

HandyBar for Mac PageMaker 5.0

Version 1.0

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What is it?

HandyBar is a floating tool palette for PageMaker 5.0 for the Mac. It comes in two versions: The **Special Edition** is fully functional and is offered free. You may use it and distribute it freely as long as you include both "HandyBar ReadMe" and "HandyBar 1.0". The registered or **Regular Version** costs \$20 and includes features not found in other toolbars nor in PageMaker and features other options for customization. For more information, see "Upgrading to the Regular Version" below.

Upgrading to the Registered Version

For a measly \$20, you can get the registered version, which includes the following oh-so convenient features. With the registered version, you can:

- Print only the current page displayed in the layout window.
- Quickly save your publication with PageMaker's "Save Faster" feature.
- Save your publication in the most disk-saving form with PageMaker's "Save Smaller" feature.
- Quickly set the preference for graphics resolution.

In addition, the regular version gives you the option of:

- Making HandyBar start in the same size configuration and position on your screen as when you last used it.
- Having PageMaker automatically start whenever you start HandyBar.
- Having PageMaker automatically quit when you quit HandyBar.

In addition, registered users will get a substantial discount on future registered versions of HandyBar.

To get the registered version of HandyBar, send check or money order for \$20 plus \$2 shipping and handling to:

David Butler
1619 E. Columbia St.
Seattle, WA 98122

Please include your name, address, and CompuServe or America Online address (if any) so you can be notified of future upgrades.

Special online offer: If you want the registered version sent to you via CompuServe or America Online, enclose the proper CIS or AOL address with your check or money. For these online orders, you can omit the \$2 handling fee.

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Installation

To run HandyBar, copy the file "HandyBar 1.0" onto your computer. You can put it into any folder, including the PageMaker folder.

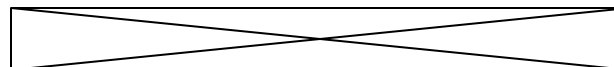
Starting HandyBar

When you launch HandyBar the first time it will try to start PageMaker 5.0 as well. You can change this characteristic by choosing Preferences from the Options menu.

Note: If HandyBar is not visible after it launches, it may be off the screen. Just press Command + W to reset the HandyBar palette to the bottom right corner of the screen.

What it does:

The following descriptions refer to each button from left to right.



Resize: Click to change the number of rows and columns in HandyBar. Each time you click, HandyBar cycles to a different configuration.

Tip: Hold down the Shift key as you click the Resize button to toggle between a horizontal and vertical arrangement.

New File: Click to create a new file using the current defaults you have set for PageMaker.

Open Publication: Click to open a PageMaker publication. After you select a file, HandyBar will ask if you wish to open the original or a copy of the pub.

Close: Click to close the active publication if PageMaker is in layout view.

Close All: Click to close all open publications. PageMaker will prompt you to save any publications that have unsaved changes.

Fast Save: Click to save the active publication using PageMaker's so-called "Save Faster" preference (regardless of the preference you chose in the Preferences dialog box). Note: If you use this button in story editor, PageMaker sends the story editor window to the back before saving. You can make the story editor window active again by choosing its name from the appropriate submenu on PageMaker's Window menu. Note: This button is only found in the regular version of HandyBar. The Special Edition of HandyBar includes a button that performs a normal save on the active publication.

Small Save: Click to save the active publication using PageMaker's so-called "Save Smaller" preference (regardless of the preference you chose in the Preferences dialog box) to conserve disk space. Note: If you use this button in story editor, PageMaker sends the story editor window to the back before saving. You can make the story editor window active again by choosing its name from the appropriate submenu on PageMaker's Window menu. Note: This button is only found in the regular version of HandyBar. The Special Edition of HandyBar includes a button that performs a normal save on the active publication.

Save All: Click to save all open publications.

Revert: Click to revert the active publication to the last-saved version.

Mini-Revert: Click to revert the active publication to the last mini-saved version (providing a mini-save has taken place since you saved). A "mini-save" is an automatic save that PageMaker performs each time you turn to another page, add or remove a page, print, switch between layout view and story editor, use the Clipboard, click the active page icon, or change your publication's page setup.

Cut: Click to remove the selected text or object and place it on the Clipboard. This button does not work in story editor.

Copy: Click to copy the selected text or object to the Clipboard. This button does not work in story editor.

Paste: Click to insert in your publication whatever text or object is on the Clipboard. This button does not work in story editor.

Multiple Paste: Click to paste 3 copies of the Clipboard contents into your publication. This button does not work in story editor.

Power Paste: Click to insert the contents of the Clipboard into your publication at the same position from which it was copied or cut. This button does not work in story editor.

Edit Story: In layout view, click to open the story editor for the selected text block in which you have a text insertion point or a new story if no text is selected. If the story editor is open, clicking this button creates a new, empty story editor window, in which you can enter text for a new story. This button is only found in the regular version of HandyBar.

Print Current Page: Click to print the currently displayed page in layout view. If more than one page is visible (as with double-sided facing pages) and nothing on a page is selected, the Print Which Page dialog box prompts you which page (or both or neither) to print. If you prefer not to see this dialog box, see Setting Preferences later in this file. Note: This button prints the current page based on the layout window, not on the location of your cursor if you are in story editor. If you use this button in story editor, PageMaker sends the story editor window to the back before printing. You can make the story editor window active again by choosing its name from the appropriate submenu on PageMaker's Window menu. Note: This button is only found in the regular version of HandyBar.

Print All: Click to print all pages in your current publication. To print using the settings in the Print document dialog box, see Setting Preferences later in this file. Note: If you use this button in story editor, PageMaker sends the story editor window to the back before printing. You can make the story editor window active again by choosing its name from the appropriate submenu on PageMaker's Window menu.

Open/Close: Click to show or hide PageMaker's palettes. You can also launch a program using this button by holding down the Command key while clicking the button. To configure this button, see Setting Preferences later in this file.

Graphic resolution: Click to cycle between normal, grayed out, and high resolution graphics. This button is only found in the regular version of HandyBar.

To quit HandyBar click the close box; or click the title bar to make HandyBar active then choose Quit from the File menu. If you want this action to exit PageMaker as well, see Setting Preferences later in this file.

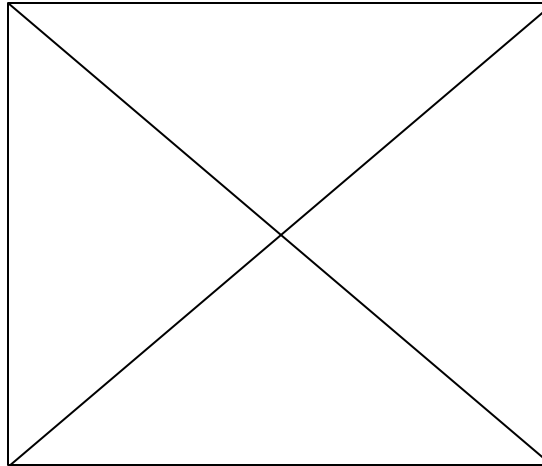
Setting Preferences

You can customize some of HandyBar's behavior in the Preferences dialog box.

To open the HandyBar Preferences dialog box:

1. Click HandyBar's title bar to make it the active window.
2. Select "Preferences" from the Options menu.

Tip: Hold down the Command key while you click the Resize button to open the preferences dialog box.



- To make HandyBar start in the same location as when you last quit HandyBar, check "Remember HandyBar position." (Note: This option is not available in the Special Edition.)
- To start PageMaker and HandyBar at the same time, check "Start PageMaker with HandyBar." Note: Starting HandyBar will start PageMaker, but the reverse is not true. (Note: This option is not available in the Special Edition.)
- To exit PageMaker when you quit HandyBar, check "Exit PageMaker with HandyBar." PageMaker will prompt you to save any files with unsaved changes before exiting. (Note: This option is not available in the Special Edition.)
- To make the Print Current Page button print without displaying a dialog box, check "Don't display Print Which page dialog box." If nothing is selected on a facing page spread, HandyBar will print both pages. (Note: This option is not available in the Special Edition.)

Note: HandyBar decides which page to print based on the top left corner of the selected item. If the selected item crosses both pages, only the left page will print. If the selected item is on the pasteboard, HandyBar prints the page nearest to the top left corner of the selected item.

If you have selected rotated text with the text tool on a double page spread, this button may not act correctly. To make sure you print the correct page, use the tip below to directly access the Print Which page dialog box.

Tip: To access the Print Which page dialog box, hold down the Command key while clicking the Print Current page button.

- To customize the Open/Close button, check the PageMaker palettes that you want the button to toggle on or off.

Note: This button toggles the palettes you designated between open and closed. If any of the designated palettes are open when you click this button, they all will close. Palettes that are not designated in your preferences will not be affected.

- To use the Open/Close button to launch a program, check the box next to the application name and use the "Find..." button to locate the application.

Note: When you want to launch the program, hold down the Command key and click the button. When the Command key is down, this button does not affect the palettes.

Options Menu items

Preferences...: Displays the preferences dialog box explained above.

Auto Detect: When checked causes HandyBar to detect when the cursor is over its palette and, if it is, make HandyBar the active application.

Reset Window: Sets HandyBar to the lower right corner of screen. A quick way of getting HandyBar out of the way, or to get it back on screen if you use HandyBar on a large screen monitor and then later use it on a smaller screen.

Suggestions

If you have suggestions or questions send them to me at the address above. I may not be able to answer every letter, but I will give all requests due consideration. Thanks for using HandyBar.