu to ensure that the whole picture is selected.
3. With the picture selected, select **Copy** from the **Edit** menu. A copy of the picture is placed on the Clipboard.
4. Return to Page Express Lite, either by clicking on the Page Express Lite window or by pressing **Alt Tab**.
5. Draw a frame to contain the picture, and with the frame selected select **Paste** from the **Edit** menu.

The picture is pasted into your Page Express Lite document.

---



## Printing

### Using TrueType fonts

Some printer drivers supplied with Windows 3.1 (eg. the HP LaserJet II driver) *cannot* print white text when using TrueType fonts.

To overcome this problem:

1. Select **Printer Setup** from the **File** menu. The **Print Setup** dialog box is displayed.
2. Click on the **Options** button to display the **Options** dialog box.
3. Check the **Print TrueType as Graphics** check box.
4. Click on **OK** to close the **Options** dialog box, then click on **OK** to close the **Print Setup** dialog box.

Alternatively, if you have ATM fonts available, style the text in an ATM font instead of the TrueType font.



White PowerText objects styled in a TrueType font *do* print correctly.

---

### Using Page Express Lite fonts

The fonts supplied with Page Express Lite may not print the following characters correctly:

- Š (S caron)
  - Œ (OE diphthong)
  - f (guilder)
  - ÿ (Y umlaut).
- 

### PostScript printers

When giving a frame a tint, the tint will be printed with a solid transparency regardless of your chosen transparency setting on the **Frame Tint** dialog box. Likewise for fill styles attributed using the **Fill Style** dialog box or the **PowerText Style** dialog box: Clear fill styles will be printed as opaque.



This is a PostScript limitation.

---

### Using compressed and expanded fonts

Printer drivers for the HP LaserJet IV (versions 1.12 and 1.18) and the DeskJet 1200C (version 2.20) *cannot* print font widths correctly when using TrueType or ATM soft fonts. That is, when you compress or expand the width of a font it will be printed at 100%, regardless of your width settings within Page Express Lite.

To overcome this problem:

1. Select **Printer Setup** from the **File** menu. The **Print Setup** dialog box is displayed.
2. Click on the **Options** button to display the **Options** dialog box.
3. Check the **Print TrueType as Graphics** check box.
4. Click on **OK** to close the **Options** dialog box, then click on **OK** to close the **Print Setup** dialog box.

**Note:** this option may not be available for all printers.

Alternatively, when printing to the HP LaserJet IV, use the HP LaserJet III printer driver that is supplied with Windows 3.1.

---

---