## Contents

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# Toolbox Module

The Toolbox module is a framehandling utility that allows you to do a number of useful things with any type of frame. The Toolbox module contains two command groups: Move Frame and Convert Frame. Each command group contains its own set of command icons which is explained below. The Move Frame command group allows you to quickly align multiple frames, move frames between layout page and master page, or change frame order in the layout window. The Convert Frame command group allows you to change a frame from one type to another.

The Toolbox module loads when Calamus is launched. The Toolbox icon will appear in the Module Row. To use the Toolbox module, click its icon. As with all modules, the Toolbox module can be deleted when not in use.

Command Groups

## Command Groups

As mentioned above, the Toolbox module contains two command groups: Move Frame and Convert Frame. The Move Frame command group has two subgroups. The first subgroup allows you to expand a selected frame to the full size of the layout window; to align multiple frames according to their top, bottom, left or right edges; and to align frames along either or both of their vertical and horizontal center axes.

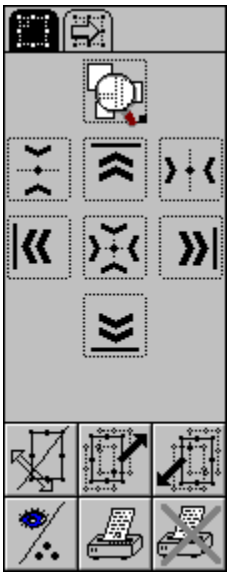
The second subgroup has a variety of functions. You can move frames to/from the master page; from top to bottom position in the layout window; show frame contents; and make frame contents printable or nonprintable.

The second command group, Convert Frame, allows you to change a frame from one type to another. This command group is useful if you prefer to design your layout using one type of frame. Simply convert the frames to a text, graphic or tiling frame type as you wish.

Move Frame Command Group
Convert Frame Command Group

# Move Frame Command Group

**Functions:**
Zoom to Full Window
Center Alignment
Edge Alignment
Move Frame to/from Master Page
Move Frame Forward
Move Frame Backward
Show Frame Contents
Frame Printing On/Off



In the first subgroup you can change the current window view so that a selected frame fills it. You can also align two or more frames instantly. Simply select the frames to be aligned and then click the appropriate icon.

You can align frames according to their top, bottom, left or right edges. You can also align frames according to their horizontal or vertical centers, or concentrically (by the center points of selected frames).

# Zoom to Full Window

This function will change screen magnification so that the selected frame will fill the layout window. This function is particularly useful if you have a large monitor and want a closeup view of one frame. Simply select a frame and click the icon.

## Center Alignment

Two or more frames may be aligned according to their center points. Three functions are available. One will center frames according to their horizontal midpoints. The second will center frames according to their vertical midpoints. The third will center frames concentrically according to both horizontal and vertical midpoints.

## Edge Alignment

Two or more frames may be aligned edgewise quickly and accurately by clicking the appropriate icon.

**The edge to which the frames will align is always the extreme one, that is the top-most, bottom-most, or right-most edge.**

# Move Frame to/from Master Page

This command will send selected frames to and from a master page without having to use the clipboard to cut and paste frames. This command works in both directions: while in the layout window, you can move selected frames to the master page; from the master page, you can move a selected frame to the layout window.

# Move Frame Forward

As each frame is drawn in a layout window, it assumes a hierarchical position. Each new frame is automatically created in the foreground. Sometimes you might wish to move a selected frame to a layer between other frames. This command allows you to place frames in a different position without necessarily going directly to the foreground.

# Move Frame Backward

This command is the reverse of the command described above. You can move selected frames toward the bottom layer of the layout window.

## Show Frame Contents

This command will hide the contents of selected frames. The contents will disappear from view but can be made to reappear by clicking the icon again.

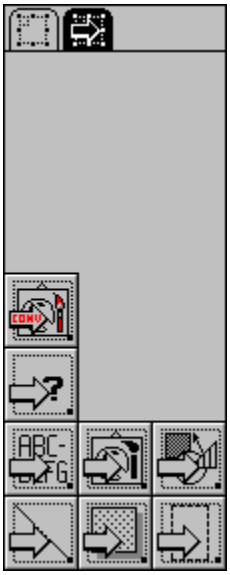
Note that you must activate Make Invisible Frames Selectable in the Frame Display command group of the Frame module in order to select a frame after hiding its contents.

# Frame Printing On/Off

Selected frames will not be printed when you click the icon on the right. When you print, you will not be asked if you wish to print invisible frames. The left icon reverses the procedure and enables the printing of selected frames.

# Convert Frame Command Group

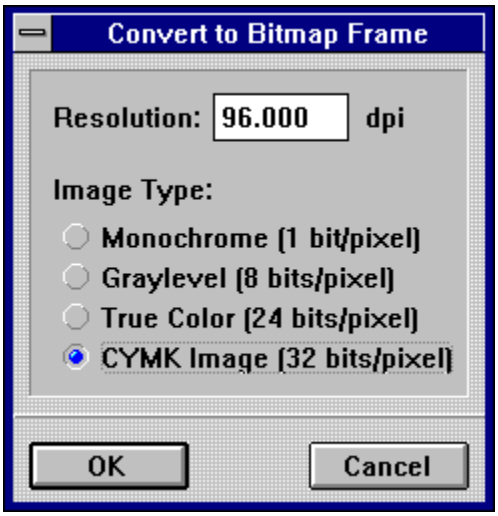
**Function:**
Convert to Bitmap Frame with Contents
Convert Frame Type



The Convert Frame command group is used to convert frames from one frame type to another.  It is also possible to convert any frame type to a Raster Graphic frame while retaining the contents in bitmap form.

# Convert to Bitmap Frame with Contents

Selecting this icon will convert any frame type to a Raster Graphic frame, with the contents of the frame being converted to a bitmap graphic. When this icon is selected, a dialog box will appear allowing you to set the resolution of the resulting bitmap graphic along with type: monochrome, grayscale, True Color or colorseparated CYMK.



# Convert Frame Type

The remaining seven icons convert any frame type to another frame type. They do not, however, convert the contents of the original frame. This module is useful for designing layout with one frame type. For example, you may lay out a page using only raster graphic frames. When you are ready to import text and graphics, convert the raster graphic frames to the appropriate type of frame.

To use the commands in this group, select one or more frames; then click the icon of the frame type you wish to create.

Be aware of the following when using the functions in this group:

- In the case of a text frame, the contents will be lost unless the frame is part of a piping chain. When the text frame is converted, its contents will remain in the piping chain as if you had removed the text frame from the piping chain.

- When you convert a frame to a text frame, you must have fonts and text styles loaded, as when creating a text frame. The currently selected text ruler and style will be used in the new text frame.

- When you convert a frame to a line or raster area frame, all currently selected parameters will be used (line weight, color, fill pattern).