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Introduction

Welcome to Extensis PageTools. You've purchased a collection of plug-ins that make PageMaker® work faster, easier, and more efficiently than ever before. The PageTools collection provides fast, easy solutions for your everyday desktop publishing needs.

Whether you're laying out a brochure, creating a catalog, or designing a poster, PageTools increases your efficiency by reducing desktop navigation time. PageTools not only enhances PageMaker, but improves its usability, thereby increasing your productivity.

The eighteen plug-ins in this collection share a consistent user interface and are designed and tested to work seamlessly with PageMaker versions 5.0 and 6.0. We believe you'll find PageTools a natural extension of PageMaker.

Installation

PageTools works with any Macintosh® with a 68020, 68030, 68040, or PowerPC processor. Before installing PageTools, you must have installed Mac™ OS version 7.1.1 or later. PageTools is designed to work with Adobe PageMaker versions 5.0 and 6.0. PageTools will run within PageMaker's recommended application memory partition. PageTools will occupy approximately 2MB of space on your hard drive.

Before starting the installation, turn off any anti-virus software and restart your computer without extensions (by holding down the Shift key while the computer restarts).

► To Install PageTools

1. Insert the PageTools disk into the disk drive.

2. Double-click the PageTools installation icon.

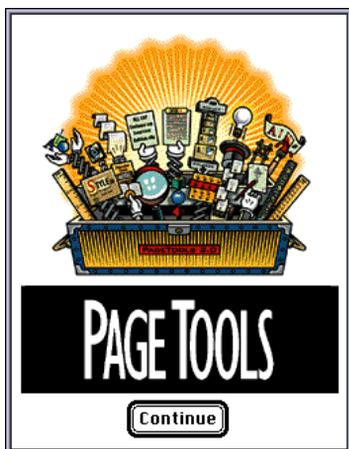
The PageTools introduction screen appears.

3. Click the Continue button.

The Welcome to PageTools dialog box appears. Release notes are displayed in this window. It is important that you read these release notes, since they contain information not included in the manual. Before continuing installation, save or print these release notes for later reference.

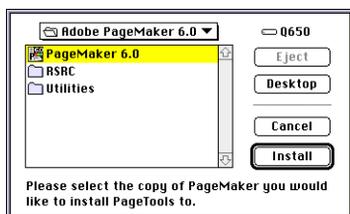
4. Click the Continue button.

The Install PageTools dialog box appears.



5. Click the Install button.

If you have more than one hard drive attached to your Macintosh, a dialog box appears, and asks you to select the hard drive on which you want to install PageTools. Select the hard drive and click the Install button.



You will be asked to locate the PageMaker application with which PageTools will be used. Select the appropriate application.

6. Click the Install button.

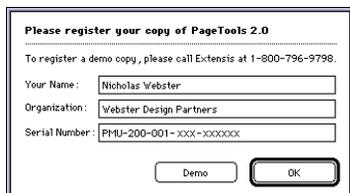
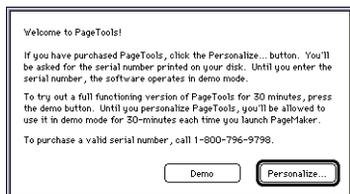
Once installation is complete, the successful installation dialog box appears.

7. Click the Restart button.

Personalization and Registration

It is important to register your copy of PageTools so we can provide you with the best possible service. Registered users of PageTools are eligible for technical support, information regarding new versions and products, and discounts and special offers on new products.

PageTools includes electronic registration, so registering has never been easier! The first time you run PageMaker after installing PageTools, the PageTools Personalization dialog box appears. To personalize PageTools, enter your name, company, and PageTools serial number. Your product serial number is located on your PageTools disk. If you choose not to personalize your copy, PageTools will run in demonstration mode. In demonstration mode, PageTools plug-ins can be used for 30 minutes.



Once you have personalized PageTools, a dialog box appears and asks if you would like to register. To register PageTools, click the Register Now button. An electronic registration screen appears. After you have completed the registration screen, Market Research and System Configuration screens follow. The Market Research screen asks basic questions that enable us to better understand your needs. The System Configuration screen provides a “snapshot” of your system configuration, which enables Extensis to support you more effectively. Sending the Market Research and System Configuration information is optional. If you don't want to send this information to Extensis, you may check the box at the bottom of these screens.

Electronic Registration Card

Please choose a method to register PageTools:

If you have a modem—
Click Send to transmit the registration information to us over the telephone lines using our toll-free number.

If you have a printer—
Click Print to print your registration and FAX or MAIL it to us using our postage pre-paid envelope.

If you want to register at a later time—
Click Register Later and the information you have entered will be saved until then.

Tip

We can also be reached via fax at **(503) 274-0530**, or through the online services listed below.

CompuServe: 70242,33

America Online: EXTENSIS

Internet: support@extensis.com

If you have a modem connected to your computer, you can use it to register toll-free. If you do not have a modem, you can print the registration sheet and fax it to (503) 274-0530 or drop it in the mail using the postage-paid envelope provided in the PageTools box. If you don't have access to a modem or printer, you can still register by filling out the registration sheet located at the end of this manual.

Technical Support

For questions regarding PageTools, please refer to this manual, which describes the features and basic operations. If you have a question or a problem that is not addressed in the Troubleshooting section of the manual, technical support is available at **(503) 274-7030**, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. Pacific time.

When calling technical support, please be at your Macintosh and have the following information available: your PageTools registration number, your Macintosh configuration, and your question or a description of the difficulty you're experiencing—what specifically occurs and when. Take note of any error messages and any other information you think may be relevant.

Suggestions

We'd love to hear your comments about PageTools, ideas for new plug-ins, or improvements on existing plug-ins. A suggestion sheet is included at the end of this manual. Please fax or mail your comments and suggestions to Extensis.

PageMaker 5.0 User Note

This manual refers to the PageMaker 6.0 method of accessing Plug-ins. In PageMaker 5.0, PageTools plug-ins are accessed from the Adobe Additions menu in the Utilities menu.

Accessing PageTools Plug-ins

In PageMaker version 6.0, plug-ins are listed in the PageMaker Plug-ins menu, found in the Utilities menu. Selecting a PageTools plug-in from the menu displays the palette or dialog box associated with the plug-in. In PageMaker version 5.0, Plug-ins are available from the Adobe Additions menu in the Utilities menu.

The Start PageTools Application

The Start PageTools application automatically loads the PageTools collection when PageMaker is opened. Most of the PageTools remain invisible until selected.

The installer places the Start PageTools application in the Startup Items folder inside the System Folder. To turn off the automatic loading option, move the Start PageTools application out of the Startup Items folder and restart your computer. When the automatic loading option is disabled, PageTools does not load at startup and plug-ins can't be accessed until you select one of the PageTools plug-ins in the PageMaker Plug-ins menu.

The PageToolbox

You will see the PageToolbox listed in the PageMaker Plug-ins submenu in the Utilities menu. PageToolbox is not a plug-in you can directly use—instead, it is a shared “toolbox” that provides necessary resources for the other PageTools. Selecting PageToolbox does not affect the PageTools or display a dialog box.

PageTools Summary

New in Version 2.0

This Plug-in...	Does this...
PageCaps (page 16)	Converts a block of selected text to lowercase, all caps, sentence caps, title caps, or random caps. Includes an exceptions list for text you want to capitalize a particular way, such as PageMaker or PowerBook.
PageCounter (page 21)	Displays the number of characters, words, lines, and paragraphs in the specified text, story, or publication.
PageGlossary (page 23)	Provides the ability to auto-enter frequently used text with just a keystroke or mouse click. Glossary text can even contain style attributes.
PageMarks (page 30)	Draws crop marks and registration marks exactly where you need them.
PageScaler (page 44)	Makes scaling text and graphics a snap. Even handles grouped objects in PageMaker 6.0.
PageTabs (page 46)	Provides style sheets for tab specifications. Tab styles can be recorded and applied easily from the PageTabs palette.
PageTips (page 53)	Offers hundreds of valuable PageMaker tips and tricks from Olav Kvern. Tips are displayed when you launch PageMaker or whenever you select PageTips.
PageType (page 54)	Provides the power and ease of applying type styles at the character level. Even complex character formats are available with a single keystroke or mouse click.

Improved in Version 2.0

This Plug-in...	Does this...
PageAlign (page 13)	Offers alignment and distribution options to quickly create complex object arrangements without using a guide, ruler, or control palette.
PageBars (page 7)	Brings one-click access to more than three hundred commands in PageMaker through multiple, customizable toolbars that put at your fingertips the tools, commands, hidden commands, and plug-ins you use most.
PageColors (page 19)	Finds and changes the color of lines, rectangles, ovals, polygons, and text—one at a time or all at once. Similar to the find and change feature in the Story Editor, PageColors quickly finds and changes colored objects in the publication.
PageGuides (page 27)	Adds, deletes, and duplicates all types of guides in your publication—it even duplicates and applies column guides—with unprecedented ease.
PageMover (page 33)	Moves selected objects, such as graphics or text, to any page in the publication—without leaving the current page. PageMover also moves objects to the pasteboard and clears your pasteboard with just one click.
PagePreview (page 35)	Displays a thumbnail preview of the first five pages of any PageMaker publication in the Open Publication dialog box—before opening it—so you can be sure you're opening the correct publication and version.
PagePrinter (page 37)	Makes printing easier with a Print dialog box that streamlines page selection, finds pages that have been edited, and previews pages before printing.
PageRulers (page 41)	Makes measuring quick with floating horizontal and vertical rulers that give you the ability to measure more than one element at a time. Allows you to measure objects naturally—without continually moving PageMaker's anchored rulers.
PageThumb (page 50)	Offers a floating window to help you navigate through your publication quickly, without leaving the page where you are currently working. The PageThumb window displays thumbnail previews of other pages in the publication.
PageZoom (page 58)	Gives you a "magnifying glass" to examine a portion of your page in fine detail (up to 800%) while still working in the current layout view.

PageTools Hot Keys

Each PageTools plug-in can be accessed by typing a keystroke combination—a hot key. The default hot keys are shown in the table below. You can customize the hot keys using the PageTools Hot Key dialog box.

► To modify PageTools hot keys:

1. Select PageTools Hot Keys from the PageMaker Plug-ins submenu in the Utilities menu.

The PageTools Hot Keys dialog box appears.

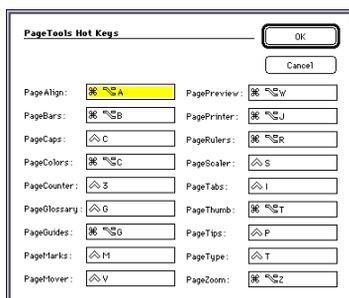
2. Click in the hot key field next to the name of the plug-in you want to change.

The existing hot key is highlighted.

3. Press the keystroke combination you want to use as the new hot key.

The new hot key is displayed in the Hot Key field.

4. Click the OK button.



PageTools Hot Keys

PageAlign	Command + Option + A
PageBars	Command + Option + B
PageCaps	Control + C
PageColors	Command + Option + C
PageCounter	Control + 3
PageGlossary	Control + G
PageGuides	Command + Option + G
PageMarks	Control + M
PageMover	Control + V
PagePreview	Command + Option + W
PagePrinter	Command + Option + J
PageRulers	Command + Option + R
PageScaler	Control + S
PageTabs	Control + I
PageThumb	Command + Option + T
PageTips	Control + P
PageType	Control + T
PageZoom	Command + Option + Z

PageBars



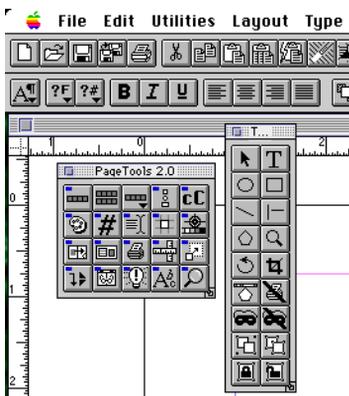
For years, users of software programs such as Microsoft Word® and Excel® have enjoyed the benefits of customizable toolbars. Now PageBars brings the one-click convenience of toolbars to PageMaker, offering instant access to hundreds of PageMaker commands, tools, and menus.

Several preconfigured toolbars are provided that include tools and commands that any PageMaker user will find useful. Since not all users are the same, PageBars gives you the power to customize toolbars by adding, removing, or arranging buttons according to your preference. Also, toolbars can be displayed or hidden as needed. For example, you can create a toolbar specifically for formatting text. When you're not formatting text, you can keep the toolbar hidden, freeing screen space.

You can display toolbars as resizable floating palettes or as embedded toolbars on the edge of the screen. These flexible display options allow you to maximize valuable screen space. Toolbars can also eliminate the need for PageMaker's tool palette. PageBars allows you to collect in one place the commands and tools you use most. PageBars also provides easy access to commands previously unavailable from a palette. For example, you can add difficult-to-remember special characters, such as £, @, —, or hidden kerning commands to a toolbar.

Features:

- One-click access to menus, submenus, invisible keyboard commands, special characters, PageTools plug-ins, and specific PageTools commands.
- Choose from more than 300 command buttons.
- Move and group buttons to any location on the toolbar.
- Display toolbars as free-floating palettes or embed them into a side of the screen.



Starting PageBars

When first installed, PageBars automatically displays several default toolbars.

The default toolbars contain preselected buttons. Each button represents a PageMaker command. You can customize the toolbars by adding, removing, or arranging the buttons according to your preference.

► **To open the PageBars dialog box:**



- Click the PageBars button on the PageTools toolbar, *or*
- Select Edit Toolbars in the Utilities menu, *or*
- Use the hot key (Command + Option + B).

The PageBars dialog box

A The list of available toolbars. Toolbars shown with a check mark are currently displayed. Click in the check mark area to show or hide a toolbar.

B The Show Hot Help option—Click the checkbox to display floating help below toolbar buttons. The floating help appears when you hold the cursor over a button for more than one second.

C The OK button—Click to close the PageBars dialog box.

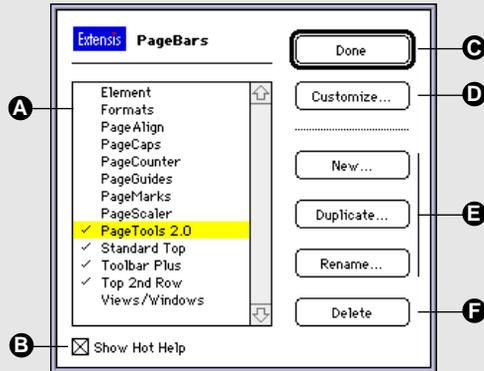
D The Customize button—Click to display the Customize PageBars dialog box.

E The New button—Click to create a new toolbar.

The Duplicate button—Click to create a copy of the toolbar selected in the list.

The Rename button—Click to edit the name of the selected toolbar.

F The Delete button—Click to remove the selected toolbar.



Changing Toolbar Types, Location, and Size

PageBars provides two types of toolbars: embedded and floating. Embedded toolbars are fixed to the top, bottom, left, or right of the screen. Floating toolbars are resizable, movable, and float over PageMaker's windows. The name of a floating toolbar is displayed above the toolbar icons.



► **To display or hide toolbars:**

- Select a toolbar in the Toolbars submenu in the Window menu, *or*
- Select a toolbar from the Toolbars pop-up menu on PageTools toolbar, *or*
- In the PageTools dialog box, click in the checkmark area next to a toolbar.

Checked toolbars are visible.

► **To change toolbars from embedded to floating:**

- Double-click in an unused portion of the toolbar, *or*
- Click and hold the mouse button in an empty area of the toolbar. Drag the cursor out of the toolbar area and release the mouse button.

The embedded toolbar disappears and a floating toolbar appears.

► **To change toolbars from floating to embedded:**

- Double-click in an empty area of the toolbar, *or*
- Click and hold the mouse button in the title area of the floating toolbar. Drag the cursor to the edge of the screen or over an embedded toolbar and release the mouse button.

The floating toolbar disappears and an embedded toolbar appears.

► **To change an embedded toolbar's location:**

1. Click and hold the mouse button in an empty area of the toolbar.
2. Drag the cursor out of the toolbar area and to the edge of the screen where you want the toolbar. Release the mouse button.

The toolbar moves to the specified edge of the screen.

► **To change a floating toolbar's location:**

1. Click and hold the mouse button in the title area of the toolbar.
2. Drag the cursor to the desired location for the toolbar and release the mouse button.

The toolbar moves to the specified location.

► **To change a floating toolbar's size:**

1. Click and drag the resize handle.

As you drag the resize handle, the outline of the toolbar changes.

2. Release the mouse button.

The toolbar is displayed in the new size.



Customizing Toolbars

All toolbars in PageBars are configurable. Using the Customize Toolbars dialog box, you can create, edit, and delete toolbar buttons.

► To open the Customize Toolbars dialog box:

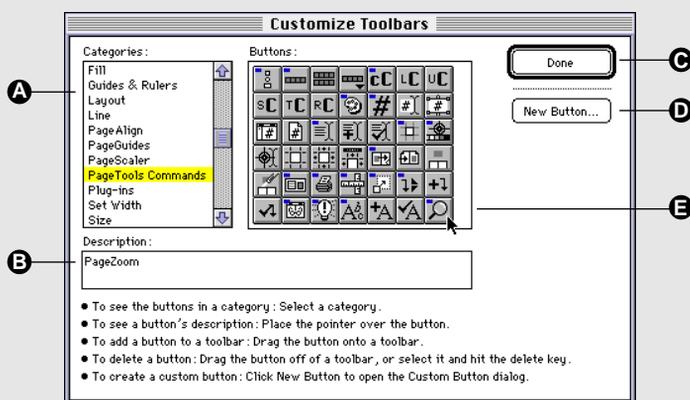


- In the PageBars dialog box, click the Customize button, *or*
- Click the Customize PageBars button on the PageTools toolbar.

The Customize Toolbars dialog box appears.

The Customize Toolbars dialog box

- A The Categories list—Click a category name to display the buttons available in that category.
- B The Description field—Move the cursor over a button to see a description of the button in this area.
- C The Done button—Click to close the Customize Toolbars dialog box.
- D The New button—Click to display the Edit Custom Button dialog box. Use the Edit Custom Button dialog box to create toolbar buttons for actions not included in the PageBar categories.
- E The Buttons field—Displays the buttons contained in the selected category. Click and drag a button to a toolbar to add it to the toolbar.



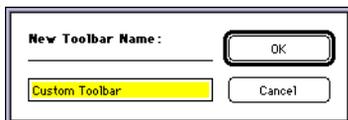
► To create a new toolbar:

- In the Customize Toolbars dialog box, click and drag a button to an area of the screen not occupied by a toolbar, *or*

1. Click the New button in the PageBars dialog box.

The New Toolbar dialog box appears.

2. Enter a name for the toolbar in the New Toolbar Name field.
3. Click the OK button.



The new toolbar is displayed. To add buttons, click and drag them from the Customize Toolbars dialog box to the toolbar.

► To add a button to a toolbar:

1. Make sure the toolbar you want to add the button to is displayed on the screen.

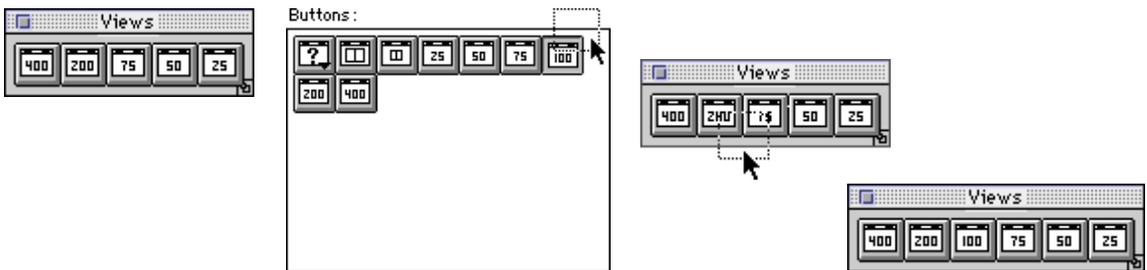
2. In the Customize Toolbars dialog box, select a category in the Categories list.

The buttons in that category appear in the Buttons field.

3. Click and drag the desired button from the Button field to the toolbar.

When you release the mouse button, the button is added to the toolbar.

4. Click the Done button when you are finished.



► To remove a button from a toolbar:

1. Make sure the toolbar containing the button you want to remove is shown on the screen.
2. With the Customize Toolbars dialog box open, click on the button you want to move and drag it off of the toolbar.

When you release the mouse button, the button is removed from the toolbar.

3. Click the Done button when you are finished.

► To move buttons on a toolbar:

1. Make sure the toolbar containing the button you want to move is shown on the screen.
2. With the Customize Toolbars dialog box open, click and drag the button to a new location.

The new location can be on the same toolbar or on a different toolbar. When you release the mouse button, the button moves to the new location.

► To add space between buttons:

1. Make sure the toolbar you want to work with is shown on the screen.

Tip

To delete or move a button, or to modify a button's spacing without opening the Customize Toolbars dialog box, hold down the Command key while clicking and dragging a button.

2. **With the Customize Toolbars dialog box open, click and drag the button slightly to the left, right, up, or down.**

When you release the mouse button, a space appears next to the button. Vertical spacing of buttons is allowed only in single column toolbars.

Creating Custom Buttons

In addition to the hundreds of predefined buttons available in PageBars, you can also create your own custom buttons.

► To create a custom button:

1. **In the Customize Toolbars dialog box, click the New Button button.**

The Edit Custom Button dialog box appears. Custom buttons can represent hot keys, PageMaker menu items, or Finder items.

2. **Click the Keystroke, Menu, or Finder Item radio button.**

3. **Provide PageBars with additional information about the button.**

- **If you selected Keystroke, enter the keystroke now. PageBars will activate the keystroke when the toolbar button is pressed.**
- **If you selected Menu, use the pop-up menu to select a menu item. If you select a hierarchical menu, all items in the menu will be displayed when the toolbar button is pressed.**
- **If you selected Finder Item, select a Finder file or folder. PageBars will open the item when the toolbar button is pressed.**

A description of the button command appears in the Description field. You can edit the button description by changing the text in this field.

4. **Click the Select Icon button.**

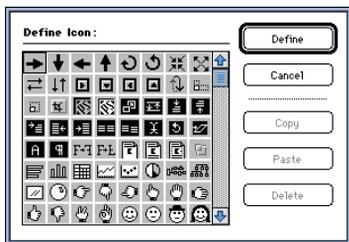
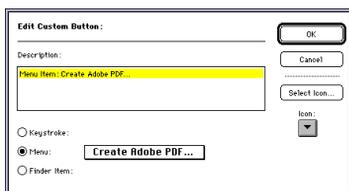
The Define Icon dialog box appears.

5. **Select an icon and click the Define button.**

The icon is displayed below the Icon label.

6. **Click the OK button.**

The button is added to the Custom Buttons category. You can add the Custom button to a toolbar, just as you would a predefined button.



PageAlign



PageAlign gives you an automatic alignment and distribution solution for objects on your page. Using PageAlign, you can align and distribute items such as text, rectangles, ovals, polygons, and graphics vertically or horizontally with one click access from the PageTools toolbar. You can choose to distribute objects at a fixed or even distance apart. And since the alignment and distribution selections you choose are displayed in the PageAlign dialog box, you can preview the result of your selections before returning to the page.

For increased efficiency, several PageAlign commands and a Repeat last PageAlign command are accessible through buttons on the toolbar—without having to find and select the desired option in a menu or dialog box. PageAlign’s powerful alignment and distribution options make creating uniform object arrangements quick and easy.

Features:

- Align and distribute objects horizontally or vertically.
- Select fixed or even distribution between objects.
- Access PageAlign and commonly used commands from the toolbar.

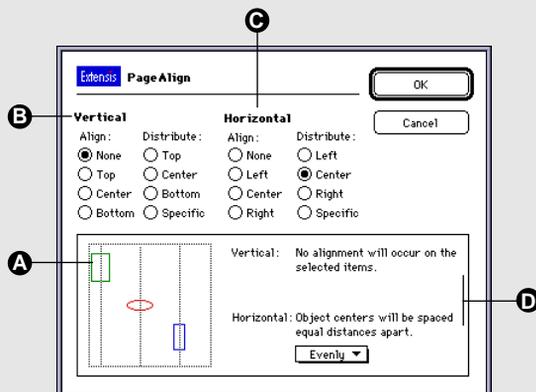
Starting PageAlign

► To start PageAlign:

- **Select PageAlign from the PageMaker Plug-ins submenu in the Utilities menu, or**
- **Click the PageAlign button on the PageTools toolbar, or**
- **Use the hot key (Command + Option + A).**

The PageAlign dialog box

- A** The Example Area—Displays the selected object’s alignment and distribution arrangement.
- B** The Vertical Align and Distribute radio buttons—Offers alignment and distribution combinations with the selected objects.
- C** The Horizontal Align and Distribute radio buttons—Offers alignment and distribution combinations with the selected objects.
- D** Displays a description of the currently selected horizontal and vertical alignment and distribution options.
- The Evenly and Fixed distribution options, available from both the horizontal and vertical pop-up menus, offer the ability to distribute objects evenly or using a fixed distance that you choose.



Alignment and Distribution Options

The following table describes PageAlign's alignment and distribution options which let you create complex object arrangements quickly and easily.

Align and Distribute Options

This option...	Does this...
Horizontal Align	Aligns selected objects horizontally. For instance, if you choose to align objects horizontally left, the objects will shift so that the left edges of all the objects align to the left edge of the left-most object. After choosing a horizontal selection, the horizontal information box at the right side of the dialog box displays a written description of the selection.
Horizontal Distribute	Distributes selected objects horizontally. The Left, Center, and Right distribution options give you the ability to add space between the objects. For instance, if you choose the Horizontal Left distribution option with a fixed distance of one inch, the objects will redistribute horizontally with one inch between the left edges of each of the objects. The Specific option distributes an equal amount of space between each object so visually the objects appear evenly spaced apart.
Vertical Align	Vertically aligns selected objects. For instance, if you choose to align objects vertically centered, the objects shift so that the centers of all the objects are aligned vertically. After choosing a vertical selection, the vertical information box on the right side of the dialog box displays a written description of the selection.
Vertical Distribute	Distributes selected objects vertically. The Top, Center, and Bottom distribution options give you the ability to add space between the objects. For instance, if you choose the Vertical Bottom distribution option and choose to have the objects evenly distributed, the objects will be redistributed vertically and will be evenly spaced within the vertical space the objects currently occupy. The Specific option distributes equal distance between the edges of objects so visually the objects appear evenly spaced apart.

PageAlign Buttons on the Toolbar

Commonly used PageAlign commands are available directly from the PageTools toolbar. Other PageAlign commands may be added to the toolbar using the PageBars plug-in.

PageAlign Toolbar Buttons

This button...	Does this...
	Displays the PageAlign dialog box.
	Centers the selected objects horizontally.
	Centers the selected objects vertically.
	Distributes the selected objects vertically.

Tip

You can undo an alignment by holding down the Shift key and selecting Revert from the File menu. This restores the document to its status prior to the last "mini-save." PageAlign performs a mini-save prior to aligning the selected objects.



Fixed or Even Distribution

► To distribute objects evenly:

Choosing to distribute objects evenly redistributes objects within the currently occupied space. For instance, if you choose even vertical distribution, the top and bottom objects remain stationary, and the objects in between redistribute evenly between them.

1. **Select two or more objects you want to align.**
2. **Open the PageAlign dialog box.**
3. **Select either a horizontal or vertical distribution option.**

The Evenly pop-up menu appears in the horizontal or vertical section at the bottom right of the dialog box. The menu options are to distribute objects evenly or fixed.

4. **Select the Evenly option.**
5. **Click the OK button.**

The objects redistribute evenly within the currently occupied space.

► To distribute objects a fixed distance:

Choosing fixed distribution adds the amount of space you choose between objects. For instance, if you choose vertical top distribution and enter one inch in the Fixed edit box, the objects redistribute vertically with one inch between the top edge of each object.

1. **Select two or more objects you want to align.**
2. **Open the PageAlign dialog box.**
3. **Select either a horizontal or vertical distribution option.**

A pop-up menu appears in the horizontal or vertical section at the bottom right of the dialog box.

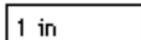
4. **Select the Fixed option.**

A measurement text box appears to the right of the Fixed option.

5. **Enter your space selection in the edit box.**

The selected objects are redistributed with the amount of space you selected between each object.

6. **Click the OK button.**



PageCaps



PageCaps provides a quick and easy way to set the case (capitalization) style for selected text. Using PageCaps, you can convert text to lowercase, all caps, sentence caps, title caps, and random caps.

Features:

- Multiple options for setting case styles.
- Exceptions list for words you want to capitalize a certain way, such as PageMaker or PowerBook.
- Undo last change.
- Repeat last PageCaps command keystroke.
- PageCaps and the most commonly used PageCaps commands are accessible through the toolbar.

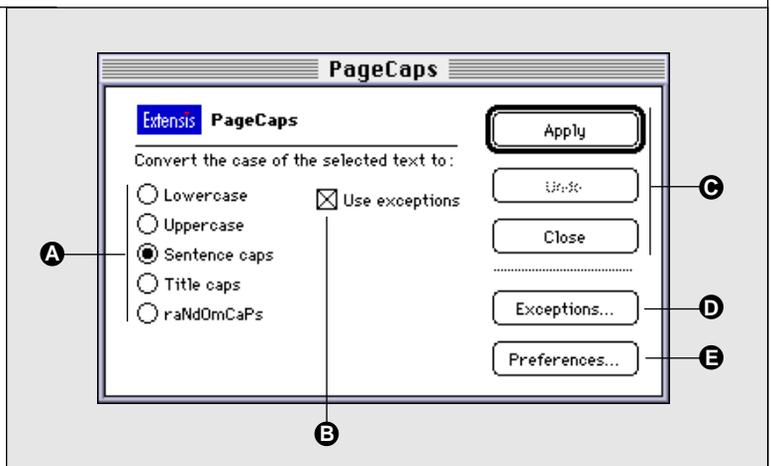
Starting PageCaps

► To start PageCaps:

- **Select PageCaps from the PageMaker Plug-ins submenu in the Utilities menu, *or***
- **Click the PageCaps button on the PageTools toolbar, *or***
- **Use the hot key (Control + C).**

The PageCaps dialog box

- A** PageCaps offers five options for case style. Click the radio button to select the desired style.
- B** The "Use exceptions" option—Mark this checkbox to tell PageCaps to use the exceptions list when applying the case style.
- C** The Apply button—Click to convert the selected text to the specified case style.
- The Undo button—Click to undo the last case change. The Undo button is dimmed until you make a case change.
- The Close button—Click to close the PageCaps dialog box.
- D** The Exceptions button—Click to see the PageCaps Exceptions dialog box.
- E** The Preferences button—Click to see the Preferences dialog box.



Using PageCaps

► To apply a case style:

1. **Select the text to be converted.**
2. **In the PageCaps dialog box, click the desired case style.**

Lowercase sets all characters to lowercase.

Uppercase sets all characters to UPPERCASE.

Sentence caps sets the first character of each sentence to uppercase.

Title caps capitalizes the first letter of each word not found in the Exceptions list. The default Exceptions list contains entries that are based on the Chicago Manual of Style.

Random caps randomly sets characters to uppercase. The frequency of the random uppercase characters is controlled by the % field.

3. **Click the Apply button or press the Return key.**

The case style is applied to the text.

4. **Click the Done button.**

Tip

PageCaps' raNdOmCaps feature controls the percentage chance of any individual character in the selection being capitalized, not the distribution of capitalized characters in the selection.

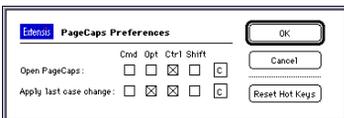
► To set PageCaps preferences:

1. **In the PageCaps dialog box, click the Preferences button.**

The Preferences dialog box appears.

2. **Use the checkboxes and text fields to define hot keys for opening the PageCaps dialog box and for automatically applying the last case change.**

3. **Click the OK button.**



Adding, Removing, and Editing Exceptions

► To add an exception:

1. **In the PageCaps dialog box, click the Exceptions button.**

The PageCaps Exceptions dialog box appears.

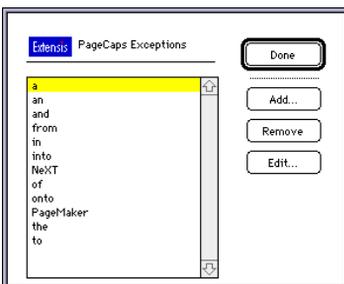
2. **Click the Add button.**

The Add Exception dialog box appears.

3. **Enter the exception in the text field.**

4. **Click the OK button.**

5. **Click the Done button.**



► **To remove an exception:**

1. In the PageCaps dialog box, click the Exceptions button.

The PageCaps Exceptions dialog box appears.

2. Select the exception to be removed in the Exceptions list.

3. Click the Remove button.

The exception is removed from the Exceptions list.

4. Click the Done button.

► **To edit an exception:**

1. In the PageCaps dialog box, click the Exceptions button.

The Exceptions dialog box appears.

2. Select the exception to be changed in the Exceptions list.

3. Click the Edit button or double-click the exception.

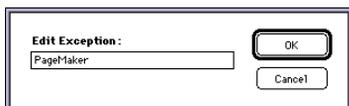
The Edit Exception dialog box appears.

4. Change the exception text as desired.

5. Click the OK button.

The exception is updated in the Exceptions list.

6. Click the Done button.



PageColors



How many times have you searched a publication to find and change objects to a new color? The function of the PageColors plug-in is similar to the Find and Change feature in the Story Editor, but it searches and replaces *colors* in your PageMaker publication.

PageColors automatically finds and changes colored objects such as lines, rectangles, ovals, polygons, and text. You have the versatility to specifically select any object type, search for multiple object types and colors, change all occurrences of a color, or change each color occurrence one at a time. You can also change line color without disturbing fills or make color modifications without instantly changing all objects that use the previous color.

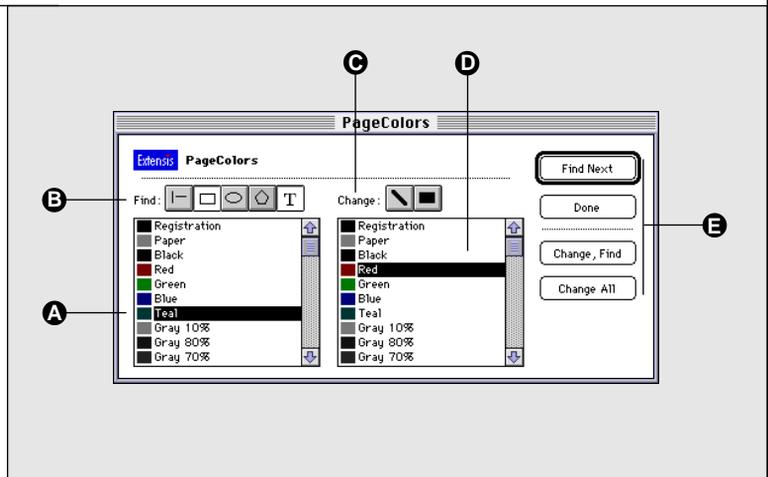
If you work with colored objects in your publications, PageColors is a convenient plug-in that makes color changes quick and easy.

Features:

- Find selected color objects and change them to a new color.
- Use all color libraries and tables in PageMaker.
- Find and change objects, such as lines, rectangles, ovals, polygons, and text.
- Move the PageColors dialog box to an unobtrusive location on the screen or to view objects during the find and change process.
- Access PageColors directly through a toolbar button.

The PageColors dialog box

- A The Find color list displays all the colors in your color palette. Choose any color(s) in this list for PageColors to search.
- B The Find icons display the object types for which PageColors can search, such as lines, rectangles, ovals, polygons, and text.
- C The Change icons display the line and fill options for changing colors in the publication. You can change lines, fills, or both.
- D The Change color list displays all the colors in your color palette. Choose the color you want to apply to the object(s) in the publication.
- E The Find and Change buttons allow you to find next, change and find, or change all object(s) that match your specifications.



Starting PageColors

► To start PageColors:

- **Select PageColors from the PageMaker Plug-ins submenu in the Utilities menu, *or***
- **Click the PageColors button on the PageTools toolbar, *or***
- **Use the hot key (Command + Option + C).**

Finding and Changing Colors

► To find and change colors:

1. In the PageColors dialog box, select the object type(s) on the Find toolbar.

Selected icons have a white background, while unselected icons appear shaded.

2. In the Find color list, select the object color(s) you want to find.

3. Select the appropriate change icon(s) on the Change toolbar.

Select the line icon, fill icon, or both.

Note: You don't need to select a Change icon for text.

4. In the Change color list, select the new object color.

5. Select the desired Find and Change button.

6. Click the Done button.

Find and Change Buttons

The Find and Change buttons give you the option to selectively find next, change and find, or change all objects that match your specifications. The following table explains each button's function.

Find and Change Options

This button...	Does this...
Find Next	Finds the object and color you specified. To change the selected object, click the "Change, Find" button. If you don't want to change that occurrence, click Find Next again.
Done	Closes the PageColors dialog box.
Change, Find	Changes the selected object and finds the next object that matches your specifications. This option changes each object, one at a time, giving you the opportunity to verify that each of the objects should be changed.
Change All	Automatically changes all objects that match your specifications in the publication.

PageCounter



PageCounter allows you to count the words in a publication without having to copy and paste text into another application.

PageCounter tells you exactly how many words are in a PageMaker publication, story, text block or highlighted text. Additionally, PageCounter gives a complete picture of the selected text to be counted, including the number of lines, paragraphs, and printable characters.

Features:

- Counts words, characters, paragraphs, and lines.
- Works with text selections, text blocks, stories, or entire publications.
- Distinguishes numbers from words.
- Includes or excludes text blocks placed on the pasteboard.
- Includes or excludes overset text in stories.

Starting PageCounter

► To start PageCounter:

- **Select PageCounter from the PageMaker Plug-ins submenu in the Utilities menu, *or***
- **Click the PageCounter button on the PageTools toolbar, *or***
- **Use the hot key (Control + 3).**

The PageCounter dialog box

A Text Selection options—Click to count only certain text within the publication.

Text Block counts only the text in the selected block.

Highlighted Text counts only the selected text.

Entire Story counts all text in the story containing the insertion point.

B Entire Publication option—Click to count the text in all stories in the publication.

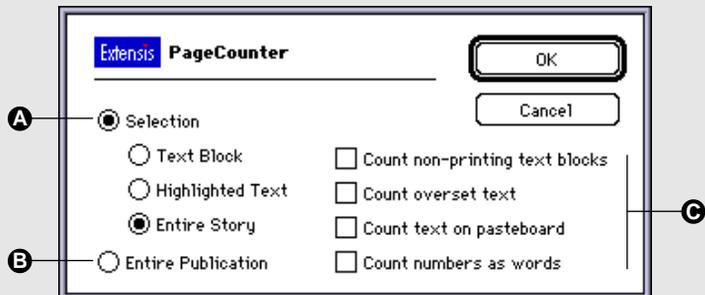
C Count options—Click to include or exclude certain types of text from the count.

Count non-printing text blocks includes text that will not be printed.

Count overset text includes overset text in the count.

Count text on pasteboard includes text in stories on the pasteboard.

Count numbers as words counts each series of numbers as a word.



Using PageCounter

► To count an entire publication:

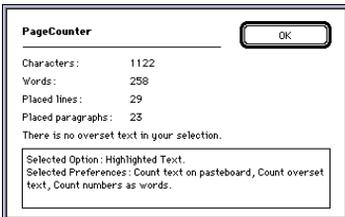
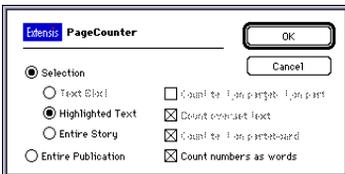
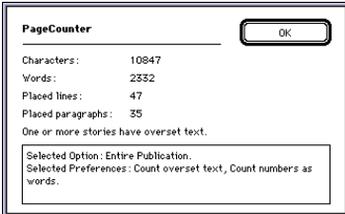
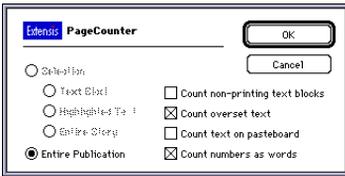
1. In the PageCounter dialog box, click the Entire Publication radio button.
2. Select the Options checkboxes as desired.
3. Click the OK button.

The PageCounter Results dialog box appears, showing the number of characters, words, lines, and paragraphs in the publication.

► To count part of a publication:

1. In the PageCounter dialog box, click the Selection radio button.
2. Select the appropriate radio button to count the current text block, the highlighted text, or the entire story.
3. Select the Options checkboxes as desired.
4. Click the OK button.

The PageCounter Results dialog box appears, showing the number of characters, words, lines, and paragraphs in the specified text region.



PageGlossary



Do you find yourself cutting and pasting the same piece of text—a corporate address, for example—over and over again? If so, PageGlossary can save you time and trouble. With PageGlossary, you can define, store, and apply entries—with or without PageMaker’s formatting and in-line graphics.

How is PageGlossary different from the Macintosh Scrapbook? While you can always save PageMaker text in your Scrapbook and bring it into PageMaker using cut and paste, the PageGlossary plug-in is quicker: the stored text is never more than a double-click or a single keystroke away.

How is PageGlossary different from the PageMaker Library palette? The Library palette is set up to paste objects on the page, not to insert them in text, so inserting text from PageGlossary is quicker than using the Library palette (especially when you use hot keys).

Features:

- PageGlossary is a true floating palette, so it’s easy to access saved text, and it’s easy to create new glossary entries.
- Stores formatted (including in-line graphics) and unformatted text.
- Imports and exports glossaries.
- Define a hot key that inserts the selected (or last-used) PageGlossary entry.
- Start PageGlossary by clicking a button on a toolbar, or from a hot key.

Starting PageGlossary

► To start PageGlossary:

- **Select PageGlossary from the PageMaker Plug-ins submenu in the Utilities menu, *or***
- **Click the PageGlossary button on the PageTools toolbar, *or***
- **Use the hot key (Control + G).**

The PageGlossary palette

- A The list of Glossary entries.
- B The Apply button—Click to insert the selected glossary entry. If you've clicked an insertion point in a text block, PageGlossary inserts the text at that point. If you've selected text, the glossary entry replaces the selection. If your cursor isn't inside a text block, PageGlossary inserts the text as a new text block in the center of your screen.
- C The Edit button—Click to edit the selected glossary entry.
- D The Add button—Click to create a glossary entry from the selected text.
- E The Remove button—Click to remove the selected glossary entry.
- F The Undo button—Click to reverse the effect of the last glossary entry you inserted. This button beeps unless a glossary entry has been inserted.
- G The Preferences button—Click to see the Preferences dialog box.



Using PageGlossary

► To apply a glossary entry:

1. Position the text insertion point where you want to insert the glossary entry.
2. Select a glossary entry in the list.
3. Click the Apply button or double-click on the glossary entry.



The glossary entry is inserted into the publication.

To Undo the entry, click the Undo button.

Adding, Removing, and Editing Glossary Entries

► To add a glossary entry:

1. Select the text to be used as the glossary entry.
2. In the PageGlossary palette, click the Add button.
The Define Glossary Entry dialog box appears.
3. Enter a name for the glossary entry in the Name field.
4. Click the “Text only” radio button to make the glossary entry text only, or click the “Formatted text” radio button to retain all formatting attributes in the glossary entry.
5. Click the Define button.



Define glossary entry Define

Name: Cancel

Insert:

Text only Formatted text

► **To remove a glossary entry:**

1. **In the PageGlossary palette, select the glossary entry to be removed.**
2. **Click the Remove button.**



► **To edit a glossary entry:**

1. **In the PageGlossary palette, select the glossary entry to be edited.**
2. **Click the Edit button.**

The Define Glossary Entry dialog box appears.

You can change the glossary entry name in the Name field and select the “Text only” or the “Formatted text” option.

3. **Click the OK button.**



Tip

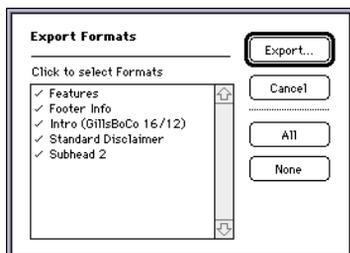
In-line graphics only appear when you are using the Formatted Text mode to insert glossary entries.

PageGlossary Preferences

This option...	Does this...
Open PageGlossary	Defines a hot key that displays the PageGlossary palette. Click the modifier keys you want to use and enter the key you want to press. You must include either the Command or Control modifier key in all hot keys.
Define Format	Defines a hot key that displays the Define Glossary Entry dialog box. Click the modifier keys you want to use and enter the key you want to press. You must include either the Command or Control modifier key in all hot keys.
Apply Current Format	Defines a hot key that applies the selected glossary entry at the insertion point. Click the modifier keys you want to use and enter the key you want to press. You must include either the Command or Control modifier key in all hot keys.
Don't warn me when removing formats	Disables the display of the confirmation dialog box when removing glossary entries.
OK	Closes the Preferences dialog box, saving all changes.
Cancel	Closes the Preferences dialog box without saving changes.
Import formats	Imports some or all of the glossary entries from a glossary file.
Export formats	Exports some or all of the glossary entries to a glossary file.
Reset Hot Keys	Resets all PageGlossary hot keys to their default settings.

Importing and Exporting Glossary Entries

► To export formats:



1. In the PageGlossary palette, click the Preferences button.

The Preferences dialog box appears.

2. Click the “Export formats” button.

The Export Formats dialog box appears.

3. Click to select the glossary entries to be exported.

4. Click the Export button.

The “Save file as” dialog box appears.

5. Enter a name for the glossary file.

6. Select the location for the glossary file and click the Save button.

► To import formats:

1. In the PageGlossary palette, click the Preferences button.

The Preferences dialog box appears.

2. Click the “Import formats” button.

The “Select file” dialog box appears.

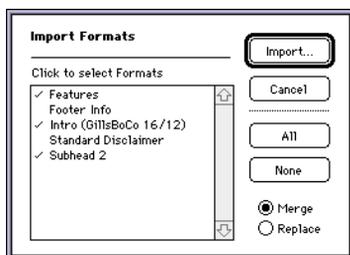
3. Select a glossary file and click the Open button.

The Import Formats dialog box appears.

4. Click to select the glossary entries to be imported.

5. Click the Merge radio button to add the selected entries to the glossary list. Or, click the Replace radio button to replace the glossary list with the selected entries.

6. Click the Import button.



Tip

PageGlossary entries work just like copying and pasting text in PageMaker. If you select text that's formatted using a paragraph style, you'll get different results when you apply (or paste) the text. If your cursor is not at the start of a line, the text added from the PageGlossary takes on the formatting of the surrounding text.

PageGuides



How much of your time is spent manually dragging guides to objects on your page? Do you ever want to quickly delete all guides without having to individually drag each one off the page? How many times have you placed all of your master page guides only to discover you're not on the master page? Or simply wanted to copy guides to another page? With PageGuides, you can now add, delete, or duplicate guides—even column guides—with unprecedented ease.

PageGuides quickly and accurately applies guides to the edges or centers of selected objects without having to measure or drag anything. You don't even need PageMaker's rulers displayed to add guides to the page. Additionally, you can instantly delete guides and column guides from a page or from all pages in the publication.

PageGuides also lets you copy guides from a page and paste them onto another page in the publication. You can duplicate guides and column guides quickly and apply them to exactly the same location on another page.

Features:

- Add, delete, or duplicate horizontal guides, vertical guides, or both.
- Apply horizontal guides, vertical guides, or both, to the center of selected objects.
- Apply guides to selected objects on a page, all objects on a page, or all objects in the publication.
- Delete all guides on a page or for the entire publication.
- Duplicate guides from one page and apply them to another page, a master page, or all pages in the publication.
- Delete or duplicate column guides.
- Access the PageGuides plug-in and the most commonly used PageGuides commands directly through toolbar buttons.

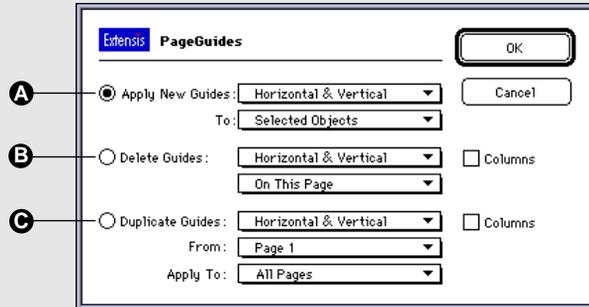
Starting PageGuides

► To start PageGuides:

- **Select PageGuides from the PageMaker Plug-ins submenu in the Utilities menu, *or***
- **Click the PageGuides button on the PageTools toolbar, *or***
- **Use the hot key (Command + Option + G).**

The PageGuides dialog box

- A** The Apply New Guides radio button—Click to add horizontal and vertical guides to the edges or center of objects. The top pop-up menu offers selections for guide orientation; the "to" pop-up menu determines where the guides will be placed.
- B** The Delete Guides radio button—Click to delete guides from the current page or the entire publication. The top pop-up menu identifies which guide orientation to delete, while the bottom pop-up menu determines which page's guides will be deleted. Delete column guides by clicking the "Columns" checkbox.
- C** The Duplicate Guides radio button—Click to copy guides from one page and apply them to any page in your publication. The top pop-up menu offers selections for guide orientation; the "from" pop-up menu lets you select which guides to copy; the "apply to" pop-up menu lets you select the page on which the guides are to be pasted. Click the "Columns" checkbox to duplicate column guides.



Tip

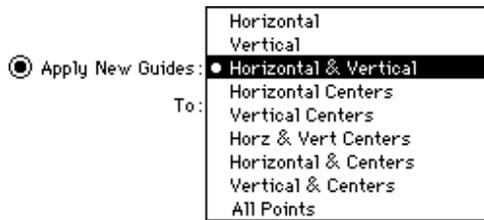
To copy guides to a range of pages, you can duplicate guides to each page individually, or you can duplicate guides to all pages and then delete guides from the pages where they are not needed.

Adding, Deleting, and Duplicating Guides

► To add guides:

1. Click the **Apply New Guides** radio button.
2. Select the pop-up menu to the right of the **Apply New Guides** radio button.

Choose where to apply the guides.



3. Select the **To** pop-up menu.

Choose to apply guides to selected objects, all objects on a page, or all objects in a publication.

4. Click the **OK** button.

Note: PageMaker 5.0 limits guides to a maximum of 80 per page; PageMaker 6.0 limits guides to 120 per page.

► **To delete guides:**

1. Click the **Delete Guides** radio button.
2. Select the **pop-up menu to the right of the Delete Guides radio button.**

Choose to delete horizontal guides, vertical guides, or both. To delete column guides, mark the Columns checkbox.



3. Select the **pop-up menu directly below the guide orientation pop-up menu.**
4. Click the **OK** button.

Choose to delete guides from the page or the entire publication.

► **To duplicate guides:**

1. Click the **Duplicate Guides** radio button.
2. Select the **pop-up menu to the right of the Duplicate Guides radio button.**

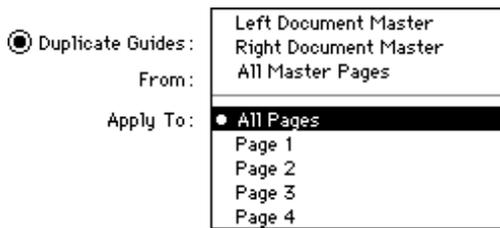
You can choose to duplicate horizontal guides, vertical guides, or both. To duplicate column guides, mark the Columns checkbox.

3. Select the **From** pop-up menu.

Select the page containing guides you want to duplicate. The selected guides on that page are copied. You can copy guides from any page in the publication.

4. Select the **Apply To** pop-up menu.

Duplicate the guides to a new page by selecting the page number where the guides are to be duplicated. You can duplicate guides to a single page, a master page, or all pages.



5. Click the **OK** button.

PageMarks



PageMarks automatically draws crop marks, registration marks, and grayscale bars around selected objects or any specified location. You can control the length of the crop marks and their offset from the selection. An option is provided for setting coordinates at which you want to position a single registration mark. You can also set a registration mark at your predefined coordinates with a single click.

Features:

- Draw registration marks at specific locations.
- Draw crop marks and/or registration marks around objects.
- Configure length and offset for crop marks.
- Draw optional gray density bars.
- Define hot keys that places a registration mark at predefined coordinates or crop marks around selected objects.
- Access PageMarks from a button on a toolbar, or from a hot key.

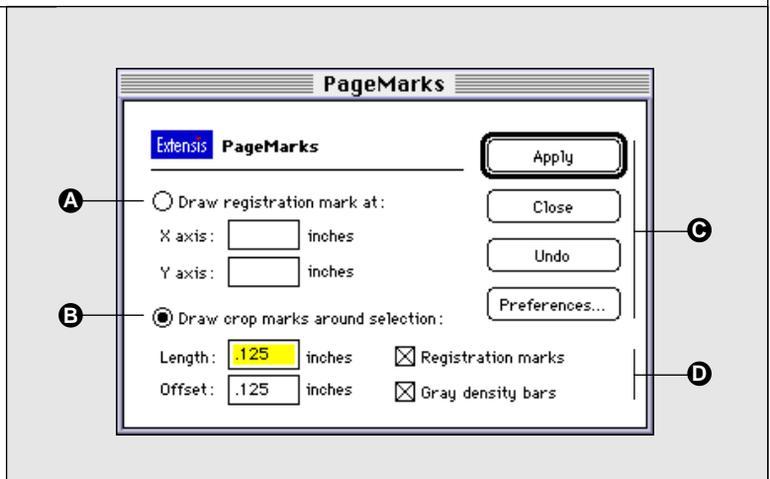
Starting PageMarks

► To start PageMarks:

- Select **PageMarks** from the **PageMaker Plug-ins** submenu in the **Utilities** menu, *or*
- Click the **PageMarks** button on the **PageTools** toolbar, *or*
- Use the hot key (**Control + M**).

The PageMarks dialog box

- A** The "Draw registration mark at" radio button—Click to draw a registration mark at the specified coordinates.
- B** The "Draw crop marks around selection" radio button—Click to draw crop marks around the selected objects.
- C** Click the Apply button to place the registration or crop marks. Click the Close button to close the PageMarks dialog box. Click the Undo button to remove the last mark placed by PageMarks. Click the Preferences button to display the PageMarks Preferences dialog box.
- D** Crop mark options—Select the "Registration marks" checkbox to draw registration marks in addition to the crop marks. Select the "Gray density bars" checkbox to add a gray gradient bar to the crop marks.



Applying PageMarks

► To draw a single registration mark:

1. In the PageMarks dialog box, click the “Draw registration mark at” radio button.
2. Enter the position for the registration mark in the X and Y fields.
3. Click the Apply button.

The registration mark is drawn at the specified coordinates.

4. Click the Close button.



► To draw crop marks around an object or objects:

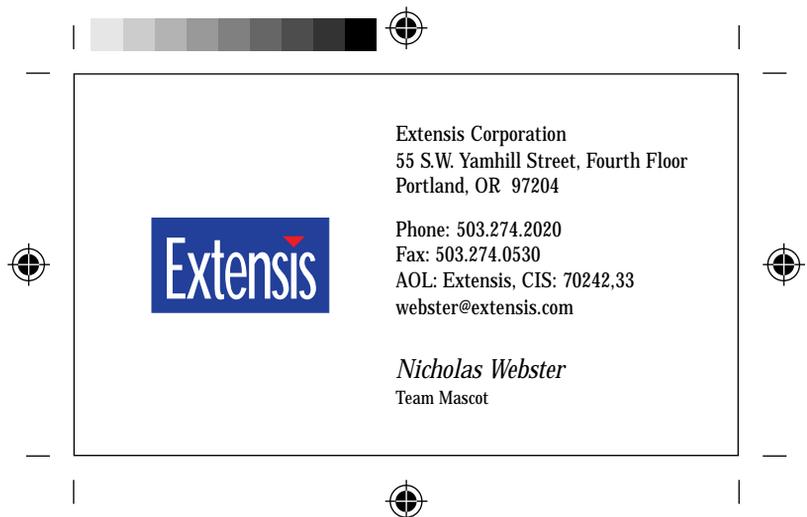
1. In the PageMarks dialog box, click the “Draw crop marks around selection” radio button.
2. Enter the length of the crop marks in the Length field.
3. Enter the offset for the crop marks in the Offset field.
4. Click the “Registration marks” checkbox to also draw registration marks around the object(s). Click the “Gray density bars” checkbox to draw a density bar above the selected object(s).
5. Click the Apply button.

The marks are drawn around the object(s).

6. Click the Close button.

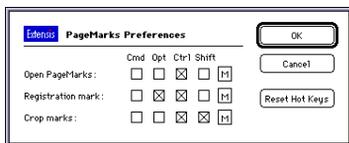
PageMaker 5.0 User Note

The Gray density bars option is not available when using PageMarks with PageMaker 5.0.



Setting PageMarks Preferences

► To set PageMarks hot keys:



1. In the PageMarks dialog box, click the Preferences button.

The PageMarks Preferences dialog box appears.

2. For each hot key, click the modifier keys you want to use and enter the key you want to press.

Open PageMarks defines a hot key that displays the PageMarks dialog box.

“Registration mark” defines a hot key that places a registration mark at predefined coordinates.

“Crop marks” defines a hot key that places crop marks around the selected object(s).

Click the Reset Hot Keys button to revert the hot key settings to their default values.

3. Click the OK button.

PageMover



Have you ever wanted to move objects to other pages without leaving the current page? Do you sometimes want to move a graphic to the pasteboard without dragging it off manually? Now, PageMover gives you the ability to move selected objects to other pages, move objects to your pasteboard, and clear your pasteboard with just one click.

PageMover saves time by moving objects to other pages or the pasteboard without prompting PageMaker to redraw. Using PageMover, you can paste selected objects, such as graphics and text, to exactly the same location on other pages in your publication without moving to that page. PageMover also moves selected objects to the pasteboard so you can concentrate on text layout, but still have the objects easily accessible. Additionally, PageMover provides one-click removal of all “debris” in your publication’s pasteboard. Clearing the pasteboard before saving with the “Save as” option can reduce the file size of a publication.

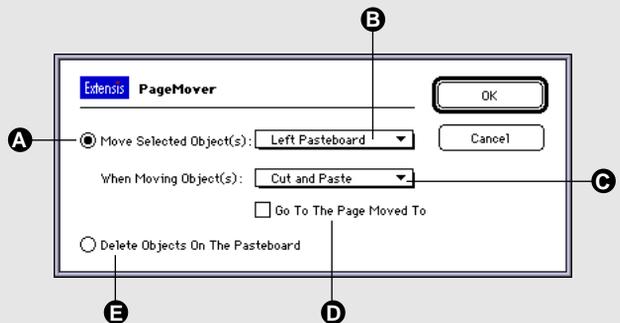
To make moving objects even easier, several PageMover commands are directly accessible through toolbar buttons.

Features:

- Cut or copy selected objects to another page in the publication.
- Move objects to the top, right, bottom, or left side of the pasteboard.
- Move with the objects to the new page location.
- Remove all objects on the pasteboard with a single click.
- Access PageMover or directly access several PageMover commands through toolbar buttons.

The PageMover dialog box

- A** The Move Selected Object(s) radio button—Click to move selected object(s) to other pages in the publication.
- B** The page selection pop-up menu—Click to choose which page the selected object(s) will be moved to. You can select any page in the publication, including master pages.
- C** The When Moving Object(s) pop-up menu—Click to choose either Cut and Paste or Copy and Paste.
- D** The Go To The Page Moved To checkbox—Click to prompt PageMaker to move to the page where the objects were pasted.
- E** The Delete Objects On The Pasteboard option—Click to delete all objects on the publication’s pasteboard.

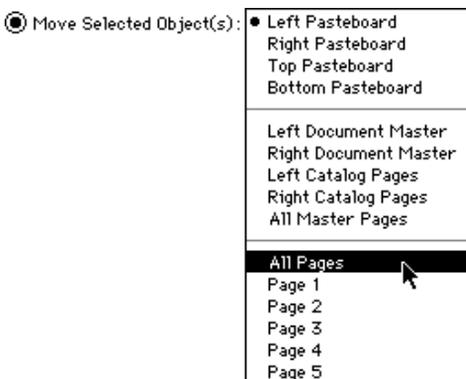


Starting PageMover

► To start PageMover and move or copy objects:

1. Select the object(s) to be moved or copied.
2. Select PageMover from the PageMaker Plug-ins submenu in the Utilities menu, *or* click the PageMover button on the PageTools toolbar, *or* use the hot key (Command + Option + M).
3. From the Move Selected Object(s) pop-up menu, select the object's new location by the page number.

Choose any page in the publication, including master pages.
You can also choose which side of the pasteboard the objects are to be moved.



4. From the When Moving Object(s) pop-up menu, select either the Cut and Paste or the Copy and Paste option.

Cut and Paste removes the object(s) from the original page and pastes them to the new page location, while Copy and Paste leaves the object(s) on the original page but moves a copy to the new page location.

Moving with Objects and Pasteboard Cleanup

► To move to the object's new location in the publication:

- Click the Go To The Page Moved To checkbox.
PageMaker moves to the selected object's new location.

► To delete objects from the pasteboard:

- Click the Delete Objects On The Pasteboard radio button.
All objects in the pasteboard are deleted.

PagePreview



Have you ever worked with multiple versions of a publication? To find a particular version, you must spend valuable time opening and closing publications. With PagePreview, you can now select a publication, confident that you're opening the correct publication and version.

PagePreview displays previews of publications in the Open Publication dialog box, so you can view them before they are opened. PagePreview makes it easy to locate the publication you want, without wasting time opening and closing others.

Features:

- Preview the first five pages of a publication in the “Open publication” dialog box.
- Save previews of any publication you open and save—automatically.
- Direct access to PagePreview through a toolbar button.

Starting PagePreview

► To start PagePreview:

- **Select PagePreview from the PageMaker Plug-ins submenu in the Utilities menu, *or***
- **Click the PagePreview button on the PageTools toolbar, *or***
- **Use the hot key (Command + Option + W).**



The PagePreview Preferences dialog box appears.

Use the dialog box to set up the PagePreview preferences for a publication. The Save Previews Automatically checkbox lets you save previews every time a publication is saved. The Show Previews checkbox lets you see previews of publications in the “Open publication” dialog box.

Previewing a Publication

For a preview to be displayed in the “Open publication” dialog box, you must save the publication with the appropriate PagePreview options selected. After making the initial PagePreview selections, those same selections are applied automatically to all the publications you open and save.

Note: PageTools must be installed and active for previews to be saved and for publications to be previewed in the “Open publication” dialog box.

► To preview a publication:

1. **Click the Save Previews Automatically and Show Previews checkboxes in the PagePreview dialog box.**

2. **Click the OK button.**

3. **Save and close your publication.**

This enables PagePreview to preview the latest version of the publication.

4. **Select Open in the File menu.**

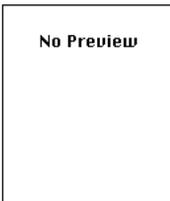
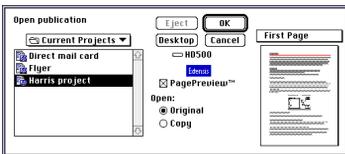
The “Open publication” dialog box appears.

5. **Select the name of the publication you just closed.**

6. **Click the PagePreview checkbox.**

The dialog box expands to the right to display a preview of the first page of the publication.

Note: If a preview has not been saved for a publication, “No preview” is displayed across an empty preview area.



Previewing Pages 2–5

► To preview pages 2–5:

- **From the Page pop-up menu, select the page number you want to preview *or***
- **Click directly on the displayed preview to cycle through the first five pages.**

Clicking the Fifth Page preview returns you to the First Page preview.

PagePrinter



Do you often find yourself handwriting all the pages you need to print so you can type them in PageMaker's print range box? Do you ever wonder after you've compiled your print list if these are all the pages you need or if you're missing some? PagePrinter takes the guesswork out of printing by displaying thumbnail previews of pages prior to printing so you can be sure you're printing the pages you want.

The standard Print dialog box in PageMaker enables you to print ranges of pages, but limits how many page numbers that you can enter in the range edit box. PagePrinter offers an easy-to-use Print dialog box that previews pages before printing, finds pages that have been edited, and offers unlimited page selection. With PagePrinter's simple, one-click page selection, you no longer have to type long strings of page numbers. PagePrinter also displays the date a page was last printed.

Features:

- Select pages without typing long strings of page numbers.
- Preview a thumbnail of each selected page before printing.
- Display the time and date a page was last printed with PagePrinter.
- Scan the publication for edited pages.

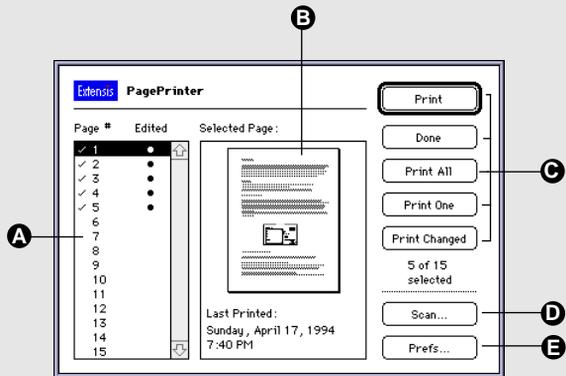
Starting PagePrinter

► To start PagePrinter:

- **Select PagePrinter in the PageMaker Plug-ins submenu in the Utilities menu, *or***
- **Click the PagePrinter button on the PageTools toolbar, *or***
- **Use the hot key (Command + Option + J).**

The PagePrinter dialog box

- A** The Page # column displays all the page numbers in the publication. A checkmark to the left of the page number indicates a page that is selected to print. A bullet in the Edited column indicates a page that has been edited since last scanned.
- B** The Selected Page area displays a thumbnail preview of the currently selected page. The time and date that the page was last printed appears below the preview.
- C** The Print Option buttons lets you print marked pages, all the pages in the publication, the selected page, or pages that have changed since last scanned.
- D** The Scan button—Click to scan the publication for changes since the previous scan.
- E** The Prefs button—Click to see the Preferences dialog box.



Selecting Pages to Print

► To select a page to print:

- 1. Click directly to the left of the page number you want to print.**
A checkmark appears at the left of the page number and the Selected Page window displays a thumbnail preview of the page.
- 2. Click the Print button.**

► To select a range of pages to print:

- 1. Click directly to the left of the page number you want to print, then drag up or down along the Page # column.**
As you drag, the pages become selected with checkmarks. Once the mouse button is released, the page range selection is complete.
- 2. Click the Print button.**

► To deselect pages to print:

- **Click directly on the check mark to the left of the page number.**
The print selection check mark disappears.

PagePrinter Options

This option...	Does this...
Print	Prints the marked page(s).
Done	Closes the dialog box.
Print All	Prints all the pages in the publication.
Print One	Prints the currently highlighted (not necessarily marked) page. This is particularly beneficial when you've already sent a large range of pages to print, but need to print one more page. Simply select the single page and click the Print One button. This relieves you of manually unchecking all the pages you've already sent to print.
Print Changed	Prints all the pages that have been changed since the last scan. Changed pages have a bullet displayed to the right of the page number in the dialog box.
Scan	Scans the publication for changes since the previous scan. A bullet in the Edited column indicates that the page has changed since the last scan.
Prefs	Choose to hide or display the Selected Page thumbnail preview. You can also choose to replace PageMaker's Print dialog box with the PagePrinter dialog box.

Using the Scan and Prefs Buttons

► To scan a publication:

- **Click the Scan button.**

The initial scan of a publication is not able to detect changes since there isn't a previous scan for comparison. After the initial scan is complete, the scanning process thereafter can detect edits in the publication.

A bullet to the right of the page number indicates that the page has been changed since last scanned. The bullet will continue to be displayed until the page is printed.

Important: *To enable PagePrinter to find pages that you have edited since last printed, you must have previously scanned the publication after printing. This scan saves information about the publication so that when you scan it again, PagePrinter can compare the new and previous scans.*

The scanning process searches the publication for the movement of objects, such as adding, deleting, or resizing elements of text or graphics. Changes that are not detectable in the scanning process would include changing the font or size of text, pasting a replacement graphic in the exact location of an original, or replacing one character with another. For example, changing the word "work" to "word" would not be detected by the scanning process.

► **To access the PagePrinter Preferences dialog box:**

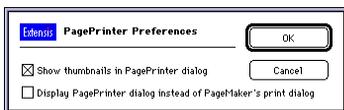
1. Click the Prefs button.

The PagePrinter Preferences dialog box appears.

2. Select the preferences you want by clicking the appropriate checkbox.

The “Show thumbnails in PagePrinter dialog” checkbox hides or displays thumbnails in the PagePrinter dialog box. Hiding thumbnails increases the print selection speed by eliminating the drawing time for each preview.

The “Display PagePrinter dialog instead of PageMaker’s print dialog” checkbox causes the PagePrinter dialog box to be displayed when you press Command + P (the printing hot key). You can still access PageMaker’s Print dialog box by selecting Print from the File menu.



PageRulers



PageRulers offers the convenience of horizontal and vertical rulers that float over your publication for added measurement flexibility.

PageMaker's control palette and rulers are beneficial for some measuring tasks, but they limit you by letting you measure only one element at a time. PageRulers allows you to measure objects naturally without continually moving the PageMaker ruler's zero position from the edge of the page, the page margin, or wherever you set your ruler.

PageRulers also includes an auto-snap feature that snaps a ruler either horizontally or vertically to selected objects. The PageRulers auto-snap feature enables you to measure objects in close proximity to your ruler, without scrolling the page to bring objects closer to PageMaker's rulers.

Used in conjunction with PageMaker's rulers and control palette, PageRulers offers additional versatility to make measuring quick and easy.

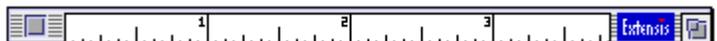
Features:

- Access up to 40 vertical and horizontal rulers.
- Measure more than one element at a time.
- Constrain ruler movement for additional ruler control.
- Snap rulers horizontally or vertically to selected objects—automatically.
- Use any PageMaker units of measure.
- Access PageRulers directly through the toolbar.

Starting PageRulers

► To start PageRulers:

- **Select PageRulers from the PageMaker Plug-ins submenu in the Utilities menu, *or***
- **Click the PageRulers button on the PageTools toolbar, *or***
- **Use the hot key (Command + Option + R).**



A horizontal ruler appears at the top of the page. The ruler adopts the same measurement system as the PageMaker rulers in the current publication, so all your rulers are consistent.

Adjusting the Ruler's Length

► To adjust the length of the ruler:

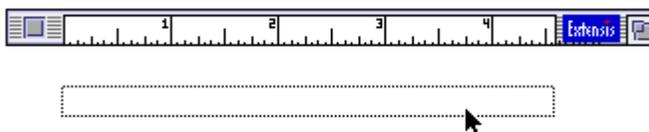


- Click the size box at the end of the ruler and drag to the left or right.

Moving the Ruler

► To move the ruler on the page:

- Click anywhere on the displayed ruler or title bar and drag it to the location you want to measure.



As you drag, only the outline of the ruler area is displayed. Therefore, the left edge of the rectangle outline is the ruler's zero point.

► To restrict ruler movement for additional control:

- Hold down the Shift key as you drag the ruler.

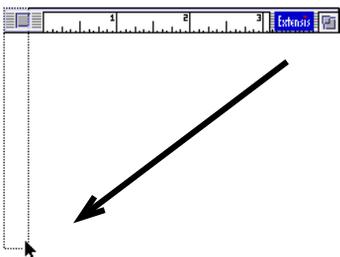
The ruler's movement is constrained horizontally for a horizontal ruler, or vertically for a vertical ruler.



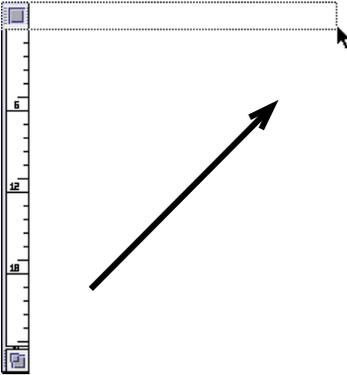
Changing the Ruler's Orientation

► To change a horizontal ruler to a vertical ruler:

- Click the size box at the right end of the ruler, then drag it down and to the left.



Once you drag beyond a 45° angle, PageRulers begins drawing the outline of the vertical ruler. When you release the mouse button, the vertical ruler appears and the horizontal ruler disappears.



► **To change a vertical ruler to a horizontal ruler:**

- **Click the size box at the bottom of the ruler, then drag up and to the right.**

Once you drag beyond a 45° angle, PageRulers begins drawing the outline of the horizontal ruler. When you release the mouse button, the horizontal ruler appears and the vertical ruler disappears.

Snapping Rulers to Objects

The auto-snap feature attaches either a horizontal or vertical ruler to the selected object or objects on the page.

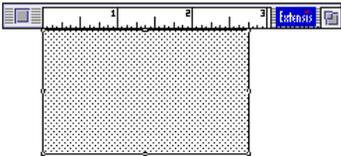
► **To snap a horizontal ruler to an object:**

1. **Select an object on the page.**

A ruler must be visible on the screen to snap to an object. You can snap rulers to objects such as lines, ovals, rectangles, polygons, graphics, or text blocks.

2. **Hold down the Option key and click the ruler.**

The ruler snaps horizontally to the selected object.



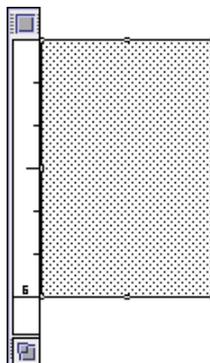
► **To snap a vertical ruler to an object:**

1. **Select an object on the page.**

A ruler must be visible on the screen to snap to an object. You can snap rulers to objects such as lines, ovals, rectangles, graphics, or text blocks.

2. **Hold down the Option + Command keys and click the ruler.**

The ruler snaps vertically to the object.



Tip

When you select multiple objects, PageMaker draws an imaginary rectangle around all selected objects. If a ruler is snapped to multiple objects, the ruler snaps to either the top (horizontal) or left side (vertical) of this imaginary rectangle.

PageScaler



PageScaler provides a quick and easy way to scale text and graphics objects. With PageScaler you can resize a group of objects while maintaining the aspect ratio of the original layout. You can resize the height and width of objects individually or proportionally. You can shrink or expand a page, chart, or publication. For example, you can instantly resize an advertisement to fit a new publication.

Features:

- Resize a selected group of objects in a single step.
- Scale text, line widths, and graphics.
- Scale grouped objects in PageMaker 6.0.
- Resize objects from 10% to 3,000%.
- Access frequently used scaling percentages through toolbar buttons.

Starting PageScaler

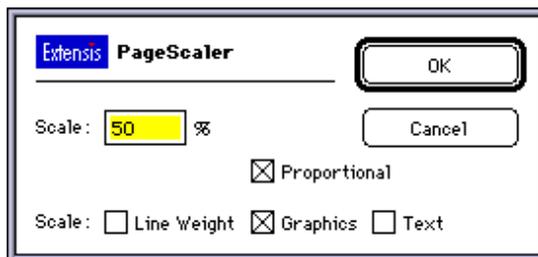
► To start PageScaler:

- Select **PageScaler** from the **PageMaker Plug-ins** submenu in the **Utilities** menu, *or*
- Click the **PageScaler** button on the **PageTools** toolbar, *or*
- Use the hot key (**Control + S**).

Using PageScaler

► To scale an object:

1. Select the object(s) to be scaled.
2. Select **PageScaler** from the **PageMaker Plug-ins** submenu in the **Utilities** menu.



The PageScaler dialog box appears.

3. Enter the desired size for the selected object(s) in the Scale field.

Numbers greater than 100 increase the size of the object(s).
Numbers less than 100 decrease the size of the object(s).

4. Click the Proportional checkbox to constrain scaling to the original aspect ratio.

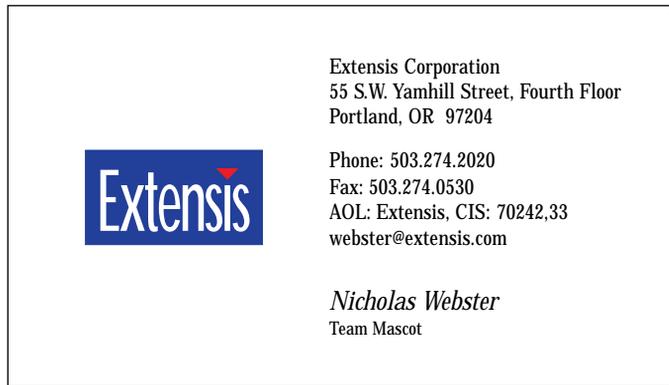
If you choose non-proportional scaling, only graphics objects will be affected.

5. Click one or more of the Scale checkboxes to allow PageScaler to scale the various types of objects.

You must enable at least one of the Scale checkboxes.

6. Click the OK button.

The example below shows a 50% reduction.



Tip

You can place a Revert To Last Mini-Save button on a toolbar by dragging it from the Special Commands category in the Customize Toolbars dialog box.

► To undo scaling:

1. Hold down the Shift key and select Revert from the File menu.

The Revert to Last Saved confirmation dialog box appears.

2. Click the OK button.

The document will be restored to the previously saved version.
PageScaler performs a mini-save before scaling objects.

PageTabs



PageTabs makes it easy to record, apply, and manage tabs and indentations in your publications. If you find you're using a specific tab and indent settings over and over again, each PageTabs format you define can save you dozens of mouse clicks, key presses, and menu choices.

How is PageTabs different from PageMaker's Styles palette?

PageMaker styles apply all formatting information (font, color, leading, tabs, etc.), while PageTabs formats apply *only* tab and indent settings. Other paragraph formatting attributes remain unchanged.

Features:

- PageTabs is a floating palette, so it's easy to use your formats—they're easy to view, apply, add, delete, or edit.
- Apply tab and indent settings without affecting paragraph styles.
- Import and export format libraries.
- Access PageTabs from a button on a toolbar, or from a hot key.

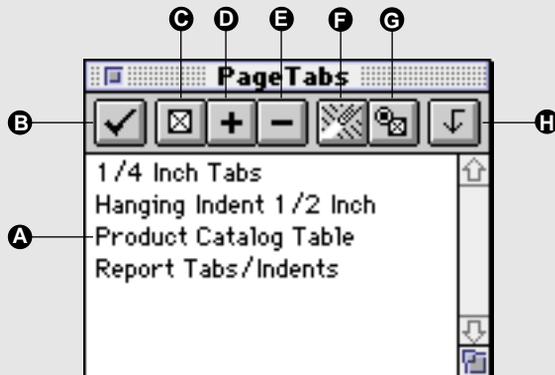
Starting PageTabs

► To start PageTabs:

- **Select PageTabs from the PageMaker Plug-ins submenu in the Utilities menu, *or***
- **Click the PageTabs button on the PageTools toolbar, *or***
- **Use the hot key (Control + I).**

The PageTabs palette

- A The list of format entries.
- B The Apply button. Click to apply the selected format to the paragraph(s) containing the current text selection.
- C The Edit button. Click to edit the selected format entry.
- D The Add button. Click to create a format entry from the selected text.
- E The Remove button. Click to remove the selected format entry.
- F The Undo button. Click to reverse the effect of the last format entry you applied. This button beeps unless a format entry has been applied.
- G The Preferences button. Click to see the Preferences dialog box.
- H The Placement button. Click to see the Tab Placement dialog box.



Tip

Like all PageMaker tabs and indents, PageTabs' tab formats apply to entire paragraphs, not to individual lines of a paragraph.



Using PageTabs

► To apply a tab format:

1. Select the text to which you want to apply the format.

If your cursor isn't inside a text block, PageTabs changes the default format for the publication. If you don't have a publication open, PageTabs changes the default format for all new publications.

2. Select a format entry in the PageTabs palette.

3. Click the Apply button or double-click the format entry.

The tab and indent settings are applied to the paragraph(s) containing the selected text.

To Undo the entry, click the Undo button.

Adding, Removing, and Editing Format Entries

► To add a format entry:

1. Select the text containing the desired tab and indent settings.

If you don't have any text selected, PageTabs records the default formatting.

2. In the PageTabs palette, click the Add button.

The "Define format" dialog box appears.

3. Enter a name for the format entry in the Name field.

4. Click the checkboxes for the format attributes you want to apply.

PageTabs remembers both the tab and indent settings for the selection, even if you choose to apply just one. This lets you go back later and change which attributes are applied by a format entry.

5. Click the Define button.

A screenshot of the "Define format" dialog box. It has a title bar "Define format" and a "Define" button. Below the title bar is a "Name:" label followed by a text input field containing "Product Catalog Table". Below that is a "Cancel" button. Underneath is a section labeled "Apply formats:" with two checkboxes: "Tabs" (checked) and "Indents" (checked).

Tip

When you are creating a tab format, you may want to include the width of the column (or text block) in the name of the tab format. The width can make a big difference when you are setting a right tab at the right edge of the column.



► **To remove a format entry:**

1. In the PageTabs palette, select the format entry to be removed.
2. Click the Remove button.



► **To edit a format entry:**

1. In the PageTabs palette, select the format entry to be edited.
2. Click the Edit button.

The “Define format” dialog box appears.

You can change the format entry name in the Name field and select which format attributes will be applied.

3. Click the Define button.

Using the Tab Placement Option



► **To place a tab:**

1. Place the cursor at the desired tab location.
2. In the PageTabs palette, click the Placement button.

The “PageTabs placement” dialog box appears.

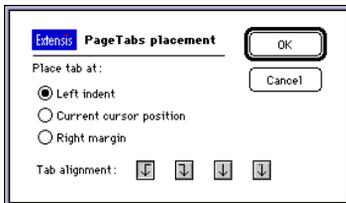
3. Click one of the “Place tab at” radio buttons to specify where the tab will be placed.

Tabs can be placed at the left indent, the current cursor position, or the right margin.

4. Click one of the “Tab alignment” buttons to specify the type of tab to place.

Tabs can align text to the left, right, center, or decimal point.

5. Click the OK button.



Importing and Exporting Format Entries



► **To export formats:**

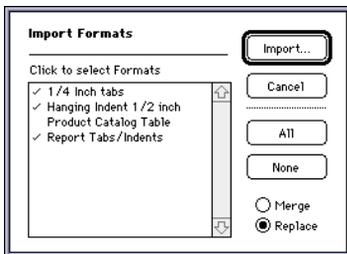
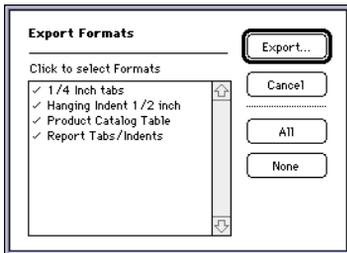
1. In the PageTabs palette, click the Preferences button.

The Preferences dialog box appears.

2. Click the “Export formats” button.

The Export Formats dialog box appears.

3. Click to select the format entries to be exported.



4. Click the Export button.

The “Save file as” dialog box appears.

5. Enter a name for the format file.

6. Select the location for the format file and click the Save button.

► To import formats:

1. In the PageTabs palette, click the Preferences button.

The Preferences dialog box appears.

2. Click the “Import formats” button.

The “Select file” dialog box appears.

3. Select a format file and click the Open button.

The Import Formats dialog box appears.

4. Click to select the format entries to be imported.

5. Select the Merge radio button to add the selected formats to the current format list. Or, select the Replace radio button to replace the current format list with the selected formats.

6. Click the Import button.

PageTabs Preferences

This option...	Does this...
Open PageTabs	Defines a hot key that displays the PageTabs palette. Click the modifier keys you want to use and enter the key you want to press. You must include either the Command or Control modifier key in all hot keys.
Define Format	Defines a hot key that displays the Define Format dialog box. Click the modifier keys you want to use and enter the key you want to press. You must include either the Command or Control modifier key in all hot keys.
Apply Current Format	Defines a hot key that applies the selected format entry to the selected paragraphs. Click the modifier keys you want to use and enter the key you want to press. You must include either the Command or Control modifier key in all hot keys.
Don't warn me when removing formats	Eliminates the display of the confirmation dialog box when removing glossary entries.
Don't mini-save on Apply	Eliminates the mini-save operation that PageType performs before applying the format attributes. Checking this box also disables PageType's Undo button.
OK	Closes the Preferences dialog box. All changes are saved.
Cancel	Closes the Preferences dialog box without saving changes.
Import formats	Imports some or all of the format entries from a format file.
Export formats	Exports some or all of the format entries to a format file.
Reset Hot Keys	Resets all PageType hot keys to their default settings.

PageThumb



PageThumb is a navigation plug-in that allows you to view thumbnail previews of any page in the publication while continuing to work on your current page. With PageThumb you can quickly navigate through a publication to find the page you want to move to or to see the layout of another page without waiting for PageMaker to redraw every page.

For example, suppose you've placed a graphic in your publication. You can't remember if the previously placed graphics are centered or flush left with the text. And you can't check another page because you can't recall a page number that contains a graphic. With PageThumb, you can quickly view other pages in the publication until you find a page with a graphic, without waiting for PageMaker to redraw each page. Then you can continue to work on the current page or move directly to the previewed page in PageThumb.

PageThumb also offers adjustable preview resolution and the ability to move directly to any page in a publication.

Features:

- Preview any page in the publication without leaving the current page.
- Adjust resolution levels for quick previews or detailed previews.
- View the first, last, or specific page in a publication without leaving the page you're currently working on.
- Go directly to the page you are previewing with a single click.
- Move PageThumb's floating window to an unobtrusive location on the screen.
- Access PageThumb directly through the toolbar.

Starting PageThumb

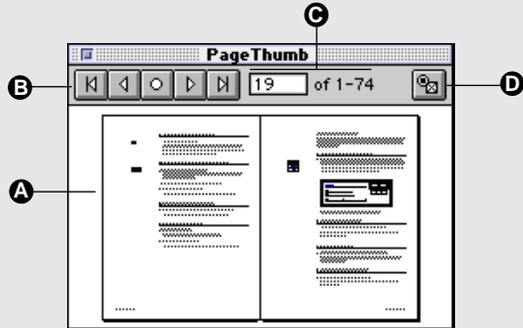
► To start PageThumb:

- **Select PageThumb under the PageMaker Plug-ins submenu in the Utilities menu, *or***
- **Click the PageThumb button on the PageTools toolbar, *or***
- **Use the hot key (Command + Option + T).**

The PageThumb window appears. A small preview of the current page is displayed. If the publication is set up with facing pages, PageThumb displays facing page previews. The page number and total number of pages in the publication are displayed above the preview.

The PageThumb dialog box

- A The Preview Area—Displays a small representation on the specified page.
- B The Control Bar—Click to preview the first, previous, next or last page. Click the center (circle) button to refresh the current page.
- C The Page Indicator—Shows the currently displayed page and the range of pages in the document.
- D The Preferences button—Click to display the Preferences dialog box.



Using the Control Bar

The PageThumb Control Bar is located at the top of the PageThumb window. The directional arrows offer several options for moving through the publication. Navigational information is displayed at the end of the control bar.

► To preview a specific page in the publication:

1. **Select the currently displayed page number.**

The box to the right of the directional arrows highlights the current page number.

2. **Enter the page number you want to preview.**

3. **Press the Return *or* Enter key.**

The PageThumb window updates to display the new page.

► To go to the page being previewed:

- **Click the previewed page in the PageThumb window.**

PageMaker displays that page in the document window.

Adjusting the Preview Resolution

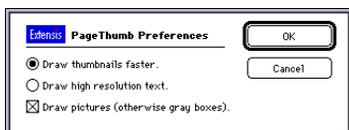
PageThumb offers two resolution levels: one for quick previewing and another for better-detailed text. To adjust the resolution level, the PageThumb window must be on screen.

► To adjust PageThumb's resolution:



- Click the **Preferences** button in the PageThumb dialog box, *or*
- Select **PageThumb** in the PageMaker Plug-ins submenu in the Utilities menu, *or*
- Click the **PageThumb** button on the PageTools toolbar, *or*
- Use the hot key (**Command + Option + T**).

The PageThumb Preferences dialog box appears.



► To increase preview speed:

- Click the **“Draw thumbnails faster”** radio button.

This increases PageThumb's drawing speed, but displays lower-resolution previews.

► To increase text clarity:

- Click the **“Draw high resolution text”** radio button.

This displays higher-resolution previews, but decreases PageThumb's drawing speed.

► To display graphics in previews:

- Click the **“Draw pictures”** checkbox.

With this option disabled, graphics are drawn as gray boxes and PageThumb's drawing speed increases.

PageTips



PageTips offers hundreds of valuable PageMaker tips and tricks from Olav Kvern, author of *Real World PageMaker* and columnist for *Adobe Magazine*. These tips can help you use PageMaker more productively. A new PageMaker tip is displayed each time you launch or quit PageMaker. You can also choose to view tips at any time by selecting PageTips from the PageMaker Plug-Ins menu in the Utilities menu. You can choose to view several tips at one time by clicking the Next Tip button, or select tips by topic by clicking the More Tips button. PageTips offers timesaving information for experts and novices alike.

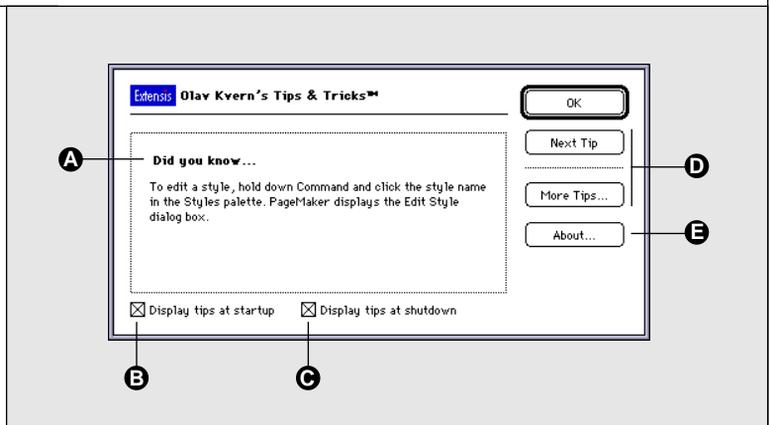
Starting PageTips

► To start PageTips:

- Select PageTips from the PageMaker Plug-ins submenu in the Utilities menu, *or*
- Click the PageTips button on the PageTools toolbar, *or*
- Use the hot key (Control + T).

The PageTips dialog box

- A The Tips window—Displays the PageMaker tips.
- B The "Display tips at startup" option—Click to see a new tip each time you open PageMaker.
- C The "Display tips at shutdown" option—Click to see a new tip each time you quit PageMaker.
- D The Next Tip button—Click to see the next tip in the series.
The More Tips button—Click to see a Tips dialog box showing a list of tip topics. Double-click a tip to see more detail.
- E The About button—Click to see information about Olav Kvern, author of PageTips.



PageType



PageType makes it easy to record, apply, and manage PageMaker's character formatting. If you find you're using a specific piece of character formatting over and over again, PageType formats can save you dozens of mouse clicks, key presses, and menu selections.

PageType lets you be selective about what formatting attributes to apply. For example, it's easy to create a PageType format that affects only color, kerning, type style, and baseline shift.

How is PageType different from PageMaker's Styles palette? PageMaker styles apply to the entire paragraph, while PageType formats apply only to the selected characters.

Features:

- PageType is a floating palette, so it's easy to use your formats—they're easy to see, apply, add, delete, or edit.
- Apply as much—or as little—character formatting as you want.
- Import and export format libraries.
- Define a hot key that applies the selected (or last-used) PageType format.
- Access PageType by clicking a button on a toolbar or from a hot key.

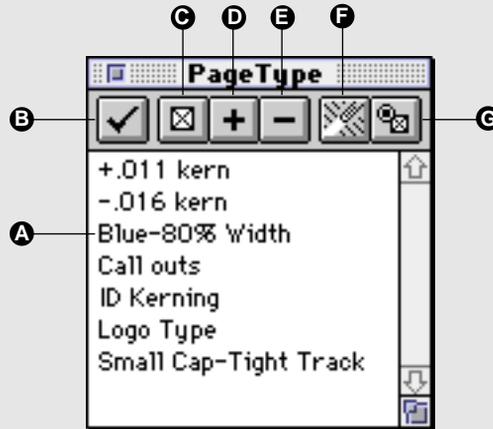
Starting PageType

► To start PageType:

- **Select PageType from the PageMaker Plug-ins submenu in the Utilities menu, *or***
- **Click the PageType button on the PageTools toolbar, *or***
- **Use the hot key (Control + T).**

The PageType palette

- A The list of format entries.
- B The Apply button—Click to apply the selected format. If the insertion point is in a text block, PageType changes the format at that point. If you've selected text, PageType applies the format to the selection.
- C The Edit button—Click to edit the selected format entry.
- D The Add button—Click to create a format entry from the selected text. If you don't have any text selected, PageType records the default formatting.
- E The Remove button—Click to remove the selected format entry.
- F The Undo button—Click to reverse the effect of the last format entry you applied. This button beeps unless a format entry has been applied.
- G The Preferences button—Click to see the Preferences dialog box.



Using PageType

► To apply a format:

1. Select the text to which you want to apply the format.

If your cursor isn't inside a text block, PageType changes the default format for the publication. If you don't have a publication open, PageType changes the default format for all new publications.

2. Select a format entry in the PageType palette.

3. Click the Apply button or double-click the format entry.

The format entry is applied to the text.

To Undo the entry, click the Undo button.



Tip

Formats aren't an "all or nothing" proposition. You can set up formats that apply only a few attributes and use them with other formats to build up complex character formatting from simple building blocks. For example, if you find you often apply specific kerning or baseline shift values, you can create formats that apply only those attributes. These formats can be applied to any text without affecting other format attributes.

Adding, Removing, and Editing Format Entries

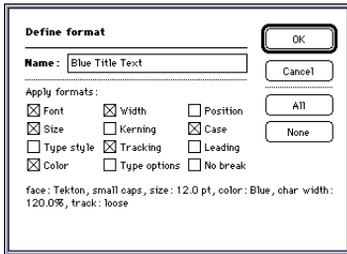
► To add a format entry:

1. Select the text containing the desired format attributes.

2. In the PageType palette, click the Add button.

The "Define format" dialog box appears.

3. Enter a name for the format entry in the Name field.



4. Click the checkboxes for the format attributes you want to have applied.

The format attributes to be applied are displayed below the checkboxes.

PageType remembers all format attributes for the selection, even those you choose not to apply. Therefore you can always go back and change which attributes are applied by a format entry.

5. Click the OK button.

► To remove a format entry:

- 1. In the PageType palette, select the format entry to be removed.**
- 2. Click the Remove button.**



► To edit a format entry:

- 1. In the PageType palette, select a format.**
- 2. Click the Edit button.**



The “Define format” dialog box appears.

You can change the format entry name in the Name field and select which format attributes will be applied. The format attributes to be applied are displayed below the checkboxes.

3. Click the OK button.

Importing and Exporting Format Entries

► To export formats:

- 1. In the PageType palette, click the Preferences button.**

The Preferences dialog box appears.

- 2. Click the “Export formats” button.**

The Export Formats dialog box appears.

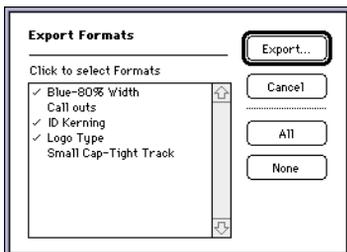
- 3. Click to select the format entries to be exported.**

- 4. Click the Export button.**

The “Save file as” dialog box appears.

- 5. Enter a name for the format file.**

- 6. Select the location for the format file and click the Save button.**



► To import formats:

1. In the PageType palette, click the Preferences button.

The Preferences dialog box appears.

2. Click the “Import formats” button.

The “Select file” dialog box appears.

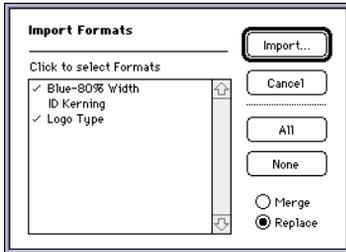
3. Select a format file and click the Open button.

The Import Formats dialog box appears.

4. Click to select the format entries to be imported.

5. Select the Merge radio button to add the selected formats to the current format list. Or, select the Replace radio button to replace the current format list with the selected formats.

6. Click the Import button.



PageType Preferences

This option...	Does this...
Open PageType	Defines a hot key that displays the PageType palette. Click the modifier keys you want to use and enter the key you want to press. You must include either the Command or Control modifier key in all hot keys.
Define Format	Defines a hot key that displays the Define Format dialog box. Click the modifier keys you want to use and enter the key you want to press. You must include either the Command or Control modifier key in all hot keys.
Apply Current Format	Defines a hot key that applies the selected format entry to the selected text. Click the modifier keys you want to use and enter the key you want to press. You must include either the Command or Control modifier key in all hot keys.
Don't warn me when removing formats	Eliminates the display of the confirmation dialog box when removing glossary entries.
Don't mini-save on Apply	Eliminates the mini-save operation that PageType performs before applying the format attributes. Checking this box also disables PageType's Undo button.
OK	Closes the Preferences dialog box, saving all changes.
Cancel	Closes the Preferences dialog box without saving changes.
Import formats	Imports some or all of the format entries from a format file.
Export formats	Exports some or all of the format entries to a format file.
Reset Hot Keys	Resets all PageType hot keys to their default settings.

PageZoom



Do you find you avoid changing magnification just so you don't have to wait for PageMaker to redraw? Do you sometimes need to see two different views of the page at the same time? PageZoom is a "floating magnifying glass" that gives you the versatility to examine fine details on a portion of a page while continuing to view the overall page. You can choose magnification levels up to 800% to view the finest details.

PageZoom shows two different views of the same page without waiting for PageMaker to redraw. Several viewing levels let you view fine detail when working in "Actual size," or let you view the overall page when working at 400% magnification. As you make changes to the page, you can refresh the PageZoom window to reflect any modifications.

PageZoom is particularly beneficial for viewing pages with small-sized text, such as captions or trademark copy. For example, if you are placing a graphic in "Fit in window" layout view and want to verify that the caption goes with the graphic, you can remain in your current layout view and select PageZoom. When you enclose the caption with PageZoom's selection rectangle, the caption appears magnified in the PageZoom window. In one quick step you can verify the caption without toggling layout views and waiting for PageMaker to redraw.

Features:

- Simultaneously view fine details and the overall page.
- Select magnification levels of 100%, 200%, 400%, or 800%.
- Move the resizable, floating PageZoom window to an unobtrusive location on the screen.
- Access PageZoom directly through the toolbar.

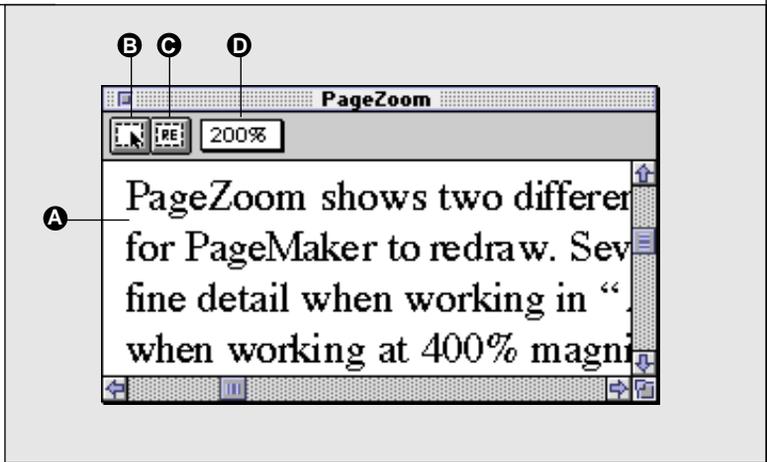
Starting PageZoom

► **To start PageZoom:**

- **Select PageZoom from the PageMaker Plug-ins submenu in the Utilities menu, *or***
- **Click the PageZoom button on the PageTools toolbar, *or***
- **Use the hot key (Command + Option + Z).**

The PageZoom window

- A The PageZoom window—Displays the magnified area of the page.
- B The Set button—Click to attach a selection rectangle to your pointer. Select any area of the page with the selection rectangle. The PageZoom window displays the selected area.
- C The Refresh button—Click to update the PageZoom window to reflect any changes made to the current page. You can make changes to the publication in the current layout mode while the PageZoom window is on screen.
- D The Zoom menu—Click to select magnification levels of 100%, 200%, 400%, or 800%.



Using PageZoom

► To select an area for magnification:

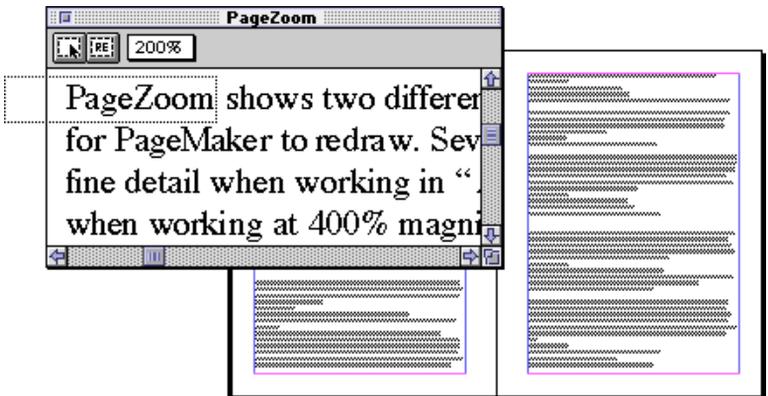


1. Select the Zoom pop-up menu.

You can choose magnification levels of 100%, 200%, 400%, or 800%.

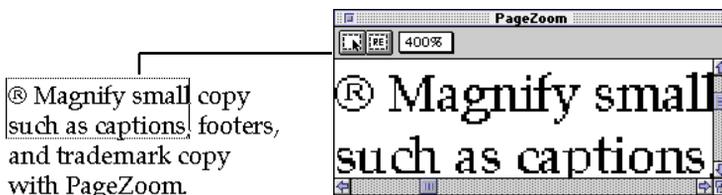
2. Click the Set button.

A rectangle outline appears below the Set button. The selection rectangle is attached to your pointer so that it follows your mouse movements.



3. Drag the selection rectangle on the page so that it encloses the area you want to magnify.

The area of the selection rectangle is proportionate to the display area of the PageZoom window.



4. Click the mouse button.

The enclosed area of the selection rectangle appears in the PageZoom window at the specified magnification level.

► To view more of the selection area:

- **Resize the PageZoom window by using the size box in the bottom right corner of the window, *or***
- **Use the scroll bars in the PageZoom window to view more page area.**

You may also select another magnification level from the View menu. As the magnification level increases, the displayed area decreases respectively. For example, if you select 100%, the displayed page area in the PageZoom window is larger than if you select 800%.

► To update changes in PageZoom:

- **Click the Refresh button.**

Any recent changes you have made to the previewed page will be shown in the PageZoom window, including zoom level and zoom box resizing.

Troubleshooting

General

How can I tell when the PageTools are active?

When the PageTools are active, you can access them by using their hot keys such as (Command + Option + R) for PageRulers. If the PageTools are not loaded at startup, you can activate the collection simply by selecting any of the PageTools from the PageMaker Plug-ins submenu on the Utilities menu. Once any PageTools plug-in is opened, all the PageTools become active.

If I don't want to have PageTools load when PageMaker opens, how do I do it? And can I still access the PageTools if they don't open at startup?

The Start PageTools application loads PageTools when PageMaker is opened. If you don't want PageTools to load when PageMaker opens, remove the Start PageTools application from the Startup Items folder in the System Folder, and restart your computer. You may want to create a "Startup Items (disabled)" folder and place the Start PageTools application in that folder until you want to use it again. You can still access the PageTools without having them load at startup, just select any of the PageTools from the PageMaker Plug-ins submenu in the Utilities menu. Once any of the PageTools are opened, all PageTools become active.

The hot keys for PageTools are not working.

PageTools is not active. Hot keys will not function unless the PageTools collection is loaded at startup or activated manually. For automatic loading at startup, place the Start PageTools application in the Startup Items folder in your System Folder and restart your computer. To activate PageTools manually, select any PageTools plug-in from the PageMaker Plug-ins submenu on the Utilities menu. Once any of the PageTools are opened, all the PageTools become active.

When I press a hot key for a certain Plug-in, a different Plug-in is displayed.

This can happen when the same hot key is assigned to two PageTools plug-ins. Check the PageTools Hot Key dialog box to see if the same hot key is assigned to two plug-ins.

Why do some pages displayed in PagePreview, PagePrinter, or PageThumb display normally, while some display images as gray boxes?

Occasionally, PageMaker cannot create images for pages with extremely large or complex graphics, and in this case the Plug-ins will draw the pictures as gray boxes in order to display the page. Giving PageMaker more memory when working with large images should help prevent this from occurring. In some cases this won't work with PagePreview, since it has its own limits on the maximum size of preview pictures. This prevents publications linked to large graphics from growing excessively large.

PageAlign

When making alignment and distribution selections, the objects don't align as illustrated in the PageAlign dialog box.

Objects are aligned and distributed in the space the objects occupy, not to the page itself. The illustration in the PageAlign dialog box does not represent the page.

When aligning and distributing objects, I notice that when I check the distance in my control palette, the distance is off slightly.

When aligning and distributing objects, PageAlign's measurement calculations include the line width.

PageBars

Why doesn't the Spell Check button work?

The Spell Check button can only be used in the Story Editor.

When I click a certain button, it beeps instead of performing the appropriate action.

A toolbar button beeps if the action it represents is not currently available.

PageCaps

When applying caps to text that is range kerned, the kerning is lost.

Page Caps only retains pair kerning when applying caps.

PageColors

When using a large color palette and selecting all colors in the Find colors list, I can't deselect by clicking the selected area again.

Hold down the Shift key and click any selected color. That color and all colors below will deselect.

When selecting the Change All option, PageColors appears to be changing the whole publication, even though the first few pages are the only ones that need to be changed.

When selecting the Change All option, PageColors searches the entire publication for objects that match your specifications, even though the only changeable objects may be on the first few pages.

PageCounter

Why doesn't PageCounter count text from the master pages?

PageCounter counts only the characters which would actually be printed. PageCounter does not count text from master pages to avoid duplicate counting.

PageGuides

PageGuides won't apply guides to my page.

If there are 80 guides on the page, you have reached PageMaker 5.0's guide limit. PageMaker 6.0 has a limit of 120 guides.

PageMover

When I try to move objects in the pasteboard, they don't move.

Once objects are moved to the pasteboard, they can't be moved with PageMover. PageMover can only move objects on the page.

PagePreview

PagePreview doesn't show the updated version of my publication in the Open dialog box.

PagePreview must be active for previews to be saved or previewed in the Open dialog box. To activate PagePreview, select PagePreview from the PageMaker Plug-ins submenu on the Utilities menu.

Make sure you have selected the appropriate PagePreview options from the PagePreview dialog box and save your publication. A preview will not be saved or updated when you use the “Save as” option. When multiple publications are on screen, using the Option + Save keyboard command only saves a preview of the front-most publication.

PagePrinter

After printing with the PagePrinter dialog box, when I return to the PagePrinter dialog box my previous print selections are gone and all the pages are checkmarked.

If your publication is an Untitled publication, you need to save the publication. PagePrinter can't recall an Untitled publication's settings if it has never been saved.

When I scan my publication, PagePrinter will sometimes miss pages that I've edited.

The scanning process searches the publication for the movement of objects such as adding, deleting, or resizing elements of text or graphics. Changes that are not detectable in the scanning process would include changing the font or size of text, pasting a replacement graphic in the exact location as the original, or replacing one character for another. For example, changing the word “work” to “word” would not be detected in the scanning process.

How can I make PagePrinter find pages that have been edited since last printed?

To enable PagePrinter to find pages that have been edited since last printed, you must have previously scanned the publication after last printing. This scan saves information about the publication so that when it's scanned again, PagePrinter can make a comparison between the new and previous scans.

PageTabs

When I apply a tab format to selected text, nothing happens.

The selected text must have existing tabs for PageTabs to be able to apply a new tab format.

Registration Card

If you haven't already registered, please complete the following registration information, tear along the perforation and fax to (503) 274-0530 or mail it in the postage-paid envelope provided. Your product registration number is located on the PageTools disk.

<input type="text"/>																			
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Registration Number

Name

Organization

Street Address

City

State

Country

Zip/Postal Code

Daytime Phone

Daytime Fax

e-mail (optional)

CIS AOL

A-Link

Genie

Internet

Other

Hardware Configuration (check all that apply)

- PowerMac Quadra Mac II any PowerBook
 Modem Scanner CD-ROM Network
 Do you also use a PC running Windows? PageMaker for Windows

PageMaker Experience (check one)

- <6 months 6 mo. - 1 yr. 1 yr. - 2 yrs. 3 - 5 yrs. >5 yrs.

Number of personal computers at site (check one)

- 1 2-5 6-10 11-25 26-50 >50

How did you learn about PageTools? (check all that apply)

- Advertisement Review Bundle Demo Dealer
 Word-of mouth User Group Direct Mail Other _____

Where did you purchase PageTools? _____

Purchase Date: _____

What publications do you read? (check all that apply)

- MacWorld MacUser MacWEEK Adobe X-Ray
 Publish Other _____

Which of the following applications do you use? (check all that apply)

Graphics:

- QuarkXPress KPT BeInfinite Infinite FX
 PageMaker KPT Bryce Letraset Envelopes
 Photoshop KPT Convolver Cytopia Socket Set
 Illustrator KPT Vector FX Adobe Dimensions
 FreeHand Acrobat Pizar Typestry
 Live Picture Debabelizer Ray Dream Designer
 Painter TextureMaker Strata Vision 3D
 XPoseure Paint Alchemy Alias Sketch
 Premiere The Black Box Infini-D

Business:

- Word
 WordPerfect
 Write Now
 MacWrite
 Excel
 ClarisWorks
 MS Works
 Quicken
 FileMaker

Utilities:

- AfterDark
 Compression
 ClipArt
 Stock Photos
 Norton Utilities
 MacTools
 Now Utilities
 RAM Doubler
 Spell Checker

Suggestion Card

We'd like to know what you think we could do to make PageTools better. So, if you have an idea for a new product feature, a modification to an existing one, or anything else you can think of that will help us make PageTools better—we'd like to hear from you.

To help make PageTools even better, please...

1. Print your name, address, and phone number below and sign your name.
2. Describe your idea or comment.
3. Tear along the perforation and mail or fax this sheet to Extensis.

I understand that no compensation will be awarded for my suggestion.

My suggestion is...

.....
.....
.....
.....
.....

Name

Street Address

City	State	Country	Zip/Postal Code
------	-------	---------	-----------------

Daytime Phone	Daytime Fax
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Please rank PageTools (1–10) based on usefulness to you (1=useful; 10=not useful).

___ PageAlign	___ PageBars	___ PageCaps	___ PageColors	___ PageCounter
___ PageGlossary	___ PageGuides	___ PageMarks	___ PageMover	___ PagePreview
___ PagePrinter	___ PageRulers	___ PageScaler	___ PageTabs	___ PageThumb
___ PageTips	___ PageType	___ PageZoom		

Thanks for your suggestions! Hopefully you'll see your ideas in future versions of PageTools or other Extensis products.