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# PAGETOOLS

## Quick Reference Guide

Extensis PageTools is 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.

The PageTools plug-ins are designed, tested and guaranteed to work together. To order, or for more information on any of our award-winning products, simply call us at **1-800-796-9798**.

## PAGEBARS

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. 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. You can display toolbars as resizable floating palettes or as embedded toolbars on the edge of the screen.

### To start PageBars:

- When first installed, PageBars automatically displays several default toolbars.

### To open the PageBars dialog box:

- Click the PageBars button on the PageTools toolbar.

### To display or hide toolbars:

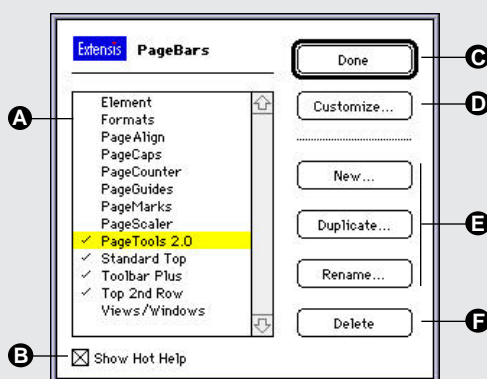
- Select a toolbar in the Toolbars submenu in the Window menu, *or*
- Select a toolbar from the Toolbars pop-up menu on PageTools toolbar, *or*
- In the PageTools dialog box, click in the checkmark area next to a toolbar. Checked toolbars are visible.

### 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.

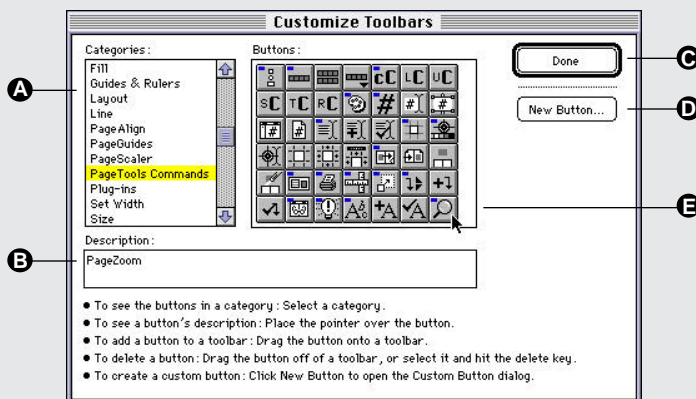


Embedded Toolbar



Floating Toolbar

- 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.



- To see the buttons in a category: Select a category.
- To see a button's description: Place the pointer over the button.
- To add a button to a toolbar: Drag the button onto a toolbar.
- To delete a button: Drag the button off of a toolbar, or select it and hit the delete key.
- To create a custom button: Click New Button to open the Custom Button dialog.

## 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.

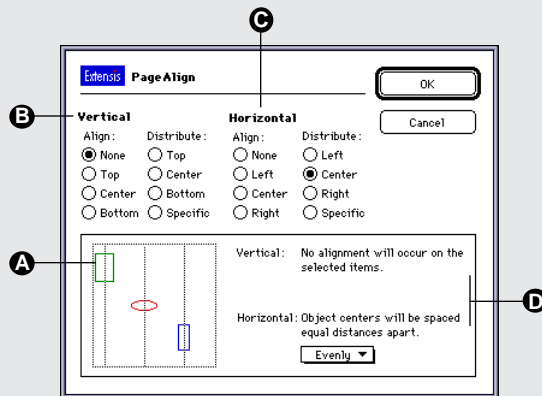
### To start PageAlign:

- Select PageAlign from the PageMaker Plug-ins submenu in the Utilities menu.

### To distribute objects evenly:

Choosing to distribute objects evenly redistributes objects within the currently occupied space.

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.



Displays the PageAlign dialog box.

Centers the selected objects horizontally.

Centers the selected objects vertically.

Distributes the selected objects vertically.

**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.

## PAGECAPS

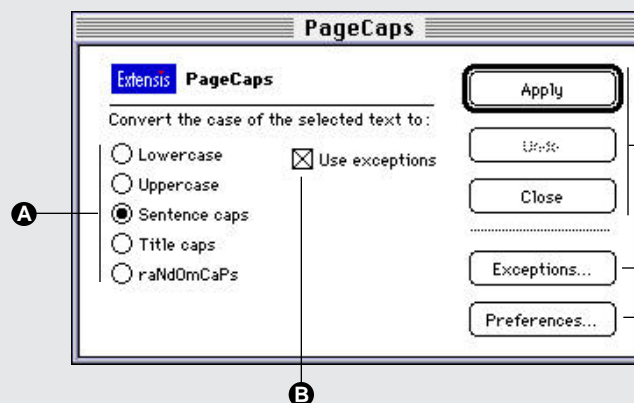
PageCaps provides a quick and easy way to set the case (capitalization) style for selected text. Using PageCaps, you can convert text to lowercase, all caps, sentence caps, title caps and random caps, including an exceptions list for unique capitalization (such as Adobe PageMaker).

### To start PageCaps:

- Select PageCaps from the PageMaker Plug-ins submenu in the Utilities menu.

### To apply a case style:

1. Select the text to be converted.
2. In the PageCaps dialog box, click the desired case style.
3. Click the Apply button or press the Return key. The case style is applied to the text.
4. Click the Done button.



**A** PageCaps offers five options for case style. Click the radio button to select the desired 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.

**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.

## PAGECOLORS

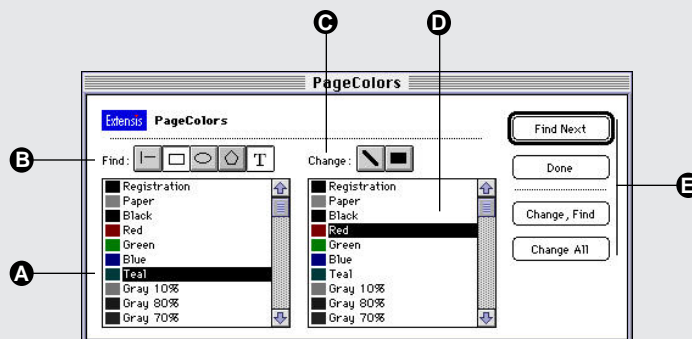
The function of the PageColors plug-in is similar to the Find and Change feature in the Story Editor, but it searches and replaces *colors* of objects, lines or text in your PageMaker publication.

### To start PageColors:

- Select PageColors from the PageMaker Plug-ins submenu in the Utilities menu.

### 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. 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.



- 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.

## PAGECOUNTER

PageCounter allows you to count the number of characters, words, lines and paragraphs in selected text without having to copy and paste text into another application.

### To start PageCounter:

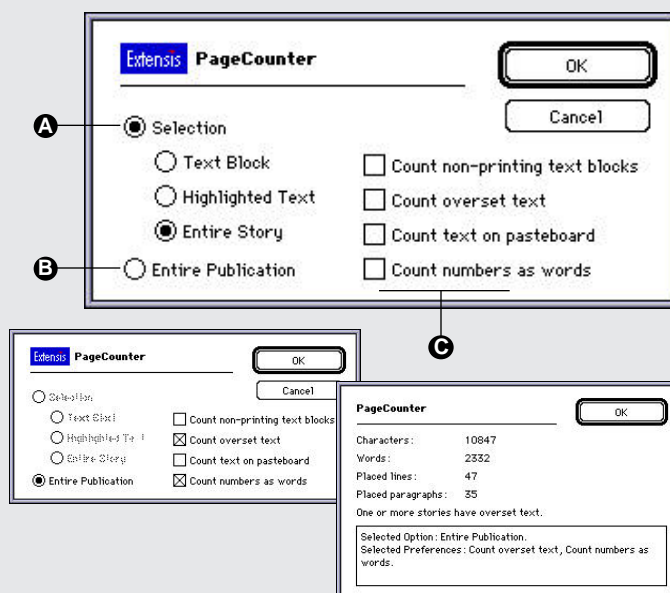
- Select PageCounter from the PageMaker Plug-ins submenu in the Utilities menu.

### To count an entire publication:

1. In the PageCounter dialog box, click the Entire Publication radio button. (See right.)
2. Select the Options checkboxes as desired.
3. Click the OK button. The PageCounter Results dialog box appears, showing count information.

### 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.



- 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.

## PAGEGLOSSARY

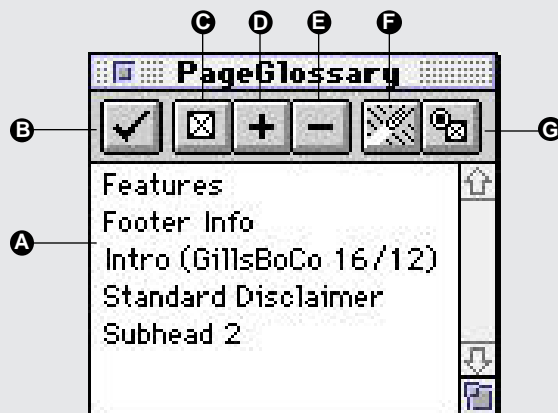
Do you find yourself cutting and pasting the same piece of text over and over again? If so, PageGlossary can save you time and trouble. With PageGlossary, you can define, store and apply entries—with or without PageMaker's formatting and in-line graphics.

### To start PageGlossary:

- Select PageGlossary from the PageMaker Plug-ins submenu in the Utilities menu.

### 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.



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.

## PAGEGUIDES

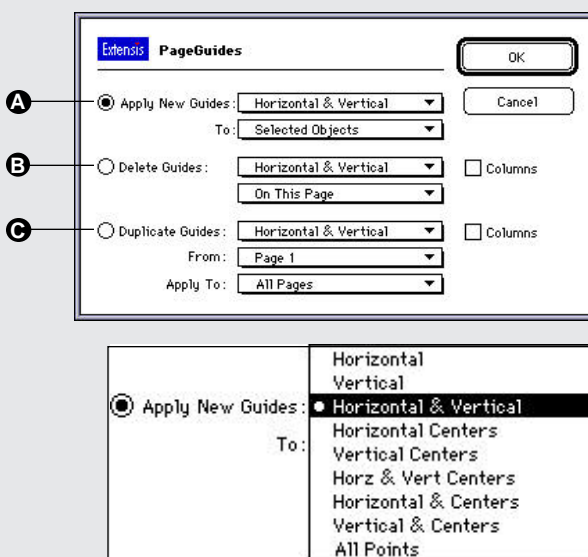
With PageGuides, you can now add, delete or duplicate guides—even column guides—with unprecedented ease. PageGuides quickly and accurately applies guides to the edges or centers of selected objects without having to measure or drag anything. You don't even need PageMaker's rulers displayed to add guides 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.

### To start PageGuides:

- Select PageGuides from the PageMaker Plug-ins submenu in the Utilities menu.

### 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.
4. Click the OK button.



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.



# 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 apply crop or registration marks at your predefined coordinates with a single click.

#### To start PageMarks:

- Select PageMarks from the PageMaker Plug-ins submenu in the Utilities menu.

#### 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.

**PageMarks**

**Extensis PageMarks**

☐ Draw registration mark at:

X axis:  inches

Y axis:  inches

☒ Draw crop marks around selection:

Length:  .125 inches

Offset:  .125 inches

☒ Registration marks

☒ Gray density bars

Apply

Close

Undo

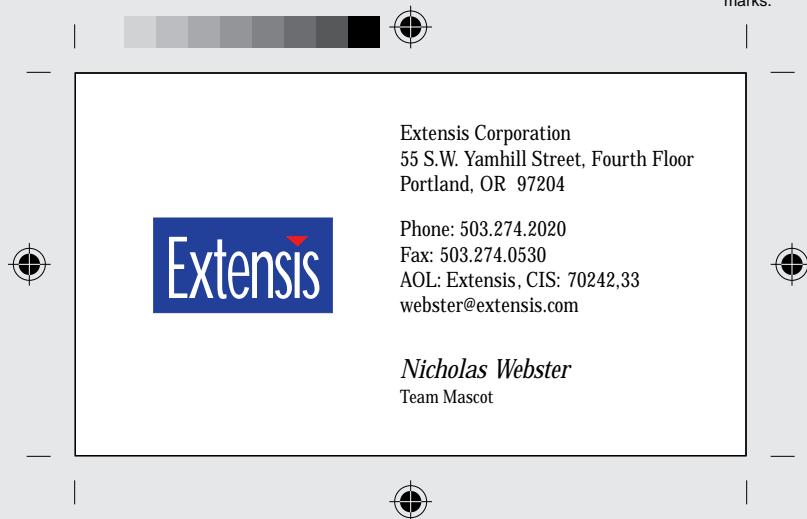
Preferences...

**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.



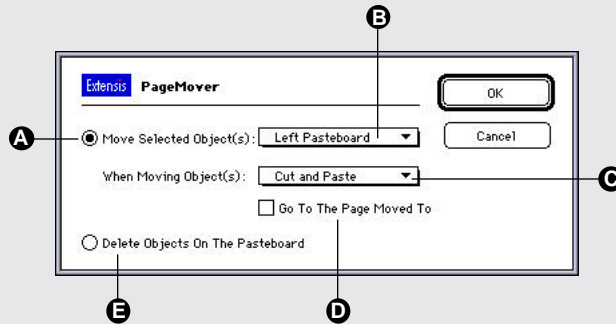


## PAGEMOVER

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.

### 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.
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.



- 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.



## PAGEPREVIEW

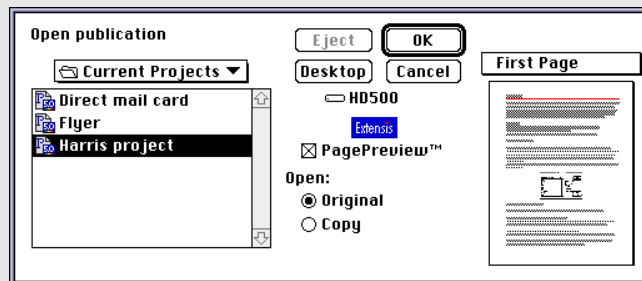
PagePreview displays previews of publications in the Open Publication dialog box, so you can view them before they are opened. PagePreview makes it easy to locate the publication you want, without wasting time opening and closing others.

### To start PagePreview:

- Select PagePreview from the PageMaker Plug-ins submenu in the Utilities menu.

### 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.





## PAGEPRINTER

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.

### To start PagePrinter:

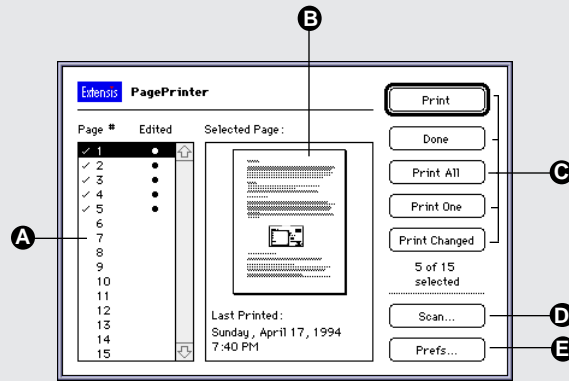
- Select PagePrinter in the PageMaker Plug-ins submenu in the Utilities menu.

### 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.



- 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.

## PAGERULERS

PageRulers offers the convenience of horizontal and vertical rulers that float over your publication for added measurement flexibility, without moving PageMaker's zero point. PageRulers includes an auto-snap feature that snaps a ruler either horizontally or vertically to selected objects.

### To start PageRulers:

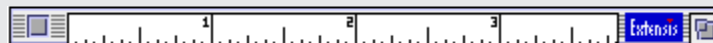
- Select PageRulers from the PageMaker Plug-ins submenu in the Utilities menu. (See right.)

### To adjust the length of the ruler:

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

### To move the ruler on the page:

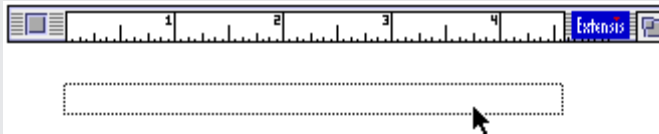
- Click anywhere on the displayed ruler or title bar and drag it to the location you want to measure. As you drag, only the outline of the ruler area is displayed. Therefore, the left edge of the rectangle outline is the ruler's zero point.



*Viewing a Ruler*



*Adjusting the Length*



*Moving the Ruler*

## PAGEScaler

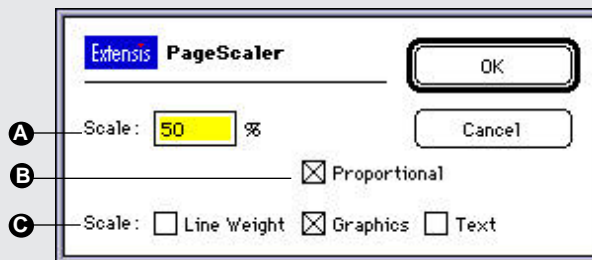
PageScaler provides a quick and easy way to scale a group of objects, including lines, graphics and text within text blocks. With PageScaler you can resize a group of objects, while maintaining the aspect ratio of the original layout. You can resize the height and width of objects individually or proportionally. You can shrink or expand a page, chart or publication.

### To start PageScaler:

- Select PageScaler from the PageMaker Plug-ins submenu in the Utilities menu.

### 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.
4. Click the OK button.



- A Enter the desired size for the selected object(s).
- B Click to constrain scaling to the original aspect ratio.
- C Click the checkboxes corresponding to the types of objects to scale.

## PAGETabs

PageTabs makes it easy to record, apply and manage tabs and indentations in your publications. PageTabs formats apply *only* tab and indent settings. Other paragraph formatting attributes remain unchanged.

### To start PageTabs:

- Select PageTabs from the PageMaker Plug-ins submenu in the Utilities menu.

### 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.



- 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.



## PAGETHUMB

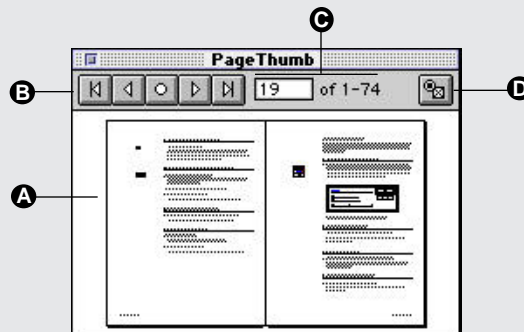
PageThumb is a navigation plug-in that allows you to view thumbnail previews of any page in the publication while continuing to work on your current page. With PageThumb you can quickly navigate through a publication to find the page you want to move to or to see the layout of another page without waiting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

### To start PageThumb:

- Select PageThumb under the PageMaker Plug-ins submenu in the Utilities menu.

### 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.



- 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.

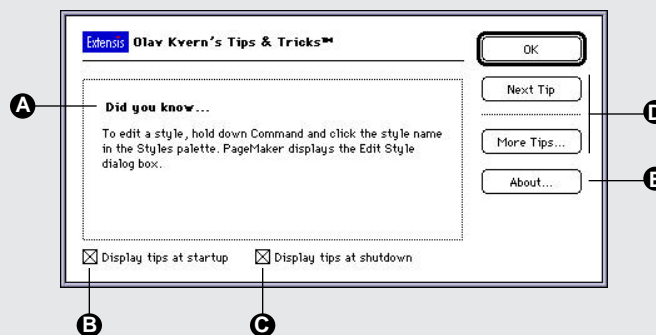
## PAGETIPS

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.

### To start PageTips:

- Select PageTips from the PageMaker Plug-ins submenu in the Utilities menu.



- 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

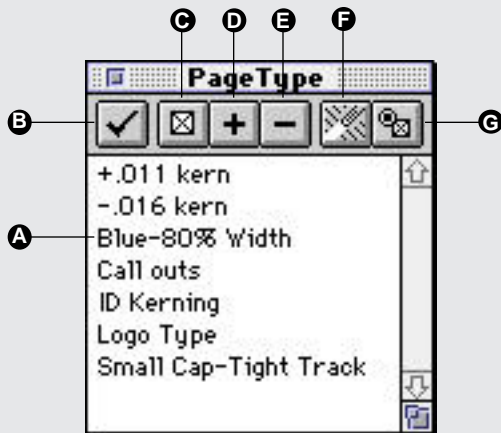
PageType makes it easy to record, apply and manage character styles. If you find you're using a specific piece of character formatting over and over again, PageType formats can save you dozens of mouse clicks, key presses and menu selections. PageType lets you be selective about which formatting attributes to apply. PageMaker styles apply to the entire paragraph, while PageType formats apply only to the selected characters.

### To start PageType:

- Select PageType from the PageMaker Plug-ins submenu in the Utilities menu.

### 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.



- 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.

## PAGEZOOM

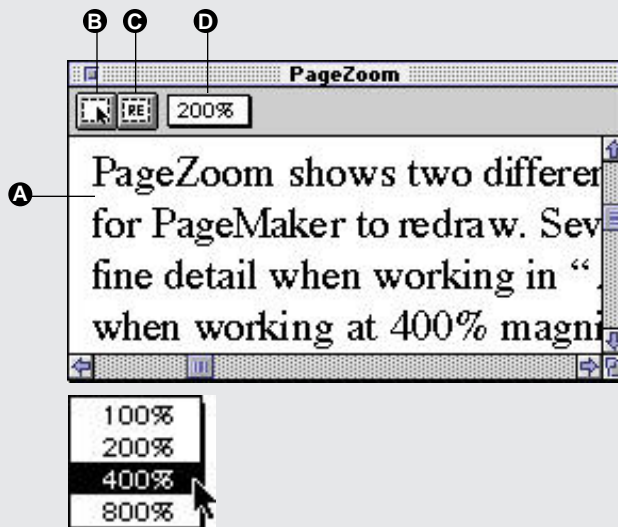
PageZoom is a “floating magnifying glass” that gives you the versatility to examine fine details on a portion of a page while continuing to view the overall page. You can choose magnification levels up to 800% to view the finest details. PageZoom shows two different views of the same page without waiting 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.

### To start PageZoom:

- Select PageZoom from the PageMaker Plug-ins submenu in the Utilities menu.

### To select an area for magnification:

1. Select the Zoom pop-up menu.
2. Click the Set button. A rectangle outline appears below the Set button.
3. Drag the selection rectangle on the page so that it encloses the area you want to magnify.
4. Click the mouse button.



- 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%.