



## Beginners

Welcome to Pressworks! If you are new to desktop publishing this section is just what you need to help you get started. Simply click on the topic you want to read and it will appear in this Help window.

For further information on using the Help, select **How to Use Help** from the **Help** menu.

- [!\[\]\(f15d3c54be60b4fd0ce1da9fb3f67256\_img.jpg\) How do I start work?](#)
- [!\[\]\(7bf135d42c40a6430c927b2fd03d7659\_img.jpg\) How are documents created?](#)
- [!\[\]\(2bcc37677ea6b96900e4d746ad300082\_img.jpg\) What is everything on the desktop?](#)
- [!\[\]\(b62812e390f75b509ead0f847e76b4ce\_img.jpg\) Which work mode should I use?](#)
- [!\[\]\(702f396a3c354a80d179cf62e75a5343\_img.jpg\) How do I add text to the page?](#)
- [!\[\]\(c4a9e26ffee79396bf5db4da66793f2a\_img.jpg\) How do I add pictures to the page?](#)



## How do I start work?

You can start work in any of the following ways:

- ◆ by running a [PagePilot](#)
- ◆ by creating a new document from a [template](#)
- ◆ by creating a new [document](#) from a blank page
- ◆ by opening an existing document.

If you have not used Pressworks before, it is easiest to start work by either running a PagePilot or loading a template because these options give you pre-defined guidelines within which you can work; ie. some of the work involved in laying out the document and creating [paragraph styles](#) has already been done for you.

### Running a PagePilot

Run a PagePilot to create a document quickly and easily. Simply choose the type of document you want to create and let the PagePilot guide you through some simple selections. Then watch the PagePilot create the document for you. You can make changes to your document when the PagePilot has created it.

### Loading a template

You can load a template on which to base your new document. This option is useful if you want to use a pre-defined layout for commonly used documents, such as newsletters or invitations. Several templates are supplied with Pressworks to get you started; you can add to them by designing your own when you are ready. If you use a particular template more frequently than any other, you may find it useful to make it the default template.

### Starting from a blank page

Starting from a blank page gives you greater control over the layout of your document than either templates or pilots, but it requires more initial planning. You *must* plan your layout and the size of your paper before you begin to place your text and pictures on the page, although Pressworks does create a blank frame automatically for you. Advice about what to consider when designing a document is contained in the Page Design section of this Help.

### Opening an existing document

You can open an existing document to continue working on it. There are several sample documents supplied with Pressworks. You can modify these for your own needs, or just look at them for ideas of what you can do in Pressworks.

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**See also:**

- [!\[\]\(6302aad5aed157b291fddf37b4870784\_img.jpg\) Starting a new document from scratch](#)
- [!\[\]\(a9ca2c237943a6d0a9f22252f295b6f3\_img.jpg\) Starting a new document from a template](#)
- [!\[\]\(9a01a64e0b4ff865df7d32ee7991fe8b\_img.jpg\) Loading the default template](#)
- [!\[\]\(6aefe9a3d997eb8b55c40ecd5fa7053f\_img.jpg\) Opening a document](#)
- [!\[\]\(baa8f8ba8c970db55300f5bb45bb3460\_img.jpg\) Opening a recently used document](#)
- [!\[\]\(a6e28495607b2299466d3d5d3193848c\_img.jpg\) Running a PagePilot](#)
- [!\[\]\(ed205fcb6e75c95529564351570724d7\_img.jpg\) \*\*Startup Options\*\* dialog](#)
- [!\[\]\(27a992a1de9d3e89591e2e26256c5a71\_img.jpg\) \*\*Start a New Document\*\* tab](#)
- [!\[\]\(4e3fbe2ef35291baab7a42cb80921f3b\_img.jpg\) Page design and layout](#)



## How are documents created?

Documents in Pressworks are made up of individual components, such as frames, text and graphics. Before you start work, you must decide on the page, paper size and overall layout of your document, either through using a template or PagePilot, or by designing your own page layout.

Pressworks is WYSIWYG; this means that you can see what your document will look like before you print it out.

### Frames

Frames act as containers for text and pictures; they are not printed out unless you have given them borders. The first step in creating a document is to draw frames on your page; then you can place text and graphics within the frames and position them on the page.

You can have up to 100 frames on a page; frames can easily be moved and resized after you have first drawn them.

### Text

There are two ways of entering text into a Pressworks document:

- ◆ You can type text into a word processor then import or paste it into Pressworks
- ◆ You can type text directly into your document. Pressworks has incredibly powerful word processing features which include: allowing you to enter text, edit it, check it for spelling mistakes, restyle it, realign it and even export it for further editing in your word processor.

### Paragraph styles

When you have entered your text, you can begin creating styles for different types of paragraph.

Each paragraph style has its own set of typographical and layout features, such as spacing, font size, bullets and tab settings.

You can use paragraph styles to ensure that all the common elements in your document, such as headings and subheadings, look consistent.

### Pictures and graphics

You can include pictures or graphics in a Pressworks document by:

- ◆ importing them from any art application supported by Pressworks
- ◆ creating them using Pressworks own drawing tools
- ◆ scanning them into your document
- ◆ object linking and embedding them from other Windows applications (OLE).

Once you have placed a picture in a frame, you can scale it, edit it (**if it is an OLE object**), and add labels, boxes, lines or arrows.

### PowerText

You can use PowerText effects to create short pieces of text to which you want to draw attention, such as logos or headlines. There are many different PowerText effects available; experiment with them to see what you can achieve.

### Master pages and templates

If consistency across pages and documents is important to you, use master pages to ensure that all your documents have a consistent page format. You can combine paragraph styles and master pages into a template for use with future documents and save it. This is particularly useful for a style of document you use frequently, eg. a newsletter.

## **Colour and colour separation**

You can add colour to your text, graphics, frame borders & backgrounds, PowerText and paragraph styles. You can use and modify the colours supplied in the standard colour palette, or start from scratch with no colours and mix your own. You can save colours with documents and templates or within their own palette files.

If high quality colour reproduction is important to you, when you have created your colour document, you can print it as colour separations for professional printing.

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**See also:**

- [!\[\]\(849840539e55921a3851a4ff96d7400d\_img.jpg\) How to work with frames](#)
- [!\[\]\(c176e0b06f6c5dd85a4598b214d1ebba\_img.jpg\) How to import and edit text](#)
- [!\[\]\(66a18e26647fc145bd9198dd182dd107\_img.jpg\) How to format text](#)
- [!\[\]\(572bcf30fdd4de64673b94584b7c6eca\_img.jpg\) How to add pictures](#)
- [!\[\]\(ba6dc7fecffbf82e7fd414c1c97a1ece\_img.jpg\) How to draw](#)
- [!\[\]\(7b0c59a8d567ae8f4c94e1b0dfc0504e\_img.jpg\) How to use colours](#)



## **What is everything on the desktop?**


At first glance the Pressworks desktop may appear complicated but once you know what the tools and buttons represent, you will soon be able to find your way around.


To find out what a tool or button represents, point the cursor at it. After a few moments a yellow tool tip appears, displaying the name of the tool or button you are pointing at. The tool name will also be displayed in the information line along the bottom of the Pressworks desktop.

To find out what a menu command is for, hold down the left mouse button on the menu command; a brief description of the command appears in the information line.

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**See also:**

 Modes and toolbars

 Menu commands





## Which work mode should I use?

Pressworks has four work modes, which allow you to perform different functions.

- ◆ Frame mode
- ◆ Text mode
- ◆ Paragraph mode
- ◆ Draw mode.

You select a mode by clicking on a button in the mode box; you can check which mode you have selected by pointing the cursor at the button then reading the information line. When you select a mode, a set of tools appear; the tools available vary depending on which mode you select. Point the cursor at any of these tools to see what they do.

- The toolbars can be repositioned anywhere on the Pressworks desktop, ie. they can 'float'.

### Frame mode

Use Frame mode to draw and manipulate frames. Any text and pictures in your document must be placed within frames. Once you have drawn frames, you can change their size, position, shape, colour, overlap them, fill them with text or pictures, or delete them.

### Text mode and Paragraph mode

It is easy for a beginner to confuse Text mode and Paragraph mode. The main difference is that Text mode is only effective for the paragraph containing the text cursor or the marked block, whereas Paragraph mode is effective for all paragraphs of a particular style. Also, in Text mode, you can use text editing features such as Find & Replace.

### Draw mode

You can use this mode to create simple line drawings (line art) in Pressworks, rather than import a picture from another application. You have a choice of line or shape drawing tools (eg. circles or squares), and can change or pre-set the line and fill style of your graphic.

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**See also:**

- [!\[\]\(467d80e979964f7f8c752fb22248b5b7\_img.jpg\) How to work with frames](#)
- [!\[\]\(b71552d33dbf62adf5e5199a70ee02bf\_img.jpg\) Using the test cursor](#)
- [!\[\]\(03134b765d1473836ff001925b1b0550\_img.jpg\) How to format text](#)
- [!\[\]\(aed6947356668967079310026052edc0\_img.jpg\) How to create PowerText](#)
- [!\[\]\(e61aeb0d9066d5d9e54d9b655f50da3d\_img.jpg\) Understanding line-art and bitmaps](#)



## How do I add text to the page?

First select Text mode by clicking on the button in the mode box. You can then add text to your page by any of the following methods:

- ◆ entering text directly
- ◆ pasting text from another application
- ◆ importing text
- ◆ using PowerText.

### Entering text directly

Entering text directly is probably more suitable for short pieces of text, although you can type entire documents directly into Pressworks if you wish. If you start typing directly onto the page rather than inside a frame, a frame will automatically be created around the text you type; this saves you from having to draw a frame first and then type into it.

### Pasting text from another application

You can paste text from other applications into a Pressworks document. The amount of text you can paste into Pressworks varies depending on how much memory your computer has available.

You can only paste text that has already been cut or copied to the Clipboard. There are two ways of pasting text into Pressworks:

- ◆ using Frame mode. The text is imported and named; its name is added to the Contents list.
- ◆ using Text mode. The text is pasted into your document at the text insertion point.

### Importing text

You can prepare your text using any word processor compatible with Pressworks. The advantage of using this method is that you can create longer documents then autoflow the text into Pressworks. You can edit any text imported this way from within Pressworks.

### Using PowerText

PowerText is suitable for creating impact with short strings of text such as headings, slogans and call outs. However, too much PowerText on a page can look overpowering so use it with discretion.

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**See also:**

- [!\[\]\(a22ba4e13c745edbf29e51af246c4c12\_img.jpg\) Entering text](#)
- [!\[\]\(33b18af9a4b997eb52666cfeb3c44157\_img.jpg\) Pasting text from another application](#)
- [!\[\]\(262b158440b847a82f89a14cab8644ec\_img.jpg\) Importing text](#)
- [!\[\]\(f51929fecf7b0dc947ac13f4c4835e8f\_img.jpg\) How to create PowerText](#)



## How do I add pictures to the page?

You can add pictures to the page in any of the following ways:

- ◆ drawing them with the Pressworks drawing tools
- ◆ pasting them into your document from another document or application
- ◆ importing them from another application
- ◆ linking or embedding them into your document from another application (OLE)
- ◆ scanning them in.

### Using the Pressworks drawing tools

You can create line art using the Pressworks drawing tools. This is useful when you want a simple graphic.

### Pasting a picture

Pasting a picture into Pressworks copies the contents of the Clipboard into your document (ie. pictures or graphics previously placed in the Clipboard using the **Cut** or **Copy** commands from the **Edit** menu). When a picture is pasted into Pressworks, it is named and listed in the [contents list](#) so that it can be placed in more frames. You can resize the picture and remove it from individual frames or the entire document if you wish.

### Importing a picture

Importing a picture is very similar to pasting a picture into your document but you can choose the file format in which the picture will be imported. Once you have imported the picture, it is listed in the Contents and you can place it in other frames simply by clicking on the file name in the Contents.

### Linking or embedding a picture (OLE)





OLE is an extension of cut and paste. The advantage of using [OLE](#) to place a picture into Pressworks is that you can edit the picture in its original application (eg. Paintbrush) without leaving Pressworks. Changes in the original picture can be updated instantly in your Pressworks document.

### Scanning a picture

You can scan a picture or graphic into Pressworks from any publication (allowing for the limits of the scanner you are using, and/or copyright). The advantage of scanning is that you do not have to be an artist, as you can use illustrations from a variety of sources.

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**See also:**

-  [Importing pictures](#)
-  [Pasting pictures](#)
-  [Linking and embedding pictures](#)
-  [Scanning pictures](#)













# pressworks

## Contents

Welcome to **Pressworks** Help.

This Help provides information on the new features in this version of Pressworks, and describes how to use the Pressworks procedures, tools, menu commands, and keyboard shortcuts.

Click on a button to make your choice.

-  [Beginners](#)
-  [New Features](#)
-  [How to...](#)
-  [Modes and toolbars](#)
-  [Menu commands](#)
-  [Keyboard shortcuts](#)
-  [Glossary](#)
-  [Reference material](#)
-  [About GST](#)
-  [Stop Press!](#)

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## To choose a Help topic



Point to your choice and click.



Use **Tab** or **Shift Tab** to highlight your choice, then press **Return**.

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For more information about using Pressworks' Help, select **How to Use Help** from the **Help** menu.





## Keyboard shortcuts

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

Pressworks provides its own additional equivalents and shortcuts, and these are listed below.

### Moving the text insertion point

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← →	Move the text insertion point left or right one <u>character</u>
Ctrl ←	Move the text insertion point to the beginning of the current word
Ctrl →	Move the text insertion point to the beginning of the next word
Shift ←	Extend the text selection one character to the left
Shift →	Extend the text selection one character to the right
Ctrl Shift ←	Extend the text selection to the start of the current word
Ctrl Shift →	Extend the text selection to the start of the next word
↓	Move the <u>text insertion point</u> up or down one line
Ctrl	Move the text insertion point to the start of the current paragraph
Ctrl ↓	Move the text insertion point to the start of the next paragraph
Shift	Extend the text selection up one line
Shift ↓	Extend the text selection down one line
Ctrl Shift	Extend the text selection to the start of the current paragraph
Ctrl Shift ↓	Extend the text selection to the start of the next paragraph

### Moving around the document

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

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

### Editing keys

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Backspace	<u>Delete</u> the character to the left of the text insertion point
Delete	Delete the character to the right of the text insertion point. Also used to delete a

	selected <u>frame</u> , graphic or <u>text selection</u>
<b>Ctrl Backspace</b>	Delete the word to the left of the text insertion point
<b>Ctrl Delete</b>	Delete the word to the right of the text insertion point
<b>Ctrl Space</b>	Insert a <u>hard space</u> at the text insertion point
<b>Ctrl Return</b>	Insert a hard return at the text insertion point
<b>Ctrl -</b>	Insert a <u>soft hyphen</u> at the text insertion point
<b>Ctrl =</b>	Insert an en dash at the text insertion point
<b>Ctrl Shift =</b>	Insert an em dash at the text insertion point
<b>Ctrl [</b>	Insert a single open quote at the text insertion point
<b>Ctrl ]</b>	Insert a single close quote at the text insertion point
<b>Ctrl Shift [</b>	Insert a double open quote at the text insertion point
<b>Ctrl Shift ]</b>	Insert a double close quote at the text insertion point
<b>Alt Ctrl C</b>	Insert a copyright symbol at the text insertion point
<b>Alt Ctrl R</b>	Insert a registered symbol at the text insertion point
<b>Alt Ctrl T</b>	Insert a trademark symbol at the text insertion point
<b>F12</b>	Redraw the screen
<b>Escape</b>	If a dialog is displayed, cancel it
<b>Tab</b>	In Frame mode, select the next frame in the stacking order
<b>Shift Tab</b>	In Frame mode, select the previous frame in the stacking order

## Keyboard shortcuts

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<b>Alt A</b>	Select all frames on current page
<b>Ctrl A</b>	Repeat the last <b>Find</b> or <b>Find &amp; Replace</b> ; <b>Edit</b> menu
<b>Ctrl B</b>	<b>Bold</b> text on/off
<b>Ctrl C</b>	<u>Copy</u> frame, text selection or graphic; <b>Edit</b> menu
<b>Ctrl D</b>	Display the <b>Delete Pages</b> dialog; <b>Page</b> menu
<b>Ctrl E</b>	Show/hide frames and columns; <b>Show Markers</b> submenu
<b>Ctrl F</b>	Search for a <u>string</u> in the text; <b>Edit</b> menu
<b>Ctrl G</b>	Display the <b>Go To Page</b> dialog; <b>Page</b> menu
<b>Ctrl I</b>	<u>Italic text</u> on/off
<b>Ctrl J</b>	Show/hide rulers; <b>Show Controls</b> submenu
<b>Ctrl K</b>	<u>Kern</u> two characters together by half a <u>point</u> ; <b>Text</b> menu
<b>Ctrl Shift K</b>	Kern two characters apart by half a point; <b>Text</b> menu
<b>Ctrl M</b>	Display the <b>Add Pages</b> dialog; <b>Page</b> menu
<b>Ctrl N</b>	Restore font attributes; <b>Restore</b> submenu
<b>Ctrl Shift N</b>	Restore paragraph style attributes; <b>Restore</b> submenu
<b>Ctrl O</b>	Open a Pressworks document; <b>File</b> menu
<b>Ctrl P</b>	Print a document; <b>File</b> menu
<b>Ctrl R</b>	Display the <b>Find &amp; Replace</b> dialog; <b>Edit</b> menu
<b>Ctrl S</b>	Save your document; <b>File</b> menu
<b>Ctrl Shift S</b>	Display the current page scaled to fit the current selection
<b>Ctrl T</b>	Display the <b>Font</b> dialog; <b>Text</b> menu
<b>Ctrl U</b>	Underlined text on/off
<b>Ctrl V</b>	<u>Paste</u> in a frame, text selection or graphic; <b>Edit</b> menu
<b>Ctrl W</b>	Show/hide <u>contents list</u> ; <b>Show Controls</b> submenu

<b>Ctrl Shift W</b>	Display the current page scaled to fit the width of the window
<b>Ctrl X</b>	<u>C</u> ut a frame, text selection or graphic; <b>Edit</b> menu
<b>Ctrl Y</b>	Show/hide pictures; <b>View</b> menu
<b>Ctrl Z</b>	Undo/redo the last typing command; <b>Edit</b> menu
<b>Alt 0 (zero)</b>	Display the page at half size; <b>View</b> menu
<b>Alt 1</b>	Display the page at 3/4 size; <b>View</b> menu
<b>Alt 2</b>	Display the page at actual size; <b>View</b> menu
<b>Alt 3</b>	Display the page at double size; <b>View</b> menu
<b>Alt 4</b>	Display the page at full page size; <b>View</b> menu
<b>Alt 5</b>	Display two pages on screen; <b>View</b> menu
<b>Alt 6</b>	Display the page at fit across size; <b>View</b> menu
<b>Alt M</b>	Switch between the four work modes
<b>F1</b>	Start the <b>Help</b> facility; <b>Help</b> menu

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



## Colours dialog



This dialog is displayed when you select **Edit Colours** from the **Edit** menu.

From this dialog you can add, edit or delete colours, and load or save a colour palette.

Colour list:

- ◆ This box shows all the colours in the current colour palette with their names. You can edit or rename any colour from the palette. Use the scroll bar to select the colour if necessary.
- ◆ Click on a colour to see it in the preview box.
- ◆ Double-click on a colour to select it and display the **Edit Colour** dialog.

**Sort by** box:

- ◆ Choose **Name** if you want your colours listed alphabetically.
- ◆ Choose **Colour** if you want your colours grouped by shade (eg. all shades of green together).

**Colour Bar** box:

In the **Tints of Each Colour** box, specify the number of tints of each colour you would like shown on the colour bar.

**Add** button:

Click on this button to add a colour to the palette. The **Add Colour** dialog is displayed, with the currently selected colour in the preview box. You can use any colour in the current palette as a starting point; this is useful when you want two or more shades of an existing colour.

- The original colour will remain in the palette, regardless of how many changes you make to it.

**Edit** button:

Click on this button to edit a colour in the palette. The **Edit Colour** dialog is displayed with the currently selected colour in the preview box.

- Editing an existing colour replaces the original colour in the palette.
- This option is disabled when Black (the default colour) is selected.

**Delete** button:

Click on this button to delete a colour from the palette.

- This option is disabled when Black (the default colour) is selected.

**Load** button:





Click on this button to display the **Load Colours** dialog and choose another palette to use.

**Save** button:

Click on this button to display the **Save Colours** dialog and save your changes, which will be reflected in the colour palette at the bottom of the Pressworks window.

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**See also:**

-  [Add Colour dialog](#)
-  [Edit Colour dialog](#)
-  [Load Colours dialog](#)
-  [Save Colours dialog](#)



## Edit Colour dialog

This dialog is displayed when you select **Edit** from the **Colours** dialog, or when you double-click on a colour in the colour palette.

From this dialog you can mix colours to create the exact shade you want and choose whether or not you want to specify spot colours for colour printing.

### **Name** box:

Use this box to give a new colour or spot colour a name, or to change the name of an existing colour.

### **Model** group box:

Choose one of the following colour models for printing separations from this box:


- ◆ RGB
- ◆ CMYK
- ◆ HLS
- ◆ Pantone
- ◆ Change the currently selected colour by clicking on the colour bars surrounding it. Any changes you make are reflected in the preview box.
- ◆ If you have chosen the **RGB** model, use the slider controls to change the percentage of red, green and blue used to mix the new colour, or enter the value (from 0 to 255) in the boxes beside the sliders.
- ◆ If you have chosen the **CMYK** model, use the slider controls to change the percentage of cyan, magenta, yellow and black used to mix the new colour, or enter the percentage in the boxes beside the sliders.
- ◆ If you have chosen the **HLS** model, use the slider controls to change the degree of hue and the percentage of lightness and saturation used to mix the new colour, or enter the figures in the boxes beside the sliders.
- ◆ If you have chosen the **PANTONE** model, use the **Publication** drop-down list box to choose the Pantone book you want. The colours in the chosen book are listed below; use the scroll bar to see the full selection. Click on one of the colours to select it, or use the slider to find the colour you want. You will not be able to alter this colour, as Pantone offers a standard set of colours.


### **Spot Colour** check box:

Select this box to specify a spot colour for printing separations. You must give the colour a name if you choose this option; if you do not, a message appears asking you to do so.

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**See also:**

 **Colours** dialog

 **Colour Separations** dialog



## Add Colour dialog

This dialog is displayed when you select **Add** from the **Colours** dialog, or when you click on the + button at the right-hand edge of the colour palette, or the colour bar.

From this dialog you can add a new colour or a shade of an existing colour to the palette and specify colour models and spot colours for printing.

### Name box:

Use this box to give a new colour or spot colour a name.

### Model group box:

Choose one of the following colour models from this box:

- ◆ RGB
- ◆ CMYK
- ◆ HLS
- ◆ PANTONE

◆ Change the colour in the box by clicking on the colour bars surrounding it. If you have clicked on the + button in the palette to display this dialog, the startup colour will be Black (the default colour). Any changes you make are reflected in the preview box.

◆ If you have chosen the **RGB** model, use the slider controls to change the amount of red, green and blue used to mix the new colour, or enter the value (from 0 to 255) in the boxes beside the sliders.

◆ If you have chosen the **CMYK** model, use the slider controls to change the percentage of cyan, magenta, yellow and black used to mix the new colour, or enter the percentage in the boxes beside the sliders.

◆ If you have chosen the **HLS** model, use the slider controls to change the degree of hue and the percentage of lightness and saturation used to mix the new colour, or enter the figures in the boxes beside the sliders.

◆ If you have chosen the **PANTONE** model, use the **Publication** drop-down list box to choose the Pantone book you want. The colours in the chosen book are listed below; use the scroll bar to see the full selection. Click on one of the colours to select it, or use the slider to select the colour you want. You will not be able to alter this colour, as Pantone offers a standard set of colours.


### Spot Colour check box:


Select this box to specify a spot colour for printing separations. You must give the colour a name if you choose this option; if you do not, a message appears asking you to do so.


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**See also:**

 [Colours dialog](#)

 [Edit Colours dialog](#)

 [Colour Separations dialog](#)



## Load Colours dialog

This dialog is displayed when you select **Load** from the **Colours** dialog.

From this dialog you can locate and load a colour palette saved in either Pressworks or Designworks.

### **File Name** list box:

Select the file you want to load by clicking on the filename in the **File Name** list box, or by entering the filename into the **File Name** box.

- ◆ Use the scroll bar to display more files.

### **List Files of Type** drop-down list box:

The Pressworks \*.col file format (used for palette files) is selected by default in this list box.

Files of this format found in the current directory are displayed in the **File Name** list box.

### **Directories** box:

Displays all the directories in the path from the root to the current directory, and a list of all the sub-directories contained in the current directory.

- ◆ Click on any directory to select it, or double-click on it to make it the current directory.

### **Drives** drop-down list box:

Click on the arrow at the right-hand side of the drop-down list box to display all the disk drives available.

- ◆ Use the scroll bar to scroll through the list of drives and select the one you want.
-



## Save Colours dialog

This dialog is displayed when you select **Save** from the **Colours** dialog.

From this dialog you can specify the disk, directory and filename in which to save your colour palette.

### **File Name** drop-down list box:

Enter the filename in which you want to save your colour palette or, if the file already exists, select it by clicking on the filename in the **File Name** list box.

- ◆ Use the scroll bar to display more files.

### **List Files of Type** drop-down list box:

The Pressworks \*.col file format (used for palette files) is selected by default in this list box.

- ◆ Your palette will be given the .col extension (for palette files) by default, but you can specify a different extension if you prefer.

### **Directories** box:

Displays all the directories in the path from the root to the current directory, and a list of all the sub-directories contained in the current directory.

- ◆ Click on any directory to select it, or double-click on it to make it the destination directory.

### **Drives** drop-down list box:

Click on the arrow at the right-hand side of the drop-down list box to display all the disk drives available.

- ◆ Use the scroll bar to scroll through the list of drives and select the one you want.
-



## View Separation dialog

This dialog is displayed when you select **Separation** from the **View** menu. From this dialog, you can view the colours and options you have specified for printing separations.

**Type of Separations** drop-down list box:

- ◆ Choose **Spot Separations** to view the colours you have specified as spot colours in the **Edit Colour** or **Add Colour** dialogs.
- ◆ Choose **Process Separations** to view process colours (eg. **CYMK**).
- ◆ Choose **Spot & Process Separations** to view the spot colours you have specified together with process colours.

**Separations To View** box:

You can choose which separation you want to view by clicking on the colour in this box (eg. if you click on Process Cyan, you can view your document in cyan separation).

**Spot Colour Options** group box:

- ◆ Check the **Knockouts** check box to view knockouts for printing. This means that items drawn in any colour other than Black will knockout colours underneath them. This option is disabled if you are viewing process separations.
- ◆ Check the **Overprint Black** check box to view overprinting. This means that solid black items will be printed over other colours. This option is disabled if you are viewing process separations.


**Note** box:

This box gives more information about using colour separations.


---

**See also:**

 [Colour Separations dialog](#)

 [Colours dialog](#)

 [Edit Colour dialog](#)

 [Add Colour dialog](#)



## Colour Separations dialog

This dialog is displayed when you select **Separations** from the **Print** dialog.

From this dialog, you can choose colours and options for printing separations.

**Type of Separations** drop-down list box:

- ◆ Choose **Spot Separations** to print the colours you have specified as spot colours in the **Edit Colour** or **Add Colour** dialogs.
- ◆ Choose **Process Separations** to print process colour separations (CYMK). Any spot colours in your document will be connected to their nearest process colour equivalent.
- ◆ Choose **Spot & Process Separations** to print the spot colours you have specified together with process colours.
- Some of these options may be disabled if your printer will not support them.

**Separations To Print** box:

From this box you can choose which separations are to be printed. The highlighted separations are the ones that will be printed. To add or remove a separation from the selection, hold down **Ctrl** and click on it.

**Spot Colour Options** group box:

- ◆ Check the **Knockouts** check box to enable knockouts for printing. This means that items drawn in any colour other than Black will knockout colours underneath them. This option is disabled if you have chosen to print process colours.
- ◆ Check the **Overprint Black** check box to enable overprinting. This means that solid black items will be printed over other colours. This option is disabled if you have chosen to print process colours.

**Note** box:

This box gives more information about using colour separations

**Settings** button:

This button is enabled only if you are using a PostScript printer. It displays the **Separation Settings** dialog.

- You cannot view the separations you have specified from this dialog, although they will be printed. To view your colour separations, select **Separation** from the **View** menu to display the **View Separation** dialog.
-

**See also:**

-  [View Separation dialog](#)
-  [Separation Settings dialog](#)
-  [Edit Colour dialog](#)
-  [Add Colour dialog](#)
-  [Print dialog](#)



## Separation Settings dialog

This dialog is displayed when you select **Settings** from the **Colour Separations** dialog.

From this dialog, you can choose further options for printing separations with a PostScript printer driver. The options that are available will depend on the PostScript printer driver you are using.

### **Line Screen** box:

Use this box to enter the number of lines you wish to use (in lines per inch), or use the arrows to select a number. The best setting depends on the type of paper you intend using; consult your printing company for advice.

### **Printer Resolution** box:

Use this box to enter the output resolution of the imagesetter you intend to use (in dots per inch), or use the arrows to select a number.

### **Calculate Moiré Free Screens** check box:

With some more complex graphics images, the default halftone settings can produce moiré patterning. To regenerate the angles so that this patterning is eliminated, select this check box.


### **Halftone Screen Settings** group box:


You use this box to set the frequency and angle for each type of separation you are using. Enter the required figures, or use the arrows to select them. Your imagesetting bureau can give advice on this.

---



**See also:**

 **Colour Separations** dialog

 Involving the phototypesetter and printing bureau



## Scan Picture dialog



This dialog is displayed when you select **Scan Picture** from the **File** menu.

From this dialog you can choose a scanner and scan a picture into your document.

**Scanner** group box:

- ◆ The default scanner is listed.
- ◆ Click on **Select** to check if any other scanners are available. This option is disabled if no scanner is installed.

**Acquire** button:

Click on this button to start scanning. This option is disabled if no scanner is installed. The scanning options available (eg. speed, colour) will depend on your scanner.

- Pictures are scanned as bitmaps; therefore, you can colour or scale them by selecting **Picture Attributes** from the **Frame** menu, to display the **Picture** tab.
-

**See also:**

 **Picture tab**



## Print dialog



This dialog is displayed when you select **Print** from the **File** menu, when you press **Ctrl P**, or when you click on the **Print** button in the **General Tools** toolbar.

From this dialog you can select various printer options, change the printer setup, and print your document.

### Printer group box:

The currently selected printer is named in this box.

- ◆ Select an alternative printer, or change the settings of the currently selected printer, by clicking on **Print Setup** to display the **Print Setup** dialog.

### Output group box:

- ◆ Select the named printer (for example, **Print to LPT1:**), or select **Print to File** to send the document to a file on disk. **Print to File** may be disabled if your selected printer driver does not support this option.
- ◆ Choose the quality of print you want from the **Print Quality** drop-down list box. The options here depend on the printer and driver you are using.
- ◆ Choose whether you want your document printed in black and white or using colour separations from the **Colour** box.
- ◆ Specify how many copies of the document you want to print by entering the number in the **Copies** box or by using the arrows to select the number.
- ◆ To print each copy of your document in the page order 1,2,3,... 1,2,3,... rather than 1,1,... 2,2,... 3,3,...etc., check the **Collate Copies** check box. **Collate Copies** is disabled if you are printing only one copy or only one page.

### Page Selection group box:

- ◆ To print all the pages in your document, select **All**.
- ◆ To print only the page you are working on, or have selected, select **Current Page**.
- ◆ To print a range of pages from your document, select **Pages** and enter the first and last page numbers of your selection in the **From** and **To** boxes.

### Paper Mapping group box:

- ◆ **Full Page:** Select to print your page as it appears on the screen (WYSIWYG), within the limits of the print border.
- ◆ **Scale to fit paper:** Select this option when you want your document to be automatically resized to fit the paper you have selected for your printer.
- ◆ **Centre page on paper:** Select to centre your document on each printed page, regardless of the paper size.
- ◆ **4 pages per paper:** Choose this to save paper (eg. when you want a draft copy of your document); it prints 4 pages of your document on one printed page.
- ◆ **2 pages per paper:** Choose this to print two pages of your document at once.
- ◆ **Booklet printing:** Select this if you want your document to be printed in book format.
- ◆ **8 pages per paper:** Choose this option to save paper (eg. when you want a draft copy of your document); it prints 8 pages of your document on one printed page.

### Crop Marks check box:

This check box is enabled when you are printing in booklet or centred page format. Check the box to print crop marks on the paper. Crop marks will only be shown if the document page is smaller than the printed page.

### Print Setup button:

Click on this button if you want to choose another printer or change your printer setup. The **Print Setup** dialog is displayed.

**Options** button:

Click on this button to enable or disable options such as printing bitmaps. The **Print Options** dialog is displayed.

**Separations** button:

Click on this button to view a list of colour separations for your current document. The **Colour Separations** dialog is displayed.

Choose **OK** to print your document. A printing process dialog is displayed containing details of the file being printed and the printer you have selected.


If you have made a mistake, or do not want to continue with your print job for some other reason, press **Cancel** in this dialog. You will be asked to confirm that you wish to abandon, or continue with, printing.

---

**See also:**

 **Print Setup** dialog

 **Print Options** dialog

 **Colour Separations** dialog



## Add Pages dialog

This dialog is displayed when you select **Add Pages** from the **Page** menu, or when you press **Ctrl M**.

From this dialog you can specify the number and location of new pages to be inserted into the document on which you are currently working.

### **Number of Pages to Add** box:

Enter the number of new pages, or set the number by using the arrows on the box.

### **Current Page:**

Displays the number of the page on which you are currently working.

### **Add New Pages** group box:

Click on an option button to choose to insert the new pages *before* or *after* the current page.

---



## Automatic Timed Backup dialog

This dialog is displayed when you select **Automatic Backup** from the **Options** menu.

From this dialog you can choose to have your document backed up automatically at regular intervals, or to be given a reminder to back up your work. You can also turn the automatic backup facility off from this dialog.

### Action group box:

- ◆ Select **Warning Beep** if you want your machine to remind you to save a document. A message is displayed in the Information Line, and the beeps will continue until you save your work or until you turn **Automatic Timed Backup** off.
- ◆ Select **Auto-backup** if you want a document to automatically back itself up at regular intervals. The backup operation will take place in the background.
- ◆ Select **Off** to disable the automatic back up facility.

### Interval box:

If you have selected **Warning Beep** or **Auto-backup**, enter a time interval, in minutes, between automatic back ups or reminder 'beeps'. The maximum interval is 60 minutes; the minimum is 1 minute.

### Save As:

The default filename extension of a document backup file is **.ATB**. For example, the latest backup file of a document named **NEWS.DTP** will be **NEWS.ATB**. This extension cannot be changed from this dialog.

---

**Note:** A backup **.ATB** file can be opened using the **Open Document** dialog. **.ATB** files are saved in the same directory as their associated **.DTP** files.





## Preferences dialog

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

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

### Startup group box:

Select an option from this list box for Pressworks to default to on startup.

- ◆ **Open Last Document:** Opens the last document you were working on, on startup.
- ◆ **Start Default New Document:** Opens a new document, using the default document settings, on startup.
- ◆ **Startup Options Dialog:** Displays the **Startup Options** dialog on startup.
- ◆ Select the **Start in Frame Mode** check box if you wish Pressworks to start in Frame rather than Text mode.

### Standard Frames box:

Select the **Frames Repel Text** check box if you wish frames to repel text by default.

### Spell Checker group box:

Check the boxes to specify which groups of words you want the spell checker to ignore.

- ◆ **Words in UPPERCASE:** Spell checker will ignore any words written entirely in uppercase letters.
- ◆ **Words with Numbers:** Spell checker will ignore any words which contain numbers (such as serial numbers or telephone numbers).
- ◆ **Capitalised Words:** Spell checker will ignore any words beginning with a capital letter (such as names).

### Open Document box:

In this box, you select where you wish your documents to be opened.

- ◆ Select **Go to First Page** if you want the first page of the document to be displayed.
- ◆ Select **Go to Last Edited Page** if you want the document to be opened at the page you last edited.

### Page Up/Down Keys box:

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

- ◆ **Scroll Window:** Key presses scroll up or down a window.
- ◆ **Flip Pages:** Key presses 'turn' through the pages of your document.

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

### Nudge Control group box:

In this box, you specify how the nudge control is to work.

- ◆ Select **Snap to Guides** if you want the nudge control to make items snap to guides when you move them.
- ◆ Select **Nudge by** if you want the nudge control to move items by a specified amount, and enter the amount in the box.

### File Options group box:

In this group box you can specify the default directory path for your templates (.TPL files), and specify various other options:

- ◆ Check the **Create .BAK files** if you want Pressworks to save a backup copy of your documents.
- ◆ Check the **Compress .DTP files** check box if you want Pressworks to compress your files, to save space.
- ◆ Check the **Save Preview** check box if you want a preview to be saved with the document. This

preview will be displayed in the **Startup Options** dialog when you select an existing file.


◆ Check the **Prompt for Summary Info** check box if you to be prompted to enter summary information the first time you save a document.

Click on **OK** when you are satisfied with the settings you have entered.

Any changes you have made in the **Startup** group box will take effect the next time you run Pressworks. All other changes will take effect immediately.

---

**See also:**

 **Open Document** dialog

 **Startup Options** dialog



## Delete Pages dialog

This dialog is displayed when you select **Delete Pages** from the **Page** menu, or when you press **Ctrl D**.

From this dialog you can specify the number and location of pages to be deleted from the document on which you are currently working.

### **Pages** group box:

Specify the pages to be deleted.

- ◆ **First Page to Delete:** Enter the number of the first page you want to delete.
- ◆ **Number of Pages to Delete:** Enter the number of pages you want to delete *after* the first page.

### **First Page Number:**

Displays the number of the first page in the document.

### **Current Page:**

Displays the number of the page on which you are currently working.

### **Last Page Number:**

Displays the number of the final page in the document.






---

**Note:** When you click on **OK** you will be given the chance to cancel the command.



## Frame dialog

This tabbed dialog is displayed when you select any of the following options from the **Frame** menu:

-  **Shape**
-  **Border**
-  **Background**
-  **Picture**
-  **Text**

From this dialog you can change the shape, border style or background colour of your frames, or modify frames containing imported pictures or text. You can easily switch from one option to another (eg. to change a background colour when you are choosing a border design) simply by clicking on a tab in the dialog.

The effects of options you choose are reflected in the preview window.

To make the options you have chosen the default options that will be used whenever you draw a frame, click on the **Make Default** button.

To return your default setting to the program default of a clear rectangular frame with a simple black border, click on the **Clear Default** button. This button is disabled if you have not set your own default set of frame options.

---



## Shape tab (Frame dialog)

This tab is displayed in the **Frame** dialog when you do either of the following:

- ◆ select **Shape** from the **Frame** menu
- ◆ right-click on a frame, then select **Shape** from the shortcut menu that is displayed
- ◆ display the **Frame** dialog, then click on the Shape tab.


From this tab you can choose a pre-defined shape for your frame or define your own shape.

### Style group box:

The available frame styles are displayed as icons in the box. Click on the icon you want to select a style. A description of each style is given in the **Description** box.

- ◆ Choose **Rectangular** if you want a square or normal frame. This is the default. To apply a border to this shape, click on the **Border** tab in the **Frame** dialog.
- ◆ Choose **Elliptical** if you want a round frame.
- ◆ Choose **Polygon** if you want a polygon shape. You can choose the number of sides you want your shape to have and give the shape a half-turn.
- ◆ Choose **Picture** if the frame contains a picture and you want the frame to follow the outline of the picture.
- ◆ Choose **Editable** to define your own frame shape. You can define the right and left edges of your shape by clicking on the buttons below the icon, or modify the shape of an existing frame by dragging the shape handles on the frame.

You can apply any of these styles (except **Picture**) to frames containing text, graphics or OLE objects.

-  You can apply a frame border *only* to the **Rectangular** or normal shape. Border options are disabled when you apply any other frame shape.

### Points box:

This option is enabled *only* when you choose a polygon shape. You can change the number of points (between 3 and 20) on your polygon by entering a number in the box or by using the up and down arrows.

### Rotate check box:

This option is enabled *only* when you choose a polygon shape. Check this box if you want to give your polygon shape a half-turn.

---

**See also:**




 [Frame dialog](#)

 [Border tab](#)



## Border tab (Frame dialog)


This tab is displayed in the **Frame** dialog when you do either of the following:


-  select **Border** from the **Frame** menu
-  right-click on a frame then select **Border** from the shortcut menu that is displayed
-  display the **Frame** dialog, then click on the Border tab.


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

### Sides group box:

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

 **Top, Left, Right, Bottom:** Select the check box for each of the sides of the frame on which you want the border style to be drawn. The preview box indicates the sides that have been selected for the border style.

 **All Around:** Select this option to draw the border style on all four sides of the frame(s). All the other check boxes are turned on when you select this option.

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

### Style group box:

Click on **Plain** to choose a plain border (eg. a border with different line thickness') from the drop-down list box.


Click on **Decorative** to choose an ornamental border (eg. flower, geometric) from the drop-down list box.

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

### Colour group box:


Choose a colour for your border from the drop-down palette and a tint from the slider. The colour you choose will override any existing default colours.


With certain decorative borders, you can choose a custom colour for the border. Click on the **Custom** check box and choose a colour from the drop-down palette.


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

### Thickness group box:

To define your own border thickness, select the **Custom** check box and enter a width (in the current units) into the edit box. Use the drop-down list box to select a unit of measurement. The default border width will be used if the check box is not selected.

 When you define a thickness for a multiple-line border style, the entire border will be scaled to fit into your chosen width.

 When you select a new border style, its default thickness may be greater than the 'user-defined' width you originally specified. In this case, the default size will be placed in the dialog.

 If a group of frames with different border widths is selected, the 'thickness' edit box will initially appear empty. Any selection that you make will apply to all the frames within the group.

---

### Shortcut:

Use the *right* mouse button to choose a colour for your border from the colour palette at the bottom of the Pressworks window instead of opening this dialog.

### Note:

The colour of a frame border displayed on a 16-colour screen may not appear to be the same as the



colour you have selected from the palette.

**See also:**

 **Frame dialog**



## Background tab (Frame dialog)

This tab is displayed in the **Frame** dialog when you do either of the following:



select **Background** from the **Frame** menu



right-click on a frame then select **Background** from the shortcut menu that is displayed



display the **Frame** dialog, then click on the Background tab.

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

### Colour box:

Choose a colour for your frame background from the drop-down palette and a tint from the slider.



When a group of frames with different colour backgrounds is selected, any selection that you make will apply to all the frames within the group.

### Transparency group box:

There are 9 degrees of transparency you can select, ranging from clear to totally solid.



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



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

---

### Shortcut:


Use the *left* mouse button to choose a background colour for your frame from the colour palette at the bottom of the Pressworks window instead of opening this dialog.

### Note:

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

Partially transparent frames may not print correctly on some printers. Completely solid or completely clear frames will always work, but if you want to use an intermediate level of transparency, check that it will work on your printer first.




**See also:**

 **Frame dialog**



## Picture tab (Frame dialog)

This tab is displayed in the **Frame** dialog when you do either of the following:

-  select **Picture Attributes** from the **Frame** menu
-  right-click on a frame then select **Picture Attributes** from the shortcut menu that is displayed
-  display the **Frame** dialog, then click on the Picture tab.


From this dialog you can control the way in which pictures are scaled, and change the colour of a picture.

### Resizing group box:

Choose one of the following options for resizing frames in relation to your picture:




-  **Fit Frame to Picture**
-  **Fit Picture to Frame**
-  **Centre Picture in Frame**

Your choice is reflected by the icon in the preview box.


-  If you have selected a group of frames containing pictures, resizing will affect all the frames in the group.

### Whole Pixel Scaling group box:

This group box is enabled only when the selected picture is a bitmap; it is disabled if the picture is line-art.

-  Use whole pixel scaling as a means of avoiding unwanted pattern effects on a printed bitmap in a document.
-  Implement whole pixel scaling to obtain a better quality *printed* bitmap picture.
-  Whole pixel scaling has little visible effect on a bitmap displayed on screen, although the picture may become smaller than the frame.

**Whole Pixel Scaling** can be implemented horizontally and/or vertically. Select **Horizontal** or **Vertical** (or both), depending upon your requirements.


-  If the selected frame is too small to allow scaling in one or both directions, you will receive a message telling you that whole pixel scaling is not possible.

### Colour group box:

This group box is enabled when you check the **Custom** check box. Choose a colour from the drop-down palette to colour your picture in shades of that colour.

---




**See also:**

 **Frame dialog**



## Text tab (Frame dialog)

This tab is displayed in the **Frame** dialog when you do any of the following:


-  select **Text Attributes** from the **Frame** menu
-  right-click on a frame then select **Text Attributes** from the shortcut menu that is displayed
-  display the **Frame** dialog, then click on the Text tab.


From this dialog you can control how text runs around the frame and resize a frame containing text.


To redefine the shape of the frame to repel text, click on the **Shape** tab in the **Frame** dialog.


### Repel group box:

In this group box, you specify how text and the selected frame(s) are to interact.

 **Text runs around this frame** check box: Select this option to repel the text around this frame border. Turn the option off to let text run underneath the frame. Text will be obscured by the frame unless you give the frame a clear transparency level. To do this, click on the **Background** tab of the **Frame** dialog.

 If **Text runs around this frame** is turned off, all the other options in the **Repel** group box are disabled.

 **Vertical Padding:** Define the area above and below the frame, whatever its shape, within which text should not appear, ie. from which text should be repelled. This option is disabled if the frame contains PowerText.

 **Horizontal Padding:** Define the area to the left and to the right of the frame, whatever its shape, within which text should not appear, ie. from which text should be repelled.

The options you choose are shown in the preview box.

### Resizing group box:

Check the **Fit Frame to Text** check box if you want the frame to fit your text.


The option you choose is shown in the preview box.

---

**Note:** The unit of measurement used on the **Text** tab can be changed using the **Units** dialog.

**See also:**

 **Frame** dialog

 **Units** dialog





## Go To Page dialog

This dialog is displayed when you select **Go to Page** from the **Page** menu, when you double-click on the page indicator, or when you press **Ctrl G**.

**Go To** group box:



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



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



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

---



## Kern Two Characters dialog

This dialog is displayed when you select **Kern** from the **Text** menu, or when you press **Ctrl K**.  
Kerning allows you to adjust the amount of space between two characters.

**Kern Value** box:

Enter the kern value in points, or set it with the arrows on the box.

**Direction** group box:



Select **Together** to move the two characters closer together by the kern value.



Select **Apart** to move the two characters further apart by the kern value.

The icon in the **Direction** group box will change to indicate the direction in which the characters will be kerned.



You cannot change the units used in this dialog.

---



## **Name Text dialog**

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

In this dialog you can name a block of text so that you can flow it through frames and export it for further editing, or use it in another document.

**Name For Text** box:

Enter a name for the text; the name must be no more than 15 characters long.

The name is displayed in the contents box, and can now be autoflowed or placed into other frames.

---



## Page Numbers dialog

This dialog is displayed when you select **Page Numbers** from the **Page** menu.

From this dialog you can specify the style of numbering you want to appear in your headers and footers.

### **Start Numbering From** box:

Enter the number from which you wish page numbering to start, or set the number using the arrows on the box.


### **Format** group box:

Select the numbering format that you want to appear in your document by clicking on the appropriate option button.

---

**Note:** In order for the page number to appear in your document, you need to specify it as part of the header or footer. Only one type of numbering can be applied to any one document.

**See also:**

 **Headers & Footers** dialog



## Layout dialog

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

From this dialog you can set up the alignment, indents and paragraph control for a selected block of text, or for text you about to type.

### Alignment box:

Select one of the following options to determine how text will be aligned within its frame:



**Flushed Left** for left justified text



**Centred** for text justified to the centre of the frame



**Flushed Right** for right justified text



**Justified** for left and right justified text

The icon in this group box will change to reflect the format you have selected.



Alternatively, click on the relevant alignment button in the **Text Tools** toolbar.

### Indents group box:

Use this box to set the amounts by which the text will be indented within its frame:



In the **First Line** box, enter the space required between the left frame edge and the start of the first line of the paragraph.



In the **Left** box, enter the space required between the left frame edge and the rest of the paragraph.



In the **Right** box, enter the space required between the right frame edge and the right edge of the paragraph.

### Keep Lines Together box:

Use this box to determine how paragraphs are split:



**None** if you don't mind where the paragraph is split



**Whole Paragraph** to prevent a paragraph in that style from being split over a frame or page



**At Start and End** if you want to specify the minimum widow lines and orphan lines that you require. Use the **Start** and **End** boxes to enter the numbers of lines.

### Keep Paragraphs Together group box:

Select the check boxes to specify which paragraphs are to be kept together:



Select **Keep with Previous** to prevent a paragraph from being separated from the paragraph above it.



Select **Keep with Next** to prevent a paragraph from being separated from the paragraph below it.

### Space Between Paragraphs group box:

Use this box to specify how much space you wish to leave blank above and below the paragraph.

Enter the measurements, or use the arrows to select them.

### Start Paragraph group box:

Select the check boxes to specify where new paragraphs will be started:



Select **On Next Page** to force a paragraph to always start at the top of the first frame on the next page, if text is flowed into the frame.




Select **In Next Frame** to force a paragraph to always start at the top of the next frame in your document, if the text is flowed into the frame.

---

**Note:** The unit of measurement used on the **Layout** dialog can be changed using the **Units** dialog.

**See also:**

 **Units dialog**



## Tabs dialog

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

From this dialog you can set up the tab stop options for a selected block of text, or for text you are about to type.



You can use tabs to create tables or forms.



You can set up to 20 tabs. Each tab can have different leaders and can be a different size and type to the others.

Display box:

This displays the tabs which have been set, giving their number, position and width. You can click on a tab number to display its options so that you can edit them.



Use the scroll bar to display any tabs that you cannot see.

**Tab** group box:



Use the **Position** box to define the position of the tab in relation to the edge of the frame.



Use the **Width** box to define the tab according to its distance from the previous tab.

**Type** box:

Specify whether the tab should align left, right or to the centre, or to a decimal point (for tables of figures, for example).

**Leaders** box:

Select a leader style for the tab. In the **Spacing** box, you can enter the amount of extra space you need between the dots or underlines of the leader.

**Insert Tab** button:

Click on this button to insert a new tab. It is added to the list in the display box.

**Delete Tab** button:

To remove a tab, click on it in the display box and then click on the **Delete Tab** button.

**Copy All Tabs** button:


Click on this button to copy the attributes of the current tab to all the other tabs.

---

**Note:** The unit of measurement used on the **Tabs** dialog can be changed using the **Units** dialog.



**See also:**

 **Units dialog**



## Bullet dialog



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

From this dialog you can set up the bullet style to be used on a selected block of text, or on text you are about to type.

**Enable Bullet** check box:

Check this check box to use a bullet in the selected text.

**Bullet Font** list box:

Select the font you wish to use. By default, all of the fonts for the currently selected printer are listed.

**Symbol Fonts Only** check box:

Check this check box to display symbol fonts only in the **Bullet Font** list box.

**Bullet Character** list box:


This displays the bullet characters for the selected font. Use the scroll bar to display the whole selection. Click on the bullet character you wish to use.



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

---

**See also:**

 **Layout dialog**




## Spacing dialog


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


From this dialog you can set the letter spacing, word spacing, line spacing and hyphenation for selected text or for text you are about to type.


### Word & Letter Spacing group box:

Choose one of three options to specify how the words and letter are spaced:

 **Standard:** Pressworks decides on spacing for you, but you can specify how tight or loose this is to be by moving the slider.


 If you want Pressworks to be able to put extra space between letters as well as between words, when necessary, select the **Allow Letter Spacing** check box.


 **Custom:** you can enter the minimum, optimum and maximum space required between words, and the maximum space allowed between letters. The unit used here is always ems.

 **Monospacing:** select this to ensure that the spaces between the letters and words are not stretched when using a monospaced font (where all the characters have the same width, eg. Courier).

### Line Spacing group box:

Choose one of two options to specify which type of leading is used to put space between lines of text:

 **Relative Leading:** select this to set the leading relative to the point size of the text. Four buttons represent common choices.

 **Absolute Leading:** select this to enter the required leading in points.

### Align Baselines check box:

Check this check box to ensure that, when text is set in columns, paragraphs in the columns will align horizontally so that the baselines of text will line up across the page.

### Hyphenation group box:

Check the **Enable** check box to turn on hyphenation.

In the **Hot Zone** box, enter the required value for the hyphenation hot zone, which is the area at the end of a line of text within which the line break will be placed when a ragged right margin is being used. The unit is always ems.

---



## Font dialog

This dialog is displayed when you



select **Font** from the **Text** menu



press **Ctrl T**.

From this dialog you can select the font attributes of the selected text, or text you are about to type.

### Font list box:

Select the font required by clicking on the font name in the list box, or by entering the name into the **Font** box. The fonts are grouped to make it easier to find the one you want.



To see more groups and fonts, use the scroll bar.

The fonts listed are those available to your currently selected printer

### Font Style list box:

Click on a style to select it.



Regular



*Italic*



**Bold**



***Bold Italic***



When no outline font exists for a style, it will be shown listed in inverted commas (eg. '*Italic*', '**Bold**', etc.), and the style will be simulated.

### Size list box:

To select a point size



Click on the list box or enter the size into the **Size** box.



To see more pre-set sizes, use the scroll bar.

Point sizes not displayed in the list box can be created by entering the size into the **Size** box. Any point size between 3 and 250 points can be created.

### Colour box:

To attribute a colour to the text, click open the drop-down colour palette, move the mouse pointer over it and click on the colour of your choice. Colour is attributed to text in exactly the same way as a font style such as (say) **bold** or *italic*. Choose a tint from the slider.

### Width box:

To compress or expand text, enter a value into the **Width** box. Acceptable values range from 25% to 200%.

A value of less than 100% will compress text by an equivalent percentage. A value greater than 100% will expand it accordingly.

### Underline box:

To attribute an underline style to the text, click open the drop-down list and select the underline style you want:



**None:** turns off underlining



**Single:** underlines all text with a single line



**Double:** underlines all text with a double line



**Single - Words:** underlines words only with a single line



**Double - Words:** underlines words only with a double line

### Language drop-down list box:

Select the language in which the text is written (so that the correct dictionary - if you have additional

dictionaries - is used).

Style check boxes:

Check the five style check boxes to apply further styling to the text:

- Superscript:** moves text up half a line
- Subscript:** moves text down half a line
- Box:** puts a box around text
- Rounded Box:** puts a rounded box around text
- Strikethrough:** puts a line through text

**Sample window:**

This window displays the screen representation of the chosen font. The sample will change to reflect your selection of font, font style, colour and size.

Information relating to your chosen font will appear below the font sample.

There may be a short delay after clicking on **OK** while the appropriate screen font is created.

---

**Shortcut:**

Use the colour palette at the bottom of the Pressworks window to attribute text colour to text instead of opening this dialog.




**Note:**

The colour of text displayed on a 16-colour screen may not appear to be the same as the colour you have selected from the palette.








## Edit Paragraph Style dialog

This tabbed dialog is displayed when you:

-  double-click on a paragraph of text
-  select **Edit** from the **Paragraph Style** submenu of the **Text** menu
-  select **New** from the **Paragraph Style** submenu of the **Text** menu, give the new style a name, and click on **OK**.

You can use this dialog to change all aspects of the paragraph style by clicking on the appropriate tab:

-  Font tab
-  Layout tab
-  Spacing tab
-  Bullets tab
-  Tabs tab

You can easily switch from one option to another (eg. to change the format when you are choosing a font) simply by clicking on a tab in the dialog.

The name of the paragraph style you are working on is shown in the **Name** box.

To choose which paragraph style will follow the paragraph style you are working on (eg. Body text to follow a heading style), select a style from the **Next Style** drop-down list box.

To select a shortcut key for the paragraph style, choose a function key from the **Quick Key** drop-down list box. The current uses of the function keys are listed; you can choose one already in use and this automatically changes its use.

---



## Font tab (Edit Paragraph Style dialog)

This tab is displayed in the **Edit Paragraph Style** dialog when you click on the Font tab.

From this tab you can select the font attributes of the selected paragraph style.

### Font list box:

Select the font required by clicking on the font name in the list box, or by entering the name into the **Font** box.



To see more fonts, use the scroll bar.

The fonts listed are those available to your currently selected printer

### Font Style list box:

Click on a style to select it.



Regular



*Italic*



**Bold**



***Bold Italic***



When no outline font exists for a style, it will be shown listed in inverted commas (eg. '*Italic*', '**Bold**', etc.), and the style will be simulated.

### Size list box:

To select a point size



Click on the list box or enter the size into the **Size** box.



To see more pre-set sizes, use the scroll bar.

Point sizes not displayed in the list box can be created by entering the size into the **Size** box. Any point size between 3 and 250 points can be created.

### Colour box:

To attribute a colour to the text, click open the drop-down colour palette, move the mouse pointer over it and click on the colour of your choice. Colour is attributed to text in exactly the same way as a font style such as (say) **bold** or *italic*. Choose a tint from the slider.

### Width box:

To compress or expand text, enter a value into the **Width** box. Acceptable values range from 25% to 200%.

A value of less than 100% will compress text by an equivalent percentage. A value greater than 100% will expand it accordingly.

### Underline box:

To attribute an underline style to the text, click open the drop-down list and select the underline style you want:



**None:** turns off underlining



**Single:** underlines all text with a single line



**Double:** underlines all text with a double line



**Single - Words:** underlines words only with a single line



**Double - Words:** underlines words only with a double line

### Language drop-down list box:

Select the language in which the text is written (so that the correct dictionary - if you have additional dictionaries - is used).



Style check boxes:

Check the five style check boxes to apply further styling to the text:

- Superscript:** moves text up half a line
- Subscript:** moves text down half a line
- Box:** puts a box around text
- Rounded Box:** puts a rounded box around text
- Strikethrough:** puts a line through text

**Sample window:**

This window displays the screen representation of the chosen font. The sample will change to reflect your selection of font, font style, colour and size.

Information relating to your chosen font will appear below the font sample.

There may be a short delay after clicking on **OK** while the appropriate screen font is created.

---

**Shortcut:**

Use the colour palette at the bottom of the Pressworks window to attribute text colour to a selected paragraph style instead of opening this dialog.

**Note:**

The colour of text displayed on a 16-colour screen may not appear to be the same as the colour you have selected from the palette.

**See also:**

 **Edit Paragraph Style** dialog







## Layout tab (Edit Paragraph Style dialog)

This tab is displayed in the **Edit Paragraph Style** dialog when you click on the Layout tab.


From this tab you can set up the alignment, indents and paragraph control for a the selected paragraph style.

### Alignment box:

Select one of the following options to determine how text will be aligned within its frame:




-  **Flushed Left** for left justified text
-  **Centred** for text justified to the centre of the frame
-  **Flushed Right** for right justified text
-  **Justified** for left and right justified text

The icon in this group box will change to reflect the format you have selected.

-  Alternatively, click on the relevant alignment button in the **Text Tools** toolbar.




### Indents group box:

Use this box to set the amounts by which the text will be indented within its frame:

-  In the **First Line** box, enter the space required between the left frame edge and the start of the first line of the paragraph.
-  In the **Left** box, enter the space required between the left frame edge and the rest of the paragraph.
-  In the **Right** box, enter the space required between the right frame edge and the right edge of the paragraph.



### Keep Lines Together box:

Use this box to determine how paragraphs are split:

-  **None** if you dont mind where the paragraph is split
-  **Whole Paragraph** to prevent a paragraph in that style from being split over a frame or page
-  **At Start and End** if you want to specify the minimum widow lines and orphan lines that you require. Use the **Start** and **End** boxes to enter the numbers of lines.

### Keep Paragraphs Together group box:

Select the check boxes to specify which paragraphs are to be kept together:



-  Select **Keep with Previous** to prevent a paragraph from being separated from the paragraph above it.
-  Select **Keep with Next** to prevent a paragraph from being separated from the paragraph below it.

### Space Between Paragraphs group box:

Use this box to specify how much space you wish to leave blank above and below the paragraph. Enter the measurements, or use the arrows to select them.

### Start Paragraph group box:


Select the check boxes to specify where new paragraphs will be started:


-  Select **On Next Page** to force a paragraph to always start at the top of the first frame on the next page
-  Select **In Next Frame** to force a paragraph to always start at the top of the next frame in your document.

---

**Note:** The unit of measurement used on the **Layout** dialog can be changed using the **Units** dialog.

**See also:**

 **Units** dialog

 **Edit Paragraph Style** dialog




## Spacing tab (Edit Paragraph Style dialog)


This tab is displayed in the **Edit Paragraph Style** dialog when you click on the Spacing tab.


From this tab you can set the letter spacing, word spacing, line spacing and hyphenation for the selected paragraph style.


### Word & Letter Spacing group box:

Choose one of three options to specify how the words and letter are spaced:

 **Standard:** Pressworks decides on spacing for you, but you can specify how tight or loose this is to be by moving the slider.


 If you want Pressworks to be able to put extra space between letters as well as between words, when necessary, select the **Allow Letter Spacing** check box.


 **Custom:** you can enter the minimum, optimum and maximum space required between words, and the maximum space allowed between letters. The unit used here is always ems.

 **Monospacing:** select this to ensure that the spaces between the letters and words are not stretched when using a monospaced font (where all the characters have the same width, eg. Courier).

### Line Spacing group box:

Choose one of two options to specify which type of leading is used to put space between lines of text:

 **Relative Leading:** select this to set the leading relative to the point size of the text. Four buttons represent common choices

 **Absolute Leading:** select this to enter the required leading in points.

### Align Baselines check box:

Check this check box to ensure that, when text is set in columns, paragraphs in the columns will align horizontally so that the baselines of text will line up across the page.

### Hyphenation group box:

Check the **Enable** check box to turn on hyphenation.

In the **Hot Zone** box, enter the required value for the hyphenation hot zone, which is the area at the end of a line of text within which the line break will be placed when a ragged right margin is being used. The unit is always ems.

---

**See also:**

 **Edit Paragraph Style dialog**



## **Bullets tab (Edit Paragraph Style dialog)**

This tab is displayed in the **Edit Paragraph Style** dialog when you click on the Bullets tab.

From this tab you can set up the bullet style to be used in the selected paragraph style.

**Enable Bullet** check box:

Check this check box to use a bullet in the selected text.

**Bullet Font** list box:

Select the font you wish to use. By default, all of the fonts for the currently selected printer are listed.

**Symbol Fonts Only** check box:

Check this check box to display symbol fonts only in the **Bullet Font** list box.

**Bullet Character** list box:


This displays the bullet characters for the selected font. Use the scroll bar to display the whole selection. Click on the bullet character you wish to use.



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

---

**See also:**

 **Edit Paragraph Style dialog**

 **Layout tab**





## Tabs tab (Edit Paragraph Style dialog)

This tab is displayed in the **Edit Paragraph Style** dialog when you click on the Tabs tab.

From this tab you can set up the tabs stops to be used in the selected paragraph style.



You can use tabs to create tables or forms.



You can set up to 20 tabs. Each tab can have different leaders and can be a different size and type to the others.

Display box:

This displays the tabs which have been set, giving their number, position and width. You can click on a tab number to display its options so that you can edit them.



Use the scroll bar to display any tabs that you cannot see.

Tab group box:



Use the **Position** box to define the position of the tab in relation to the edge of the frame.



Use the **Width** box to define the tab according to its distance from the previous tab.

Type box:

Specify whether the tab should align left, right or to the centre, or to a decimal point (for tables of figures, for example).

Leaders box:

Select a leader style for the tab. In the **Spacing** box, you can enter the amount of extra space you need between the dots or underlines of the leader.

Insert Tab button:

Click on this button to insert a new tab. It is added to the list in the display box.

Delete Tab button:

To remove a tab, click on it in the display box and then click on the **Delete Tab** button.


Copy All Tabs button:


Click on this button to copy the attributes of the current tab to all the other tabs.

---

**Note:** The unit of measurement used on the **Tabs** tab can be changed using the **Units** dialog.

**See also:**

 **Edit Paragraph Style** dialog

 **Units** dialog



## New Paragraph Style dialog



This dialog is displayed when you select **New** from the **Paragraph Style** submenu of the **Text** menu, or when you click on the **New Paragraph** button in the **Text Tools** toolbar.

From this dialog you can name a new paragraph style and select an existing style upon which to base it.

**New Style** group box:



**Name:** Enter the name of the new paragraph style. The name can be up to 31 characters long. If you do not enter a name you will be prompted to do so.



**Copy From:** Click on the paragraph style upon which you want to base the new style. If necessary, use the scroll bar to see more paragraph styles. The first item in this list is **Current Selection**: select this if you want the new paragraph style to be taken from the style of the currently selected text and paragraph.

---

**Caution:** If a new paragraph style is created in Text mode it will be applied to the paragraph containing the text insertion cursor.

Similarly, if a new paragraph style is created in Paragraph mode it will be applied to the currently selected paragraph.



## Units dialog

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

From this dialog you can specify the unit of measurement used by the rulers and dialogs. Use whichever unit is most appropriate to your style of work.

**Units** group box:



**Centimetres**



**Inches and Tenths**



**Inches and Eighths**



**Picas and Points**

---


**Shortcut:** When the rulers are displayed, the current default unit of measurement is shown at their intersection. Click on this box and select your preference from the pop-up menu that is displayed.




## Find dialog


This dialog is displayed when you select **Find** from the **Edit** menu, or when you press **Ctrl F**.


From this dialog you can specify a word or phrase that you want to find in the text.

 If you have more than one frame of text in a document, place the text insertion point in every frame and repeat the search: **Find** only searches to the end of the frame.

### Find box:

 Enter a string of text for which you want to search. The string may include spaces. Use '?' as a *wildcard*. For example, **t?e** will find **tee**, **the**, the first three letters of **tree**, etc.

 When the string is found it is marked as a block. If the string is not found in the text, a message informs you of this.

 Check the **Match Upper/Lower Case** check box if you want to search for the string exactly as you have entered it.

---

**Note:** **Find** works in one direction only, from the position of the text insertion point to the end of the text. **Find** will not start again at the beginning of the text once it has reached the end.



## Find & Replace dialog

This dialog is displayed when you select **Find & Replace** from the **Edit** menu, or when you press **Ctrl R**.

From this dialog you can replace one string of text with another.

### Replace box:

Enter the string you want to replace. The string may include spaces. Use '?' as a *wildcard*, eg. **t?e** will find **tee**, **the**, the first three letters of **tree**, etc.

### With box:

Enter the string with which you want to replace the string in the **Replace** box.



Select **Match Upper/Lower Case** if you want to search for the string exactly as you have typed it.



If you have more than one frame of text in the document, you need to search in all frames.

### Replace group box:



**First:** Replaces only the first occurrence of the string.



**Confirm Each:** Displays a dialog asking you to confirm the replacement each time the string is found.



**All:** All occurrences of the string are replaced without your confirmation.

---

**Note:** **Find & Replace** only works in one direction, from the position of the text cursor to the end of the text. **Find & Replace** will not start again at the beginning of the text once it has reached the end.



## Column Guides dialog

This dialog is displayed when you select **Column Guides** from the **Page** menu, or when you click on the **Column Guides** button on either the **Custom Page Size** dialog, or the **Page Setup** dialog.

From this dialog you can specify the number of columns on a page, and their size and position. Use the column guides as a visual reference to help you position frames.

### Margins group box:

The width and height of each column relative to your chosen page size is calculated automatically from the margin dimensions you define in this group box.



**Top Margin:** The area between the top of the page and the top of the column guides.



**Bottom Margin:** The area between the bottom of the page and the bottom of the column guides.



**Left Margin:** The area between the left of the page and the left of the leftmost column guide. This option is enabled only if you have specified a *single master page*.



**Right Margin:** The area between the right of the page and the right of the rightmost column guide. This option is enabled only if you have specified a *single master page*.

### Columns group box:

Use this group box to specify the number of columns and the size of the gap between them.


In the **Number of Columns** box, specify the number of column guides you want to appear on each page. Either type in the number of columns (minimum **1**, maximum **9**), or set the number using the arrows on the box.

In the **Gap Between Columns** box, specify the amount of space between two adjacent columns.

---

**Note:** The unit of measurement used on the **Column Guides** dialog can be changed using the **Units** dialog.

**See also:**

 **Units dialog**









## Size & Position (Frame) dialog







This dialog is displayed when you do any of the following:

-  select **Size & Position** from the **Frame** menu
-  right-click on a frame then select **Size & Position** from the shortcut menu that is displayed
-  click on the **Size & Position** button in the **Frame Tools** toolbar
-  hold down **Ctrl** and double-click on a frame.

From this dialog you can precisely specify the size of a selected frame, and define its position on the page. You can also specify frame layers on the master page(s).

Note that the size and position of a PowerText object refers to the centre point of the object.

**Dimensions** group box:

-  **Horizontal Position:** The distance between the left-hand edge of the page and the left-hand edge of the frame. This dimension is given as the **Centre X Position** when a PowerText frame is selected.
-  **Vertical Position:** The distance between the top of the page and the top of the frame. This dimension is given as the **Centre Y Position** when a PowerText frame is selected.
-  **Width:** Enter the exact width you want the frame to be.
-  **Height:** Enter the exact height you want the frame to be.


### Size & Position for a group of frames

If a group of frames is selected, the size and position dimensions shown in this dialog relate to the large box surrounding the group.

If the dimensions are changed the frames in the group will be re-scaled to fit the new size, but will maintain their size relative to one another.

### Size & Position of frames containing graphic objects




When you change the dimensions of a frame containing graphics objects, the objects will be scaled relative to the frame but will maintain their aspect ratio.

-  Hold down **Ctrl** when re-sizing a frame to prevent the graphic object it contains from being re-sized.

**Frame Layer** group box:

Frame layers can only be created on the master page(s). Any object placed in a background or foreground frame on the master page will be visible on every page in the document, unless you turn the frames off. Frames created on the master page cannot be selected or edited on any other page.


Selecting **Go to Back** or **Bring to Front** options for frame layers works only within the category you have selected, (ie. Background frames can only be brought to the front of other background frames, not of normal or foreground frames)

-  **Background:** A background frame can be hidden on a page in the document by placing a normal frame created on the page over it. You can toggle the layer on or off by selecting **Show Background Frames on This Page** from the **Page** menu.
-  **Normal:** These are the only frames which can be created on any page of your document. They supersede the other layers.
-  **Foreground:** A foreground frame created on the master page will override the boundaries of any frame created on other pages. To turn the option off, select **Show Foreground Frames on This Page** from the **Page** menu.

---

**Note:** The unit of measurement used on the **Size & Position** dialog can be changed using the **Units** dialog.

**See also:**




 **Units dialog**



## Size & Position (Draw) dialog







This dialog is displayed when you do any of the following:

-  select **Size & Position** from the **Draw** menu
-  double-click on a graphics object in Draw mode
-  click on the **Size & Position** button in the **Draw Tools** toolbar.

From this dialog you can precisely specify the size of a selected graphics object, and define its position relative to the frame in which it is contained.

**Dimensions** group box:


-  **Horizontal Position:** The distance between the left-hand edge of the frame and the left-hand edge of the graphics object.
-  **Vertical Position:** The distance between the top of the frame and the top of the graphics object.
-  **Width:** Enter the exact width that you want the graphics object to be.
-  **Height:** Enter the exact height that you want the graphics object to be.

The graphics object will maintain its aspect ratio. For example, a circle will *not* be stretched into an ellipse.

---

**Note:** The unit of measurement used on the **Size & Position** dialog can be changed using the **Units** dialog.

**See also:**

 **Units dialog**



## Headers & Footers dialog

This dialog is displayed when you choose **Headers & Footers** from the **Page** menu.

From this dialog you can specify the information you want to appear in the headers and/or footers of your document.

**Header** group box:



**Left: / Centre: / Right:** Enter the text you want to appear in each position.



**Distance From Top of Page:** Enter the distance between the header and the top of the page.

**Footer** group box:



**Left: / Centre: / Right:** Enter the text you want to appear in each position.



**Distance From Bottom of Page:** Enter the distance between the footer and the bottom of the page.

When entering header or footer text, use # for the page number and % for the last page number. For example, enter **Page # of %** to give **Page 1 of 26**.

**Clear All** button:

Select this button to clear all headers and footers.

### Alternate page numbering

If you want to start the page numbering from a number other than 1, display the **Page Numbers** dialog by choosing **Page Number** from the **Page** menu.

### Header & Footer paragraph styles


Once headers and footers have been created you can adjust their font, point size etc. by amending the paragraph attributes of the paragraph styles called **Header** and **Footer** (generated automatically when you create headers and footers) or, if you have left and right master pages set up, **Left Header**, **Left Footer**, **Right Header** and **Right Footer**.


Headers and footers are saved when saving the document as a template.

---

**Note:** The unit of measurement used on the **Headers & Footers** dialog can be changed using the **Units** dialog.

**See also:**

 **Page Numbers** dialog

 **Units** dialog







## Print Options dialog

This dialog is displayed when you click on the **Options** button in the **Print** dialog.




Many of the options are enabled or disabled depending on which options you have chosen in the **Print Mapping** group box of the **Print** dialog.

### Page Selection box:







Use this box to select which pages of the document are to be printed:

-  **All Pages:** Select to print all the pages in your document.
-  **Left Pages Only:** Select to print left-hand pages only.
-  **Right Pages Only:** Select to print right-hand pages only.
-  All these options are disabled if you are printing in booklet format.

### Paper Output group box:

-  **Pause Between Sheets:** After every page is printed you are prompted to continue printing. This option is useful if you need to change headed paper, or are using a sheet feeder.
-  **Reverse Sheet Order:** Select to print the document in reverse order. This is a useful option for some printers which print in reverse order.
-  **Pause Between Booklet Sides:** Select when you are printing in booklet format. This option is useful if you are using a sheet feeder and your printer cannot print in duplex format, as it allows you to turn the pages over manually and print on the other side of them.


### Print group box:

-  **Bitmaps:** Select to print your document with its imported bitmap files and OLE bitmap objects. Turn off to print the document without them. This and the **Line Art** options are useful in reducing print times if, for instance, you are printing a draft copy.
-  **Line Art:** Select to print your document with its imported line-art files and OLE line-art objects. Turn off to print the document without them. PowerText objects are not printed unless **Line Art** is checked.
-  **Background Frames:** Select to print any background frames you have set up in the document.
-  **Foreground Frames:** Select to print any foreground frames you have set up in the document.
-  **Reversed (Emulsion Down):** This option is available only when printing to a PostScript printer, and enables you to print your document in reverse.
-  **Negative (White on Black):** This option is available only when printing to a PostScript printer, and enables you to print your document so that all colours are printed as their negatives.

Click on **OK** to return to the **Print** dialog.

---

**See also:**

 **Print dialog**





## Summary Information dialog

This dialog is displayed when you select **Summary Information** from the **File** menu, or when you save a document using the **Save Document As** dialog.

In this dialog, you can give the current document a title and subject, and assign keywords and comments to it.

**File Name:**

Displays the filename of the current document.

**Directory:**

Displays the location of the document.

**Template:**

Gives the name of the template (if any) used to create the document.

**Title** box:

Use this box to give the document a title.

**Subject** box:

Use this box to record the subject of the document.

**Author** box:

Pressworks automatically inserts the user name into this box, but you can edit it to put in a different name.

**Keywords** box:

Use this box to record keywords from the document.

**Comments** box:

Use this box to record any comments you have about the document. Use the scroll bar to see the whole box.

**Statistics** button:

Select this button to display the **Document Statistics** dialog, which contains statistical information about the document.

---

**See also:**

 **Document Statistics** dialog



## Document Statistics dialog

This dialog is displayed when you click on the **Statistics** button in the **Summary Information** dialog.

In this dialog, you see the length and size of a document, the number of words placed and remaining unplaced, and the proportion of all frames still unused. It also gives dates of saving and printing.

**Document** group box:



**Name:** Displays the name of the current document.



**Language:** Displays the language of the spelling and hyphenation dictionaries in use by the current document.



**Size (Kbytes):** Displays the size of the document in terms of memory.



**Number of Pages:** Displays the number of pages the document spans.



**Unused Frame:** Displays the unused portion (totalled) of all the frames in the document.

**Dates** group box:



**Created:** Displays the date and time the document was created.



**Last Saved:** Displays the date and time the document was last saved.



**Last Printed:** Displays the date and time the document was last printed.



**Last Saved By:** Displays the name of the person who last saved the document.



**Revision Number:** Displays the number of times the document has been saved.



**Total Editing Time:** Displays the number of minutes the document has been open during all editing sessions since its creation.

**Words** group box:



**Total:** Displays how many words are in the document.



**Number Placed:** Displays how many words have been placed, ie. appear in the document.




**Number Unplaced:** Displays how many words have *not* been placed, ie. the number of words which do not appear in the document because there are too few frames, or because the frames are too small.

---

**Note** The unit of measurement used on the **Document Statistics** dialog can be changed using the **Units** dialog.

**See also:**

 **Summary Information** dialog

 **Units** dialog





## Picture Status dialog

This dialog is displayed when you select a frame containing an imported picture, click on its filename in the contents list, and then click on the **Item Information** button.

From this dialog you can see the name and size of a picture, and rotate the picture (if it is in .EPS format).

**Picture** group box:

 **Name:** Displays the name of the picture file. This name can be changed by entering a new name in the **Name** box. The name of the original picture file will not be affected.

 **Size (Kbytes):** Displays the size of a picture in terms of memory.

**Remove** button:

Removes the picture from the document but does not delete it from your hard disk. You will be requested to confirm your choice before you continue.

---





## Text Status dialog

This dialog is displayed when you select a frame containing named text, click on its name in the contents box, and then click on the **Item Information** button.


From this dialog you can see the length and size of the text, how many frames it occupies and how much of it has not yet been placed. You can also re-name the text.

**Text** group box:

 **Name:** Displays the current name of the text. A text name can be changed by entering a new name into the **Name** box.

 **Size (Kbytes):** Displays the size of the text in terms of memory.


 **Number of Frames Used:** Displays how many frames the text occupies.


 **Unused Frame (*units*):** Displays the amount of space remaining in the text's frames.


**Language** drop-down list box:

Displays the language of the spelling and hyphenation dictionaries currently in use by the text. You can change this setting from the **Language** drop-down list box if you have other language dictionaries installed. If the text language is 'neutral' the text will be hyphenated and spell-checked using the document language. This can be set from the **Language** command in the **File** menu.

**Words** group box:

 **Total:** Displays the number of words that are in the text. Note that this is not be the total number of words in the document if the document contains more than one piece of text.

 **Number Placed:** Displays the number of words in the text that have been placed, ie. those that appear in the document.

 **Number Unplaced:** Displays how many of the text's words have *not* been placed, ie. the number of words that do not appear in the document because there are too few frames, or because the frames are too small.


**Remove** button:

Removes the text from the document but does not delete it from your hard disk. You will be requested to confirm your choice before you continue.

---

**Note** The unit of measurement used in the **Text Status** dialog can be changed using the **Units** dialog.

**See also:**

 **Units dialog**



## Picture Status (PostScript) dialog

This dialog is displayed when you select a frame containing an imported EPS picture and then double-click on its filename in the contents box.

From this dialog you can see the name, size and orientation of the EPS picture. The EPS picture cannot be displayed on screen unless it contains a TIFF screen representation, and can only be printed on a PostScript printer.

**Picture** group box:



**Name:** Displays the name of the picture file. This name can be changed by entering a new name in the **Name** box. The name of the original picture file will not be affected.



**Size (Kbytes):** Displays the size of a picture in terms of memory.



**Rotate:** Enter the angle you want to rotate the picture by in the box, or select the angle by using the arrows on the box. Alternatively drag the radius of the circle until the box displays the desired angle.

**Remove** button:

Removes the picture from the document, but does not delete it from your hard disk. You will be requested to confirm your choice before you continue.

---





## Line & Fill Style dialog

This dialog is displayed when you select **Line & Fill Style** from the **Draw** menu, or when you click on the **Line & Fill Style** button in the **Draw Tools** toolbar.

From this dialog you can specify the attributes of line-art drawn with the drawing tools

**Line** group box:



Select the line style you want by clicking on it in the **Style** drop-down list box.



Choose a colour for the line from the **Colour** drop-down palette and a tint from the slider.

**Arrow Heads:**

Select these options to place an arrow head at either end of the line.



**At Start** places an arrow head at the first point on the line, ie. the point from which you started drawing the line.



**At End** puts an arrow head at the last point on the line, ie. the point at which you released to mouse button when drawing the line.

The icon indicates the option(s) you have chosen.



Arrow heads *cannot* be applied to the basic shapes, because circles, squares etc. are closed lines.

**Fill** group box:



Select a fill pattern from the **Pattern** drop-down list box, using the scroll bar if necessary.



Choose a colour for the fill style from the **Colour** drop-down palette and a tint from the slider.

**Visibility:**



Choose **Solid** to hide any object or part of an object behind the selected graphic.



Choose **Clear** to make any object or part of an object behind the graphic visible.

The icon will change to reflect your choice.

**Shortcut:**

Use the colour palette at the bottom of the Pressworks window to attribute line or fill style colours instead of opening this dialog. Use the *right* mouse button for line styles and the *left* mouse button for fill styles.

Click on the **X** at the left end of the colour palette with the *left* mouse button to turn off the fill style.

---

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



## About GST

**GST Technology** is a world-class developer working at the leading edge of user interface and Windows technology.

Our portfolio of household brand names includes:



**1st Word Plus**



**Timeworks Publisher and Publish It!**



**Pressworks and PageMagic**



**Designworks and DesignMagic**

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**GST Software Publishing** is the UK's leading independent Windows publisher, specialising in desktop publishing and graphics software internationally for IBM PCs and compatibles.

Our product range includes these market leaders, all renowned for their powerful features, ease of use and outstanding value for money:



**Pressworks**



**Designworks**



**1st Press**



**1st Design**



**GST STAR Collection**



**GST Pictures Collection**

For more information about any of these products, call **GST Software Publishing Limited** on **01480 496666** or fax us on **01480 460206**.

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## Pressworks

**Pressworks** is **GST's** desktop publishing package for Windows. The program combines powerful desktop publishing features and ease of use at an affordable price.

Use **Designworks** as the ideal illustration partner to **Pressworks** to produce striking drawings, logos, letterheads and much more for **Pressworks** documents.

*Pressworks is a trademark of GST Technology Ltd.*

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## Pressworks Language Packs

Add-on European language packs are available for **Pressworks** enabling you to assign a specific language to text in your documents.

This allows text in languages other than English to be correctly hyphenated, spell-checked and looked up in the Thesaurus within **Pressworks**.

---



## Designworks

**Designworks** is **GST's** drawing and illustration package for Windows. The program combines powerful drawing features and ease of use at an affordable price.

Use **Designworks** as the ideal partner to **Pressworks** to produce striking drawings, logos, letterheads

and much more for your **Pressworks** documents.

*Designworks is a trademark of GST Technology Ltd.*

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## Network Packs

**Pressworks** and **Designworks** can be run across a Novell NetWare or NetBIOS compatible network.

Network license packs are available giving considerable cost savings for multiple users and easy administration for network supervisors.

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## STAR Collection

The **STAR** collection is **GST's** brand new range of top quality software programs for home, business and student computer users.

Every program is designed to be easy to learn and use and cover topics such as; **Video Library, Wine Cellar, Instant Recipes, Business Expenses, Headline Fonts, Clipart Portfolio** and more.

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## Pictures Collection

**GST** distribute a range of 5 Photo CD collections; **Portfolio** (covering 7 specialist themes), **Landscapes, Summer Holidays, Sports** and **Paris**.






Each collection holds 100 professionally taken, royalty free photographs, with a choice 5 resolution options and 4 colour options, plus a **GST** drag & drop **Photo CD Browser**.

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## GST Softline

**GST** offers full customer support for all its products via its **Softline** service. For a modest subscription, **Softline** members enjoy a range of benefits which include:

-  Access to the members-only hotline.
-  Priority service for problem solving.
-  Access to the **Softline** bulletin board.
-  Previews of forthcoming new products.
-  Special rates on training.

Telephone **GST's** Customer Services Dept. on **01480 496575** and we'll tell you how to join **Softline**.

You can also email Softline on **Softline@gst-soft.demon.co.uk**

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## GST Training Centres

**GST Training Centres** specialise in providing courses to help users get the most from their PC software. Effective, enjoyable and professional training is available on a broad range of software

packages, including **Designworks** and **Pressworks**.

Call **01954 789908** for more details.

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## Open Document dialog



This dialog is displayed when you click on the **Browse** button in the **Open An Existing File** tab of the **Startup Options** dialog.

From this dialog you can locate and load an existing document.

### **File Name** box:

Select the file you want to load by clicking on the filename in the **File Name** list box, or by entering the filename into the **File Name** box.



Use the scroll bar to display more files.

### **List Files of Type** box:

Select the file format of the document you want to open from the **List Files of Type** drop-down list box. The Pressworks \*.**dtp** file format is selected by default.

Files of this format found in the current directory are displayed in the **File Name** list box.

### **Directories** box:

Displays all the directories in the path from the root to the current directory, and a list of all the sub-directories contained in the current directory.



Click on any directory to select it, double-click on it to make it the current directory.

### **Drives** box:

Click on the arrow at the right-hand side of the drop-down list box to display all the disk drives available.



Use the scroll bar to scroll through the list of drives and select the one you want.

---



## Save Document As dialog

This dialog is displayed when you select **Save As** from the **File** menu, or when you select **Save** for a document that has not been saved before.

From this dialog you can specify the disk, directory and filename in which to save your document.

### File Name box:

Enter the filename in which you want to save your document or, if the file already exists, select it by clicking on the filename in the **File Name** list box.



Use the scroll bar to display more files.

### List Files of Type box:

Select the file format in which you want your document to be saved.



As you would normally save it as a Pressworks file your document will be given the **.dtp** extension by default, but you can specify a different extension if you prefer.

### Directories box:

Displays all the directories in the path from the root to the current directory, and a list of all the sub-directories contained in the current directory.



Click on any directory to select it, double-click on it to make it the destination directory.

### Drives box:

Click on the arrow at the right-hand side of the drop-down list box to display all the disk drives available.



Use the scroll bar to scroll through the list of drives and select the one you want.




---



## Import Picture dialog




This dialog is displayed when you do any of the following:

-  select **Import Picture** from the **File** menu
-  right-click on an empty frame or a graphics frame then select **Import Picture** from the shortcut menu that is displayed
-  click on the **Import Picture** button in the contents box.

From this dialog you can locate a picture and import it into your document.


### File Name box:

Select the picture you want to import by clicking on the filename in the list box, or by entering the name of the picture into the **File Name** box.

-  Use the scroll bar to display more files.


### List Files of Type box:

Select the file format of the picture you want to import. Files of the selected format found in the current directory are displayed in the **File Name** list box.

-  When **All picture types** is selected, all pictures (in formats that Pressworks can import) in the current directory are listed in the **File Name** list box.


### Directories box:

Displays all the directories in the path from the root to the current directory, and a list of all the sub-directories contained in the current directory.

-  Click on any directory to select it, double-click on it to make it the source directory.

### Drives box:

Click on the arrow at the right-hand side of the drop-down list box to display all the disk drives available.

-  Use the scroll bar to scroll through the list of drives and select the one you want.
-



## Import Text dialog



This dialog is displayed when you do any of the following:



select **Import Text** from the **File** menu



right-click on an empty frame or a graphics frame then select **Import Text** from the shortcut menu that is displayed



click on the **Import Text** button in the contents box.

From this dialog you can locate and import named text into your document.

### **File Name** box:

Select the text you want to import by clicking on the filename in the list box, or by entering the name of the text into the edit box.



Use the scroll bar to display more text files.

### **List Files of Type** box:

Select the file format of the text you want to import. Files of the selected format found in the current directory are displayed in the **File Name** list box.

When **All text types** is selected, if Pressworks cannot interpret the format of the text you are trying to import, a dialog is displayed from which you must select the exact format in which the file was saved.

### **Directories** box:

Displays all the directories in the path from the root to the current directory, and a list of all the sub-directories contained in the current directory.



Click on any directory to select it, double-click on it to make it the source directory.

### **Drives** box:

Click on the arrow at the right-hand side of the drop-down list box to display all the disk drives available.



Use the scroll bar to scroll through the list of drives and select the one you want.

---





## Export Text dialog

This dialog is displayed when you select **Export Text** from the **File** menu.

From this dialog you can specify the file name and destination to which you want to export your text, and the file's export format.

### File Name box:

Enter the filename for your document or, if the file already exists, select it by clicking on the filename in the list box.



Use the scroll bar to display more files.

### Save Files as Type box:

Select the format in which your text is to be exported. The files of this format in the current directory are displayed in the **File Name** list box.

**ASCII text (\*.txt):** Simple ASCII text without line breaks.

**DOS text (\*.txt):** For saving plain text files to be read into a DOS-based product, for example Microsoft Word for DOS or WordPerfect.

**Rich Text Format (\*.rtf):** RTE is Microsoft's standard for document interchange.

### Directories box:

Displays all the directories in the path from the root to the current directory, and a list of all the sub-directories contained in the current directory.



Click on any directory to select it, double-click on it to make it the destination directory.

### Drives box:

Click on the arrow at the right-hand side of the drop-down list box to display all the disk drives available.



Use the scroll bar to scroll through the list of drives and select the one you want.

---



## Load Template dialog

This dialog is displayed when you click on the **Browse** button on the **Start A New Document** tab in the **Startup Options** dialog.

From this dialog you can load a template directly by its filename.

### **File Name** box:

Select the template you want to load by clicking on the filename in the list box, or by entering the filename into the **File Name** box.



Use the scroll bar to display more files.

### **List Files of Type** box:

Select the file format of the template you want to load from the **List Files of Type** drop-down list box. By default Pressworks template files are saved with the **.tpl** extension.

Files of this format found in the current directory are displayed in the **File Name** list box.

### **Directories** box:

Displays all the directories in the path from the root to the current directory, and a list of all the sub-directories contained in the current directory.



Click on any directory to select it, double-click on it to make it the source directory.

### **Drives** box:

Click on the arrow at the right-hand side of the drop-down list box to display all the disk drives available.



Use the scroll bar to scroll through the list of drives and select the one you want.

---

**See also:**

 **Start A New Document tab**



## Save Template dialog

This dialog is displayed when you select **Save Template** from the **File** menu.

From this dialog you can categorise, name and save the template of the document on which you are currently working. A representation of the template is shown in the preview box.

**Category** drop-down list box:

Select the category in which you want to save the template, or enter a new category name. It is probably best not to save your own templates in any of the sample file categories, as this is where the Pressworks sample templates are stored.



Use the scroll bar to scroll through the list of categories and select the one you want.

**Template** drop-down list box:

Select the template that you want to overwrite, or enter a new template name.

**Include Pages** group box:

Select an option button to choose to save the master page, the master page and the first page, or all the pages as the template.

**Make Default** check box:

Select this check box to make the selected template into the default template.

**Notes** box:

Use this box to record any notes that you need to make about your template into the **Notes** box. These could include, for example, details of objects that have been linked or embedded on the master page using OLE.

---



## Filename for disk output dialog

This dialog is displayed when you select **Print to File** in the **Print** dialog, then click on **OK**.

From this dialog you can specify a file to which to print your document.

### File Name box:

Enter the name of the file to which you want to print your document or, if the file already exists, select it by clicking on the filename in the list box.



Use the scroll bar to display more files.

### List Files of Type box:

Select the file format in which you want to print your file to disk. The files of this format in the current directory are displayed in the **File Name** list box.



The appropriate format will depend upon the printer you have selected. For example, if you are printing to a PostScript file the file extension will be **.ps**. Otherwise the Pressworks default is **.ptd**.

### Directories box:

Displays all the directories in the path from the root to the current directory, and a list of all the sub-directories contained in the current directory.



Click on any directory to select it, double-click on it to make it the destination directory.

### Drives box:

Click on the arrow at the right-hand side of the drop-down list box to display all the disk drives available.





Use the scroll bar to scroll through the list of drives and select the one you want.

---








## PowerText dialog

This tabbed dialog is displayed when you do either of the following:

-  select PowerText mode and then draw a frame
-  double-click on a PowerText frame when working in either Text mode or Frame mode.

From this dialog you can create or modify a PowerText object by selecting one of the tabs in the dialog. The PowerText tabs are:

-  **Effect tab**
-  **Text Style tab**
-  **Background tab**
-  **Shadow tab**
-  **Spacing tab**

### Text box:

Enter the text you want to create as PowerText. Up to three lines of text may be entered, each separated by pressing **Return**, and containing up to a total of 256 characters.

### Font drop-down list box:

Click on the arrow at the right-hand side to display the available fonts. These are grouped (eg. Plain, Fancy) to help you find the one you want. Select the font required by clicking on the font group name and selecting a font from it, or by entering the name of the font in the font box.

-  To see more fonts, click on the scroll bar.

The fonts listed are those available to your currently selected printer.

### Style buttons:




Click on the style buttons to choose a style:

-  *Italic*
-  **Bold**
-  ***Bold Italic*** (**Bold** and **Italic** buttons both selected)
-  CAPITALS




Depending upon the font selected, some styles may be unavailable.

### Alignment buttons:

Click on an alignment button to choose how you want your PowerText justified:

-  **Flushed left justified**
-  **Centred**
-  **Flushed right**
-  **Justified**
-  **Stretched (this distorts your text)**

### Preview group box:

-  This box displays a preview of the PowerText object as it would appear in the document.
-  Select the **Auto** check box to have the preview display updated automatically each time you change the PowerText attributes.
-  Click on the **Update** button to update the preview display manually.

### Load button:

Click on **Load** if you want to open a PowerText file. The **Load PowerText** dialog is displayed.

### Save button:

Click on **Save** if you want to save your PowerText effects in a PowerText file. The **Save PowerText As** dialog is displayed.

---

---

**See also:**

 **Load PowerText dialog**

 **Save PowerText As dialog**





## Effect tab (PowerText dialog)

This tab is displayed in the **PowerText** dialog when you click on the Effect tab.

From this tab you can specify the attributes of the PowerText. Select **Auto** to display the effects of the changes in the **Preview** box as you apply them to the PowerText.

Effects scroll box:

Select the PowerText effect you want. Use the scroll bar to see the full selection.

Slider control:

The slider is activated with some effects. Use the slider to control the degree of distortion; the possibilities depend on the effect you have selected. The result is shown in the **Preview** group box.

**Flip** check box:

Some effects (eg. Perspective) enable this check box. Check the box to flip your text from right to left or upside-down, depending on the effect you have chosen.

**Baseline** buttons:

Click on a button to alter the tilt of your text. This option is disabled for some effects.

**Skew** box:

Enter (or set) the angle by which to skew the PowerText, or select the angle by dragging the radius of the control icon's circle around its circumference until the degrees box displays the required angle.

**Rotation** box:

Enter (or set) the angle by which to rotate the PowerText, or select the angle by dragging the radius of the control icon's circle around its circumference until the degrees box displays the required angle.

**Mirror** check box:

Select this check box to flip the text horizontally or vertically, depending on the degree of rotation of the text.

**Scaling** drop-down list box:



Choose **Preserve Aspect** to maintain the aspect ratio of your text.



Choose **Fit Frame** if you want the text to stretch to fit the frame.



Choose **Fixed Size** if you want to choose a point size for your text. The **Points** box is enabled for this option. Enter the number of points in the box or use the up and down arrow keys.

---

**See also:**

 **PowerText** dialog



## Text Style tab (PowerText dialog)

This tab is displayed in the **PowerText** dialog when you click on the Text Style tab.

From this tab you can change the line and fill style of your text.

**Text Outline** group box:



**Style:** Choose an outline style from the drop-down list box.



**Colour:** Choose a colour from the drop-down palette and a tint from the slider.

**Text Fill** group box:



**Pattern:** Choose a pattern from the drop-down list box.



**Colour:** Choose a colour from the drop-down palette and a tint from the slider.

---

**See also:**

 **PowerText dialog**



## Background tab (PowerText dialog)

This tab is displayed in the **PowerText** dialog when you click on the Background tab.

From this tab you can change the background style and colour of your PowerText.

**Shape** icon box:

Click on an icon in this box to select a shape for your background. The shapes available are:



**None** - select this if you do not want a background for the PowerText



**Rectangle**



**Circle**



**Diamond**



**Star**



**Starburst**



**Variable** - this shape matches the shape of the current PowerText, so it will vary

**Points** box:

This is enabled only when you select Star or Starburst shapes. Enter a number to set the required number of points, or use the arrows to select a number.

**Star Inner Radius** slider control:

This is enabled only when you select Star or Starburst shapes. Use the slider to control the length of the points in these shapes.

**Text Inside** check box:

This check box is enabled when you select Diamond, Star or Starburst options. Check the box if you want your text drawn within the borders of your background shape. With any of the other options, text is automatically drawn within the background shape.



If this box is checked, **Scaling** in the **Effect** tab defaults to **Preserve Aspect**.

**Half Turn** check box:

This is enabled only when you select Star or Starburst shapes. Check this box to rotate these shapes by a half-turn.

**Background Outline** group box:



**Style:** Choose an outline style from the drop-down list box.



**Colour:** Choose a colour from the drop-down palette and a tint from the slider.

**Background Fill** group box:




**Pattern:** Choose a pattern from the drop-down list box.




**Colour:** Choose a colour from the drop-down palette and a tint from the slider.

---

**See also:**

 [PowerText dialog](#)

 [Effect tab](#)



## Shadow tab (PowerText dialog)

This tab is displayed in the **PowerText** dialog when you click on the Shadow tab.

From this tab you can choose a shadow style for your text.

### Type box:

In this box, you can choose between four shadow styles:



**No Shadow:** Select this if you do not want a shadow.



**Drop Shadow:** Select this to create a shadow around the background shape. The side on which the shadow appears depends on the degree you have specified in the **Direction** box.



**Skew Shadow:** Select this if you want the shadow to stand away from the shape. The side on which the shadow appears depends on the degree you have specified in the **Direction** box.



**Shadow Text:** Select this option if you want your text shadowed.

### Style group box:



Use the **Direction** box to enter (or set) the degree by which to skew the shadow, or select the degree by dragging the radius of the control icon's circle around its circumference until the degrees box displays the required degree.



Use the **Offset** slider control to change the length of the shadow.



Choose a colour from the **Colour** drop-down palette and a tint from the slider. This option is disabled if you have selected **No Shadow**.

---

**See also:**

 **PowerText dialog**







## Spacing tab (PowerText dialog)


This tab is displayed in the **PowerText** dialog when you click on the Spacing tab.


From this tab you can change the spacing between lines and letters.

**Letter Spacing** group box:


 Select **Loose**, **Normal**, **Tight** or **Overlap** to pre-define the spacing between letters. Each of these options has a default value which is shown in the box.


 Choose the spacing between letters more accurately by entering a number in the box or using the up and down arrows.

 Select the **Auto Kern** check box to turn auto kerning on. This puts a default amount of space between pairs of letters, according to what those letters are (eg. w and m require more space than l or j).

 Select the **Reverse Overlap** check box to turn off any overlaps in your letter spacing.

**Line Spacing** group box:

 Select **Double**, **Loose**, **Normal** or **Tight** to pre-define your spacing. Each of these options has a default value which is shown in the box.

 Choose the spacing between the lines of your PowerText more accurately by entering a percentage in the box or using the up and down arrows.

---

**See also:**

 **PowerText dialog**



## Load PowerText dialog

This dialog is displayed when you click on the **Load** button in the **PowerText** dialog.

From this dialog you can locate and load an existing PowerText file.

### **File Name** box:

Select the file you want to load by clicking on the filename in the **File Name** list box, or by entering the filename into the **File Name** box.



Use the scroll bar to display more files.

### **List Files of Type** box:

Select the file format of the document you want to open from the **List Files of Type** drop-down list box. The PowerText \*.ptx file format is selected by default.

Files of this format found in the current directory are displayed in the **File Name** list box.

### **Directories** box:

Displays all the directories in the path from the root to the current directory, and a list of all the sub-directories contained in the current directory.



Click on any directory to select it, double-click on it to make it the current directory.

### **Drives** box:

Click on the arrow at the right-hand side of the drop-down list box to display all the disk drives available.



Use the scroll bar to scroll through the list of drives and select the one you want.

---

**See also:**

 **PowerText dialog**



## Save PowerText dialog

This dialog is displayed when you click on the **Save** button in the **PowerText** dialog.

From this dialog you can specify the disk, directory and filename in which to save your PowerText effects.

### File Name box:

Enter the filename in which you want to save your document or, if the file already exists, select it by clicking on the filename in the **File Name** list box.



Use the scroll bar to display more files.

### List Files of Type box:

Select the file format in which you want your document to be saved.



As you would normally save it as a PowerText file your document will be given the **.ptx** extension by default, but you can specify a different extension if you prefer.

### Directories box:

Displays all the directories in the path from the root to the current directory, and a list of all the sub-directories contained in the current directory.



Click on any directory to select it, double-click on it to make it the destination directory.

### Drives box:

Click on the arrow at the right-hand side of the drop-down list box to display all the disk drives available.



Use the scroll bar to scroll through the list of drives and select the one you want.

---

**See also:**

 **PowerText dialog**



## Check Spelling dialog



This dialog is displayed when you select **Check Spelling** from the **Text** menu, or when you click on the **Spelling Checker** button in the **General Tools** toolbar.


From this dialog you can check the spelling of a whole document, a frame of named or unnamed text, or a selected block of text.


### Context From <text name> group box:

A spelling mistake found is shown displayed in inverse video. The text surrounding the mistake is also displayed so that you can check the context of the word in the text. The group box title displays the name of the text.


### Replacement word box:


The word that is spelt incorrectly is displayed in the replacement word box. Alternatives from the dictionaries are displayed in the list below the spelling mistake.

 Correct the spelling of the word manually by clicking in the replacement word box and then entering the correct spelling. Press the **Replace Word** button to reflect the change in your document.

 You can choose an alternative spelling for the misspelt word from the alternatives list box. Click on the alternative spelling to display the word in the replacement word box. The misspelt word will be replaced in your document when you click on the **Replace Word** button.

 Display more alternatives by clicking on the scroll bar.

 Left/right arrow buttons: Click on these buttons to display the spelling mistake and the word preceding (or following) the spelling mistake in the replacement word box. This is useful if the spelling mistake has been caused by a mistake when entering text. For example, if a space has accidentally been inserted into a word, you can manually delete the space to give the correct word.

 **Cancel Edit** button: Replaces any edits you have made to the spelling mistake in the replacement word box, with the original spelling mistake.

### Language box:

This shows the language of the spelling check dictionary used at this point in your document.

If you have more than one language in the document, the spell checker switches languages as it goes. When it finds a mistake, the current language is displayed here.

If the correct language dictionary is not installed, that section of the document is not checked.

### Ignore Word button:

Click on this button to ignore *this* occurrence of the spelling mistake. The Spelling Checker will then find the next spelling mistake.

### Replace Word button:

Click on this button to replace *this* occurrence of the incorrectly spelt word with the word shown in the **Replacement Word** box. The same spelling mistake will *not* be automatically corrected again.

### Ignore All button:

Click on this button to ignore *this* occurrence *and* all subsequent occurrences of the spelling mistake. The Spelling Checker will then find the next spelling mistake.


### Replace All button:

Click on this button to replace *this* occurrence and *any* subsequent occurrences of the spelling mistake, with the word shown in the replacement word box. The same spelling mistake will automatically be corrected if it is found anywhere else in the marked block of text.

**Add to Dictionary** button:

Click on this button to ensure that the spelling of this word is not queried again in any document that you spell check. The word is added to the user dictionary.


You can use this button to (for example) add your name, and other proper names that you use frequently, to the user dictionary.

 To remove a word from the user dictionary you must edit the user dictionary (which is contained in the file **SPUK.TXT** - or whichever other language dictionary you are currently using) with a simple ASCII word processor.

---



**See also:**

 [Editing the spelling checker user dictionary](#)



## Custom Page Size dialog

This dialog is displayed when you select **Blank Pages** in the **Start a New Document** tab of the **Startup Options** dialog, and click on the **Add** button, or when you click on the **Add** button in the **Page Setup** dialog.

From this dialog you can choose your own page size, or select a pre-defined page size.

**Name** box:

Give your new page size a name so that you can recognise and select it in the future.

**Dimensions** group box:



Use the **Width** and **Height** boxes to enter the dimensions of the new page size.



Select the unit of measurement you want to use for the page dimensions from the **Units** drop-down list box. The setting here does not affect the unit used on the rulers, which is set in the **Units** dialog.

**Column Guides** button:


Click on this button to display the **Column Guides** dialog, where you can specify the column guides you want to display.

---

**See also:**

 **Start a New Document** tab

 **Column Guides** dialog

 **Units** dialog



## Align Frames dialog



This dialog is displayed when you group two or more frames and choose **Align** from the **Frame** menu, or when you click on the **Align Frames** button in the **Frame Tools** toolbar.

From this dialog you can align frames within a group precisely on your page.

### **Vertical** group box:

Select an option button to determine the vertical alignment relationship of the selected frames. They can be aligned to the **Top**, **Middle** or **Bottom** of each other, or vertical alignment can be turned **Off**.

### **Horizontal** group box:

Select an option button to determine the horizontal alignment relationship of the selected frames. They can be aligned to the **Left**, **Centre** or **Right** of each other, or horizontal alignment can be turned **Off**.

The preview box illustrates how your frames will align given the selections that you make.

---



## Frame Full dialog

This dialog is displayed when you attempt to keep entering text after filling the current frame.

### Untitled text

If you continue entering text after a frame is full, your text will be preserved but the bottom line of your text will be overwritten.

An audible 'beep' will sound each time the cursor wraps, and when you stop entering text the **Frame Full** dialog is displayed.

### Name for Text group box:

In the name box, enter a name for your text, then choose **OK**. A frame of text with that name will be created.

### Autoflow check box:

If this check box is selected, the newly-created text will be flowed into as many pages (created as copies of the master page) as required; de-select this check box if you wish to add more frames to the current page.

The text insertion point will be placed at the end of the last frame containing the text, allowing you to continue entering text.

### Cancel button:

If you select the **Cancel** button, then the frame will be left full (indicated by a dotted line at the bottom) and no text insertion point will be visible.

Some or all of the text that you have entered can be seen by dragging down the bottom frame handle.

---



## Thesaurus dialog





This dialog is displayed when you choose **Thesaurus** from the **Text** menu, or when you click on the **Thesaurus** button in the **General Tools** toolbar.

From this dialog you can vary the vocabulary in your document, choose a precise word for a specific context, and look up the meaning of or a synonym for a selected word

### Look Up Word list box

 The word that is selected (in Text mode) in your document will be displayed in the **Look Up Word** box when the **Thesaurus** dialog is first displayed. Click on **Look Up**.

 To look up a word that is *not* selected in your document, enter it in the **Look Up Word** box and click on **Look Up**.


 To look up a word that you have previously looked up, select the word from the **Look Up Word** drop-down list box. The last thirty words you have looked up in the current Pressworks session will be listed.


### Meanings list box:

This box lists possible meanings for the selected word. To look up a listed word, select it and click on **Look Up**. Alternatively, double-click on the word in the list.

### Replace Word box:

When you click on **Look Up**, Pressworks inserts the word selected from the **Meanings** list box (or the first word in the list) in the **Replace Word** box.

 To look up meanings and synonyms for the word in the **Replace Word** box, click on **Look Up**.

 To look up a word that is not listed in the dialog, enter the word in the **Replace Word** box and click on **Look Up**.

 To replace the word in the document, click on the replacement word and click on **Replace**.

### Synonyms list box:

Alternative words or phrases for the text in the **Replace Word** box are listed in the **Synonyms** list box. To look up a listed word, select it and click on **Look Up**. Alternatively, double-click on the word in the list.

### Language drop-down list box:

Displays the language of the spelling, hyphenation and thesaurus dictionaries currently in use. You can select another language if you have other dictionaries installed, and the current word will be searched for in the new language.

---



## Insert Object dialog

This dialog is displayed when you select **Insert Object** from the **Edit** menu, or when you right-click on an empty frame or a graphics frame then select **Insert Object** from the shortcut menu that is displayed.

From this dialog you can create a new object or select an existing file to insert into your Pressworks document.

**Create New** option button:

Select this option to create and embed a new object into your document.

**Create from File** option button:

Select this option to link or embed an existing file into your document.

**Object Type** list box:

This list box is only displayed when the **Create New** option button is selected. It lists the types of object that you can create, eg. **GST Designworks Picture**. Select the object type that you want.



The contents of this list box depend on which of your applications support OLE.

**File** box:

This box is only displayed when the **Create from File** option button is selected. Enter the path and filename of the file you want to embed, or to which you want to link your document.

**Browse** button:

This box is only displayed when the **Create from File** option button is selected. Click on **Browse** to display the **Browse** dialog, from where you can search for and select the file to be placed in the **File** box.

**Link** check box:

This box is only displayed when the **Create from File** option button is selected. Check this box to link the selected file to your document. When the box is *not* checked, the file will be embedded rather than linked.

**Display As Icon** check box:

Check this box to represent the linked or embedded object as an icon in your Pressworks document.

**Change Icon** button:


This button is only available when the **Display as Icon** box is checked. Click on **Change Icon** to display the **Change Icon** dialog, from where you can choose an icon to represent the linked or embedded object.


**Result** box:

This box describes the result of your selected options.

---

**See also:**

 **Browse** dialog

 **Change Icon** dialog





## Paste Special dialog

This dialog is displayed when you select **Paste Special** from the **Edit** menu.

From this dialog you can paste, link or embed the contents of the Clipboard in a specific format.

### Source:

This displays the path and filename of the object stored on the Clipboard.

### Paste option button:

Select **Paste** to paste or embed the object on the Clipboard into your document.



When you select the item with the word Object in its name from the **As** box, eg. **GST Designworks Picture Object**, the object is embedded; at all other times it is pasted.

### Paste Link option button:

Select **Paste Link** to link the object into your document. This button is only enabled when the object is from an application that supports Object Linking.

### As box:

This box lists all the available formats in which the object can be inserted into your document. Select the format that you want.

### Display As Icon check box:

Check this box to represent the linked or embedded object as an icon in your Pressworks document. This check box is disabled when the item selected in the **As** box cannot be linked or embedded.

### Change Icon button:

This button is only available when the **Display as Icon** box is checked. Click on **Change Icon** to display the **Change Icon** dialog, from where you can choose an icon to represent the linked or embedded object.

### Result box:

This box describes the result of your selected options.

---

**See also:**

 **Change Icon** dialog



## Object Status dialog

This dialog is displayed when you click on an object name in the list of OLE Objects in the contents box, and then click on the **Item Information** button.

### **Object** group box:

Displays the name of the object. You can rename the object by entering a new name in the **Name** box.

### **Remove** button:

Removes the object from the document, but not from your hard disk. A message will be displayed asking you for confirmation before the object is removed from the document.

---



## Links dialog

This dialog is displayed when you select **Links** from the **Edit** menu, or when you right-click on a linked object and select **Links** from the shortcut menu that is displayed.

From this dialog you can:



specify either automatic or manual updating for each link



open the source file of a selected link for editing



display the **Change Source** dialog and reconnect a link to a new name and location.

### Links box:

Displays the file path and link type for each link in your Pressworks document, and indicates whether links are set to automatic or manual updating. From this box, select the link that you want to modify. To select multiple links, hold down **Ctrl** and click on each link.

### Source:

Displays the file path of the selected link.



If multiple links are selected, the file path is not displayed when the links point to different source files.

### Type:

Displays the object type of the selected link, eg. **GST Designworks Picture**.



If multiple links are selected, the object type is not displayed when the links are of different types.

### Update:

This indicates whether the selected link is set to automatic or manual updating.



If multiple links are selected, no option is indicated when the selected links are set to be updated in different ways.

Select **Automatic** to set all the selected links to automatic updating. Select **Manual** to set all the selected links to manual updating.



Automatic links are updated each time the source file is edited; manual links are updated only when specified by you.

### Update Now button:

Click on **Update Now** to update all the selected links.



This is the only way to update links manually.

### Open Source button:

Click on **Open Source** to open the source file of the selected link in a separate window for editing. This button is disabled when multiple links are selected.

### Change Source button:

Click on **Change Source** to display the **Change Source** dialog, from where you can reconnect a broken link or redirect the selected link to a different source file. This button is disabled when multiple links are selected.

---

**See also:**

 **Change Source dialog**



## Change Source dialog

This dialog is displayed when you click on the **Change Source** button in the **Links** dialog.

From this dialog you can reconnect a broken link or redirect the selected link to a different source file.

### **Source** box:

Select the source file to which you want to link by selecting the filename from the list box, or by entering the file path in the **Source** box.



If necessary, use the scroll bar to display more files.

### **List Files of Type** drop-down list box:

Select the file format of the source file to which you want to link. Files of this format in the current directory are displayed in the **Source** list box.

### **Directories** box:

Displays all the directories in the path from the root to the current directory, and a list of all the sub-directories contained in the current directory.



Click on a directory to select it, double-click to make it the current directory.

### **Drives** box:


Click on the arrow to the right-hand side of the **Drives** box to drop-down a list of all the disk drives available. Select a disk drive.



If necessary, use the scroll bar to display more drives.

---

**See also:**

 **Links dialog**



## Change Icon dialog

This dialog is displayed when you click on the **Change Icon** button in the **Paste Special** dialog, or in the **Insert Object** dialog.

From this dialog you can choose an icon with which to represent your linked or embedded object.

**Icon** group box:

Use this box to choose from three types of icon that are available to the object.



**Current:** displays the icon that is currently in use.



**Default:** displays the default icon for the object (usually the program icon of the source application).



**From File:** displays the file path of the source application. To use an icon from a different file, enter the file path in this box. The icons in this file are listed below the **From File** box for you to select.

Select the option that you want.

**Label** box:

This box displays the name of the source application. If you want, you can change the label to a description that will make the object easier to identify.

**Browse** button:

Click on **Browse** to display the **Browse** dialog, where you can search for and select the file to be placed in the **From File** box.

---



**See also:**

 **Paste Special** dialog

 **Browse** dialog



## Browse (Object) dialog

This dialog is displayed when you click on the **Browse** button in the **Insert Object** dialog.

From this dialog you can search for and select the file that you want to link or embed into your document.

### Source box:

Select the file to which you want to link or embed by selecting the filename from the list box, or by entering the file path in the **Source** box.



If necessary, use the scroll bar to display more files.

### List Files of Type drop-down list box:

Select the format of the file that you want to link or embed. Files of this format in the current directory are displayed in the **Source** list box.

### Directories box:

Displays all the directories in the path from the root to the current directory, and a list of all the sub-directories contained in the current directory.



Click on a directory to select it, double-click to make it the current directory.

### Drives box:

Click on the arrow to the right-hand side of the **Drives** box to drop-down a list of all the disk drives available. Select a disk drive.



If necessary, use the scroll bar to display more drives.

---

**See also:**

 Insert Object dialog



## Browse (Icon) dialog

This dialog is displayed when you click on the **Browse** button in the **Change Icon** dialog.

From this dialog you can search for and select the file containing the icon you want to represent your object.

### Source box:

Select the file in which the icon is located by selecting the filename from the list box, or by entering the file path in the **Source** box.



If necessary, use the scroll bar to display more files.

### List Files of Type drop-down list box:

Select the format of the file that you want to open. Files of this format in the current directory are displayed in the **Source** list box.

### Directories:

Displays all the directories in the path from the root to the current directory, and a list of all the sub-directories contained in the current directory.



Click on a directory to select it, double-click to make it the current directory.

### Drives:

Click on the arrow to the right-hand side of the **Drives** box to drop-down a list of all the disk drives available. Select a disk drive.



If necessary, use the scroll bar to display more drives.

---

**See also:**

 **Change Icon** dialog



## Page Setup dialog

This dialog is displayed when you select **Page Setup** from the **Page** menu.

You can use it to change the setup of your page, if you find that your initial choices are no longer suitable.

### Page Size group box:

Click on the paper size you have chosen for your document. Use the scroll bar to see the full selection of sizes.

If you want to create your own paper size, click on the **Add** button to display the **Custom Paper Size** dialog.

### Orientation group box:

Select **Portrait** when you want the document to be prepared on a vertical page (ie. one whose height is greater than its width).

Select **Landscape** when you want the document to appear on a horizontal page (ie. one whose width is greater than its height).

### Default Paper Mapping group box:

**Full Page:** Select to print your page as it appears on the screen (WYSIWYG), within the limits of the print border.

**Scale to fit paper:** Select this option when you want your document to be automatically resized to fit the paper you have selected for your printer.

**Centre page on paper:** Select to centre your document on each printed page, regardless of the paper size.

**4 pages per paper:** Choose this to save paper (eg. when you want a draft copy of your document); it prints 4 pages of your document on one printed page.

**2 pages per paper:** Choose this to print two pages of your document at once.

**Booklet printing:** Select this if you want your document to be printed in book format, with pages printed in the correct order and pages added to the end to make a multiple of four.

**8 pages per paper:** Choose this option to save paper (eg. when you want a draft copy of your document); it prints 8 pages of your document on one printed page.

### Print Foreground/Background Frames group box:

Select the **Print Foreground Frames** check box to print foreground frames.

Select the **Print Background Frames** check box to print background frames.

### Master Pages group box

**All Pages Alike:** Select this option to base all of the pages within the document on a single master page.

**Left & Right:** Select this option to base all left and right pages of your document on the left and right master pages.

### Print Position on Page group box:

From here you can adjust the printing position of the page on paper.

**Vertical Adjustment:** This is the offset in the vertical plane. Enter the offset dimension, and select **Up** or **Down**.


**Horizontal Adjustment:** This is the offset in the horizontal plane. Enter the offset dimension, and select **Left** or **Right**.


When no offsets are defined, the **Up**, **Down**, **Left** and **Right** options are disabled.

You can change the unit of measurement used in the **Page Setup** dialog by selecting **Units** from the **Options** menu.

---

**See also:**

 **Custom Page Size** dialog

 **Units** dialog



## Print Setup dialog

This dialog is displayed when you select **Print Setup** from the **File** menu or from the **Print** dialog.

From this dialog you can select an alternative printer, or change the settings of the currently selected printer.

**Printer** group box:



Select the **Default Printer**, or select **Specific Printer** to choose another printer.



Use the **Specific Printer** drop-down list box to choose one of the printers installed on your system.

**Orientation** group box:



Select either **Portrait** (tall) or **Landscape** (wide) orientation for your paper. An example is shown alongside the options.

**Paper** group box:



In the **Size** drop-down list box, choose the size of paper you want to use.



If the paper size you want is not listed, you will need to select **New** from the **File** menu to start a new document. From the **Category** list box, select **Blank Pages**, and click on **Add** to display the **Custom Page Size** dialog. You can then put in your own dimensions for the paper you want to use.



In the **Source** drop-down list box, choose how the paper is to be fed into the printer.

**Options** button:


Select this to display the **Options** dialog, where you can set further options for the selected printer.

Click on **OK** to return to the **Print** dialog (if you came from there), or to the document.

---



**See also:**

 **Print** dialog

 **Custom Page Size** dialog



## **Booklet Printing Paper Feed dialog**

This dialog is displayed when you select **Booklet printing** from the **Print** dialog and **Pause Between Booklet Sides** from the **Print Options** dialog, and then go ahead with printing.

In order for Pressworks to print booklets (ie. with two pages on each sheet of paper), it needs to know more about the direction in which your printer accepts and outputs paper. You specify this information in this dialog.

**Paper Feed Tray** group box:

Select either **Bottom Face of Paper is Printed** or **Top Face of Paper is Printed**, according to which face of the paper your printer prints on.


**Paper Output Bin** group box:

Select either **Printed Side of Paper Delivered Face Down** or **Printed Side of Paper Delivered Face Up**, according to how your printer delivers printed sheets.

---

**See also:**

 **Print** dialog

 **Print Options** dialog



## Resize Page dialog


This dialog is displayed when you change the page size of your document in the **Page Setup** dialog, then click on **OK**.


### **Resize the frames with the page, preserving the layout**

Select this option to scale the frames in your document to fit the new page size. This will ensure that the layout of the document remains the same, just at an enlarged or reduced size.

### **Do not resize the frames with the page**

Select this option to resize the page without scaling the frames to fit the new page size. You can then resize and position the frames manually using Frame mode.

 The text in your document is not scaled in proportion with the new page size. To resize the text you must change its point size.

 When you change the page size of your document, all the pages are resized, *not* just the current page.

---



## Startup Options dialog

This dialog is displayed when you first load Pressworks, or when you select **New** or **Open** from the **File** menu.

From this dialog you can choose one of the following options by clicking on the appropriate tab. Click on the option you want to find out more about it:



**Run a PagePilot tab**



**Start a New Document tab**



**Open an Existing File tab**



**New User Guide tab**

A sample of any new document or PagePilot appears in the preview window and is automatically updated when you make any changes.

---



## Run A PagePilot tab (Startup Options dialog)

This tab is displayed when you click on the **Run a PagePilot** tab in the **Startup Options** dialog.

You can use a PagePilot to have your new document created automatically, according to the choices you make.

**Select a PagePilot** group box:



Select a PagePilot from the list and double-click on the name to run the PagePilot. You will be presented with a series of screens; work through them, choosing the options you want.




Any choices you make will be reflected in the **Preview** window and you will be able to reverse any changes you are dissatisfied with.

**Comments** box:

This box displays information about the PagePilot you have chosen. This information will help you as you work through the screens to create your new document.

---

**See also:**

 **Startup Options dialog**



## Start A New Document tab (Startup Options dialog)


This tab is displayed when you click on the **Start A New Document** tab in the **Startup Options** dialog, or when you select **New** from the **File** menu.

From this tab you can create a new document from scratch, or load a template to use as the basis for your new document.

### Category box:

Use this box to select the basis for your new document:

 **Blank Pages** to create a document from scratch

 **Category** (or a name you have defined yourself) to choose a template document you have created.

### Page Size box:

This box appears if you have chosen **Blank Pages** in the **Category** box.

Choose the size of paper you want to use. Use the scroll bar to see the full list. Click on the **Add** button to display the **Custom Page Size** dialog and define your own page size.

### Orientation box:

If you have selected **Blank Pages** in the **Category** box, choose **Portrait** (tall) or **Landscape** (wide) to specify which way the paper is to be used.

### Master Pages box:

If you have selected **Blank Pages** from the **Category** box, choose **All Pages Alike** or **Left & Right** to specify whether you want one or two Master Pages.

### Language box:

If you have selected **Blank Pages** in the **Category** box, use the drop-down list box to choose the language for the spelling and hyphenation dictionaries to be used with the document.

### Standard Colours check box:

If you have selected **Blank Pages** in the **Category** box, select this check box to use the standard colour palette with the document.


### Create Page Frame check box:


If you have selected **Blank Pages** in the **Category** box, select this check box to create a page frame in the document.

### Template box:

This box appears if you have chosen **Category** (or a user-defined name) in the **Category** box.

Choose the template you want to use. Use the scroll bar to see the full list.

 To make the chosen template into the default template, select the **Make Default** check box.

 Click on the **Browse** button to display the **Load Template** dialog and select a template by its filename.

Any selections you make will be shown in the preview box.

Click on **OK** (or double-click on a template's name in the **Template** list box) to load your chosen template.


### Template Description box:

This box appears if you have chosen **Category** (or a user-defined name) in the **Category** box. It displays any notes that were saved with the selected template such as, for example, the type of



document for which it was designed.

The path and filename of the selected template are displayed at the bottom of this group box.

 This box is replaced by the **Orientation** and **Master Pages** boxes when you select **Blank Pages** in the **Category** box.

---

**See also:**

 [Custom Page Size dialog](#)

 [Load Template dialog](#)


 [Startup Options dialog](#)





## Open An Existing File tab (Startup Options dialog)

This tab is displayed when you click on the **Open an Existing File** tab in the **Startup Options** dialog, or when you select **Open** from the **File** menu. It gives you an immediate means of opening a file you have previously worked on when you start Pressworks.

**Select a File to Open** group box:

 The files listed in the box are the twenty you have most recently been working on. To see information about one of these files, click on it to display information in the **Title**, **Subject**, **Author** and **Comments** boxes (if this information has been entered in the **Summary Information** dialog). To continue working on one of these files, double-click on the filename in the list.


 To open a file whose name is not in the list, click on the **Browse** button to display the **Open Document** dialog.

 If you have previously saved a preview with the document you select, the preview will be displayed in the preview box.

---

**See also:**

 **Startup Options** dialog

 **Summary Information** dialog

 **Open Document** dialog



## **New User Guide tab (Startup Options dialog)**

This tab is displayed when you click on the **New User Guide** tab in the **Startup Options** dialog.

It gives a brief introduction to each of the three tabbed functions in the dialog. These are:



**Run a PagePilot** tab



**Start a New Document** tab



**Open an Existing File** tab

---

**See also:**

 **Startup Options dialog**



## **Insert Clipart dialog**

This dialog is displayed when you select a frame that is already filled, eg. with a picture, a PowerText object or some text, and then click on the Clipart tool in the mode box.

### **Replace contents of selected frame with clipart**

Select this option to clear the frame of its contents and fill it with the clipart you are about to insert.

### **Create or select frame for clipart**

Select this option to return to your document. You can then create a new frame in which to insert the clipart, or select an empty frame that already exists.

---



## **Insert PhotoCD dialog**

This dialog is displayed when you select a frame that is already filled, eg. with a picture, a PowerText object or some text, and then click on the PhotoCD tool in the mode box.

### **Replace contents of selected frame with PhotoCD**

Select this option to clear the frame of its contents and fill it with the photo you are about to insert.

### **Create or select frame for PhotoCD**

Select this option to return to your document. You can then create a new frame in which to insert the photo, or select an empty frame that already exists.

---





## **Insert Object dialog**

This dialog is displayed when you select a frame that is already filled, eg. with a picture, a PowerText object or some text, and then click on the Object tool in the mode box.

### **Replace contents of selected frame with object**

Select this option to clear the frame of its contents and fill it with the object you are about to insert.

### **Create or select frame for object**

Select this option to return to your document. You can then create a new frame in which to insert the object, or select an empty frame that already exists.

---



## **Insert PowerText dialog**

This dialog is displayed when you select a frame that is already filled, eg. with a picture or some text, and then click on the PowerText tool in the mode box.

### **Replace contents of selected frame with PowerText**

Select this option to clear the frame of its contents and fill it with the PowerText you are about to create.

### **Create or select frame for PowerText**

Select this option to return to your document. You can then create a new frame in which to insert the PowerText, or select an empty frame that already exists.

---



## **Insert PowerText dialog**

This dialog is displayed when you select a frame that already contains a PowerText object, and then click on the PowerText tool in the mode box.

### **Edit the existing PowerText in the selected frame**

Select this option to display the **PowerText** dialog, from where you can edit the PowerText object.

### **Create or select frame for PowerText**

Select this option to return to your document. You can then create a new frame in which to insert the PowerText, or select an empty frame that already exists.

---



## **Insert PowerTable dialog**

This dialog is displayed when you select a frame that is already filled, eg. with a picture or some text, and then click on the PowerTable tool in the mode box.

### **Replace contents of selected frame with PowerTable**

Select this option to clear the frame of its contents and fill it with the table you are about to insert.

### **Create or select frame for PowerTable**

Select this option to return to your document. You can then create a new frame in which to insert the table, or select an empty frame that already exists.

---



## **Insert Designworks dialog**

This dialog is displayed when you select a frame that is already filled, eg. with a picture or some text, and then click on the Designworks tool in the mode box.

### **Replace contents of selected frame with Designworks**

Select this option to clear the frame of its contents and fill it with the Designworks picture you are about to insert.

### **Create or select frame for Designworks**

Select this option to return to your document. You can then create a new frame in which to insert the Designworks picture, or select an empty frame that already exists.

---



## **Import Text dialog**

This dialog is displayed when you try and import text into a frame that is already filled, eg. with a PowerText object.

### **Create a new frame for the imported text**

Select this option to create a new frame at the top left-hand corner of the page, and import the text into this new frame.

### **Replace contents of selected frame with imported text**

Select this option to clear the frame of its current contents and fill it with the imported text.

### **Import text without flowing it into a frame**

Select this option to import the text without placing it in a frame. The text file is listed in the contents box for you to flow through frames later.

---



## **Import Text dialog**

This dialog is displayed when you do not have a frame selected and you import a text file.

### **Create a new frame for the imported text**

Select this option to create a new frame at the top left-hand corner of the page, and import the text into this new frame.

### **Import text without flowing it into a frame**

Select this option to import the text without placing it in a frame. The text file is listed in the contents box for you to flow through frames later.

---



## **Import Picture dialog**

This dialog is displayed when you try and import a picture into a frame that is already filled, eg. with a PowerText object.

### **Create a new frame for the imported picture**

Select this option to create a new frame at the top left-hand corner of the page, and import the picture into this new frame.

### **Replace contents of selected frame with imported picture**

Select this option to clear the frame of its current contents and fill it with the imported picture.

### **Import picture without placing it in a frame**

Select this option to import the picture without placing it in a frame. The picture file is listed in the contents box for you to place in a frame later.

---





## **Import Picture dialog**

This dialog is displayed when you do not have a frame selected and you import a picture.

### **Create a new frame for the imported picture**

Select this option to create a new frame at the top left-hand corner of the page, and import the picture into this new frame.

### **Import picture without placing it in a frame**

Select this option to import the picture without placing it in a frame. The picture file is listed in the contents box for you to place in a frame later.

---



## **Import Multiple Items dialog**

This dialog is displayed when you import several text or picture files into your document at the same time, eg. by dragging and dropping them from the Windows File Manager.

### **Create a new frame for each of the imported items**

Select this option to create a new frame into which each new item will be placed. You can then size and position these frames to suit your required layout.

### **Import items without placing them into frames**

Select this option to import the items without placing them in frames. The items are listed in the contents box for you to place in frames later.

---





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### **Automatic runaround**

This is a feature which allows the automatic creation of a frame around an imported bitmap, metafile or OLE object. It is an extension of the Text runaround feature.

## **Background shapes**

This is a feature of PowerText which allows the creation of background effects such as rectangles or starbursts.

**Basic shape**

A rectangle, rounded rectangle, ellipse or circle created with one of Pressworks drawing tools.

## CMYK

A colour model of subtractive mixing with cyan, magenta, yellow and black used to make any other colour. These are the colours of the four inks used in process colour printing.



## Colour palette



A set of colours available to your Pressworks documents. You can create more colours to add to the colour palette, or you can delete colours if you do not want to use them. When you save a document, the colour palette is saved as part of the document, with any changes that you have made. Each document can be saved with a different selection of colours in the palette.

### **Colour separation**

A technique used in colour printing. A colour document is separated into a number of components, each of which is printed using a single colour ink. The combination of separate components reconstitutes the original full colour document.

The colour of each separation depends on the separation method used.

**Crop marks**

Hairlines drawn on a printout to mark the edge of the document when the printout is printed on paper larger than the page size of the document.

### **Dockable toolbars**

These are toolbars, such as Frame, Text, Paragraph and Draw, and indeed all Pressworks toolbars, which you can move to different positions on the desktop.

## **DPI**

The number of dots (pixels) per inch that a printer can produce. Most laser printers print at 300 or 600 dpi. High-resolution phototypesetters provide several thousand dpi.

The higher the dpi, the sharper the printout.

## **Fancy fonts**

Fonts grouped under this title in the font drop down boxes in dialogs may include Ornamental, Script and Brushwood. These and similar fonts are used for more decorative or ornate text, and are useful for PowerText effects.

**File extension**

The full-stop and up to three characters at the end of a filename. An extension usually identifies the kind of information a file contains. For example, files that you create using Pressworks have the .DTP extension.

## **File format**

The way in which information is structured in a file. Applications always store files in a particular format. A format readable by one application may not be readable by another application.



## **Floating tools**

The optional display of the Pressworks tools in a moveable window.

## **HLS**

A colour model using **Hue**, **Lightness** and **Saturation** to specify a colour.

## Hue

The position of a colour along the colour spectrum from 0 to 360 degrees where red is 0, yellow is 60, green is 120, cyan is 180, blue is 240, magenta is 300 and red is 360, again.

**Information Line**

A bar at the foot of the Pressworks desktop giving hints and tips as you work.

### **Keyboard alternatives**

An alternative to using the mouse for selection. Keyboard alternatives are shown by underlining a letter in menu titles, dialogs and so on. They are also given in other sections of the help system, when appropriate.

## **Lightness**

The percentage by which a colour approaches black (0 percent) and white (100) percent.

## **Line Style**

The attribute of graphics objects specifying how the line or outline should be drawn. Line styles can be drawn with or without arrow-heads and in different colours and thickness'.

## Overprint

When a colour *without* the overprint property overlaps another colour, the colour lying under the line or fill is removed when colour separations are produced. This is sometimes called under colour removal. However, if a colour has the overprint property selected, it is printed on top of the underlying object without under colour removal. The usual colour for overprinting with is black, as this can overprint any other colour without itself being affected.

Under colour removal prevents the colour of the foreground colour being mixed with the underlying colour, but imperfect registration of the colour separations may produce a white hairline around the foreground colour. Overprinting can be used to make traps which prevent unwanted colour mixing and offset the effects of imperfect registration.



**Pantone**

A colour model in which colours are specified from a standard reference set.

## **Paper mapping**

This is a means of choosing the way you want your documents to be laid out on the page for printing, e.g. as a booklet, or with a number of document pages to one printed page.

## **Pasteboard**

This provides an alternative to the Clipboard, but allows you to keep several objects to be pasted visible at one time. You can also move objects from the document to the paste board.

## **PagePilot**

A PagePilot is a feature which can quickly create a certain kind of document, such as a newsletter. It does this by asking you questions and using your answers to automatically lay out and format the type of document you specify. Each PagePilot gives you a choice of several document templates.

## **Plain fonts**

Fonts grouped under this title in the font drop down boxes in dialogs may include Serifed and Sans. These and similar fonts are most useful for creating plain documents.

**Print border**

The area within the boundaries of the blue rectangular outline on the work area, which shows how much of the page will be printed. This is based on the current page size and orientation of your printer driver.

### **Process colour**

A colour model of subtractive mixing with cyan, magenta, yellow and black used to make any other colour. Black is used to replace equal mixtures of the other three colours to produce better dark colours.

## Registration

The alignment of colour separations to reconstitute the full colour version.



## RGB

A colour model for additive mixing, in which **R**ed, **G**reen and **B**lue are mixed to produce any colour.

**Saturation**

The intensity of a colour, or how much hue is present or absent. Completely saturated colour is colour at its most intense (100 percent). At its least intense, a colour is grey (0 percent).

## Scanner

A device used to convert a picture on paper to a bitmap in a computer. Scanners can be either hand held or flat bed and either colour or monochrome; most have a TWAIN Windows driver, which Pressworks supports. Scanners usually scan at a resolution of between 300 dpi and 600 dpi.

## **Slider**

A box which allows you to adjust the tint of a colour on a scale from 0% to 100% (or from 0 to 255) in colour drop-down dialogs, or the degree of distortion in PowerText effects.

**Spot colour**

A colour specified as a spot colour can have its own separation when it is printed instead of being made up of a mixture of process colours.

## Tab bar

This is a line embedded in the horizontal ruler bar, which lets you drag tabs to the position you want.

## Tabbed dialog

A type of dialog in which each tab when selected shows a different page of the dialog.

### **Tool tips**

Tool tips appear as a small yellow flag with a brief description (one or two words) of a button or object on the Pressworks desktop when you point to it with the mouse. These can be turned on and off from the **Help** menu.



## **TWAIN**

A standard interface for scanners with a TWAIN Windows driver.

## ASCII

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

**Aspect ratio**

The relationship between the height and width of an object.

**Baseline**

An imaginary line on which text rests.

**Binding margin**

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

**Body text**

The main text of a document.

## **Bold text**

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

**Boxed text**

Text which has a box drawn around it.



**Bullet**

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

## Case

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

**Centred text**

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

**Character**

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

## Clipboard

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

**Column**

The vertical arrangement of text on the page.

### **Column guides**

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

## Copy

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

Compare with *Cut*.



## Crop

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

## Cut

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

Compare with *Copy* and *Delete*.

**Decimal tab**

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

**Document**

The combination of text, pictures and template. Also called a Pressworks DTP file.

## Em

A unit for measuring widths in a font, equal to the width of the letter 'm' in the current font and point size.

**En**

A unit for measuring widths in a font, half the width of an em.

### **Exceptions dictionary**

A file containing a list of words that are exceptions to the standard hyphenation rules, or that are not hyphenated at all (for example, personal names).

This file is used by Pressworks when deciding where to split a word at the end of a line.

## **Export text**

To extract text from a DTP file so that it can be edited using a word-processor.



**Hard space**

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

**Font**

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

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

**Footer**

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

**Frame**

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

**Greeking**

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

**Handles**

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

### **Hanging indent**

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

**Hairline**

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



**Header**

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

## Highlight

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

## Hyphenation

Splitting a word at the end of a line, to produce a more even distribution of text between lines.

### Hyphenation "hot zone"

An invisible area at the end of every line which is used when determining where to start a new line. The larger the hot zone, the more ragged but less hyphenated the text will be.

See *Exceptions dictionary*.

**Import**

To load text or a picture created with another program.

**Indent**

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

### **Inverse video**

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

**Italic text**

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



**Justified text**

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

## **Kern**

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

**Landscape**

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

**Leader**

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

## Leading

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

**Left-aligned text**

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

### **Letter spacing**

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

If this space exceeds a user-defined maximum value (see *Word Spacing*), then extra space is added between the letters in each word.

**Line-art**

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



**Margin**

The white space surrounding the text area of a page.

**Selected block**

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

**Markup language**

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

**Master page**

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

## **Monospacing**

A method of spacing characters where each character occupies the same amount of horizontal space. Compare with *Proportional spacing*.

## Orphan

A technical term for one or more lines of a paragraph left at the bottom of a column or page. Compare with *Widow*.

## Padding

The space around a frame into which text cannot flow.

**Page format**

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



**Paragraph style**

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

**Paste**

To insert the contents of the Clipboard into a document.

**Pica**

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

Twelve points equal one pica

**Picture format**

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

**Point**

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

**Point size**

The height of a font measured in points.

**Connected line**

A line made up of continuous straight line segments.

**Portrait**

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



### **Proportional spacing**

A means of spacing characters such that the space each character occupies varies according to the width of that character.

For example, the letter 'i' occupies less space than the letter 'm'.

Compare with *Monospacing*.

## **Ragged text**

Another term for *Left-aligned* text.

**Repel text**

To make text run around the edges of a frame.

### **Right-aligned text**

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

## **Rivers**

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

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

## Roman

A style of text characterised by upright letters.

Compare with *Italic* text.

**Sans serif**

A font without serifs (see *Serif*).

This Help system is written in a sans serif font

**Scale**

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



## **Serif**

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

**Snap**

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

**Soft hyphen**

A hyphen inserted by the user that overrides any automatic hyphenation by the program.

A soft hyphen placed at the beginning of a word ensures that the word is not hyphenated at all.

**String**

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

## **Template**

The master page and paragraph styles for a given document.

**Subscript**

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

## **Superscript**

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

### **Tab stop/point**

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



**Text insertion point**

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

**Tint**

The amount of whiteness applied to a colour.

## **Toggle**

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

### **Variable space**

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

Compare with *Hard space*.

## Visibility

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

### **Whole pixel scaling**

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

**Widow**

A technical term for one or more lines of a paragraph left at the top of a column or page.  
Compare with *Orphan*.

## **Word spacing**

The adjustment controlling the minimum and maximum amount of space allowed between words.



## **WYSIWYG**

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

**Title bar**

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

**Scroll bar**

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

**Work area**

The on-screen area within which a Pressworks document is created.

## **Control menu**

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

## **Toolbar**

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

Some toolbars appear only in certain modes.

## RTF

Rich Text Format. A standard Windows text format that many word-processors use to save their files.

### Contents box

The small scaleable window that lists the named text, pictures and OLE objects in your document. The contents list can be turned on or off from the **Show Controls** submenu of the **View** menu.



## **PowerText**

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

### **Active window**

The window in which you are currently working or that is currently selected; only one window can be active at a time. When a window is active, its title bar is highlighted to differentiate it from other window.

## **Align**

The positioning of a selected group of frames relative to each other.

## **Alignment**

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

## Bitmap

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

## **Break control**

The paragraph style attribute that controls where and how paragraphs are broken and where they begin.

**Check box**

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

**Clear**

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



**Clipart**

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

**Command**

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

## Custom page

A user-defined page size.

## **Dialog**

A window used to supply information to Pressworks.

When a dialog is displayed, all interaction with Pressworks must be through the dialog.

## Directory

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

## Embed

To copy an object that was created in a source application, eg. Designworks, into your Pressworks document. By embedding an object, you gain fast access to the features of the source application *without* having to leave Pressworks.

When you embed an object, a copy of the object file is made and stored within your Pressworks document: the original file is not altered in any way and remains available for future use.

**File**

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

**Fill style**

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

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



## **Grid**

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

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

## **Keyboard shortcuts**

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

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

### **In-place editing**

To edit an embedded object *without* having to leave Pressworks. Some of the Pressworks menus and tools will be temporarily replaced by those of the source application.

Linked objects *cannot* be edited in-place.

## **Link**

To create a reference in your Pressworks document to a source file.

By creating links between files, you save time and ensure consistency in your work. You can share information from one file with several others, and you need only maintain the original file.

## **Menu**

A list of available commands and actions in Pressworks.

Menu names are displayed in the menu bar near the top of the Pressworks window.

**Menu bar**

The horizontal bar containing the names of Pressworks' menus.  
It is displayed below the title bar.

**Object**

A file such as a drawing, chart or sound file that can be linked or embedded into a Pressworks document.

### **OLE (Object Linking and Embedding)**

A way to transfer and share files between Windows applications. OLE lets you produce a document consisting of information created in multiple applications.



## Paragraph

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

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

## **Pointer**

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

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

**Screen font**

The font that is displayed on your screen which will approximate a printer font so that documents look as similar as possible on screen to their printed counterparts.

**Source application**

The application in which the linked or embedded object was created.

**Source file**

The file that provides information to Pressworks through a link.

**Text runaround**

Text flowing around the edge of a frame.

**Tile**

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

## Transparency

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



**View size**

The on-screen magnification of a Pressworks document.

**Delete**

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

**Undo**

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

## **Language dictionary**

A set of files containing information about the spelling and hyphenation rules of a particular language.

### **Text selection**

Selecting a block of text for editing.

## **Synonym**

A word that means the same as another word, for example, *transparent* and *clear*.

**Dithered colour**

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

## Redo

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







## How To ...

Click on a button for Help on the subject you want.



Start work



Work with documents and templates



Work with frames



Import and edit text



Format text



Create PowerText



Add pictures



Draw



Use colours



Link and embed objects









Scan and print



## How To...

### Start work









-  [Understanding PagePilots](#)
-  [Running a PagePilot](#)
-  [Opening a document](#)
-  [Starting a new document from scratch](#)
-  [Starting a new document from a template](#)
-  [Opening a recently used document](#)



## Understanding PagePilots

A PagePilot is a mechanism which guides you through making basic choices about the type of document you want and how you want to lay it out; it is an easy way of creating a document quickly when you dont know how to use Pressworks.


Pressworks has eight PagePilots, each divided into several categories, providing you with 86 document outlines. The eight PagePilots are:

-  newsletters
-  faxes
-  fliers and leaflets
-  memos
-  reports and manuals
-  notices
-  books
-  stationery

When you run a PagePilot, you are presented with a series of questions. When you have chosen answers to these questions, the PagePilot automatically creates your document to match the format and layout you have chosen. When the PagePilot has finished, you can work on the document, personalising it to your exact needs.

---

**See also:**

 [Running a PagePilot](#)



## Running a PagePilot

If you are new to Pressworks, running a PagePilot is probably the easiest way for you to create a document. A PagePilot presents you with a series of questions about the document you want to create, then it automatically creates the document for you.

### How to run a PagePilot:

1. Select **New** from the **File** menu; the **Startup Options** dialog appears.
2. Select the **Run a PagePilot** tab to display the choice of PagePilots available.
3. Select the PagePilot that you want to use. Information about the PagePilot will be displayed on the tab.
4. Click on **OK** to run the PagePilot.


The PagePilot will now run and present you with your first question about the layout of your document. Select the option you want then continue through the remaining questions. You can go back to an earlier question if you want to change something.


At the end of the PagePilot you can choose to make the document or go back through the questions and change the options you made. If you choose to make the document, you can watch as Pressworks brings all the items together to make your document.

When your document has been made, you can work on it in the same way as other Pressworks documents, tailoring it precisely to your needs.

---

**See also:**

 [Understanding PagePilots](#)

 [Startup Options dialog](#)



## Opening a document

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

### How to open a document.

1. Select **Open** from the **File** menu. The **Startup Options** dialog is displayed, with the **Open An Existing File** tab selected.
2. If the file you want to open is listed in the **Select a File to Open** box, click on it and then click on **OK**.
3. If the file you want to open is not listed, click on **Browse** to display the **Open Document** dialog.
4. Select the disk drive and directory in which you saved your document.  
All the .DTP files in that directory are displayed in the **File Name** list box.
5. Select the file that you want to open and click on **OK**.



A large document may take a while to load. To abandon opening the document, press **Esc**.



If you need to open a backup file, change **\*.dtp** in the **File Name** box to **\*.atb** or **\*.bak** accordingly.




---

### Shortcuts





**See also:**

-  [Open Document dialog](#)
-  [Opening a recently used document](#)
-  [Dragging and dropping an object](#)



## Starting a new document from scratch

You can start a new document from a completely blank page, specifying the document's page format, orientation, and master page attributes from scratch instead of starting from a template.

### How to start a new document from scratch

1. Select **New** from the **File** menu. The **Startup Options** dialog is displayed.
2. Select the **Start a New Document** tab.
3. Select **Blank Pages** from the **Category** list box, then select the page size you want from the **Page Size** list box.
4. Select the orientation (ie. portrait or landscape) that you want, and whether you want different left and right master pages or all pages to be the same.
5. Select the document language from the **Language** drop-down list box.
6. If you want to use the standard colour palette, select the **Standard Colours** check box.
7. If you want to create a frame around the page, select the **Create Page Frame** check box.
8. If you want to make your selections the default which will be used whenever you start a new document, select the **Make Default** check box.
9. When you have made your selections, click on **OK**. After a few moments a blank page will appear in the work area and you can begin working on your document.



Your new document will remain **UNTITLED** until you name and save it. The document name is displayed in the title bar.




If you are working on a document when you decide to create a new one, you will be given the chance to save or abandon any unsaved changes.

---

**See also:**

 [\*\*Startup Options\*\* dialog](#)

 [Setting up the page format](#)



## Starting a new document from a template

You can start a new document from a template using one of the sample templates provided with Pressworks or a template that you have created yourself.

### How to load a template

1. Select **New** from the **File** menu. The **Startup Options** dialog is displayed.
2. Select the **Start a New Document** tab to display the list of templates available.
3. From the **Category** scrollable box, select the category in which the template has been saved. The templates within that category are listed in the **Template** list box.
4. From the **Template** list box, select the template you want to load. A preview of the template is displayed in dialog, together with any notes that were saved with it.

At the bottom of this group box is the path and filename of the selected template. You will need to know this if you want to copy the template.

5. If you want this template to become the default so that it is already selected whenever you choose to start a new document, click on **Make Default**. (You can also set Pressworks to load the default template automatically whenever it starts up by changing your settings on the **Preferences** dialog.)
6. Click on **OK**. The template is loaded in the work area and you can begin to create your document.

You will also notice that there is a **Browse** button on the **Start a New Document** tab. This button lets you load a template by its filename instead of through the category structure. If you want to use a template that was created in an early version of Timeworks Publisher or DESKpress, you will need to load it using the **Browse** button. Using the **Browse** button is explained below.

### How to load a template by its filename

1. Select **New** from the **File** menu. The **Startup Options** dialog is displayed.
2. Click on the **Start a New Document** tab.
3. Click on **Browse**; the **Load Template** dialog appears.
4. Open the directory in which the template was saved, and select the template.
5. Click on **OK** to load the template.






---

### Note

You will need to use this method when loading a template created in **Timeworks Publisher 2 for GEM** or earlier, **Timeworks Publisher 3 for Windows**, or **DESKpress**. When you have saved the template in Pressworks, you can then load it using the first method.

Before loading a DESKpress template, you *must* run the file through the DESK2PWK conversion utility. Read the Stop Press section of Help for details of using this utility.

**See also:**

-  [Startup Options dialog](#)
-  [Preferences dialog](#)
-  [Load Template dialog](#)
-  [Understanding templates](#)
-  [Loading the default template](#)



## Opening a recently used document


Pressworks remembers the four documents that you have used most recently and lets you open them using a menu command.

### How to open a recently used document

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


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


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

 A large document may take a while to load. A blue band fills the information line to indicate the progress of the open operation; to abandon opening the document, press **Esc**.

---

**See also:**

 [Opening a document](#)

 [Dragging and dropping an object](#)



## How To...

### Work with documents and templates

#### Page basics

- [Setting up the page format](#)
- [Creating a custom paper size](#)
- [Setting the language dictionary](#)
- [Setting up the column guides](#)

#### Viewing your document

- [Displaying the rulers](#)
- [Changing the unit of measurement](#)
- [Changing the view size](#)
- [Changing the colour display](#)
- [Viewing the status of your document](#)

#### Working with pages

- [Adding pages](#)
- [Deleting pages](#)
- [Moving between pages](#)
- [Using the master pages](#)
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#### Different ways to save

- [Saving your document](#)
- [Creating a backup copy when saving](#)
- [Automatically backing-up your work](#)
- [Compressing files when saving](#)
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#### Working with templates

- [Understanding templates](#)
- [Creating a template](#)
- [Saving a template](#)
- [Loading the default template](#)

#### Customising and exiting Pressworks

- [Changing your preferences](#)
- [Exiting Pressworks](#)
- [Saving settings on exit](#)






## Setting up the page format

It is important to set up your page format correctly before you do any other work because it is more difficult to change it later on.


### How to set up the page format


1. Select **Page Setup** from the **Page** menu. The **Page Setup** dialog is displayed.
2. Select the page size you want from the **Page Size** list box.
3. Select the master pages that you require, and choose portrait or landscape orientation.
4. Click on **OK** to confirm your selections and display a blank page conforming to them.


 Note that you can also change the page format by starting a new document and changing the page format in the **Startup Options** dialog - **Start a New Document** tab.

---

**See also:**

 [Startup Options dialog](#)

 [Creating a custom page size](#)

 [Using the master pages](#)



## Creating a custom paper size

You can specify the precise measurement of the page that you want to prepare your document on.

### How to create a custom paper size

1. Select **Page Setup** from the **Page** menu. **Page Setup** dialog is displayed.
2. Click on **Add** in the **Page Size** group box to display the **Custom Page Size** dialog.
3. Give the custom page size a name, and enter the dimensions that you require.

If you want to display column guides, click on the **Column Guides** button to display the **Column Guides** dialog. You can then set column guides for your new page size.

The maximum custom page height or width is 57.15 cm (22.50 inches) and the minimum is 1 cm (0.39 inch). If you try to go beyond these limits, Pressworks sets the size back to the limits when you click on **OK**.

4. Set the other options in the **Page Setup** dialog as required, then click on **OK**. A blank page conforming to your custom paper size is displayed in the work area.







When creating a custom paper size, you cannot create a landscape page with a height greater than its width, or a portrait page with a width greater than its height. If you try to do this, when you click on **OK** Pressworks will switch over the **Width** and **Height** dimensions to reflect the orientation that you have selected.



Note that you can also change the custom paper size and other options by starting a new document and changing the custom paper size in the **Startup Options** dialog - **Start a New Document** tab.

---

**See also:**

-  [Start a New Document tab](#)
-  [Custom Page Size dialog](#)
-  [Column Guides dialog](#)
-  [Setting up the page format](#)





## Setting the language dictionary

You can specify the language dictionary for spell-checking and hyphenating a new document.

### How to set the language

1. Select **New** from the **File** menu. The **Startup Options** dialog is displayed.
2. If it is not already showing, select the **Start a New Document** tab.
3. From the **Category** list box select **Blank Pages**.
4. From the **Language** drop-down list box, select the language dictionary that you require.
5. Set the other options on the **Startup Options** dialog as required, then click on **OK**.

 If you have not purchased a separate language pack, you will be able to select an English language dictionary only.

 Additional language packs can be purchased from GST Customer Services, tel. (01480) 496575.

---

**See also:**

- [!\[\]\(849840539e55921a3851a4ff96d7400d\_img.jpg\) \*\*Startup Options\*\* dialog](#)
- [!\[\]\(c176e0b06f6c5dd85a4598b214d1ebba\_img.jpg\) Setting up the page format](#)
- [!\[\]\(66a18e26647fc145bd9198dd182dd107\_img.jpg\) Changing the language dictionary](#)
- [!\[\]\(572bcf30fdd4de64673b94584b7c6eca\_img.jpg\) Setting the language dictionary of text](#)
- [!\[\]\(ba6dc7fecffbf82e7fd414c1c97a1ece\_img.jpg\) Changing a paragraph style: language dictionary](#)
- [!\[\]\(7b0c59a8d567ae8f4c94e1b0dfc0504e\_img.jpg\) Changing your preferences](#)



## Setting up the column guides

The column guides help you to position your frames more accurately. They appear as grey dotted outlines on the page and are not printed out. You can change the number of column guides on a page, the space between them and the margins around them.

### How to set up the column guides

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



Column guides are not printed.

### How to hide column guides




Select **Frames & CoIs** from the **Show Markers** submenu of the **View** menu. The command is ticked when the column guides are displayed.

---

### Shortcuts

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

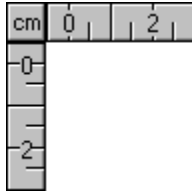
**See also:**

-  [Column Guides dialog](#)
-  [Adjusting the printing position](#)
-  [Snapping frames to the column guides](#)





## Displaying the rulers



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

### How to display the rulers

Select **Rulers** from the **Show Controls** submenu of the **View** menu. The command is ticked when the rulers are displayed.



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



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




In Text mode, a tab bar appears within the horizontal ruler to help you align text within the current frame.

---

### Shortcuts

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

**See also:**

 [Changing the unit of measurement](#)



## Changing the unit of measurement

You can change the unit of measurement used in the rulers and the Pressworks dialogs.

### How to change the unit of measurement

Do either of the following:



Select **Units** from the **Options** menu, then select a unit from the **Units** dialog.



Click on the unit indicator where the rulers intersect, then select a unit from the popup menu that is displayed.

The units available are :



**Centimetres** (cm)



**Inches and Tenths** (in)



**Inches and Eighths** (in)



**Picas and Points** (Pp)



The currently selected unit is indicated by two letters where the rulers intersect. The letters used are shown in the list above.





The unit of measurement that you use in a document is saved in the .DTP and .TPL files.

Therefore if you open a document or load a template the unit may change.

---

**See also:**

 **Units** dialog


 Displaying the rulers





## Changing the view size


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


### There are three ways of changing the view size:

 Select Actual Size, Whole Page, Fit Window, Fit Selection or View Facing Pages from the View menu

 Click on the view size indicator and select the size you want from the popup menu

 Click on the + or - buttons in the view size indicator to enlarge or reduce the view size.

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

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

---

### Shortcuts





## Changing the colour display

You can view your document in full colour, monochrome or as individual colour separations. The full colour option shows you all the colour detail in your document, whilst the monochrome option shows you how your colour picture will look if it is printed on a black and white printer. The separation option lets you look at each individual colour separation and work on one colour at a time.

### How to change the colour display



Select **Full Colour** from the **View** menu to view your document in full colour.



Select **Monochrome** from the **View** menu to view your document in monochrome.



Select **Separation** from the **View** menu to view a particular colour separation in your document - the **View Separation** dialog appears for you to choose the separation you want to work on.



Changing the colour display has no effect on creating or editing colours in the palette.

---

**See also:**

 **View Separation dialog**



## Viewing the status of your document

You can display information about the length of a document, the language it is written in, how many pages it spans, how many words it contains and how many words in stories remain to be placed.

### How to view the status of a document



Select **Summary Information** from the **File** menu to display the **Summary Information** dialog.





Click on **Statistics** to display the **Document Statistics** dialog, which gives statistical information about the document.

---



**See also:**

 **Summary Information** dialog

 **Document Statistics** dialog




## Adding pages

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


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


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


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

### How to add one or more pages at *any place* in your document

1. Select **Add Pages** from the **Page** menu. The **Add Pages** dialog is displayed.
2. Enter the number of pages to add, and choose whether they should be added before or after the current page.
3. Click on **OK** to add the number of pages that you have specified.

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

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






 You cannot add pages when the master page is displayed.

---

### Shortcuts

**Ctrl M** displays the **Add Pages** dialog.

**See also:**

-  [\*\*Add Pages\*\* dialog](#)
-  [\*\*Preferences\*\* dialog](#)
-  [Changing your preferences](#)
-  [Using the master pages](#)
-  [Changing the view size](#)



## Deleting pages

You can delete one or more pages from any point in your document.

### How to delete one or more pages from your document

1. Select **Delete Pages** from the **Page** menu. The **Delete Pages** dialog is displayed.
2. Enter the number of the first page that you want to delete, and the number of pages to be deleted. To delete the current page only, leave the values unchanged.
3. Click on **OK** to delete the pages that you have specified. You will be asked to confirm the command.
4. Click on **Yes** to delete the pages.



You cannot delete pages when the master page is displayed.



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






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

---

### Shortcuts

**Ctrl D** displays the **Delete Pages** dialog.

**See also:**

-  [Delete Pages dialog](#)
-  [Changing the view size](#)
-  [Linking text frames together](#)



## Moving between pages

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

### How to turn to a specific page

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



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

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



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



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

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



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

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

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



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



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






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

---

### Shortcuts

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


**See also:**

-  [Go To Page dialog](#)
-  [Preferences dialog](#)
-  [Changing your preferences](#)
-  [Using the master pages](#)
-  [Displaying the master pages](#)




## Using the master pages

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

 The master page acts as the foundation for any *new* pages that you add to your document; existing pages are unaffected by any changes that you make to the master page (except when you use foreground or background frames).

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

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

### How to use left and right master pages



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

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

---




**See also:**

-  [Setting up the page format](#)
-  [Displaying the master pages](#)



## Displaying the master pages

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

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

### How to display the master page

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

If you selected **All Pages Alike** in the **Master Pages** box in the **Start a New Document** tab of the **Startup Options** dialog, there is one **Master** button on this dialog. If you selected **Left & Right** master pages, there is a **Left Master** button and a **Right Master** button.

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

You can display both left and right master pages by selecting **View Facing Pages** from the **View** menu.

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







---

### Shortcuts

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

Clicking on the page indicator displays the **Go to Page** dialog.

**See also:**

-  [\*\*Start a New Document\*\* tab](#)
-  [\*\*Preferences\*\* dialog](#)
-  [Changing your preferences](#)
-  [Using the master pages](#)
-  [Moving between pages](#)
-  [Using foreground and background frames](#)



## Saving your document

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

### How to save your document

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

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

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



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








You must save the template upon which your document is based separately if you intend to use it for other documents.

---

### Shortcuts



**See also:**

-  [\*\*Save Document As\*\* dialog](#)
-  [Creating a backup copy when saving](#)
-  [Automatically backing-up your work](#)
-  [Compressing files when saving](#)
-  [Saving a template](#)



## Creating a backup copy when saving

You can have Pressworks make a copy of the previous version of your document, so that you always have a recent version to go back to if necessary. This is separate from the **Automatic Backup** command.







### How to make a backup

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

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

---

**See also:**

-  [Preferences dialog](#)
-  [Changing your preferences](#)
-  [Saving your document](#)
-  [Automatically backing-up your work](#)
-  [Compressing files when saving](#)
-  [Opening a document](#)



## Automatically backing up your work

You can set Pressworks to remind you to save your document at regular intervals, or to save it automatically.

### How to automatically backup your work

1. Select **Automatic Backup** from the **Options** menu. The **Automatic Timed Backup** dialog is displayed.
2. Choose whether you want to be prompted to save your document (**Warning Beep**), or let the document be saved automatically (**Auto-backup**). Select **Off** if you want neither.
3. Enter the time interval that you want between warning beeps or automatic backups. The minimum period is 1 minute and the maximum is 60 minutes.
4. Click on **OK** when the settings are correct. The warning beep, or backup, will occur as specified on the dialog.



The backup file is given the file extension `.ATB` and is saved in the same directory as the original `.DTP` file.



The warning beep will sound and the title bar flashes, reminding you to save your document. The beep continues until you either save the document or turn the backup facility **Off**.



If your computer crashes whilst saving a `.ATB` file, when you next load Pressworks a message is displayed asking if you wish to restore the `.ATB` file. Click on **Yes** or **No** as appropriate.







If you choose to exit from Pressworks, the `.ATB` file is removed.

---



**See also:**

-  [Automatic Timed Backup dialog](#)
-  [Saving your document](#)
-  [Creating a backup copy when saving](#)
-  [Compressing files when saving](#)



## Compressing files when saving

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

### How to compress files when saving




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



If you are using an automatic disk compression utility (such as Stacker or SuperStor), selecting the Pressworks compression option will not save any disk space. In this case, for speed of operation, we recommend that you do *not* select file compression in Pressworks.

---

**See also:**

-  [Preferences dialog](#)
-  [Changing your preferences](#)
-  [Saving your document](#)



## Abandoning your changes

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

### How to abandon your changes in a document



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

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

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

---

**See also:**

-  [Creating a backup copy when saving](#)
-  [Automatically backing-up your work](#)






## Changing your preferences

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

### How to change your preferences

1. Select **Preferences** from the **Options** menu. The **Preferences** dialog is displayed.
  2. From the **Startup** drop-down list box, select the startup option that Pressworks will default to when you run the program.
  3. If you want new documents to start in Frame rather than Text mode, select the **Start in Frame Mode** check box.
  4. In the **Standard Frames** group box, you can select the **Frames Repel Text** check box to make new frames repel text.
  5. From the **Spelling Checker** group box, specify any groups of words you want the spell checking to ignore.
  6. In the **Open Document** group box, specify where you would like documents to open: on the first page, or on the page you were last editing.
  7. From the **Page Up/Down Keys** group box, select whether **PgUp** and **PgDn** scroll the window or turn pages.
  8. Use the **Nudge Control** group box to specify the function of the nudge control. When you move items with the nudge control, they can snap to guides, or move by a specific amount, which you enter in the edit box.
  9. From the **File Options** group box, enter the default directory path for your templates (.TPL files), and choose whether to **Create .BAK Files** and **Compress .DTP Files** when saving your document.
  10. If you want a preview to be saved with your documents and displayed in the **Startup Options** dialog when you select an existing file, select the **Save Preview** check box.
  11. If you want the program to prompt you for summary information the first time you save a document, select the **Prompt for Summary Info** check box.
  12. Click on **OK** when you are satisfied with the preferences you have chosen. The settings you make in the **Startup** group box will take effect the next time your run Pressworks. All other settings will take effect immediately.
-

**See also:**


-  [Preferences dialog](#)
-  [Creating a backup copy when saving](#)
-  [Automatically backing-up your work](#)




## Exiting Pressworks

### How to exit Pressworks

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

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

 You can also exit Pressworks using the Control menu.


---

### *Shortcuts*

**Alt F4** exits Pressworks.



**See also:**

 [Saving settings on exit](#)



## **Saving settings on exit**

You can set Pressworks to save certain settings when exiting the program. For example, you might want to save the current layout of the Pressworks window.

### **How to save settings on exit**


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



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

---

**See also:**

 Exiting Pressworks



## Understanding templates


A template saves information about the current document that can serve as the basis for future documents - just as a template in metalwork allows you to cut the same shape again and again.


By preparing templates for each type of document that you produce, you are able to give all your documents a consistent look and feel. For example, if you create a monthly newsletter for your club or business, you could create a newsletter template. This template would contain all the features that remain constant for each individual newsletter, so you can simply insert the new items to complete your document.

At any point in the creation of a document, you can save it as a template. A common point is when you have completed the layout for the document. Templates saved at this point still offer design freedom, because frames and paragraph styles must be created and positioned each time the template is used. If you then decide you want to add more detail, such as a company logo, to your template, simply save the template again after making your additions.

---

**See also:**

 [Saving a template](#)

 [Loading the default template](#)



## Creating a template

A template is a file that contains the following information:



page format





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











paragraph styles.

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

### How to create a template

1. Select **New** from the **File** menu. The **Startup Options** dialog is displayed.
  2. If it is not already selected, select the **Start a New Document** tab.
  3. Click on **Blank Pages** and then the page size you want to use.  
 if you want to set up a custom paper size, click on **Add** to display the **Custom Page Size** dialog. Set up the page size, and click on **OK** to return to the **Startup Options** dialog.
  4. Make any further selections you require, and click on **OK**.
  5. Go to your master page(s) and add items that you want displayed on every page, eg. frames and text.
  6. In Paragraph mode, create all the paragraph styles you require.
  7. Select **Save Template** from the **File** menu to save the template.  
 You may already have a document with a look you want to reproduce in another document. You can do this by saving the first document as a template, and using it as a basis for the second document.
-

**See also:**

-  [\*\*Startup Options\*\* dialog](#)
-  [\*\*Start a New Document\*\* tab](#)
-  [\*\*Custom Page Size\*\* dialog](#)
-  [Setting up the page format](#)
-  [Using the master pages](#)
-  [Displaying the master pages](#)
-  [Creating a new paragraph style](#)
-  [Saving a template](#)



## Saving a template

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

### How to save a template

1. Select **Save Template** from the **File** menu. The **Save Template** dialog is displayed.
2. From the **Category** drop-down list box, select the category in which you want to save the template, or enter a name for a new category.
3. From the **Template** drop-down list box, select the template that you want to overwrite, or enter a name for a new template.
4. From the **Included Pages** box, choose whether you want to save the master page, the master page and the first page, or all the pages as the template.
5. To make the chosen template into the default template, click on **Make Default**. This is the template that will be used when you choose **Start Default New Document** as your **Startup** option in the **Preferences** dialog.
6. In the **Notes** box, enter any notes that you need about the template, such as the type of document it is designed for.
7. Click on **OK** to save the template.



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



The template selected when you enter the **Save Template** dialog is the default template.

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

1. Select **New** from the **File** menu. The **Startup Options** dialog is displayed.
2. If it is not already selected, select the **Start a New Document** tab.
3. Select the template you have just saved.
4. Click on **OK**.

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

---



**See also:**

- [!\[\]\(1207edb9a08751d3d55970560645ed23\_img.jpg\) \*\*Save Template\*\* dialog](#)
- [!\[\]\(d7a34a706cfa4ef37c62a369101e1b36\_img.jpg\) \*\*Preferences\*\* dialog](#)
- [!\[\]\(7325769475e8f4bf67f57a0cbebc8ab9\_img.jpg\) \*\*Startup Options\*\* dialog](#)
- [!\[\]\(1a468f12cdfc63dc07896d0781cf55ec\_img.jpg\) \*\*Start a New Document\*\* tab](#)
- [!\[\]\(a9a0baec8ceb7d7c04180806eca8d32a\_img.jpg\) Creating a template](#)
- [!\[\]\(c1ab807d6aebb565b3082513037b5622\_img.jpg\) Starting a new document from a template](#)
- [!\[\]\(083bb479299cb5e55cd99db0433ca6ba\_img.jpg\) Loading the default template](#)




## Loading the default template

When you load or save a template, you can make the selected template into the default template, which can then be loaded automatically.





### How to load the default template

1. Select **New** from the **File** menu. The **Startup Options** dialog is displayed.
2. Select the **Start a New Document** tab; the default template is selected automatically on this tab.
3. Click on **OK** to load the default template.

 To specify the default template, select **Make Default** on the **Start a New Document** tab when you load the template, or on the **Save Template** dialog when you save the template.

---

















**See also:**

-  [Startup Options dialog](#)
-  [Save Template dialog](#)
-  [Starting a new document from a template](#)
-  [Saving a template](#)



## How To...

### Work with frames

-  [Drawing frames](#)
-  [Selecting a group of frames](#)
-  [Resizing frames](#)
-  [Moving frames](#)
-  [Snapping frames to the column guides](#)
-  [Aligning frames](#)
-  [Overlapping/stacking frames](#)
-  [Using foreground and background frames](#)
-  [Applying frame borders](#)
-  [Applying frame backgrounds](#)
-  [Repelling text around a frame](#)
-  [Defining the shape of a frame border](#)
-  [Cutting, copying, pasting and deleting frames](#)
-  [Clearing frames](#)
-  [Hiding frames](#)
-  [Saving frames in a template](#)



## Drawing frames

Pictures and PowerText are always placed in frames. You can also place text in frames. When you position frames, you are essentially positioning their content.



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



If you type in text directly in Text mode, you do not need to draw a frame; Pressworks creates one automatically to fit your text.



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



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

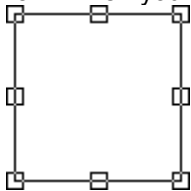


You can treat frames on the pasteboard independently.



### How to draw a frame

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



These handles show that the frame is selected.



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
















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

---

### Note

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

**See also:**

-  [Selecting a group of frames](#)
-  [Resizing frames](#)
-  [Moving frames](#)
-  [Aligning frames](#)
-  [Snapping frames to the column guides](#)
-  [Overlapping/stacking frames](#)
-  [Using foreground and background frames](#)
-  [Applying frame borders](#)
-  [Applying frame backgrounds](#)
-  [Repelling text around a frame](#)
-  [Defining the shape of a frame border](#)
-  [Cutting, copying, pasting and deleting frames](#)
-  [Clearing frames](#)



## Selecting a group of frames

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



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



### How to select a group of frames

There are two ways to select a group of frames:

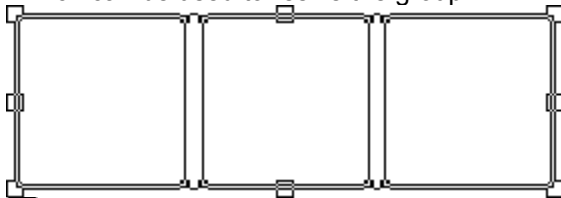


Select Frame mode and click on a frame to select it, then hold down **Shift** and click on the frames in turn to make up the group.



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

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



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



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

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

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



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

---

**See also:**

- [!\[\]\(cd3e54d951a9fb854f48e4697cf550f9\_img.jpg\) Drawing frames](#)
- [!\[\]\(cc729e263f29c0a76fbdc4cfe67fceb0\_img.jpg\) Resizing frames](#)
- [!\[\]\(90d36d418f8f7ab67431ba2525e00a5e\_img.jpg\) Moving frames](#)
- [!\[\]\(f70e40faeec369ff477dbaef549ee05b\_img.jpg\) Aligning frames](#)
- [!\[\]\(ca68c0c79a5dc0026aa1d011fda2b676\_img.jpg\) Applying frame borders](#)
- [!\[\]\(caba7331972dceb944f99aa56fee2f81\_img.jpg\) Applying frame backgrounds](#)
- [!\[\]\(c8a030d79816aa5f757cd6099c7d9a8e\_img.jpg\) Cutting, copying, pasting and deleting frames](#)
- [!\[\]\(4a09161e9d0b0aaec8ec1149656d0974\_img.jpg\) Clearing frames](#)





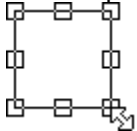
## Resizing frames

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

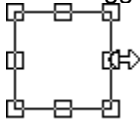


### How to resize a frame

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





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





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

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

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

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

 You can make more accurate changes to the size of a frame by using the **Size & Position** dialog.







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

---

### Shortcuts



**See also:**

-  [Size & Position dialog](#)
-  [Drawing frames](#)
-  [Selecting a group of frames](#)
-  [Moving frames](#)
-  [Aligning frames](#)
-  [Snapping frames to the column guides](#)



## Moving frames

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



### How to move a frame

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



You can make more accurate changes to the position of a frame or group of frames by using the **Size & Position** dialog.









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

---

### Shortcuts



**See also:**

-  [Size & Position dialog](#)
-  [Drawing frames](#)
-  [Selecting a group of frames](#)
-  [Aligning frames](#)
-  [Snapping frames to the column guides](#)
-  [Overlapping/stacking frames](#)



## Snapping frames to the column guides

You can use the column guides to help you draw, size and move frames.

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



### How to use snap to guides

In Frame mode, select **Snap to Guides** from the **Frame** menu to turn the facility on. The command is ticked when snapping is turned on.



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

---

### Shortcuts



**See also:**

- [!\[\]\(849840539e55921a3851a4ff96d7400d\_img.jpg\) Drawing frames](#)
- [!\[\]\(c176e0b06f6c5dd85a4598b214d1ebba\_img.jpg\) Selecting a group of frames](#)
- [!\[\]\(66a18e26647fc145bd9198dd182dd107\_img.jpg\) Resizing frames](#)
- [!\[\]\(572bcf30fdd4de64673b94584b7c6eca\_img.jpg\) Moving frames](#)



## Aligning frames

You can align a selected group of frames in relation to each other using the Align command. This is useful if it is important to have your frames neatly aligned.








### How to align frames

1. In Frame mode, select the frames that you want to align.
  2. Select **Align** from the **Frame** menu. The **Align Frames** dialog is displayed.
  3. Make your selections from the **Horizontal** and **Vertical** group boxes. The preview illustrates how your frames will align, given the selections that you make.
  4. Click on **OK**. The frames are aligned according to the selections that you made.
- 

### Shortcuts



**See also:**

-  [Align Frames dialog](#)
-  [Drawing frames](#)
-  [Selecting a group of frames](#)
-  [Resizing frames](#)
-  [Moving frames](#)








## Overlapping/stacking frames

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





### How to overlap/stack frames

Select the frame whose stacking order you want to change, then do any of the following:

-  select **Bring to Front** or **Send to Back** from the **Frame** menu
-  right-click on the frame, then select **Bring to Front** or **Send to Back** from the shortcut menu that is displayed
-  click on the **Bring to Front** or **Send to Back** button in the toolbar.

**Bring to Front** places the frame in front of every item on the page (except any foreground frames you are using). **Send to Back** places the frame behind every item on the page (except any background frames you are using).

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

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

---

### Shortcuts



**See also:**

- [!\[\]\(467d80e979964f7f8c752fb22248b5b7\_img.jpg\) Drawing frames](#)
- [!\[\]\(b71552d33dbf62adf5e5199a70ee02bf\_img.jpg\) Moving frames](#)
- [!\[\]\(03134b765d1473836ff001925b1b0550\_img.jpg\) Repelling text around a frame](#)



## Using foreground and background frames

There are two further types of frame which are added to master pages: foreground frames and background frames. They can be useful for working, for example, with pre-printed custom paper.

Foreground frames are drawn on top of the normal frames, while background frames are drawn behind them.

These frames will automatically appear on all pages in the document, although you can turn them off on individual pages.

### How to turn foreground and background frames off

Click on the page whose foreground and/or background frames you wish to turn off. Then either:



select **Foreground Frames on This Page** from the **Page** menu to turn foreground frames off.

Select the command again to turn them back on. When foreground frames are displayed on the current page, the command is ticked.



select **Background Frames on This Page** from the **Page** menu to turn background frames off.






Select the command again to turn them back on. When background frames are displayed on the current page, the command is ticked.



You can choose whether or not to print foreground and background frames when you come to print your document.

---

**See also:**

-  [Drawing frames](#)
-  [Moving frames](#)
-  [Repelling text around a frame](#)
-  [Using the master pages](#)
-  [Displaying the master pages](#)






## Applying frame borders

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



### How to apply frame borders

Select the frame or group of frames to which you want to apply a border, then do one of the following:

-  select **Border** from the **Frame** menu
-  right-click on the frame, then select **Border** from the shortcut menu that is displayed.
-  This is not effective if you have selected a group of frames

The **Frame** dialog is displayed, with the **Border** tab selected:

1. Select the type of border that you want from the **Style** group box (using either a plain or a decorative border) and choose on which sides of the frame to add the border from the **Sides** group box.
2. Select the colour you want from the **Colour** drop-down group box and the tint percentage from the colour slider.
3. If you want to change the thickness of the border, click on **Custom** in the **Thickness** group box and enter the required value.
4. If you want to make your choice of border the default, click on the **Make Default** button.
5. Click on **OK**. The frame or group of frames is given the border you have chosen:







---

### Shortcuts



**See also:**

-  [Border tab](#)
-  [Drawing frames](#)
-  [Selecting a group of frames](#)
-  [Defining the shape of a frame border](#)




## Applying frame backgrounds

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



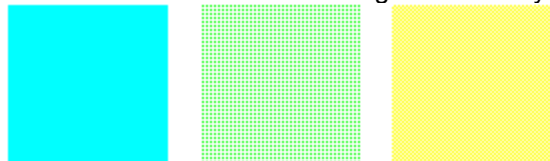
### How to apply frame backgrounds


Select the frame to which you want to apply a background colour, then do one of the following:


-  select **Background** from the **Frame** menu
-  right-click on the frame, then select **Background** from the shortcut menu that is displayed


The **Frame** dialog is displayed, with the **Background** tab selected:


1. Select the colour from the **Colour** drop-down group box and the tint percentage from the colour slider.
2. Select the density of the colour by clicking on the transparency level you want from the **Transparency** group box.
3. If you want to make your choice the default, click on the **Make Default** button.
4. Click on **OK**. The frame is given the tint you have chosen:



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





 If a group containing frames with different frame backgrounds is selected, a new selection will apply to *all* the selected frames.

 You can quickly change the colour of a selected frame background by clicking on the colour you want in the colour bar at the bottom of the Pressworks window.

 When you apply a frame background to a frame with user-defined borders, the colour is applied to the area within the user-defined border, not the original frame edge.

---

**See also:**

-  [Background tab](#)
-  [Drawing frames](#)
-  [Selecting a group of frames](#)
-  [Defining the shape of a frame border](#)





## Repelling text around a frame

When a **frame** overlaps another frame containing text, the text in the underlying frame can be made to "run around" the overlapping frame so that it remains visible. Text can either run around the rectangular frame border, or you can define an irregular frame border to run text around another item, for example, a picture.



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



### How to repel text around a frame

Select the frame for which you want to turn **text repelling** on or off, then do one of the following:



select **Text Attributes** from the **Frame** menu



right-click on the frame, then select **Text Attributes** from the shortcut menu that is displayed

The **Frame** dialog is displayed, with the **Text** tab selected:

1. In the **Repel** group box, check the **Text runs around this frame** check box to force text to run around the edge of the selected frame.
2. Enter the size of padding that you want in the **Vertical Padding** and **Horizontal Padding** boxes.
3. If you want to resize the frame to fit the text, check the **Fit Frame to Text** check box in the

**Resizing** group box.

4. If you want to make your choice the default, click on the **Make Default** button.
5. Click on **OK**.


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


---


### Shortcuts



**See also:**

 [Text tab](#)

 [Drawing frames](#)

 [Defining the shape of a frame border](#)



## Defining the shape of a frame border

Text normally runs around the border of the overlapping frame. You can create interesting effects by:



choosing an unusual shape such as a circle or a polygon



choosing a picture shape to fit a picture



changing the shape of the left and right frame border. This lets you run text around an irregular object, following its shape.



### How to define the shape of a frame border

Select the frame whose border you want to redefine, then do one of the following:



select **Shape** from the **Frame** menu



right-click on the frame, then select **Shape** from the shortcut menu that is displayed

The **Frame** dialog is displayed, with the **Shape** tab selected:

Choose a rectangular, elliptical, polygon, picture or editable shape from the **Style** box. A description of the option you have chosen appears in the **Description** box.



Border styles are available only for rectangular (normal) frames



You can choose the number of sides you want a polygon to have, and rotate the shape



You can use elliptical or polygon styles to shape the frame of an imported picture or text.

### Using editable frames

1. Select the editable shape option in the **Style** group box (on the **Shape** tab of the **Frame** dialog).
2. Click on the left edge and right edge buttons to define the left or right borders. The selected frame is zoomed into the centre of the work area.

You can now draw a connected line to define the new left or right border of the frame. Notice that the first and last points of the connected line are already set for you, in the top and bottom centre of the frame.

2. Click on each point that you want the connected line to follow within the frame. You can specify up to 60 points for each side of the frame, including the points in the top and bottom centre of the frame. Each point must be at the same level or lower than the previous point.

To delete the last point you have defined on the connected line, press **Backspace**. To cancel the connected line that you are drawing, press **Esc**; this will delete the connected line and let you start again. (Press **Esc** twice to return to the **Frame** dialog.)

3. When you have finished drawing the connected line, double-click anywhere within the work area, or press **Return**. The **Shape** tab of the **Frame** dialog is redisplayed for you to define the other frame border if you want to.
4. When you have finished defining your frame borders, click on **OK**.



You can use editable frames on imported pictures or text; this is useful when you want to use only part of a picture or give an interesting shape to your text.



You can change the shape of the frame border again by selecting **Shape** from the **Frame** menu and choosing a different shape from the **Style** box.



A frame background is applied to the area within the user-defined border, *not* the original frame edge.



A frame border is applied to the original frame, *not* the user-defined border.


---

### Shortcuts







**See also:**

 [Shape tab](#)

 [Text tab](#)

 [Applying frame borders](#)

 [Applying frame backgrounds](#)






## Cutting, copying, pasting and deleting frames

You can cut, copy and paste selected frames within your document, or into another Pressworks document. Pressworks frames cannot be pasted into other applications but you can paste the contents of a frame, such as text or a picture. You can also cut, copy or paste frames from or onto the pasteboard for use in the same way.



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



Select the frame you want to cut or copy, then do any of the following:

-  select **Cut** or **Copy** from the **Edit** menu
-  right-click once on the frame, then select **Cut** or **Copy** from the shortcut menu that is displayed
-  click on the **Cut** or **Copy** button in the **General Tools** toolbar.

**Cut** moves the frame from the page onto the Clipboard so that you can transfer it to another location; **Copy** copies the frame onto the Clipboard *without* removing it from the page, so that you can transfer it to another location.


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


To paste the frame into your document or onto the pasteboard do any of the following:

-  select **Paste** from the **Edit** menu
-  click on the **Paste** button in the toolbar.

The frame is pasted into the document. If you cut the frame, it is pasted back where it was. If you copied it, it is pasted below and to the right of the original. You can move it to any position either on the page or the pasteboard by dragging it and releasing the mouse button.




To paste the *contents* of the frame into a frame you have created, right-click on the frame, then select **Paste Into** from the shortcut menu that is displayed. This resizes the frame you have created to fit the original contents.

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


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

### How to delete a frame

Select the frame you want delete, then do any of the following:

-  select **Delete** from the **Edit** menu
-  right-click on the frame, then select **Delete** from the shortcut menu that is displayed
-  press the **Delete** key on your keyboard.

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


 Cutting, copying, pasting or deleting objects on the page does not affect duplicate items on the pasteboard; these can be selected independently of page editing and treated separately.

---

### Shortcuts



**See also:**

 Selecting a group of frames





## Clearing frames

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




### How to clear a frame

Select the frame you want to clear, then do any of the following:


-  select **Clear** from the **Edit** menu
-  right-click on the frame, then select **Clear** from the shortcut menu that is displayed.

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

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



**See also:**

 Selecting a group of frames



## Hiding frames

You can view your document as it will look when it is printed out (ie. WYSIWYG) by hiding the frames. Hiding frames can also show which frames need borders to make them stand out.

### How to hide frames


Select **Show Frames & Cols** from the **Show Markers** submenu of the **View** menu. The tick beside this option disappears when the frames are hidden.

---

### *Shortcuts:*

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

**See also:**

 [Setting up the column guides](#)



## Saving frames in a template


You can use the master page(s) to save any frames created on it as part of a template. You may want to do this if you are creating a document you are likely to want to reuse, eg. a template for a report you produce on a monthly basis. If you have saved the frames on the master page as part of that template, you will not need to redraw and position them every month; you need only load the template and add the new information to the frames you have already created.

### How to save frames created on the master page

1. Select **Save Template** from the **File** menu. The **Save Template** dialog is displayed.
  2. From the **Category** drop-down box, select the category in which you want to save the template, or enter a name for a new category.
  3. From the **Template** drop-down box, select the template you want to overwrite, or enter a name for a new template.
  4. From the **Include Pages** box, click on **Master**.
  5. If you want to make your current template into the default template, click on **Make Default**.
  6. In the **Notes** box, enter any notes that you need about the template, such as the type of document it is designed for (eg. Report).
  7. Click on **OK**. The template is saved in your chosen category.
-

**See also:**

 [Save Template dialog](#)

 [Saving a template](#)



## How To...

### Import and edit text

- [Using the text cursor](#)
- [Entering text](#)
- [Hiding ghost styles](#)
- [Naming text](#)
- [Pasting text from another application](#)
- [Importing text](#)
- [Automatically flowing text](#)
- [Linking text frames together](#)
- [Viewing the status of text](#)
- [Renaming text](#)
- [Removing text](#)
- [Setting the language dictionary of text](#)
- [Selecting a block of text](#)
- [Cutting, copying, pasting and deleting text](#)
- [Searching for and replacing text](#)
- [Inserting a soft hyphen](#)
- [Inserting a hard return](#)
- [Inserting a hard space](#)
- [Inserting symbols and special characters](#)
- [Adjusting the space between two characters \(kerning\)](#)
- [Checking the spelling](#)
- [Adding words to the user dictionary](#)
- [Using the thesaurus](#)
- [Exporting text](#)
- [Adding headers and footers](#)
- [Setting up page numbering](#)
- [Saving text in a template](#)



## Using the text cursor

To enter or edit text, first select Text mode from the **Modes** toolbar; the mouse pointer changes to an I-beam.



### How to enter text

Move the pointer to the place where you want to enter your text and click; the text insertion point appears where you have clicked.

You can move the text insertion point using the mouse, the arrow keys, or keyboard shortcuts.

### Using the mouse

Position the text insertion point where you want to enter your text and click.

### Using the arrow keys

To move the text insertion point up or down a line, use the up and down arrow keys.

To move the text insertion point by one character, use the right or left arrow keys.

### Keyboard shortcuts

**Home** Moves to the start of the line containing the text insertion point.

**End** Moves to the end of the line containing the text insertion point.



The text insertion point is automatically placed at the beginning of an empty selected frame.




If you switch to Text mode after working in a frame which already contains text, the text insertion point is placed at the end of the text.



You can enter text anywhere on the page without first selecting a frame; a frame is automatically created as you type.

---

**See also:**

 [Keyboard shortcuts](#)





## Entering text

You can import a piece of named text into your document, or you can enter text directly into Pressworks.



### How to enter text

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

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

If you have not drawn or selected a frame, a frame is automatically created and fitted to your text as you type.

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

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

Enter a name for your text in the **Name For Text** group box. This converts the text into named text.

To automatically flow your text, check the **Autoflow** check box; to add more frames to the current page, ensure the check box is *not* checked.



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



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








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

---

### Shortcuts

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

**See also:**

-  **Frame Full** dialog
-  Naming text
-  Importing text
-  Automatically flowing text
-  Linking text frames together



## Hiding ghost styles


Ghost styles are displayed in grey at the text insertion point when you press **RETURN**. They indicate the paragraph style that will be attributed to the text you enter, eg. <Body Text>. When you enter text, the ghost style disappears and your text is displayed.

### How to hide ghost styles

Select **Ghost Styles** from the **Show Markers** submenu of the **View** menu. This option turns the style on or off. When ghost styles are turned off, the tick beside the option disappears.

---

**See also:**

 [Changing an existing paragraph style](#)



## Naming text

When you enter text directly into a frame, you can give it a name. You can then flow it through frames and export for further editing, or use in another document.

### How to name text





1. In Frame mode, select the frame containing the text that you want to name, or in Text mode, position the text insertion point in the frame containing the text.
2. Select **Name Text** from the **Text** menu. The **Name Text** dialog is displayed.
3. Enter a name for the text; the name must have no more than fifteen characters and will automatically be given the .TXT file extension.
4. Click on **OK**. The text name is displayed in the contents box.



Named text *must* be exported before you can import it into another document.

---

**See also:**

-  **Name Text** dialog
-  Importing text
-  Automatically flowing text
-  Exporting text



## Pasting text from another application

You can paste text from other applications (eg. Word) into Pressworks, in either Frame or Text mode.

### How to paste text

- 1 Open the application which contains the text you want to paste. Cut or copy the text to the Clipboard.
2. Exit from the application and open Pressworks.
3. In Frame mode, draw a frame and select **Paste** from the **Edit** menu. The text is displayed in the frame, and its name is shown in the contents box.

Alternatively, select **Paste** without first drawing a frame. The picture name appears in the contents box, as before; the text itself is displayed in a frame on the pasteboard.



If you are pasting from another application in Frame mode, you can't paste into a frame which already contains text.

In Text mode, place the cursor where you want the text to appear and select **Paste**. The text is pasted at the text insertion point.

---

### Shortcuts








## Importing text

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



### How to import text

In Frame mode do any of the following:

-  select **Import Text** from the **File** menu
-  right-click on the frame in which you want to import the text, then select **Import Text** from the shortcut menu that is displayed
-  click on the **Import Text** button in the contents box.


The **Import Text** dialog is displayed.


1. From the **List Files of Type** drop-down list box, select the format of the file that you want to import.
2. From the **Drives** drop-down list box, select the disk drive, and from the **Directories** list box, the directory in which the file was saved.

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

3. Select the file that you want to import and specify whether you want to create a frame for the file to be placed in.
4. Click on **OK**.


A blue band in the information line indicates the progress of the import. You can abandon the import by pressing **Esc**.

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

 The imported text is added to the list of named text in the contents box.

### How to flow text through frames


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


 If the selected frame already contains a picture or some text, a dialog appears giving you the choice between creating a new frame for the text, replacing the contents of the frame with the text, or importing the text without placing it in a frame.

If the frame has a dotted bottom edge, part of the text is still unplaced. Either the frame must be enlarged, or the text must be flowed into subsequent frames.

2. Draw the next frame and with the frame selected click on the text name in the contents box. The next part of the text will flow into the frame.

3. Repeat this process until you have placed the whole text.

 If you have imported a long piece of text, use the **Autoflow Text** command in the **Text** menu to flow the text into additional pages and frames.

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









---

## Shortcuts





**See also:**

-  [Import Text dialog](#)
-  [Drawing frames](#)
-  [Automatically flowing text](#)
-  [Linking text frames together](#)
-  [Clearing frames](#)
-  [Using the Pressworks markup language](#)
-  [Dragging and dropping files](#)
-  [Dragging and dropping an object](#)



## Automatically flowing text

You can flow all of a piece of named text into a document automatically, creating as many new frames and pages as are needed (up to the maximum of 999 pages).



### How to automatically flow text

1. In Frame mode, draw the frames to contain the text, either on your master page or on the page of your document where you want the text to begin.

If you have drawn the frames on the master page, select **Go to Page** from the **Page** menu to turn to the page of your document where you want the text to begin.

2. Flow the text into the frames on the page by selecting each frame in turn and clicking on the name of the text in the contents box.

If the last frame on the page has a dotted bottom edge, part of the text is unplaced.

3. Make sure that the last frame (with the dotted bottom edge) is selected, then select **Autoflow Text** from the **Text** menu. Pressworks automatically creates the number of pages and frames needed to place the whole text and flows the text into them.



The frames are copied from the master page. If the master page does *not* have any empty frames on it, the new frames are copied from the page in your document where you selected the **Autoflow Text** command; only the frames containing the text will be copied onto the new pages and have the text flowed through them.



When you select the **Autoflow Text** command on any page other than the last page in your document, the new pages are inserted into the document and all of the following pages are renumbered appropriately.









Whilst editing a text, if the text insertion point reaches the end of the last frame, a message is displayed asking if you want to autoflow onto the next page. Click on **Yes** or **No** as appropriate.

---

### Shortcuts

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

**See also:**

-  [Drawing frames](#)
-  [Importing text](#)
-  [Using the master pages](#)
-  [Displaying the master page](#)
-  [Moving between pages](#)
-  [Linking text frames together](#)



## Linking text frames together

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



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



### How to change the order of named text

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




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




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

---

**See also:**

 Importing text

 Automatically flowing text



## Viewing the status of text

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



### How to view the status of text

1. In Frame mode, select the text name in the contents box, and click on the **Item Information** button. The **Text Status** dialog is displayed.
2. When you have read the information you require, click on **OK**.

This dialog can also be used to:



rename text







remove text from your document



set the language dictionary for spell-checking and hyphenating the text.

---

**See also:**

-  [Text Status dialog](#)
-  [Renaming text](#)
-  [Removing text](#)
-  [Setting the language dictionary of text](#)



## Renaming text

You can change the name of text in your document.



### How to rename text

1. In Frame mode, select the text name in the contents box, and click on the **Item Information** button. The **Text Status** dialog is displayed.
  2. In the **Name** box, edit the existing name or enter a new one; the existing file extension is retained.
  3. Click on **OK** to confirm the new name.
-



**See also:**

 **Text Status** dialog



## Removing text

You can remove named text from your document.



### How to remove text

1. In Frame mode, select the text name in the contents box.
2. Click on the **Delete Item** button.

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

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




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




Text that has been named within Pressworks *must* be exported if you wish to keep the text for use in other documents. If you do *not* export the text before removing it, the text is removed from the current document and you will *not* be able to import it into other documents.

---

**See also:**

 [Text Status dialog](#)

 [Exporting text](#)




## Setting the language dictionary of text


You can set the language dictionary for spell-checking and hyphenating a piece of named text.




### How to set the language of text

1. In Frame mode, select the text name in the contents box, and click on the **Item Information** button  
The **Text Status** dialog is displayed.
2. From the **Language** drop-down list box, select a language dictionary for the text.
3. Click on **OK** to confirm your selection.





 You need only select a language dictionary if the text is in a different language from the rest of your document.

 If you have *not* purchased a separate language pack, you will be able to select an English language dictionary only.

 Additional language packs can be purchased from GST Customer Services, tel. (01480) 496575.

---

**See also:**

-  [Text Status dialog](#)
-  [Setting the language dictionary](#)
-  [Changing a paragraph style: language dictionary](#)
-  [Changing your preferences](#)



## Selecting a block of text

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



### How to select a block of text

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



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



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

The selected text is highlighted in inverse video:

**ABCDEFG**



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



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



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

---

### Shortcuts



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



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



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

**See also:**

- [!\[\]\(6841ca9b0e023296428e7c9e683b9367\_img.jpg\) Cutting, copying, pasting and deleting text](#)
- [!\[\]\(e258e347e7683f87061f627f84598eb5\_img.jpg\) Changing the text style](#)
- [!\[\]\(1233990ad3f0b7475c568d7bf16af31f\_img.jpg\) Changing the font, point size and colour](#)
- [!\[\]\(18570b67a4686b081406cd3de636c1c3\_img.jpg\) Changing the case](#)



## Cutting, copying, pasting and deleting text

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



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

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

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

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

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

### How to delete a block of text

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

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

### How to delete a single character

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

### How to delete a whole word

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



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


---

## Shortcuts





**See also:**

 Selecting a block of text



## Searching for and replacing text

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



### How to search for a word or phrase

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

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

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

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



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



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



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

---

### Shortcuts


**Ctrl F** displays the **Find** dialog.


**Ctrl R** displays the **Find & Replace** dialog.


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

**See also:**

 [Find dialog](#)

 [Find & Replace dialog](#)

 [Entering text](#)

 [Importing text](#)








## Inserting a soft hyphen

You can override the hyphenation rules used by Pressworks by inserting a soft hyphen into your text.



### How to insert a soft hyphen

1. In Text mode, place the text insertion point at the required position.
  2. Select **Insert** from the **Text** menu, then select **Soft Hyphen** from the **Insert** submenu.
    -  If the word needs to be hyphenated, it is hyphenated at the soft hyphen, instead of at the point specified by the rules.
    -  If the word does *not* need to be hyphenated, the soft hyphen is *not* used.
    -  When you would prefer a word *not* to be hyphenated at all, insert a soft hyphen in front of its first letter.
    -  When there is a word that you *never* want to be hyphenated, or that you want to be hyphenated in a special way, edit the hyphenation exceptions dictionary.
    -  You can insert a soft hyphen in a text file *before* importing it into your document using the Pressworks markup language.
- 

### Shortcuts

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

**See also:**

- [!\[\]\(3da2b303d29c1ea489bbe26a3f5ac664\_img.jpg\) Editing the hyphenation exceptions dictionary](#)
- [!\[\]\(9421cea5a5b5319f79b58962509475ab\_img.jpg\) Changing a paragraph style: word and letter spacing](#)
- [!\[\]\(17cce402a0380c36f25e02ecf91578f5\_img.jpg\) Using the Pressworks markup language](#)



## Inserting a hard return

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



### How to insert a hard return

1. In Text mode, place the text insertion point at the required position.
2. Select **Insert** from the **Text** menu, then select **Hard Return** from the **Insert** submenu.



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

---

### Shortcuts

**Ctrl Return** inserts a hard return at the position of the text insertion point.

**See also:**

 [Using the Pressworks markup language](#)



## Inserting a hard space


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

Names	'Emma Thornley'
Telephone numbers	'01480 496600'
Addresses	'13 Meadow Lane'



### How to insert a hard space

1. In Text mode, place the text insertion point at the required position.
2. Select **Insert** from the **Text** menu, then select **Hard Space** from the **Insert** submenu.

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

---

### Shortcuts

**Ctrl Space** inserts a hard space at the position of the text insertion point.



**See also:**

 [Using the Pressworks markup language](#)



## Inserting symbols and special characters

You may sometimes need to use characters which do not appear on your keyboard, eg. accented characters such as é or ç, currency symbols such as ¢ or ¥, and fractions. These are all part of the ANSI character set; they are available in most fonts.

### How to insert symbols and special characters

1. Print the second page of TESTCARD.DTP (which is in the \PRESSWK\DTP directory) and look up the decimal code for the character.
2. Place the text insertion point where you want the character to appear.
3. Hold down **ALT** and, on the numeric keyboard, type 0 followed by the three-figure code for the character.



Some fonts contain different characters such as mathematical and logical characters, bullet shapes, arrows and stars.

If your version of Pressworks contains the KeyPad utility, refer to KeyPad Help for details of how to use the KeyPad to insert characters.

---



## Adjusting the space between two characters (kerning)

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



### How to adjust the space between two characters

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



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



---

### Shortcuts

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

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

**See also:**

-  [\*\*Kern Two Characters\*\* dialog](#)
-  [Using the Pressworks markup language](#)







## Checking the spelling

You can check the spelling of a whole document, a frame of named or unnamed text, or a selected block of text using the Pressworks spell checker. The spell checker contains over 80,000 words, and you can add your own words to it.

Your document is automatically spell-checked in the language you have specified on the **Startup Options** dialog, unless you have specified a different language dictionary for a piece of text, paragraph style or block of text.

### How to check the spelling

To select the text to be spell-checked, do one of the following:

-  to spell-check a whole document, ensure that no frames or blocks of text are selected
-  to spell-check a whole piece of named text, in Frame mode select a frame containing all or part of the text. The whole text will be spell-checked, even if it continues into another frame.
-  to spell-check unnamed text that you have entered directly into a frame, in Frame mode select the frame. Only the text in that frame will be spell-checked.
-  to spell-check a block of text, in Text mode select the text. If you simply place the text insertion point within text, rather than select a block, the text is spell-checked from the text insertion point to its end.




To check the spelling of your selected text:

1. Select **Check Spelling** from the **Text** menu, or click on the **Check Spelling** button. Pressworks begins to check the appropriate text for spelling mistakes.



If no mistakes are found, a message is displayed informing you that the spell-checking operation has been completed. However, if Pressworks finds a word that is *not* in its dictionary, the **Check Spelling** dialog is displayed.

The spelling mistake that has been found is displayed with its surrounding text to show the word's context. Alternative spelling suggestions are listed in the replacement word list box.

2. To leave the word unchanged, choose one of the following options:

-  **Ignore Word** to leave the word unchanged
-  **Ignore All** to leave *all* occurrences of the word unchanged
-  **Add to Dictionary** to add the word to your user dictionary.

3. To change the word, either select the correct spelling from the replacement word list box, or enter the word into the replacement word box, then choose one of the following options:


-  **Replace Word** to replace the spelling mistake with the correction
-  **Replace All** to replace *all* occurrences of the spelling mistake with the correction.

4. To edit the word to the left or right of the word that is highlighted as a mistake, click on the left or right arrow as appropriate.

-  You can cancel the changes made with the left and right arrows by clicking on **Cancel Edit**.

5. When you have made your choice, spell-checking continues and the next spelling mistake is displayed in its context. Follow the procedure above to correct the spelling mistake, ignore it, or add it to your user dictionary.

When Pressworks has spell-checked all of the selected text, a message is displayed telling you that spell-checking has been completed.

-  You can interrupt spell-checking by clicking on **Cancel** on the **Check Spelling** dialog. If you have used **Replace All**, a message is displayed asking whether you want any unfinished **Replace All** commands to be completed. Any corrections that you have already made are still incorporated in the text. Similarly, any words that you have chosen to add to the user dictionary are added.

---

### Shortcuts






**See also:**

- [!\[\]\(6841ca9b0e023296428e7c9e683b9367\_img.jpg\) \*\*Check Spelling\*\* dialog](#)
- [!\[\]\(e258e347e7683f87061f627f84598eb5\_img.jpg\) \*\*Startup Options\*\* dialog](#)
- [!\[\]\(1233990ad3f0b7475c568d7bf16af31f\_img.jpg\) Adding words to the user dictionary](#)
- [!\[\]\(18570b67a4686b081406cd3de636c1c3\_img.jpg\) Changing your preferences](#)



## Adding words to the user dictionary

You can add words to the Pressworks user dictionary. The dictionary is case-sensitive, so it is important to enter the word in the appropriate case (lower case is the most useful) for future recognition by the Spelling Checker. The dictionary interprets cases as follows:

-  lower case - the Spelling Checker recognises all words entered into the dictionary in lower case as correct
-  upper case - the Spelling Checker recognises a word entered into the dictionary in upper case as correct only in upper case
-  capitalised - the Spelling Checker recognises capitalised words entered into the dictionary as correct in upper case or capitalised, but *not* in lower case.

### How to add words to the user dictionary

Select **Add to Dictionary** in the **Check Spelling** dialog.

---



**See also:**

 **Check Spelling** dialog



## Using the thesaurus

The thesaurus in Pressworks enables you to vary the vocabulary in your document and to choose the precise word that you require for a specific context; use the thesaurus to look up synonyms for a selected word. The English thesaurus contains over 800,000 synonyms.

### How to use the thesaurus

You can look up a word in the thesaurus whilst working in any of the four work modes, but you can use the thesaurus to *replace* a word in your document *only* when selecting a word in Text mode.

1. Select **Thesaurus** from the **Text** menu, or click on the **Thesaurus** button. The **Thesaurus** dialog is displayed.

If you have *not* selected a word in Text mode, and the thesaurus has *not* been used previously, the dialog is empty.

2. Enter the word that you want to look up in the **Look Up Word** box and click on **Look Up**.
3. From the **Language** drop-down list box, specify the language of the word you are looking up. The thesaurus then looks up the word in the specified language dictionary.

Possible meanings for the selected word are listed in the **Meanings** list box. Pressworks inserts the first meaning in the **Replace Word** box and displays alternative words and phrases for it in the **Synonyms** list box.

4. To look up a different word in the thesaurus, do one of the following:



to look up the word in the **Replace Word** box, click on **Look Up**



to look up a word in either the **Meanings** or the **Synonyms** box, double-click on the word



to look up a word that you have previously looked up, select the word from the **Look Up Word** drop-down list box



to look up a word that is *not* listed, enter the word in either the **Look Up Word** box, or the **Replace Word** box and click on **Look Up**.

5. When you have finished looking up words, click on **Cancel**.



### How to replace a word

To look up *and* replace a word in your document, you *must* select a word in Text mode.

1. Position the text insertion point within the word you want to look up.
2. Select **Thesaurus** from the **Text** menu. The word is selected and the **Thesaurus** dialog is displayed listing meanings and synonyms for the selected word.
3. To look up a different word in the thesaurus, follow step 4 above.
4. To replace the selected word with the word in the **Replace Word** box, click on **Replace**.
5. To cancel the **Thesaurus** dialog *without* changing the selected word, click on **Cancel**.



The **Replace** command is displayed on the **Thesaurus** dialog *only* when a word has been selected in Text mode.



If you have *not* purchased a separate language pack, you will be able to select an English language dictionary only.



Additional language packs can be purchased from GST Customer Services, tel. (01480) 496575.

---

### Shortcuts



**See also:**

 Thesaurus dialog



## Exporting text

Once you have imported a piece of text into Pressworks and made some changes, you can export it for further editing with your word-processor, or for use in another document.



You can only export named text, so if you want to export text that you have entered directly into a frame you *must* give it a name first.



### How to export text

1. In Frame mode, select the frame containing the text that you want to export, or click on the name of the text in the contents box.
2. Select **Export Text** from the **File** menu. The **Export Text** dialog is displayed.
3. The current name of the text is displayed in the **File Name** box; edit this name if you want to export the text with a different filename.
4. Choose a directory in which to save the file.
5. Use the **List Files of Type** drop-down list box to select a format for the file.

Choose RTF if you want formatting information such as paragraph styles to be exported and you intend to edit the text in a word-processing application in which you can read and save RTF files; choose ASCII to export plain text for editing in a Windows word-processing application; choose DOS Text to export plain text for editing in a DOS word-processing application.

6. Click on **OK** to export the text.


If you enter a filename that already exists, a message is displayed asking if you want to overwrite the existing file. If you do *not* want to overwrite the existing file, click on **No** to enter a different name.


The text file is placed in the directory that you specified on the **Export Text** dialog. You can now open the file in your word-processor or import it into another Pressworks document.

---

**See also:**

 [Export Text dialog](#)

 [Naming text](#)

 [Importing text](#)



## Adding headers and footers

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

### How to add headers and footers

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

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



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




### How to turn headers and footers off

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

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

---

**See also:**

-  [Headers & Footers dialog](#)
-  [Setting up page numbering](#)
-  [Changing an existing paragraph style](#)



## Setting up page numbering

You can display the page numbers of your document by specifying them in the headers and footers. You can then choose from five different styles in which to format the numbers.

### How to set up the page numbers

1. Select **Headers & Footers** from the **Page** menu. The **Headers & Footers** dialog is displayed.
2. Enter the text that you want displayed in the relative positions of the header or footer, ie. left, right, centre.

Enter # to insert the current page number in the header or footer text. To insert the number of the last page in your document, enter %. For example, enter Page # of % to display Page 6 of 12 on Page 6 of a 12 page document.

3. Specify any other options on the dialog, then click on **OK**.

### How to change the page number format

1. Select **Page Numbers** from the **Page** menu. The **Page Numbers** dialog is displayed.
2. Select the style of page numbering you prefer.
3. Click on **OK**.



You cannot mix page number formats in the same document.

### How to start with a different page number

You may want to start the page numbers in your headers and footers from a number other than 1. For example, if your current document is Chapter 2 of a report and Chapter 1 finished on Page 10, you will want Chapter 2 to start on Page 11 so that the pages are numbered consecutively. To set your page numbering:

1. Select **Page Numbers** from the **Page** menu. The **Page Numbers** dialog is displayed.
  2. In the **Start Numbering From** box, enter the number you want to start the page numbering from.
  3. Click on **OK**.
-



**See also:**

 [Page Numbers dialog](#)

 [Headers & Footers dialog](#)

 [Adding headers and footers](#)



## Saving text in a template


You can include text on the master page then save it as part of a template. You should only include text that remains consistent for each document created with the template, eg. the word Memorandum could be saved as the title on a memo template.

### How to save text created on the master page

1. Select **Save Template** from the **File** menu. The **Save Template** dialog is displayed.
  2. From the **Category** drop-down box, select the category in which you want to save the template, or enter a name for a new category.
  3. From the **Template** drop-down box, select the template you want to overwrite, or enter a name for a new template.
  4. From the **Include Pages** box, click on **Master**.
  5. If you want to make your current template into the default template, click on **Make Default**.
  6. In the **Notes** box, enter any notes that you need about the template, such as the type of document it is designed for (eg. Memo).
  7. Click on **OK**. The template is saved in your chosen category.
-

**See also:**
























 **Save Template** dialog

 Saving a template



## How To...

### Format text

-  [Understanding text attributes](#)
-  [Changing the text style](#)
-  [Changing the font, point size and colour](#)
-  [Changing the case](#)
-  [Changing the language dictionary](#)
-  [Changing the alignment](#)
-  [Changing the tabs](#)
-  [Understanding paragraph styles](#)
-  [Creating a new paragraph style](#)
-  [Changing an existing paragraph style](#)
-  [Changing a paragraph style: font, point size and colour](#)
-  [Changing a paragraph style: effects](#)
-  [Changing a paragraph style: language dictionary](#)
-  [Changing a paragraph style: alignment](#)
-  [Changing a paragraph style: indents](#)
-  [Changing a paragraph style: paragraph control](#)
-  [Changing a paragraph style: word and letter spacing](#)
-  [Changing a paragraph style: line spacing](#)
-  [Changing a paragraph style: bullets](#)
-  [Changing a paragraph style: tabs](#)
-  [Applying a different paragraph style](#)
-  [Deleting a paragraph style](#)
-  [Saving paragraph styles in a template](#)



## Understanding text attributes

Text attributes include font and point size, text style (eg. **bold**, *italic*) and colour; any of these effects can be underlined or placed in a square or rounded box. Select them in Text mode through the **Text** menu or from the **Text Tools** toolbar and apply them to a selected block of text or to text that you enter. You can also change the case of a selected block of text (eg. from lower to upper case) or the alignment of the current paragraph (eg. from left-aligned to centred).




You can apply several text attributes at once, eg. bold and italic.



Text attributes apply only to selected text; if you want to apply an attribute throughout your document, eg. to ensure consistency in headings and body text, switch to Paragraph mode and apply paragraph styles.

---

**See also:**

 [Understanding paragraph styles](#)



## Changing the text style





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



### How to change the text style


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


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

-  selecting **Font** from the **Text** menu to display the **Font** dialog, then selecting the style that you want
-  selecting the style name in the toolbar
-  using the styling buttons in the toolbar
-  using the keyboard shortcuts.

Several text styles are available and many of them can be used in combination. The buttons representing the style selections currently in use will be in the down position.

The **Paragraph Style** command in the **Restore** sub menu will reset the text style to that of the corresponding paragraph style.

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

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


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


---

### Shortcuts



**See also:**

 [Selecting a block of text](#)

 [Entering text](#)





## Changing the font, point size and colour

You can pre-set the font, point size and colour of text before you enter it, or alter a selected block of existing text.



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

1. To pre-set the font, point size and colour of text, select Text mode and place the text insertion point where you intend to begin entering text. To alter an existing block of text, select Text mode and highlight the block.
2. Select **Font** from the **Text** menu. The **Font** dialog is displayed.  
The fonts listed on the **Font** dialog are the fonts that are available to your currently selected printer.
3. Make your selection from the **Font**, **Font Style** and **Size** list boxes.  
The largest point size that you can select is 250 points; the smallest is 3 points.
4. To compress or expand the size of the font, edit the value in the **Width** box. Reduce the value to compress the font and increase the value to expand the font. The smallest value that you can select is 25% and the largest is 200%; the default value is 100%.
5. If you have a colour screen, you can display colour text (though you must have a colour printer to print it). Select a colour from the **Colour** drop-down palette.
6. Click on **OK**.

Alternatively you can select the font, point size and colour from the Pressworks window: select the font from the font drop-down list box in the **Text Tools** toolbar; select the point size from the point size drop-down list box in the toolbar; select the colour from the colour bar at the bottom of the Pressworks window.



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



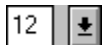
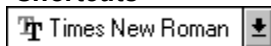
If you increase the point size of text to such an extent that even the first character will not fit into the chosen frame, you will get the **Frame Full** dialog, asking if you want to name the text. If you do not want to do this, click on **Cancel** and enlarge the frame to make the text appear in the size you have chosen.



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


---


### Shortcuts





**Ctrl T** displays the **Font** dialog.

**See also:**

 [Font dialog](#)

 [Frame Full dialog](#)

 [Selecting a block of text](#)

 [Changing a paragraph style: font, point size and colour](#)



## Changing the case

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



### How to change the case

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

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



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




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

---

### Shortcuts



**See also:**

 Selecting a block of text



## Changing the language dictionary

You can select a different language dictionary for spell-checking and hyphenating a selected block of text.



### How to change the language dictionary

1. In Text mode, highlight the block of text that you want to change.
2. Use the language drop-down list box on the toolbar to select the language dictionary that you want to use.



You need only select a language dictionary for a block of text if the text is in a different language from the rest of your document.



If you have *not* purchased a separate language pack, you will be able to select an English language dictionary only.



Additional language packs can be purchased from GST Customer Services, tel. (01480) 496575.

---

**See also:**

- [!\[\]\(849840539e55921a3851a4ff96d7400d\_img.jpg\) Selecting a block of text](#)
- [!\[\]\(c176e0b06f6c5dd85a4598b214d1ebba\_img.jpg\) Setting the language dictionary](#)
- [!\[\]\(66a18e26647fc145bd9198dd182dd107\_img.jpg\) Setting the language dictionary of text](#)
- [!\[\]\(572bcf30fdd4de64673b94584b7c6eca\_img.jpg\) Changing a paragraph style: language dictionary](#)
- [!\[\]\(ba6dc7fecffbf82e7fd414c1c97a1ece\_img.jpg\) Changing your preferences](#)



## Changing the alignment

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



### How to change the alignment

1. In Text mode, position the text insertion point within the paragraph you want to realign.
2. Select **Format** from the **Text** menu to display the **Format** dialog.
3. Select the alignment that you want to use.

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



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

---

### Shortcuts



**See also:**

 [Changing a paragraph style: alignment](#)





## Changing the tabs



In Text mode, the tab bar is displayed in the horizontal ruler at the top of the Pressworks window. It is visible only in Text mode and is always set to the width of the selected frame. You can set tabs direct from the tab bar, or use the **Tabs** dialog to position them more accurately.

### How to change the tabs from the tab bar

1. Select a frame in Frame mode and switch to Text mode. Alternatively, click on the work area in Text mode to create a frame for your text. The tab bar is displayed in the ruler.
2. Click on the tab type you want to use, and then click on the tab bar to position the tab.
3. Repeat this for each tab you want to add.
4. Any text you enter will be set and any existing text reset to the tabs you have chosen.






You can remove tabs by dragging them below or to the end of the tab bar.

### How to change the tabs from the dialog

1. Select a frame in Frame mode and switch to Text mode. Alternatively, click on the work area in Text mode to create a frame for your text.
  2. Select **Tabs** from the **Text** menu to display the **Tabs** dialog.
  3. At the top is a display showing the number, position and widths of set tabs for this paragraph style.
  4. For each tab you want to add, set **Position** or **Width** to define the tab setting according to the tab's distance from the left-hand edge of the frame (position) or from the previous tab (width).
  5. Select the tab type from the **Type** group box.
  6. If required, choose a leader character from the **Leaders** group box. In the **Spacing** box, enter the amount of space, if any, to insert between each leader character.
  7. If you want all your tabs to be identical to the one you have just set, click on **Copy All Tabs**.
  8. When you have set all the tabs you need, click on **OK**.
  9. Any text you enter will be set and any existing text reset to the tabs you have chosen.
-


**See also:**


-  [Tabs dialog](#)
-  [Changing the alignment](#)
-  [Changing a paragraph style: tabs](#)





## Understanding paragraph styles

Every paragraph of text within a document is tagged with a paragraph style or named set of character and paragraph options that can be applied to paragraphs of text. Paragraph styles are useful because they let you quickly format the text in your documents; you can create paragraph styles for all the common elements in a document, such as headlines, subheads and captions, to give your document a consistent appearance.

 Using paragraph styles is not the same as changing the font, weight or case of a selected block of text in Text mode; paragraph styles apply to the whole paragraph or group of paragraphs.


 When you select Paragraph mode, the paragraph styles available for the current document are displayed in paragraph style drop-down list box on the toolbar.


 All the paragraph styles in your document are tagged as **Body text** until you choose other paragraph styles.

 Before you import text from a word-processor, you can tag the text with the Pressworks markup language to create paragraph styles for use within your Pressworks document.

---

**See also:**

 [Understanding text attributes](#)

 [Using the Pressworks markup language](#)



## Creating a new paragraph style

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

### How to create a new paragraph style

1. In either Text mode, or Paragraph mode select **Paragraph Style** from the **Text** menu, and **New** from the submenu. The **New Paragraph Style** dialog is displayed.
2. Enter a name for the new paragraph style and select the existing style upon which to base the new style. You can choose to base the new paragraph style on the currently selected text and paragraph by selecting **Current Selection** in the **Copy From** box.
3. Click on **OK**, and the **Edit Paragraph Style** dialog is displayed with the **Font** tab selected.

At this stage, the features of the new paragraph style are the same as the style it was based on. You can change these features by using the different tabs of the dialog.

4. Change the features of the paragraph style:

Font, point size and colour

Effects

Language dictionary

Alignment

Indents

Paragraph control

Word and letter spacing

Line spacing

Bullets

Tabs

5. Use the **Next Style** drop-down list box to choose the style which will always follow this new paragraph style.
6. Click on **OK** when you have finished changing the features of the new paragraph style.

---

### Shortcuts



**See also:**

- [!\[\]\(849840539e55921a3851a4ff96d7400d\_img.jpg\) \*\*New Paragraph Style\*\* dialog](#)
- [!\[\]\(c176e0b06f6c5dd85a4598b214d1ebba\_img.jpg\) \*\*Edit Paragraph Style\*\* dialog](#)
- [!\[\]\(66a18e26647fc145bd9198dd182dd107\_img.jpg\) Applying a different paragraph style](#)
- [!\[\]\(572bcf30fdd4de64673b94584b7c6eca\_img.jpg\) Saving a template](#)



## Changing an existing paragraph style

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

### How to change a paragraph style

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



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



click on a paragraph tagged with the style that you want to change, then select **Paragraph Style** from the **Text** menu and **Edit** from the submenu.

The **Edit Paragraph Style** dialog is displayed, with the **Font** tab selected. You can change the features of the paragraph style by using the different tabs of the dialog.

2. Use the dialog to change the features of the paragraph style:



Font, point size and colour



Effects



Language dictionary



Alignment



Indents



Paragraph control



Word and letter spacing



Line spacing



Bullets



Tabs




3. Use the **Next Style** drop-down list box to choose the style which will always follow this new paragraph style.
4. Click on **OK** when you have finished changing the features of the paragraph style.

---

### Shortcuts



**See also:**

-  [\*\*Edit Paragraph Style\*\* dialog](#)
-  [Creating a new paragraph style](#)
-  [Applying a different paragraph style](#)





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

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

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

1. Select **Paragraph Style** from the **Text** menu and **Edit** from the submenu. The **Edit Paragraph Style** dialog is displayed.

2. Select the **Font** tab (if not already displayed).

The fonts listed in the **Font** section are the fonts that are available to your currently selected printer.

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

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

3. To compress or expand the size of the font, edit the value in the **Width** box. Reduce the value to compress the font and increase the value to expand the font. The smallest value that you can select is 25% and the largest is 200%; the default value is 100%.

4. Select a colour from the **Colour** drop-down palette.

5. Click on **OK**.



You can also select a font and point size from the drop-down list boxes in the **Text Tools toolbar**.



Alternatively, change the colour of the selected paragraph style using the colour bar at the bottom of the Pressworks window.



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

---

### Shortcuts



T Times New Roman ↓

12 ↓

100 ↑ ↓

**See also:**

 **Font** tab

 Changing the font, point size and colour



## Changing a paragraph style: effects

You can change the effects (such as underlining and superscript text) used in the selected paragraph style. All paragraphs tagged with this style will be updated with your chosen selection.

### How to change the effects

1. Select **Paragraph Style** from the **Text** menu and **Edit** from the submenu. The **Edit Paragraph Style** dialog is displayed.
2. Select the **Font** tab (if not already displayed).
3. Make your selection from the **Underline** list box and the effects check boxes.
4. Click on **OK**.



You can also select certain effects from the **Text Tools toolbar**.



You can also specify different effects for text selections *within* paragraphs.


---

### Shortcuts



**See also:**

 **Font tab**

 Changing the text style



## Changing a paragraph style: language dictionary

You can specify a language dictionary to be used by the selected paragraph style, so that every paragraph tagged with that style will be spell-checked and hyphenated in the specified language.

### How to choose a language dictionary

1. Select **Paragraph Style** from the **Text** menu and **Edit** from the submenu. The **Edit Paragraph Style** dialog is displayed.
2. Select the **Font** tab (if not already displayed).
3. Select a language dictionary from the **Language** drop-down list box.
4. Click on **OK**.



If you do *not* want to make a paragraph style language specific, select **Neutral** from the **Language** drop-down list box. The text will then be spell-checked and hyphenated in the language set for the whole piece of text. This language can be changed using the **Text Status** dialog.



If you have *not* purchased a separate language pack, you will be able to select an English language dictionary only.



Additional language packs can be purchased from GST Customer Services, tel. (01480) 496575.

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### Shortcuts



**See also:**

- [!\[\]\(849840539e55921a3851a4ff96d7400d\_img.jpg\) \*\*Font\*\* tab](#)
- [!\[\]\(c176e0b06f6c5dd85a4598b214d1ebba\_img.jpg\) Setting the language dictionary](#)
- [!\[\]\(66a18e26647fc145bd9198dd182dd107\_img.jpg\) Changing the language dictionary](#)
- [!\[\]\(572bcf30fdd4de64673b94584b7c6eca\_img.jpg\) Setting the language dictionary of text](#)
- [!\[\]\(ba6dc7fecffbf82e7fd414c1c97a1ece\_img.jpg\) Changing your preferences](#)



## Changing a paragraph style: alignment

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

### How to change the alignment

1. Select **Paragraph Style** from the **Text** menu and **Edit** from the submenu. The **Edit Paragraph Style** dialog is displayed.

2. Select the **Format** tab.

3. Select one of the following alignments from the **Alignment** group box:



**Flushed Left** for left justified text



**Centred** for text justified to the centre of the frame



**Flushed Right** for right justified text



**Justified** for left and right justified text



Alternatively, click on the relevant alignment button in the **Text Tools** toolbar.



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

---

### Shortcuts



**See also:**

- ◆ Layout tab
- ◆ Changing the alignment





## Changing a paragraph style: indents

You can indent the selected paragraph style.

### How to change indents

1. Select **Paragraph Style** from the **Text** menu and **Edit** from the submenu. The **Edit Paragraph Style** dialog is displayed.
  2. Select the **Format** tab, and put settings in the **Indents** group box.
  3. In the **First Line** box, enter the space required between the left frame edge and the start of the first line of the paragraph.
  4. In the **Left** box, enter the space required between the left frame edge and the rest of the paragraph.
  5. In the **Right** box, enter the space required between the right frame edge and the right edge of the paragraph.
  6. Click on **OK**.
- ◆ The first paragraph within a frame is placed immediately below the frame border, with little space above it (1/4 the paragraph leading).
  - ◆ The **First Line** setting must be *smaller* than the **Left** setting to create a hanging indent.

---

### Shortcuts



**See also:**

- ◆ Layout tab
- ◆ Changing a paragraph style: paragraph control



## Changing a paragraph style: paragraph control

You can control where and how paragraphs are broken, and where they start. You can also choose how much space to leave between paragraphs.

### How to change paragraph control

1. Select **Paragraph Style** from the **Text** menu and **Edit** from the submenu. The **Edit Paragraph Style** dialog is displayed.
2. Select the **Format** tab.
3. Select one of the following from the **Keep Lines Together** box:
  - ◆ **None** if you don't mind where the paragraph is split
  - ◆ **Whole Paragraph** to prevent a paragraph in that style from being split over a frame or page.
  - ◆ **At Start and End** if you want to specify the minimum widow lines and orphan lines that you require. Use the **Start** and **End** boxes to enter the numbers of lines.
4. In the **Keep Paragraphs Together** group box, select **Keep With Previous** if you wish the paragraph not to be separated from the previous paragraph, and select **Keep With Next** if you wish the paragraph not to be separated from the following paragraph.
5. In the **Space Between Paragraphs** group box, you can specify how much space you wish to leave blank above and below the paragraph.
6. In the **Start Paragraph** group box, select **On New Page** to force a paragraph in that style to always start at the top of the first frame on a new page. Select **In Next Frame** to force a paragraph in that style to always start at the top of the next frame in your document.
7. Click on **OK**.
  - ◆ The **Whole Paragraph** option is ignored if the paragraph is too long to fit into *any* frame.
  - ◆ If the widow and orphan values overlap for a paragraph of text, that paragraph is prevented from being broken at all. For example, if the paragraph is 5 lines long, with minimum widow lines set at 3 and minimum orphan lines set at 2, the paragraph will *not* be broken.
  - ◆ **Keep With Previous** is *not* available if the paragraph style is set to have a frame or page break.

---

### Shortcuts



**See also:**

◆ **Layout tab**



## Changing a paragraph style: word and letter spacing

You can control the amount of space that appears between words and letters in the selected paragraph style. Letter spacing automatically varies the space between characters in order to justify text. You can also control when hyphenation occurs.

### How to change word spacing

1. Select **Paragraph Style** from the **Text** menu and **Edit** from the submenu. The **Edit Paragraph Style** dialog is displayed.
  2. Select the **Spacing** tab.
  3. In the **Word & Letter Spacing** group box, choose either **Standard**, **Custom** or **Monospacing**.
  4. If you choose **Standard**, Pressworks decides on spacing for you, but you can specify how tight or loose this is to be by moving the slider. If you want to allow Pressworks to vary the spacing between letters as well as between words, if necessary, select the **Allow Letter Spacing** check box.
  5. If you choose **Custom**, you can enter the minimum, optimum and maximum space required between words, and the maximum space allowed between letters. The unit used here is always ems. (The minimum, maximum and letter spacing values are only used in justified text. In ragged text only the optimum spacing can be defined.)
  6. In a monospaced font, all of the characters, including the space character, have the same width: Courier is an example. When using monospaced fonts, you can ensure that the spaces between letters and words are not stretched for the selected paragraph style by selecting **Monospacing**.
  7. You can use the **Hyphenation** group box to turn on hyphenation, and to control the size of the hyphenation hot zone. In The **Hot Zone** box, enter the required value for the hot zone. The unit again is always ems.
  8. Click on **OK**.
- ◆ If you enter a minimum space value greater than the maximum space value, the values are replaced by 0.3 ems and 1.0 ems respectively.
  - ◆ The larger the hot zone, the more ragged the right margin of the text will be.
  - ◆ If automatic hyphenation is turned on, any hyphens needed will be placed within this zone.
  - ◆ You can insert soft hyphens to override the automatic hyphenation rules.
  - ◆ If there are words that you never want to be hyphenated, or that you always want to be hyphenated in a particular way, you can edit the hyphenation exceptions dictionary.

---

### Shortcuts



**See also:**

- ◆ Spacing tab
- ◆ Adjusting the space between two characters (kerning)
- ◆ Inserting a soft hyphen
- ◆ Editing the hyphenation exceptions dictionary



## Changing a paragraph style: line spacing

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

When a document has two or more columns of text (for example, a newsletter) you can ensure that the baselines of text in one column align horizontally with the text in the other column.

### How to change the line spacing

1. Select **Paragraph Style** from the **Text** menu and **Edit** from the submenu. The **Edit Paragraph Style** dialog is displayed.
  2. Select the **Spacing** tab.
  3. In the **Line Spacing** box, you can choose either **Relative Leading** or **Absolute Leading**.
  4. If you choose **Relative Leading**, you set the leading relative to the point size of the text. Four buttons represent common choices.
  5. If you choose **Absolute Leading**, you enter the required leading in points.
  6. To ensure that, when text is set in columns, paragraphs in the columns will align horizontally, check the **Align Baselines** check box.
  7. Click on **OK**.
- ◆ If in doubt about, make the leading 20% greater than the point size by specifying a relative leading of 120%.
  - ◆ Relative leading is automatically recalculated if you change point size.
  - ◆ If a feature forces the text off the grid, for example, part of the paragraph is styled in a larger point size, the text moves downwards and aligns with the next grid division.
  - ◆ The **Align Baselines** command is most effective when used with a paragraph style that appears frequently on the page, for example, Body text.

---

### Shortcuts



**See also:**

◆ **Spacing tab**





## Changing a paragraph style: bullets

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

### How to choose a bullet

1. Select **Paragraph Style** from the **Text** menu and **Edit** from the submenu. The **Edit Paragraph Style** dialog is displayed.
2. Select the **Bullets** tab, and check the **Enable Bullet** check box.
3. Select a font for the bullet from the **Bullet Font** drop-down list box.

By default, all of the fonts for the currently selected printer are listed; to display symbol fonts only, check the **Symbol Fonts Only** check box. The bullet characters for the selected font are displayed in the **Bullet Character** group box.

4. Scroll through the bullets and click on the one that you want.
  5. Click on **OK**.
- ◆ If you do *not* want a bullet character, check the **Enable Bullet** check box again.
  - ◆ A bullet always appears as the first character on the first line of the paragraph. Use the **Format** tab to create a hanging indent so that there is a space between the bullet and the text.
- 

### Shortcuts



**See also:**

◆ Bullets tab

◆ Changing a paragraph style: indents



## Changing a paragraph style: tabs

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

### How to set up tabs

1. Select **Paragraph Style** from the **Text** menu and **Edit** from the submenu. The **Edit Paragraph Style** dialog is displayed.
2. Select the **Tabs** tab. At the top is a display showing the number, position and widths of set tabs for this paragraph style.
3. For each tab you want to add, set **Position** or **Width** to define the tab setting according to the tab's distance from the left-hand edge of the frame (position) or from the previous tab (width).
4. Select the tab type from the **Type** group box.
5. If required, choose a leader character from the **Leaders** group box. In the **Spacing** box, enter the amount of space, if any, to insert between each leader character.
6. Click on **Insert Tab** to set the new tab.
7. If you want all your tabs to be identical to the one you have just set, click on **Copy All Tabs**.
8. When you have set all the tabs you need, click on **OK**.

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

---

### Shortcuts



**See also:**

◆ **Tabs** tab



## Applying a different paragraph style

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

### How to apply a different paragraph style

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

**or:**

1. In Paragraph mode, select the paragraph or group of paragraphs. There are three ways of selecting a group of paragraphs:
    - ◆ click on a paragraph to select it, then hold down **Ctrl** and click on each paragraph in turn to make up the group
    - ◆ click on a paragraph to select it, then hold down **Shift** and click on the last paragraph that you want to select; all of the paragraphs between the two click points are selected
    - ◆ position the paragraph symbol ¶ over the first paragraph that you want to select, then drag the mouse pointer over the last paragraph that you want to select; all of the paragraphs that have been dragged over are selected.
  2. Click on the required paragraph style name in the Paragraph Style drop down list box or press the function key of the required style. The selected paragraph or group of paragraphs takes on the characteristics of the new style.
    - ◆ Any text style, font, point size, colour or alignment assigned in Text mode will override the paragraph style.
-

**See also:**

- ◆ [Creating a new paragraph style](#)



## Deleting a paragraph style

You can delete unwanted paragraph styles if they become obsolete.

### How to delete a paragraph style

1. In Paragraph mode, click on the paragraph style name in the paragraph style drop-down list box. In Text mode, position the text insertion point within a paragraph styled in the paragraph style that you want to delete.
  2. Select **Paragraph Style** from the **Text** menu and **Delete** from the submenu.
  3. A message is displayed asking you to confirm your request. Click on **Yes**.
    - ◆ The style name is removed from the Paragraph Style drop-down list box.
    - ◆ Any paragraphs tagged with the deleted paragraph style will revert to Body text.
    - ◆ You *cannot* delete the Body text paragraph style.
-



## Saving paragraph styles in a template

Saving paragraph styles in a template lets you create several documents with a consistent format. If, for example, you are working on a book with several chapters, you may set up several paragraph styles while you are writing the first chapter. You can then save the document as a template called Book. When you want to start another chapter, open the Book template; the paragraph styles are already set up and you only need to assign them to your text. This ensures consistency, no matter how many chapters you wish to add or edit.

### How to save paragraph styles

1. Select **Save Template** from the **File** menu. The **Save Template** dialog is displayed.
  2. From the **Category** drop-down box, select the category in which you want to save the template, or enter a name for a new category.
  3. From the **Template** drop-down box, select the template you want to overwrite, or enter a name for a new template.
  4. If you want to make your current template into the default template, click on **Make Default**.
  5. In the **Notes** box, enter any notes that you need about the template, such as the type of document it is designed for (eg. Book).
  6. Click on **OK**. The template is saved in your chosen category.
-



**See also:**

- ◆ **Save Template** dialog
- ◆ Saving a template



## How To...

### Create PowerText

- ◆ Creating a new text effect
- ◆ Editing an existing text effect
- ◆ Changing the font
- ◆ Changing the weight and case
- ◆ Changing the alignment
- ◆ Changing the effect
- ◆ Changing the text style
- ◆ Changing the background
- ◆ Changing the shadow
- ◆ Changing the spacing
- ◆ Rotating the text effect
- ◆ Mirroring the text effect
- ◆ Previewing the text effect
- ◆ Sizing and moving the text effect
- ◆ Cutting, copying, pasting and deleting the text effect
- ◆ Hiding the text effect
- ◆ Additional design tips
- ◆ Saving text effects in a template



## Creating a new text effect

You can create a variety of text effects with PowerText, such as curves, spirals, waves, jitters and wobbles, as well as shadows and distortions.



### How to create a new text effect

1. Select an empty frame, then click on the **PowerText** button in the toolbar. Alternatively, you can click on the **PowerText** button and then draw a frame.

The **PowerText** dialog is displayed.

2. In the **Text** box at the top of the dialog (which should have the cursor in it when you start the dialog), enter the text that you want to create as PowerText. You can enter up to three separate lines of text; press **Return** to start a new line. The maximum number of characters in each line is 256, including spaces.
3. Select a font from the font drop-down group box; click on the appropriate buttons (in the bars beside the font box) to choose the weight, case and alignment of your text.
4. Click on the **Effect**, **Text Style**, **Background**, **Shadow** and **Spacing** tabs to choose the appearance of your text; each of these tabs gives you more options.

A preview of your PowerText is displayed in the dialog. If you wish the preview to be updated automatically when any changes are made, check the **Auto check box**. If you have not checked the **Auto** box, click on **Update** to see your changes.

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



- ◆ You can hide PowerText by deselecting **Show Pictures** in the **View** menu. Similarly you can print your document without PowerText by turning **Line Art** off in the **Print Options** dialog.
-

**See also:**

- ◆ PowerText dialog
- ◆ Drawing frames
- ◆ Editing an existing text effect
- ◆ Sizing and moving the text effect
- ◆ Hiding pictures



## Editing an existing text effect

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



### How to edit an existing text effect

Select the PowerText frame, then do either of the following:

- ◆ click on the **PowerText** button in the toolbar
- ◆ double-click on a PowerText frame when working in either Text mode or Frame mode.

The **PowerText** dialog is displayed:

1. Edit the text as necessary. You can also change any of the selected options, for example, the font or angle of rotation.
2. When you have made the changes that you want, click on **OK**.

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

---

**See also:**

- ◆ PowerText dialog
- ◆ Sizing and moving the text effect



## Changing the font

You can change the font of any PowerText you have created.



### How to change the font

Select the PowerText frame, then do either of the following:

- ◆ click on the **PowerText** button in the toolbar
- ◆ double-click on a PowerText frame when working in either Text mode or Frame mode.

The **PowerText** dialog is displayed:

1. Choose a font from the font drop-down group box. The fonts are grouped under headings such as Basic, Fancy, or Plain. Click on a group name to see the available fonts for that heading.
  2. When you have chosen the font you want, click on **OK**. The PowerText is redrawn with the new font.
    - ◆ Some of the groups, eg. Fancy, have subheadings such as Light or Script which contain further fonts.
    - ◆ If you have checked the **Auto** check-box, you will see a preview of your font. For a preview if the box is not checked, click on **Update**.
-

**See also:**

◆ **PowerText** dialog





## Changing the weight and case

You can change the weight (bold, italics) and case of your PowerText



### How to change the weight and case

Select the PowerText frame, then do either of the following:

- ◆ click on the **PowerText** button in the toolbar
- ◆ double-click on a PowerText frame when working in either Text mode or Frame mode.

The **PowerText** dialog is displayed:

1. Click on Bold, Italic or Capitals buttons; these are set in a bar beside the font drop-down group box.
  2. When you are satisfied with your changes, click on **OK**. The PowerText is redrawn with the new weight and case.
- ◆ If you have checked the **Auto** check-box, you will see a preview of the weight and case you have chosen. For a preview if the box is not checked, click on **Update**.
-

**See also:**

◆ **PowerText** dialog



## Changing the alignment

You can change the alignment of any PowerText you have created.



### How to change the alignment

Select the PowerText frame, then do either of the following:

- ◆ click on the **PowerText** button in the toolbar
- ◆ double-click on a PowerText frame when working in either Text mode or Frame mode.

The **PowerText** dialog is displayed:

1. Click on the alignment button you want from the bar to the right of the weight and case bar. Text alignment options are left, centre, right, justified and stretch, for all text effects.
  2. When you have chosen the alignment you want, click on **OK**. The PowerText is redrawn with the new alignment.
- ◆ If you have checked the **Auto** check-box, you will see a preview of your alignment. For a preview if the box is not checked, click on **Update**.
-

**See also:**

◆ **PowerText** dialog



## Changing the effect

You can change the effect of any PowerText you have created.



### How to change the effect

Select the PowerText frame, then do either of the following:

- ◆ click on the **PowerText** button in the toolbar
- ◆ double-click on a PowerText frame when working in either Text mode or Frame mode.

The **PowerText** dialog is displayed, with the **Effect** tab selected:

1. Select an effect, eg. Wave, Triangle or Totem Pole, from the Effects scroll bar. The effect you choose determines the availability of some of the other options, such as the slider, which controls the degree of text distortion, the **Baseline** buttons and the **Flip** check box (eg. you can make triangle effects longer or wider by using the slider, but you cannot change a line effect in this way).
  2. If it is available for the selected effect, you can select the **Flip** check box to flip your text from right to left or upside-down, depending on the effect you have chosen.
  3. If they are available for the selected effect, you can select one of the **Baseline** buttons to alter the tilt of your text.
  4. To create slanted text, specify an angle in the **Skew** box. You can do this either by entering a number in the box or by dragging the radius of the circle to the angle you require.
  5. To rotate text, specify an angle in the **Rotation** box. You can do this either by entering a number in the box or by dragging the radius of the circle to the angle you require.
  6. Select the **Mirror** check box to flip the text horizontally or vertically, depending on the degree of rotation of the text.
  7. From the **Scaling** drop-down list box, choose whether you want the text to be stretched to fit the frame, to have its aspect ratio preserved, or to fix the size. If you choose **Fixed Size**, the **Points** box becomes enabled; you can then enter a point size.
  8. When you are satisfied with your changes, click on **OK**. The PowerText is redrawn as you have specified.
- ◆ If you have checked the **Auto** check-box, you will see a preview of the effects you have changed. For a preview if the box is not checked, click on **Update**.
-

**See also:**

◆ **Effect tab**



## Changing the text style

Changing the text style in PowerText lets you choose a new line or fill style for the text, as well as the colour and degree of tint.



### How to change the text style

Select the PowerText frame, then do either of the following:

- ◆ click on the **PowerText** button in the **Frame Tools** toolbar
- ◆ double-click on a PowerText frame when working in either Text mode or Frame mode.

The **PowerText** dialog is displayed:

1. Click on the **Text Style** tab.
  2. Select fill patterns and outlines from the **Pattern** and **Style** drop-down list boxes. Choose the colour of both line and fill patterns from the **Colour** drop-down group boxes and the tint percentage from the colour slider.
  3. When you have chosen the text styles you want, click on **OK**. The PowerText is redrawn with the new styles.
- ◆ The colours in the **Colour** box are those of the current colour palette.
  - ◆ If you have checked the **Auto** check-box, you will see a preview of your text style. For a preview if the box is not checked, click on **Update**.
-

**See also:**

◆ **Text Style tab**





## Changing the background

You can choose whether or not to give your PowerText a background.



### How to change the background

Select the PowerText frame, then do either of the following:

- ◆ click on the **PowerText** button in the toolbar
- ◆ double-click on a PowerText frame when working in either Text mode or Frame mode.

The **PowerText** dialog is displayed:

1. Click on the **Background** tab.
  2. Select a background shape from the **Shape** box. The shape you choose determines the availability of some of the other options, such as the **Text Inside** check box. This option is not enabled when you choose certain shapes, such as a rectangle, because text is automatically created within these shapes. When you select other shapes, such as stars, you can choose whether or not you want your text to fit inside the background shapes by checking the **Text Inside** check box.
  3. Select fill patterns and outlines from the **Pattern** and **Style** drop-down list boxes. Choose the colour of both line and fill patterns from the **Colour** drop-down group boxes and the tint percentage from the colour slider.
  4. When you have chosen the background you want, click on **OK**. The PowerText is redrawn with the new background.
    - ◆ If you select the Star background, you can choose the number of points (3-9), control the inner radius by using the **Star Inner Radius** slider, and rotate the shape by selecting the **Half Turn** check box.
    - ◆ Selecting a number of points for the Star background automatically increases or decreases the points in the Starburst background.
    - ◆ If you do not want a background for your text, select **None** from the **Shape** box.
    - ◆ The colours in the **Colour** box are those in the current colour palette.
    - ◆ If you have checked the **Auto** check-box, you will see a preview of your background. To see the preview if the box is not checked, click on **Update**.
-

**See also:**

◆ **Background tab**



## Changing the shadow

You can give any PowerText or its background a shadow. You can control the angle and length of the shadow and its colour.



### How to change the shadow

Select the PowerText frame, then do either of the following:

- ◆ click on the **PowerText** button in the toolbar
- ◆ double-click on a PowerText frame when working in either Text mode or Frame mode.

The **PowerText** dialog is displayed:

1. Click on the **Shadow** tab.
  2. To create a shadow for text without a background, choose either **Drop Shadow** or **Skew Shadow**. To create unshadowed text choose **No Shadow**.
  3. To create a shadow for text with a background, choose **Shadow Text**. The background will remain unshadowed.
  4. To create a shadow for a PowerText background, choose either **Drop Shadow** or **Skew Shadow**. The text will remain unshadowed. To create an unshadowed background choose **No Shadow**.
  5. To change the direction in which the shadow is displayed, specify a degree in the **Direction** box, either by entering a number in the box or by dragging the radius of the circle to the degree you require.
  6. To change the length of the shadow, either drag the box in the **Offset** slider to the position you require, or click on the arrows.
  7. Choose a colour for your shadow from the **Colour** drop-down group box and adjust the tint percentage from the colour slider.
  8. When you have chosen the shadow effect you want, click on **OK**. The PowerText is redrawn with the new shadow.
- ◆ The colours in the **Colour** box are those of the current colour palette.
  - ◆ If you have checked the **Auto** check-box, you will see a preview of your shadowed text. To see the preview if the box is not checked, click on **Update**.
-

**See also:**

◆ **Shadow tab**



## Changing the spacing

You can change the spacing of any words or lines you have created in PowerText.



### How to change the spacing

Select the PowerText frame, then do either of the following:

- ◆ click on the **PowerText** button in the toolbar
- ◆ double-click on a PowerText frame when working in either Text mode or Frame mode.

The **PowerText** dialog is displayed:

1. Click on the **Spacing** tab.
  2. Select the options you want (eg. **Normal**, **Loose**) from the **Line Spacing** and **Letter Spacing** boxes. You can enter the exact degree of spacing you want in the boxes, or use the up and down arrows to choose the degree.
  3. If you want your text kerned automatically, select the **Auto Kern** check box.
  4. When you have chosen the spacing options you want, click on **OK**. The PowerText is redrawn with the new spacing.
- ◆ If you have selected **Overlap** from the **Letter Spacing** box, you can deselect it either by choosing another option or by checking the **Reverse Overlap** check-box.
  - ◆ If you have checked the **Auto** check-box, you will see a preview of your spacing. For a preview if the box is not checked, click on **Update**.
-

**See also:**

◆ **Spacing tab**



## Rotating the text effect

You can rotate your text effects to any degree between 0° and 360°.



### How to rotate the text effect

Select the PowerText frame, then do either of the following:

- ◆ click on the **PowerText** button in the toolbar
- ◆ double-click on a PowerText frame when working in either Text mode or Frame mode.

The **PowerText** dialog is displayed. Select the **Effect** tab.

There are three ways of rotating your text effects:

- ◆ by entering the degree of rotation you want in the **Rotation** box
  - ◆ by using the up and down arrows to choose the degree of rotation
  - ◆ by dragging the radius of the circle to the degree you want.
  - ◆ Rotation affects both text and background effects.
  - ◆ If you have checked the **Auto** check-box you will see a preview of your rotated text. For a preview if the box is not checked, click on **Update**.
-

**See also:**

◆ **Effect tab**





## Mirroring the text effect

You can use the **Mirror** option to flip PowerText, eg. to reverse your text or display it upside-down.



### How to mirror the text effect

Select the PowerText frame, then do either of the following:

- ◆ click on the **PowerText** button in the toolbar
- ◆ double-click on a PowerText frame when working in either Text mode or Frame mode.

The **PowerText** dialog is displayed. Select the **Effect** tab.

Check the **Mirror** check-box. Your text will flip over by 180°, either horizontally or vertically, depending on the degree of rotation you have selected.

- ◆ If you have checked the **Auto** check-box, you will see a preview of your mirrored text. For a preview if the box is not checked, click on **Update**.
-

**See also:**

◆ **Effect tab**



## Previewing the text effect

You can preview any text effects you create in PowerText, enabling you to make changes before you finalise your page.



### How to preview your text effects

Select the PowerText frame, then do either of the following:

- ◆ click on the **PowerText** button in the toolbar
- ◆ double-click on a PowerText frame when working in either Text mode or Frame mode.

The **PowerText** dialog is displayed.

To preview your text, either

- ◆ check the **Auto** check-box. This updates any changes as you make them, so that you can see exactly which options you have chosen and what your completed text will look like
  - ◆ click on **Update**. This makes all the changes you have made since you last selected the option visible, but you cannot see the changes as you make them.
-

**See also:**

◆ **PowerText** dialog



## Sizing and moving the text effect

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



### How to change the size of a text effect

1. In Frame mode, select the PowerText frame that you want to resize.
2. Point the mouse pointer on one of the frame handles, then drag the handle until the frame is the size and shape that you want:
  - ◆ drag a corner handle to lengthen or shorten the PowerText frame *both* vertically *and* horizontally
  - ◆ drag a centre handle to lengthen or shorten the PowerText frame *either* vertically *or* horizontally.
3. Release the mouse button when the frame is the correct size and shape.
  - ◆ If you have set the PowerText to **Fit Frame** in the **Effect** tab, it is distorted to fill the new frame size. If you have set the PowerText to **Preserve Aspect**, it is redrawn whilst retaining its proportions. If you have given the PowerText a **Fixed Size**, it does *not* change size.
  - ◆ When **Fixed Size** is selected and the PowerText frame is *not* large enough to contain the whole PowerText object (for example, if you have selected a large point size) the frame will clip the characters that cannot be fitted inside the frame. To display the whole PowerText object, enlarge the PowerText frame.
  - ◆ If a PowerText frame is partly hidden, it can still be sized. Selecting the frame causes the handles to become visible through any item on top of it, so you can use these handles to size the frame in the usual way.
  - ◆ You can make more accurate changes to the *size* of a PowerText frame by using the **Size & Position** dialog.
  - ◆ Use **Snap to Guides** to help you size PowerText frames accurately.

### How to move a text effect

1. In Frame mode, select the PowerText frame that you want to move.
2. Hold down the mouse button, then when the grabber hand appears, drag the frame to the required position.
3. Release the mouse button when the PowerText frame is in the correct position.
  - ◆ You can make more accurate changes to the *position* of a PowerText frame by using the **Size & Position** dialog.

---

## Shortcuts



**See also:**

- ◆ **Effect** tab
- ◆ **Size & Position** dialog
- ◆ Snapping frames to the column guides



## Cutting, copying, pasting and deleting text effects

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



### How to cut, or copy, and paste text effects

Select the PowerText frame you want to cut or copy, then do any of the following:

- ◆ select **Cut** or **Copy** from the **Edit** menu
- ◆ right-click on the frame, then select **Cut** or **Copy** from the shortcut menu that is displayed
- ◆ click on the **Cut** or **Copy** button in the toolbar.

**Cut** *moves* the PowerText frame from the page onto the Clipboard so that you can transfer it to another location; **Copy** *copies* the PowerText frame onto the Clipboard *without* removing it from the page, so that you can transfer it to another location.

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

To paste the PowerText frame into your document do any of the following:

- ◆ select **Paste** from the **Edit** menu
- ◆ click on the **Paste** button in the toolbar.

The frame is pasted into the document down and to the right of the original frame.

To paste the PowerText into a different frame, right-click on the frame then select **Paste Into** from the shortcut menu that is displayed.

### How to delete text effects

Select the PowerText frame you want to delete, then do any of the following:

- ◆ select **Delete** from the **Edit** menu
- ◆ right-click on the PowerText frame, then select **Delete** from the shortcut menu that is displayed
- ◆ press the **Delete** key on your keyboard.

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

---

### Shortcuts





## Hiding the text effect

You can increase the speed at which the screen redraws (eg. to see the layout of your document) by hiding your PowerText effects. It is also a useful option if you want to print your document without graphics, eg. to proof-read your text. Hiding PowerText effects speeds up printing.

### How to hide text effects

Deselect **Show Pictures** from the **View** menu. This command is ticked when pictures are displayed in Pressworks. When you turn the option off, the tick disappears and your text will be replaced by a box containing the word(s) you have typed in and a diagonal cross.

- ◆ To print your document without PowerText effects, deselect **Line Art** in the **Print Options** dialog.
-



**See also:**

◆ **Print Options** dialog



## Additional design tips

There are a number of ways in which you can use PowerText to create more decorative designs. You can, for example, squash or stretch your text to create distorted (thicker or taller) characters, or use symbol fonts to create ornate characters or graphics effects, as well as experimenting with shadow effects.

### How to distort text

1. Select the **Effect** tab from the **PowerText** dialog and set the **Scaling** to **Fit Frame**.
  2. Select the PowerText frame and drag the handles to distort the text either vertically (using the top or bottom handles) or horizontally (using the left or right handles).
- ◆ You can drag one of the corner handles to distort the text vertically and horizontally in one action.

### How to use symbol or decorative fonts

1. Enter your text in the box in the **PowerText** dialog.  
Short words or single letters are usually more effective if you are using decorative fonts or symbols.
2. Choose a font from the font drop-down list box. Particularly effective styles for decorative lettering are:
  - ◆ Sapphire (Fancy-Engraved group) - decorative letters
  - ◆ Scribble (Fancy-Light group) - fountain pen style lettering
  - ◆ Symbol (Symbols group) - changes text to Greek style
  - ◆ Wingdings (Symbols group) - highly decorative graphics effects; the effects change depending on which case you have chosen.

Other effective ways of embellishing your PowerText designs are by using shadows, either on your text or on the background, and by changing the spacing.

---

**See also:**

- ◆ PowerText dialog
- ◆ Changing the effect
- ◆ Changing the font
- ◆ Changing the shadow



## Saving text effects in a template

You can use the document to save any text effects created on it as part of a template. You may want to do this to save time and ensure consistency across documents. You should only include text that remains consistent for each document created with the template, eg. the word Memorandum created as a PowerText effect could be saved as the title of a Memo template.

### How to save text effects created on the master page

1. Select **Save Template** from the **File** menu. The **Save Template** dialog is displayed.
  2. From the **Category** drop-down box, select the category in which you want to save the template, or enter a name for a new category.
  3. From the **Template** drop-down box, select the template you want to overwrite, or enter a name for a new template.
  4. From the **Include Pages** box, click on **Master**.
  5. If you want to make your current template into the default template, click on **Make Default**.
  6. In the **Notes** box, enter any notes that you need about the template, such as the type of document it is designed for (eg. Memo).
  7. Click on **OK**. The template is saved in your chosen category.
-

**See also:**

- ◆ [Save Template dialog](#)
- ◆ [Saving a template](#)



## How To...

### Add pictures

- ◆ Understanding line-art and bitmaps
- ◆ Importing pictures
- ◆ Scanning pictures
- ◆ Pasting pictures
- ◆ Linking and embedding pictures
- ◆ Colouring pictures
- ◆ Scaling pictures
- ◆ Sizing and moving pictures
- ◆ Cropping pictures
- ◆ Hiding pictures
- ◆ Viewing the status of pictures
- ◆ Renaming pictures
- ◆ Removing pictures
- ◆ Replacing pictures
- ◆ Saving pictures in a template



## **Understanding line-art and bitmaps**

You can import both line-art and bitmaps into your Pressworks documents.

◆ Line-art pictures are made up of objects such as squares, lines and circles; they are created using drawing applications like Designworks. You can also create simple line-art using Pressworks drawing tools.

◆ Bitmaps are made up of individual dots, and are created using painting applications like Windows Paintbrush, or when using a scanner.

---

**See also:**

◆ [Importing pictures](#)





## Importing pictures

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



### How to import a picture

In Frame mode do any of the following:

- ◆ select **Import Picture** from the **File** menu
- ◆ right-click on the frame in which you want to import the picture, then select **Import Picture** from the shortcut menu that is displayed
- ◆ click on the **Import Picture** button in the contents box.

The **Import Picture** dialog is displayed:

1. Select the disk drive and directory in which the picture has been saved.
2. From the **List Files of Type** drop-down list box, select the format of the file you want to import.  
If you select **All picture types** from the **List Files of Type** drop-down list box, all picture files (in formats that Pressworks can import) in the current directory are listed in the **File Name** list box.
3. Click on the file in the **File Name** list box. Click on **OK**, and the import process begins. You can abandon the import by pressing **Esc**.
4. When the import is nearly complete, you are given a choice: you can either create a new frame for the picture, replace the contents of the selected frame with the picture, or import the picture without placing it in a frame. Select the one you require, and click on **OK**.
5. When the picture has been imported, its name is added to the list in the contents box.
  - ◆ If you select a frame *before* importing the picture, the picture is automatically displayed in it.
  - ◆ If the selected frame already contains a picture or some text, a dialog appears giving you the choice between creating a new frame for the picture, replacing the contents of the frame with the picture, or importing the picture without placing it in a frame.
  - ◆ If you have not selected a frame, the picture will be displayed on the pasteboard. When you are ready to use the picture, either draw a frame and with the frame selected click on the picture name in the contents box, or drag the picture from the pasteboard to the position you want.
  - ◆ Once a picture is listed in the contents box, you can use it over and over again in as many different frames, on the pasteboard, and on as many different pages as you like, simply by selecting a frame and clicking on the picture name each time you want to use it.

---

### Shortcuts



**See also:**

- ◆ **Import Picture** dialog
- ◆ Drawing frames
- ◆ Clearing frames
- ◆ Dragging and dropping files
- ◆ Dragging and dropping an object



## Scanning pictures

You can scan pictures into Pressworks using any TWAIN scanner.



### How to scan a picture

1. In Frame mode, select **Scan Picture** from the **File** menu to display the **Scan Picture** dialog is displayed:
2. Click on **Select** to choose the scanner you wish to use. All TWAIN scanners installed on your system will be listed.
3. Click on **Acquire**, and a dialog relating to the chosen scanner is displayed.
4. Fill in the appropriate details, and proceed with scanning.

When the picture has been scanned, its name is added to the list in the contents box.

If you select a frame *before* importing the picture, the picture is automatically displayed in it.

◆ If the selected frame already contains a picture or some text, a dialog appears giving you the choice between creating a new frame for the picture, replacing the contents of the frame with the picture, or scanning the picture without placing it in a frame.

If you have not selected a frame, the picture will be displayed on the pasteboard. When you are ready to use the picture, either draw a frame and with the frame selected click on the picture name in the contents box or drag the picture from the pasteboard to the position you want.

If you check the **Create Frame** check box on the **Scan Picture** dialog, a frame is created and the picture is placed in it.

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

---

### Shortcuts



**See also:**

- ◆ **Scan Picture** dialog
- ◆ Drawing frames
- ◆ Clearing frames
- ◆ How to scan and print



## Pasting pictures

You can paste pictures from other applications (eg. Designworks) into Pressworks.

### How to paste a picture

1. Open the application which contains the picture you want to paste. Cut or copy the picture to the Clipboard.
2. Exit from the application and open Pressworks.
3. Make sure you are in Frame mode. Draw a frame and select **Paste** from the **Edit** menu. The picture is displayed in the frame and its name in the contents box.

Alternatively, select **Paste** without first drawing a frame. The picture name appears in the contents box, as before; the picture itself is displayed in a frame on the pasteboard.

◆ Pictures from other applications which support OLE are automatically pasted as OLE objects; this means that you can edit them from within Pressworks.

---

### Shortcuts





## Linking and embedding pictures

You can link or embed pictures from other applications which support OLE into Pressworks. This has the advantage that you can both import the picture and edit it from within the other application without quitting Pressworks.

### How to link or embed a picture

You can link or embed a picture into an existing empty frame, or start without a frame

- 1 In Frame mode, select **Insert Object** from the **Edit** menu. The **Insert Object** dialog appears.
  2. Select a drawing application (eg. Designworks) and choose whether you want to create a new picture or open an existing file. Check the **Display As Icon** check-box if you want your picture to be displayed as an icon.
  3. Click on **OK**. If you have previously drawn a frame and selected it, your picture will be displayed in the frame. If you have not drawn a frame, your picture will appear in a frame on the pasteboard. The OLE number (eg.Object00001) is displayed in the contents box.
-

**See also:**

- ◆ [Insert Object dialog](#)
- ◆ [How to link and embed objects](#)



## Colouring pictures

You can change the colour of pictures in your document.



### How to colour a picture

1. In Frame mode, select the frame containing the picture.
2. Select **Picture Attributes** from the **Frame** menu. The **Frame** dialog is displayed, with the **Picture** tab selected.  
  
Alternatively you can right-click on the frame, then select **Picture Attributes** from the shortcut menu that is displayed.
3. Check the **Custom check box** in the Colour group box, and then select a colour from the drop-down palette.
4. Click on **OK**. Your picture is redrawn with your colour choice.

To restore your picture to its original colours, deselect the **Custom** check-box.

- ◆ Any coloured areas of your picture will be redrawn in shades of the colour you have chosen.
  - ◆ When a group of frames is selected, any changes to the colour apply to *all* frames in the group that contain pictures.
  - ◆ If you import another picture into a frame which already holds a picture you have coloured, the imported picture is given the colour you have chosen. To see the original colours, deselect the **Custom** box.
-



**See also:**

◆ **Picture tab**



## Scaling pictures

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



### How to scale a picture

1. In Frame mode, select the frame containing the picture.
2. Select **Picture Attributes** from the **Frame** menu. The **Frame** dialog is displayed with the **Picture** tab selected.

Alternatively you can right-click on the frame, then select **Picture Attributes** from the shortcut menu that is displayed.

3. Use the **Whole Pixel Scaling** group box to choose whether to select whole pixel scaling horizontally, vertically, or both.

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

4. Click on **OK**.

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

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

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

---

**See also:**

◆ **Picture tab**



## Sizing and moving pictures

When you import a picture into Pressworks, you can easily resize it or move it.

### How to size a picture

1. Select **Picture Attributes** either from the **Frame** menu or by right-clicking on the frame and selecting the option from the popup menu. The **Frame** dialog is displayed with the **Picture** tab selected.
2. In the **Resizing** group box, choose whether you want to fit the frame to the picture, the picture to the frame, or to centre the picture in the frame. You will see a preview of the effect achieved by resizing.
3. Click on **OK**. Your picture is redrawn to fit the option you have selected.

◆ You can also resize a picture by selecting the frame and dragging the handles until it is the size and shape you want. The picture is resized to fit the new size frame.

### How to move a picture

Select the frame containing the picture and drag it to the position you want, either on the page or the pasteboard. The cursor changes to a hand shape, until you release the mouse button.

◆ To size or move a picture more accurately, select **Size & Position** from the **Frame** menu or **Ctrl** double-click on the frame. You can then enter the dimensions you want on the **Size & Position** dialog.

---

### Shortcuts



**See also:**

◆ Picture tab

◆ Size & Position dialog



## Cropping pictures

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

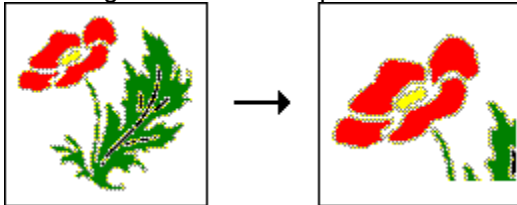


### How to crop a picture

1. In Frame mode, select the frame containing the picture.
2. Select **Crop Picture** from the **Frame** menu. The mouse pointer changes shape to a pair of scissors.

Alternatively you can right-click on the frame, then select **Crop Picture** from the shortcut menu that is displayed.

3. Drag a box inside the picture frame to mark the part of the picture that you want to zoom into:



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

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

---



## Hiding pictures

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



### How to turn off the display of pictures

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

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

You can print your document without its pictures; this can be useful if, for example, you want to proof-read the text. The document will be printed faster without its pictures. To print a

document without its pictures, deselect **Bitmaps** and/or **Line Art** in the **Print Options** dialog.

When the document is printed, each picture is replaced by a box containing the picture name and a diagonal cross.

◆ When you hide the pictures in your document, any PowerText and OLE objects will also be hidden. When you choose not to print the line-art pictures in your document, any PowerText and OLE line-art objects will not be printed; similarly, when you choose not to print the bitmap pictures in your document, any OLE bitmap objects will not be printed.

---

### Shortcuts

**Ctrl Y** selects and deselects the **Show Pictures** command.

**See also:**

- ◆ **Print Options** dialog
- ◆ Printing your document





## Viewing the status of pictures

You can display the name and size of a picture.



### How to view the status of a picture

1. In Frame mode, select the picture name in the contents box, and click on the **Item Information** button. The **Picture Status** dialog is displayed.
2. When you have read the information you require, click on **OK**.

This dialog can also be used to:

- ◆ rename a picture
  - ◆ remove a picture from your document.
-

**See also:**

- ◆ Picture Status dialog
- ◆ Renaming pictures
- ◆ Removing pictures



## Renaming pictures

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



### How to rename a picture

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

**See also:**

◆ **Picture Status dialog**



## Removing pictures

You can remove a picture from your document.



### How to remove a picture

1. In Frame mode, select the picture name in the contents box, and click on the **Delete Item** button.

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

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

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

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

---

**See also:**

◆ **Picture Status dialog**



## Replacing pictures

To replace a picture in a frame with another picture (not necessarily of the same format), select the frame, then either:

- ◆ import the picture, if it has not already been imported
- ◆ click on the picture name or number in the contents box.

The new picture will appear in the frame, replacing the previous picture, which remains in the contents box for future use.

---

**See also:**

◆ [Importing pictures](#)





## Saving pictures in a template

You can include pictures in a document and then save them as part of a template. You should only include pictures that remain consistent for each document created with the template, eg. a company logo could be saved on a newsletter template. Including repetitive pictures in a template saves you time and provides consistency across documents.

### How to save pictures created on the master page

1. Select **Save Template** from the **File** menu. The **Save Template** dialog is displayed.
  2. From the **Category** drop-down box, select the category in which you want to save the template, or enter a name for a new template.
  3. From the **Template** drop-down box, select the template you want to overwrite, or enter a name for a new template.
  4. From the **Include Pages** box, click on **Master**.
  5. If you want to make your current template into the default template, click on **Make Default**.
  6. In the **Notes** box, enter any notes that you need about the template, such as the type of document it is designed for (eg. Newsletter).
  7. Click on **OK**. The template is saved in your chosen category.
-

**See also:**

- ◆ **Save Template** dialog
- ◆ Saving a template



## How To...

### Draw

- ◆ Drawing basic shapes
- ◆ Drawing a straight line
- ◆ Drawing a freehand line
- ◆ Drawing a connected line
- ◆ Sizing and moving graphics
- ◆ Snapping graphics to the graphics grid
- ◆ Hiding the graphics grid
- ◆ Overlapping/stacking graphics
- ◆ Changing the line style of a graphic
- ◆ Changing the fill style of a graphic
- ◆ Cutting, copying, pasting and deleting graphics
- ◆ Saving graphics in a template



## Drawing basic shapes



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

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

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



### How to draw basic shapes

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



**See also:**

- ◆ [Sizing and moving graphics](#)
- ◆ [Snapping graphics to the graphics grid](#)
- ◆ [Changing the line style of a graphic](#)
- ◆ [Changing the fill style of a graphic](#)



## Drawing a straight line



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

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

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



### How to draw a straight line

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

A straight line is drawn joining the two points:



**See also:**

- ◆ Sizing and moving graphics
- ◆ Snapping graphics to the graphics grid
- ◆ Changing the line style of a graphic
- ◆ Changing the fill style of a graphic



## Drawing a freehand line



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

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

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



### How to draw a freehand line

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



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

---



**See also:**

- ◆ [Sizing and moving graphics](#)
- ◆ [Snapping graphics to the graphics grid](#)
- ◆ [Changing the line style of a graphic](#)
- ◆ [Changing the fill style of a graphic](#)



## Drawing a connected line



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

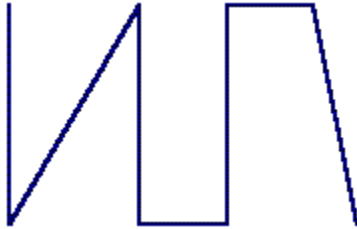
◆ You can either draw graphics in an empty frame, or add graphics to a frame that already has text or a picture in it.

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



### How to draw a connected line

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



**See also:**

- ◆ [Sizing and moving graphics](#)
- ◆ [Snapping graphics to the graphics grid](#)
- ◆ [Changing the line style of a graphic](#)
- ◆ [Changing the fill style of a graphic](#)



## Sizing and moving graphics

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



### How to change the size of a graphic

1. In Draw mode, select the graphic that you want to resize.
2. Point the mouse pointer on one of the graphics handles, then drag the handle until the graphic is the size and shape that you want:
  - ◆ drag a corner handle to lengthen or shorten the graphic *both* vertically *and* horizontally
  - ◆ drag a centre handle to lengthen or shorten the graphic *either* vertically *or* horizontally.
3. Release the mouse button when the graphic is the correct size and shape. The graphic is resized to fit the new size frame.
  - ◆ If a graphic is partly hidden, it can still be sized. Selecting the graphic causes the handles to become visible through any item on top of it, so you can use these handles to size the graphic in the usual way.
  - ◆ You can make more accurate changes to the size of a graphic by selecting **Size & Position** from the **Draw** menu.
  - ◆ Use **Snap to Grid** to help you size graphics accurately.
  - ◆ When you resize a frame containing graphics, the graphics are resized to fit the new frame size.

### How to move a graphic

1. In Draw mode, select the graphic that you want to move.
2. Hold down the mouse button, then when the grabber hand appears, drag the graphic to the required position.
3. Release the mouse button when the graphic is in the correct position.
  - ◆ Graphics *cannot* be dragged outside the frame borders, nor from one frame to another. To move a graphic to another frame, you must cut and paste it.
  - ◆ You can make more accurate changes to the position of a graphic by selecting **Size & Position** from the **Draw** menu.

---

### Shortcuts



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

**See also:**

- ◆ **Size & Position** dialog
- ◆ Snapping graphics to the graphics grid
- ◆ Cutting, copying, pasting and deleting graphics



## Snapping graphics to the graphics grid

You can make graphics align with the graphics grid when you draw, move or resize them.



### How to snap graphics to the graphics grid

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



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

---

### *Shortcuts*



**See also:**

◆ Changing the unit of measurement



## Hiding the graphics grid

You can view your graphics as they will look when your document is printed out (ie. WYSIWYG) by hiding the graphics grid

### How to hide the graphics grid

In Draw mode, deselect **Grid** from the **Show Markers** submenu of the **View** menu. The tick beside this option disappears when the grid is hidden.

---





## Overlapping/stacking graphics

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



### How to stack graphics

Select the graphic whose stacking order you wish to change. In Draw mode, select **Bring to Front** or **Send to Back** from the **Draw** menu to stack the graphics in a different order.

- ◆ **Send to Back** places the graphic behind *every* other graphics in the frame.
- ◆ **Bring to Front** places the graphic in front of *every* other graphic in the frame.
- ◆ You can still size and move graphics even if they are obscured by objects in front of them.

---

### Shortcuts



**See also:**

- ◆ [Sizing and moving graphics](#)



## Changing the line style of a graphic

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



### How to change the line style

1. If applying a line style to an existing graphic, select the graphic in Draw mode.
  2. Select **Line & Fill Style** from the **Draw** menu or click on the Line & Fill style button in the **Draw Tools** toolbar. The **Line & Fill Style** dialog is displayed.
  3. In the **Line** group box, select the style of line that you want and choose whether arrow heads should appear at each end of the line.
  4. Select a colour from the **Colour** drop-down palette.
  5. Click on **OK**.
- ◆ The line style that you choose will apply to all the graphics that you draw until you change the style again.
  - ◆ The line style that you select, not including any selected arrow heads, also applies to the edge of any shapes that you draw.
  - ◆ You can quickly change the colour of a selected graphic's line style using the colour bar at the bottom of the Pressworks window.

---

### Shortcuts



**See also:**

◆ **Line & Fill Style** dialog



## Changing the fill style of a graphic

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



### How to change the fill style

1. If applying a fill style to an existing graphic, select the graphic in Draw mode.
  2. Select **Line & Fill Style** from the **Draw** menu or click on the Line & Fill style button in the **Draw Tools** toolbar. The **Line & Fill Style** dialog is displayed.
  3. In the **Fill** group box, select a tint or pattern to fill the graphic, and select a colour from the **Colour** drop-down palette.
  4. Choose whether the fill style should be solid or clear. An example of each is shown as you choose the options.
  5. Click on **OK**.
- ◆ The fill style that you choose will apply to all the graphics that you draw until you change the style again.
  - ◆ You *cannot* fill a shape drawn with the straight line, free-hand line, or connected line drawing tools.
  - ◆ You can quickly change the colour of a selected graphic's fill style using the colour bar at the bottom of the Pressworks window.

---

### Shortcuts



**See also:**

◆ **Line & Fill Style** dialog



## Cutting, copying, pasting and deleting graphics

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



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

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

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

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

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

### How to delete a graphic

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

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

---

### Shortcuts





## Saving graphics in a template

You can include graphics on the master page then save them as part of a template. You should only include graphics that remain consistent for each document created with the template, eg. a company logo could be saved on a newsletter template. Including repetitive graphics in a template saves you time and provides consistency across documents.

### How to save graphics created on the master page

1. Select **Save Template** from the **File** menu. The **Save Template** dialog is displayed.
  2. From the **Category** drop-down box, select the category in which you want to save the template, or enter a name for a new category.
  3. From the **Template** drop-down box, select the template you want to overwrite, or enter a name for a new template.
  4. Select the pages you want to include in the template in the **Include Pages** box.
  5. If you want to make your current template into the default template, click on **Make Default**.
  6. In the **Notes** box, enter any notes that you need about the template, such as the type of document it is designed for (eg. Newsletter).
  7. Click on **OK**. The template is saved in your chosen category.
-



**See also:**

- ◆ **Save Template** dialog
- ◆ Saving a template



## How To...

### Use colours

- ◆ Displaying the colour bar
- ◆ Applying colour to your document
- ◆ Creating a new colour
- ◆ Editing an existing colour
- ◆ Deleting a colour
- ◆ Saving a palette
- ◆ Loading a palette
- ◆ Saving colours in a template



## Displaying the colour bar

The colour bar appears at the bottom of the Pressworks screen, and you can use it to select colours for use in your document. The colour bar displays the colours in the current palette. You can use the scroll arrows to see the full selection of colours.

To display the colour bar, select **Colour Bar** from the **Show Controls** submenu of the **View** menu. Select it again to turn the colour bar off. The command is ticked when the colour bar is displayed.

You can specify how many tints of each colour are shown in the colour bar by using **Edit Colours** from the **Edit** menu.

---

**See also:**

- ◆ **Edit Colour** dialog
- ◆ Applying colour to your document



## Applying colour to your document

You can add colour to any aspect of your document, such as frames, text, pictures and drawings. You can do this as you create the item, but often you will want to alter colours afterwards.

To alter a colour, select the item whose colour you want to change, and click on the new colour in the colour bar at the bottom of the screen.

◆ If you prefer, you can select the item and then open the related dialog which you used to create the item. Each of these dialogs has a **Colour** drop-down list box, and you can choose the new colour from there.

You can change the colour of an item as often as you want.

---

**See also:**

- ◆ Displaying the colour bar
- ◆ Drawing frames
- ◆ Entering text
- ◆ Colouring pictures
- ◆ Changing the line style of a graphic
- ◆ Changing the fill style of a graphic



## Creating a new colour

When you add colour to an item in your document, you might find that the colours offered in the current palette are not adequate. You can solve this by creating your own colour to add to the colour palette.

### How to create a new colour

1. Select **Edit Colours** from the **Edit** menu to display the **Colours** dialog.
2. Click on **Add** to display the **Add Colour** dialog.
3. You can mix colours using RGB, CMYK, or HLS colour models, or you can choose a Pantone colour. Use the sliders to create the colour you want; a preview of the colour is shown on the right of the dialog.
4. When you have created the colour you want, click on **OK** and the colour is added to the colour bar.

◆ When you do a lot of work to the colours in your document, you might like to save the selection as a colour palette for use in future documents. You can save and load colour palettes via the **Edit Colours** command.

◆ You cannot edit tints; the **Add Colour** dialog shows only colours at 100% tint.

◆ You can change the numbers of tints shown on the colour bar in the **Colours** dialog.

---

### Shortcut

Click on the **+** at the end of the colour separator to display the **Add Colour** dialog.

**See also:**

- ◆ Colours dialog
- ◆ Add Colour dialog
- ◆ Applying colour to your document





## Editing an existing colour

You might want to edit one of the colours in the [colour palette](#) to make it more exactly the colour you need.

### How to edit a colour

1. Select **Edit Colours** from the **Edit** menu to display the **Colours** dialog.
2. Select the colour you want to edit, and click on **Edit** to display the **Edit Colour** dialog.
3. You can mix colours using [RGB](#), [CMYK](#), or [HLS](#) colour models, or you can choose a [Pantone](#) colour. Use the sliders to create the colour you want; a preview of the colour is shown on the right of the dialog.
4. When you have created the colour you want, click on **OK** and the original colour in the colour bar is changed to the new colour.
  - ◆ Anything in the document using the original colour is redrawn in the new colour.
  - ◆ When you do a lot of work to the colours in your document, you might like to save the selection as a colour palette for use in future documents. You can save and load colour palettes via the **Edit Colours** command.
  - ◆ You cannot edit tints; the **Edit Colour** dialog shows only colours at 100% [tint](#).
  - ◆ You can change the numbers of tints shown on the colour bar in the **Colours** dialog.

---

### Shortcuts:



Double-click on the colour you want to edit in the colour bar. The **Edit Colour** dialog appears.

**See also:**

- ◆ Colours dialog
- ◆ **Edit Colour** dialog
- ◆ Applying colour to your document



## Deleting a colour

You might want to delete one of the colours from the [colour palette](#).

### How to delete a colour

1. Select **Edit Colours** from the **Edit** menu to display the **Colours** dialog.
2. Select the colour you want to delete, and click on **Delete**.
3. The colour is deleted from the colour bar, and anything in the document using that colour is redrawn in black.

◆ When you do a lot of work to the colours in your document, you might like to save the selection as a colour palette for use in future documents. You can save and load colour palettes via the **Edit Colours** command.

---

### **Shortcuts:**

Double-click on the colour you want to delete in the colour bar. The **Edit Colour** dialog appears.

**See also:**

- ◆ Colours dialog
- ◆ Edit Colour dialog



## Saving a colour palette

When you have done a lot of work to the colours in your document, you might like to save the selection as a colour palette for use in future documents.

### How to save a colour palette

1. Make sure that the selection of colours you want in the palette is displayed on the colour bar.
  2. Select **Edit Colours** from the **Edit** menu to display the **Colours** dialog.
  3. Click on **Save** to display the **Save Colours** dialog.
  4. Give the palette file a name (Pressworks automatically adds .COL to the name) and choose the drive and directory where you would like to store the file.
  5. Click on **OK** and the palette file is stored.
-

**See also:**

- ◆ Colours dialog
- ◆ Save Colours dialog



## Loading a colour palette

Once you have saved a selection of colours as a palette, you can load that palette into any other document to give you the same selection of colours.

### How to load a colour palette

1. Select **Edit Colours** from the **Edit** menu to display the **Colours** dialog.
  2. Click on **Load** to display the **Load Colours** dialog.
  4. Choose the drive and directory where the palette file is stored, and select the same of the file in the **File Name** box.
  5. Click on **OK** and the palette file is loaded. The colour bar changes to show the colours in the palette you have chosen.
-

**See also:**

◆ Colours dialog

◆ Load Colours dialog





## Saving colours in a template

You can save a palette as part of a template.

### How to save a palette on the master page

1. Select **Save Template** from the **File** menu. The **Save Template** dialog is displayed.
  2. From the **Category** drop-down box, select the category in which you want to save the template, or enter a name for a new category.
  3. From the **Template** drop-down box, select the template you want to overwrite, or enter a name for a new template.
  4. Select the pages you want to include in the template in the **Include Pages** box.
  5. If you want to make your current template into the default template, click on **Make Default**.
  6. In the **Notes** box, enter any notes that you need about the template, such as the type of document it is designed for (eg. Newsletter).
  7. Click on **OK**. The template is saved in your chosen category.
-

**See also:**

- ◆ **Save Template** dialog
- ◆ Saving a template



## How to...

### Link and embed objects

- ◆ Understanding linking and embedding
- ◆ Embedding an existing file
- ◆ Embedding a new object
- ◆ Linking to an existing file
- ◆ Dragging and dropping an object
- ◆ Editing a linked or embedded object
- ◆ Setting links to manual updating
- ◆ Reconnecting a link
- ◆ Displaying an object as an icon
- ◆ Colouring an object
- ◆ Scaling an object
- ◆ Sizing and moving an object
- ◆ Cropping an object
- ◆ Hiding an object
- ◆ Renaming an object
- ◆ Removing an object
- ◆ Managing your OLE files
- ◆ Saving linked and embedded objects in a template



## Understanding linking and embedding

You can transfer and share files between Pressworks and other Windows applications which support object linking and embedding (OLE). Applications that support OLE fall into two categories:

- ◆ applications whose objects, eg. drawings, can be embedded or linked into other documents, called servers. An example of a server application is Windows Paintbrush
- ◆ applications that can accept embedded or linked objects, called clients. Pressworks is a client application.

You could, therefore, create a drawing (bitmap) in Paintbrush and link or embed it into Pressworks; the Paintbrush file would be the original or source document and the Pressworks file the destination document.

### Differences between linking and embedding

It is better to *link* an object when you want to use it several times within your document. A linked object is still held within the source document. This means that, if you edit a linked object from within your Pressworks document (that is, the destination document) any changes you make are automatically reflected in the source document and any links pointing to it.

It is better to *embed* an object when you want to use it only once within your document; embedded objects are held in the destination document (that is, your Pressworks document) and any changes made to them are not reflected in the source document.

---

**See also:**

- ◆ [Embedding an existing file](#)
- ◆ [Embedding a new object](#)
- ◆ [Linking to an existing file](#)



## Embedding an existing file

By embedding a file into Pressworks, you gain fast access to the features of another application *without* having to go to that application each time you want to edit the object.

You can embed entire files or parts of files into your Pressworks document.

### How to embed an *entire* file

1. In Frame mode, select **Insert Object** from the **Edit** menu. The **Insert Object** dialog is displayed.
2. Select the **Create from File** option button.
3. In the **File** box, enter the path and filename of the file you want to embed.

If you do not know the path and filename, click on the **Browse** button to search for the file you want.

4. Click on **OK**.

The *entire* file is embedded into your document and the objects name is added to the list of OLE Objects in the contents box.

### How to embed *part of a file*

1. Open the source application, then open the file containing the object (or objects) that you want to embed into your Pressworks document.
2. Select the object that you want to embed, then select **Copy** from the **Edit** menu.
3. If not already running, start Pressworks and open the document into which you want to embed the object.
4. In Frame mode, select **Paste Special** from the **Edit** menu. The **Paste Special** dialog is displayed.
5. Select the **Paste** option button, and in the **As** box, ensure that the item with the word Object in its name is selected, eg. **GST Designworks Picture Object**.
6. Click on **OK**.

The selected object is embedded into your document and its name is added to the list of OLE Objects in the contents box.

Alternatively you can select **Paste** directly from the **Edit** menu to embed the object into your document. (**Paste** will only *embed* the object when it has been placed on the Clipboard by an OLE server application.)

- ◆ If you select an empty frame before embedding an object, the object is placed in the selected frame.
  - ◆ If you select a frame which already contains something, a dialog appears giving you the choice of creating a new frame for the object, replacing the current contents of the frame with the new object, or importing the object without placing it in a frame.
  - ◆ If you do not select a frame, a dialog appears giving you the choice of creating a new frame for the object, or importing it without creating a frame.
  - ◆ When you embed an object into Pressworks, a copy of the object file is made and stored within the document: the original file is *not* altered in any way and remains available for future use.
  - ◆ Once an object is listed in the contents box, you can use it over and over again in as many different frames, and on as many different pages as you like, simply by selecting a frame and clicking on the object name each time you want to use it.
  - ◆ You can scale, crop and hide an embedded object in the same way as an imported picture.
-

**See also:**

- ◆ **Insert Object** dialog
- ◆ **Paste Special** dialog
- ◆ Embedding a new object
- ◆ Displaying an object as an icon
- ◆ Dragging and dropping an object
- ◆ Editing a linked or embedded object
- ◆ Hiding an object



## Embedding a new object

By embedding an object into Pressworks, you gain fast access to the features of another application *without* having to go to that application each time you want to edit the object.

You can create and embed a new object in your Pressworks document.

### How to embed a *new* object

1. In Frame mode, select **Insert Object** from the **Edit** menu. The **Insert Object** dialog is displayed.
2. Select the **Create New** option button.
3. From the **Object Type** list box, select the object type that you want to create, eg. **GST Designworks Picture**.

The contents of the **Object Type** list box vary depending on which of your applications support OLE.

4. Click on **OK**. Now one of two things will happen:
  - ◆ either, the source application for the object type you have selected will open in a separate window
  - ◆ or, some of the Pressworks menus and tools will be temporarily replaced by those of the source application.
5. Create the object, then do one of the following to resume working in Pressworks:
  - ◆ if the object was created in a separate application window, select **Exit** from the **File** menu of that application. If a message is displayed asking if you want to update the document, click on **Yes**.
  - ◆ if the object was created in-place, click anywhere outside the embedded object.

The new object is embedded into your Pressworks document and its name is added to the list of OLE Objects in the contents box.

- ◆ If you select an empty frame before embedding an object, the object is placed in the selected frame.
  - ◆ If you select a frame which already contains something, a dialog appears giving you the choice of creating a new frame for the object, replacing the current contents of the frame with the new object, or importing the object without placing it in a frame.
  - ◆ If you do not select a frame, a dialog appears giving you the choice of creating a new frame for the object, or importing it without creating a frame.
  - ◆ Once an object is listed in the contents box, you can use it over and over again in as many different frames, and on as many different pages as you like, simply by selecting a frame and clicking on the object name each time you want to use it.
  - ◆ You *cannot* place an object in a frame that has at any point had text, PowerText, or an imported picture in it; you must first clear the frame by selecting **Clear** from the **Edit** menu. You *can* however place an object in a frame that contains graphics drawn in Draw mode or other linked and embedded objects.
  - ◆ You can scale, crop and hide an embedded object in the same way as an imported picture.
-



**See also:**

- ◆ [Insert Object dialog](#)
- ◆ [Embedding an existing file](#)
- ◆ [Displaying an object as an icon](#)
- ◆ [Dragging and dropping an object](#)
- ◆ [Editing a linked or embedded object](#)
- ◆ [Hiding an object](#)



## Linking to an existing file

By creating links in Pressworks, you save time and ensure consistency in your documents. You can share information from one application with several others, and you need only maintain the original file.

- ◆ You can only create links to *existing* files that have been saved in an OLE source application.

### How to link to an *entire* file

1. In Frame mode, select **Insert Object** from the **Edit** menu. The **Insert Object** dialog is displayed.
2. Select the **Create from File** option button.
3. In the **File** box, enter the path and filename of the file to which you want to link.  
If you do not know the path and filename, click on the **Browse** button to search for the file you want.
4. Check the **Link** box.
5. Click on **OK**.

The *entire* file is linked to your Pressworks document and its name is added to the list of OLE Objects in the contents box.

### How to link to *part of a file*

1. Open the source application, then open the file to which you want to link.
2. Select the part of the file you want to display in Pressworks, then select **Copy** from the **Edit** menu.
3. If not already running, start Pressworks and open the document into which you want to link the file.
4. In Frame mode, select **Paste Special** from the **Edit** menu. The **Paste Special** dialog is displayed.
5. Select the **Paste Link** option button, and in the **As** box, ensure that the item with the word Link in its name is selected, eg. **GST Designworks Picture Link**.
6. Click on **OK**.

The *entire* file is linked to your Pressworks document, but only the part of the file you selected is displayed. The links name is added to the list of OLE Objects in the contents box.

Alternatively you can select **Paste Link** directly from the **Edit** menu to link the file to your document.

- ◆ If you select an empty frame before linking a file, the file is placed in the selected frame.
  - ◆ If you select a frame which already contains something, a dialog appears giving you the choice of creating a new frame for the file, replacing the current contents of the frame with the new file, or linking the file without placing it in a frame.
  - ◆ If you do not select a frame, a dialog appears giving you the choice of creating a new frame for the file, or linking it without creating a frame.
  - ◆ Once a link is listed in the contents box, you can use it over and over again in as many different frames, and on as many different pages as you like, simply by selecting a frame and clicking on the links name each time you want to use it.
-

**See also:**

- ◆ **Insert Object** dialog
- ◆ **Paste Special** dialog
- ◆ Displaying an object as an icon
- ◆ Dragging and dropping an object
- ◆ Editing a linked or embedded object
- ◆ Setting links to manual updating
- ◆ Reconnecting a link



## Dragging and dropping an object

Some source applications will allow you to link or embed an object by dragging it from the source application, then dropping it into your Pressworks document.

### How to drag and drop an object

1. Start the source application, eg. Designworks, and ensure that Pressworks is running.  
Pressworks *must* be running as a window; you *cannot* link or embed an object by dropping it onto Pressworks when it is iconised.
2. Arrange the windows on your screen so that both the source application window and the Pressworks window are visible.
3. Ensure that Pressworks is in Frame mode; you *cannot* link or embed an object using drag and drop unless Frame mode is selected.
4. In the source application, create the object, or open the file that contains the object you want to link or embed.
5. Select the object, then hold down the mouse button and drag it over the Pressworks window. The mouse pointer changes shape to an arrow with a rectangle at its base.
6. Now do one of the following:
  - ◆ to embed the object in your Pressworks document, release the mouse button
  - ◆ to embed a *copy* of the object in your Pressworks document, hold down **Ctrl**, then release the mouse button
  - ◆ to create a link to the object, hold down **Ctrl** and **Shift**, then release the mouse button.

The object is linked or embedded in your Pressworks document and its name is added to the list of OLE Objects in the contents box.

- ◆ If you select an empty frame before dropping an object, the object is placed in the selected frame.
  - ◆ If you select a frame which already contains something, a dialog appears giving you the choice of creating a new frame for the object, replacing the current contents of the frame with the new object, or importing the object without placing it in a frame.
  - ◆ If you do not select a frame, a dialog appears giving you the choice of creating a new frame for the object, or importing it without creating a frame.
-



## Editing a linked or embedded object

Linking and embedding makes editing and updating objects quick and easy: double-click on the linked or embedded object to open it in its source application and make your changes.

### How to edit an object

Select Frame mode, then do any of the following:

- ◆ double-click on the object
- ◆ select the object, then select the relevant command from the **Edit** menu, eg. **Package Object**. you may need to select an **Edit** command from a submenu.
- ◆ right-click on the object to display the shortcut menu. Select the objects type from the shortcut menu, then select **Edit** from the submenu that is displayed.

Double-clicking on an object opens the application in which the object was created - the *source application*. The source application for a linked object will always open in a separate window. The source application for an embedded object will either open in a separate window, or will temporarily replace some of the Pressworks menus and tools allowing you to edit the object in-place.

Some objects will perform a different command when you double-click them, eg. double-clicking on a sound clip will cause it to play instead of allowing you to edit it. To edit one of these objects you must use either of the latter two methods described above.

- ◆ If the submenu that is displayed when using either of the latter two methods has an **Edit** command *and* an **Open** command, when the object is embedded select **Edit** to edit the object in-place, or select **Open** to edit the object in its own application window.

When you have finished editing the object, do one of the following to resume working with Pressworks:

- ◆ if you edited the object in a separate application window, select **Exit** from the **File** menu of that application. If a message is displayed asking if you want to update the document, click on **Yes**.
- ◆ if you edited the object in-place, click anywhere outside the object.

---

**Note:** You cannot edit a linked object in-place. The source file will *always* open in a separate application window.

- ◆ links are updated automatically unless you specify otherwise.

**See also:**

- ◆ [Setting links to manual updating](#)



## Setting links to manual updating

When you edit a file that is linked to your Pressworks document, the document will be updated to reflect the changes in the linked file. Links will be updated automatically unless you specify otherwise by choosing manual updating for certain links.

### How to set links to manual updating

1. Select **Links** from the **Edit** menu. The **Links** dialog is displayed.

Alternatively you can display the **Links** dialog by right-clicking on a linked object, then selecting **Links** from the shortcut menu that is displayed. The link will automatically be selected in the **Links** list box.

2. From the **Links** list box, select the link you want to set to manual updating. To select multiple links, hold down **Ctrl** and click on each link.
3. Select the **Manual** option button.
4. Click on **Close**.

To update any links which are set to manual updating, select the link or links in the **Links** dialog, then click on **Update Now**. For each selected link, your Pressworks document will reflect any changes made to the source file since the last update.

---

**See also:**

◆ [Links dialog](#)





## Reconnecting a link

In order for a linked object to be edited and updated, both the source application and the source file must be available from the same location as when the object was linked with your Pressworks document.

If you change the name or location of the source file (for example, move it to a different directory) the link breaks because it is connected to a directory path and/or filename that no longer exists.

### How to reconnect a link

1. Open the Pressworks document that contains the link you want to reconnect.
2. Select **Links** from the **Edit** menu. The **Links** dialog is displayed.  
Alternatively you can right-click on the linked object, then select **Links** from the shortcut menu that is displayed.
3. From the **Links** list box, select the link you want to reconnect.
4. Click on **Change Source**. The **Change Source** dialog is displayed.
5. Select the drive and directory in which the source file is located, then select the source file to which you want to reconnect the link.
6. Click on **OK** to return to the **Links** dialog, then click on **Close**.

The link is reconnected to your Pressworks document and can now be edited and updated.



You can also use the **Change Source** dialog to *redirect* a link to a different file.

---

**See also:**

◆ Links dialog

◆ Change Source dialog



## Displaying an object as an icon

You can represent an object as an icon when you link or embed it into your Pressworks document.

◆ This feature is useful when the document into which the object is being linked or embedded will be read on-screen and the object contains supplementary information.

### How to display an object as an icon

When linking or embedding an object into your Pressworks document, check the **Display As Icon** box on the **Insert Object** or the **Paste Special** dialog. The default icon will be displayed and a button called **Change Icon** appears below it. If you want to choose a different icon:

1. Click on the **Change Icon** button. The **Change Icon** dialog is displayed.
  2. In the **From File** box, enter the path and filename of the file containing the icon you want to use.  
If you do not know the path and filename, click on the **Browse** button to search for the file you want.
  3. The icons contained within the selected file are listed below the **From File** box. Scroll through the icons and select the one you want.
  4. The **Label** box contains the name of the source application; this label will be displayed beneath the icon. If you want, change the label to a description that will make the object easier to identify.
  5. Click on **OK** to return to the **Insert Object** or the **Paste Special** dialog, then click on **OK** again.
-

**See also:**

- ◆ **Insert Object** dialog
- ◆ **Paste Special** dialog
- ◆ **Change Icon** dialog



## Colouring an object

You can change the colour of objects in your document.



### How to colour a picture object

1. In Frame mode, select the frame containing the object.
2. Select **Picture Attributes** from the **Frame** menu. The **Frame** dialog is displayed, with the **Picture** tab selected.

Alternatively you can right-click on the frame, then select **Picture Attributes** from the shortcut menu that is displayed.

3. Check the **Custom** check box, then select a colour from the drop-down palette.
  4. Click on **OK**. Your object is redrawn with your colour choice.
    - ◆ Your choice of colour affects the whole object, which will be redrawn in shades of that colour.
    - ◆ To restore your object to its original colours, deselect the **Custom** check-box.
    - ◆ When a group of frames is selected, any changes to the colour apply to *all* frames in the group that contain OLE objects.
-

**See also:**

- ◆ Picture tab
- ◆ Colouring pictures



## Scaling an object

You can change the scaling of objects in your document.



### How to change the scale of a picture object

1. In Frame mode, select the frame containing the object.
2. Select **Picture Attributes** from the **Frame** menu. The **Frame** dialog is displayed, with the **Picture** tab selected.

Alternatively you can right-click on the frame, then select **Picture Attributes** from the shortcut menu that is displayed.

3. Use the **Whole Pixel Scaling** group box to choose whether to select whole pixel scaling horizontally, vertically, or both.

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

4. Click on **OK**.

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

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

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

---

**See also:**

- ◆ Picture tab
- ◆ Scaling pictures





## Sizing and moving an object

When you link or embed an object into Pressworks, you can easily resize it or move it.

### How to size a picture object

1. Select **Picture Attributes** either from the **Frame** menu or by right-clicking on the frame and selecting the option from the popup menu. The **Frame** dialog is displayed with the **Picture** tab selected.
2. Choose whether you want to fit the frame to the object, the object to the frame, or to centre the object in the frame. You will see a preview of your resized object.
3. Click on **OK**. Your object is redrawn to fit the option you have selected.

◆ You can also resize an object by selecting the frame and dragging the handles until it is the size and shape you want. The object is resized to fit the new size frame.

### How to move a picture object

Select the frame containing the object and drag it to the position you want, either on the page or the pasteboard. The cursor changes to a hand shape, until you release the mouse button.

◆ To size or move an object accurately, select **Size & Position** from the **Frame** menu or **Ctrl** double-click on the frame. You can then enter the dimensions you want on the **Size & Position** dialog.

---

### Shortcuts



**See also:**

- ◆ **Picture** tab
- ◆ **Size & Position** dialog
- ◆ Sizing and moving pictures



## Cropping an object

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

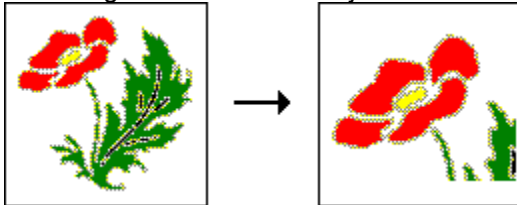


### How to crop an object

1. In Frame mode, select the frame containing the object.
2. Select **Crop Picture** from the **Frame** menu. The mouse pointer changes shape to a pair of scissors.

Alternatively you can right-click on the frame, then select **Crop Picture** from the shortcut menu that is displayed.

3. Drag a box inside the object frame to mark the part of the object that you want to zoom into:



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

◆ To restore the object, select the frame and click on the object name in the contents box.

---

**See also:**

◆ Cropping pictures



## Hiding an object

You can increase the speed at which the screen redraws (eg. to see the layout of your document) by turning off the display of objects. It is also a useful option if you want to print your document without objects, eg. to proof-read your text. Hiding objects speeds up printing.

### How to hide an object

Deselect **Show Pictures** from the **View** menu. This command is ticked when pictures are displayed in Pressworks. When you turn the option off, the tick disappears and your object will be replaced by a box containing the object name and a diagonal cross.

◆ To print your document without objects, deselect **Line Art** and/or **Bitmaps** in the **Print Options** dialog.

---

**See also:**

◆ **Print Options** dialog



## Renaming an object

You can change the name of a linked or embedded object in your document. You might want to do this to make the object easier to identify.



### How to rename an object

1. In Frame mode, select the object name in the contents box, and click on the **Item Information** button. The **Object Status** dialog is displayed.
  2. In the **Name** box, edit the existing name or enter a new one; the existing file extension is retained.
  3. Click on **OK** to confirm the new name.
-

**See also:**

◆ **Object Status** dialog





## Removing an object

You can remove an object from your document.



### How to remove an object

1. In Frame mode, select the object name in the contents box, and click on the **Remove Item** button.

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

2. Click on **Yes** to remove the object.

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

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

---

**See also:**

◆ **Object Status** dialog



## Managing your OLE files

Managing and editing your OLE files depends on whether you have linked or embedded the objects.

### Linked objects

Both the server application and the source document must be in the same location as when you linked the object to your Pressworks document for you to edit or update your linked objects. If, for example, you have moved your source document into a different directory since you linked the object, the link is broken and you will need to reconnect it if you want to edit the object.

### Embedded objects

If you have moved the source document to a different directory, you can still edit an object you have embedded in a Pressworks document, because the source document is no longer linked to the object. If, however, you have moved the server application, you will not be able to edit your embedded object until the server application is available again.

### Pressworks documents

If you move your Pressworks document to a different directory on your PC, any links will be maintained as long as the server application and source documents have not been moved.

If you move your Pressworks document to another PC:

#### To edit links

1. If the server application is not already available, install it on the new system,
2. Copy the source document onto the system. If you have copied it to a different directory from the one on the original system, use the **Links** dialog to modify the location.

#### To edit an embedded object

1. If the server application is not available, install it on the new system.
  2. Edit the embedded object.
-

**See also:**

- ◆ Links dialog
- ◆ Understanding linking and embedding
- ◆ Editing a linked or embedded object
- ◆ Reconnecting a link



## **Saving linked and embedded objects in a template**

You can save OLE objects as part of a template. You should only include objects that remain consistent for each document created with the template, eg. a company logo could be saved on a newsletter template. Including repetitive graphics in a template saves you time and provides consistency across documents.

### **How to save OLE objects in a template**

1. Select **Save Template** from the **File** menu. The **Save Template** dialog is displayed.
  2. From the **Category** drop-down box, select the category in which you want to save the template, or enter a name for a new category.
  3. From the **Template** drop-down box, select the template you want to overwrite, or enter a name for a new template.
  4. From the **Include Pages** box, click on **Master**.
  5. If you want to make your current template into the default template, click on **Make Default**.
  6. In the **Notes** box, enter any notes that you need about the template, such as the type of document it is designed for (eg. Newsletter).
  7. Click on **OK**. The template is saved in your chosen category.
-

**See also:**

- ◆ **Save Template** dialog
- ◆ Saving a template



## How To...

### Scan and print

- ◆ Understanding scanning
- ◆ Scanning and Pressworks
- ◆ Scanning an image
- ◆ Scanning hints and tips
- ◆ Displaying the printable page area
- ◆ Previewing your document before printing
- ◆ Setting up your printer
- ◆ Printing your document
- ◆ Adjusting the printing position
- ◆ Printing colour separations
- ◆ Printing to disk
- ◆ Involving the phototypesetter and printing bureau
- ◆ Solving printing difficulties



## Understanding scanning

Scanning an image is like taking a picture with a camera. However, instead of using natural light, the scanner light bar and lens expose the image on the scanner glass. And instead of using film, the scanning software and the computer store the image information electronically. In other words, the scanner takes a digital snapshot of the original image and stores it on your hard disk.

Just as your camera has settings for exposure, and speeds for taking different types of picture, scanning software lets you choose from different scanning settings to scan particular information from the image.

The major difference between scanning and taking a photograph is that scanning software allows you to alter the image information before it is stored. For example, you can enlarge or reduce the image, change its contrast or brightness, or otherwise enhance it so that it turns out even better than the original.

There are two main types of scanner: hand-held scanners and desktop (or flatbed) scanners. They both work in the same way; the difference is in the way the image is presented to them. With a hand-held scanner, you drag the scanner over the image, much as you would drag a paint roller across a wall. With a flatbed scanner, you place the image on it, as you would on a photocopier, for instance.

With either type of scanner, the scanner applies a light source to the image. The light is reflected back from the image into the scanner optics, where the varying levels of light are interpreted. The image is then reconstructed digitally and displayed on screen.

---



**See also:**

- ◆ Scanning and Pressworks
- ◆ Scanning hints and tips



## **Scanning and Pressworks**

Pressworks can communicate with all scanners that use a TWAIN interface.

TWAIN is a special scanner software developed by the scanner industry to provide a common scanner interface. This means that all TWAIN-aware programs can access the same information from a scanner which supports TWAIN.

If your scanner does not use the TWAIN interface, Pressworks will not be able to understand the information it sends.

---

**See also:**

◆ [Understanding scanning](#)



## Scanning an image

Every scanner works differently, and for detailed instructions you will need to refer to the documentation that came with your scanner. However, whichever scanner you are using, you start the process within Pressworks in the same way.

### How to scan an image

1. Select **Scan Picture** from the **File** menu. The **Scan Picture** dialog is displayed.
2. The default scanner is listed in the **Scanner** box. Click on **Select** to see any other installed scanners, and select the one you want.
3. Click on **Acquire** to start scanning. Any further dialogs or instructions will be supplied by your scanner.

Pictures are scanned as bitmaps; therefore, you can colour or scale them by selecting **Picture Attributes** from the **Frame** menu, to display the **Picture** tab.

---

### *Shortcuts*



**See also:**

- ◆ Scan Picture dialog
- ◆ Picture tab



## Scanning hints and tips

When scanning, it is important to plan what you want to achieve before you begin the actual scanning process. Bear the following points in mind:

- ◆ How do you want the final scanned image to look?
- ◆ Will the image be used in a document or saved in a file for future use?
- ◆ What publishing software (such as Pressworks) or image-editing software (such as Photoworks) will you use, and what file formats does the software accept?
- ◆ How will the image be reproduced - with what type of printer and on what type of paper?
- ◆ What is the original image type and what scanned image type will you select to achieve the best results?

Knowing your planned end result and the equipment and tools you need to use are an important part of the scanning process.

### Types of image

There are three basic types of image: line-art, continuous-tone and halftone. Each of these has advantages and disadvantages when it comes to scanning them.

Line art images are always black and white. Examples are clip art, text, architectural plans and sketches. The best line art images for scanning have sharp lines and good contrast (i.e. the white is very white and the black very black).

The most common example of a continuous-tone image is a photograph printed on photographic paper. These images are made up of gradient levels, shading from level to level. In a black and white photograph, the image shades from black to white. In a colour photo, it shades from darker hues to lighter ones. The best continuous-tone images for scanning have a broad, even distribution of tones.

Examples of halftone images are photographs printed in books, magazines or newspapers. Through the halftoning printing process, various sized solid dots are used to simulate a continuous-tone effect. You can see these dots if you look closely at a halftone image. The best halftone images for scanning have a very fine dot pattern.

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**See also:**

- ◆ Understanding scanning
- ◆ Scanning and Pressworks



## Displaying the printable page area

Sometimes the work area you have chosen will not match the printable area of your printer. To help you plan your document layout more carefully, you can display the printable area on the document.

To display the printable page area, select **Printer Margins** from the **Show Markers** submenu of the **View** menu. The printable area is shown by a dotted blue line.

To run the printable area off, select **Printer Margins** again. The command is ticked when the printable page area is shown.

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**See also:**

- ◆ Previewing your document



## Previewing your document before printing

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

### How to preview your document

1. Select **Print Preview** from the **File** menu.

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

2. To return the document to the view you were using before you previewed it, select the **Print Preview** command again.



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

---

**See also:**

◆ [Printing your document](#)



## Setting up your printer

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

### How to change the printer setup

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

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

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

---

**See also:**

- ◆ Print Setup dialog
- ◆ Printing your document



## Printing your document

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

### How to print your document

1. Select **Print** from the **File** menu. The **Print** dialog is displayed.
2. In the **Output** group box, choose between printing to a printer or printing to a file.
3. Use the **Print Quality** drop-down list box to choose the print quality.
4. Use the **Colour** drop-down list box to specify whether you want black and white printing, or colour separations.
5. Specify the number of copies you require in the **Copies** box.
6. In the **Page Selection** group box, enter the page range you want to print.
7. In the **Paper Mapping** box, you can choose in what format you would like the document printed:
  - ◆ **Full page** to print the page as it is
  - ◆ **Scale to fit paper** to scale the document page up or down to fit the current paper size
  - ◆ **Centre page on paper** to print the document in the centre of the paper page
  - ◆ **2/4/8 pages per paper** to scale the document pages down to fit 2, 4 or 8 pages on one side of the paper
  - ◆ **Booklet printing** to order the pages in booklet order (ie. with two pages per paper page).
8. Select **Crop Marks** if they are available and required.
9. If you select **Collate Copies**, pages will be printed in the order 1,2,3,... 1,2,3... rather than 1,1,... 2,2,... 3,3,... etc.
9. Click **Options** to display the **Print Options** dialog.
10. In the **Page Selection** box, choose which pages you wish to print.
11. In the **Paper Output** group box, select **Pause Between Sheets** to halt printing between pages, perhaps to turn sheets over for double-sided printing. **Pause Between Booklet Sides** does the same for booklet printing.
12. Select **Reverse Sheet Order** to print pages in reverse order (for printers that turn out pages face up).
13. In the **Print** group box, you can choose to print your document *without* various components, such as imported bitmaps and line-art pictures.
14. Click on **OK** to redisplay the **Print** dialog.
15. If you have chosen booklet printing, the **Booklet Printing Paper Feed** dialog appears at this point.
16. In the **Paper Feed Tray** group box, specify which side of the paper is printed by your printer.
17. In the **Paper Output Bin** group box, specify which way up the paper is delivered by your printer.
18. Click on **OK** to redisplay the **Print** dialog.
19. Click on **OK** to print your document. A box appears to report the progress of the print job. To abandon printing the document, click on the **Cancel** button on this box.
  - ◆ When you choose not to print line-art, any PowerText and OLE line-art objects will *not* be printed; similarly when choosing not to print bitmaps, any OLE bitmap objects will *not* be printed.
  - ◆ You can click on **Print Setup** in the **Print** dialog to display the **Print Setup** dialog.
  - ◆ You can click on **Separations** in the **Print** dialog to display the **Colour Separations** dialog.
  - ◆ If you have a printer that prints in colour, you can print the colours available in Pressworks. Depending on the type of printer you are using, you may be able to see more colours on screen than you

can print. If you are printing to a black-only printer, the colours will be printed in black or shades of grey.

---

### ***Shortcuts***



**See also:**

- ◆ [Print dialog](#)
- ◆ [Print Options dialog](#)
- ◆ [Booklet Printing Paper Feed dialog](#)
- ◆ [Print Setup dialog](#)
- ◆ [Colour Separations dialog](#)
- ◆ [Printing colour separations](#)
- ◆ [Solving printing difficulties](#)
- ◆ [Printing to disk](#)





## Adjusting the printing position

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

### How to adjust the printing position

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

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

- ◆ Most printers *cannot* print right to the edge of the paper.
- ◆ You can save the adjustments as part of a template that you use regularly.
- ◆ When you create a document *without* loading a template, the adjustments used for the previous document are used until you specify otherwise using the **Page Setup** dialog.
- ◆ Do *not* adjust the printing position for a document that you intend to print to disk for a typesetting bureau.

---

### Shortcuts



**See also:**

- ◆ **Open Document** dialog
- ◆ **Column Guides** dialog
- ◆ **Page Setup** dialog
- ◆ Opening an existing document
- ◆ Printing your document
- ◆ Setting up the column guides
- ◆ Loading a template
- ◆ Saving a template



## Printing colour separations

When you print colour documents, you need to pay attention to the selecting of colour separation if the accuracy of printed colours is important to you.

When colour separations are used in printing, the document is separated into a number of components, each of which is printed using a single colour. The combination of separate components reconstitutes the original full colour document.

### How to print colour separations

1. Select **Separations** from the **Print** dialog to display the **Colour Separations** dialog.
  2. In the **Type of Separations** box, choose the separations you wish to print: **Spot Separations**, **Process Separations**, or **Spot & Process Separations**:
    - ◆ **Spot Separations**: prints a separation for each spot colour defined in the current palette. Items in the document that are not in one of the spot colours will not be printed.
    - ◆ **Process Separations**: prints separations for cyan, yellow, magenta and black. Any spot colours in the document will be converted to their nearest process colour equivalent.
    - ◆ **Spot & Process Separations**: prints the four process colour separations along with an additional separation for each spot colour in the palette.
  3. Select the separations to be printed.
  4. If you have chosen spot separations, use the **Spot Colour Options** group box to choose whether you want to use knockouts or black overprinting:
    - ◆ **Knockouts** to print items in colours other than solid black so that they knock out colours underneath.
    - ◆ **Overprint Black** to print solid black items over other colours.
  5. Click on **OK**, and the chosen separations will be printed.
-

**See also:**

◆ **View Separation dialog**



## Printing to disk

You can print your document to a file on your hard disk.

If you intend having your document outputted by a professional print bureau, you will need to print your document to disk as a PostScript file (.EPS or .PS). Initially you can print your document to a file on your hard disk, and then transfer it later to a portable floppy, using the DOS COPY command.

### How to print to disk

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

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

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

---

### Shortcuts



**See also:**

- ◆ Print dialog
- ◆ **Filename for disk output** dialog
- ◆ Setting up your printer
- ◆ Printing your document
- ◆ Involving the phototypesetter and printing bureau



## Involving the phototypesetter and printing bureau

A colour-separated Pressworks file can be output as a set of films, which can be used to produce litho printing plates.

The file is printed to your hard disk and transferred to an imagesetter for the high resolution film output.

You should consult with the phototypesetter or printing bureau to determine the optimum settings for the following Pressworks variables:

### Printer driver

Imagesetters will generally require a file saved in the PostScript format. Therefore you need to select a PostScript printer driver when printing to a file.

Printer drivers are set up using the Printer option of the Windows Control Panel (see your Windows documentation for full instructions).

The best printer driver will depend on the type of imagesetter to be used. Your imagesetting bureau will know which of the Windows-supplied printer drivers is most suitable.

### The output resolution of the imagesetter

The output resolution of the of the imagesetter is set in the **Separation Settings** dialog.

Your imagesetting bureau will be able to recommend an output resolution for your document, based on the following variables:

- ◆ the range of resolution settings available on their particular imagesetter
- ◆ the lines per inch (lpi) setting
- ◆ the type and size of the images used on your file.

The output resolution setting is likely to be in the range 1000-2000 dots per inch (dpi).

- ◆ The default printer resolution settings can be over-ridden during print setup if the exact resolution is not available.

### Lines per inch (lpi) or line frequency

The lpi is set in the **Separation Settings** dialog.

The best setting depends upon the type of paper the document is ultimately to be printed on. For example, a high setting such as 150 or 200 lpi would only be appropriate on a high quality stock such as 100 gsm Art Paper. Your printing company will be able to give you further guidance.

If your document is to be printed in four colour process, the halftone screen angles can be adjusted in the **Separation Settings** dialog. In most cases, the default settings are suitable, but in certain specialised situations a user-defined set of angles may be needed. Your imagesetting bureau will be able to advise you on this.

---

**See also:**

- ◆ Separation Settings dialog
- ◆ Printing to disk





## Solving printing difficulties

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

### How to locate printing difficulties

Use the following checklist to help find the problem:

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

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

---

**See also:**

- ◆ [Setting up your printer](#)





## Menu commands

Click on any button to see a list of menu items.

- ◆ File menu
- ◆ Edit menu
- ◆ View menu
- ◆ Page menu
- ◆ Frame menu
- ◆ Text menu
- ◆ Draw menu
- ◆ Options menu
- ◆ Help menu

**Hint:** When you move the mouse pointer over a menu title or menu command, a brief description of that menu or command appears in the information line along the bottom of the Pressworks window.



## File menu

### File menu

- ◆ New
- ◆ Open
- ◆ Abandon Changes
- ◆ Save
- ◆ Save As
- ◆ Save Template
- ◆ Scan Picture
- ◆ Import Picture
- ◆ Import Text
- ◆ Export Text
- ◆ Summary Information
- ◆ Language
- ◆ Print
- ◆ Print Setup
- ◆ Print Preview
- ◆ 1, 2, 3, 4
- ◆ Exit Pressworks



## **Edit menu**

### **Edit menu**

- ◆ Undo Typing
- ◆ Cut
- ◆ Copy
- ◆ Paste
- ◆ Paste Link
- ◆ Paste Special
- ◆ Delete
- ◆ Clear Frame
- ◆ Select All
- ◆ Find
- ◆ Find & Replace
- ◆ Find Again
- ◆ Edit Colours
- ◆ Object
- ◆ Insert Object
- ◆ Links



## View menu

### View menu

- ◆ Actual Size
- ◆ Whole Page
- ◆ Fit Window
- ◆ Fit Selection
- ◆ View Facing Pages
- ◆ Full Colour
- ◆ Monochrome
- ◆ Separation
- ◆ Show Pictures
- ◆ Show Decorative Borders
- ◆ Show Markers
- ◆ Show Controls



## Page menu

### Page menu

- ◆ Go to Page
- ◆ Page Numbers
- ◆ Add Pages
- ◆ Delete Pages
- ◆ Page Setup
- ◆ Headers & Footers
- ◆ Header on This Page
- ◆ Footer on This Page
- ◆ Foreground Frames on This Page
- ◆ Background Frames on This Page
- ◆ Column Guides





## Frame menu

### Frame menu

- ◆ Shape
- ◆ Border
- ◆ Background
- ◆ Picture Attributes
- ◆ Text Attributes
- ◆ Size & Position
- ◆ Align
- ◆ Crop Picture
- ◆ Bring to Front
- ◆ Send to Back
- ◆ Snap to Guides
- ◆ This menu is available only when you select Frame mode.



## Text menu

### Text menu

- ◆ Font
- ◆ Layout
- ◆ Spacing
- ◆ Bullet
- ◆ Tabs
- ◆ Restore
- ◆ Paragraph Style
- ◆ Case
- ◆ Insert
- ◆ Kern
- ◆ Name Text
- ◆ Autoflow Text
- ◆ Check Spelling
- ◆ Thesaurus



## Draw menu

### Draw menu

◆ Line & Fill Style

◆ Size & Position

◆ Bring to Front

◆ Send to Back

◆ Snap to Grid

◆ This menu is available only when you select Draw mode.



## Options menu

### Options menu

- ◆ Units
- ◆ Preferences
- ◆ Automatic Backup
- ◆ Reset Toolbars
- ◆ Auto Arrange Toolbars
- ◆ Save Settings on Exit



## Help Menu

### Help menu

- ◆ Contents
- ◆ Search
- ◆ How To
- ◆ Shortcuts
- ◆ Glossary
- ◆ Using Help
- ◆ Tool tips
- ◆ Getting Started Hints
- ◆ Cue Cards
- ◆ About Pressworks



## **File Menu: New**

Select **New** when you want to start a new document. The tabbed **Startup Options** dialog is displayed.

Select a tab from the dialog to start a new document, open an existing file or run a PagePilot; selecting any of these options gives you further choices. If you are new to Pressworks, take a look at the **New User Guide** tab for advice on which of the other tabs to choose.

---

### **Shortcuts:**



**See also:**

◆ **Startup Options** dialog



## **File Menu: Open**

Select **Open** when you want to open a document that you have previously saved.. The tabbed **Startup Options** dialog is displayed.

Select a tab from the dialog to open an existing file, start a new document, or run a PagePilot; selecting any of these options gives you further choices. If you are new to Pressworks, take a look at the **New User Guide** tab for advice on which of the other tabs to choose.

---

### ***Shortcuts:***





**See also:**

- ◆ **Startup Options** dialog
- ◆ **Open Document** dialog



## **File Menu: Abandon Changes**

Select **Abandon Changes** when you want to abandon all the changes you have made since you last saved the current document.

A message is displayed giving you the chance to cancel this command.

---



## **File Menu: Save**

Select **Save** to save the document on screen with its current filename. If the document is untitled, the **Save Document As** dialog appears, where you can enter a name for the document.

---

### ***Shortcuts:***



**See also:**

◆ **Save Document As** dialog



## **File Menu: Save As**

Select **Save As** to save a new document or to save the current document under a different filename. The **Save Document As** dialog is displayed.

Choose a drive and directory in which to save the document and enter a name for the document.

---

**See also:**

- ◆ Save Document As dialog
- ◆ Summary Information dialog



## File Menu: Save Template

Select **Save Template** to save the current document as a template; the **Save Template** dialog appears.

Templates are saved in categories. Select the category in which you want to save the template or enter a name for a new category. With a category selected, enter a name for the template, then choose which pages you want to include in the template. You can enter details about the template in the **Notes** box.

If you want the template to be your default template, check the **Make Default** box. When you next open the **Startup Options** dialog, this template will be selected.

Also, if you set the **Startup** option on the **Preferences** dialog to **Start Default New Document**, it is the default template that will be used.

---

**See also:**

◆ **Save Template** dialog





## **File Menu: Scan Picture**

Select **Scan Picture** to scan a picture into Pressworks; the **Scan Picture** dialog appears, showing the name of your current scanner.

If you have more than one scanner installed, click on **Select** to choose the scanner you want to use. When you have chosen the scanner, click on **Acquire** to display the scanner's TWAIN dialog and begin scanning.

---

**See also:**

◆ **Scan Picture dialog**



## **File Menu: Import Picture**

Select **Import Picture** to import a picture into your Pressworks document. The **Import Picture** dialog is displayed. Select the format of the picture that you want to import then select the filename.

When you click on **OK** the picture is imported into your document and its filename is listed in the contents list. If your drawing or painting application has OLE capabilities, you may be able to link or embed the picture instead of having to import it.

---

### ***Shortcuts:***



Right-click on an empty frame or a graphics frame, then select **Import Picture** from the shortcut menu that is displayed.

**See also:**

◆ **Import Picture dialog**



## **File Menu: Import Text**

Select **Import Text** to import text that you have created in your word-processor. The **Import Text** dialog is displayed. Select the format of the text that you want to import then select the filename.

When you click on **OK** the text is imported into your Pressworks document and its filename is listed in the contents list. You can then flow the text through the frames in your document.

---

### ***Shortcuts:***



Right-click on an empty frame or a graphics frame, then select **Import Text** from the shortcut menu that is displayed.

**See also:**

◆ **Import Text** dialog



## **File Menu: Export Text**

Select **Export Text** to export text for further editing in your word-processor or for importing into another document. The **Export Text** dialog is displayed.

You can export text in ASCII, RTF or DOS Text format.

- ◆ Text entered directly into a document *must* be named before it can be exported.



**See also:**

◆ **Export Text** dialog





## **File Menu: Summary Information**

Select **Summary Information** to enter or view information about the current document. The information you can save includes the author's name, the subject of the document, and comments about the document.

---

**See also:**

◆ **Summary Information dialog**



## **File Menu: Language**

Select **Language** to display a submenu from which you can select a language dictionary for spell-checking and hyphenating the document.

You will only be able to select English unless you have purchased additional language packs.

---



## **File Menu: Print**

Select **Print** to print the current document; the **Print** dialog appears. On this dialog you can make selections including the print quality, the number of copies to print, the pages to print and whether the pages are scaled when printed.

You can make further selections if you want to print the document as colour separations (**Separations** button) or if you want to define more specific options (**Options** button).

---

### ***Shortcuts:***



**See also:**

◆ **Print dialog**



## **File Menu: Print Preview**

Select **Print Preview** to get a WYSIWYG view of the page before you print it. If your selected printer is not a colour printer, your document will be displayed in black and white (as it will look when printed).

To resume working on your document, select **Print Preview** again to turn it off. This command is ticked when **Print Preview** is selected.

- ◆ Selecting **Print Preview** temporarily disables several commands in the **View** menu.
-



## **File Menu: Print Setup**

Select **Print Setup** to change the current default printer. The **Print Setup** dialog is displayed. The printers that you have installed for use with Windows will be listed on this dialog. You can set up any of these printers to print your Pressworks documents.

The **Options** button takes you to a printer-specific dialog where you can set additional options, such as duplex printing and graphics quality.

---



### **File Menu: 1, 2, 3, 4**

These four commands are the filenames of the four most recently opened documents. Select the document that you want to open; after a few moments it will be displayed on the Pressworks desktop.

---





## **File Menu: Exit Pressworks**

Select **Exit Pressworks** to close Pressworks. If the current document contains any unsaved changes, a message is displayed giving you the opportunity to save or abandon the changes, or to cancel the **Exit Pressworks** command.

---

### ***Shortcuts:***

**Alt F4**



## **Edit Menu: Undo Typing**

Select **Undo Typing** when working in Text mode to abandon the most recent text edit. For example if you have styled text in **bold**, select **Undo Typing** to abandon the bold styling.

When you have undone a text edit, the **Undo Typing** command is replaced by **Redo Typing**. Select **Redo Typing** to abandon the most recent undo command.

---

### ***Shortcuts:***

**Ctrl Z**



## **Edit Menu: Cut**

Select **Cut** to remove selected frames, text blocks or graphics from the page and place them on the Clipboard ready to be pasted to another location.

---

### ***Shortcuts:***



Right-click on a frame, then select **Cut** from the shortcut menu that is displayed.



## **Edit Menu: Copy**

Select **Copy** to copy selected frames, text blocks or graphics to the Clipboard, *without* removing the original objects from the page.

---

### ***Shortcuts:***



Right-click on a frame, then select **Copy** from the shortcut menu that is displayed.



## **Edit Menu: Paste**

Select **Paste** to paste the contents of the Clipboard onto the current page. If the content of the Clipboard comes from an OLE source application, the item will be embedded rather than pasted.

---

### ***Shortcuts:***



Right-click on a frame, then select **Paste Into** from the shortcut menu that is displayed.



## **Edit Menu: Paste Link**

Select **Paste Link** to create a link between the item on the Clipboard and your Pressworks document. The **Paste Link** command is only available when the contents of the Clipboard comes from an OLE source application.

---



## **Edit Menu: Paste Special**

Select **Paste Special** to specify in which format the object on the Clipboard is pasted, linked or embedded. The **Paste Special** dialog is displayed. Pressworks lists all available formats on the **Paste Special** dialog. Select one of these formats.

For example, if you create a picture containing both line-art and bitmaps in Designworks and you copy it to the Clipboard to be pasted into Pressworks, Designworks pastes the picture in both line-art and bitmap format. The line-art objects in the picture are converted for the bitmap format but the bitmap objects are not converted for the line-art format.

This means that if the line-art copy of the picture is pasted into Pressworks, the bitmap objects in the original Designworks picture are not displayed. In this example, you should use the **Paste Special** command to select a bitmap format such as Windows bitmap so that all the objects in the picture are visible when pasted into Pressworks.

---

**See also:**

◆ **Paste Special** dialog





## **Edit Menu: Delete**

Select **Delete** to remove selected frames, text blocks or graphics from the page *without* placing them on the Clipboard. Any objects that you delete cannot be pasted back into a document.

---

### ***Shortcuts:***

Right-click on a frame, then select **Delete** from the shortcut menu that is displayed. Alternatively, press the **Delete** key on your keyboard.



## **Edit Menu: Clear Frame**

Select **Clear Frame** to empty a frame of its contents.

---

### ***Shortcuts:***

Right-click on a frame, then select **Clear Frame** from the shortcut menu that is displayed.



## **Edit Menu: Select All**

Select **Select All** to select all the frames on a page. When viewing two facing pages, the frames on the page most recently clicked on are selected.

---



## **Edit Menu: Find**

In Text mode, select **Find** to look through text for a string of text. The **Find** dialog is displayed. When Pressworks finds the string, it is highlighted as a selected block.

---

### ***Shortcuts:***

**Ctrl F**

**See also:**

◆ **Find dialog**



## **Edit Menu: Find & Replace**

Select **Find & Replace** to replace one string of text with another. The **Find & Replace** dialog is displayed. Enter the string for which you want to search and the string that you want to replace it with. You have the choice of replacing the first occurrence of the string, replacing all occurrences of the string, or examining each occurrence individually.

---

### ***Shortcuts:***

**Ctrl R**

**See also:**

◆ **Find & Replace dialog**



## **Edit Menu: Find Again**

Select **Find Again** to repeat the last **Find** or **Find & Replace** command.

---

### ***Shortcuts:***

**Ctrl A**





## **Edit Menu: Edit Colours**

Select **Edit Colours** to add, edit or delete colours in the colour palette, or to load and save a colour palette; the **Colours** dialog appears.

To create a new colour, click on **Add** and the **Add Colour** dialog is displayed. You can mix colours using RGB, CMYK, or HLS colour models, or you can choose a Pantone colour.

When you do a lot of work to the colours in your document, you might like to save the selection as a colour palette for use in future documents. You can save and load colour palettes via the **Edit Colours** command.

All the colours in the current palette appear in the colour bar at the bottom of the Pressworks window; each colour has several tints. If you add, edit or delete a colour, the change is reflected in the colour bar. You can use the scroll arrows at each end of the bar to see the full range of colours in the palette.

- ◆ You cannot edit tints; the **Add Colour** and **Edit Colour** dialogs show only colours at 100% tint.
- ◆ You can change the numbers of tints shown by using **Edit colours** from the **Edit** menu to display the **Colours** dialog.

---

### **Shortcuts:**

Double-click on the colour you want to edit in the colour bar. The **Edit Colour** dialog appears.

**See also:**

- ◆ Colours dialog
- ◆ Add Colour dialog
- ◆ Edit Colour dialog



## **Edit Menu: Object**

Select **Object** to display a submenu containing commands that can be performed on a linked or embedded object, eg. **Edit** or **Play**. Select the command that you want to use.

- ◆ The exact wording of this command depends on the properties of the linked or embedded object.
- ◆ The commands available depend on the properties of the linked or embedded object.

---

### **Shortcuts:**

Right-click on an object frame to display the shortcut menu. Select **Object** (or a similar command) from the shortcut menu, then select the command you want to use from the submenu that is displayed, eg.

**Edit**. Alternatively you can double-click on a linked or embedded object to perform the first command in the submenu.



## **Edit Menu: Insert Object**

Select **Insert Object** to create a new object or select an existing file to insert into your document. The **Insert Object** dialog is displayed.

When you choose to create and embed a new object, a list of the object types that you can create is displayed in this dialog. (The contents of this list depend on which of your applications support OLE.)

When you choose to link or embed an existing file, you must specify the path and filename of the file you want to link or embed.

---

### ***Shortcuts:***

Right-click on an empty frame or a graphics frame, then select **Insert Object** from the shortcut menu that is displayed.

**See also:**

◆ **Insert Object dialog**



## **Edit Menu: Links**

Select **Links** to specify either automatic or manual updating for each link, to open the source file of a selected link for editing, or to reconnect a link to a new name and location. The **Links** dialog is displayed.

---

### ***Shortcuts:***

Right-click on a linked object frame, then select **Links** from the shortcut menu that is displayed.

**See also:**

◆ [Links dialog](#)



## **View Menu: Actual Size**

Select **Actual Size** to view your document at its actual size (WYSIWYG).

◆ When you print your document it may look slightly different from how it was displayed on screen; this is because your screen and printer have different resolutions.

---

### ***Shortcuts:***

Use the View Control (+ and -) buttons at the bottom of the Pressworks window to enlarge or reduce the view size by fixed percentages.



**See also:**

- ◆ [Changing the view size](#)



## **View Menu: Whole Page**

Select **Whole Page** to view the full page scaled to fit into the Pressworks window. The size will vary depending on the size of the window.

---

### ***Shortcuts:***

Use the View Control (+ and -) buttons at the bottom of the Pressworks window to enlarge or reduce the view size by fixed percentages.

**See also:**

- ◆ [Changing the view size](#)



## **View Menu: Fit Window**

Select **Fit Window** to make your document width the same as that of the Pressworks window.

---

### ***Shortcuts:***

Use the View Control (+ and -) buttons at the bottom of the Pressworks window to enlarge or reduce the view size by fixed percentages.

**See also:**

- ◆ [Changing the view size](#)



## **View Menu: Fit Selection**

Select **Fit Selection** to fit the selected frames into the Pressworks window. This is useful for working on small frames in detail.

---

### ***Shortcuts:***

Use the View Control (+ and -) buttons at the bottom of the Pressworks window to enlarge or reduce the view size by fixed percentages.

**See also:**

- ◆ [Changing the view size](#)



## **View Menu: View Facing Pages**

Select **View Facing Pages** to view the left and right pages of your document simultaneously even if you are using a single master page in your document.

You can enlarge and reduce the view size whilst keeping two facing pages open. **View Facing Pages** is ticked when two pages are displayed in the Pressworks window.

---

### ***Shortcuts:***

Use the View Control (+ and -) buttons at the bottom of the Pressworks window to enlarge or reduce the view size by fixed percentages.



**See also:**

- ◆ [Changing the view size](#)



## **View Menu: Full Colour**

Select **Full Colour** to view your document in colour. You can switch between **Full Colour** and **Monochrome** views while you are working on a document. If you have created a document in colour but are printing it on a monochrome printer, you can use the **Monochrome** view to see what it will look like when printed.

---



## **View Menu: Monochrome**

Select **Monochrome** to view a document in monochrome. This is useful when you want to print a document on a monochrome printer because you can see what it will look like.

You can select colours in the usual way from the colour palette, or create new colours, but they will appear in your document in shades of grey if you have selected this option. You can switch between **Monochrome** and **Full Colour** while working on a document.

---



## **View Menu: Separation**

Select **Separation** to choose which colour separation you want to view; the **View Separation** dialog appears. Your document will be redrawn with only the selected separation shown. This command is useful to get a visual preview of your separations before you print them.

---

**See also:**

◆ **View Separation dialog**



## **View Menu: Show Pictures**

Select **Show Pictures** to turn the display of pictures, OLE objects and PowerText in the current document on or off. This command is ticked when pictures, OLE objects and PowerText are displayed.

---

### ***Shortcuts:***

**Ctrl Y**



## **View Menu: Show Decorative Borders**

Select **Show Decorative Borders** to turn the display of decorative frame borders in the current document on and off. This command is ticked when frame borders are displayed.

---



## **View Menu: Show Markers**

### **Show Markers submenu**

- ◆ Frames & Cols
- ◆ Printer Margins
- ◆ Ghost Styles
- ◆ Grid
- ◆ Hide All





## **Show Markers submenu: Frames & Cols**

Select **Frames & Cols** to turn the display of frames and column guides on the current page on or off. This command is ticked when the frames and column guides are displayed.

---

### ***Shortcuts:***

**Ctrl E**



## **Show Markers submenu: Printer Margins**

Select **Printer Margins** to turn the display of the print border on the current page on or off. This command is ticked when the print border is displayed.

---



## Show Markers submenu: Ghost Styles

Select **Ghost Styles** to turn the display of ghost paragraph styles in the current document or template on or off. This command is ticked when ghost styles are displayed.

---



### **Show Markers submenu: Grid**

Select **Grid** to turn the display of the graphics grid on or off. This command is ticked when the grid is displayed.

---



## **Show Markers submenu: Hide All**

Select **Hide All** to hide all the items listed in the **Show Markers** submenu. To show all the items, select **Hide All** again. This command is ticked when all the items are hidden.

---



## View Menu: Show Controls

### Show Controls submenu

- ◆ Contents Box
- ◆ Nudge Control
- ◆ General Tools
- ◆ Rulers
- ◆ Colour Bar
- ◆ Information Line
- ◆ Hide All



## **Show Controls submenu: Contents Box**

Select **Contents Box** to turn the display of the contents box on or off. This command is ticked when the contents box is displayed.

---

### ***Shortcuts:***

**Ctrl W**



## **Show Controls submenu: Nudge Control**

Select **Nudge Control** to turn the display of the nudge control on and off. Initially the nudge control is displayed below the mode box but it can be made to float on the Pressworks desktop. The **Nudge Control** command is ticked when the nudge control is displayed.

---





### **Show Controls submenu: General Tools**

Select **General Tools** to turn the display of the general toolbar on and off. This command is ticked when the general toolbar is displayed.

---



## **Show Controls submenu: Rulers**

Select **Rulers** to turn the display of the rulers on or off. This command is ticked when the rulers are displayed.

---

### ***Shortcuts:***

**Ctrl J**



## **Show Controls submenu: Colour Bar**

Select **Colour Bar** to turn the display of the colour bar along the bottom of the Pressworks window on or off. This command is ticked when the colour bar is displayed.

---



## **Show Controls submenu: Information Line**

Select **Information Line** to turn the display of the information line along the bottom of the Pressworks window on or off.

The information line displays hints about how to use the commands in Pressworks. This command is ticked when the information line is displayed.

---



### **Show Controls submenu: Hide All**

Select **Hide All** to hide all the items listed in the **Show Controls** submenu. To show all the items, select **Hide All** again. This command is ticked when all the items are hidden.

---



## **Page Menu: Go to Page**

Select **Go to Page** to turn to a specific page in your document, or one of the master pages. The **Go To Page** dialog is displayed.

Enter the number of the page that you want to view, or click on the appropriate master page.

---

### ***Shortcuts:***

**Ctrl G**, or click on the centre button of the page indicator.

**See also:**

◆ **Go to Page** dialog



## **Page Menu: Page Numbers**

Select **Page Numbers** to choose a format for the page numbers in the headers or footers of your document. The **Page Numbers** dialog is displayed. You can also specify the page number at which to start numbering your document.

Use the **Headers & Footers** command to specify where you want the page number to appear in the document's headers or footers.

---



**See also:**

◆ **Page Numbers** dialog

◆ **Headers & Footers** dialog



## **Page Menu: Add Pages**

Select **Add Pages** to add one or more pages to a document. The **Add Pages** dialog is displayed. You can add pages before or after the current page.

You cannot add pages if the master page is displayed.

---

### ***Shortcuts:***

**Ctrl M**

**See also:**

◆ **Add Pages** dialog



## Page Menu: Delete Pages

Select **Delete Pages** to delete one or more pages from a document. The **Delete Pages** dialog is displayed.

You cannot delete pages if the master page is displayed.

---

### **Shortcuts:**

**Ctrl D**

**See also:**

◆ **Delete Pages** dialog



## **Page Menu: Page Setup**

Select **Page Setup** to change the page size and orientation of your document. **The Page Setup** dialog appears for you to make your selections; you can also change the way that the page will be printed (eg. scaled, centred, etc.). The information entered in this dialog is saved with the document.

When you change the paper size or orientation, you may need to adjust the frames on your pages to fit within the new page shape.

---

**See also:**

◆ **Page Setup** dialog



## Page Menu: Headers & Footers

Select **Headers & Footers** to set header and footer text for your document; the **Headers & Footers** dialog appears. Enter the text that you want displayed at the top or bottom of the pages in your document.

If your document has different left and right master pages, you can set different headers and footers for the left and right pages.

You can use the **Page Numbers** command to set up page numbering for your document.

---



**See also:**

- ◆ Headers & Footers dialog
- ◆ Page Numbers dialog



## Page Menu: Header on This Page

Select **Header on This Page** to turn the header on or off for the current page. This command is ticked when the header of the current page is turned on.

---



## Page Menu: Footer on This Page

Select **Footer on This Page** to turn the footer on or off for the current page. This command is ticked when the footer of the current page is turned on.

---



## **Page Menu: Foreground Frames on This Page**

Select **Foreground Frames on This Page** to turn foreground frames on or off for the current page. You may want to hide the foreground frames so that you can work on the other frames more easily. This command is ticked when foreground frames on the current page are displayed.

◆ Foreground frames can only be created on the master pages, and defined using the **Size & Position** dialog.

---

**See also:**

◆ **Size & Position** dialog



## **Page Menu: Background Frames on This Page**

Select **Background Frames on This Page** to turn background frames on or off for the current page. You may want to hide the background frames so that you can work on the other frames more easily. This command is ticked when background frames on the current page are displayed.

◆ Background frames can only be created on the master pages, and defined using the **Size & Position** dialog.

---

**See also:**

◆ **Size & Position** dialog



## Page Menu: Column Guides

Select **Column Guides** to specify the margins around a page, the number of columns on the page and the space between the columns. The **Column Guides** dialog appears for you to choose these options.

---



**See also:**

◆ **Column Guides** dialog



## **Frame Menu: Shape**

Select **Shape** to change the shape of the selected frame or group of frames; the **Frame** dialog appears with the **Shape** tab selected.

You can choose a regular shape such as a rectangle and triangle, or you can choose to shape the frame around its contents automatically, or you can choose to shape the frame yourself by defining its borders.

You can make a frame shape the default shape by selecting the **Make Default** button.

---

### ***Shortcuts:***

Right-click on a frame, then select **Shape** from the shortcut menu that is displayed.

**See also:**

◆ **Shape tab**



## Frame Menu: Border

Select **Border** to choose a border style for a selected frame or group of frames. The **Frame** dialog is displayed, with the **Border** tab selected.

You can choose from a selection of plain or decorative border styles, choose their colour and thickness, and specify which edges of the frame the border is applied to.

You can make a frame border style the default style by selecting the **Make Default** button.

---

### **Shortcuts:**

Right-click on a frame, then select **Border** from the shortcut menu that is displayed.

**See also:**

◆ **Border tab**



## Frame Menu: Background

Select **Background** to choose a background tint and transparency level for the selected frame or group of frames. The **Frame** dialog is displayed, with the **Background** tab selected. Choose the transparency level you want, then select the colour and tint from the colour control on the dialog.

You can make a frame background the default background by selecting the **Make Default** button.

---

### **Shortcuts:**



Right-click on a frame, then select **Background** from the shortcut menu that is displayed.

**See also:**

◆ **Background tab**



## Frame Menu: Picture Attributes

Select **Picture Attributes** to control how pictures are displayed in Pressworks. The **Frame** dialog is displayed, with the **Picture** tab selected.

You can choose how to resize the picture inside the frame, whether to have whole pixel scaling for bitmaps, and whether to change the foreground colour of the picture.

When **Whole Pixel Scaling** is selected, it ensures that a whole number of printer pixels are used to represent each pixel on screen. This may result in the picture being resized in the frame but it will give a better printed result.

You can make the chosen picture attributes the default attributes by selecting the **Make Default** button.

---

### **Shortcuts:**

Right-click on a picture frame or an object frame, then select **Picture Attributes** from the shortcut menu that is displayed.



**See also:**

◆ **Picture tab**



## Frame Menu: Text Attributes

Select **Text Attributes** to control whether text flows under or around a selected frame. The **Frame** dialog is displayed, with the **Text** tab selected.

When text flows around a frame, you can set the amount of space there should be between the frame and the text flowing around it; this space is known as padding.

With unflowed text, you can also resize the frame if the text doesn't fill it.

You can make the chosen text attributes the default attributes by selecting the **Make Default** button.

---

### **Shortcuts:**



Right-click on a frame, then select **Text Attributes** from the shortcut menu that is displayed.

**See also:**

◆ **Text tab**



## Frame Menu: Size & Position

Select **Size & Position** to display the size and position dimensions of a selected frame or group of frames. The **Size & Position** dialog is displayed and you can change the dimensions of the frame or group.

The position of a frame is measured from the top left-hand corner of the page.

◆ When you are working on the master page and you display this dialog, you can specify whether the selected frame is a foreground or background frame.

---

### **Shortcuts:**



Right-click on a frame, then select **Size & Position** from the shortcut menu that is displayed.

**See also:**

◆ **Size & Position** dialog



## Frame Menu: Align

Select **Align** to align a selected group of frames relative to one another. The **Align Frames** dialog is displayed.

This command is useful if you want to position frames exactly in line with each other or exactly centred in relation to each other.



This command is disabled if you have only one frame selected.

---

### ***Shortcuts:***



**See also:**

◆ [Align Frames dialog](#)



## Frame Menu: Crop Picture

Select **Crop Picture** to define an area of an imported picture or object. When you select this command, the mouse pointer changes shape to a pair of scissors which you drag over the area of the picture that you want to select.

The area of the picture that you crop expands to fill the selected frame. You can place the whole picture back in the selected frame by clicking on the picture name in the contents list.

---

### **Shortcuts:**

Right-click on a picture frame or an object frame, then select **Crop Picture** from the shortcut menu that is displayed.





## Frame Menu: Bring to Front

Select **Bring to Front** to move a selected frame or group of frames to the front of the page. Any frames overlapping the selected frame or group will then be overlapped by the frames that have been moved to the front.



The frame(s) will not be moved in front of any foreground frames.

---

### ***Shortcuts:***



Right-click on a frame, then select **Bring to Front** from the shortcut menu that is displayed.



## Frame Menu: Send to Back

Select **Send to Back** to move a selected frame or group of frames to the back of the page. Any frames that were overlapped by the selected frame or group will then overlap the frames that have been moved to the back.



The frame(s) will not be moved behind any background frames.

---

### ***Shortcuts:***



Right-click on a frame, then select **Send to Back** from the shortcut menu that is displayed.



## Frame Menu: Snap to Guides

Select **Snap to Guides** to control whether or not frames 'jump' to align themselves with the column guides when you draw, move or resize frames on the page. This command is ticked when snap control is turned on.

---



## **Text Menu: Font**

Select **F**ont to select a font, point size, text style, colour and width for a selected block of text, or for text that you are about to enter. The **F**ont dialog is displayed.

The number of fonts listed on this dialog depend on the number that you have available to your Windows setup and the printer that is currently selected.

---

### ***Shortcuts:***

**Ctrl T**

**See also:**

◆ Font dialog



## **Text Menu: Layout**

Select **Layout** to set the alignment, indents and paragraph control for a selected block of text, or for text that you are about to enter. The **Layout** dialog is displayed.

---

**See also:**

◆ **Layout dialog**



## **Text Menu: Spacing**

Select **Spacing** to set the letter, word and line spacing for a selected block of text, or for text that you are about to enter. The **Spacing** dialog is displayed.

---



**See also:**

◆ **Spacing** dialog



## **Text Menu: Bullet**

Select **Bullet** to select a bullet style for a selected block of text, or for text that you are about to enter. The **Bullet** dialog is displayed.

The number of bullet fonts listed on this dialog depend on the number that you have available to your Windows setup and the printer that is currently selected.

---

**See also:**

◆ **Bullet dialog**



## **Text Menu: Tabs**

Select **Tabs** to set the tab stops for a selected block of text, or for text that you are about to enter. The **Tabs** dialog is displayed.

---

**See also:**

◆ **Tabs** dialog



## **Text Menu: Restore**

### **Restore submenu**

◆ Font

◆ Paragraph Style



## **Restore submenu: Font**

Select **Font** to reset the font attributes of the selected text, or text you are about to type, to those of the paragraph style. This includes everything set in the **Font** dialog.

---

### ***Shortcuts:***

**Ctrl N**

**See also:**

◆ Font dialog





## **Restore submenu: Paragraph Style**

Select **Paragraph Style** to reset all the paragraph attributes of the currently selected paragraph(s) back to those of the underlying paragraph style. This includes everything set in the **Layout**, **Spacing**, **Bullet** and **Tabs** dialogs.

---

### ***Shortcuts:***

**Ctrl Shift N**

**See also:**

- ◆ [Layout dialog](#)
- ◆ [Spacing dialog](#)
- ◆ [Bullet dialog](#)
- ◆ [Tabs dialog](#)



## **Text Menu: Paragraph Style**

### **Paragraph Style submenu**

- ◆      Edit
- ◆      New
- ◆      Delete
- ◆      Update From Selection



## Paragraph Style submenu: Edit

Select **Edit** to change the features of a selected paragraph style. A dialog is displayed for you to specify the features of the selected paragraph style.

Use the tabs at the top of this dialog to access the other features of the paragraph style.

---

### **Shortcuts:**



**See also:**

◆ **Edit Paragraph Style** dialog



## Paragraph Style submenu: **New**

Select **New** to create a new paragraph style with its own combination of typographical features. The **New Paragraph Style** dialog is displayed.

Enter a name for the new paragraph style and select the style upon which you want to base it. Click on **OK** and the **Edit Paragraph Style** dialog is displayed. Use this dialog to set up the features of the paragraph style.

---

### ***Shortcuts:***



**See also:**

- ◆ **New Paragraph Style** dialog
- ◆ **Edit Paragraph Style** dialog



## Paragraph Style submenu: Delete

Select **Delete** to delete a selected paragraph style. You *cannot* delete the Body Text paragraph style.

---





## **Paragraph Style submenu: Update From Selection**

Select **Update From Selection** to change the attributes of the whole paragraph style to those of the selected text.

---



## **Text Menu: Case**

Select **Case** to display a submenu from which you can specify whether or not to make a selected block of text all uppercase or all lowercase, or give it initial capitals.

You cannot select a **Case** option for text that you are about to enter, or for paragraph styles.

---



## Text Menu: Insert

Select **Insert** to display a submenu from which you can choose to insert a soft hyphen, hard return, hard space, or numerous other symbols at the position of the text insertion point.

---

### **Shortcuts:**

<b>Ctrl Space</b>	( <u>hard space</u> )
<b>Ctrl Return</b>	(hard return)
<b>Ctrl -</b>	( <u>soft hyphen</u> )
<b>Ctrl =</b>	(en dash)
<b>Ctrl Shift =</b>	(em dash)
<b>Ctrl [</b>	(open single quote)
<b>Ctrl ]</b>	(close single quote)
<b>Ctrl Shift [</b>	(open double quote)
<b>Ctrl Shift ]</b>	(close double quote)
<b>Alt Ctrl C</b>	(copyright symbol)
<b>Alt Ctrl R</b>	(registered symbol)
<b>Alt Ctrl T</b>	(trademark symbol)



## **Text Menu: Kern**

Select **Kern** with the text insertion point between two characters to move them closer together or further apart. The **Kern Two Characters** dialog is displayed. Specify the amount of kerning in points, and choose the direction in which you want to kern the characters.

---

### ***Shortcuts:***

**Ctrl K**

**Ctrl Shift K**

**See also:**

◆ **Kern Two Characters** dialog



## **Text Menu: Name Text**

Select **Name Text** to name text that has been entered directly into a frame and which you want to flow into other frames. The **Name Text** dialog is displayed.

Naming text changes the text into named text which can then be flowed through frames, exported and manipulated in the same way as imported text.

---

**See also:**

◆ **Name Text dialog**



## **Text Menu: Autoflow Text**

Select **Autoflow Text** to automatically flow a whole piece of text into a document. Pressworks adds as many new pages and frames as are necessary to contain the whole text.

---





## **Text Menu: Check Spelling**

Select **Check Spelling** to check a selected block of text, frame or document for spelling mistakes. If a mistake is found it will be highlighted and displayed on the **Check Spelling** dialog for you to correct.



Text in PowerText will not be checked.

---

### ***Shortcuts:***



**See also:**

◆ **Check Spelling** dialog



## **Text Menu: Thesaurus**

Select **Thesaurus** to display a list of meanings and synonyms for a selected word. The **Thesaurus** dialog is displayed. Select an alternative word if you prefer.

---

### ***Shortcuts:***



**See also:**

◆ **Thesaurus** dialog



## Draw Menu: Line & Fill Style

Select **Line & Fill Style** to choose a line style and fill pattern for a selected graphic, or for graphics that you are about to draw. The **Line & Fill Style** dialog appears for you to choose the styles, patterns and colours that you want.

- ◆ Arrow heads are not displayed on shapes such as circles and boxes.
- 

### **Shortcuts:**



**See also:**

◆ **Line & Fill Style** dialog



## **Draw Menu: Size & Position**



Select **Size & Position** to change the size and position dimensions of a selected graphic. The **Size & Position** dialog is displayed.

The position of the graphic is measured in relation to the frame in which it is drawn, not the whole page.

---

**See also:**

◆ **Size & Position** dialog





## Draw Menu: Bring to Front

Select **Bring to Front** to move a selected graphic to the front of the frame.

---

### *Shortcuts:*





## Draw Menu: **Send to Back**

Select **Send to Back** to move a selected graphic to the back of the frame.

---

### *Shortcuts:*





## **Draw Menu: Snap to Grid**

Select **Snap to Grid** to control whether graphics jump to align themselves with the graphics grid when you draw, move or resize graphics.

---



## Options Menu: Units

Select **Units** to specify the unit of measurement to be used on the rulers and dialogs; the **Units** dialog appears. The units are saved as part of the document and template.

---

**See also:**

◆ **Units dialog**



## Options Menu: Preferences

Select **Preferences** to specify options including the way in which Pressworks starts up; how the **PgUp** and **PgDn** keys work; the default language for new documents; the location of your template files; whether or not .BAK files are created; and whether or not .DTP files are compressed during saving. The **Preferences** dialog is displayed.

---

**See also:**

◆ **Preferences dialog**



## Options Menu: Automatic Backup

Select **Automatic Backup** to turn on the automatic backup feature; the **Automatic Timed Backup** dialog appears. Pressworks can make a backup automatically or can emit a beep to remind you to save the file yourself. You can also specify a time interval for the automatic backup.

The automatic backup feature is useful if you tend to forget to save your documents regularly, or if your system is subject to power failures.

---



**See also:**

◆ **Automatic Timed Backup** dialog



## Options Menu: Reset Toolbars

Select **Reset Toolbars** to return the toolbars to their default positions and settings. You can then drag them around to position them as you want.

---



## Options Menu: Auto Arrange Toolbars

Select **Auto Arrange Toolbars** to give each of the toolbars a weighting or importance. When you then drag them around, certain toolbars take priority and assume the most prominent positions on the desktop. This is designed to help you decide where to position the toolbars for ease of use.

---



## Options Menu: Save Settings on Exit

Select **Save Settings on Exit** to ensure that when you close Pressworks, the appearance of the window and the directory paths from where you last opened documents and imported text and pictures are saved for the next time you run Pressworks.

This command is ticked when the settings will be saved.

---



## **Help Menu: Contents**

Select **Contents** to display the Contents page of Pressworks Help. From the Contents page you can go to any area of the Help file. If you want to look for information on a particular topic, use the **Search** button.

---

### ***Shortcuts:***

**F1**



## Help Menu: Search

Select **Search** to find Help on a particular topic. The **Search** dialog appears. Type in the word and click on **Show Topics** for a list of related topics.

---



## Help Menu: How To

Select **How To** to display a list of subjects that explain how to perform specific tasks in Pressworks. The subjects are broken down into groups, so you can concentrate on the group that you are most interested in rather than having to page through them all.

---



## Help Menu: Shortcuts

Select **Shortcuts** to display a list of the keyboard shortcuts that are available for many of Pressworks' menu commands.

---





## Help Menu: Glossary

Select **Glossary** to display a list of the terms and phrases used in Pressworks. Click on a word or phrase to display its definition.

---



## Help Menu: Using Help

Select **Using Help** to display information about using Pressworks Help and learn how to navigate your way around the Help information available.

---



## Help Menu: Tooltips

Select **Tooltips** to turn the display of the small yellow tool hints on or off. This command is ticked when the tool hints are displayed.

---



## Help Menu: Getting Started Hints

Select **Getting Started Hints** to turn the display of the getting started hints which appear when you change mode on or off. This command is ticked when the getting started hints are displayed.

---



## Help Menu: Cue Cards

Cue cards appear at the end of a PagePilot to help you with the basic steps of finalising your document. Select **Cue Cards** to turn the display of cue cards on or off. When the command is ticked, cue cards will appear at the end of a PagePilot.

---



## Help Menu: About Pressworks

Select **About Pressworks** to display the Pressworks billboard. This shows the version number of the program you are using and a copyright notice.

Click on the **About GST** button on this billboard to view information about other products by GST.

---





## **Message Box**

**A paragraph style with this name already exists; enter a different name.**

You have entered a name for the new paragraph style that is already being used by another paragraph style in your document or template. You cannot give two paragraph styles the same name.

Click on **OK** to return to the **New Paragraph Style** dialog, then enter a different name.

---





## Message Box

### Are you sure you want to abandon your changes?

Do you really want to abandon all the changes you have made to your document since you last saved it?

Click on **Yes** to abandon all the changes made since you last saved your document; click on **No** to return to your document without abandoning any changes.

◆ If you click on **Yes** you will return to the last .DTP file that you saved, not the last .BAK or .ATB file.

---



## Message Box

### **The document cannot be opened.**

Pressworks has encountered a problem while trying to open the document. The problem could be that: the file isn't a DTP file; it's a corrupt DTP file; or it's a DTP file that was created in a later version of Pressworks which is not supported in the version you're running.

Click on **OK** to close the message box then, depending on the problem, try one of the following:

- ◆ check that the document actually is a DTP file and that you are not trying to 'open' a text or picture file.
  - ◆ try opening a backup copy of the file
  - ◆ find out which version of Pressworks it was created in, then try opening it in that version.
-



## Message Box

### Do you want to save your changes?

The current document contains unsaved changes. Do you want to save these changes before you continue?

Click on **Yes** to save the changes to your document. If the document is untitled, Pressworks prompts you to specify a name for the document by displaying the **Save Document As** dialog. Click on **No** to abandon the unsaved changes; click on **Cancel** to cancel the command you selected and continue working on your document.

---



## Message Box

### **The frame is too small for whole pixel scaling.**

The frame is too small to allow whole pixel scaling for the bitmap it contains, ie. each pixel in the original bitmap cannot be represented by a whole number of printer pixels. This may result in a tartan or moiré-type pattern occurring in the printed bitmap.

Click on **OK** to return to your document. You must then choose between having the bitmap exactly the size you want, and the best reproduction without unwanted pattern effects.

---



## Message Box

### **There is insufficient memory to execute this command.**

There is insufficient memory available for Pressworks to carry out your command. Click on **OK** to close the message box, then try any of the following to free some memory:

- ◆ close any applications you aren't using
- ◆ reduce Windows applications you are running in the background to icons
- ◆ clear the contents of the Clipboard
- ◆ remove any unnecessary fonts from your Windows Setup
- ◆ if you are using ATM, reduce the size of its font cache
- ◆ if you are using a desktop wallpaper, select Desktop from the Windows Control Panel, then set the Wallpaper option to None
- ◆ make sure you have enough hard disk space free for Windows to create and use swap files
- ◆ close and restart Windows.

If you regularly experience memory problems you should consider adding more memory to your computer. The more memory your computer has, the better your applications will perform. Contact your computer dealer for details of upgrading your memory.

---



## Message Box

### Do you want to add a new page?

You are trying to turn to the next page of your document, but the last page is already displayed. Do you want to add a new page to your document?

Click on **Yes** to add a new page and display it the Pressworks window; click on **No** to continue working with the current number of pages.

---



## Message Box

### **The text could not be found.**

The word or phrase you are searching for cannot be found.

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

Pressworks searches in one direction only; from the position of the text insertion point to the end of your text. Finding and replacing will not start at the beginning of your text once it has reached the end.



Text in headers, footers and PowerText are not searched.

---



## Message Box

### Text export failed.

Pressworks has encountered a problem while trying to export the text. Click on **OK** to close the message box then, depending on the problem, try one of the following:

- ◆ there is insufficient memory to export the text; free some memory then try again.
  - ◆ there is insufficient disk space to export the text; free some disk space then try again.
-





## Message Box

### The item on the Clipboard cannot be pasted. (...)

Pressworks has encountered a problem while trying to paste from the Clipboard. Click on **OK** to close the message box then, depending on the problem, try one of the following:

- ◆ there is insufficient memory to paste from the Clipboard; free some memory then try again.
  - ◆ use **Paste Special** from the **Edit** menu to paste the item in a different format.
-



## Message Box

### **The text cannot be imported. (...)**

Pressworks has encountered a problem while trying to import the text. Click on **OK** to close the message box then, depending on the problem, try one of the following:

- ◆ there is insufficient memory to import the text; free some memory then try again.
  - ◆ another user has the text file open; ask them to close the file then try again.
  - ◆ the text file is of a format unknown to Pressworks; open the application in which the text was created and save it to a file format that Pressworks recognises.
  - ◆ the text file is corrupt; if available, try importing a backup file instead.
-



## Message Box

### **The picture cannot be imported.**

Pressworks has encountered a problem while trying to import the picture. Click on **OK** to close the message box then, depending on the problem, try one of the following:

- ◆ there is insufficient memory to import the picture; free some memory then try again.
  - ◆ another user has the picture file open; ask them to close the file then try again.
  - ◆ the picture file is of a file format unknown to Pressworks; open the application in which the picture was created and save it to a file format that Pressworks recognises.
  - ◆ the picture file is corrupt; if available, try importing a backup file instead.
-



## Message Box

**This group includes frames containing unnamed text or drawn graphics. Are you sure you want to delete all the frames in the group?**

One or more of the frames you are trying to delete contains text that you have entered directly (unnamed text), or graphics that you have drawn. Do you still want to delete the frames?

Click on **Yes** to delete the frames and their contents from the page; click on **No** to return to your document without deleting the frames.

◆ If the frames you are trying to delete appear empty, one or more of the frames has previously contained text or graphics that you have since deleted; deleting items from within a frame does not clear the frame completely.

---



## Message Box

**This group includes frames containing unnamed text or drawn graphics. Are you sure you want to clear all the frames in the group?**

One or more of the frames you are trying to clear contains text that you have entered directly (unnamed text), or graphics that you have drawn. Do you still want to clear the frames?

Click on **Yes** to clear the contents of the frames; click on **No** to return to your document without clearing the frames.

---



## Message Box

**This frame contains unnamed text or drawn graphics. Are you sure you want to delete it?**

The frame you are trying to delete contains text that you have entered directly (unnamed text), or graphics that you have drawn. Do you still want to delete the frame?

Click on **Yes** to delete the frame and its contents from the page. Click on **No** to return to your document without deleting the frame.

◆ If the frame you are trying to delete appears empty, it has previously contained text or graphics that you have since deleted; deleting items from within a frame does not clear the frame.

---



## Message Box

**This frame contains unnamed text or drawn graphics. Are you sure you want to clear it?**

The frame you are trying to clear contains text that you have entered directly (unnamed text), or graphics that you have drawn. Do you still want to clear the frame?

Click on **Yes** to clear the contents of the frame. Click on **No** to return to your document without clearing the frame.

---



## Message Box

### **You have reached the limit of 100 frames per page.**

You are trying to draw a frame on a page that already contains 100 frames; you cannot draw more than 100 frames on any one page. Click on **OK** to return to your document, then do any of the following:

- ◆ delete one or more of the existing frames from the page
  - ◆ move one or more of the existing frames onto the pasteboard
  - ◆ draw the frame on the pasteboard
  - ◆ draw the frame on a different page.
-





## Message Box

**You have reached the limit of 100 graphics per frame.**

You are trying to draw a graphic in a frame that already contains 100 graphics; you cannot draw more than 100 graphics in any one frame. Click on **OK** to return to your document, then do any of the following:

- ◆ delete one or more of the existing graphics from the frame
  - ◆ draw the graphic in a different frame.
-



## Message Box

### **You have reached the limit of 8192 frames per document.**

You are trying to draw a frame in a document that already contains 8192 frames; you cannot draw more than 8192 frames in any one document. Click on **OK** to return to your document, then do any of the following:

- ◆ delete one or more of the existing frames from the document
  - ◆ move one or more of the existing frames onto the pasteboard
  - ◆ draw the frame on the pasteboard.
-



## Message Box

### **Are you sure you want to remove this (text/picture) file from your document?**

Removing a file from your document will delete it from any frames in which it is contained. Do you really want to remove this file from your document?

Click on **Yes** to remove the file from your document; click on **No** to return to your document without removing the file.

◆ Removing files from your document does not delete them from your hard disk. If you want to delete a file from your hard disk, use the Delete command in Windows File Manager.

◆ Text that has been named within Pressworks is not saved on your hard disk unless you export it. If you want to use the text at a later date you must export it before removing it from your document.

---



## Message Box

### Are you sure you want to delete page(s) <n> to <n> inclusive?

Do you really want to delete the specified page(s) from your document?

Click on **Yes** to delete them; click on **No** to return to your document without deleting the pages.

◆ If you delete an odd number of pages when using separate left and right master pages, any following pages will change sides and frames may need to be realigned as a result.

◆ If you delete a page that contains part of a piece of text, the text is flowed onto the following page.

---



## Message Box

**Your document cannot be saved. Either the directory does not exist, you do not have sufficient rights to the directory, the document is read-only or there is a file sharing violation.**

Pressworks has encountered a problem while trying to save your document. Click on **OK** to close the message box then, depending on the problem, try one of the following:

- ◆ the directory you specified does not exist; create the directory using Windows File Manager then try again. Alternatively, save the document to a different directory.
  - ◆ you do not have sufficient rights to the directory you specified, eg. if the directory is on a network drive you may not have rights to save files to it. Speak to your network supervisor for assistance, or save the document to a different directory.
  - ◆ the document is read-only, eg. because it is on a network, or because you have set it to be read-only by mistake. If you have the appropriate rights to the document, you can change it from being read-only using Windows File Manager. Alternatively, save the document under a different file name.
-



## Message Box

**The document cannot be automatically backed up. Either the directory does not exist, you do not have sufficient rights to the directory, the existing auto-backup file is read-only or there is a file sharing violation.**

Pressworks has encountered a problem while trying to automatically backup your document; a backup was not saved. Click on **OK** to close the message box then, depending on the problem, try one of the following:

- ◆ the directory containing the document no longer exists; recreate the directory using Windows File Manager then try again. Alternatively, save the document to a different directory; future auto-backups of the document are also saved to this directory.
  - ◆ you do not have sufficient rights to the directory containing the document, eg. if the directory is on a network drive you may not have rights to save files to it. Speak to your network supervisor for assistance, or save the document to a different directory; future auto-backups of the document are also saved to this directory.
  - ◆ the existing auto-backup (.ATB) file for the document is read-only and cannot be overwritten, eg. because it is on a network, or because you have set it to be read-only by mistake. If you have the appropriate rights to the file, you can change it from being read-only using Windows File Manager. Alternatively, save the document under a different file name; future auto-backups of the document are also saved under this file name.
  - ◆ another user has the existing auto-backup (.ATB) file open; ask them to close the file so that future auto-backups can be saved. Alternatively, save the document under a different file name; future auto-backup of the document are also saved under this file name.
-



## Message Box

**You cannot delete the Body text paragraph style.**

You are trying to delete the **Body text** paragraph style; you cannot delete this paragraph style, but you can edit and rename it instead.

Click on **OK** to return to your document then, if you want to edit and/or rename **Body text**, double-click on its name in the contents list.

---



## Message Box

**You have reached the limit of 112 paragraph styles per document.**

You are trying to create a new paragraph style for a document that already contains 112 paragraph styles; you cannot create more than 112 paragraph styles for any one document. Click on **OK** to return to your document, then do any of the following:

- ◆ delete one or more of the existing paragraph styles from the document
  - ◆ edit one of the existing paragraph styles instead of creating a new one.
-





## Message Box

### **You have reached the limit of 999 pages per document.**

You are trying to create a new page for a document that already contains 999 pages; you cannot create more than 999 pages for any one document. Click on **OK** to return to your document, then do any of the following:

- ◆ delete one or more of the existing pages from the document
  - ◆ continue work in a new document.
-



## Message Box

### **Autoflow has been interrupted; part of your text may be unplaced.**

Pressworks has encountered a problem while trying to autoflow the text. Click on **OK** to close the message box then, depending on the problem, try one of the following:

- ◆ there is insufficient memory to autoflow the text; free some memory then try again.
- ◆ the text has filled the maximum of 999 pages; part of the text is still unplaced.

If each page has more room through which you can flow the text, delete the pages that autoflow created then, on page 1 of your document, enlarge the existing frames and/or draw some new ones. Reflow the text through these additional frames, then autoflow again. The text may now fit within the 999 page limit.

If part of the text is still unplaced, remove it from your document. Open the application in which the text was created, then divide it in two and save it as two separate files. Import and autoflow each file into a separate Pressworks document.

---



## Message Box

**The text cannot be placed on two successive pages; autoflow has been abandoned.**

Pressworks has been unable to carry out the autoflow command. This is probably because the frame to be copied is too small to contain any text, so creating another page with the same frame isn't going to help.

◆ Check that the frame you are trying to autoflow the text into is larger than the point size of the text.

---



## Message Box

### **There is insufficient memory to display the <name> dialog.**

There is insufficient memory available for Pressworks to display this dialog. Click on **OK** to close the message box, then try any of the following to free some memory:

- ◆ close any applications you aren't using
- ◆ reduce Windows applications you are running in the background to icons
- ◆ remove any unnecessary fonts from your Windows Setup
- ◆ if you are using ATM, reduce the size of its font cache
- ◆ if you are using a desktop wallpaper, select Desktop from the Windows Control Panel, then set the Wallpaper option to None
- ◆ make sure you have enough hard disk space free for Windows to create and use swap files
- ◆ close and restart Windows.

If you regularly experience memory problems you should consider adding more memory to your computer. The more memory your computer has, the better your applications will perform. Contact your computer dealer for details of upgrading your memory.

---



## **Message Box**

### **You have not named the paragraph style.**

You have not entered a name for the new paragraph style; you cannot create a new paragraph style without giving it a name.

Click on **OK** to return to the **New Paragraph Style** dialog, then enter a name in the **Name** box before clicking on **OK**.

---



## Message Box

**This will cause the alignment to change from Justified to Flushed Left.**

You have turned monospacing on for a paragraph style with a justified alignment. You cannot prevent the space between letters and words from being stretched when a paragraph style is justified.

Click on **OK** to change the alignment of the paragraph style to flushed left; click on **Cancel** to turn monospacing off and leave the alignment of the paragraph style as justified.

---



## Message Box

### **This will cause Monospacing to be turned off.**

The current paragraph style has monospacing turned on and you are trying to change its alignment to justified

You cannot choose this for a paragraph style without turning monospacing off.

Click on **OK** to turn monospacing off and change the alignment to justified. Click on **Cancel** to cancel the operation and leave monospacing turned on.

---



## Message Box

**Are you sure you want to delete <paragraph style>?**

Do you really want to delete this paragraph style from your document?

Click on **Yes** to delete the selected paragraph style; click on **No** to return to your document without deleting the paragraph style.

◆ If you click on **Yes**, the style name is removed from the contents list and any paragraphs tagged with the style revert to **Body text**.

---





## Message Box

**You do not have a default printer selected; use the Windows Control Panel to select one.**

This message appears when you start Pressworks without having a default printer selected in your Windows setup. Until you select a default printer you will have the following problems when using Pressworks:

- ◆ the print border will not appear, ie. the printable area of the page will not be indicated
- ◆ the text within your document will be formatted using screen fonts only
- ◆ you will not be able to print your document.

Click on **OK** to close the message box then, using the Windows Control Panel, check that you have installed at least one printer and that one is set up as the default printer.

---



## **Message Box**

### **Invalid header in PowerText file.**

The PowerText file you have tried to load is either corrupt, or it is not a PowerText file.

---



## **Message Box**

### **Incorrect version in PowerText file.**

The PowerText file you have tried to open was created in a version of Pressworks later than the version you are running. Run the very latest version of Pressworks then try loading this PowerText file into it.

---



## Message Box

### **Printing has been paused.**

You have chosen to pause between pages when printing your document, eg. to print on both sides of the paper or to change the paper type during printing.

Change the paper as required, then click on **OK** to resume printing.

---



## Message Box

### Do you want to replace this word?

The word or phrase for which you are searching has been found and is highlighted in your document. Do you want to replace this occurrence of the word or phrase with the string you specified on the **Find & Replace** dialog?

Click on **Yes** to replace the word and then search for the next occurrence; click on **No** to leave the word as it is and search for the next occurrence; click on **Cancel** to leave the word as it is and stop searching.

---



## **Message Box**

### **No timers available for automatic backup.**

Windows has run out of timers and has none free to allocate for the automatic backup command. If you are running lots of Windows applications or have lots of files open, close any that you don't need. This will free up some timers and the automatic backup should be able to happen.

---



## Message Box

**Insufficient timers available. Please close some other applications.**

Windows has run out of timers and has none free to allocate for the command you tried to perform. If you are running lots of Windows applications or have lots of files open, close any that you don't need. This will free up some timers, making them available to Pressworks.

---



## **Message Box**

### **Unable to set printer orientation.**

Pressworks is not able to set the orientation of your printer (whether the page is in portrait or landscape format). This may be because you are using an old printer driver. Contact your printer dealer for the latest driver.

---





## Message Box

### **There is insufficient memory to run <utility name>.**

There is insufficient memory available to run this utility. Click on **OK** to close the message box, then try any of the following to free some memory:

- ◆ close any applications you aren't using
- ◆ reduce Windows applications you are running in the background to icons
- ◆ clear the contents of the Clipboard
- ◆ remove any unnecessary fonts from your Windows Setup
- ◆ if you are using ATM, reduce the size of its font cache
- ◆ if you are using a desktop wallpaper, select Desktop from the Windows Control Panel, then set the Wallpaper option to None
- ◆ make sure you have enough hard disk space free for Windows to create and use swap files
- ◆ close and restart Windows.

If you regularly experience memory problems you should consider adding more memory to your computer. The more memory your computer has, the better your applications will perform. Contact your computer dealer for details of upgrading your memory.

---



## Message Box

**<utility program> cannot be opened; the search path is invalid.**

The search path specified for this utility is no longer valid; the utility has probably been moved or deleted. Search paths are specified in the GSTUTILS.INI, which is in your \WINDOWS directory. Click on **OK** to close the message box then, depending on the problem, do one of the following:

- ◆ if the utility has been moved, edit the GSTUTILS.INI to specify its new location
  - ◆ if the utility has been deleted, reinstall it then ensure that the GSTUTILS.INI points to the new search path.
-



## Message Box

**This copy of Pressworks can only be used by one network user at a time.**

You are trying to run Pressworks from the network when it is already being run by another user; this copy of Pressworks has not had a Network Licence Pack installed and cannot be run by more than one network user at any one time. If you would like a Network Licence Pack, contact GST's Customer Services.

◆ If you do have a Pressworks Network Licence Pack installed, its installation was probably unsuccessful, or a component of it has been erased. Reinstall the Network Licence Pack, then try again.

---



## Message Box

**You have selected a paper size for your printer that is too small for your document. Are you sure you want to print on this paper?**

You are printing a document whose paper size is larger than that of the selected printer, eg. your document is A4, but you are printing to letter sized paper. This might cause your printout to be incomplete.

Click on **OK** to continue printing your document without changing the printer's paper size; click on **Cancel** to change the printer's paper size before printing your document.

 To change the printer's paper size, select **Print Setup** from the **File** menu to display the **Print Setup** dialog, then select the correct paper size from the **Paper** group box.

---



## **Message Box**

### **You have not entered any text.**

You have not entered any text for the PowerText object; you cannot create a PowerText object without entering some text.

Click on **OK** to return to the **PowerText** dialog, then enter some text in the text box before clicking on **OK**.

---



## Message Box

**<fontname> does not exist. Continue with a new font?**

The font used in the original PowerPoint object is not available on your Windows setup. You can edit it and Powerworks will substitute another font for the original.

---



## **Message Box**

**Are you sure you want to abandon printing?**

Do you really want to abandon printing your document?

Click on **Yes** to abandon printing; click on **No** to continue printing.

---



## Message Box

**File not found:**

**Path + \*.HYP**

**Your document will not be hyphenated automatically; the hyphenation rules file cannot be found.**

Pressworks has encountered a problem while trying to load the hyphenation rules file BRT.HYP. Click on **OK** to close the message box then, depending on the problem, try one of the following:

- ◆ the file is not in the \PRESSWK directory where Pressworks is installed; locate the file and place it in this directory using Windows File Manager
  - ◆ the file is corrupt; reinstall Pressworks then try again.
-





## **Message Box**

**File not found:**

**Path + FNTALIAS.INI**

**No default font table.**

Part of your Pressworks installation has become corrupt. You must reinstall the Pressworks program.

---



## Message Box

### **There is insufficient memory to load the default font table.**

There is insufficient memory available for Pressworks to load the default font table. Click on **OK** to close the message box, then try any of the following to free some memory:

- ◆ close any applications you aren't using
- ◆ reduce Windows applications you are running in the background to icons
- ◆ clear the contents of the Clipboard
- ◆ remove any unnecessary fonts from your Windows Setup
- ◆ if you are using ATM, reduce the size of its font cache
- ◆ if you are using a desktop wallpaper, select Desktop from the Windows Control Panel, then set the Wallpaper option to None
- ◆ make sure you have enough hard disk space free for Windows to create and use swap files
- ◆ close and restart Windows.

If you regularly experience memory problems you should consider adding more memory to your computer. The more memory your computer has, the better your applications will perform. Contact your computer dealer for details of upgrading your memory.

---



## **Message Box**

**Unexpected end of dtp file whilst loading font table.**

The dtp file you have tried to load is corrupt.

---



## Message Box

### **Can't read/write file <filename>.**

One of the files required for the spell checker or thesaurus cannot be opened. If this file is not available the spell checker or thesaurus may not work correctly. Reinstall Pressworks.

---



## **Message Box**

### **Spelling checker error.**

The spell checker has encountered an error and will not work correctly. We suggest you try the following remedies in the order presented:

- ◆ quit and restart Pressworks
- ◆ quit Pressworks and Windows then restart both
- ◆ Re-install Pressworks

If the spell checker still doesn't work after trying all these options, contact our technical support service.

---



## **Message Box**

### **Thesaurus error.**

The thesaurus has encountered an error and will not work correctly. We suggest you try the following remedies in the order presented:

- ◆ quit and restart Pressworks
- ◆ quit Pressworks and Windows then restart both
- ◆ Re-install Pressworks

If the thesaurus still doesn't work after trying all these options, contact our technical support service.

---



## Message Box

### Do you want the unfinished **Replace All** commands to be completed?

Do you want any unfinished **Replace All** commands to be completed before the spell-check is cancelled?

Click on **Yes** to replace all remaining occurrences of the spelling mistake with the correction before the spell-check is cancelled; click on **No** to cancel the spell-check without making any further changes.

---



## **Message Box**

### **Spelling check completed.**

Spell-checking has been completed, ie. all of the selected text has been spell-checked.

Click on **OK** to return to your document.

---





## Message Box

**Spelling check completed. None of the <language> text was checked; you do not have an appropriate language dictionary installed.**

Spell-checking has been completed, but any text of the above language was not checked; you do not have an appropriate language dictionary installed. For example, if you have not purchased a separate language pack, you will be able to spell-check English text only.

Click on **OK** to return to your document.



Additional language packs can be purchased from GST's Customer Services.

---



## Message Box

**There is insufficient memory to generate this PowerPoint item.**

The PowerPoint object you're trying to create is too complicated. If you are using a detailed decorative font, select something simpler such as Arial and try again.

Alternatively your system is running low on memory. Try the following to free some memory, then try again.

- ◆ close any applications you aren't using
  - ◆ reduce Windows applications you are running in the background to icons
  - ◆ clear the contents of the Clipboard
-



## **Message Box**

### **A frame on this page is too small for whole pixel scaling.**

One or more of the frames on this page is too small to allow whole pixel scaling for the bitmap it contains, ie. each pixel in the original bitmap will not be represented by a whole number of printer pixels. This may result in a tartan or moiré-type pattern occurring in the printed bitmap.

Click on **OK** to cancel the message box. You must then choose between having the bitmap exactly the size you want, and the best reproduction without unwanted pattern effects.

---



## Message Box

**The full path name of the print-to-disk file must not exceed 31 characters.**

You have entered a path name for your print-to-disk file that is too long; you must enter a path name that does not exceed the 31 characters allowed by Windows' printer drivers. A path name includes the drive (eg. C:\), the directory (eg. \PRESSWK) and the file name and extension (eg. MYFILE.DTP).

Click on **OK** to return to the **Filename for Disk Output** dialog, then enter a path name that contains 31 characters or less.

---



## Message Box

**The default printer does not have any fonts associated to it; use the Windows Control Panel to check that you have the correct printer-driver selected.**

You do not have any fonts associated to your default printer. Until you select a default printer that has fonts you will have the following problems:

- ◆ the text within your document will be formatted using screen fonts only
- ◆ you will not be able to print your document.

Click on **OK** to close the message box then, using the Windows Control Panel, check that you have the correct printer-driver selected for your printer.

- ◆ For information that is specific to the operation of your printer, please refer to your printer documentation or contact your printer manufacturer.
-



## Message Box

### **You have not selected any text to be spell-checked.**

Your document has not been spell-checked; you haven't selected any text. Click on **OK** to return to your document, then do any of the following to select the text to be spell-checked:

- ◆ to spell-check your whole document, ensure that no frames or blocks of text are selected
  - ◆ to spell-check a text, in Frame mode select a frame containing all or part of the text. The whole text will be spell-checked, even if it continues into another frame.
  - ◆ to spell-check unnamed text that you have entered directly into a frame, in Frame mode select the frame. Only the text in that frame will be spell-checked.
  - ◆ to spell-check a block of text, in Text mode select the text. If you simply place the text insertion point within the text, rather than select a block, the text is spell-checked from the text insertion point to its end.
-



## Message Box

**All the Network Licences are being used; you cannot run another copy of Pressworks.**

You are trying to run Pressworks when all the licences are already in use. Contact your network supervisor about having a licence assigned specifically to you giving you priority access to Pressworks, or suggest that more network licences are purchased.

◆ For details of purchasing more licences, contact GST's Customer Services.

---



## **Message Box**

### **Unable to check user licence.**

An error has occurred when Pressworks tried to check for a Network Licence. If you are using Pressworks on a network, contact your network supervisor. Pressworks, or it's licence pack, may not be installed correctly.

---





## **Message Box**

### **This document is already in use.**

You are trying to open a document that another user already has open; you cannot open a document that is already being used.

Click on **OK** to close the message box, then ask the other user to close the document before trying again.

---



## Message Box

### **This document is read-only.**

You are opening a document that is read-only; any changes that you make cannot be saved under the same file name. The document may be read-only because it is on a network, or because you have set it to read-only by mistake.

If you have appropriate rights to the document, you can change it from being read-only by using the Windows File Manager. Alternatively, save any changes to the document under a different file name.

---



## Message Box

**Unable to lock this file for writing - check that you can access the directory.**

You cannot save this document. Check that you have write access to the directory in which you are trying to save the file. If you do not have write access to that directory, try saving the document into another directory.

---



## **Message Box**

### **There are too many files in use.**

Pressworks cannot open the document because there are too many documents already in use. Check to see if you have more than one copy of Pressworks running and close any that you don't need.

---



## Message Box

### **The document cannot be opened.**

Pressworks has encountered a problem while trying to open the document. Click on **OK** to close the message box then, depending on the problem, try one of the following:

- ◆ there is insufficient memory to open the document; free some memory then try again.
  - ◆ another user has the document open already; ask them to close the document then try again.
  - ◆ the document is corrupt; try opening a backup file instead.
-



## Message Box

### **There are no TrueType or ATM fonts available for use by PowerText.**

You are trying to create a PowerText object when there are no TrueType or ATM fonts available; you cannot create PowerText without these fonts. Click on **OK** to close the message box, then check that TrueType and/or ATM fonts are turned on.

◆ to turn on TrueType fonts, select Fonts from the Windows Control Panel to display the Fonts dialog. Click on the TrueType button to display the TrueType dialog, then check the Enable TrueType Fonts check box.

◆ to turn on ATM fonts, select the ATM Control Panel from the Windows Program Manager, then select On from the ATM group box.

Once you have turned TrueType and/or ATM fonts on you must restart Windows; you will not be able to use the fonts until you do this.

---



## Message Box

**Your personal configuration files cannot be located. You must run the user setup program before you can run Pressworks. See your Network Administrator for details.**

Pressworks is unable to find the path in which your personal configuration files are stored. This is either because you have not yet run the user setup program, or because the path that you specified for your personal files is no longer valid.

Click on **OK** to close the message box, then run the user setup program again.

---



## Message Box

### **A template with this name already exists. Do you want to overwrite this template?**

You have entered a name for the new template that is already being used by an existing template. Do you want to overwrite the existing template?

Click on **Yes** to overwrite the existing template; click on **No** to return to the **Save Template** dialog, then enter a different name.

---





## Message Box

### **Are you sure you want to remove this object from your document?**

Do you really want to remove the OLE object from your document? Removing an object from your document will delete it from any frames in which it is contained.

Click on **Yes** to remove the object from your document; click on **No** to return to your document without removing the object.

---



## Message Box

### **Unable to activate the object. The object's application cannot be located.**

You are trying to edit an object whose source application is no longer available, ie. it has been moved or deleted. You cannot edit the object until its source application is available again. Click on **OK** to close the message box then, depending on the problem, try one of the following:

- ◆ using Windows File Manager, search for the source application and, if located, move it back to its original location
  - ◆ reinstall the source application in which you created the object.
-



## **Message Box**

### **Word not found in Thesaurus**

You are looking up a word that is not in the Pressworks Thesaurus.

Click on **OK** to return to your document.

---



## Message Box

### **Word not found in Thesaurus. Do you want to look up another word?**

You are looking up a word that is not in the Pressworks Thesaurus. Do you want to look up another word?

Click on **Yes** to return to the **Thesaurus** dialog, then enter the new word you want to look up; click on **No** to close the **Thesaurus** dialog and return to your document.

---



## Message Box

### The thesaurus file for <language> is not available. Continue with Thesaurus?

The language in which this text is written does not have a thesaurus file, or the thesaurus file could not be loaded.

◆ Not all language packs contain a thesaurus file.

Click on **Yes** to return to the **Thesaurus** dialog; click on **No** to close the **Thesaurus** dialog and return to your document.

---



## Message Box

**Word not found in Thesaurus; you do not have an appropriate language dictionary installed. Do you want to select a different language dictionary?**

The language dictionary you have specified on the **Thesaurus** dialog is not installed; you cannot look up words of this language. For example, if you have not purchased a separate language pack, you will be able to look up English words only. Do you want to choose a different language dictionary?

Click on **Yes** to return to the **Thesaurus** dialog, then specify the language of the word you want to look up; click on **No** to close the **Thesaurus** dialog and return to your document.



Additional language packs can be purchased from GST's Customer Services.

---



## Message Box

**The frame is full. Do you want to flow the text onto the next page?**

The text that you are editing no longer fits into the existing frames. Do you want the text to autoflow onto the next page?

Click on **Yes** to autoflow the text onto the next page; click on **No** if you want to draw more frames on the current page .

---



## Message Box

### **The file cannot be imported.**

Pressworks has encountered a problem while trying to import the file (including using the drag & drop technique). Click on **OK** to close the message box then, depending on the problem, try one of the following:

- ◆ there is insufficient memory to import the file; free some memory then try again.
  - ◆ another user has the file open; ask them to close the file then try again.
  - ◆ the file is of a file format unknown to Pressworks; open the application in which the file was created and save it to a file format that Pressworks recognises.
  - ◆ the file has been saved with an incorrect file extension, eg. its file format might be .TXT but it has the .RTF file extension. Make sure the file extension reflects the true format of the file.
  - ◆ the file is corrupt; if available try importing a backup file instead.
-





## Message Box

### **Unable to complete complex region fill operation.**

Pressworks cannot handle the picture you have imported. This may be because the picture is very large or that you are zoomed in very closely. Reduce the zoom level or try importing the picture in a different file format.

---



## **Message Box**

### **Unable to display picture within a user defined frame.**

The shape of the selected frame is too complex or you are zoomed in too closely. Reduce the zoom level or simplify the frame shape by selecting a regular shape or defining a less complex shape manually.

---



## Message Box

**This auto-backup file contains some unsaved work from your last Pressworks session. Would you like to restore this file as <filename>?**

When you last ran Pressworks it closed unexpectedly, eg. your computer crashed. An auto-backup (.ATB) file was saved for the document on which you were working. Do you want to open this file?

Click on **Yes** to open the file and resume work on it; click on **No** to start Pressworks as usual.

---



## **Message Box**

**This PowerText item uses an effect which is not available in Pressworks. Continue with a new effect?**

The PowerText object you are editing was created in a previous version of Pressworks which did not contain quite the same effects as PowerText in the current version of Pressworks. If you edit this PowerText object, you will not get exactly the same result.

---



## Message Box

**This printer may not print bitmaps; use the Windows Control Panel to check that it is the correct printer driver for your printer.**

The printer-driver that is selected for the current printer may not be able to print bitmaps correctly. This can lead to poor quality results when you print a document containing colour bitmaps.

Click on **OK** to close the message box then, using the Windows Control Panel, check that you have the correct printer-driver selected for your printer.

- ◆ If you are using the correct driver, check with your supplier to see a more up-to-date version is available.
  - ◆ For information that is specific to the operation of your printer, please refer to your printer documentation or contact your printer manufacturer.
-



## Message Box

**The document cannot be saved; there is insufficient space on the disk that Windows uses for temporary files (c:).**

When you save a document, Pressworks creates temporary files on your hard disk. These temporary files are stored in the directory specified in your AUTOEXEC.BAT file using the **set temp=** command.

There is currently insufficient disk space available in which to store these temporary files. Click on **OK** to close the message box, then try any of the following to free some disk space:

- ◆ delete application files or documents that you no longer need or use
- ◆ exit Windows, then enter **chkdsk /f** at the DOS prompt to repair lost clusters that are taking up space on your hard disk.

Please ensure that your disk has at least three times as much space as the largest .DTP file you are likely to create. If you have more than one hard disk, you should specify that temporary files be stored on the fastest hard disk.

**Note:** You are particularly likely to have problems if the **set temp=** command is set to your RAM drive. Making a RAM drive large enough for temporary files will probably take up too much memory, which could make your entire system slower, or even prevent Windows from running.

---



## Message Box

**The object cannot be inserted; there is insufficient space on the disk that Windows uses for temporary files (c:).**

When you insert an object into your document, Pressworks creates temporary files on your hard disk. These temporary files are stored in the directory specified in your AUTOEXEC.BAT file using the **set temp=** command. There is currently insufficient disk space available in which to store these temporary files. Click on **OK** to close the message box, then try any of the following to free some disk space:

- ◆ delete application files or documents that you no longer need or use
- ◆ exit Windows, then enter **chkdsk /f** at the DOS prompt to repair lost clusters that are taking up space on your hard disk.

Please ensure that your disk has at least three times as much space as the largest .DTP file you are likely to create. If you have more than one hard disk, you should specify that temporary files be stored on the fastest hard disk.

**Note:** You are particularly likely to have problems if the **set temp=** command is set to your RAM drive. Making a RAM drive large enough for temporary files will probably take up too much memory, which could make your entire system slower, or even prevent Windows from running.

---



## Message Box

**The document cannot be saved; there is insufficient space on disk (c:).**

The disk to which you are trying to save has insufficient disk space available. Click on **OK** to close the message box, then try any of the following to free some disk space:

- ◆ delete application files or documents that you no longer need or use
- ◆ exit Windows, then enter **chkdsk /f** at the DOS prompt to repair lost clusters that are taking up space on your hard disk.

If the disk still has insufficient space, try saving to a different disk.

---





## Message Box

**The document cannot be automatically backed up; there is insufficient space on disk (c:). A warning beep will remind you to save manually.**

The disk to which Pressworks saves your auto-backup files has insufficient disk space available; your document cannot be backed up. Until some disk space is made available, a warning beep will be issued to remind you to save your document. Click on **OK** to close the message box, then try any of the following to free some disk space:

- ◆ delete application files or documents that you no longer need or use
- ◆ exit Windows, then enter **chkdsk /f** at the DOS prompt to repair lost clusters that are taking up space on your hard disk.

If the disk still has insufficient space, try saving the document to a different disk; future backups of your document are also saved to this disk.

---



## Message Box

**The document cannot be automatically backed up; there is insufficient space on disk (c:) or (c:).  
A warning beep will remind you to save manually.**

There is insufficient space in either your main backup directory or your \temp directory to make an automatic backup copy of the file you are working on.

Click on **OK** to close the message box, then try any of the following to free some memory:

- ◆ close any applications you aren't using
  - ◆ reduce Windows applications you are running in the background to icons
  - ◆ clear the contents of the Clipboard
-



## Message Box

**<filename> cannot be saved.**

The file you are trying to save cannot be saved. Click on **OK** to close the message box and then check the following:

- ◆ that the full file path and name is correct
  - ◆ that you have the rights to save this document
  - ◆ that the disk you are trying to save on is not corrupt, full or damaged
-



## **Message Box**

### **Pressworks is not compatible with this version of OLE.**

Pressworks cannot be used with the version of OLE installed on your system. The correct version of OLE is installed when you install Pressworks. If your system has been changed since you installed Pressworks, install Pressworks again.

---



## Message Box

**Wait until the printer has printed all of your booklet pages. Replace the printed pages in the paper feed tray so that the unprinted side of the paper will be printed. Do not change the order of the pages.**

If you are printing in booklet format and have selected the **Pause Between Pages** print option, the first side of each page is printed, then this message is displayed to prompt you to turn the paper over so that Pressworks can print the second side of each page.

---



## Message Box

### **The Select dialog cannot be displayed.**

There is insufficient memory for this dialog to be displayed.

Click on **OK** to close the message box, then try any of the following to free some memory:

- ◆ close any applications you aren't using
  - ◆ reduce Windows applications you are running in the background to icons
  - ◆ clear the contents of the Clipboard
-



## Message Box

### **Unable to scan from this device.**

Pressworks cannot scan from the selected driver. This may be because of a memory shortage or because your scanner installation has become corrupted.

Click on **OK** to close the message box, then reinstall your TWAIN device driver and try again.

◆ For information that is specific to the operation of your scanner, please refer to your scanner documentation or contact your scanner manufacturer.

---



## Message Box

**This image is too large; try again with a smaller image.**

You have scanned in an image that is too large for Pressworks to handle.

Click on **OK** to close the message box, then try scanning it in again at a lower resolution and colour depth.

---





## Message Box

### **The scanned image cannot be copied.**

Your TWAIN device driver has produced an error, probably because it has become corrupted.

Click on **OK** to close the message box, then reinstall your TWAIN device driver and try again.

◆ For information that is specific to the operation of your scanner, please refer to your scanner documentation or contact your scanner manufacturer.

Alternatively, it could be that there is insufficient memory for this image to be scanned.

Click on **OK** to close the message box, then try any of the following to free some memory:

- ◆ close any applications you aren't using
  - ◆ reduce Windows applications you are running in the background to icons
  - ◆ clear the contents of the Clipboard
-



## Message Box

**You have reached the limit of 64 points per frame edge.**

You are trying to add a point to a frame edge that already contains 64 points; you cannot add more than 64 points to any one frame edge.

Click on **OK** to return to your document, then delete one or more of the existing points from the frame edge before trying to add another one.

---



## Message Box

### Unable to generate frame outline.

There is insufficient memory for frame outline to be generated.

Click on **OK** to close the message box, then try any of the following to free some memory:

- ◆ close any applications you aren't using
  - ◆ reduce Windows applications you are running in the background to icons
  - ◆ clear the contents of the Clipboard
-



## **Message Box**

**The file cannot be registered.**

Pressworks was unable to complete OLE registration of this file. The Type Library file is missing or corrupt. Reinstall Pressworks and try again.

---



## **Message Box**

### **Internal Error: Autoflow error #1.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## **Message Box**

**Internal Error: Text editing error #1 with values <n> and <n>.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

### **Internal Error: Text editing error #2.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

### **Internal Error: Text editing error #3.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---





## Message Box

**Internal Error: Text editing error #4 with code = <n>.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

**Internal Error: Memory handling error #1 with code = <n>.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

### **Internal Error: Text repel handling error #1.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

### **Internal Error: Text repel handling error #2.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## **Message Box**

### **Internal Error: Text repel handling error #3.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

**Internal Error: List handling error #1 with codes <n> and <n>.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

### **Internal Error: Bit-image handling error #1.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

### **Internal Error: Text formatting error #14.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---





## Message Box

### **Internal Error: Text formatting error #15.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

### **Internal Error: Text formatting error #16.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

**Internal Error: Text formatting error #19 with code <n>.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

**Internal Error: Text formatting error #20 with code <n>.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

**Internal Error: Text formatting error #21 with code <n>.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

**Internal Error: Text formatting error #22 with code <n>.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## **Message Box**

### **Internal Error: Paragraph style error #1.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

**Internal Error: Paragraph style error #2 with code = <n>.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---





## Message Box

### **Internal Error: Paragraph selection error #2.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

**Internal Error: Paragraph selection error #3 with code = <n>.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

**Internal Error: Paragraph selection error #4 with codes <n> and <n>.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

**Internal Error: Page handling error #4 with code <n>.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

**Internal Error: Page handling error #5 with code <n>.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

**Internal Error: Page handling error #6 with code <n>.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

### **Internal Error: Page handling error #7.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

**Internal Error: Text display error #1 with code = <n>.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---





## Message Box

**Internal Error: Text display error #2 with code = <n>.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## **Message Box**

**Internal Error: A text editing operation failed due to lack of memory.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

### **Internal Error: Search/replace error #1.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

### **Internal Error: Text editing error #6.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## **Message Box**

### **Internal Error: Text editing error #7.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

### **Internal Error: Text editing error #8.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

### **Internal Error: Text editing error #9.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

### **Internal Error: Text editing error #10.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---





## **Message Box**

### **Internal Error: Text editing error #11.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

### **Attempting font\_tab\_lookup with no font table loaded.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

**Internal Error: Paragraph selection error #1 with code = <n>.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

### **Invalid frame detected. Error code nnn.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## **Message Box**

### **Invalid frame table detected. Error code nnn.**

Pressworks has encountered an error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---



## Message Box

**The current frame contains {untitled text/PowerText/an OLE object/a picture/named text}. Are you sure you want to replace it?**

You are trying to replace the contents of a frame with a different type of item (such as a picture with text, or PowerText with named text).

Click on **Yes** to replace the contents of the frame as specified; click on **No** to cancel the operation.

---



## Message Box

**Unable to run because SHARE is not installed. Include the line 'SHARE /L:500 /F:5100' in your AUTOEXEC.BAT file. Refer to your DOS manual for more information.**

Pressworks cannot run properly unless SHARE.EXE is set up on your PC. SHARE.EXE is supplied with DOS. For full details of how to check if SHARE.EXE is installed on your PC, and how to set it up in your AUTOEXEC.BAT file, refer to your DOS manual.

---



## **Message Box**

### **Could not start virtual memory manager.**

Pressworks has encountered a memory error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact GST's technical support service. State that you are using Pressworks and give the version number; you can find this by selecting **About** from the **Help** menu.

---





## Message Box

**This PowerText item was created by an earlier version of PowerText. You may not be able to achieve exactly the same effect when you edit it.**

The PowerText object that you are trying to edit was created in a previous version of PowerText. Due to the many enhancements added to this version of PowerText, it may not be 100% compatible with objects created in previous versions.

When you edit the PowerText object, the effect achieved may be slightly different than that produced by your previous version of PowerText.

---



## Message Box

### **The current frame contains untitled text. Are you sure you want to replace it?**

The frame you are trying to delete contains text that you have entered directly (unnamed text). Do you still want to delete the frame?

Click on **Yes** to delete the frame and its contents from the page. Click on **No** to return to your document without deleting the frame.

◆ If the frame you are trying to delete appears empty, it has previously contained text that you have since deleted; deleting items from within a frame does not clear the frame. To clear a frame, select **Clear Frame** from the **Edit** menu.

---



## Message Box

**The current frame contains PowerText. Are you sure you want to replace it?**

The frame you are trying to delete contains PowerText. Do you still want to delete the frame?

Click on **Yes** to delete the frame and its contents from the page. Click on **No** to return to your document without deleting the frame.

---



## Message Box

**The current frame contains an OLE object. Are you sure you want to replace it?**

The frame you are trying to delete contains an OLE object. Do you still want to delete the frame?

Click on **Yes** to delete the frame and its contents from the page. Click on **No** to return to your document without deleting the frame.

---



## Message Box

**The current frame contains a picture. Are you sure you want to replace it?**

The frame you are trying to delete contains a picture. Do you still want to delete the frame?

Click on **Yes** to delete the frame and its contents from the page. Click on **No** to return to your document without deleting the frame.

---



## Message Box

**The current frame contains named text. Are you sure you want to replace it?**

The frame you are trying to delete contains a named text file. Do you still want to delete the frame?

Click on **Yes** to delete the frame and its contents from the page. Click on **No** to return to your document without deleting the frame.

---



## **Message Box**

### **Decorative borders cannot be displayed in rotated frames.**

You have either rotated a PowerPoint frame that has a decorative border, or you have applied a decorative border to a rotated PowerPoint frame.

Decorative borders cannot be applied to frames that have been rotated.

---



## Message Box

### Are you sure you want to delete this template?

Do you really want to delete the selected template?

Click on **Yes** to delete the template from your hard disk; click on **No** to return to the Pressworks without deleting the template.

---







## What's new in this version?

Here's a list of what's new in this version of Pressworks. If you have upgraded from an earlier version, this list will give you a quick overview of what's new. Click on the item you want to read about.

### New features

- ◆ [PagePilots](#)
- ◆ [Colours and colour separation](#)
- ◆ [Scanning](#)
- ◆ [Extended printing options](#)
- ◆ [Extended PowerText options](#)
- ◆ [Decorative frame borders](#)
- ◆ [Foreground & background frames](#)
- ◆ [Automatic frame shaping](#)
- ◆ [New picture import formats](#)
- ◆ [Pasteboard](#)
- ◆ [Nudge control](#)
- ◆ [Tab control](#)
- ◆ [Paragraph style overrides](#)
- ◆ [Summary information](#)

### New look desktop

- ◆ [Floating tools](#)
- ◆ [Intelligent information line](#)
- ◆ [View controls](#)
- ◆ [Font selector](#)
- ◆ [Contents box](#)
- ◆ [Print border](#)
- ◆ [Tabbed dialogs](#)
- ◆ [Tool tips](#)



## PagePilots

Pressworks now comes supplied with a set of PagePilots to help you start work straight away. You can choose to run a PagePilot when Pressworks starts up or by selecting **New** from the **File** menu.

When you run a PagePilot, you make a series of selections such as the type of document you want, its basic layout, fonts you want to use, pictures you want and where they are placed. When you have made all your selections the PagePilot sends a series of commands to Pressworks and creates your document for you.

PagePilots are useful if you are new to page layout software and are unsure how to create a document, or if you need a finished document quickly. If you are new to Pressworks, running a PagePilot will give you ideas on page design and layout.

---

**See also:**

- ◆ [Startup Options dialog](#)
- ◆ [Run a PagePilot tab](#)
- ◆ [Understanding PagePilots](#)
- ◆ [Running a PagePilot](#)



## Colours and colour separation

### The colour palette

You are no longer limited to the 96 standard colours or tints previously supplied with Pressworks. You can now mix your own new colours, modify existing colours, or delete colours. You can also save your own colour palette with any template or document, or in its own palette file.

To mix your colours, you can use any of the following colour models:

- ◆ RGB
- ◆ HLS
- ◆ CMYK
- ◆ Pantone

You can specify not only the colour in the colour palette, but also its tint level or percentage. Each dialog which includes colour selection has a slider to select the tint level or percentage.

### Printing

Pressworks now also supports printing colour separations for spot and process colours. This means that you can get high quality colour printouts by sending your documents to a bureau for professional colour printing.

---

**See also:**

◆ Printing colour separations



## Scanning

Pressworks now supports TWAIN compatible scanners. This means that if you have a scanner installed on your Windows desktop, and it conforms to the TWAIN standard, you can select your scanner from within Pressworks and scan an image into your document.

---

**See also:**

- ◆ Scan Picture dialog
- ◆ Understanding scanning





## Extended printing options

Pressworks now provides more printing options, letting you:

- ◆ preview your pages before printing them
- ◆ print booklets
- ◆ print multiple pages per sheet of paper (a useful option for proof-reading your document)
- ◆ print pages centred on the paper
- ◆ print pages scaled to fit the paper (useful if your document is designed on a page size different from the paper available in your printer).

You can also now print your documents as colour separations. This is useful if you want to have your documents printed professionally.

---

**See also:**

- ◆ Setting up your printer
- ◆ Printing colour separations



## Extended PowerText options

PowerText has been improved to give you far more effects and more control over those effects. Some of the new effects include:

- ◆ totem pole
- ◆ triangle
- ◆ envelope
- ◆ shearing
- ◆ wave
- ◆ jitter

For example:



You can now enter up to 256 characters, and control the kerning between characters. PowerText objects can now have background shapes, such as starbursts or rectangles, and shadows.

---

**See also:**

- ◆ [Creating a new text effect](#)



## **Decorative frame borders**

You can give your frames stylish decorative borders instead of plain ruling lines, for example:



You choose a decorative border in the same way that you choose the other border styles.

---

**See also:**

◆ **Border tab**



## **Foreground & background frames**

You can now set frames to be foreground or background frames. This lets you ensure that a frame is always printed behind or in front of all the other frames on the page. This can be useful for:

- ◆ designing a form to be filled in on screen. You can set up a form template as background frames on the master page. Then when someone loads the template to fill in the form, they can enter their details in the spaces on the form but cannot move the underlying frames.
- ◆ 'stamping' something on top of each page, eg. CONFIDENTIAL. After designing your document, simply go to the master page and add a foreground frame which will then be overlaid across all the pages in your document.

You can only move foreground and background frames on the master page.

---



## **Automatic frame shaping**

You can now automatically change the shape of a frame to fit around the bitmap contained within it. This means, for instance, that you can import a bitmap of a football and place it in a frame, then make the frame automatically reshape itself around the football. Text in adjoining frames will then wrap around the irregular shape.

---



**See also:**

- ◆ Repelling text around a frame
- ◆ Shaping a frame border



## **New picture import formats**

Two further graphics formats are now available for importing pictures into Pressworks. These are:

- ◆ Targa (.tga)
- ◆ JPEG (.jpg).

For the full list of file formats supported, view the list on the **Import Picture** dialog.

---

**See also:**

◆ [Importing pictures](#)



## **Pasteboard**

Your Pressworks document is now displayed on a pasteboard. You can use the pasteboard as a storage area for items that you haven't yet placed in your document. Items on the pasteboard are saved with your document or template for future use.

---



## Nudge control



The nudge control lets you 'nudge' the selected frame up and down, or left and right; you can use the cursor keys for the same effect. The nudge control can be hidden by selecting **Nudge Control** from the **Show Controls** submenu of the **View** menu.

---



## Tab control



Setting tabs in Pressworks has now been made easier by the implementation of a dynamic tab bar. The tab bar appears in Text mode and is always the length of the selected frame. You can drag tab points and indent markers along the bar, and create new tab points.

You can still create tabs on the **Tabs** dialog if you prefer to use the previous method.

---

**See also:**

◆ **Tabs** dialog



## **Paragraph style overrides**

Pressworks now lets you override paragraph style attributes in Text mode, to create 'one-off' paragraph styles. You can also create a new paragraph style from any combination of text styles and formatting that you have attributed to a block of text in your document.

---



**See also:**

- ◆ [Understanding paragraph styles](#)



## Summary information

When you save a document, you can now save a variety of information with the file. To do this, select **Summary Information** from the **File** menu.

If the **Prompt Summary Info** check box is selected on the **Preferences** dialog, the **Summary Information** dialog will automatically pop up when you first save a document.

---



## Floating tools

You can now move the Pressworks tools, and position them anywhere on the Pressworks window. There are several sets of tools and buttons that you can move:

- ◆ the mode box containing the four main work modes and additional tools.
- ◆ the shortcuts containing the commands that are available in all modes, eg. Open, Save, Copy, Paste, Spell Check. These tools can be hidden.
- ◆ the modal tools. Each mode has a set of tools; depending on which mode is selected, a different set of tools will be displayed.
- ◆ the nudge control can be positioned anywhere on the Pressworks desktop. You can use it to nudge the selected frame up and down, or left and right. This control can be hidden.

If you prefer to use the Pressworks default arrangement of the toolbars, select **Reset Toolbars** from the **Options** menu.

If you want to position the toolbars yourself, but would like each toolbar to be given a weighting so that the more important ones are placed above and to the left of others, select **Auto Arrange Toolbars** from the **Options** menu.

---



## Intelligent information line

The information line now displays more information to help you draw and position frames. When a frame is selected, it's size and position dimensions are shown on the right-hand end of the information line; when no frame is selected, the mouse pointer position is shown; when you are drawing a frame, the mouse pointer position and the size of the frame being drawn is shown.

You can hide the information line if you prefer by selecting **Information Line** from the **Show Controls** submenu of the **View** menu.

---



## View controls



View control has been extended to give you more control over the magnification at which you view your document. You can choose a pre-set magnification level, or adjust the magnification level using +/- buttons which change the magnification by fixed percentages.

---



## Font selector

The fonts supplied with Pressworks are now grouped into categories, eg. Sans, Serif, Plain, Fancy. This makes it easier to choose a font because you don't have to scroll through long lists of meaningless font names.

Using the GST Font Groups utility which is supplied with Pressworks, you can group all your other Windows fonts into categories, which Pressworks will then display in its font dialogs and toolbar.

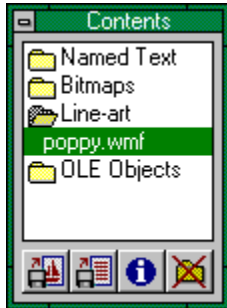
---

**See also:**

◆ Font dialog



## Contents box



The contents box is similar to the browser in earlier versions of Pressworks. It contains lists of files and objects that you have loaded into the current document for placing in frames. The files and objects are grouped into categories to make them easier to browse through.

Paragraph styles and text styles are now listed in the Paragraph and Text mode tools and on the toolbar, but not in the contents box.

---





## **Print border**

The printed area of your document is now indicated by a blue dotted box around your pages. Anything outside this box will not be printed. The size of the box will vary, depending on which printer you have selected.

---

**See also:**

- ◆ Displaying the printable page area



## Tabbed dialogs

Pressworks now has some tabbed dialogs, eg. the **Frame** dialog and the **PowerText** dialog.

Each tab contains a set of related options. Click on a tab to bring that one to the front of the dialog. Tabs are a way of grouping the options on a dialog so that the dialog is less complicated.

---



## Tool tips



Print Preview

If you hold the pointer over a toolbar button for more than a few moments, a small yellow flag appears under the button with a brief (one or two word) description of the buttons function. These yellow flags are known as tool tips.

---





## **Stop Press!**

Please read the following information carefully because it is *not* provided elsewhere in the Pressworks documentation.

- ◆ Temporary files
- ◆ PowerText
- ◆ OLE
- ◆ Text imports and exports
- ◆ Printing
- ◆ DESKpress to Pressworks file converter



## Temporary files

Pressworks uses temporary files to store data while it is running. These files are stored in the directory specified by the TEMP environment variable that is set by using the **set** command in MS-DOS.

To achieve the best possible performance from OLE 2 applications such as Pressworks, please ensure that the TEMP variable is set to a disk with at least three times as much space as the largest file you are likely to edit. If you have more than one hard disk, you should specify that temporary files be stored on the fastest hard disk.

You are particularly likely to have problems if the TEMP variable is set to your RAM drive. Making a RAM drive large enough for temporary files will probably take up too much memory, which could prevent Windows from running or could make your entire system run slower.

Please refer to your Microsoft Windows Users Guide for further details on setting TEMP variables.

---



## **PowerText**

### **Using ATM Courier**

A PowerText object styled in ATM Courier will *not* be displayed or printed.

---

### **Pasting PowerText objects**

When you cut or copy a PowerText object from Pressworks and paste it into another Windows application, eg. Designworks, you will improve the display and print quality of the pasted PowerText if you enlarge it before placing it on the Clipboard. The larger you make the PowerText, the better the pasted result!

---





## Object linking and embedding (OLE)

### Running Windows in 256-colour mode

When linking or embedding objects into Pressworks, the colours displayed on screen in the linked or embedded object may *not* be the same as those used in the source file when running Windows in 256-colour mode. This is because different Windows applications do not use the same colour palette.

◆ when printing the linked or embedded object to a colour printer the colours will print correctly, ie. the same as those used in the source file.

---

### Changing your printer setup

When your Pressworks document contains linked or embedded objects, the display of the objects is defined by the current printer setup. If you change your printer setup after you have linked or embedded an object, Pressworks opens the application in which each object was created (the source application) and updates the object to suit the setup that you selected. This ensures that the objects are printed correctly when you print your document.

If you open a Pressworks document that was saved with a different printer setup to the one you are currently using, each linked or embedded object in the document will be updated in the same way. While objects are being updated you will not be able to commence working in Pressworks; a message in the information line will inform you that an update is taking place.

◆ All objects will be updated in this way, even if you have specified that they should only be updated manually. To avoid this problem, select the printer setup on which you intend to print the final copy of your document before linking or embedding any objects.

---

### Linking and embedding Paintbrush objects

When your Pressworks document contains an object that has been linked or embedded from Paintbrush, the object will sometimes display and print as a solid black rectangle, depending on the printer setup. If this happens, simply import the object into your document instead of linking or embedding it.

---



## **Text imports and exports**

### **Bullets**

If you export a piece of text from Pressworks as RTF format then import it back into Pressworks, any bullets that were in the original text will be lost. This is because RTF files do *not* recognise bullet paragraphs.

---

### **Colour**

If you export a piece of text from Pressworks as RTF format then load it into Word for Windows, any colour formatting that you have produced in Pressworks may not be recognised.



Ami Professional *does* recognise colour formatting produced in Pressworks.

---



## Printing

### Using TrueType fonts

Some printer drivers supplied with Windows 3.1 (eg. the HP LaserJet II driver) *cannot* print white text when using TrueType fonts.

To overcome this problem:

1. Select **Printer Setup** from the **File** menu. The **Print Setup** dialog is displayed.
2. Click on the **Options** button to display the **Options** dialog.
3. Check the **Print TrueType as Graphics** check box.
4. Click on **OK** to close the **Options** dialog, then click on **OK** to close the **Print Setup** dialog.

Alternatively, if you have ATM fonts available, style the text in an ATM font instead of the TrueType font.

- ◆ White PowerText objects styled in a TrueType font *do* print correctly.

---

### PostScript printers

When giving a frame a tint, the tint will be printed with a solid transparency regardless of your chosen transparency setting on the **Frame** dialog. Likewise for fill styles attributed using the **Line & Fill Style** dialog or the **PowerText** dialog: clear fill styles will be printed as opaque.

- ◆ This is a PostScript limitation.

---

### Using compressed and expanded fonts

Older printer drivers for the HP LaserJet IV (versions 1.12 to 1.27) and the DeskJet 1200C (version 2.20) *cannot* print font widths correctly when using TrueType or ATM soft fonts. That is, when you compress or expand the width of a font it will be printed at 100%, regardless of your width settings within Pressworks.

To overcome this problem:

1. Select **Printer Setup** from the **File** menu. The **Print Setup** dialog is displayed.
2. Click on the **Options** button to display the **Options** dialog.
3. From the **Graphics Mode** drop-down list box, select **Raster**.
4. Check the **Print TrueType as Graphics** check box.
5. Click on **OK** to close the **Options** dialog, then click on **OK** to close the **Print Setup** dialog.

---

**Note:** This option may not be available for all printers.

Alternatively, when printing to the HP LaserJet IV, use the HP LaserJet III printer driver that is supplied with Windows 3.1.



## DESKpress to Pressworks file converter

Pressworks is supplied with a utility that converts DESKpress files into Pressworks files, enabling documents and templates that have been created in GST's DESKpress to be opened in Pressworks.

DESKpress is a desktop publishing application with some advanced features that are *not* provided in Pressworks, for example, paragraph numbering, index and contents generation and rotating line-art. When you open a document or template that has been created in DESKpress, any of the features not supported by Pressworks will be lost, for example, index markers will disappear, paragraph styles will lose any auto-numbering, break control and ruling line features and any rotated line-art will revert to its original orientation.

If the DESKpress document or template contains fonts that are *not* supported by Pressworks, then Pressworks will substitute them with the most suitable fonts that are available on your set up. (In DESKpress, "templates" are known as "style sheets".)

The DESK2PWK file converter is loaded automatically when you install Pressworks. To convert a DESKpress file into a Pressworks file, quit to the DOS prompt then enter the following command:

```
DESK2PWK  DRIVE:\DESKPRESS FILE PATH  DRIVE:\PRESSWORKS FILE PATH
```

For example, if the path of the DESKpress file was C:\PRESS\DTP\MEMO.DTP and the path of the destination file was C:\GST\PRESSWK\DTP\MEMO1.DTP, you would enter the following command line at the DOS prompt:

```
DESK2PWK  C:\PRESS\DTP\MEMO.DTP  C:\GST\PRESSWK\DTP\MEMO1.DTP
```

When the DESKpress file has been converted it can be opened in Pressworks in the same way you open other documents or templates.

- ◆ You *cannot* give the destination file the same filename as the source file.
  - ◆ The DESK2PWK file converter will *not* recognise wild card characters. You must enter the full path and filename of the source file and destination file.
  - ◆ If the paragraph styles used for headers and footers are also used elsewhere in the DESKpress file then the left indent may change when you open the file in Pressworks.
  - ◆ If the DESKpress file does not have any text in its headers and footers, the header and footer paragraph styles will not be modified during the conversion. If you then add headers and footers to the file in Pressworks, you will have to modify the paragraph styles manually.
-





## Reference material

The following topics provide information about using the Pressworks markup language, editing the hyphenation exceptions dictionary, editing the spelling checker user dictionary, dragging and dropping files from Windows File Manager, and designing your documents. The troubleshooting topic answers the most common questions that are asked of our technical support staff.

Click on the topic you want to view.

- ◆ [Using the Pressworks markup language](#)
- ◆ [The Pressworks markup codes](#)
- ◆ [Editing the hyphenation exceptions dictionary](#)
- ◆ [Editing the spelling checker user dictionary](#)
- ◆ [Dragging and dropping files](#)
- ◆ [Page design and layout](#)
- ◆ [Troubleshooting](#)



## Using the Pressworks markup language

### The Pressworks markup language

Pressworks accepts text imports from many widely-used word-processors. When you import text in Rich Text format (RTF), or from Word for Windows 2, any paragraph styles that you have set up will be created in your Pressworks document. If your word-processor cannot save files in RTF or Word for Windows 2 format, you can use the Pressworks markup language to style your text before it is imported. This markup language is a set of codes that you can place in the text to control paragraph styles and text styles.

### Defining a new paragraph style

You can use markup codes to create a new paragraph style and set its font, point size and text style. There are two ways of importing text with a paragraph style that is not already defined in the Pressworks template you are using:

- ◆ import the text into Pressworks (where it will have the properties of Body text but will preserve the style name you have given it), and redefine the paragraph style later
- ◆ use the Pressworks markup language to define a new paragraph style, setting features such as its font, point size, alignment and text style. When you import text containing a paragraph style definition, a new Pressworks paragraph style is created with the name and features defined.
- ◆ If you import text containing a definition for a paragraph style name that already exists in your DTP document's template, the definition in the document will take precedence over the style created with the markup language.

### Paragraph styles

You must observe the following rules when tagging your text with paragraph styles:

- ◆ the paragraph tag appears at the very beginning of the paragraph
- ◆ if you enter more than one paragraph style name on the same line, the last one is used
- ◆ if you make any mistakes when marking up your text, so that Pressworks cannot interpret what you have entered, the markup characters are treated as ordinary text when imported into Pressworks
- ◆ the style name can contain any characters except control codes and commas
- ◆ any untagged text is automatically imported as Body text
- ◆ the paragraph style applies to all the text between the tag and the next carriage return
- ◆ if you tag a paragraph with a style name that Pressworks does not recognise, a new paragraph style is created with that name, but with the attributes of Body text.

### Text styles

You can mix text style codes with styling supplied by a supported word-processor, but you should not include word-processor style changes within markup codes.

- ◆ Text style tags override the default style for the paragraph style.

### Font, point size and width

- ◆ If you insert a font, point size or width code at the start of a block of text and do not insert any other font or point size codes in the paragraph, the settings will apply until the end of the paragraph.
  - ◆ If Pressworks does not recognise the font name you have specified, an alternative font will be used when you import your text into Pressworks.
-

**See also:**

◆ [The Pressworks markup codes](#)





## The Pressworks markup codes

### Markup syntax

A markup command starts with the '<' character and ends with the '>' character.

### Text styles

You can insert text style information by typing the following codes before and after the text to be tagged:

<b>B</b>	Bold
<b>I</b>	Italic
<b>U</b>	Underline
<b>u</b>	Underline words
<b>H</b>	Double underline
<b>h</b>	Double underline words
<b>S</b>	Strikethrough
<b>^</b>	Superscript
<b>v</b>	Subscript
<b>O</b>	Box
<b>R</b>	Rounded box
<b>N</b>	Normal (reset to paragraph style defaults)
<b>X</b>	Plain (ignore style changes made by markup commands)

◆ Any spaces or line breaks in the codes will be ignored. Pressworks will treat a text style code as a toggle for the style, turning it on or off as appropriate. For example, if you enter:

```
<B>bold<B> text
```

when you import the text into Pressworks, you will get:

**bold** text.

◆ Text styles may be grouped together as a single markup command, eg. the command <BIU> will select bold, italic and underlined text.

◆ You cannot tag text with a combination of mutually exclusive text styles; eg. box and rounded box.

### Font settings

**Fname** Set font to the given font name. For example, to tag a block of text as Times, enter:  
<Ftimes>block of text<F>

**Pn** Set font size to *n* points. For example, to tag a block of text as 20 points, enter:  
<P20>block of text<P>

**En** Set font compression to *n*% (25-200). For example, to tag a block of text with a compression ratio of 150, enter:  
<E150>block of text<E>

**Gr,g,b** Set text colour to the given *r,g,b* value (where *r,g,b* can be from 0 to 255)

### Paragraph alignment

*\$name*<*justification*> Select paragraph style *name*

You can override the default text alignment of a paragraph style by typing one of the following codes after the paragraph style tag:

<b>CC</b>	Centre text
<b>CJ</b>	Full justification
<b>CL</b>	Left justification
<b>CR</b>	Right justification

For example, use your word-processor to enter

```
<$Headline,CL>Summary
```

to create a paragraph with one word, "Summary", which will be tagged with the **Headline** paragraph style, and will be given a flushed left alignment.

### Paragraph style definition

```
#name,command,command
```

This will create paragraph style *name* using *commands*. Note that if a style called *name* already exists it will not be altered. The *commands* can be any of the text styles, font effects or justification settings given above, plus the following special commands which can only be used in paragraph style definitions.

For example, to define a new paragraph style called **Newstyle** in 24 point Times, justified and styled in bold italic, you would type:

```
<#Newstyle, Ftimes, P24, CJ, BI>
```

<b>D</b> <i>n</i>	Set leading to <i>n</i> AIUs (where one AIU = 1/20th of a point)
<b>MA</b> <i>n</i>	Set space above paragraph to <i>n</i> AIUs
<b>MF</b> <i>n</i>	Set first line indent of paragraph to <i>n</i> AIUs
<b>ML</b> <i>n</i>	Set left margin of paragraph to <i>n</i> AIUs
<b>MR</b> <i>n</i>	Set right margin of paragraph to <i>n</i> AIUs
<b>bH</b>	Keep paragraph whole
<b>bK</b>	Keep paragraph with the next one
<b>bk</b>	Keep paragraph with the previous one
<b>bN</b>	Start on a new page
<b>bn</b>	Start in a new frame
<b>bW</b> <i>n</i>	Set number of widow lines to <i>n</i>
<b>bO</b> <i>n</i>	Set number of orphan lines to <i>n</i>

### Miscellaneous commands

<b>J</b>	Hard line break
<b>-</b>	Soft hyphen
<b>_</b>	Hard space
<b>!</b>	Tab
<b>nnn</b>	Character number <i>nnn</i>
<b>K</b> <i>n</i>	Kern characters by <i>n</i> 1/10ths of a point (-127 to +127)



## Editing the hyphenation exceptions dictionary

You can specify words that you wish *never* to be hyphenated, or that you want to be hyphenated in a special way, in the exceptions dictionary.

◆ Make a backup copy of the exceptions dictionary file - HYUK.TXT - before you edit it. You can then revert to the original exceptions dictionary if you have difficulty with the new one.

### How to edit the exceptions dictionary

1. Start up any text editor that can save files in ASCII format, for example Windows Notepad.
2. Open the file called HYUK.TXT in the \PRESSWK directory.
3. The list of words is in alphabetical order. Insert your word into the list in the correct place. The list *must* remain alphabetical.
4. Insert a hyphen wherever you want the word to be hyphenated. For instance, you might want the word Pressworks to be hyphenated in the middle, so you would enter it as Press-works. If a word can be hyphenated in more than one place, you can insert more than one hyphen, for example Organ-  
is-ation.
5. If you do *not* want a word to be hyphenated at all (for instance, a company or product name), add the word to the list *without* a hyphen.
6. When you have completed your edits, save the file in ASCII format.

If you have upgraded to Pressworks, you may have edited your earlier hyphenation exceptions dictionary. If you want to use your old exceptions dictionary, do one of the following:

◆ if you have upgraded from an earlier version of Pressworks, the exceptions dictionary is called HYUK.TXT and is in the directory of your original installation. Copy it into the directory in which you have installed your upgrade.

◆ if you have upgraded from Timeworks Publisher 2 or earlier, your edited hyphenation exceptions dictionary is named PUBLISH.HYP. Rename it to HYUK.TXT and copy it into the \PRESSWK directory.

◆ if you have upgraded from Timeworks Publisher 3 or above, your edited hyphenation exceptions dictionary is named UKUS.XCP. Rename it to HYUK.TXT and copy it into the \PRESSWK directory.

---



## Editing the spelling checker user dictionary

When you use Pressworks' spelling checker, the spelling in your document is checked against the dictionary supplied with the program. There is also a user dictionary to which you can add words that you do *not* want to be picked out as spelling mistakes, such as "proper" names or technical terms.

Once you have added a word to the user dictionary (by selecting **Add to Dictionary** on the **Check Spelling** dialog), you *cannot* change or delete the word except by editing the user dictionary itself, which is in an ASCII file called SPUK.TXT.

### How to edit the user dictionary

1. Start up any text editor that can save files in ASCII, for example Windows Notepad.
2. Open the file called SPUK.TXT in the \PRESSWK directory.
3. Make the changes you want and saved the edited file in ASCII format.

When editing the user dictionary, remember the following points:

- ◆ a word in the user dictionary *must* be a single string of characters. If you try to add a string containing a space, only the characters up to the space will be retained in the dictionary.
- ◆ the user dictionary lists words in phonetic order, so you do *not* have to take care to place words in alphabetical order. When you save the file and later reopen it, you may find that words that you have added or deleted are now in a different order.
- ◆ the dictionary is case-sensitive. If the word is in lowercase, the spelling checker will interpret future occurrences of that word in lowercase, uppercase and capitalised as being correct. If the word is capitalised, the spelling checker will interpret future occurrences of that word in uppercase and capitalised text but *not* lowercase as being correct. If the word is in uppercase, the spelling checker will interpret future occurrences of that word in uppercase but *not* capitalised and lowercase as being correct.

If you have upgraded to Pressworks from an earlier version or from Timeworks Publisher 3, and wish to use the user dictionary that you have compiled using that program, copy it into the \PRESSWK directory.

---



## Dragging and dropping files

The Windows File Manager provides an alternative way for you to open .DTP files and import text and picture files into Pressworks. This alternative method is known as "dragging and dropping" because you "drag" the document or file from File Manager, and "drop" it into the Pressworks window.

### How to use Windows "dragging and dropping"

1. Start File Manager by double-clicking on the File Manager program icon that is in the Windows Main program group.
2. Make sure that Pressworks is running either as a window or as an icon.
3. Arrange the windows on your screen so that both File Manager and the Pressworks window or icon are visible.
4. Open the directory containing the document that you want to open or the file you want to import.
5. Select the document or file, then holding down the mouse button, drag the item onto the Pressworks window or icon and release the mouse button.

The document will then open in Pressworks or the name of the imported file will be listed in the contents list.

If you select a frame *before* "dragging and dropping", the file will automatically be placed in the frame.

If you *do not* select a frame, Pressworks will ask if you want to create a new frame and place the file in it, or import it into the contents list without putting it into a frame.

If you are importing a text file, Pressworks may not be able to recognise the file format of the file you are trying to import. When this happens, a dialog will be displayed from which you *must* choose the correct file format. The text file will then be imported and listed in the contents list.



When importing into Pressworks, you can drag and drop more than one file.

---



## **Page design and layout**

The following topics offer advice about designing your documents and time-saving techniques for using Pressworks. Click on the topic you want to view.

- ◆ [Considering your audience](#)
- ◆ [Considering practical issues](#)
- ◆ [Deciding the number and width of columns](#)
- ◆ [Choosing fonts, point sizes and text styles](#)
- ◆ [Aligning your text](#)
- ◆ [Setting the leading \(line spacing\)](#)
- ◆ [Using margins and white space](#)
- ◆ [Balancing the page](#)
- ◆ [Using Pressworks to achieve a good page design](#)
- ◆ [Time-saving techniques](#)



## Considering your audience

The first step towards effective page design is a clear understanding of your audience. Some of the points you should consider before beginning your page design are listed below:

*Where will my document be read?*

Physical environment is an important consideration; eg. natural or artificial lighting, in a factory, at a desk in front of a computer with limited space. These factors should influence your choice of page and print size, binding, and the use of matt or glossy paper.

*Who is my reader?*

Try to write in a style that is appropriate for your audience and be careful not to use words or pictures that may cause offence.

*What is the age of my typical reader?*

Small print is difficult for the young or elderly to read. You should avoid it when choosing the size of text intended for these audiences.

*How motivated is my reader?*

The less motivated your audience, the more visual appeal is necessary to capture their attention.

*How easily can my reader pick out the relevant information?*

What is the best way to structure the document and present the different levels of headings? Less important headings should be smaller than main headings.

*What sort of image do I want to convey?*

The image your document conveys, eg. fun or serious, formal or casual, could make the difference between whether people read it or not.

Take a look at page design in books and magazines to see how the above factors have influenced the design of the different pages.

---



## Considering practical issues

When designing a document, there are certain practical issues you should consider. Some of these are suggested below:

*Is there a limit to the number of pages in my document?*

The density of text on the page will affect the number of pages in a document. Density of text is in turn influenced by point size, leading, column width, the number of illustrations and the amount of white space on each page.

- ◆ Pressworks has a limit of 999 pages per document.

*What kind of information will the document contain?*

Will there be a lot of reference material, tables and diagrams? How will you produce any tables and diagrams that you require?

*Does this document have to conform to a company style?*

Will it be filed with other company literature and have to fit into a standard-sized folder?

*How will my document be bound?*

Will it be stapled in the corner, folded and stapled in the middle, spiral-bound, glued or bound in some other way? You need to allow sufficient margin space for binding.

*Is the document to be printed on one or both sides of the paper?*

If the document is to be printed on one side of the paper only, you should base your design around a single master page

If the document is to be printed on both sides of the paper, you will require left and right master pages, as the binding margin needs to be swapped around on alternate pages. You will need to bear in mind that the left and right hand pages are going to be seen at the same time so they should balance and complement each other.

*What is my budget?*

Your budget for the task will influence your decision on paper size and type, binding, the number of illustrations, the use of colour, and the time you can spend working on the document.

When you are aware of all the practical issues involved in the design of your document, you can begin to consider the details of its layout.

---





## Deciding the number and width of columns

The number and width of columns is important to the overall look of the page. Professional designers usually start with a page grid, showing the number and width of columns, and the position of different features on the page. When deciding how many columns to have on the page, consider the following issues:

*What is the page size, and what proportion of the page is devoted to text?*

There is a physical limit to the number of columns you can fit into the available space. Unless your page is very wide, you probably do not want to have more than three columns on the page. A three column layout is most popular for newsletters.

*Are all the columns to be equal in width?*

Generally, make all the columns to be filled with the same piece of text equal in width.

*How large is the body text?*

The larger the body text, the wider the column should be. A line of body text should usually be no more than 65 characters long. The optimal line length for body text is considered to be between 40 and 60 characters.

*Are headings meant to fit the column?*

If your headings are expected to fit the column, is the column wide enough, or will any headings have to be hyphenated or split over several lines?

*Where will pictures be placed in relation to the columns?*

Will the pictures be at the top or bottom of the columns and will they overlap more than one column?

*How much space do you need between the columns?*

The column spacing should be sufficient to prevent the reader's eye running horizontally between the columns, but not so large that it makes the text look fragmented.

Pressworks lets you choose how many columns to have on a page, and how much space to leave around and between them. Use **Column Guides** in the **Page** menu to set the number of columns and the space to be left between the column guides.

---

**See also:**

◆ **Column Guides** dialog



## Choosing fonts, point sizes and text styles

### Choosing fonts

The look of your text gives your document an immediate feel, which may invite or deter your reader from reading beyond the first page. The choice of font is a major part of this effect, and can be the most important decision you make when designing your document.

Some fonts such as Bodoni Poster Italic and Brushwood are ideal for producing posters and other material that has to be eye-catching. Serif fonts such as Bodoni Book are suitable for large blocks of body text. The serifs help to guide the readers eye horizontally along the line of text and reduce the reflection of light around the letters. Serif is particularly suitable where space is limited or columns are narrow. Sans serif fonts are more appropriate for headings, or if you are typesetting large blocks of text in very small point sizes.

Be selective in your choice of fonts. Generally, use just one font for body text and one other for the headings and subheadings.

### Choosing point sizes and text styles

You may find it helpful to start by deciding what point size to use for the bulk of the text (body text). Next, think about the point sizes to use for the different heading levels. Headings should guide the reader through your document by providing sufficient visual contrast (visual cues) to mark the conclusion of one section or article and the start of another. If they are too small, they may be insignificant, and if they are too large, they may be overwhelming.

- ◆ Think about the point size of other types of text, such as picture captions and headers and footers.
  - ◆ A change in font or style can be just as effective in providing visual contrast as a change in point size.
  - ◆ The more fonts you use in a document, the longer it will take to load and print.
-

**See also:**

- ◆ Font dialog
- ◆ Changing a paragraph style, font, point size and colour



## Aligning your text

The alignment of your text is another factor influencing its appearance. The alignments available in Pressworks are:

- ◆ Centred, and flushed right alignments are used for short lines of text such as headings, invitations, posters and special effects.
- ◆ Flushed left, and justified alignments are mostly used for body text.

### Body text

Body text is usually flushed left with a ragged right margin, or justified. Some people feel that flushed left text is more readable because the spacing between words is more even and the ragged right margin adds visual interest to the page. On the other hand, a fully justified alignment is often adopted for long documents, where the unsurprising look of the text on the page is considered to be more restful to the eye. Take care, however, that a document is not so unsurprising that the reader loses interest.

Fully justified text needs careful control over the spacing between words to avoid unsightly gaps. These gaps distract the reader from the content of the document, giving it a fractured appearance. They can also line up in successive lines, giving the effect of a white river flowing down the column. A river is particularly likely to arise if the column is narrow.

---

**See also:**

- ◆ [Changing a paragraph style: alignment](#)



## **Setting the leading (line spacing)**

The leading or line spacing, can make all the difference between text that is clear and legible and text that looks cramped.

Generally, the leading should be proportional to the point size of the text and the size of the lower case letters.

◆ A good guideline is to make leading 20% greater than the point size, eg. choose 12 point leading for 10 point text.

Text in very small point sizes or styled in a Sans font such as Autumn requires rather more leading to ensure legibility.

---

**See also:**

- ◆ Changing a paragraph style: leading





## Using margins and white space

### Using margins

Use margins to frame the page, making the features on the page stand out. It is more interesting to have uneven margins. The following ratios are suggested to achieve a balanced page:

Top - 4 units, eg. 1.00 inch (2.54 cm)

Bottom - 8 units, eg. 2.00 inches (5.08 cm)

Left - 6 units, eg. 1.50 inches (3.81 cm)

Right - 3 units, eg. 0.75 inch (1.91 cm)

### Using white space

You don't have to fill your page with text and pictures. White space can be used as a design feature in its own right. Use white space to:

- ◆ draw the reader's attention to certain features on the page
  - ◆ throw a piece of design into relief
  - ◆ form the background to the text and features on the page.
-



## Balancing the page

Pages that are too evenly balanced with text and graphics are unexciting. Try to have one main visual feature such as a picture, graph or tinted frame to act as the focal point of the page. Use enough white space around the main feature to make sure that it stands out from the page.

To make a page containing only text more readable:

- ◆ make white space the main visual feature on the page
  - ◆ use frame borders, shadowed boxes or tinted frames to divide the text into more readable chunks
  - ◆ use effects to highlight the important points.
-



## Using Pressworks to achieve good page design

This Help gives you some advice about how to create good page designs using Pressworks.

### Before starting work

Decide on your page size before you start designing your document, as this will determine the amount of space you have for text and graphics. Although you can alter the page size later, it will mean resizing all the frames on all the pages.

Before you start your work with Pressworks, use the program to draw a rough sketch of your document, to get a feel for the relative size of the different features on the page (eg. text, pictures, logo); draw empty boxes to represent these features. Allow borders of white space around the features and the whole page.

◆ Your printer may have a limited print area; bear this in mind when arranging the features on the page.

### Tips to help your page design

◆ Put items which need to be repeated, such as a company logo or a surrounding border, onto the master page.

◆ Use frame borders to put ruling lines in your document. A vertical ruling line can be used to separate columns of unjustified text.

◆ Use **Copy** and **Paste** to create multiple copies of a small single design, such as tickets, invitations and compliment slips, on one page. Use a guillotine or scissors to cut the page into individual designs after it has been printed.

◆ Position page numbers on the outer edge of the page (left on left pages and right on right pages), particularly in long documents. This helps the reader flick through the document quickly without having to open it fully.

◆ Avoid unsightly gaps between words by using the **Spacing** dialog to control the minimum and maximum space allowed.

◆ Design a distinctive cover page and save it as part of the template.

◆ Include graphics, boxes or tinted panels of text to liven up pages.

◆ To create an alternative frame background for a small item of text, draw a graphics box and give it a fill style. Place the frame containing the text on top of the graphics box. The frame must have a clear frame tint so that the graphic fill style shows through the text frame.

◆ Print the document at the best quality available to you.

◆ Scanned illustrations often have a grainy look. If you are producing camera-ready artwork for printing at a professional bureau, consider pasting the original illustration (or photograph) onto the page.

---

### Remember...

◆ Don't be afraid to experiment. If you see a page layout that appeals to you, think about why you find it attractive, and how you might reproduce or adapt it with Pressworks.

◆ Don't be afraid to use professional designers if you require their help, and the work is too important or complicated for you to handle. Desktop publishing is an excellent tool that lets you produce good results, but it is not a substitute for experience.

**See also:**

◆ **Spacing** dialog



## Time-saving techniques

There are several ways in which you can save time when designing or working with your documents.

### Templates

Use templates for document formats that you use often.

Use the master page for setting repeating frames, graphics or logos.

Create paragraph styles for the styles that you use frequently.

### Buttons

Use the shortcut buttons and modal tools to gain quick access to many of the menu commands.

To turn to the first or last page of a document, use the **First Page** and **Last Page** buttons, instead of scrolling through the document one page at a time.

### Frame Mode

Hold down the right mouse button to switch to Frame mode, allowing you to create and modify frames without having to change work modes. When the mouse button is released, the previous work mode is reinstated.

### Paragraph styles

- ◆ Modify a paragraphs style by double-clicking on it in Paragraph mode, instead of using the menus.
- ◆ When working on a document with several paragraph styles, set up a following paragraph style to speed up the process of styling your text. For example, set Body Text to always follow Subhead. Use the **Next Style** option on the **Edit Paragraph Style** dialog to specify the following paragraph style.
- ◆ When allocating the same paragraph style to more than one paragraph (eg. to style all the headings), click on a paragraph. Then, holding down **Ctrl**, click on the other paragraphs to select them. If you want to select a continuous series of paragraphs, click on the first one, then hold down **Shift** and click on the last one: all the intervening paragraphs will be selected as well. These two techniques enable you to assign the same paragraph styles to several paragraphs at once.
- ◆ Assign function keys to frequently used paragraph styles so that you can style your text without selecting Paragraph mode first.
- ◆ Style your text by choosing a style from the paragraph style drop-down list box when in Text mode.

### Colour palette

Modify the colour of text, frames and graphics by clicking on the colour palette at the bottom of the Pressworks window, instead of using the dialogs.

### Hiding pictures

When working on a document with several pictures, PowerText objects or OLE objects, hide them to speed up the rate at which the screen is redisplayed. Use **Show Pictures** and **Show Decorative Borders** in the **View** menu to turn the display of pictures, PowerText, OLE objects and decorative borders on and off.

### Shortcut:

**Ctrl Y** turns the display of pictures or objects on or off.

### Graphics

If you want to use drawn graphics within the text, wait until the text is finalised before putting them in. Otherwise, you may find that the relative position of the text to the graphics changes during text editing and reformatting, and you may then have to spend time repositioning the graphics.

- ◆ Remember that when you resize a frame, any graphics objects it contains are rescaled to fit the

new frame size. You can resize a frame without rescaling the graphics objects by holding down **Ctrl** while dragging on the frame handle to resize it.

### **PowerText**

To edit PowerText when in Text mode, double-click on the PowerText to display the **PowerText** dialog. Remember that you can always save frequently-used PowerText for use again and again.

### **Keyboard shortcuts**

Learn the keyboard shortcuts. Many people find they can work faster using the keyboard, once they are familiar with the software.

### **Clipboard**

Dont forget that you can cut, copy and paste between your documents.

Use the Clipboard and the **Paste Special** command from the **Edit** menu to paste information created in other OLE supporting applications into your Pressworks documents. You will then gain fast access to the features of another application without having to leave Pressworks.

---

**See also:**

- ◆ **Edit Paragraph Style** dialog
- ◆ **PowerText** dialog
- ◆ Understanding pilots
- ◆ Understanding templates
- ◆ Keyboard shortcuts



## Troubleshooting

This Help answers the most common questions that are asked of our technical support staff, and explains what to do before contacting the technical support department for advice. Click on the topic you want to read.

- ◆ [Solving common queries](#)
  - ◆ [Error messages](#)
  - ◆ [Contacting technical support](#)
-





## Solving common queries

This topic lists the most common questions asked of our technical support staff. Check the Pressworks guide and Help before contacting our technical support department for advice.

To find the answer to your question, click on the button next to the question.



I have imported a piece of text and some characters appear that are not in the text file.



When importing text into Pressworks, all the tabs that I have created in the text file are lost.



I have set up some tabs but they do not position the text where I intended.



How do I put some text on the master page?



I have drawn a frame but cannot enter any text into it.



Can I change my documents orientation?



The **Add Pages** and **Delete Pages** options are disabled in the **Page** menu. Why cant I add or delete pages?



When I use **Find** or **Find & Replace**, Pressworks does not search my whole document.



I am trying to delete some text. I deleted the frame containing the text but seem to have lost the text at the end instead.



I cannot edit my headers or footers.



When I change the text style of one area of text, all other text in the same style also changes.



How do I adjust the space between the text and the frame border?



PowerText objects are not displaying in my document.



I want to rescale a PowerText object, but when I resize the frame, the object doesnt change size.



I have created a PowerText object, but some of the characters have not displayed on the screen.



Can I prevent graphics objects being rescaled when I size frames?



My printer is not responding.



The edges of the page are not being printed.

---



## **Error messages**

Most , if not all, of the Pressworks error messages now have **Help** buttons. If a message box appears and you dont understand what it says, click on the **Help** button for an explanation of why the message has appeared, and what you should do to avoid it appearing in future.

The Help for some message boxes may advise you to contact our technical support department.

---

**See also**

- ◆ [Contacting technical support](#)



## Contacting technical support

You can contact our technical support department if you experience difficulties when using Pressworks. Before you contact us, please:

- ◆ Check the Pressworks guide, Help, and the README file provided for information enabling you to resolve the problem yourself.
- ◆ Note what you did before the problem occurred.
- ◆ If you are getting an error message, or Pressworks is crashing, can you repeat the problem to produce the same result?

When you contact us, please:

- ◆ Give your name or membership number
- ◆ State that you are using Pressworks for Windows and give the version number; you can find this by selecting **About Pressworks** in the **Help** menu
- ◆ Know the computer, mouse, printer and any extras such as Expanded or Extended Memory that you are using. Please also mention, if possible, the size of your swap file and memory, and the amount of space you have on your hard disk.

Details for contacting technical support are provided on the registration card.

---

If a text file has any formatting, Pressworks attempts to interpret the format characters, eg. end of paragraph markers. If Pressworks cannot interpret the formatting, unexpected characters may appear when the text is imported. Additional characters may also appear if you attempt to import text using the wrong file format.

---

You need to set up your tab settings in Pressworks to the same dimensions as those in the text file. The text will then tabulate across the page. When importing text in ASCII format, all tab settings (and any other formatting) will be lost.

---

Tabs are calculated from the left-hand edge of the frame, not the edge of the page. To calculate the required tab position, subtract the left margin of the frame from the ruler measurement. For example, if your frame has a left margin of 1 inch and you wish to set a tab at 6 inches according to the ruler measurement, the tab position would be five inches. Alternatively, set the tabs by width instead of position.

---



You can enter text into frames on the master page, but you cannot import text onto the master page. Text on the master page will be copied onto every new page in the document.

---

You have probably selected a point size that is too large to fit into the frame. Either increase the size of the frame or choose a smaller point size.

---

Yes. You can switch the orientation of your document by using the **Page Setup** command in the **Page** menu. You will need to adjust the frames in your document to fit on the new page layout.

---

The master page is probably displayed on the screen. To add or delete pages, you must not be viewing the master page and not be in two page view. If you still cant add pages to your document, you must have already produced the maximum number of pages allowed in one document (999).

---

Searching and replacing only works within one frame at a time. To search and replace the whole document, place the text insertion point within each frame in turn.

---

The text is part of an imported piece of text and has been moved into the next frame, pushing the text at the end of the text out of its frame. To delete text that is part of an imported piece of text, you must select it in Text mode and use the **Cut** command.

---

Header and footer text cannot be edited directly; select **Headers & Footers** from the **Page** menu to display the **Header & Footer** dialog and make any edits.

---

You are working in Paragraph mode, which controls the text style, font and point size of paragraph styles, *not* individual paragraphs. When Paragraph mode is selected, any changes made will apply to the selected paragraph style, so that all paragraphs with that style will be changed. To change the text style of a single paragraph or block of text, you must switch to Text mode.

---



Select Paragraph mode, double-click on the paragraph and choose the **Format** option. Set the **Left Indent** and **Right Indent** for the whole paragraph. This change will affect all the text tagged with that paragraph style.

---

Pressworks must be set to hide pictures, which will also hide any PowerText objects. Select **Show Pictures** in the **View** menu to turn the display of pictures and PowerText objects on and off.

---

The PowerText object has been given a **Fixed Size**. To rescale the PowerText object so that it fills the new frame, the scaling must be changed to **Fit Frame**; to rescale the PowerText object whilst retaining its proportions, it must be set to **Preserve Aspect**. Select the appropriate option from the **Scaling** drop-down box on the **Effect** tab of the **PowerText** dialog.

---

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

---

Yes, hold down the **Ctrl** key while resizing the frame. The graphics object will not be rescaled.

---

Check that your printer is connected to your computer, switched on, on-line and correctly set up on the Windows Control Panel. Make sure that it has not run out of paper and then try to print again. If you are still unable to print, check that you did not select an incompatible printer during the installation procedure.

---

**See also:**

- ◆ [Solving printing difficulties](#)

You need to adjust your printer offsets. When adjusting the printer offsets for a landscape page, remember that the **Vertical** and **Horizontal** positions (on the **Page Setup** dialog) refer to the page as it comes out of the printer. Hold the page in portrait orientation when measuring by how much you need to adjust the offsets.

---



**See also:**

- ◆ Adjusting the printing position





## Modes and toolbars

The mode box down the left-hand edge of the Pressworks window contains five modes, each having a specific purpose:



Frame mode is for creating and adjusting frames



Text mode is for entering and styling text



Paragraph mode is for styling paragraphs and large amounts of text



Draw mode is for creating drawings using the basic drawing tools provided within Pressworks



Object mode is for inserting or creating special effects such as PowerText or tables.

**Note:** The appearance of Object mode depends on the tool currently selected. Click on the arrowhead to the right of the mode to select a different tool.

The first four modes, ie. Frame, Text, Paragraph and Draw, are known as work modes. The content of the toolbars at the top of the Pressworks window will change to reflect the mode in which you are working. Click on one of the work modes above for details of the tools available when using that mode.

- ◆ The mode box and toolbars can be docked at any edge of the Pressworks window, or they can be displayed in a floating box. To move the mode box or a toolbar, click on it, hold down the mouse button and drag it to your preferred position. If you drag it to the edge of the Pressworks window, it will dock there; if you leave it in the middle of the window, it will float.

- ◆ To find out what a tool does when working, move the mouse pointer over the tool. A tool tip will pop up showing you the name of the tool, and a prompt for how to use the tool will be given in the information line at the foot of the window.

- ◆ When you exit Pressworks, the position of the mode box and toolbars is remembered; when you next load Pressworks the tools will be displayed in the same position.

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## Toolbar: Frame mode

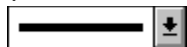


When Frame mode is selected the following tools are available. Click on a tool to see a description of its function.

### General tools



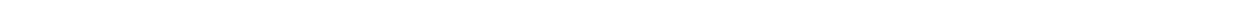
### Frame tools



### Contents box tools



If you can't see all the tools within Pressworks you need to expand the toolbars by clicking on the right-pointing arrowhead. To collapse a toolbar, click on the left-pointing arrowhead.





## Toolbar: Paragraph mode




When Paragraph mode is selected the following tools are available. Click on a tool to see a description of its function.

### General tools



### Paragraph tools

Body text 



### Text tools





### Contents box tools



- ◆ If you can't see all the tools within Pressworks you need to expand the toolbars by clicking on the right-pointing arrowhead. To collapse a toolbar, click on the left-pointing arrowhead.





## Toolbar: Text mode




When Text mode is selected the following tools are available. Click on a tool to see a description of its function.

### General tools



### Paragraph tools

Body text 



### Text tools





### Contents box tools



- ◆ If you can't see all the tools within Pressworks you need to expand the toolbars by clicking on the right-pointing arrowhead. To collapse a toolbar, click on the left-pointing arrowhead.
-





## Toolbar: Draw mode



When Draw mode is selected the following tools are available. Click on a tool to see a description of its function.

### General tools



### Draw tools



### Contents box tools



◆ If you can't see all the tools within Pressworks you need to expand the toolbars by clicking on the right-pointing arrowhead. To collapse a toolbar, click on the left-pointing arrowhead.

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### Edit Frame Properties

In Frame mode, this button is the toolbar shortcut for the **Shape**, **Border**, **Background**, **Picture Attributes** and **Text Attributes commands** in the **Frame** menu.

Click on it to display the **Frame** dialog, and select the tab you want.

◆ **Edit Paragraph Style**

In Paragraph mode, this button is the toolbar shortcut for the **Edit** command from the **Paragraph Style** submenu of the **Text** menu.

Click on this button to display the **Edit Paragraph Style** tabbed dialog and define the font, layout, spacing, bullets and tabs for the selected paragraph style.

◆ **New Paragraph Style**

In Paragraph mode, this button is the toolbar shortcut for the **New** command from the **Paragraph Style** submenu of the **Text** menu.

Click on this button to display the **New Paragraph Style** dialog. Give the new paragraph style a name and click on **OK** to display the tabbed **Edit Paragraph Style** dialog. Here you can define the font, layout, spacing, bullets and tabs for the new paragraph style.



### **Update From Selection**

In Text mode, this button is the toolbar shortcut for the **Update From Selection** command from the **Paragraph Style** submenu of the **Text** menu.

Click on this button to change the attributes of the paragraph style to those of the selected text.

◆ **Frame Repels Text**

In Frame mode, this button is the toolbar shortcut for the **Text Runs Around this Frame** check box in the **Text** tab of the **Frame** dialog.

When this button is selected, text is repelled around the border of the selected frame. When the button is not selected, text runs underneath the border of the frame.

◆ **Size & Position**

In Frame mode, this button is the toolbar shortcut for the **Size & Position** command in the **Frame** menu. Click on it to display the **Size & Position** dialog and position frames precisely on the page and make fine adjustments to their size.

**Keyboard shortcut:** *Ctrl double-click*



◆ **Print**

This button is the toolbar shortcut for the **Print** command in the **File** menu.

Click on it to display the **Print** dialog and print your document to paper or to disk.

**Keyboard shortcut:** *Ctrl P*

◆ **Open Document**

This button is the toolbar shortcut for the **Open** command in the **File** menu.

Click on it to display the **Open An Existing File** tab of the **Startup Options** dialog, and open a previously saved document.

**Keyboard shortcut:** *Ctrl O*

◆ **Import Picture**

In the Contents Box, this button is the toolbar shortcut for the **Import Picture** command in the **File** menu.

Click on it to display the **Import Picture** dialog and import a picture into your document.

◆ **Import Text**

In the Contents box, this button is the toolbar shortcut for the **Import Text** command in the **File** menu. Click on it to display the **Import Text** dialog and import a piece of text into your document.



### Item Information

In the Contents box, this button displays the **Picture Status** or **Text Status** dialog, depending on the item highlighted in the contents list.



### **Delete Item**

In the Contents box, this button deletes the item selected in the contents list.

◆ **Thesaurus**

This button is the toolbar shortcut for the **Thesaurus** command in the **Text** menu.

Click on it to display the **Thesaurus** dialog and search for meanings and synonyms for the selected word or phrase.

◆ **Align**

In Frame mode, this button is the toolbar shortcut for the **Align** command in the **Frame** menu.

Click on it to display the **Align Frames** dialog and align the selected group of frames relative to each other.



◆ **Cut**

This button is the toolbar shortcut for the **Cut** command in the **Edit** menu.

Click on it to remove selected items from your page and place them on the Windows Clipboard.

**Keyboard shortcut:** *Ctrl X*

◆ **Copy**

This button is the toolbar shortcut for the **Copy** command in the **Edit** menu.

Click on it to copy selected items from your page and place them on the Windows Clipboard.

**Keyboard shortcut: Ctrl C**

◆ **Paste**

This button is the toolbar shortcut for the **Paste** command in the **Edit** menu. Click on it to paste the contents of the Windows Clipboard onto your page.

**Keyboard shortcut:** *Ctrl V*

◆ **Save Document**

This button is the toolbar shortcut for the **Save** command in the **File** menu.

Click on it to save any changes you have made to the document on which you are currently working. If you have not yet given the document a name, the **Save Document As** dialog is displayed.

**Keyboard shortcut:** *Ctrl S*

◆ **View Whole Page**

This button toggles between whole page view and the view size that is currently selected in the **View** menu.

When **Whole Page** view is selected in the **View** menu, this button toggles between whole page view and actual size view.

◆ **Bring to Front**

In Frame mode, this button is the toolbar shortcut for the **Bring to Front** command in the **Frame** menu. Click on it to move the selected frame or group of frames to the front of the page.

◆ **Send to Back**

In Frame Draw mode, this button is the toolbar shortcut for the **Send to Back** command in the **Frame** menu.

Click on it to move the selected frame or group of frames to the back of the page.



### **Bring to Front**

In Draw mode, this button is the toolbar shortcut for the **Bring to Front** command in the **Draw** menu. Click on it to move the selected graphic to the front of the frame.





### **Send to Back**

In Draw mode, this button is the toolbar shortcut for the **Send to Back** command in the **Draw** menu. Click on it to move the selected graphic to the back of the frame.



### Pointer Tool

In Draw mode, click on the Pointer tool and use it to select, move and re-size graphics created with the Pressworks drawing tools.

**Hint:** Double-click on a graphic with the Pointer tool to display the **Size & Position** dialog for that graphic.



### Line Tool

In Draw mode, click on the Line tool and use it to draw straight lines within the selected frame.



### Rectangle Tool

In Draw mode, click on the Rectangle tool and use it to draw squares and rectangles within the selected frame.



### **Rounded Rectangle Tool**

In Draw mode, click on the Rounded Rectangle tool and use it to draw round-cornered squares and rectangles within the selected frame.



### Circle Tool

In Draw mode, click on the Circle tool and use it to draw circles within the selected frame.



### Ellipse Tool

In Draw mode, click on the Ellipse tool and use it to draw elliptical shapes within the selected frame.



## **Freehand Line Tool**

In Draw mode, click on the Freehand Line tool and use it to draw free-hand lines and shapes within the selected frame.





### **Connected Line Tool**

In Draw mode, click on the Connected Line tool and use it within the selected frame to draw lines made up of any number of straight-line segments.

Click the left mouse button anywhere in a frame to start a new line segment from that point. Double-click to complete a connected line.



## Line & Fill Style

In Draw mode, this button is the toolbar shortcut for the **Line & Fill Style** command in the **Draw** menu. Click on it to display the **Line & Fill Style** dialog and specify or modify the attributes of a line or shape drawn with the Pressworks drawing tools.

◆ **Check Spelling**

This button is the toolbar shortcut for the **Check Spelling** command in the **Text** menu.

Click on it to check the spelling of a selected word, block of text or whole document. If a mistake is found, the **Check Spelling** dialog will appear and you will have a chance to correct the spelling mistake.

◆ **Justified**

In Text or Paragraph mode, this button is the toolbar shortcut for the **Justified** option in the **Layout** dialog.

Click on it to make the paragraph containing the text insertion point justified.

◆ **Flushed Left**

In Text mode, this button is the toolbar shortcut for the **Flushed Left** option in the **Layout** dialog. Click on it to make the paragraph containing the text insertion point left-aligned.

In Paragraph mode, this button changes the alignment of the paragraph style.

◆ **Flushed Right**

In Text mode, this button is the toolbar shortcut for the **Flushed Right** option in the **Layout** dialog. Click on it to make the paragraph containing the text insertion point right-aligned.

In Paragraph mode, this button changes the alignment of the paragraph style.

◆ **Centred**

In Text mode, this button is the toolbar shortcut for the **Centred** option in the **Layout** dialog. Click on it to make the paragraph containing the text insertion point centred.

In Paragraph mode, this button changes the alignment of the paragraph style.




### **Restore Paragraph Style**

In Text mode, this button is the toolbar shortcut for the **Paragraph Style** command in the **Restore** submenu of the **Text** menu.

Click on it to reset the attributes of the paragraph containing the text insertion point back to those of the underlying paragraph style.

**Keyboard shortcut:** *Ctrl Shift N*



Body text 

### **Paragraph Style**

In text mode, use the paragraph style drop-down list box to select a different paragraph style for the paragraph containing the text insertion point.

In Paragraph mode, it does the same for the selected paragraphs.

◆ **Font**

In Text mode, use the font drop-down list box to choose a different font for a selected block of text, or to pre-set the font before entering text. Fonts are grouped into types such as Plain or Fancy for easy access, so that you do not have to scroll through a long list of font names to choose the font you want.

◆ **Point Size**

In Text mode, use the point size drop-down list box to choose a different point size for a selected block of text, or to pre-set the point size before entering text.

◆ **Width (%)**

In Text mode, use the width control to set a different width for a selected block of text, or to pre-set the width before entering text.



### **Utility Box**

Click on this button to drop-down a list of the other GST utilities that you have installed on your computer, eg. KeyPad or Snapshot. You can then select the utility that you want to use.



## **New Document**

This button is the toolbar shortcut for the **New** command in the **File** menu.

Click on it to display the **Start a New Document** tab of the **Startup Options** dialog, and set the options for a new document.



## **Print Preview**

This button is the toolbar shortcut for the **Print Preview** command in the **File** menu.

Click on it to get a WYSIWYG view of the page before you print it. To resume working on your document, click on the **Print Preview** button again.

◆ **Scan Picture**

This button is the toolbar shortcut for the **Scan Picture** command in the **File** menu.

Click on it to display the **Scan Picture** dialog, so that you can scan a picture into your document.



◆ **Edit Colours**

This button is the toolbar shortcut for the **Edit Colours** command in the **Edit** menu.

Click on it to display the **Colours** dialog, and then click on the **Edit** button to edit the colours in the colour palette.



### **View Monochrome or Colour**

This button is the toolbar shortcut for the **Full Colour** and **Monochrome** commands in the **View** menu. Click on it to toggle between the two options.



## **Show Pictures**

This button is the toolbar shortcut for the **Show Pictures** command in the **View** menu. Click on it to toggle between displaying and not displaying pictures.

**Keyboard shortcut:** *Ctrl Y*



### Show Decorative Borders

This button is the toolbar shortcut for the **Show Decorative Borders** command in the **View** menu. Click on it to toggle between displaying and not displaying decorative borders.

◆ **Tight Line Spacing**

In Text mode, this button is the toolbar shortcut for the tight line spacing button in the **Spacing** dialog. Click on it to apply tight line spacing (ie. 100% leading) to the paragraph containing the text insertion point.

In Paragraph mode, this button changes the line spacing of the paragraph style.

◆ **Standard Line Spacing**

In Text mode, this button is the toolbar shortcut for the standard line spacing button in the **Spacing** dialog.

Click on it to apply standard line spacing (ie. 120% leading) to the paragraph containing the text insertion point.

In Paragraph mode, this button changes the line spacing of the paragraph style.

◆ **Loose Line Spacing**

In Text mode, this button is the toolbar shortcut for the loose line spacing button in the **Spacing** dialog. Click on it to apply loose line spacing (ie. 150% leading) to the paragraph containing the text insertion point.

In Paragraph mode, this button changes the line spacing of the paragraph style.

◆ **Bullet**

In Text mode, this button is the toolbar shortcut for the **Bullet** command in the **Text** menu.

Click on it to apply the default bullet to the paragraph containing the text insertion point. You use this button to toggle between a paragraph with or without a bullet point.

In Paragraph mode, this button changes the bullet or no bullet setting of the paragraph style.





## Hyphenation

In Text mode, this button turns automatic hyphenation on and off.

In Paragraph mode, this button changes the hyphenation setting of the paragraph style.



### **Make Frame Default**

In Frame mode, this button is the toolbar shortcut for the **Make Default** button in the **Frame** dialog. Click on it to make the selected frame the default one. Click on it again to restore the default frame style.

◆ **Snap to Guides**

In Frame mode, this button is the toolbar shortcut for the **Snap to Guides** command in the **Frame** menu.

When snapping is turned on, frames jump to align themselves with the column guides. Toggle this button to turn snapping on and off.

◆ **Fit Frame to Picture**

In Frame mode, this button is the toolbar shortcut for the **Fit Frame to Picture** option in the **Picture** tab of the **Frame** dialog.

Click on this button to resize the frame so that it matches the size of the picture it contains.

◆ **Fit Picture to Frame**

In Frame mode, this button is the toolbar shortcut for the **Fit Picture to Frame** option in the **Picture** tab of the **Frame** dialog.

Click on this button to resize the picture so that it matches the size of its frame.

◆ **Centre Picture in Frame**

In Frame mode, this button is the toolbar shortcut for the **Centre Picture in Frame** option in the **Picture** tab of the **Frame** dialog.

Click on this button to reposition the picture so that it is in the centre of its frame.

◆ **Rectangular Frame Shape**

In Frame mode, this button is the toolbar shortcut for the rectangular shape option from the **Shape** tab of the **Frame** dialog.

Click on this button to make the frame you draw a standard rectangular frame.

◆ **Autotrace Frame Shape**

In Frame mode, this button is the toolbar shortcut for the autotrace shape option from the **Shape** tab of the **Frame** dialog.

Click on this button to make the frame follow the outline of the picture it contains.



◆ **Editable Frame Shape**

In Frame mode, this button is the toolbar shortcut for the editable shape option from the **Shape** tab of the **Frame** dialog.

Click on this button to make the frame an editable shape, which you can define by specifying its left and right edges, or by dragging its handles.

◆ **Top Border**

In Frame mode, this button is the toolbar shortcut for the **Top** option from the **Border** tab of the **Frame** dialog.

Click on this button to give the frame a top border.

◆ **Left Border**

In Frame mode, this button is the toolbar shortcut for the **Left** option from the **Border** tab of the **Frame** dialog.

Click on this button to give the frame a left border.

◆ **Right Border**

In Frame mode, this button is the toolbar shortcut for the **Right** option from the **Border** tab of the **Frame** dialog.

Click on this button to give the frame a right border.

◆ **Bottom Border**

In Frame mode, this button is the toolbar shortcut for the **Bottom** option from the **Border** tab of the **Frame** dialog.

Click on this button to give the frame a bottom border.

◆ **All Borders**

In Frame mode, this button is the toolbar shortcut for the **All Around** option from the **Border** tab of the **Frame** dialog.

Click on this button to give the frame all four borders.

◆ **Frame Border Style**

In Frame mode, use the frame border style drop-down list box to choose a style for the border(s) of the selected frame.

◆ **Bold**

In Text mode, this button is the toolbar shortcut for the **Bold** style option from the **Font** dialog. Click on this button to apply bold styling to selected text or text you are about to enter.

In Paragraph mode, this button changes the bold setting of the paragraph style.

***Keyboard shortcut: Ctrl B***



◆ **Italic**

In Text mode, this button is the toolbar shortcut for the **Italic** style option from the **Font** dialog. Click on this button to apply italic styling to selected text or text you are about to enter.

In Paragraph mode, this button changes the italic setting of the paragraph style.

**Keyboard shortcut:** *Ctrl I*

◆ **Underline**

In Text mode, this button is the toolbar shortcut for the **Single** underline style option from the **Font** dialog.

Click on this button to apply single underlining to selected text or text you are about to enter.

In Paragraph mode, this button changes the underline setting of the paragraph style.

**Keyboard shortcut:** *Ctrl U*

◆ **Size & Position**

In Draw mode, this button is the toolbar shortcut for the **Size & Position** command in the **Draw** menu. Click on it to display the **Size & Position** dialog and position pictures precisely on the page and make fine adjustments to their size.

**Keyboard shortcut:** *Ctrl double-click*

◆ **Snap to Grid**

In Draw mode, this button is the toolbar shortcut for the **Snap to Grid** command in the **Draw** menu. When snapping is turned on, pictures jump to align themselves with the graphics grid. Toggle this button to turn snapping on and off.

◆ **No Space Above**

In Paragraph mode, this button is the toolbar shortcut for the **Space Between Paragraphs** settings in the **Layout** tab of the **Edit Paragraph Style** dialog.

This option takes away any space before the chosen paragraph.

◆ **Small Space Above**

In Paragraph mode, this button is the toolbar shortcut for the **Space Between Paragraphs** settings in the **Layout** tab of the **Edit Paragraph Style** dialog.

This option puts a small space before the chosen paragraph.

◆ **Large Space Above**

In Paragraph mode, this button is the toolbar shortcut for the **Space Between Paragraphs** settings in the **Layout** tab of the **Edit Paragraph Style** dialog.

This option puts a large space before the chosen paragraph.

◆ **Keep Whole**

In Paragraph mode, this button is the toolbar shortcut for the **Whole Paragraph** setting in the **Layout** tab of the **Edit Paragraph Style** dialog.

This option keeps all lines in the chosen paragraph together.



◆ **Keep With Next**

In Paragraph mode, this button is the toolbar shortcut for the **Keep With Next** setting in the **Layout** tab of the **Edit Paragraph Style** dialog.

This option keeps the chosen paragraph with the one following it.

◆ **Underline Words**

In Text mode, this button is the toolbar shortcut for the **Single - Words** underline style option from the **Font** dialog.

Click on this button to apply single underlining to the words in the selected text or text you are about to enter.

In Paragraph mode, this button changes the underline setting of the paragraph style.

◆ **Double Underline**

In Text mode, this button is the toolbar shortcut for the **Double** underline style option from the **Font** dialog.

Click on this button to apply double underlining to the selected text or text you are about to enter.

In Paragraph mode, this button changes the underline setting of the paragraph style.

◆ **Double Underline Words**

In Text mode, this button is the toolbar shortcut for the **Double - Words** underline style option from the **Font** dialog.

Click on this button to apply double underlining to the words in the selected text or text you are about to enter.

In Paragraph mode, this button changes the underline setting of the paragraph style.

◆ **Subscript**

In Text mode, this button is the toolbar shortcut for the **Subscript** style option from the **Font** dialog.

Click on this button to move selected text or text you are about to enter down half a line and reduce its point size.

In Paragraph mode, this button changes the appearance of the paragraph style.

◆ **Superscript**

In Text mode, this button is the toolbar shortcut for the **Superscript** style option from the **Font** dialog. Click on this button to move selected text or text you are about to enter up half a line and reduce its point size.

In Paragraph mode, this button changes the appearance of the paragraph style.

◆ **Strikethrough**

In Text mode, this button is the toolbar shortcut for the **Strikethrough** style option from the **Font** dialog. Click on this button to draw a line through selected text or text you are about to enter.

In Paragraph mode, this button changes the appearance of the paragraph style.

◆ **Box**

In Text mode, this button is the toolbar shortcut for the **Box** style option from the **Font** dialog. Click on this button to put a box around selected text or text you are about to enter.

In Paragraph mode, this button changes the appearance of the paragraph style.



◆ **Rounded Box**

In Text mode, this button is the toolbar shortcut for the **Rounded Box** style option from the **Font** dialog. Click on this button to put a rounded box around selected text or text you are about to enter.

In Paragraph mode, this button changes the appearance of the paragraph style.

◆ **Upper Case**

In Text mode, this button is the toolbar shortcut for the **Upper Case** command from the **Case** submenu of the **Text** menu.

Click on this button to turn selected text or text you are about to enter into all upper case text.

◆ **Lower Case**

In Text mode, this button is the toolbar shortcut for the **Lower Case** command from the **Case** submenu of the **Text** menu.

Click on this button to turn selected text or text you are about to enter into all lower case text.

◆ **Capitalise**

In Text mode, this button is the toolbar shortcut for the **Capitalise** command from the **Case** submenu of the **Text** menu.

Click on this button to capitalise the first letter of all words in the selected text or text you are about to enter.



### **Restore Font**

In Text mode, this button is the toolbar shortcut for the **Font** command in the **Restore** submenu of the **Text** menu.

Click on it to reset the font attributes of the selected text, or text you are about to type, to those of the underlying paragraph style.



