

Getting into Ovation

This is first of a new series of publications from BEEBUG dealing with specific topics in a friendly tutorial style. Getting into Ovation complements the full Ovation manual. It provides an overview of all the main features of Ovation without confusing the reader with an overwhelming amount of technical detail. It thus provides an ideal introduction to the use of Ovation. However, while it is aimed more at the newcomer to DTP and Ovation, even experienced users may find previously overlooked hints and tips.

Contents:

Introduction

The Ovation Package, Equipment needed, Installation, Creating and loading documents

Typing Your Text

Importing and exporting text, Entering text, Using special characters, Moving the caret, Changing the View, Selecting and deleting text, Copying and moving text, Find and replace, Fonts, sizes and styles, Formatting your text

Using the Tools

Text frames, Linking text frames, Picture frames, Lines, Nested objects, Borders, Cutting, copying, pasting & duplicating objects

Planning Your Document

Using master pages, Ovation chapters, Paragraph styles, Stylesheets

Other Facilities

Special text effects with Draw and Typstudio, Checking your spelling, Using the Thesaurus, Printing your work, Reproducing your work, Mail merge

Getting into Ovation £4.95

BEEBUG Limited., 117 Hatfield Road, St Albans, Herts AL1 4JS.

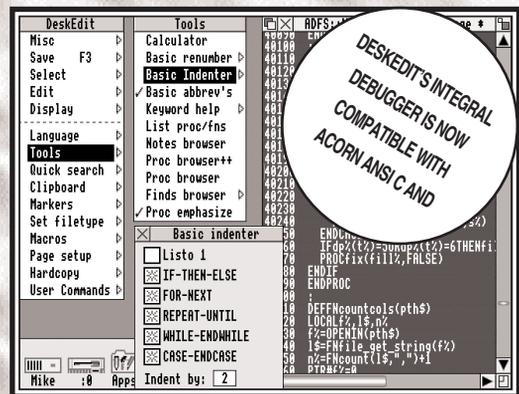
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