Getting the best from Ovation

Bill Nichols continues his survey of the techniques he uses with this versatile document processor.

Ovation s tools for manipulating frames and lines are very powerful. If you have an Ovation window open, slide across the Object option in the main menu to see the dozen choices which are available in the related sub-menu. In some cases when frames are active there are more choices within the Edit and View

Figure 1.
Compliment
Slip

options - don t overlook these.

One layout which I find very useful is the compliment slip. It is much easier to pop one into the envelope when returning a form, or an article, or paying a cheque than writing an explanatory note. The design of a compliment slip will also allow us to look at the text frame tools in more detail. First a word about Rulers.

From the main menu, slide to the View sub-menu and select Show Rulers. These will appear along the left and the top of the document window. Possible units are metric, inches or points, which you can choose from the bottom of the same sub-menu. I recommend metric. If occasionally a dimension has to be in one of the other units, this can be done at any time and Ovation will convert it correctly. Rulers enable you to do two things easily:

1. set up guidelines on the page;

2. position frames accurately by eye.

An example of a simple compliment slip is shown here (reduced) which you can redesign to suit.

For economy and for ease of guillotining after printing, I suggest an A4 page, landscape position, divided into 6. Each slip is 148.5mm x 70mm and each will have a white margin 6mm wide (this is largely governed by how near the edge of the page you can print).

Click the Menu button on the Ovation icon on the icon bar. Choose New Document. In the dialogue box select Landscape, and make all margins 6mm. Click on O K and you will get the document window. Position a text frame about 5mm from the top and left hand edges of the main frame and using the rulers as a guide make it about 145mm x 70mm. From the Object sub-menu select Frame Border, and highlight the one you like (in the example it is the default - a single line). Make the line thickness 0.5mm. It is important to add the border before positioning the frame accurately. Borders are added to the outside of a frame so you must allow space for this otherwise you may get the message No room for border . Return to the Modify Frame dialogue box and enter the following:

Origin X = Origin Y = 6mm;
Width = 136.5mm;
Height = 58mm;
Inset = 1mm;
Outset = 0mm.
and <OK>.

If you work it out these are the dimensions for 2 x 3 slips with 6mm margins within a page 297mm x 210mm. Now type the text into the frame using the styles you prefer. In the sample, the font is Homerton, the name is in 16pt italic, the address 12pt italic and the compliment line is 12pt normal all capitals. All text is formatted centred. Whilst in the Format menu,
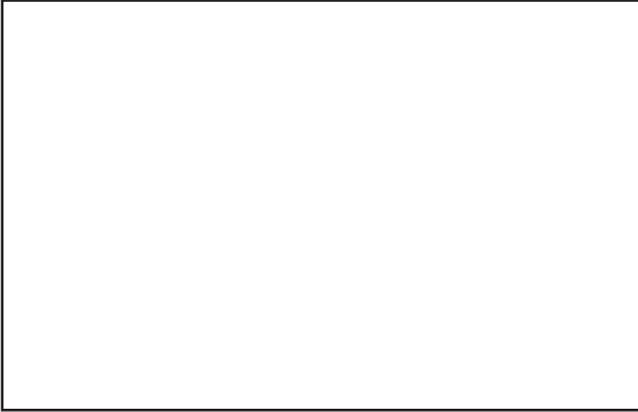
Figure 2. The Duplicate
Object window

change the leading to 25pt to improve the spacing between the lines. You now have one completed slip on the page. Keep the frame active.

DUPLICATING FRAMES
Return to the Object sub-menu and select Duplicate Frame. Enter the values as shown in figure 2 and click on O K.

Immediately the frame and its contents are copied twice down the page. Now highlight the original frame again, and repeat the duplication process, with no vertical offset and a horizontal offset of 148.5mm., then downwards twice again as above. A word of caution - undoing a duplication can be tedious so make sure everything is correct before proceeding!

The page is now filled with six slips. Save, and then print and guillotine between the margins. If the slips are not correctly

centred on the page, go to the Print Set-Up box in the File menu and adjust the X and Y corner values, until the print is symmetrical over the A4 sheet.

CROSSWORD PUZZLES
To gain more experience in duplicating frames, try designing a crossword puzzle grid. Each square should be a text frame and have its own border. Hold down Shift as you draw the frame, and this automatically makes a square. As always the border thickness must be allowed for. Draw a 9.5mm square text frame towards the top left of a new A4 page. Add a 0.25mm border. Duplicate the frame (now 10mm square therefore 10mm
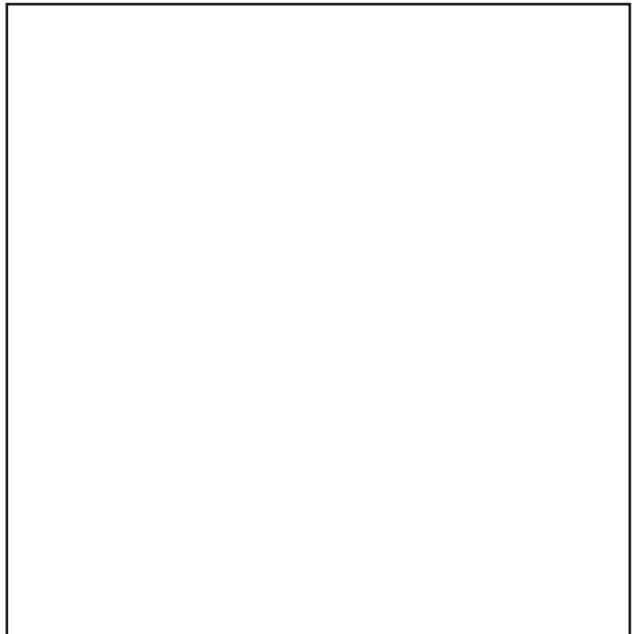
Figure 3.
Crossword grid

offset) across and down as many times as you want - say 9 times. Fill in your chosen pattern of black squares by clicking

on each one in turn and change it to black or grey from within the Modify Frame box. Edit Body Text to 6pt size and type in the numbers in the appropriate squares. Job done! Here slightly reduced, is a corner of a typical grid. The process can be speeded up by creating a row of squares within a further frame, and then duplicating whole rows. Putting all the rows within a further frame allows the whole crossword to be moved or copied. Pre-planning can help a lot with tasks like this.
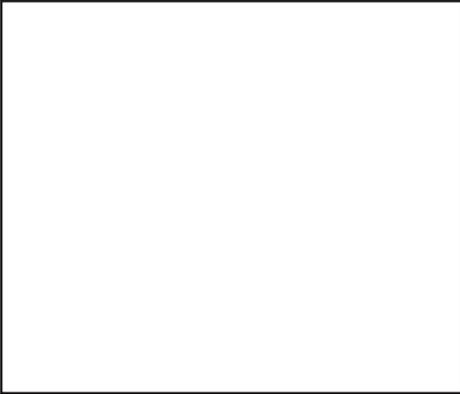
caption

Ovation does make these sort of constructions very easy. Try a function keystrip grid as a further example.

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