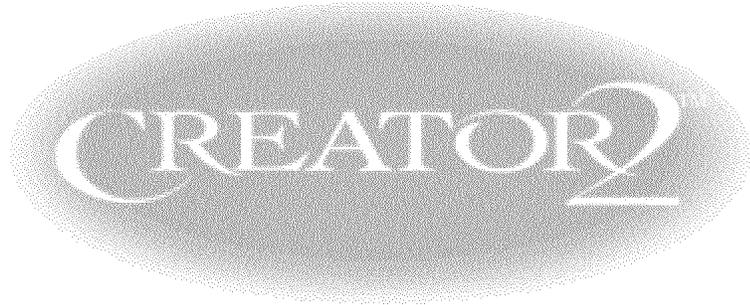


# The Multi-Ad



## *Reference Manual*

# **MULTI-AD CREATOR2™ REFERENCE MANUAL**

---

## TRADEMARK INFORMATION

---

Multi-Ad Creator2, Multi-Ad Creator, and Multi-Ad Search are registered trademarks of Multi-Ad Services, Inc. Macintosh, LaserWriter, AppleScript, AppleShare, Finder, and Balloon Help are registered trademarks of Apple Computer, Inc. QuickTime and the QuickTime Logo are trademarks of Apple Computer, Inc., used under license. Apple is a registered service trademark of Apple Computer, Inc.

MacPaint and MacWrite are registered trademarks of Claris Corporation. PANTONE is a registered trademark of Pantone, Inc. Microsoft Word is a registered trademark of Microsoft Corporation. WriteNow is a trademark of T/Maker Company. Adobe Illustrator, Adobe PhotoShop, Adobe Type Manager, and PostScript are registered trademarks of Adobe Systems Incorporated. NAA-Color™ is a trademark of the Newspaper Association of America.

Other brand or product names are trademarks or registered trademarks of their respective holders.

---

## COPYRIGHT INFORMATION

---

©Multi-Ad Services, Inc. 1997. All Rights Reserved. No part of this manual may be reproduced, copied, translated or transmitted by any means, in any form, without the prior written permission of Multi-Ad Services, Inc.

This software is based in part on the work of the Independent JPEG Group.

International Proofreader © 1996 INSO Corporation All Rights Reserved. The Graphics Interchange Format is the Copyright property of CompuServe Incorporated. GIF<sup>SM</sup> is a Service Mark property of CompuServe Incorporated.

PANTONE® Computer Video simulations displayed may not match PANTONE-identified solid color standards. Use current PANTONE Color Reference Manuals for accurate color.

All trademarks noted herein are either the property of Multi-Ad Services, Inc., Pantone, Inc. or their respective companies.

“PANTONE Open Color Environment™ (POCE™) © Pantone, Inc., 1994

“PANTONE Open Color Environment™ (POCE™)” and Software which are licensed to Multi-Ad Services, Inc. to distribute for use only in combination with Multi-Ad Creator2™. “PANTONE Open Color Environment™ (POCE™)” and Software shall not be copied onto diskette or into memory unless as part of the execution of Multi-Ad Creator2™.

---

# TABLE OF CONTENTS

---

<b>Multi-Ad Creator2™ Reference Manual</b> .....	<b>1</b>
Keyboard Shortcuts .....	1
<b>Chapter 1: Multi-Ad Creator2 Menus</b> .....	<b>4</b>
<b>The File Menu</b> .....	<b>5</b>
New... ..	5
Open... ..	9
Save... ..	10
Close .....	10
Save As... ..	11
Save Default Document Settings .....	12
Place Graphic... ..	13
About Placing Graphic Files .....	13
Import Text... ..	16
Creating a New Text Flow .....	16
Placing Text with the Cursor .....	17
Breaking Text .....	17
Export .....	22
TIFF... ..	22
GIF... ..	24
EPS... ..	26
Text... ..	33
Page Setup ... ..	35
Selecting Paper Size .....	35
Page Setup Options on QuickDraw Printers .....	37
Page Setup Options on PostScript Printers .....	39
Setting Creator2 Page Setup Attributes .....	41
Print... ..	47
Setting Creator2 Printing Options .....	47
Quit .....	51
<b>The Edit Menu</b> .....	<b>52</b>
Undo .....	52
Cut .....	53
Redo .....	53
Paste .....	54
Copy .....	54
Duplicate... ..	55
Select All .....	55
Clear .....	55
Make Matrix... ..	57
Paste Type Specs .....	64
Copy Type Specs .....	64
Paste ¶ Specs .....	65

Copy ¶ Specs .....	65
Find.....	68
Find/Change .....	68
Find Selection.....	74
Find Again .....	74
Change .....	74
Change & Find Again .....	75
Change All .....	75
Preferences.....	76
Setting Application Attributes in the General Panel .....	76
Setting Attributes in the Graphics Panel .....	79
Setting Attributes in the Document Sizes Panel .....	81
Setting Attributes in the Text Panel .....	83
Setting Attributes in the Status Labels Panel .....	86
<b>The Elements menu .....</b>	<b>87</b>
Element Info.....	87
Setting Element Attributes in the General Info Panel .....	88
Setting Element Attributes in the Fill Panel .....	90
Setting Attributes in the Frame Panel .....	92
Setting Attributes in the Fill/Frame Panel .....	94
Setting Attributes in the Shadow Panel .....	96
Setting Attributes in the Text Panel .....	98
Setting Attributes in the Border Panel .....	100
Setting Attributes in the Corners Panel .....	101
Setting Attributes in the File Info Panel .....	102
Setting Attributes in the Graphic Panel .....	103
Open Element .....	105
Make Element Style.....	106
Trapping .....	107
Pre-press Definitions .....	107
Convert Shapes to Path .....	111
Convert Text to Paths .....	111
Mask Graphic .....	113
Pen Weight.....	115
Frame Types .....	116
Frame Texture.....	117
Fill Texture.....	118
Fill Gradient.....	119
Setting the Gradient Type .....	120
Setting Gradient Options .....	121
Setting a Gradient's Center Point .....	122
Setting a Gradient's Color .....	123
Setting Multiple Gradients .....	124
Shadow Options.....	125
Shadow Textures.....	125
Shadow Gradient.....	126

Lock .....	126
Unlock .....	127
<b>The Arrange Menu .....</b>	<b>128</b>
Bring to Front .....	128
Move Backward .....	129
Move Forward .....	129
Send to Back .....	129
Center Horizontal on Page .....	130
Center Vertical on Page .....	131
Wrap Text... .....	132
Fit Text Block .....	135
Flip Horizontal .....	136
Flip Vertical .....	136
Group .....	136
Ungroup .....	137
Arrangement .....	137
Element Specs .....	138
Guides... .....	138
Setup Guides... .....	140
<b>The Style Menu .....</b>	<b>145</b>
Plain Text .....	145
Embolden .....	145
Underline .....	146
Italicize .....	146
Extend .....	146
Condense .....	146
Shadow .....	146
Outline .....	146
Subscript .....	147
Superscript .....	147
Inferior .....	147
Superior .....	147
Lower Case .....	147
Upper Case .....	147
<b>The Size Menu .....</b>	<b>148</b>
<b>The Format Menu .....</b>	<b>149</b>
Font Specs .....	149
Alignment .....	150
Language .....	152
Hyphenation .....	153
“Smart Quotes” .....	154
Insert Page Number .....	154
Discretionary Hyphen .....	154
Character... .....	155
Paragraph... .....	163

Copy Fit...	165
Selecting “Scale and rewrap” Options	166
Selecting “Scale without rewrapping” Options	168
Size/Leading...	169
Tracking...	170
Horiz. Scale...	171
Offset...	172
Make Type Style...	173
Make ¶ Style...	174
Make Style Model...	177
Creating a New Style Model	177
Modifying Style Models	178
Apply Tags	181
<b>The Document Menu</b>	<b>187</b>
Document Settings...	187
Setting Document Attributes in the General Panel	187
Setting Attributes in the Document Info Panel	189
Setting Attributes in the Text Defaults Panel	191
Setting Attributes in the Hyphenation Panel	193
Setting Attributes in the Print Defaults Panel	195
Page Manager...	197
Inserting Pages	199
Deleting Pages	200
Master Spreads...	201
Creating a Master Spread	201
Modifying a Master Spread	202
Colors...	203
Importing and Exporting Colors	204
Modifying Colors	206
Element Styles...	213
Modifying an Element Style	214
Text Styles...	218
Modifying a Text Style	220
Check Spelling...	223
Check Selection	225
Spelling Rules...	227
User Dictionaries...	229
Replace Fonts...	231
File Utilities...	232
Using the Find It Dialog Box	232
Replacing Art using the Replace Button	234
Other Features of the File Utilities Dialog Box	234
<b>The View Menu</b>	<b>236</b>
New Window	236
Actual Size	237
Fit in Window	238

Enlarge . . . . .	238
Reduce . . . . .	239
Separation . . . . .	239
Composite . . . . .	240
Cyan . . . . .	240
Black . . . . .	240
Magenta . . . . .	240
Yellow . . . . .	240
Spot Colors . . . . .	240
Rulers . . . . .	241
Guides . . . . .	243
Arrange Palettes . . . . .	243
Colors . . . . .	244
Tools . . . . .	244
Files . . . . .	245
Styles . . . . .	246
Element Specs . . . . .	247
Font Specs . . . . .	247
Trapping . . . . .	248
Arrangement . . . . .	248
Document Name . . . . .	249

**Chapter 2: Multi-Ad Creator2 Palettes . . . . . 250**

<b>The Tools Palette . . . . .</b>	<b>251</b>
The Arrow Tool . . . . .	251
The Text Tool . . . . .	253
Creating Text Blocks of Different Shapes . . . . .	256
The Containment Tool . . . . .	261
Setting Containment Tool Preferences . . . . .	263
The Cropping Tool . . . . .	265
The Reshape Tool . . . . .	265
The Reshape Tool Dialog Boxes . . . . .	266
Reshaping Path Elements . . . . .	272
Path Editing in Reshape Mode . . . . .	273
The Rotate Tool . . . . .	274
The Skew Tool . . . . .	276
The Flip Tool . . . . .	277
The Border Tool . . . . .	278
The Line Tool . . . . .	278
The Oval Tool . . . . .	279
The Rectangle Tool . . . . .	279
The Freehand Drawing Tool . . . . .	280
The Starburst Tool . . . . .	280
The Path Tool . . . . .	281
<b>The Colors Palette . . . . .</b>	<b>283</b>
The Frame Icon . . . . .	284

The Shadow Icon .....	285
The Fill Icon .....	285
The Shade Field .....	286
<b>The Files Palette .....</b>	<b>286</b>
<b>The Styles Palette .....</b>	<b>289</b>
Type Styles Icon .....	289
Paragraph Styles Icon .....	290
Element Styles Icon .....	291
Style Models Icon .....	291
<b>The Arrangement Palette .....</b>	<b>292</b>
<b>The Font Specs Palette .....</b>	<b>293</b>
<b>The Element Specs Palette .....</b>	<b>295</b>
<b>Appendix A: The Page Border and Fill .....</b>	<b>297</b>
<b>Appendix B: Creator2 File Formats .....</b>	<b>299</b>
<b>Appendix C: Font Information .....</b>	<b>305</b>
<b>Appendix D: Opening CIF Files .....</b>	<b>310</b>
<b>Appendix E: Using Multi-Ad Search .....</b>	<b>313</b>
<b>Appendix F: Border Samples .....</b>	<b>316</b>
<b>Appendix G: Scripting .....</b>	<b>367</b>

# MULTI-AD CREATOR2™ REFERENCE MANUAL

## Keyboard Shortcuts

Many Creator2 features have keyboard shortcuts. These keystrokes let you activate a command from the keyboard. The assigned shortcut keys appear to the right of a command's name on a menu.

For instance, to create a new file without pulling down the **File** menu, press the Command key and the N key. Note that the N appears capitalized by convention only. You should not press the Shift key unless the keyboard command says to do so.

A modifier key refers to a key you press in conjunction with another key or a mouse click. The modifier key changes the effect of the key stroke or the mouse click. The abbreviations used in the documentation include:

Command key	Cmd	⌘
Shift key	Shift	⇧
Option key	Opt	⌥
Control key	Ctrl	⌘

Welcome to *The Multi-Ad CREATOR2™ Reference Manual*. This manual provides detailed descriptions of the commands, features, and options available in CREATOR2.

The manual is divided into two main chapters, but it also contains several appendices. Each chapter provides explanations of specific features. The chapters include:

- Chapter 1—Creator2 menus  
Chapter 1 provides an in-depth explanation of every menu, submenu, command, and dialog box that you can access from the pull-down menus at the top of the screen.
- Chapter 2—Creator2 palettes  
To make your work as easy as possible, CREATOR2 places key features on palettes. These palettes are floating windows that you can position anywhere in the Document Window. If you like, you can even hide palettes until you need them.

A variety of palettes exists to help you with your tasks. One palette contains “tools” for creating or manipulating elements, like ovals or text blocks. Other palettes let you modify text characteristics or change object dimensions. You decide what palettes you need for any particular document.

A basic understanding of the Macintosh computer is very important before beginning this manual. If necessary, familiarize yourself with such terms as clicking, dragging, pull-down menus, and the desktop before proceeding. Consult your Macintosh documentation if you have any questions about these or other Macintosh basics.

## Keyboard commands

You can always access several of CREATOR2's special features through the keyboard. You cannot access these features through the menus or palettes. Be aware that many of these keys—such as the Tab key—operate differently if you press them after placing an insertion point inside a text block. For the most part, only use these keys when you have the Arrow tool selected.

Some of these keyboard commands let you select elements within a spread (a set of pages). Generally, CREATOR2 arranges elements in a front-to-back order. The keyboard commands let you cycle through the element order.

The special keyboard commands include:

- Tab (→) Pressing Tab deselects the current element and selects the next element.
- Shift-tab (⇧-→) Pressing Shift-tab adds the next element to the current selection.
- Option-tab (⌘-→) Pressing Option-tab deselects the current element and selects the previous element.
- Shift-option-tab (⇧-⌘-→) Pressing Shift-option-tab adds the previous element to the selection. Note that you must have selected a partially obscured element to add a higher element to a selection.
- Cmd-tab (⌘-→) Pressing Command-tab activates the Text tool when you have another tool selected.
- Control-tab (⌃-→) Pressing Control-tab activates the Arrow tool when you have another tool selected.
- Control (⌃) Holding Control activates the Hand tool for as long as you press the key. The Hand tool lets you scroll the entire contents of the Document Window. With the Hand tool, you can view elements currently outside the visible Document Window without resorting to the scroll bars. You can press the Hand tool's shortcut key with any tool on the Tools palette selected.

Using the Hand tool

1. Press and hold the Control key. The pointer changes into a Hand pointer.
2. Click anywhere on the screen and drag in any direction. Notice that the contents of the entire window move, not just selected elements.
3. Release the mouse button. The area you stopped dragging becomes the center of the Document Window.

- Control-shift ( ⌘-⇧) Holding Control-shift activates the Magnification tool. The Magnification tool lets you increase the display to the next view scale interval. The view scale intervals include: 25 percent, 50 percent, 75 percent, 100 percent, 150 percent, 200 percent, 300 percent, 400 percent, and 800 percent. You can press the Magnification tool's shortcut keys with any tool on the Tools palette selected.

#### Using the Magnification tool

1. Hold Control-Shift. The pointer turns into a Magnification glass with a plus (+) symbol.
2. Click on the area you want to zoom in on, or use the Magnification tool to draw a selection box around the section of the screen you want to magnify.

When using the Magnification tool, you zoom in on the elements in the Document Window, but your view remains centered on the point you clicked. Dragging a selection rectangle with the magnifying glass increases the scale of the selected area to fit the Document Window.

- Control-option ( ⌘-⌥) Holding Control-option activates the Demagnification tool. The Demagnification tool lets you reduce the display to the next view scale interval. The view scale intervals include: 25 percent, 50 percent, 75 percent, 100 percent, 150 percent, 200 percent, 300 percent, 400 percent, and 800 percent. You can press the Demagnification tool's shortcut keys with any tool on the Tools palette selected.

#### Using the Demagnification tool

1. Hold Control-option and move your pointer to the Document Window. The pointer turns into a magnifying glass with a minus (-) symbol.
2. Click in the Window to zoom out.

---

# CHAPTER 1: MULTI-AD CREATOR2 MENUS

---

This chapter discusses the **CREATOR2** application menus in order from left to right. Some menus—like the File, Edit, Font, Style, and Size menus—may seem familiar, but **CREATOR2** has several menus unique to itself. These include the Elements, Arrange, Document, Format, and View menus.

The *Reference Manual* has a section devoted to each menu. The title of each menu section has a line above and below it. The menu section title appears offset from the main text. An explanation of the menu follows each menu name.

Each menu command or submenu heading also appears with a line above and below it. Each heading also appears offset from the main text. If a menu command has a keyboard equivalent, the keyboard symbols appear next to the command name. Menu items appear in the same order in which they appear on the menu—from top to bottom.

A description of each command or submenu follows the menu item name. Some of these descriptions can be lengthy and are divided into several sections. The headings of important sections appear above a line and offset from the main text.

If an ellipsis (...) follows a menu command, choosing it opens a dialog box that contains even more options. Additional explanations of these dialog boxes accompany the menu descriptions. In this way, every item in each **CREATOR2** menu is fully documented.

You can differentiate references to menus, submenus, and buttons from command keys, check boxes, pop-up menus, and other options. Menus, submenus, and button references appear in the **Chicago** font. Command keys, check boxes, pop-up menus, and other options appear in the Geneva font.

---

## The File Menu

---



The **CREATOR2 File** menu lets you access commands to print hard copies of your documents, save your documents to disk, create new documents, or import previously saved documents.

In addition to these typical **File** menu features, the **CREATOR2 File** menu offers several other options. For example, the **CREATOR2 File** menu has commands that let you add graphics or text from other applications to your documents. A full description of the commands in the **File** menu follows.

---

### New... (⌘-N)

---

The **New...** command lets you create a new document. Choosing the **New...** command from the **File** menu opens the **New Document** dialog box.



The dialog box's options include:

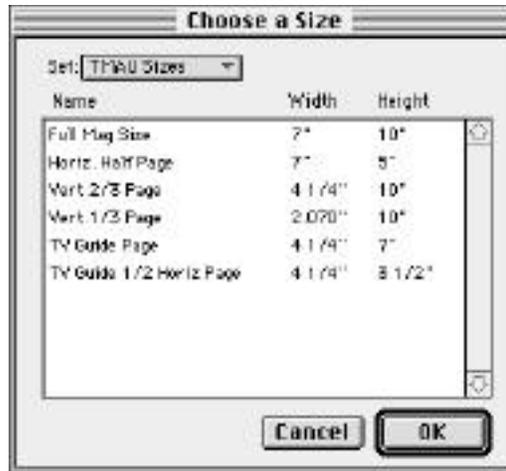
- **Number of pages**  
The **Number of pages** text field lets you decide how many pages you want in a document.
- **Number pages from**  
The **Number pages from** text field lets you start counting a document's pages from a specified number. For example, if you enter 5 into the **Number pages from** text field, **CREATOR2** lists the first page of the document as page 5, the second page appears listed as page 6, and so on.

- **Width**  
The **Width** text field lets you specify the desired width of a new document.
- **Height**  
The **Height** text field lets you specify the desired height of a new document.
- **Choose Page Size...**  
The **Choose Page Size...** button opens the **Choose a Size** dialog box. The **Set** pop-up menu lets you choose a particular grouping of document sizes.

Each set's document sizes appears in the scroll list. The available sets include a Standard Advertising Unit (SAU) set...



a Television Magazine Advertising Unit (TMAU) set...



and an Other set, which includes commonly used document sizes, like US letter.



To pick a document size, double-click on a size in the scroll list, or click on a document size and then click the **OK** button. To discard a selected document size and return to the **New Document** dialog box, click the **Cancel** button. You can choose page sizes from three different sets of sizes.

- **Facing Pages**  
Selecting the Facing Pages check box tells **CREATOR2** to create right and left-sided pages.

When you select the Facing Pages check box, two radio buttons become activated. Click the Left Page radio button if you want the first page in a document to appear as a left-hand page. Click the Right Page radio button if you want the first page in a document to appear as a right-hand page.

- **Make default master spread**  
Selecting the Make default master spread check box tells **CREATOR2** to automatically create and link a master spread to each page in your document. When you modify this master spread, the application places the elements of the master spread on all linked pages.

For more information, see the **Master Spreads...** command entry in the **Document** menu section.

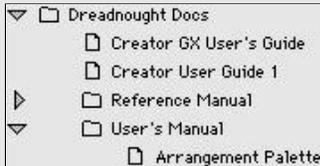
- **Use Default Document Settings File**  
The Use Default Document Settings File check box lets you use your own specified default settings each time you create a new document. Deselecting the check box directs **CREATOR2** to use its standard default settings.

For more information about creating your own default document settings, see the **Save Default Document Settings** command entry in the **File** menu section.

## Open... (⌘-O)

### The Mac Filing System

The Macintosh hierarchical filing system (HFS) organizes your documents much like traditional filing systems. You can create folders to hold your files. You can then place these folders inside other folders to create multiple filing levels.



Directory dialog boxes let you move quickly through filing levels from within programs. By choosing an entry from the directory name menu, you can move into a higher level folder.



By double-clicking on a folder in the scroll list, you can move into a lower level folder. You can also move into a lower level folder by clicking on a folder and then clicking the **Open** button.

The **Open...** command lets you open a saved document. After choosing **Open...**, a directory dialog box appears.



To find and open a saved document

1. Locate the saved file in the directory dialog box. You may have to change folders or volumes by selecting the pull-down directory option or clicking on the **Desktop** button. Then select the appropriate volume (disk, hard drive, networked volume, etc.).
2. Scroll through the list of files in the appropriate folder. Click on the name of the file you wish to open.

Click the **Show Preview** check box at the bottom of the directory dialog box. This displays a thumbnail of the selected file in the **Preview** section.

3. Double-click on the filename to open the file. You can also click on the filename and then click the **Open** button.

Click the **Cancel** button if you decide not to open a file.

You can keep as many Document Windows open at one time as your memory allows.

*Note:* Do not increase the amount of memory allocated to **CREATOR** unless you receive a dialog box that expressly tells you to do so.

---

## Close (⌘-W)

---

The **Close** command lets you remove the active window from the screen. You can also click on a window's close box to remove the window from the screen. To close a nonactive window, click on that document's window to make it active. You can also make a window active by choosing the document's name in the **View** menu.

If you close all the windows for a document, but you haven't saved it, a dialog box appears asking if you want to save the document. You get the same message if you make changes to a document but haven't saved them. If you want to save the document, click the **Save** button. Otherwise click the **Don't Save** button to close the file or the **Cancel** button if you want to return to the document.

---

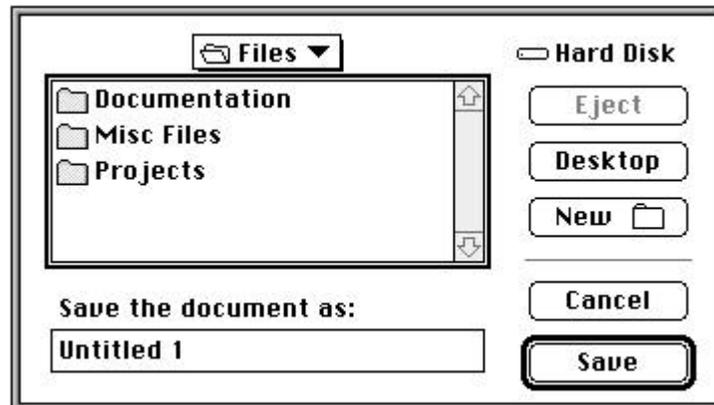
## Save... (⌘-S)

---

The **Save...** command lets you place the contents of the active window on a disk for later retrieval.

Saving a new document

1. Choose the **Save...** command from the **File** menu. A directory dialog box appears.



2. Enter a name for your document in the Save the document as field.

3. Select a location to save the file using the directory dialog box. The directory dialog box uses the Macintosh Hierarchical Filing System (HFS). For more information, see The Mac filing system sidebar with the **Open...** command entry or your Macintosh documentation.
4. Click the **Save** button.

#### Saving an existing document

To save changes to an existing file, choose **Save** from the **File** menu. This stores any modifications you made to the disk. Each time you save an existing file, your changes replace the previously saved version. To maintain an older version of a document, use the **Save As...** command.

#### Frequently save your files

If you lose power or your computer crashes while you work on a document, you may lose all your work. For this reason, you need to save your work frequently. Decide how much time you are willing to spend recreating lost work and then save your file based on that time. If you can spend 10 to 15 minutes recreating lost data, then save your file every 10 to 15 minutes. Start saving after every major operation, such as a complicated place session.

---

## Save As...

---

The **Save As...** command works much like the **Save...** command, but lets you modify the name of a file every time you save. In this way, you can preserve earlier versions of a file or save a file to a different location.

#### Saving a new version of a document

1. Choose **Save As...** from the **File** menu. A directory dialog box opens with the name of the document highlighted.
2. Enter a new name for the document, or modify the current name. To enter a new name, highlight the current document name and then type in the new name. You may want to add a date or a version number to the current document name.
3. Select a location to save the file—if different from the original—using the directory dialog box.
4. Click the **Save** button.

---

## Save Default Document Settings

---

The **Save Default Document Settings** command lets you open new documents with your own default settings rather than **CREATOR2**'s built-in defaults. Every time you choose **New...** from the **File** menu, the new document opens with your specified defaults. The settings you can save include:

- All document settings
- All colors on the Colors palette
- All defined element styles
- All defined type styles
- All defined paragraph styles
- All defined style models
- All files on the Files palette

When you choose **Save Default Document Settings** from the **File** menu, **CREATOR2** saves a file called **Default Document Settings** in the **Add-ons** folder in the **Creator2** folder. However, the filename on the document title bar does not change. The **Save Default Document Settings** command *only* saves your document settings. It does not save any other information.

Saving a default document settings file

1. Open or create a document.
2. Make the desired changes to the document settings.
3. Choose **Save Default Document Settings** from the **File** menu.

Changing an existing default document

Open a document and make the desired setting changes. Choose **Save Default Document Settings** from the **File** menu. This replaces the old file with the newer version.

*Note:* You can bypass your default document settings by ~~deselecting the~~ **Default Document Settings File** check box in the **New Document** dialog box in the **File** menu.

---

## Place Graphic... (⌘-I)

---



The **Place Graphic...** command lets you import graphic files into the Document Window. You can also place graphics by dragging the graphics file from the Macintosh desktop into a **CREATOR** document.

**CREATOR** lets you place:

- EPS files (including DCS 1 and DCS 2 files)
- JPEG files
- GIF files
- TIFF files
- MacPaint files
- Border files
- RIFF files
- Adobe Photoshop 2.0 and Photoshop 3.0 files
- PICT files

*Note: For a description of each file format—including a list of accepted TIFF formats—see Appendix B.*

### About Placing Graphic Files

---

When you place EPS, JPEG, GIF, TIFF, or other graphic file formats, those files do *not* become part of the document. Instead, a low resolution representation of the graphic image appears in the file's place.

When you save the document, **CREATOR** also saves a reference to the graphic file's location. By saving a reference to the graphic file and not actually adding the graphic information to the document, you keep your document files small and manageable.

To print a document with placed graphics, the graphic files must reside on a currently available volume. If you do not have your graphic files on hand when you print your document, the graphic images do not print. Instead, graphic place holders appear in place of the images on the printout.

*Note: If you place an EPS file that contains fonts you do not have installed, CREATOR<sup>2</sup> displays a warning dialog when you try to print the document with the graphic.*

### Placing a graphic file

1. Choose the **Place Graphic...** command from the **File** menu. A directory dialog box appears.



2. Locate the graphic file you wish to place.
3. Set the **Place Graphic...** options. The options you can select include:

- **File Types**  
This pop-up lets you set the graphic file types that appear in the scroll list. The File Types pop-up initially reads All Types , but you can change the setting to read: MacPaint , Creator2 Border , TIFF , JPEG , EPS , Compuserve<sup>®</sup> GIF , Adobe Photoshop<sup>®</sup> , and Macintosh PICT .

Selecting a file type tells CREATOR<sup>2</sup> to only display filenames of that type. To list two or more file types at once, make your selections from the pop-up menu one at a time. Each selected item appears on the pop-up.

- **Show Preview**  
This option tells **CREATOR2** to display a preview of the selected filename. **CREATOR2** can display thumbnail previews of Paint, PICT, EPS, GIF, TIFF, and JPEG files, but only if the program that created those files also made thumbnail previews.

*Note: When you export EPS, GIF, and TIFF files, **CREATOR2** automatically saves a thumbnail preview with the file.*

- **Place with cursor**  
This option lets you place a graphic file with a mouse click. When you select this option and then click the **Place** button, your arrow pointer turns into a crosshair with a graphics symbol.

Position the pointer where you want the graphic to appear. Then click and drag a rectangle.

**CREATOR2** scales the graphic to appear in the rectangle you created. To scale the graphic proportionally, press the **Shift** key while clicking and dragging. You can also click on the screen to place the center of the graphic, in its original size, at the click point.

- **Add file to palette**  
This button places the name of the selected file onto the Files palette. Choosing this button does not immediately import the file and keeps the **Place Graphic** dialog box on-screen. Click the **Done** button to exit the dialog after you have added a graphic to the Files palette.
- **Add all**  
This button places all the files in a particular folder onto the Files palette. Choosing this button does not import any of the files in the directory and keeps the **Place Graphic** dialog box on-screen. Click the **Done** button to exit the dialog after you have added all the graphics to the Files palette.

3. Double-click on the filename. You can also click the filename and then click the **Place** button to place the graphic in the center of the Document Window.

Placing a graphic file from the desktop

1. Open the document in which you want to place a file.
2. Drag the graphic file's icon into the Document Window, and the window becomes highlighted.
3. Release the mouse button when you have positioned the graphic file's icon in its proper place in the Document Window. **CREATOR<sub>2</sub>** now imports the graphic.

If the Document Window does not highlight when you drag the graphic file's icon onto it, **CREATOR<sub>2</sub>** cannot import that file type.

---

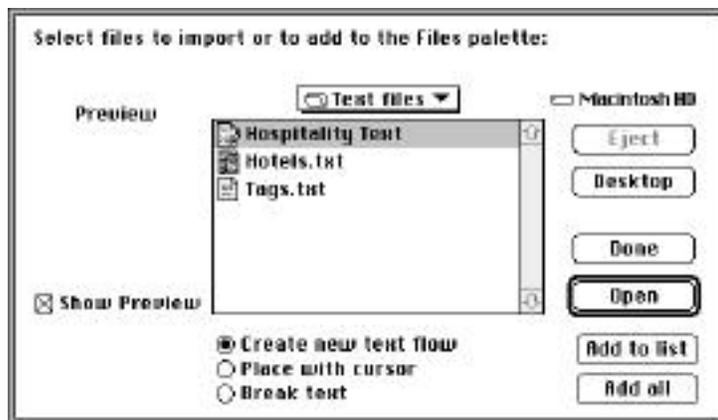
## Import Text... (⌘-J)

---



The **Import Text...** command lets you place a word processing or text file in your Document Window. Choosing the **Import Text...** command from the **File** menu opens the **Import Text** directory dialog box.

**CREATOR<sub>2</sub>** uses the **Translation Manager/Mac Easy Open** to import word processing files. The **Translation Manager** gives you access to MacLink Plus translators, which supports a large number of word processing applications.



---

## Creating a New Text Flow

---

The **Create new text flow** radio button lets you place the selected text file in a text block centered on the document page. **CREATOR<sub>2</sub>** automatically creates a new text block for the selected file. If you place your cursor into a text block before selecting **Import Text...**, the radio button reads **Insert into active text flow**.

After you have imported a file, you can modify the block or its text however you wish.

## Placing Text with the Cursor

---

When you import a text file with the Place with cursor radio button selected, **CREATOR** lets you determine the location and size of the block the text appears in with your pointer. This option changes your arrow pointer into a crosshair with a text block symbol. You can use the Place Text pointer to position the text in two different ways:

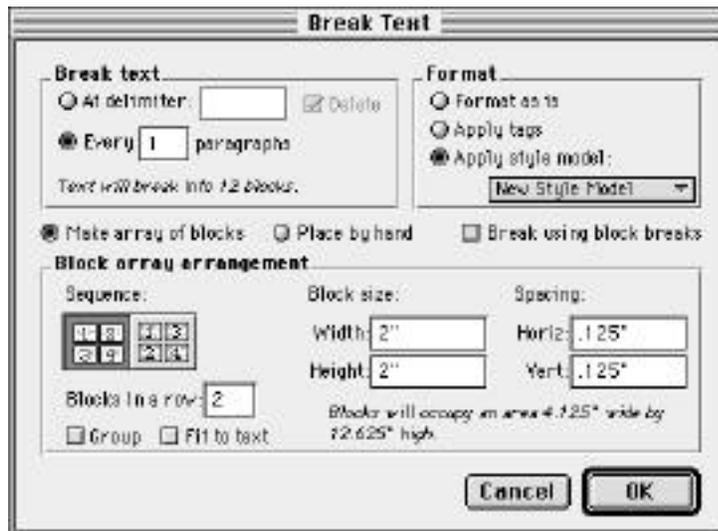
- Click and drag the Text Block pointer to create a text block. The text file automatically flows into the resulting text block.
- Press the Command key and click on an existing text block to flow the text file into that block.

## Breaking Text

---

The Break Text radio button in the **Import Text** dialog lets you import a text file in segments. This lets you place sections of the same text file in different text blocks.

Click the Break Text radio button in the **Import Text** dialog box and click the **Place** button. This displays the **Break Text** dialog box.



In this dialog, you need to specify how you want to break text blocks. You can break a text file after each instance of a certain delimiter or a certain number of paragraphs.

#### Formatting and breaking text with delimiters

When you select the At delimiter radio button in the **Break Text** dialog box, you need to enter a special character into the At delimiter text field. This character, a delimiter, tells **CREATOR2** where to break a text file. If you like, you can make delimiters of more than one character. After you enter your delimiter, a line appears below the field indicating how many text blocks result from your break.

To place delimiters in a text document, you need to open a text file in the program that created it and place your delimiters at the points where you want to break the file. You must enter the same delimiter characters in the **Break Text** dialog box that you entered into the text file.

When you choose your delimiter, select a unique character or characters. A delimiter should not appear in a document as anything other than a delimiter. **CREATOR2** breaks text at every occurrence of a delimiter.

Some standard delimiters include \, ^, and >. Since you might use these characters as something other than a delimiter, **CREATOR2** lets you set delimiters of more than one character, such as <BREAK> .

#### Formatting and breaking text using the Every \_\_\_ paragraphs

When you select the Every \_\_\_ paragraphs radio button in the **Break Text** dialog box, you must enter the number of paragraphs **CREATOR2** needs for breaking the text file. After you enter the number of paragraphs, a line appears below the field indicating how many text blocks result. If the resulting number does not match the number of text blocks you want, modify the text file in the application that created it.

When you create a text block, the specified number of paragraphs flow into the block in their correct order. **CREATOR2** defines a paragraph as any text followed by a return character. The text following the last return character is also considered a paragraph.

## Formatting imported text

If you break imported text, **CREATOR** also lets you format that text. You can format broken text in one of three ways:

- **Format as is**  
The **Format as is** radio button imports the selected file as text. No formatting appears in the imported text.
- **Apply tags**  
The **Apply tags** radio button tells **CREATOR** to automatically apply any tags it finds in the file. To use this feature, you must enter tags into the text document before importing it. For more information on tags, see the **Apply Tags** entry in the **Format** menu section.
- **Apply style model**  
The **Apply style model** radio button lets you apply one style model to the entire imported text file. Choose the style model from the **Apply style model** pop-up menu.

## Placing text by hand

If you wish to create your own text blocks for the selected text file, click the **Place by hand** radio button located below the **Break Text** and **Format** areas. Click the **OK** button in the **Break Text** dialog box. The **Break Text** palette opens and your pointer changes into a crosshair with an **A (+A)**. The pointer indicates that **CREATOR** has loaded the text into your pointer. When you draw a text block, the loaded paragraph automatically flows into it.

The Break Text palette displays the paragraph you currently need to place. The palette also tells you how many paragraphs you have left to place.



Breaking text with the Make array of blocks feature

Choosing the Make array of blocks radio button, below the Break Text and Format areas, lets you arrange text in an array. When you select this option, the bottom half of the **Break Text** dialog box becomes active. The options in this section include:

- **Sequence**  
The Sequence buttons let you set a pattern for text block placement. With this option, you determine the order in which the paragraphs of the imported file appear in the array.
- **Blocks in a row**  
The Blocks in a row text field lets you enter the number of blocks you wish in each row.
- **Block size**  
The Block size option lets you set the size of the text blocks. By entering values into the Width and Height fields you determine the size of each text block created. If you don't enter any values into these fields, **CREATOR2** prompts you for information before creating any text blocks.
- **Spacing**  
The Spacing option lets you set the amount of space that separates one text block from another. You can set both the horizontal and vertical spac-

ing. If you don't enter any values into these fields, **CREATOR** prompts you for information before creating any text blocks.

- **Group**  
The **Group** option lets you put the created text blocks in a group. This allows you to move a number of text blocks as one element.
- **Fit to text**  
The **Fit to text** option tells **CREATOR** to shrink the text block to the size of the text. This option lets you create a text block with a larger width and depth than necessary. When the text flows into the text block, the block automatically adjusts to fit the amount of text.

The **Fit to text** option may prove helpful if you have different sized text blocks to place. The option lets you place text in orderly rows and columns while the text blocks vary in length and width.

*Note: The **Fit to text** option only shrinks a text block to fit around the available text. It does not enlarge text blocks.*

When you finish setting your text break options, click the **OK** button. **CREATOR** automatically creates text blocks and imports the selected text file.

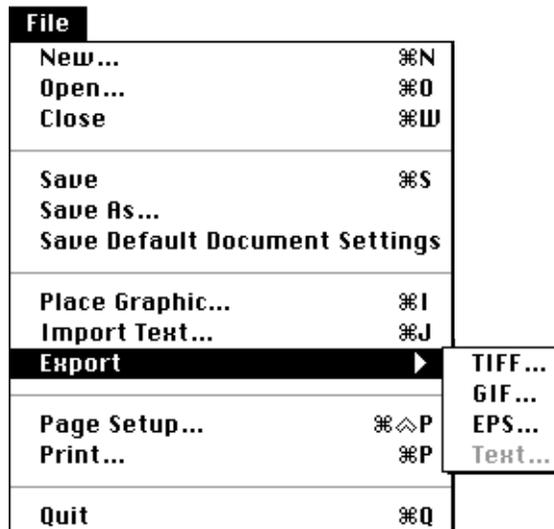
---

## Export

---

The **Export** submenu lets you export spreads, text, or elements in several different file formats. This feature helps you place graphic or text files from **CREATOR<sup>2</sup>** into other applications or documents.

The different export options available appear on the **Export** submenu. You can export selected elements or spreads as a TIFF, GIF, EPS, or text file.



For a full description of the file types **CREATOR<sup>2</sup>** supports, see Appendix B.

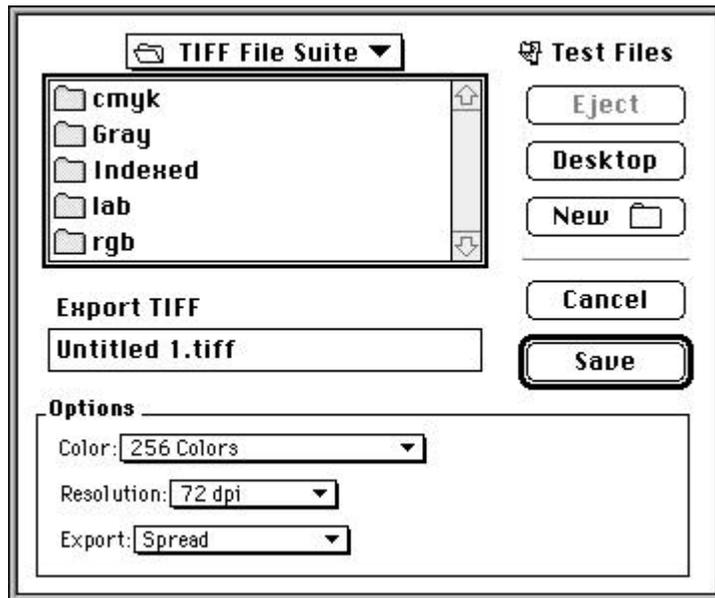
---

## TIFF...

---

The **TIFF...** command lets you export spreads or elements as a TIFF file, a bitmap format that supports black and white, grayscale, and color images.

Choose the **TIFF...** command in the **Export** submenu of the **File** menu to open the **Export TIFF** dialog box.



You can define the file's attributes by selecting the options in the dialog box. The **Export TIFF** dialog box options include:

- **Color**  
The **Color** pop-up menu lets you specify a color depth for the exported file. You can choose from Millions of Colors , 256 Colors , 256 Grays , and Black and White . The Black and White option makes smaller files than the 256 Grays , 256 Color , or Millions of Colors options.
- **Resolution**  
The **Resolution** pop-up menu lets you specify the resolution of the exported file. Remember that the higher the resolution, the larger the file and the more memory required. You can choose from 72 dpi , 144 dpi , and 288 dpi options.

*Note:* **CREATOR<sup>2</sup>** automatically saves a thumbnail preview—which you can view in **CREATOR<sup>2</sup>'sPlace** dialog box—whenever you export a TIFF file.

- **Export**  
The Export pop-up menu lets you choose the element or area of a document that you need to export. The Export pop-up menu's options include:

**Selection**

The Selection option lets you export only those items you have selected in your document.

**Spread**

The Spread option lets you export the active facing pages of a Document Window as a TIFF file. Since TIFF files can only save one page in each file, you cannot save an entire document as a TIFF file.

**Right Page**

The Right Page option lets you export the active right page of a Document Window as a TIFF file. Since TIFF files can only save one page in each file, you cannot save an entire document as a TIFF file.

**Left Page**

The Left Page option lets you export the active left page of a Document Window as a TIFF file. Since TIFF files can only save one page in each file, you cannot save an entire document as a TIFF file.

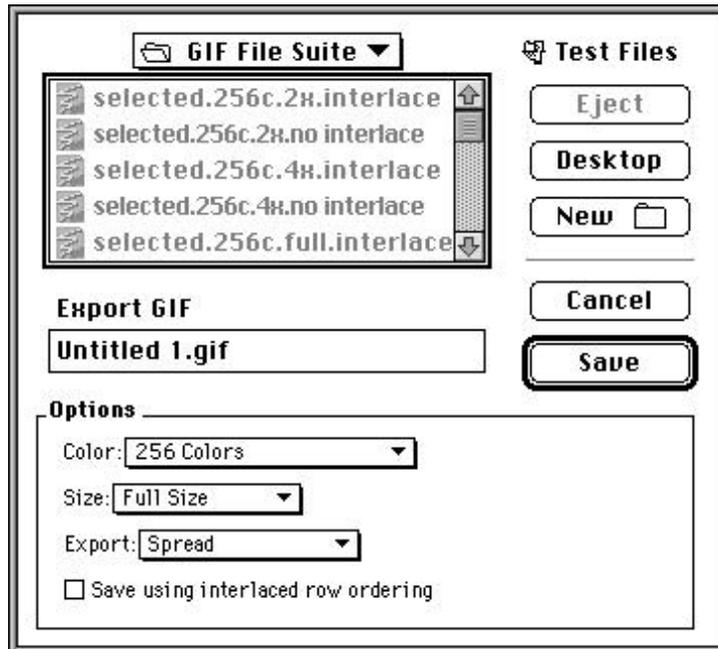
---

**GIF...**

---

The **GIF...** command lets you export a document or an element as a GIF file, a bitmap format created by CompuServe<sup>®</sup> that minimize file transfer times from on-line services.

Choose the **GIF...** command in the **Export** submenu of the **File** menu to open the **Export GIF** dialog box.



You can define the file's attributes by selecting the options in the dialog box. The **Export GIF** dialog box options include:

- **Color**  
The Color pop-up menu lets you specify a color depth for the exported file. You can choose from 256 colors (8 bit), 256 grays (8 bit), and Black and White (1 bit). The Black and White option makes smaller files than the 256 grays or 256 color options.
- **Size**  
The Size pop-up menu lets you specify the size of the exported file. Remember that the higher the size, the larger the file and the more memory required. You can choose from Full Size , 2x Size , and 4x Size options.

*Note: CREATOR<sup>2</sup> automatically saves a thumbnail preview—which you can view in CREATOR<sup>2</sup>'s Place dialog box—whenever you export a GIF file.*

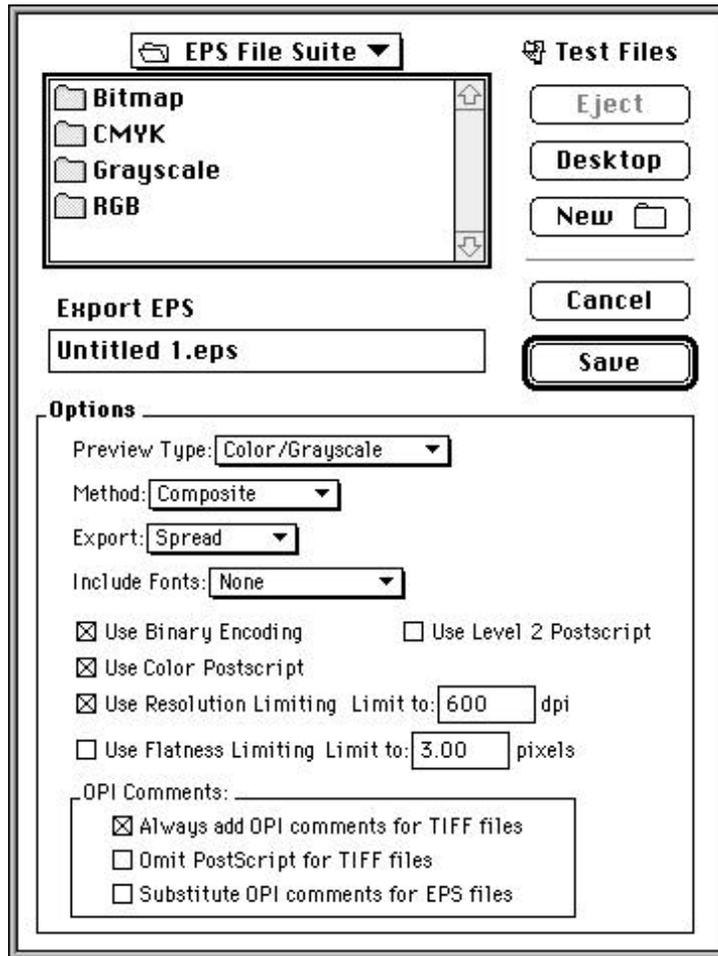
- **Export**  
The **Export** pop-up menu lets you choose the element or area of a document that you need to export. The **Export** pop-up menu's options include:
  - Selection**  
The **Selection** option lets you export only those items you have selected in your document.
  - Spread**  
The **Spread** option lets you export the active facing pages of a Document Window as a GIF file. Since GIF files can only save one page in each file, you cannot save an entire document as a GIF file.
  - Right Page**  
The **Right Page** option lets you export the active right page of a Document Window as a GIF file. Since GIF files can only save one page in each file, you cannot save an entire document as a GIF file.
  - Left Page**  
The **Left Page** option lets you export the active left page of a Document Window as a GIF file. Since GIF files can only save one page in each file, you cannot save an entire document as a GIF file.
- **Save using interlaced row ordering**  
The **Save using interlaced row ordering** check box lets you download an on-line graphic in waves, instead of line-by-line. This lets you view a representation of a graphic quickly. You might want to select this check box only if you wish to create graphics for web browsing.

---

## EPS...

---

The **EPS...** command lets you export elements, pages, or spreads as an EPS file, which describes the image using PostScript. This lets printers recreate the image regardless of resolution. Choose the **EPS...** command, in the **Export** submenu of the **File** menu, to open the **Export EPS** dialog box.



You can define the file's attributes by selecting the options in the dialog box. The **Export EPS** dialog box options include:

- **Preview Type**  
The Preview Type pop-up menu lets you select the previewing mode for an EPS file. Choices include Color/Grayscale, Black & White, None, PC Black & White (EPSP), PC Grayscale (EPSP), and PC Color (EPSP).
- **Method**  
The Method pop-up menu lets you tell the application what type of EPS file to create. The options available include Composite, DCS v1.0 (5 files), and DCS v2.0 (1 file).

The Composite option creates a PostScript file that contains all the color information of a document. This option creates one stand-alone file.

The DCS v1.0 option creates four pre-separated files (one file for each of the four process color plates—cyan, magenta, yellow, and black) and a composite file suitable for placement. Any spot colors used in the document are included in the composite file.

The DCS v2.0 builds only one file which contains pre-separated sections for all relevant plates (including spot colors).

*Note: Not all applications support DCS 2. If you intend to place a DCS 2 EPS file in another application, make sure that application supports DCS 2.*

Trapping information included with the EPS files varies with the option selected in the Method pop-up menu. In **CREATOR2**, composite EPS files include overprint information (set in the **Print Attributes** dialog box). This means that the application includes that information in the EPS file. To include information on chokes and spreads, however, use the DCS v1.0 or DCS v2.0 options.

- **Export**

The Export pop-up menu lets you choose the element or area of a document that you need to export. The Export pop-up menu's options include:

Selected items only

The Selected items only option lets you export only those items you have selected in your document.

*Note: If you want **CREATOR2** to warn you of any text that has flowed beyond the boundaries of text blocks, select the Check for text overflow: on exporting as a graphic option in the text panel of the Preferences dialog box in the Edit menu.*

### Spread

The Spread option lets you export the selected facing pages of a Document Window as an EPS file. Since EPS files can only save one page in each file, you cannot save an entire document as an EPS file.

### Right Page

The Right page option lets you export the selected right page of a Document Window as an EPS file. Since EPS files can only save one page in each file, you cannot save an entire document as an EPS file.

### Left Page

The Left page option lets you export the selected left page of a Document Window as an EPS file. Since EPS files can only save one page in each file, you cannot save an entire document as an EPS file.

- Include Fonts

The Include Fonts pop-up menu lets you encapsulate fonts into the EPS file. The options in the Include Fonts pop-up menu include:

#### None

The None option does not encapsulate any referenced fonts into the EPS file. When you select this option, if the next person who opens the EPS file does not have the correct fonts, a dialog box appears notifying the user of the missing fonts.

#### All

The All option encapsulates all referenced fonts into the EPS file. With this option selected, the next person who opens the EPS file does not have to worry about missing fonts.

#### All but base 13

The All but base 13 option encapsulates all referenced fonts, except the 13 fonts that exist on all PostScript laser printers. With this option selected, the next person to open the EPS file does not have to worry about missing fonts if they use a PostScript printer.

### All but base 35

The All but base 35 option encapsulates all referenced fonts, except the 35 fonts that exist on all second generation PostScript laser printers. All PostScript-capable laser printers made since 1989 contain the base 35 fonts. All color PostScript laser printers also contain the base 35 fonts. With this option selected, the next person to open the EPS file does not have to worry about missing fonts if they use a PostScript printer.

*Note: Encapsulating fonts into EPS files makes the files larger*

- **Use Binary Encoding**  
The Use Binary Encoding check box lets you save sampled image files using binary, rather than hexadecimal, encoding. This can result in smaller—possibly 50 percent smaller—EPS files that print significantly faster. However, not all networks and RIPs support binary encoding. If in doubt, leave this option unselected.
- **Use Level 2 PostScript**  
The Use Level 2 PostScript<sup>®</sup> check box lets you use PostScript Level 2 commands to create an EPS file.

If you always use PostScript Level 2 printing devices, creating an EPS file with Level 2 commands improves printing performance and speed. However, saving an EPS file with Level 2 commands introduces a Level 2 device dependency into the graphic. As a result, you may experience much slower printing, or PostScript errors, if you try to print a Level 2 PostScript EPS file with a device other than a PostScript Level 2 printer.

- **Use Color PostScript**  
The Use Color PostScript check box generates PostScript code that includes all the color information for the exported graphic in the EPS file. If you do not select this check box, **CREATOR2** exports all your EPS files as black and white images.
- **Use Resolution Limiting**  
The Use Resolution Limiting check box lets you specify the resolution of any graphic images

(TIFF and RIFF) contained in the file you want to export. For instance, if you know that your final printing device prints at a resolution of 1200 dpi, you can limit the graphics to 1200 dpi in the Limit to: text field.

Unlike the Limit Resolution to option in the **Page Setup** dialog box in the **File** menu, **CREATOR2** doesn't get a default for the Use Resolution Limiting field from a PPD. You must enter a number in the Limit to: text field.

Limiting the resolution of image graphics in an EPS file yields a smaller EPS file that prints faster. However, you may get some loss of quality depending on the settings used, the graphics included, and the printer type you use.

- **Use flatness limiting**  
Selecting the Use flatness limiting check box lets you set the number of lines used by PostScript devices to recreate graphics. PostScript recreates curved segments by linking series of straight lines. The value in the Limit to text field determines how closely the straight line segments approximate the curve.

Values can range from 0.2 to 100. In general, enter a flatness setting from 8 to 10 when using high resolution (1200 to 2400 dpi) printers; enter a flatness setting from 1 to 3 when using low resolution (300 to 600 dpi) printers. If you do not select the Use flatness limiting check box, **CREATOR2** uses the printer's default setting.

- **Always add OPI comments for TIFF files**  
The Always add OPI comments for TIFF files check box lets you export only those parts of a document that are not in TIFF format. If you use OPI (Open Prepress Interface), **CREATOR2** sends comments that refer to the actual TIFF data. If you don't use OPI, the TIFF information does not save.
- **Omit PostScript for TIFF files**  
The Omit PostScript for TIFF files check box lets you remove any PostScript information contained in TIFF files.

- Substitute OPI comments for EPS files  
The Substitute OPI comments for EPS files check box lets you export only those parts of a document that are not in EPS format. If you use OPI (Open Prepress Interface), CREATOR<sup>2</sup> sends OPI comments in place of EPS data. If you don't use OPI, the EPS information does not save.

#### Some important notes

When exporting an EPS file, you need to remember some additional concepts:

First, the new file becomes a graphic and is no longer an editable document file. You can only crop, resize, rotate, and so forth.

Second, the exported EPS file does not replace your existing document file. Keep both your new EPS file and the original CREATOR<sup>2</sup> document in case future changes become necessary.

Third, when using the DCS (Desktop Color Separation) v1.0 option, you create five files. For example, if you export the contents of an existing document to a file named Color Puppy Graphic , the DCS option creates the following five files:

1. Color Puppy Graphic (composite file, used for placing into other documents/applications)
2. Color Puppy Graphic.C (for cyan)
3. Color Puppy Graphic.M (for magenta)
4. Color Puppy Graphic.Y (for yellow)
5. Color Puppy Graphic.K (for black)

Only the composite file contains a preview image. Do not place individual separation files into application programs.

If you use the DCS v2.0 option, you create only one file, but it contains all the separation information, including trapping.

*Note: Not all applications support DCS 2. If you intend to place a DCS 2 EPS file in another application, make sure that application supports DCS 2.*

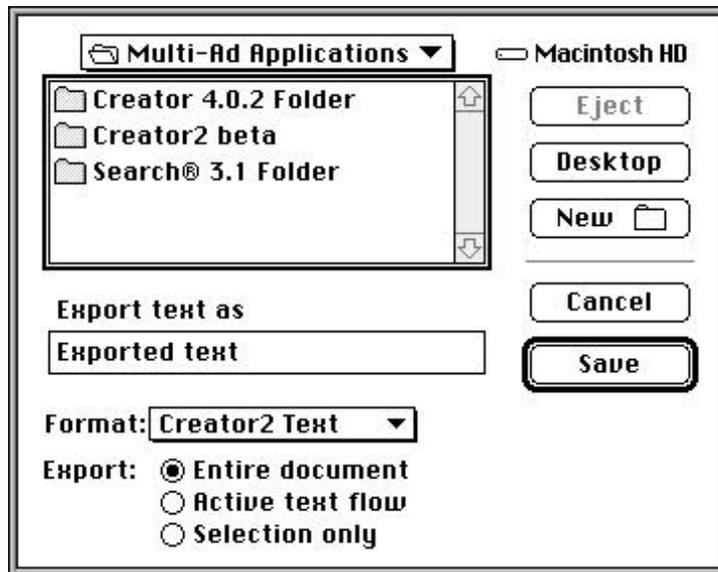
Finally, **Export as EPS** creates a single, stand-alone piece of art that you can place in other documents using a variety of desktop publishing programs (including **CREATOR<sup>2</sup>**). This EPS file is not a **CREATOR<sup>2</sup>** document; it is a graphic file in EPS format.

---

## Text...

---

The **Text...** command lets you export your document text, or portions of your document text, in one of several different formats. Choose the **Text...** command, in the **Export** submenu of the **File** menu, to open the **Export Text** dialog box.



The options in the **Export Text** dialog box include:

- **Export text as...**  
The **Export text as...** pop-up menu lets you choose the file format in which you want to save your text. You can select from **Creator2 Text**, **SimpleText**, and **RTF Styled Text** options.

#### Creator2 text

The Creator2 text option lets you export text in the format native to the application. Other CREATOR2 users can open CREATOR2 text files with no loss of formatting.

#### SimpleText

The SimpleText option lets you export text in an extended plain text format. You can import SimpleText documents into a large number of word processors and desktop publishing programs. However, most applications ignore SimpleText formatting attributes and import documents as plain text.

#### RTF Styled Text

The RTF Styled Text option lets you import formatted text into a large number of word processor and desktop publishing programs. Most applications support RTF and you can translate it into other formats using the Macintosh Translation Manager/Mac Easy Open.

- Entire document

The Entire document radio button lets you save all the text in your document to a text or word processing file format.

- Active text flow

The Active text flow radio button lets you save all the text in an active text block to a text or word processing file format.

*Note: The Selected flow radio button not only exports the text in the active text block, but it also exports all text in linked blocks.*

- Selection only

The Selection only radio button lets you save any highlighted text to a text or word processing file format.

The **Page Setup...** command lets you set a variety of page attributes, such as page orientation, paper size, reproduction scale, and more. To find out what page setup options are available on your printer, choose the **Page Setup...** command to open the **Page Setup** dialog box.

The appearance of the **Page Setup** dialog box depends mainly on what printer driver you have installed in your System Folder and selected in the Chooser. In addition, each printer driver includes page setup options. For more information about your **Page Setup** dialog layout and options, see your printer driver documentation.

**CREATOR<sup>2</sup>** adds some page setup options to the **Page Setup** dialog box that give let you control features unique to this application. Some of these features only support PostScript printers. For this reason, different **Page Setup** dialog box sections exist. One section covers the features available on non-PostScript printers (usually referred to as QuickDraw printers). Another section covers the features available on PostScript printers.

In the following illustrations, this *Reference Manual* uses the StyleWriter II printer driver to provide an example of the application's page setup options for QuickDraw printers. This *Reference Manual* also uses illustrations of Apple's LaserWriter 8 printer driver to provide an example of the application's page setup options for PostScript printers.

---

**Selecting Paper Size**

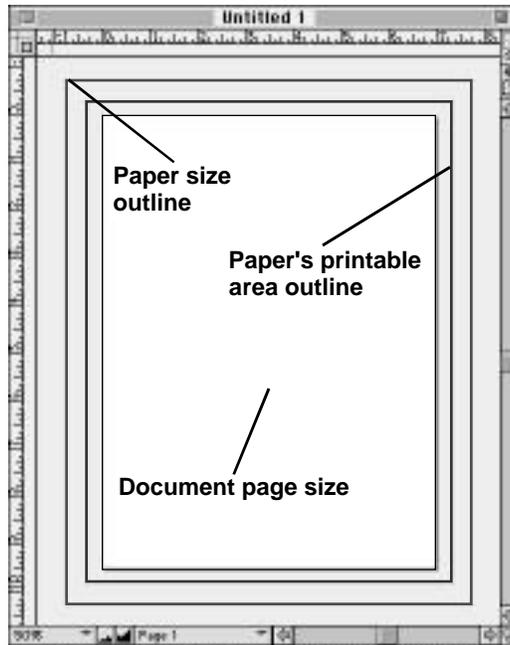
---

The **Page Setup** dialog box lets you choose the paper size you want for printing your document. The paper sizes available depend on the type of printer driver you use. When using a PostScript printer driver, the available paper sizes may even vary from printer to printer. For more information about the paper sizes available to you, consult your printer driver documentation.

In **CREATOR<sup>2</sup>**, you can select a paper size that does not match the page size of your document. You can select any paper size your printer driver offers in the **Page Setup** dialog box. Changing paper sizes does not affect a document's page size. However, changing your document's paper size may change the position of the document page on the printed paper.

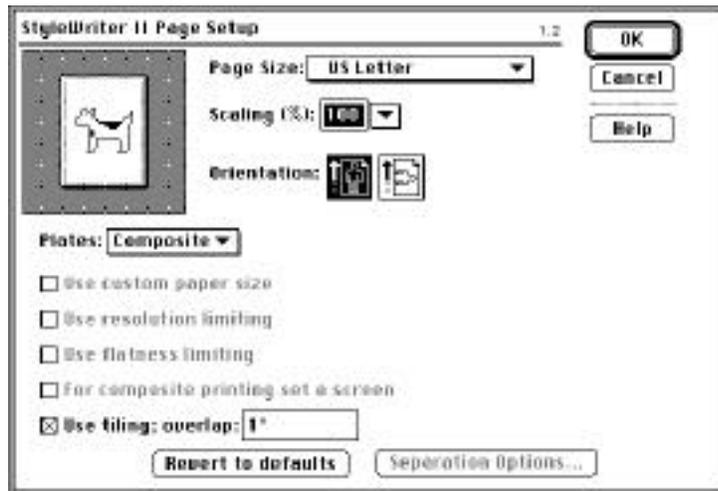
To help you view the position of a page on the selected paper size, **CREATOR<sup>2</sup>** can display optional outlines that represent the paper size and printable area you selected in the **Page Setup** dialog. To display these outlines, select the Show page outlines on screen check box in the Page Options panel of the **Document Settings** dialog box in the **Document** menu.

In the illustration below, the white area centered in the Document Window represents the document's page size. As mentioned, this can be different than the selected paper size. The blue outline represents the physical size of the paper you selected in the **Page Setup** dialog box. The red outline represents the area, within the paper size, in which you can print (the printable area).



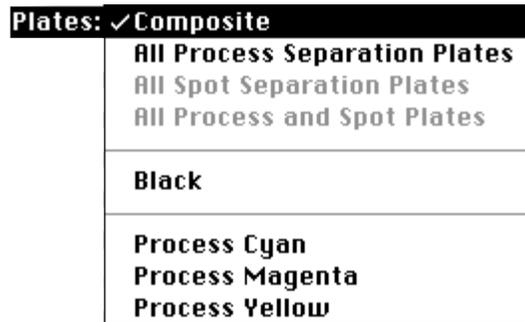
If the printable area equals the paper size, **CREATOR<sup>2</sup>** replaces the red and blue outlines with a single purple outline, representing both the paper size and the printable area.

CREATOR<sup>2</sup> adds several options to the **Page Setup** dialog box of QuickDraw printers. These options let you affect the appearance of your document's hardcopy.



### Selecting separation plates

The Plates pop-up menu lets you choose separations, or individual separation plates, to output. The pop-up lets you choose from:



- **Composite**  
The Composite option lets you print a composite representation of the document in its final form. All the colors in a document appear on the composite plate.

- **All Process Separation Plates**  
The All Process Separation Plates option lets you break a document into four component color plates of cyan, magenta, yellow, and black.
- **All Spot Separation Plates**  
The All Spot Separation Plates option lets you break a document into plates for each spot color you use. Each spot color represents one color of ink.
- **Black**  
The Black option lets you print only those plates that contain the color black.
- **Process Cyan**  
The Process Cyan option lets you print only those plates that contain the color cyan.
- **Process Magenta**  
The Process Magenta option lets you print only those plates that contain the color magenta.
- **Process Yellow**  
The Process Yellow option lets you print only those plates that contain the color yellow.
- **Spot color name**  
The Spot color name option lets you print only the named spot color separation plate. Exactly as many spot color options appear in the Plates pop-up menu as you have used in your document.

Other options that appear in the **Page Setup** dialog box on QuickDraw printers include:

- **Use custom paper size**  
The Use custom paper size check box only appears active when printing to a PostScript printer. For more information, see the **Page Setup** section for PostScript printers.
- **Use resolution limiting**  
The Use resolution limiting check box only appears active when printing to a PostScript printer. For more information, see the **Page Setup** section for PostScript printers.
- **For composite printing set a screen**  
The For composite printing set a screen check box

only appears active when printing to a PostScript printer. For more information, see the **Page Setup** section for PostScript printers.

- **Use tiling**  
Select the **Use tiling** check box to break oversized documents into tiled segments that can fit on your selected paper size. When you select the **Use tiling** check box, the **Overlap** text field appears next to it. The **Overlap** field lets you set your tile segments so they overlap (have repeating edges in corresponding tiles). This lets you overlap tiles instead of matching up their edges. Type the amount of overlap you want into the text field.

When you select the **Use tiling** check box, the application displays red outlines around each tiled area.

---

### Page Setup Options on PostScript Printers

---

In order to take full advantage of the features of your PostScript laser printer, **CREATOR** needs to locate your printer's PostScript Printer Description (PPD). This file, created by the printer manufacturer, contains a list of the features and recommended settings of your laser printer. **CREATOR** uses your printer's PPD file to determine your printer's support of:

- Level 2 PostScript
- Color
- Variable paper sizes support
- Binary encoding

**CREATOR** also uses the PPD file to determine your printer's:

- Suggested angles, frequencies, and spot functions for separations
- Default printer resolution
- Default screen frequency or density
- Installed fonts

Apple's LaserWriter 8 printer driver automatically points **CREATOR2** to your printer's PPD. If LaserWriter 8 cannot find your PPD, it points **CREATOR2** to a general PPD instead. In any case, LaserWriter 8 provides a PPD for the printer in use.

If you do not use LaserWriter 8, **CREATOR2** cannot locate your printer's PPD file. Without your PPD file, the application must assume your printer has certain features it may or may not have. When **CREATOR2** cannot locate your PPD, it assumes your printer:

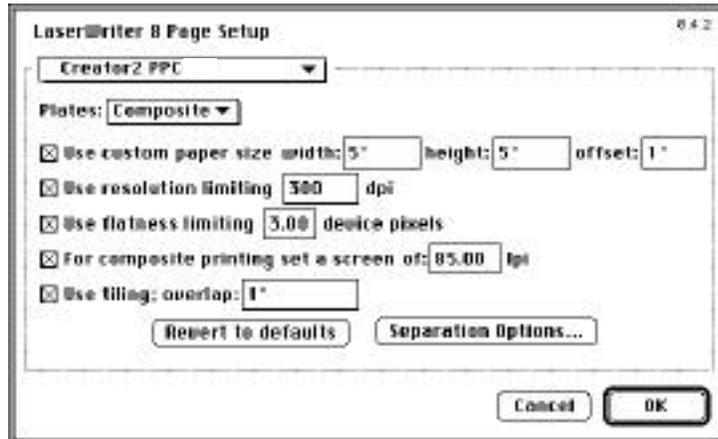
- Supports Level 2 PostScript
- Supports Color
- Contains variable paper sizes
- Contains a default printer resolution of 300 dpi
- Contains a default screen setting of 60 lpi
- Supports binary encoding
- Contains the base 13 fonts

In other words, **CREATOR2** gives you the widest possible selection of features possible. In reality, your printer may support any combination of these features. At this point, *you must* activate those features your printer supports.

For the best use of your PostScript printer, it is *strongly* suggested that you install LaserWriter 8, or better, on your computer.

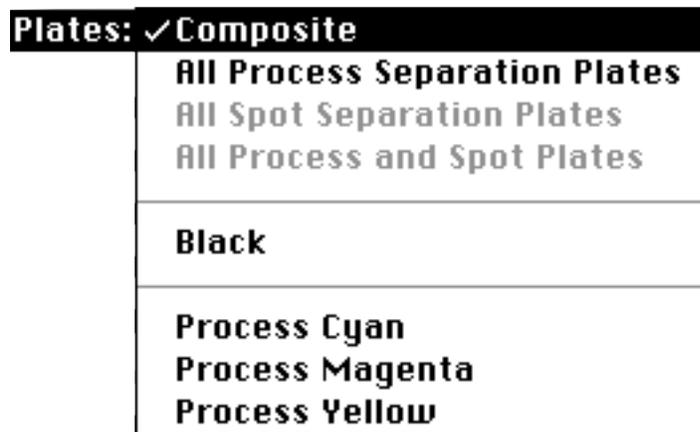
## Setting Creator2 Page Setup Attributes

The Creator2 page setup panel lets you control printer features that affect how the hardcopy of your document appears.



### Selecting plates

The Plates pop-up menu lets you choose a separation plate, or plates, to output. The pop-up lets you choose from:



- Composite  
The Composite option lets you print a composite representation of the document in its final form. All the colors in a document appear on the composite plate.

- **All Process Separation Plates**  
The All Process Separation Plates option lets you break a document into four component color plates of cyan, magenta, yellow, and black.
- **All Spot Separation Plates**  
The All Spot Separation Plates option lets you break a document into plates for each spot color you use. Each spot color represents one color of ink.
- **Black**  
The Black option lets you print only those plates that contain the color black.
- **Process Cyan**  
The Process Cyan option lets you print only those plates that contain the color cyan.
- **Process Magenta**  
The Process Magenta option lets you print only those plates that contain the color magenta.
- **Process Yellow**  
The Process Yellow option lets you print only those plates that contain the color yellow.
- **Spot color name**  
The Spot color name option lets you print only the named spot color plate. Exactly as many spot color options appear in the Plates pop-up menu as you have used in your document.

Other options in the Creator2 panel include:

- **Use custom paper size**  
Selecting the Use custom paper size check box lets you create your own paper size. When you have selected this option, three text fields appear. The Height and Width fields let you enter the dimensions of your custom paper size. The Offset field lets you set the distance between the custom paper edge and the film edge when printing to a device that supports variable paper sizes.

Click the **OK** button, or choose a new panel, to get **CREATOR2** to recognize a new paper size. The paper size and printable area outlines in the Document Window change to reflect your custom paper size.

*Note: This option only appears active if you use a PostScript device that supports variable paper size output.*

- **Use resolution limiting**  
The Use resolution limiting check box tells CREATOR<sub>2</sub> to downsample TIFF, or other high resolution graphic images, to a specified lower resolution. Limiting the resolution of graphics reduces print times. The correct resolution setting for your printer does not cause a loss of quality.

When you select the Use resolution limiting check box, CREATOR<sub>2</sub> enters a default dpi setting into the dpi text field. CREATOR<sub>2</sub> bases the default dpi setting on the PPD for your printer. For example, if your PPD tells CREATOR<sub>2</sub> that you have a 300 dpi printer, 300 dpi appears as the default setting for the Use resolution limiting option.

For example, when you print a 600 dpi graphic, CREATOR<sub>2</sub> scales the image to 300 dpi without sacrificing quality. The Use resolution limiting option does not affect graphics with lower than the specified limit.

- **Use flatness limiting**  
Selecting the Use flatness limiting check box lets you set the error tolerance used by PostScript devices to render curves. PostScript recreates curved segments by linking series of straight lines.

The value in the Limit to text field determines how closely, in device pixels, a PostScript Interpreter approximates a curve. A device pixel equals one dot on a printing device: a 600 dpi printer has a smaller device pixel than a 300 dpi printer. If a curve looks good with a flatness limit of 3 on a 300 dpi printer, you may want to increase the flatness value when printing to a 1200 dpi printer. This can speed up printing time.

Every PostScript device uses a default flatness, determined by the device manufacturer, that produces the best results. Normally, you don't need to adjust the flatness limit (overriding the manufacturer's default). However, increasing the flatness value may let you print complex graphics that normally generate PostScript errors.

- For composite printing set a screen  
The For composite printing set a screen check box lets you specify the screen density of your composite print jobs (in lines per inch).



The illustration above has a screen of 30 lines per inch (lpi).    The illustration above has a screen of 60 lines per inch (lpi).    The illustration above has a screen of 120 lines per inch (lpi).

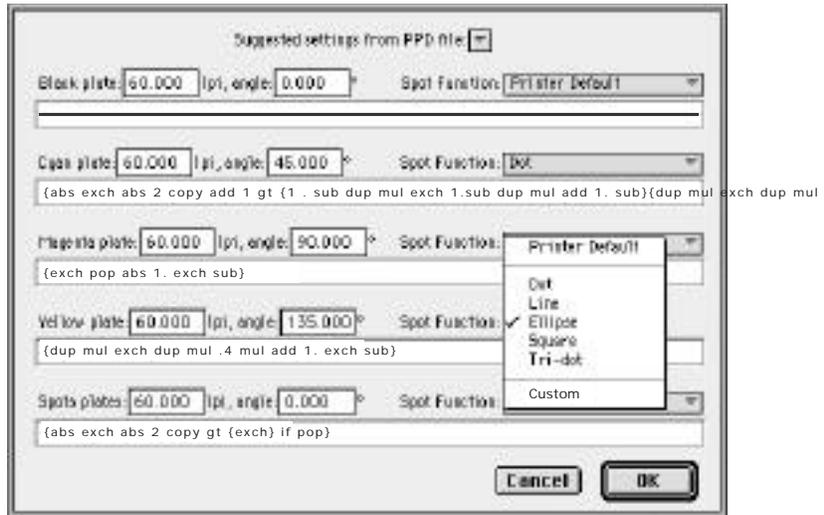
Enter the desired number of lines per inch into the text field that appears when you select the check box. This feature does not affect the screen settings used when separating your documents (see below).

- Use tiling  
Select the Use tiling check box to break oversized documents into tiled segments that can fit on your selected paper size. When you select the Use tiling check box, the Overlap text field appears next to it. The Overlap field lets you set your tile segments so they overlap (have repeating edges in corresponding tiles). This lets you overlap tiles instead of matching up their edges. Type the amount of overlap you want into the text field.

When you select the Use tiling check box, the application displays red outlines around each tiled area.

- Revert to defaults  
Click the **Revert to defaults** button to return the settings of the **CREATOR2** page setup panel to the application's determined settings.
- Separation Options...  
Click the **Separation Options...** button to open the **Separation Options** dialog box. This dialog box lets you set the screen densities, angles, and

spot functions to use when process or spot separating your documents. This dialog also lets you select suggested values from your printer manufacturer (via your printer's PPD file).



#### Suggested settings from PPD file

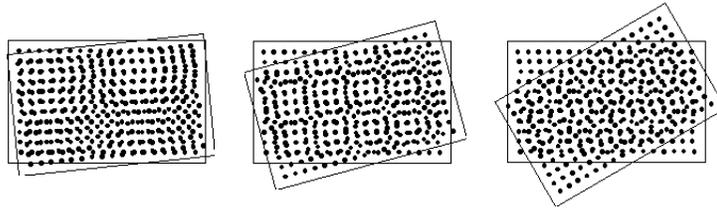
The Suggested settings from PPD file pop-up menu lets you select the manufacturer-determined best density, angle, and spot function settings for your printer. Normally, several options appear available at different densities. For printers that support multiple resolutions, several sets of options for each resolution may also appear. For these printers, you need to know the resolution of the printer so that you can select from the proper set of options.

#### lpi

The lpi text field lets you define the screen density (in lines per inch) for each plate.

### angle

The angle text field lets you specify the screen angle (in degrees) to use for each separation plate.



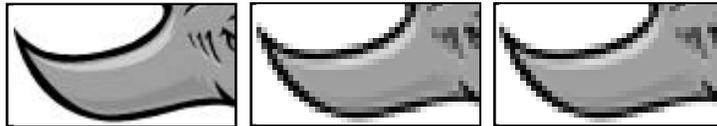
In the illustration above, one of the two color plates has been rotated six degrees.

In the illustration above, one of the two color plates has been rotated 15 degrees.

In the illustration above, one of the two color plates has been rotated 30 degrees.

### Spot Function

The Spot Function pop-up menu lets you set the shape of the dot for the specified color plate. The options available include: Printer Default , Dot , Line , Ellipse , Square , Tri-dot , and Custom .



The illustration above shows a dot spot function (at a low lpi).

The illustration above shows a line spot function (at a low lpi).

The illustration above shows a square spot function (at a low lpi).

When you choose a spot function option, the PostScript code for the chosen option appears in the text field beneath the specified color plate name.

The Custom option usually appears dimmed. The Custom option appears only if your printer includes a spot function option other than the ones mentioned above.

---

## Print... (⌘-P)

---

The **Print...** command lets you send a document, or pages of a document, to a printer. Typically, the **Print...** command gives you access to a variety of other options. These options give you greater control over how your document prints. To find out what print options are available on your printer, choose the **Print...** command to open the **Print...** dialog box.

The appearance of the **Print** dialog box depends on what printer driver you have installed in your System Folder and have selected in the Chooser. In addition, each printer driver includes a unique set of page setup options. For more information about your **Print** dialog layout and options, see your printer driver documentation.

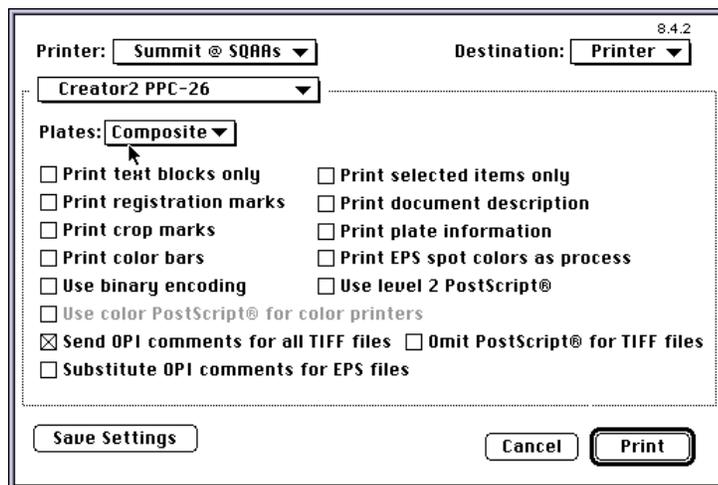
However, **CREATOR<sup>2</sup>** does have some special printing options that you can take advantage of. In the following illustrations, this *Reference Manual* uses Apple's LaserWriter 8 printer driver to provide an example of the application's printing options.

---

### Setting Creator2 Printing Options

---

**CREATOR<sup>2</sup>** offers a variety of printing options for you to use. For example, you can make various marks and printer information appear on the page. Just as you can tell **CREATOR<sup>2</sup>** what elements to include on hardcopy, you can also specify what elements should *not* print.



*Note: The ornament options—like registration marks, crop marks, and color bars—return to their default settings after each print job. You can change the ornament default settings in the **Print Defaults** panel, in the **Document Settings** dialog box in the **Document** menu, after each print job.*

The printing options offered by **CREATOR2** include:

- **Plates**  
The **Plates** pop-up menu lets you choose the plate, or plates, to output. The pop-up lets you choose from **Composite**, **All Process Separation Plates**, **All Spot Separation Plates**, **All Process and Spot Plates**, **Black**, **Process Cyan**, **Process Magenta**, and **Process Yellow** options. More options appear for each spot color used in your document.
- **Print text blocks only**  
Selecting the **Print text blocks only** check box sends only the text blocks within the selected page range to the printer. Graphic elements do not print when you have selected this option.
- **Print selected items only**  
Selecting the **Print selected items only** check box sends to the printer only those items currently selected. Deselecting this option prints all the elements in the selected print range.
- **Print registration marks**  
Select the **Print registration marks** check box when you print color separations. This option places up to 12 registration marks on a page to aid in aligning the color separations.

**CREATOR2** also prints two GATF (Graphic Arts Technical Foundation) control targets on two corners. These 1/2 inch pinwheels help measure image resolution during plate production, as well as plate degradation, dot doubling, grain, and slurring during printing.

- **Print document description**  
Selecting the **Print document description** check box lets you print any information in the **Description** field of the **Document Info** panel of the **Document Settings** dialog box in the **Document** menu. These notes appear at the top of the print-out.

- **Print crop marks**  
Select the **Print crop marks** check box when you want crop marks to print on document edges and tile overlaps. Use crop marks if you expect your print job needs trimming during post-processing or finishing.
- **Print plate information**  
Selecting the **Print plate information** check box lets you print the document name and plate information at the top of the document.
- **Print color bars**  
Selecting the **Print color bars** check box lets you place four rectangles at the bottom of each color separation plate. Each rectangle represents one of the four process separation components of cyan, magenta, yellow, black—in that order.
- **Print EPS spot colors as process**  
Selecting the **Print EPS spot colors as process** check box tells **CREATOR<sup>2</sup>** to use the cyan, magenta, yellow, and black process colors to recreate all individual spot colors embedded in EPS files. You can only use this option with PostScript Level 2 printers.
- **Use binary encoding**  
Selecting the **Use Binary Encoding** check box prints sampled image files using binary, rather than hexadecimal, encoding. Binary encoding can make PostScript job streams 50 percent smaller and make them print significantly faster. However, not all networks and RIPs support binary encoding.

You can only use this option with PostScript printers.

- **Use level 2 PostScript<sup>®</sup>**  
Selecting the **Use level 2 PostScript<sup>®</sup>** check box tells **CREATOR<sup>2</sup>** to apply PostScript Level 2 commands when it builds a PostScript file for your printer. Using Level 2 PostScript can improve printing time and reduce network traffic significantly.

You can only use this option with Level 2 PostScript printers.

- **Use color PostScript<sup>®</sup> for color printers**  
Select the **Use color PostScript<sup>®</sup> for color**

**printers** check box when you want to print a document in color. Selecting the **Use color PostScript® for color printers** option tells **CREATOR2** to generate PostScript code for use with color PostScript printers.

You can only use this option with color PostScript printers.

The Creator2 print panel also includes several OPI (Open Prepress Interface) options. Only use these features when printing documents through an OPI server.

From the "Open Prepress Interface Specification 1.3,"  
©Copyright 1989-1993 Aldus Corporation:

The Open Prepress Interface (OPI) is a collection of PostScript-language comment conventions that allows a page-layout program to use low or medium resolution TIFF images for layout and proofing, and have a prepress system or OPI server automatically substitute a high resolution TIFF or other image when the final film or plates are generated. Both desktop prepress software and high-end prepress systems can use OPI comments to minimize network traffic and image storage requirements.

In practice, OPI servers are usually implemented in one of two methods.

In the first method, the OPI server offers a facility to convert high-resolution graphic files into a low resolution 'proxy' files intended for placement into layout applications. These 'proxy' files (which usually appear as EPS files) contain OPI comments embedded within each one. At print time, the OPI server processes these comments to do graphic substitution (to the high resolution original).

For OPI servers that provide 'proxy' facilities, layout applications do not need to know that OPI substitution occurs. For this type of OPI, layout applications treat proxy files as they would any other files. When using this type of OPI server, you do not need to use any of the **CREATOR2** OPI printing options.

In the second method, the OPI server does not offer a 'proxy' facility and only scans incoming PostScript print job streams for PostScript OPI comments. If the server encounters a PostScript OPI comment, it attempts to substitute a graphic. With this type of OPI server, you must

instruct layout applications as to when and how to generate PostScript OPI comments.

**CREATOR** lets you add PostScript OPI comments to your PostScript print job streams for use by this type of OPI server. **CREATOR** also lets you omit the PostScript code normally generated when printing TIFF or EPS files.

Since OPI servers are very complicated systems, it is important to talk to your system administrator or production manager when choosing OPI options.

The OPI options in the **CREATOR** printing panel include:

- Send OPI comments for all TIFF files  
Select the Send OPI comments for all TIFF files check box when you want to include OPI comments with, or in place of, TIFF graphics.
- Omit PostScript<sup>®</sup> for TIFF files  
Select Omit PostScript<sup>®</sup> for TIFF files if you do not want your TIFF files converted into PostScript.

*Note: You can include both OPI comments and PostScript code in TIFF files. However including both OPI comments and PostScript code may cause printing problems, depending on the type of server you use. Talk to your system administrator to find out the correct TIFF OPI settings for your network.*

- Substitute OPI comments for EPS files  
Select the Substitute OPI comments for EPS files check box if you want to put OPI comments in place of EPS files in your document. Unlike TIFF files, you cannot include both OPI comments and EPS files in a document.

---

## Quit (⌘-Q)

---

The **Quit** command lets you exit the **CREATOR** application and return to the Finder.

If you quit the program still have open, unsaved documents, **CREATOR** prompts you to save your files before it closes. **CREATOR** refers to each file by name and asks you to save each one. Each **Save** dialog box contains a **Save** button (to save the file), a **Don't Save** button (to not save the file), and a **Cancel** button (to return to the **CREATOR** document).

---

## The Edit Menu

---

Edit	
Undo Create Text Block	⌘Z
Redo Typing	⌘⇧Z
Cut	⌘H
Copy	⌘C
Paste	⌘U
Clear	
<hr/>	
Select All	⌘A
Duplicate...	⌘D
Make Matrix...	⌘M
<hr/>	
Copy Type Specs	⌘G
Paste Type Specs	⌘D
Copy ¶ Specs	⌘⇧G
Paste ¶ Specs	⌘⇧D
<hr/>	
Find/Change	▶
<hr/>	
Preferences...	

The **Edit** menu contains the commands you need to duplicate, remove, or place document elements. For example, you can copy and paste sections of text, duplicate elements, and copy and paste text attributes. The **Edit** menu also contains commands that let you decide how you want dialog boxes to appear, and the type and size of font you wish to appear first.

A complete description of the commands available in the **Edit** menu follows.

---

## Undo (⌘-Z)

---

The **Undo** command lets you remove the last change you made to the document. You can undo all actions performed during your current work session. You cannot undo actions performed during earlier work sessions.

If you cannot remember the order of your actions, a description of the last sequential action appears with the **Undo** command in the **Edit** menu. For example, if you move an element, but then want it back in its original position, pull down the **Edit** menu to see an **Undo Move** command.

The **Undo** command appears dimmed when you cannot apply the command to the document.

---

## Redo (⌘-⇧-Z)

---

The **Redo** command lets you recreate an action you removed from the document with the **Undo** command. Each redo replaces the last sequential undo you made to the document. You can only redo a continuous series of undos. If you open a document that you have previously worked on, you cannot redo actions from the earlier work session.

A description of the last sequential action undone appears with the **Redo** command under the **Edit** menu. For example, you may move an item to a new location, and then decide you liked it better in its original location. You can select **Undo** to replace the item in its original location. If you change your mind again, you can select **Redo** to move the element back to its second location. If you make further modifications to the document, you can no longer go back and select the **Redo** command to relocate this item.

---

## Cut (⌘-X)

---

The **Cut** command lets you remove selected elements or text from the document, but reserves them for later use.

To cut an element, simply select it with the Arrow tool and choose the **Cut** command from the **Edit** menu. To select more than one element, press the Shift key while clicking on elements. To cut text, highlight the text with the I-beam pointer and choose the **Cut** command from the **Edit** menu.

*Tip:* **CREATOR** places any element or text you cut into the Clipboard. The Clipboard, however, only holds the last item you placed in it. Any item you cut replaces the previous item you cut on the Clipboard. The older item cannot be retrieved. Moreover, you lose items on the Clipboard if you choose **Copy**, or should you crash or lose power. For these reasons, you should paste your cut-selection somewhere else in the document or into the Scrapbook (under the **Apple** menu) for more permanent storage.

You can select both text blocks and graphics elements when cutting groups of elements. **CREATOR** treats text blocks the same as any other element.

---

## Copy (⌘-C)

---

The **Copy** command makes a duplicate of a selected element without removing the original element from the document. The **Copy** command doesn't automatically place a duplicate of a selected element into the document. Instead, it places a duplicate in the Clipboard for later use.

To copy an element, simply select an element with the Arrow tool and then choose the **Copy** command from the **Edit** menu. To copy a group of elements, press the Shift key while clicking on the elements you want to copy, and then choose the **Copy** command from the **Edit** menu. To copy text, highlight the text you want to copy with the I-beam pointer and choose **Copy** from the **Edit** menu.

You can select both text blocks and graphics elements when copying groups of elements. **CREATOR2** treats text blocks the same as any other element.

---

## Paste (⌘-V)

---

The **Paste** command lets you put any item currently on the Clipboard into a document. Use the **Cut** or **Copy** commands to place an item on the Clipboard. When you choose the **Paste** command, **CREATOR2** places a duplicate of the element in the center of the Document Window. If you press the Shift key while choosing the **Paste** command, **CREATOR2** pastes the copied object directly over the original element.

Pasting text into a text block

1. Click the Text tool on the Tools palette.
2. Click inside an existing text block with the Text tool.

*Or*

Click and drag a new text block.

3. Move the insertion point to where you want the text to appear.
4. Choose **Paste** from the **Edit** menu, and the text appears to the right of the insertion point.

---

## Clear

---

The **Clear** command removes selected elements or text from the document. Essentially, the **Clear** command provides a menu equivalent of the Delete key.

To clear an element from a document, click on the element with the Arrow pointer. Choose **Clear** from the **Edit** menu to delete the element. To remove more than one element, press the Shift key while clicking on the elements you want to clear. Then choose the **Clear** command.

To clear text, highlight the text with the I-beam and choose **Clear** from the **Edit** menu or press the Delete key.

If you want to recover an item you just cleared, immediately select the **Undo** command or press Cmd-Z.

---

## Select All (⌘-A)

---

The **Select All** command—when you have a insertion point in a text block—highlights all text in that block and connected blocks. Likewise, choosing the **Select All** command with a tool other than the Text tool selects all the elements in the active Document Window. This includes elements in the Desk Area.

The **Select All** command appears dimmed when you have selected all the available elements or text.

---

## Duplicate... (⌘-D)

---



The **Duplicate...** command works much like the **Copy** command, but offers greater flexibility and control over the selected elements. With the **Duplicate** command, you can set the number of duplicates, the distance of the duplicates from the original selected item, the scale of the duplicates, and the rotation of the duplicates.

Duplicating an element or a group or elements

1. Select the element(s) that you want to duplicate.
2. Choose **Duplicate...** from the **Edit** menu. The **Duplicate Element** dialog box appears.
3. Enter the number of duplicates you wish to make into the Times field.
4. Enter the distance from the original that you wish the duplicates to appear in the Offset fields. You can

enter distances for both the horizontal and vertical offset.

5. Click in the check boxes in the On Each Duplicate area to modify each succeeding duplicate. The options available include:

- **Scale by**  
Enter a percentage into the Scale By field to adjust the size of each duplicate based on the preceding duplicate. For example, entering 25 percent into the Scale By field makes a duplicate 25 percent larger than the original selection. Each succeeding duplicate appears 25 percent larger than the immediately preceding duplicate.
- **Rotate by**  
Enter a degree into the Rotate by field to rotate each succeeding duplicate that many degrees from the position of the preceding duplicate. For example, entering 45 degrees into the Rotate By field rotates the first duplicate 45 degrees clockwise from the original. **CREATOR2** rotates each succeeding duplicate 45 degrees more than the previous duplicate.
- **Increase offset by**  
Enter a measurement into the Increase offset by text fields and **CREATOR2** adds that measurement to the offset of the preceding duplicate. For example, if an element has an offset of 1/4 inch (in the Offset fields in the Duplicate area) and you enter 1/4 inch into Increase of offset by fields, the first duplicate appears 1/4 inch from the horizontal and vertical planes of the original element. The second duplicate appears 1/2 inch from the horizontal and vertical planes of the first duplicate, and so on.
- **Link Text Blocks**  
Click on the Link Text Blocks check box to connect every text block created through the **Duplicate Element** dialog box.

6. Click the **OK** button to create the duplicate images.

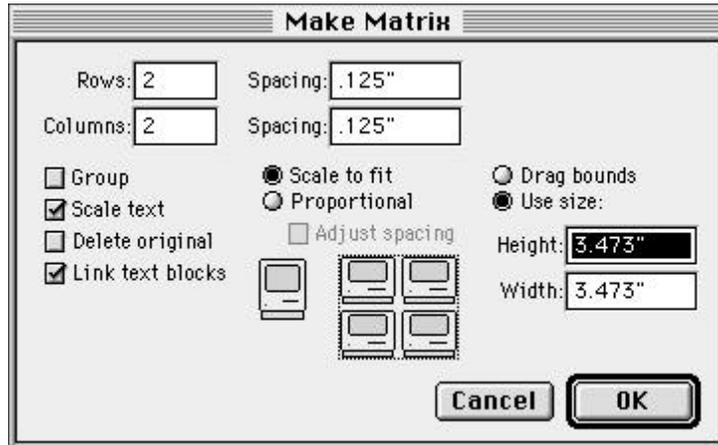
Pressing the Shift key while selecting **Duplicate...** from the **Edit** menu bypasses the **Duplicate Element** dialog box. Instead, **CREATOR2** duplicates the currently selected image with the last entered duplicate settings.

---

## Make Matrix... (⌘-M)

---

The **Make Matrix...** command lets you duplicate any selected element, or group of elements, in a user-defined array. Unlike the **Duplicate...** command, the **Make Matrix...** command does not create copies the same size as the original item. Instead, it scales the duplicates to fit the dimensions of a specified array. To define an array, choose **Make Matrix...** from the **Edit** menu to open the **Make Matrix** dialog box.

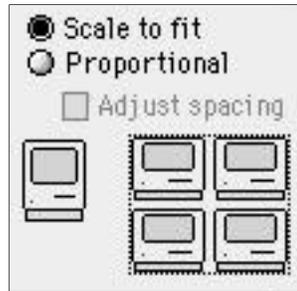


The **Make Matrix** dialog box options include:

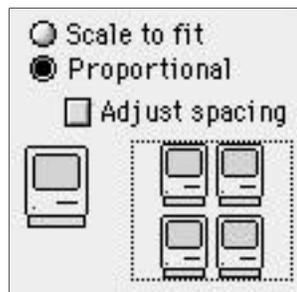
- **Rows**  
Enter the number of horizontal rows you want in the matrix.
- **Columns**  
Enter the number of vertical columns you wish in the matrix.
- **Spacing**  
Type the amount of space you wish to appear between rows and columns.
- **Group**  
Select the **Group** check box if you want to group the resulting matrix as one element. By default, **CREATOR** does not select this check box.
- **Scale text**  
Select this box if you wish to create a matrix that includes text blocks and have the text inside these blocks scaled to fit the resulting block size.

*Note: Scale text appears dimmed if you do not have any text blocks selected.*

- **Delete original**  
Selecting the Delete original check box erases the element, or group of elements, used as the master for creating the matrix when the matrix is complete.
- **Scale to fit**  
The Scale to fit radio button lets you adjust the size of your elements to fit exactly in the rectangle's frame.

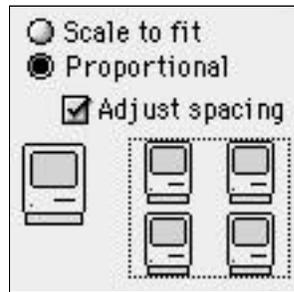


- **Proportional**  
The Proportional radio button lets you proportionally scale the size of the elements in the array.



- **Adjust spacing**  
You can only select the Adjust spacing check box with the Proportional radio button selected. With Adjust spacing on, CREATOR2 adjusts the row or column spacing so that elements appear as close to the sides of the guiding rectangle as practical (given all other parameters). It makes such adjustments only by increasing the spacing and only in one direction (either vertical or horizontal), according to how you draw the guiding rectangle. With Adjust spacing off, CREATOR2 may

not fill the entire rectangle you created, but it does scale the elements proportionally and uses the specified row and column spacing.



- **Drag bounds**  
The **Drag bounds** radio button lets you draw an array. By selecting **Drag bounds** and then clicking the **OK** button, **CREATOR** changes the pointer into a crosshair. You can use the crosshair to drag an array of the desired size.
- **Use size**  
The **Use size** radio button lets you specify the dimensions of the desired array. Simply enter the appropriate values into the **Height** and **Width** text fields. When you click the **OK** button, **CREATOR** places an array of the desired dimensions in the Document Window.

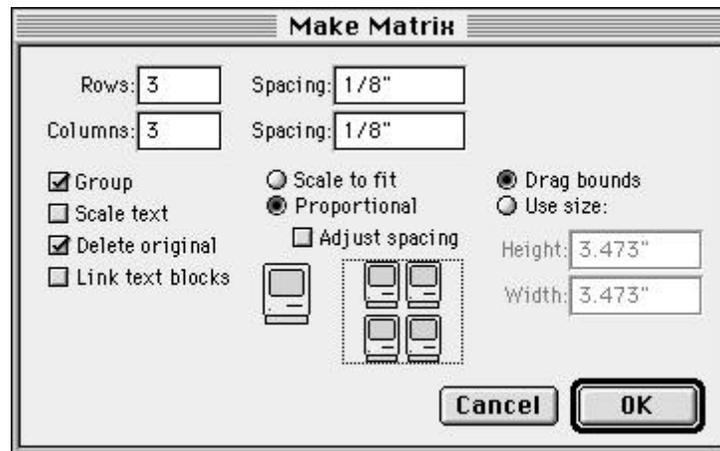
Use the Macintosh matrix in the lower right-hand corner of the **Make Matrix** dialog to help you remember the effect the **Scale to fit**, **Proportional**, and **Adjust spacing** options have on matrices.

When you click the **OK** button, the pointer turns into a crosshair. Click and drag anywhere to create an element of the size you want for the finished matrix. When you release the mouse button, **CREATOR** places an array with the designated spacing, rows of elements, and columns of elements within the selection rectangle's frame.

#### Making a matrix

1. Draw a square in the Document Window.
2. Choose **Make Matrix...** from the **Edit** menu or press **Cmd-M**. The **Make Matrix** dialog box opens.

3. Enter the following attributes into the **Make Matrix** dialog box:
  - Type 3 in the Rows field.
  - Type 3 in the Columns field.
  - Type 1/8" into each of the Spacing fields. You can also enter the decimal value or a value in another measurement, like picas.
  - Check the Group check box to create a unified graphic element for easier manipulation in the future.
  - Check the Delete Original check box, so an extra square doesn't appear in the document.
  - Choose the Proportional option.



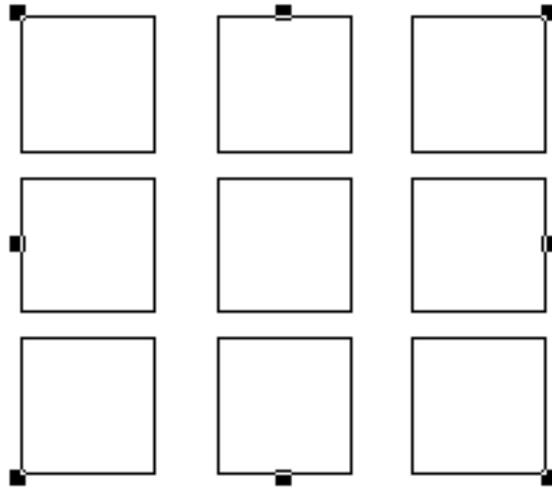
4. Click the **OK** button.
5. Choose **Rulers** from the **View** menu (if not already visible). Set your ruler measurements to inches, or the appropriate measurement, in the General panel of the **Preferences** dialog in the **Edit** menu.

You can use the rulers to help you drag an array of the appropriate size.

6. Position your crosshair pointer in the area where you want to place the matrix.
7. Click and drag the crosshair diagonally (down and right), until the pointer indicators show that you have advanced 2 inches on their respective rulers. As you drag, a rectangle appears on the screen to show you the area you've selected.

You can also place guides to mark the dimensions of the array. Select the Snap To Guides Toggle, in the upper left-hand corner of the Document Window, and draw the selection rectangle. In this manner, you can quickly create an array.

8. Release the mouse button. **CREATOR<sup>2</sup>** draws nine proportional squares in the rectangle you just defined.



The placement rectangle for this matrix-to-be was drawn so that the resulting array would be contained in a  $1 \frac{7}{8}$  inch square—allowing an  $\frac{1}{8}$  inch of white space to surround the original 2 inch void.

You can also use the **Make Matrix...** command to arrange text blocks into columns. This can prove especially helpful when you want to create a document with several columns of text on a page, or when you want to include features like sidebars in a document.

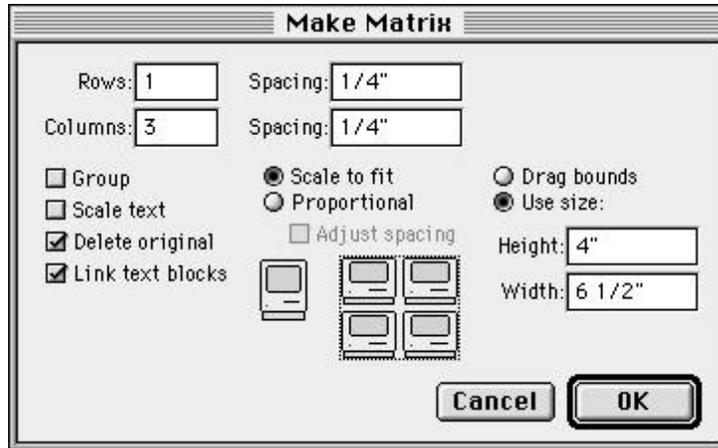
#### Making a matrix of text blocks

1. Click on the Text tool on the Tools palette.
2. Draw a text block 2" wide x 4" tall. Place guides if you need to.
3. Click on the Arrow tool on the Tools palette.
4. Choose the **Make Matrix...** command from the **Edit** menu or press Cmd-M. The **Make Matrix** dialog box opens.
5. Enter the following attributes into the **Make Matrix** dialog box:
  - Enter 1 into the Rows field.
  - Enter 3 into the Columns field.
  - Type 1/4" into the Spacing fields.
  - Select only the Delete original and Link text blocks check boxes. Deselect the other check boxes.

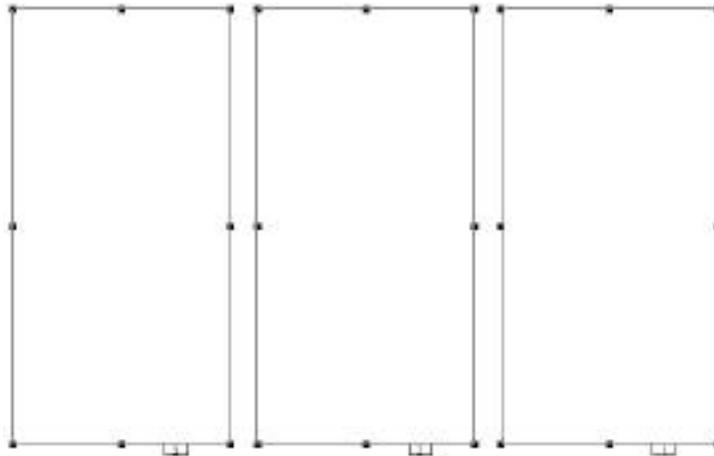
The Scale text check box would resize all the text to fit within the text block; the text would not appear in its selected point size.

- Click the Scale to fit radio button.
- Click the Use size radio button.

- Enter 4" into the Height text field and 6 1/2" into the Width text field.



6. Click the **OK** button. **CREATOR 2** removes the original text block and places three text blocks in the Document Window.



---

## Copy Type Specs (⌘-G)

---

The **Copy Type Specs** command lets you copy the type format of the selected text (or of the character to the left of the insertion point), without copying the text itself. You can then apply these type attributes to other text using the **Paste Type Specs** command below.

The character attributes the **Copy Type Specs** command copies include: font, style, size, leading, color, horizontal scale, tracking, word spacing, and offset settings. You cannot copy paragraph attributes with this command. However, you can copy paragraph attributes using the **Copy ¶ Specs** command, described below.

**CREATOR2** does not store the copied attributes on the Clipboard, so you can retrieve them even after many intervening **Cut** or **Copy** commands. However, you can lose a copied type format by using the **Copy Type Specs** command on another selection of text.

---

## Paste Type Specs (⌘-D)

---

The **Paste Type Specs** command lets you apply character attributes that you have copied using the **Copy Type Specs** command to selected text. Using the **Paste Type Specs** command does not change the content of the text.

Example: The word **Sale** appears in your document in 24 pt Bold Helvetica, and the words **Free Offer** appear in the same document in 10 pt Plain Geneva. You want to change the text attributes of **Free Offer** to the attributes of **Sale**. To do so, you need to:

1. Select the Text tool.
2. Highlight the word **Sale**.
3. Choose **Copy Type Specs** from the **Edit** menu, or press Cmd-G.
4. Highlight the words **Free Offer** and choose **Paste Type Specs** from the **Edit** menu, or press Cmd-D. This changes the format of **Free Offer** to 24 pt Bold Helvetica.

---

## Copy ¶ Specs (⌘-⇧-G)

---

The **Copy ¶ Specs** command lets you copy a selected paragraph's formatting attributes without copying the text of the paragraph. If the selection doesn't include a whole paragraph, includes more than one paragraph, or if only an insertion point exists, the copied attributes come from the paragraph with the first selected character or the insertion point. See **Paste ¶ Specs**, below, for an example.

Paragraph attributes include alignment, margins and indentation, hyphenation and tabs. You cannot copy character attributes with this command; however, you can copy character attributes using the **Copy Type Specs** command, described above.

**CREATOR** does not store the copied attributes on the Clipboard, so you can still retrieve them even after many intervening **Cut** or **Copy** commands. They don't conflict with copied character attributes. However, you can lose a copied type format by using the **Copy ¶ Specs** command on another selection of text.

---

## Paste ¶ Specs (⌘-⇧-D)

---

The **Paste ¶ Specs** command lets you apply paragraph formats, that you have copied using the **Copy ¶ Specs** command, to all selected paragraphs without changing the content of the paragraphs. Selected paragraphs are either all paragraphs containing at least one selected character or the paragraph containing the insertion point.

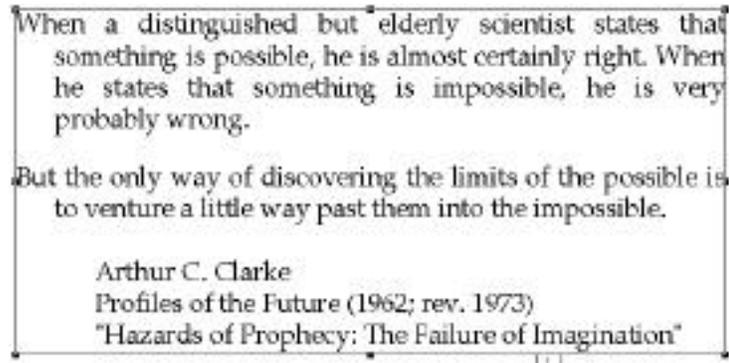
Example: You've formatted the paragraphs in one text block with 12 pts before each, a 1/4 inch indent at the beginning of each, and you have justified the text. Now you need to create another text block with similarly formatted paragraphs, and you need to import a text file that has no formatting of its own.



The **Paragraph** dialog box lets you set such formatting options as alignment, space between paragraphs, and indentation.

To replicate the formatting of the first paragraph, follow these steps:

1. Select the Text tool.
2. Click the formatted text block with the Text tool.
3. Place the blinking insertion point inside one of the correctly formatted paragraphs.

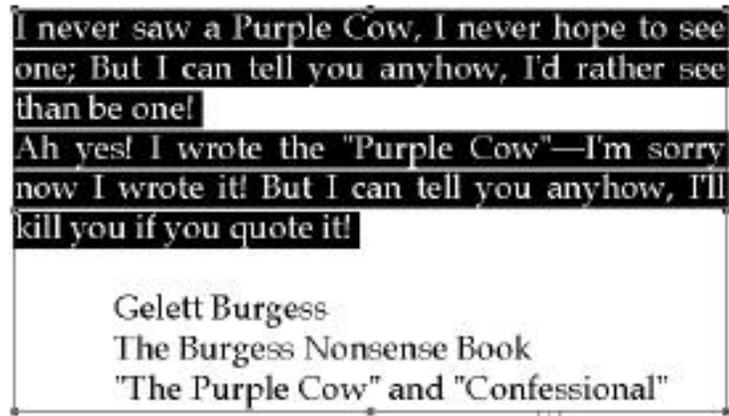
A screenshot of a text editor showing a text block with a selected paragraph. The text is: "When a distinguished but elderly scientist states that something is possible, he is almost certainly right. When he states that something is impossible, he is very probably wrong." The selection is indicated by a dark background behind the text. Below the main text is a smaller paragraph: "But the only way of discovering the limits of the possible is to venture a little way past them into the impossible." and a citation: "Arthur C. Clarke  
Profiles of the Future (1962; rev. 1973)  
"Hazards of Prophecy: The Failure of Imagination"".

When a distinguished but elderly scientist states that something is possible, he is almost certainly right. When he states that something is impossible, he is very probably wrong.

But the only way of discovering the limits of the possible is to venture a little way past them into the impossible.

Arthur C. Clarke  
Profiles of the Future (1962; rev. 1973)  
"Hazards of Prophecy: The Failure of Imagination"

4. Select **Copy ¶ Specs** from the **Edit** menu. Or press **Cmd-Shift-G** .
5. Highlight all the paragraphs you wish to reformat. If you only have one paragraph to reformat, simply place the insertion point anywhere in that paragraph. For multiple paragraphs, click and drag with the text pointer to select them or use the **Select All** command to highlight all paragraphs within the text block.

A screenshot of a text editor showing a text block with multiple paragraphs highlighted. The text is: "I never saw a Purple Cow, I never hope to see one; But I can tell you anyhow, I'd rather see than be one!" followed by "Ah yes! I wrote the "Purple Cow"—I'm sorry now I wrote it! But I can tell you anyhow, I'll kill you if you quote it!". The selection is indicated by a dark background behind the text. Below the main text is a citation: "Gelett Burgess  
The Burgess Nonsense Book  
"The Purple Cow" and "Confessional"".

I never saw a Purple Cow, I never hope to see one; But I can tell you anyhow, I'd rather see than be one!

Ah yes! I wrote the "Purple Cow"—I'm sorry now I wrote it! But I can tell you anyhow, I'll kill you if you quote it!

Gelett Burgess  
The Burgess Nonsense Book  
"The Purple Cow" and "Confessional"

6. Choose **Paste ¶ Specs** from the **Edit** menu, or press **Cmd-Shift-D** . The new paragraphs become justified, with 1/4 inch indents at the beginning of each and with a 12 pt space before each paragraph.

I never saw a Purple Cow, I never hope to see  
one; But I can tell you anyhow, I'd rather see  
than be one!

Ah yes! I wrote the "Purple Cow"—I'm sorry  
now I wrote it! But I can tell you anyhow, I'll  
kill you if you quote it!

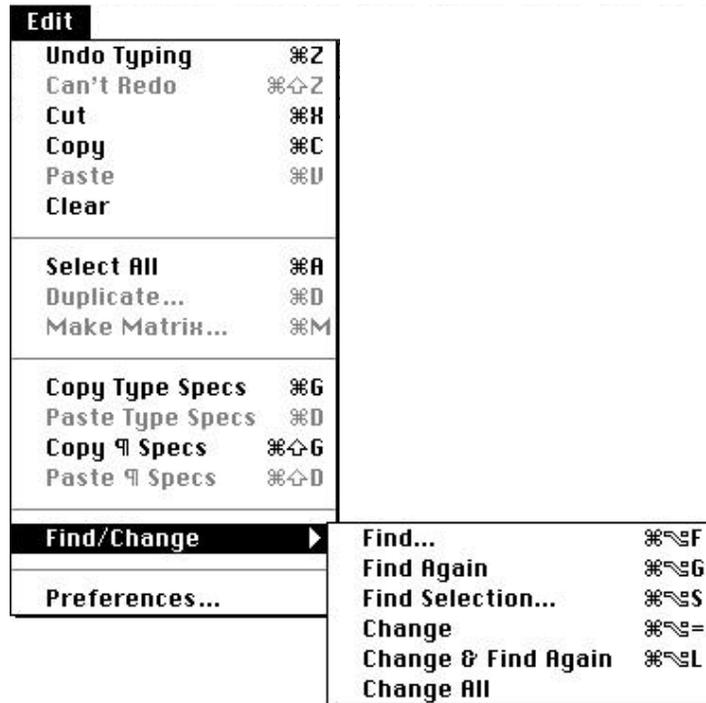
Gelett Burgess  
The Burgess Nonsense Book  
"The Purple Cow" and "Confessional"

---

## Find/Change

---

The **Find/Change** submenu contains commands that let you search for particular words or phrases and then lets you change them. A full description of the commands available in the **Find/Change** submenu follows.



---

### Find... (⌘⇧-F)

---

The **Find...** command lets you find designated text and/or text attributes and replace them as desired with new text and/or text attributes. Choosing the **Find...** command from the **Edit** menu opens the **Find/Change** dialog box. In this

dialog box you can change instances of one word to another, find instances of a word and change its character format, find everything in one format and change it to another, or any combination of these.



### Using the Find/Change command

1. Choose **Find...** from the **Find/Change** submenu in the **Edit** menu. The **Find/Change** dialog box opens.
2. Enter the text you want to find into the Search for text field. If you want to replace the designated text with other text, enter the new text into the Change to text field.

*Note: If you have not entered anything into the Change to text field, or selected the check box next to the change to text field, then **CREATOR** finds all instances of the designated text but does not change it.*

3. Click the **Find** button to locate the desired text. **CREATOR** takes you to the appropriate section of the document and highlights the designated text.

If you want to change the text, go to Step 5. To find the next occurrence of the designated text, click the **Find** button again.

4. Click the **Change** button to change the highlighted text to the new text entered into the Change to text field. To change the selection and then find the next occurrence of the designated text, click the **Change/Find** button. To change every occurrence of the designated text, click the **Change All** button.
5. Click the **Done** button to exit the dialog box and return to the Document Window.

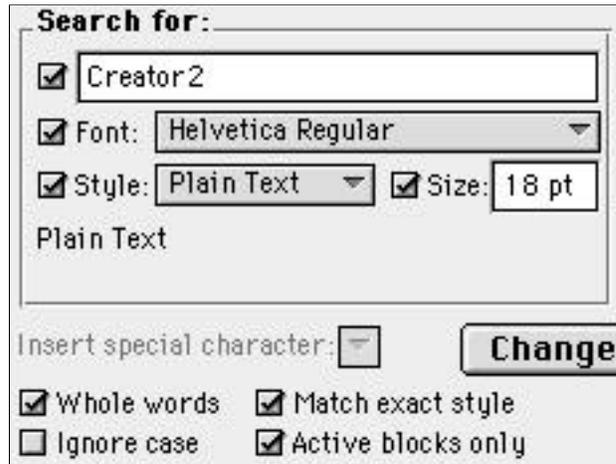
If you like, you can change the formatting of every instance of a particular word or phrase without changing the text. Click the Font, Style, and/or Size check boxes in the Change to area. Select the desired font and style from the pop-up menu and then click the **Find** button to locate the designated text. Click the **Change** button to change the designated text to the new format.

In addition to the text fields and pop-up menus already mentioned, the **Find/Change** dialog box has several other options that you can select to help your search. These options include:

- **Whole words**  
The Whole words check box tells **CREATOR2** to treat the search-for text as a whole word or words. Therefore, the application ignores all instances of the designated word contained within other words. For example, if you look for the word creator with the Whole word check box selected, **CREATOR2** ignores the word creators, even if it has all the same text attributes.
- **Ignore case**  
The Ignore case check box tells **CREATOR2** to search for all occurrences of the designated text regardless of capitalization. Deselecting the ignore case check box forces **CREATOR2** to look for occurrences of the designated text that exactly match the text in the Search for field.
- **Match exact style**  
The Match exact style check box tells **CREATOR2** to find only those instances where the style searched for exactly matches the chosen style parameters. For example, if you want to find an italicized word, **CREATOR2** ignores occurrences of the same word that are bold and italic.
- **Active blocks only**  
The Active blocks only check box forces **CREATOR2** to search only the active text block and linked text blocks. The application ignores all unlinked text blocks.

Example: To change all instances of the word Creator2 that appear in 18 pt Helvetica Italic Underline to the phrase Multi-Ad Creator2 in 24 pt Helvetica Bold Italic.

In the Search for section:



Selecting the various check boxes in the Search for area of the Find/Change dialog box lets you define the attributes Creator2 looks for. In this example, Creator2 looks for text with a specified font, style, and size.

- Type the word Creator2 in the Search for text field. Notice the check box to its left becomes selected.
- Choose Helvetica from the Font pop-up menu. This selects the Font check box. If you deselect the check box, Helvetica becomes dimmed in the Font pop-up menu. Click the check box to select it again and make the Font pop-up menu available.

The same conventions apply to the Style pop-up menu and the Size text field, as well as the Font and Style pop-ups and the Size text field in the Change to section. Selecting a check box lets you search for the named feature.

- Choose Italic from the Style pop-up menu.
- Enter 18 pt into the Size text field.
- Select the Match exact style check box to find only those instances where the searched for style exactly matches the chosen style parameters.

- Select the Whole words check box.
- Select the Active blocks only check box.

In the Change to section:



The Change to area of the **Find/Change** dialog box lets you change selected text attributes. In this example, the style and point size of text are to change.

- Type Multi-Ad Creator2 in the Change to field.
- Since you don't need to change the font, do not select anything from the Font pop-up. Make sure you have the Font check box deselected so **CREATOR2** knows not to apply this change.
- Choose Bold and Italic from the Style pop-up menu.

When you choose a combination of text styles, the word Mixed appears in the Style pop-up menu. The note just below Style displays all of your choices, so you can see what you've selected without popping up the menu again. This note serves the same purpose in the Search for section.

- Enter 24 pt into the Size text field.
- Once you've set your search parameters and chosen all your desired options, click **Find** to start the search.

If you know that you want to change every occurrence of a word or selection of text, click the **Change All** button.

- When the application finds the first instance of the search text, click the **Change All** button if you want all instances of Creator2 appearing in 18 pt Helvetica Italic Underline—in every text block in your document—to be changed to Multi-Ad Creator2 appearing in 24 pt Bold Italic. The font (Helvetica) remains unchanged.
- If you anticipate one or more instances where you won't want to change the search item, you can exercise greater control by going through and changing each individual instance with the **Change** button. If and when you come upon an instance where you don't want to change, click the **Find** button instead of clicking the **Change** button. **CREATOR2** then moves on to the next instance.
- When you have completed your search, put the **Find/Change** dialog box away by clicking on the **Done** button or you can just bring the Document Window to the front.

### Searching for special characters

Some characters you may wish to include in your Search for or Change to fields can't be typed into the dialog box's text fields, because they have special meanings or are invisible characters. For instance, pressing Return starts the find operation and pressing Tab changes to the other text edit field.

Luckily, you can search for these characters by selecting them from the Insert special character pop-up menu. The pop-up menu places special keyboard equivalents into the Search for or Change to fields. The keyboard equivalents include:

Return equivalent	Return	^p
Tab equivalent	Tab	^t
Newline equivalent	Shift-Return	^n
Block break		^b
Em space equivalent	Shift-Control-Space	^M
En space equivalent	Shift-Space	^N
Thin space equivalent	Control-Space	^T
Quad equivalent	Shift-Tab	^q
Page number equivalent		^P

You can enter these equivalents into the Search for or Change to fields as well as selecting one from the Insert special character pop-up menu. To search for a carrot (^), enter a double carrot (^ ^) into the appropriate field.

---

**Find Again (⌘-⌘-G)**

---

The **Find Again** command finds another occurrence of the word or phrase entered into the **Find/Change** dialog box. Note that the **Find Again** command does not open the **Find/Change** dialog box. It merely locates the next occurrence of the word or phrase last entered into the dialog box.

---

**Find Selection... (⌘-⌘-S)**

---

The **Find Selection...** command lets you find the next occurrence of a word or phrase that you have highlighted in a text block. When you choose the **Find Selection...** command from the **Find/Change** submenu in the **Edit** menu, the **Find/Change** dialog box opens. The word or phrase you highlighted in your text block appears in the Search for text field of the dialog box.

---

**Change (⌘-⌘-=)**

---

The **Change** command lets you change a selected word or phrase without searching for the next occurrence of that same word or phrase.

You can choose the **Change** command after you have found a word using the **Find...** or **Find Again** commands. When you highlight a word or phrase and choose the **Change** command from the **Find/Change** submenu in the **Edit** menu, **CREATOR2** changes it into a new word or phrase. The new word or phrase is the same text you entered into the Change to text field when you last used the **Find...** command.

To find another occurrence of the original word or phrase, use the **Find Again** command.

---

## Change & Find Again (⌘-F-L)

---

The **Change & Find Again** command changes a word or phrase and then continues on to find the next occurrence of the original word or phrase.

You can choose the **Change & Find Again** command after you have found a word using the **Find...** or **Find Again** commands. When you highlight a word or phrase and choose the **Change & Find Again** command from the **Find/Change** submenu in the **Edit** menu, **CREATOR** changes it into a new word or phrase. The new word or phrase is the same text you entered into the Change to text field when you last used the **Find...** command.

After the application makes the change, it continues on to find the next occurrence of the original word or phrase.

---

## Change All

---

The **Change All** command changes every occurrence of a designated word or phrase in a document into another word or phrase.

You can choose the **Change All** command after you have found a word using the **Find...** or **Find Again** commands. When you highlight the word or phrase and choose the **Change All** command from the **Find/Change** submenu in the **Edit** menu, **CREATOR** changes each occurrence of that word or phrase in the document into a new word or phrase. The new word or phrase is the same text you entered into the Change to text field when you last used the **Find...** command.

Remember, you can change all the font, styles, and sizes of words or phrases, too.

---

## Preferences...

---

The **Preferences...** command lets you set attributes for the **CREATOR<sup>2</sup>** interface. These attributes generally control how the application presents textual and graphic information. To set document specific preferences, choose the **Document Settings...** command in the Document menu.

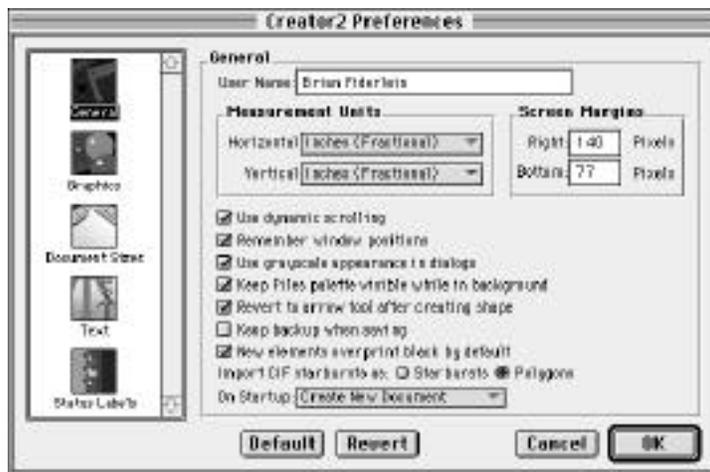
When you select **Preferences...**, a dialog box appears. Several panel icons appear in the scroll area on the left side of the dialog box. You can control **CREATOR<sup>2</sup>** application attributes by setting various options available on each panel. By default, the **Preferences** dialog box opens to the last panel used.

---

## Setting Application Attributes in the General Panel

---

The General panel lets you set application-specific interface attributes.



Entering your User name

**CREATOR<sup>2</sup>** lets you enter your name in the General area of the General panel. After you enter your name, it appears in the Author field of any file created in your application. The Author field appears in the Document Info panel of the **Document Settings** dialog box in the **Document** menu. By checking the Author field of any document, you can find out who first created it.

By default, the application takes the Macintosh owner's name from the **Sharing Setup** control panel and places it in the User Name field. You can replace this name by entering a new one into the text field.

### Setting Measurement Units

**CREATOR** lets you decide what horizontal and vertical units should appear on the rulers in your documents. You can choose from: Agates , Centimeters , Inches (Decimal) , Inches (Fractional) , Millimeters , Picas , Picas & Points , Points , and Printer 's Points . You can select measurements for both the horizontal and vertical rulers.

*Note: Most computer programs consider 72 points equal to an inch. However, typesetters consider 72.27 points equal to an inch. **CREATOR** lets you select the measurement you desire. Choose Points option if you want 72 points in an inch or the Printer 's Points option if you want 72.27 points in an inch.*

By default, the application appears with its rulers set to inches (fractional).

### Setting Screen Margins

**CREATOR** lets you determine the distance between the outer edges of a Document Window and the edges of the monitor screen. When you enter a pixel value into the Right and Bottom fields, the Document Window resizes so that the right and bottom edges of the window appear that many pixels away from the screen edge.

Typically, the application places the palettes in their default positions at the right and bottom of the screen. Then it makes a Document Window that fits the remaining area. If necessary, **CREATOR** overlaps the palettes at the bottom of the screen. The palettes at the right of the screen resize to fill any extra space. The application never places any palettes in the bottom right corner of the screen. This lets you drag items to the Trash Can.

### Setting the check box attributes

**CREATOR** can display information in several different ways. Selecting a check box tells the application to:

- Use dynamic scrolling  
Selecting the Use dynamic scrolling check box makes the items in a scroll list or window move at the same time you move a scroll box. If you do

not select the check box, the scroll list or window jumps to the appropriate place only after you release the scroll box.

- **Remember window positions**  
The Remember window positions check box tells the application to remember the on-screen position of the palettes. This places the palettes where you want them to appear every time you open a new document.
- **Use grayscale appearance in dialog**  
The Use grayscale appearance in dialog check box grays the background of most dialog boxes. Some dialog boxes—such as the **Print**, **Page Setup**, **Open**, and directory dialog boxes—never appear grayed. If you do not select this option, all dialog boxes appear with a white background
- **Keep file palettes visible while in the background**  
The Keep file palettes visible while in background check box prevents **CREATOR2** from hiding palettes when you switch to the Finder. This makes it easy to drag files from the Finder to the Files palette.
- **Revert to arrow tool after creating shape**  
The Revert to arrow tool after creating shape check box tells the application to immediately select the arrow tool upon completion of a drawing action. This lets you select an element for resizing, moving, etc. If you do not select the check box, **CREATOR2** keeps the selected drawing tool active.
- **Keep backup when saving**  
The Keep backup when saving check box tells the application to save a second copy of the document. The application saves the copy to the same folder as the main document. The backup file has the same name as the main document but ends in .bak. You must save a document before the application makes a backup copy.
- **New elements overprint black by default**  
The **New elements overprint black by default** check box tells **CREATOR2** to print all newly drawn black elements over other elements. If you do not select the check box, the application knocks out all black elements.

For a discussion of overprint, knockout, and other trapping features, see the **Trapping** command in the **Elements** menu.

### Importing CIF starbursts

The application lets you determine how you want to import starbursts created in Multi-Ad Creator. Click the **Starbursts** radio button if you want to import Creator starbursts in a format that **CREATOR2** recognizes as a starburst. Click the **Polygons** radio button if you want to import Creator starbursts as polygons.

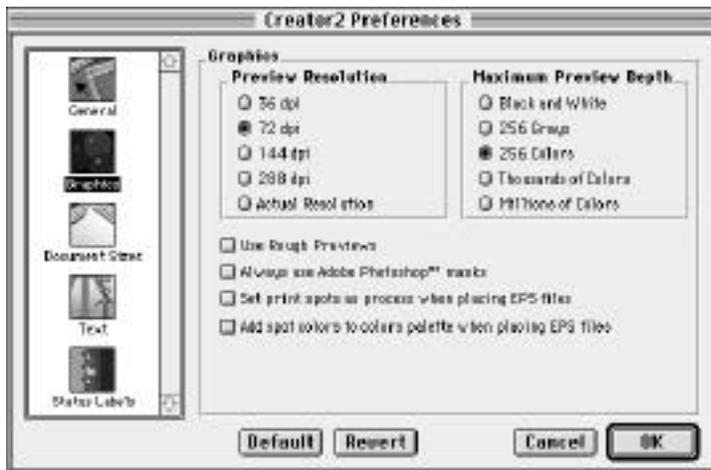
### Setting startup attributes

The **On startup** pop-up menu lets you determine how **CREATOR2** acts when you launch the application. The **Create New Document** option opens the **New Document** dialog box. The **Bring up "Open" Dialog** option opens a directory dialog box that lets you choose a pre-existing document to work on. The **Do Nothing** option displays the menu bar with all the menus except the **File** menu dimmed.

---

## Setting Attributes in the Graphics Panel

The **Graphics** panel lets you set graphic attributes for the application. You can set preview attributes and Photoshop masks.



### Setting Preview Resolution

The **Preview Resolution** area lets you set the amount of detail displayed when you place a graphic file in your document. The higher the dpi, the higher the preview

detail. However, a higher dpi preview setting also takes longer to display. The selected preview resolution does not affect the print quality of the graphic.

If you plan to mask graphics, you may want to select a high preview resolution. The more detailed the graphic, the more accurate the mask. Masking a graphic with a low preview resolution may look good on screen, but the printed image may have areas that also need masking.

By default, **CREATOR2** sets the preview resolution to 72 dpi.

### Setting Preview Depth

The Preview Depth area lets you set the number of colors displayed when you place a graphic file in your document. The more colors displayed, the more realistic the preview becomes. However, the more colors you include in the preview, the longer it takes to display. The selected preview depth does not affect the print quality of the graphic. By default, **CREATOR2** sets the preview depth to 256 colors.

### Setting other graphic options

**CREATOR2** has four more options that you can set in the Graphics panel. These options include:

- **Use Rough Previews**  
The Use Rough Previews check box tells the application that you do not want to import an image of the graphic file. Instead, **CREATOR2** places the graphic's filename and dimensions in place of the image in the document. Using rough previews can significantly improve your computer's handling of the document.

If you do not select the Use Rough Previews check box, the application always imports the graphic image into your document.

- **Always use Adobe Photoshop™ masks**  
The Always use Adobe Photoshop™ masks check box lets you import graphics with masks created in Adobe Photoshop. If you do not select the check box, **CREATOR2** imports graphics in their original form.

- Set print spots as process when placing EPS files  
The Set print spots as process when placing EPS files check box converts all spot colors in an EPS file into their process color equivalents. You may want to select this check box if your document already contains more than three colors.
- Add spot colors to colors palette when placing EPS files  
The Add spot colors to colors palette when placing EPS files check box tells **CREATOR2** to add any spot colors in an EPS file to the Colors palette. This lets you reference or use those same colors later in your document.

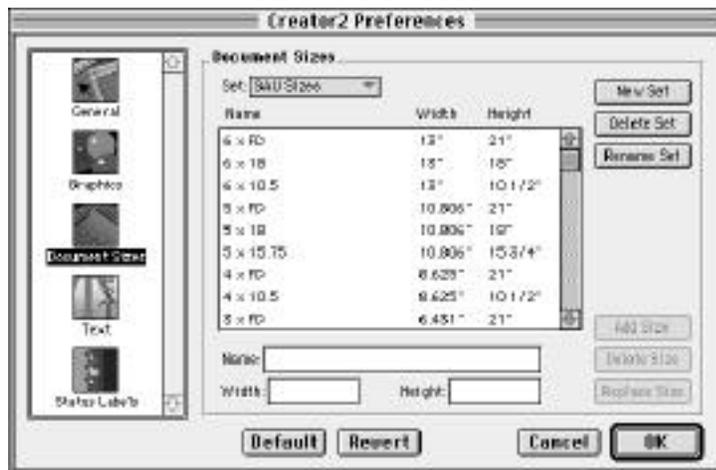
---

### Setting attributes in the Document Sizes panel

---

The Document Sizes panel, lets you add your own custom document sizes and group them together. When you enter a customized document size, or set of document sizes, you can access them when you open a new document.

When you select the Document Sizes panel the available sizes appear in a scroll list. You can select a different set of sizes in the Set pop-up menu above the scroll list. If you like, you can create your own set of frequently used sizes, or even create a customized size and add it to a set.



## Creating and modifying document sets

To create your own set, click the **New Set** button in the upper right corner of the dialog box. A dialog box opens that lets you to name the new set. The set's name appears in the pop-up menu above the scroll list.

To remove a set from the pop-up menu, select a set name and then click the **Delete** button. Make sure you have selected the set name that you want to delete, because **CREATOR2** does not ask you to verify the set.

Should you wish to change a set's name, select the set and click the **Rename** button. A dialog box appears prompting you for a new name. Enter the new set name and click the **OK** button. Notice that the name in the Set pop-up menu changes.

## Creating and modifying document sizes

If you wish to enter a customized document size into a document set, select the desired set from the pop-up menu. Now enter a name for the new document size in the Name field below the scroll list. Also enter the desired width and height values. Once you have entered information into all the fields, the **Add** button becomes active. Click the **Add** button to place the document size name in the scroll list.

Should you wish to change the document size's name, select the size and click the **Replace** button. A dialog box appears prompting you for a new name. Enter the new size name and click the **OK** button. Notice that the name in the scroll list changes.

To remove a document size from the scroll list, select a document size from the scroll list and then click the **Delete** button.

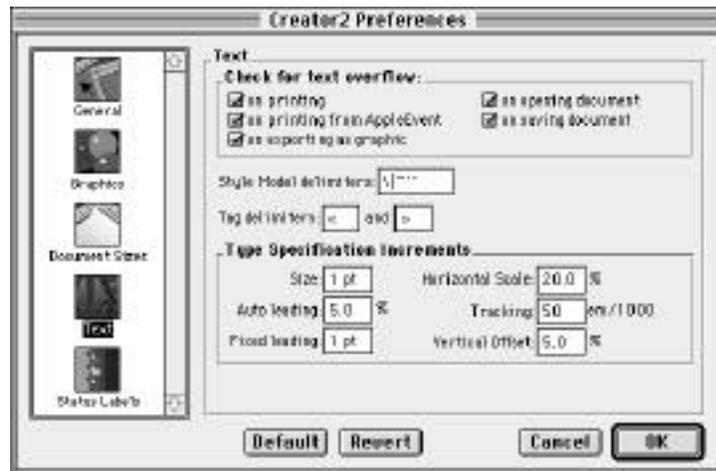
Finally, you can rearrange the order of the size entries. Simply click on a listing and drag it to a new position. Notice that a highlighted line appears in place of the listing. Place the line where you want the listing to appear. When you release the mouse button, the selected size entry appears in place of the highlighted line.

---

## Setting Attributes in the Text Panel

---

The Text panel lets you determine how the application handles text and sets the behavior of text editing tools.



### Checking for text overflow

The check boxes in the Check for text overflow area lets you determine when **CREATOR<sub>2</sub>** should check for text that has gone beyond text block boundaries. If text overflow does occur, the application warns you so you can reshape the block. This feature helps prevent text from getting chopped off after you resize a text block, add text to a text block, or reformat a text block. You can tell **CREATOR<sub>2</sub>** to notify you of text overflow:

- on printing
- on printing from AppleEvent
- on exporting as a graphic
- on opening document
- on saving document

### Setting delimiters

The Text panel contains text fields where you can enter special characters—called delimiters—for use in documents. When the application encounters these special

characters while performing some action, it knows that it needs to modify the text contained between the characters. The delimiter fields available in the Text panel include:

- **Style Model delimiters**  
You use style model delimiters when creating and applying style models. You can use any of the default delimiters shown in the text field (\, |, ~, ` , or ^) or you can enter a character of your own choosing. Style model delimiters delete themselves after **CREATOR2** encounters them and makes the designated format change.

For more information on style model delimiters, see the **Style Model** command entry.

- **Tag delimiters**  
You use tag delimiters in text files to indicate style tags. When you import a file into the application and apply **Use Tags**, the application strips the file of its tags and applies specified formats in their place. You can use the default delimiters shown in the text field (« and ») or you can enter a character of your own choosing.

*Note: If any of the delimiter characters in Style Model delimiters or Tag delimiters text fields appear in the text you want to model, you need to remove those character from the delimiter field. If you do not remove them from the text field, **CREATOR2** deletes the characters after it has made the format change.*

#### Setting Type Specification Increments

The Type Specification Increments area of the Text panel lets you set the behavior of text formatting dialog boxes. Specifically, type specification increments refers to the

amount of change made by the buttons in text formatting dialog boxes. The Type Specification Increment area text fields include:

- Size  
By default, **CREATOR** increases font size by 1 pt. for each button click.
- Auto leading  
By default, the application increases the auto leading size by increments of 5 percent for each button click.
- Fixed leading  
By default, **CREATOR** increases the fixed leading size by 1 pt. for each button click.
- Horizontal Scale  
By default, the application increases the horizontal scale by 20 percent for each button click.
- Tracking  
By default, **CREATOR** increases the tracking by 50 ems for each button click. Tracking is sometimes referred to as kerning.
- Vertical Offset  
By default, the application increases the vertical offset by 5 percent for each button click.

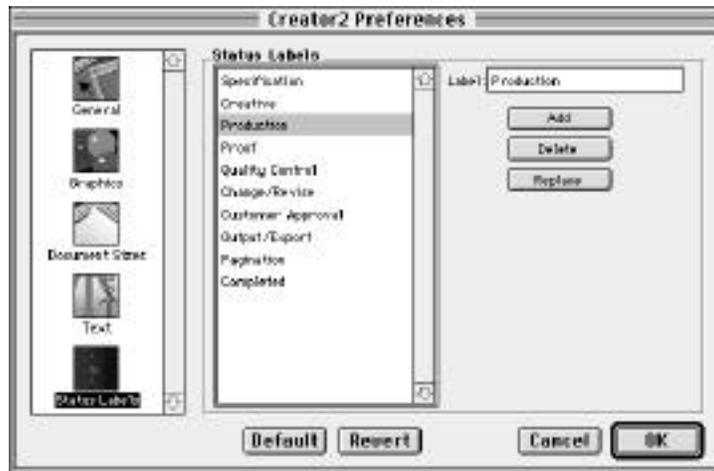
For more information on each type of text formatting—tracking, leading, etc.—see the appropriate section of the *Reference Manual*

---

## Setting Attributes in the Status Labels Panel

---

The Status Labels panel lets you add, change, or delete the labels that designate a document's stage in the production process. The status labels you currently have in your document appear in a scroll list within the Status Labels area.



To add a status label to the scroll list, type the label into the Label text field to the right of the scroll box and click the **Add** button. If you have a status label selected when you add a new label, the new status label appears after the selected one. If you don't have a status label selected, the new label appears at the end of the list.

To remove a status label from the list, select the label and click the **Delete** button. To replace a status label with a new one, type the new label into the text field, select the label you want to replace, and then click the **Replace** button.

Note that you can only modify status labels in the Status Labels panel. To assign a label to a document, you must select the proper label from the Status pop-up menu in the Document Info panel of the **Document Settings** dialog box in the **Document** menu.

---

## The Elements Menu

---

Elements	
Element Info	
Open Element	⌘⇧O
Make Element Style...	⌘⇧T
Trapping	
Convert Text to Paths	
Convert to Single Path	
Mask Graphic	⌘⇧M
Pen Weight...	
Frame Types...	
Frame Texture...	
Fill Texture...	
Fill Gradient...	⌘⇧G
Shadow Options...	
Shadow Texture...	
Shadow Gradient...	⌘⇧G
Lock	
Unlock	

The **Elements** menu contains the commands you need to manipulate the appearance of elements. With the commands available under the **Elements** menu, you can increase or decrease pen weight, apply fill colors to elements, design shadows, and more.

The **Elements** menu also lets you manipulate each element with exacting precision. The **Element Info...** command gives a series of dialog box panels that let you adjust nearly every aspect of a selected element.

A complete description of the commands available in the **Elements** menu follows.

---

### Element Info...

---

The **Element Info...** command lets you modify almost any characteristic of a **CREATOR** element. **Element Info...** even lets you make changes to graphic images.

When you choose the **Element Info...** command from the **Elements** menu, the **Element Info** dialog box appears. This dialog box looks much like the **Preferences** dialog box in the **Edit** menu. A scroll list containing panels appears along the left side of the dialog. By clicking on one of these panels, you can modify any number of element attributes.

The **Apply**, **Cancel**, and **OK** buttons appear in the lower right corner of the dialog box in any panel selection. Click the **Apply** button to view your changes in the Document Window. To approve your changes and return to the Document Window, click the **OK** button. If you want to discard your changes and return to the Document Window, click the **Cancel** button.

You cannot see all the panels with any element. Only the most applicable panels for the selected element appear in the **Element Info** dialog box. You can only open the **Element Info** dialog box for one element at a time.

Rectangles, ovals, starbursts, freehand drawings, and path shapes all display General Info , Fill , Frame, and Shadow panels. Rectangles also display Corners panel. Graphic images display General Info , Shadow , Graphic , and File Info panels. Borders display General Info , Fill/Frame , Shadow , and Border panels. Lines display General Info , Frame, and Shadow panels.

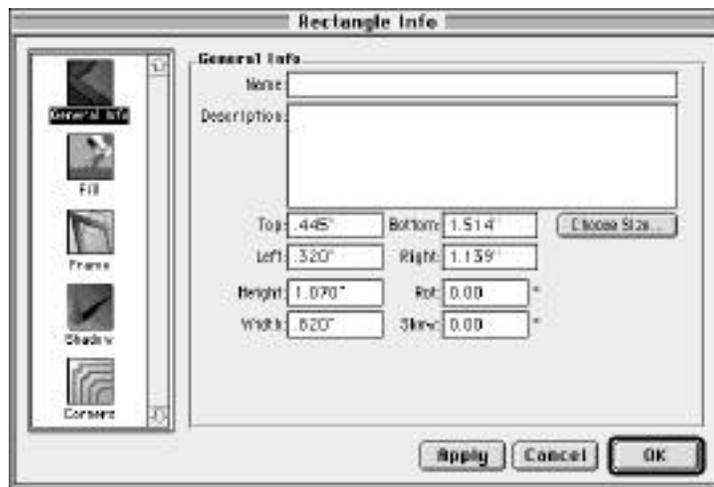
Since **CREATOR<sup>2</sup>** treats text blocks like any other element, you can manipulate them using the **Element Info...** command. Text blocks display the General Info , the Fill , the Frame, the Shadow , and the Text panels.

---

### Setting Element Attributes in the General Info Panel

---

The General Info panel of the **Element Info** dialog box lets you enter information about the selected element and its position in the document.



The text fields in the General Info panel include:

- Name  
The Name field lets you name individual elements or graphic files. For example, you can use the name field to order elements in a stack—Square

1, Square 2, etc.—or to name graphic files—Big 3 at Yalta. Naming elements lets you manipulate them with AppleScript. For more information on AppleScript see Appendix E: Scripting.

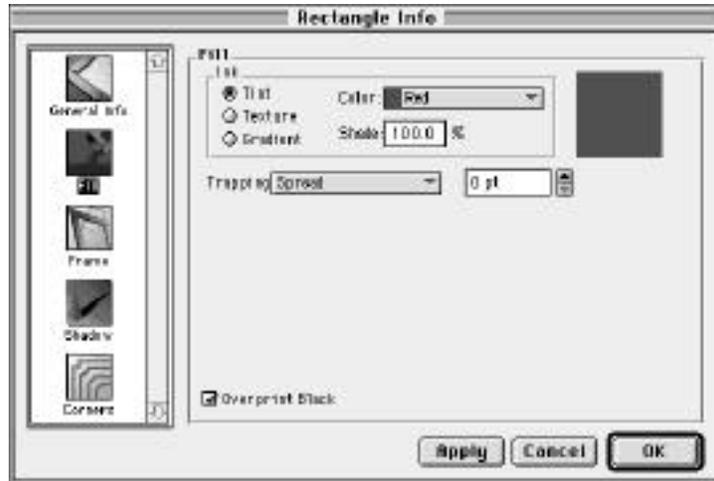
- **Description**  
The `Description` field lets you enter any information you feel is significant.
- **Top**  
The `Top` field represents how far an element sits from the top of a page. The value you enter into the field reflects the element's position on the vertical ruler.
- **Left**  
The `Left` field represents how far an element sits from the left edge of a page. The value you enter into the field reflects the element's position on the horizontal ruler.
- **Height**  
The `Height` field represents the length of a selected element.
- **Width**  
The `Width` field represents the width of a selected element.
- **Bottom**  
The `Bottom` field represents how far an element sits from the bottom of a page. The value you enter into the field reflects the element's position on the vertical ruler.
- **Right**  
The `Right` field represents how far an element sits from the right edge of a page. The value you enter into the field reflects the element's position on the horizontal ruler.
- **Rot**  
The `Rot` field represents the number of degrees an element is rotated.
- **Skew**  
The `Skew` field represents the number of degrees an element is skewed.

---

## Setting Element Attributes in the Fill Panel

---

The **Fill** panel of the **Element Info** dialog box lets you modify the internal color of any element. The panel groups color options in the **Ink** area and provides trapping options as well. Finally, a preview box appears on the right side of the dialog box so you can view your proposed changes.



The **Fill** panel options include:

- **Tint**  
Selecting the **Tint** radio button lets you fill the internal area of an element with a solid color. When you select **Tint**, two additional options, the **Color** pop-up and the **Shade** text field, appear on the right side of the **Ink** area. You can select a fill color from the **Color** pop-up menu and shade the color by entering a percentage in the **Shade** field.
- **Texture**  
Selecting the **Texture** radio button opens a directory dialog box. You can use the dialog box to choose a fill texture. You can select a texture from the **Texture Files** folder (in the same folder containing the **CREATOR2** application) or another folder of your own choosing.

After you have chosen a texture, the **Choose Texture...** button appears on the right side of the **Ink** area. Click the **Choose Texture...** button to

return to the directory dialog box. For more information on textures, see the **Frame Texture...** command below.

- **Gradient**  
Selecting the Gradient radio button opens the **Edit Gradient** dialog box. Set your desired attributes in the dialog box and then click **OK** to return to the Fill panel.

After you have chosen a gradient, the **Choose Gradient...** button appears on the right side of the Ink area. Click the **Choose Gradient...** button to return to the **Edit Gradient** dialog box. For more information on gradients, see the **Fill Gradient...** command below.

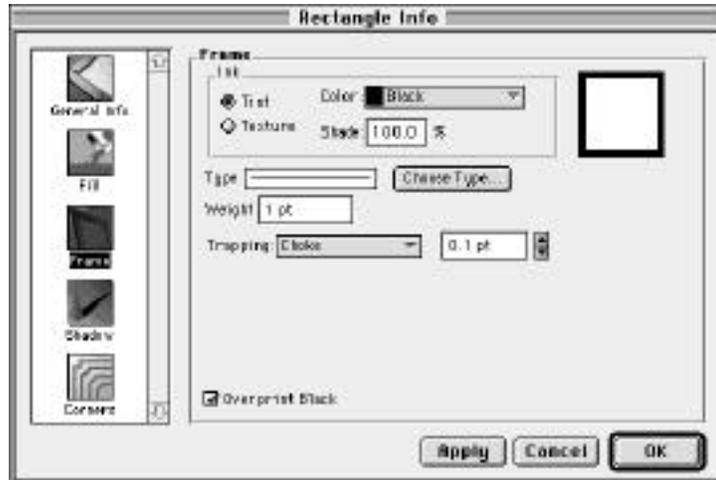
- **Trapping**  
The Trapping pop-up menu lets you set the print size of the fill color in relation to other element attributes. You can choose from Overprint , Knockout , Choke Knockout , and Spread Knockout options.

Selecting the Knockout , Choke Knockout , and Spread Knockout options activates the text field and arrow buttons to the right of the Trapping pop-up. This text field lets you define the fill color print size for these options in points.

For more information on trapping, see the **Trapping** command below.

- **Overprint Black**  
The Overprint Black check box tells **CREATOR<sup>2</sup>** to always print black ink over another color for that element only.

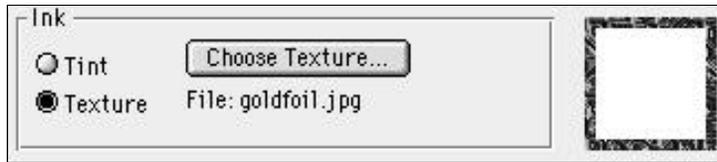
The Frame panel of the **Element Info** dialog box lets you modify the boundary of any element. In addition to typical frame options like color and weight, the Frame panel also lets you set a frame's trapping attributes. Finally, a preview box appears on the right side of the dialog box so you can view your proposed changes.



The options available in the Frame panel include:

- **Tint**  
Selecting the Tint radio button lets you frame an element with a solid color. When you select Tint, two additional options, the Color pop-up and the Shade text field, appear on the right side of the Ink area. You can select a fill color from the Color pop-up menu and shade the color by entering a percentage in the Shade field.
- **Texture**  
Selecting the Texture radio button opens a directory dialog box. You can use the dialog box to choose a fill texture. You can select a texture from the Texture Files folder (in the same folder containing the **CREATOR2** application) or another folder of your own choosing.

After you have chosen a texture, the **Choose Texture...** button appears on the right side of the Ink area.



You can place a texture from the Ink area of the **Frame** panel. Notice the selected texture's file name appears below the **Choose Texture** button.

Click the **Choose Texture...** button to return to the directory dialog box. For more information, see the **Frame Texture...** command below.

- **Type**  
The **Type** area of the **Frame** panel includes two features. A preview field displays the current border type. The **Choose Type** button to the right of the preview field lets you open a dialog box. This dialog box contains all the available frame types. Select a frame from the scroll list and click the **OK** button to return to the **Frame** panel. Click the **Cancel** button to discard your selection and return to the **Frame** panel.
- **Weight**  
The **Weight** text field lets you enter a desired point size for the frame in the text field.
- **Trapping**  
The **Trapping** pop-up menu lets you set the print size of the fill color in relation to other element attributes. You can choose from **Overprint**, **Knockout**, **Choke Knockout**, and **Spread Knockout** options.

Selecting the **Knockout**, **Choke Knockout**, and **Spread Knockout** options activates the text field and arrow buttons to the right of the **Trapping** pop-up. This text field lets you define the fill color print size for these options in points.

For more information on trapping, see the **Trapping** command below.

- **Overprint Black**  
The **Overprint Black** check box tells **CREATOR2** to always print black ink over another color for that element only.

---

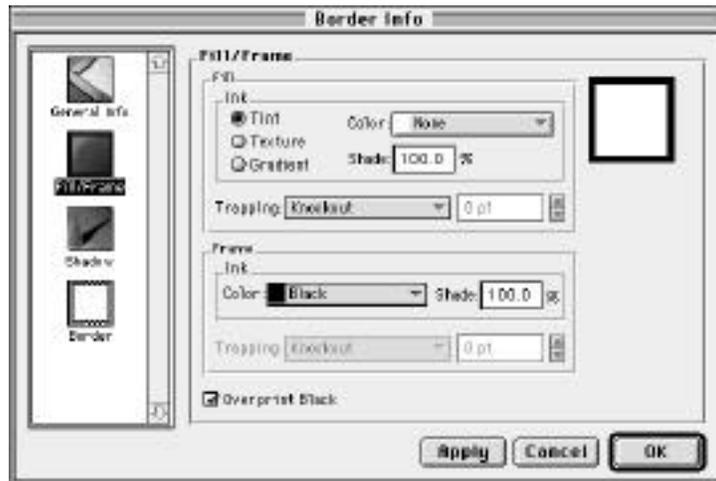
## Setting Attributes in the Fill/Frame Oanel

---

The Fill/Frame panel of the **Element Info** dialog box lets you modify the internal color of borders.

*Note: The Fill/Frame panel only appears when you have selected a border*

The Fill/Frame panel groups color and trapping options for both the fill and frame areas. Finally, a preview box appears on the right side of the dialog box so you can view your proposed changes.



The Fill/Frame panel options include:

- **Tint**  
Selecting the Tint radio button lets you fill the internal area of an element with a solid color. When you select Tint, two additional options, the Color pop-up and the Shade text field, appear on the right side of the Fill area. You can select a fill color from the Color pop-up menu and shade the color by entering a percentage in the Shade field.
- **Texture**  
Selecting the Texture radio button opens a directory dialog box. You can use the dialog box to choose a fill texture. You can select a texture from the Texture Files folder (in the same folder containing the **CREATOR2** application) or another folder of your own choosing.

After you have chosen a texture, the **Choose Texture...** button appears on the right side of the Fill area. Click the **Choose Texture...** button to return to the directory dialog box. For more information on textures, see the **Frame Texture...** command below.

- **Gradient**  
Selecting the Gradient radio button opens the **Edit Gradient** dialog box. Set your desired attributes in the dialog box and then click **OK** to return to the Fill panel.

After you have chosen a gradient, the **Choose Gradient...** button appears on the right side of the Fill area. Click the **Choose Gradient...** button to return to the **Edit Gradient** dialog box. For more information on gradients, see the **Fill Gradient...** command below.

- **Color**  
The Color pop-up in the Frame area lets you apply a color to the selected border. You can even shade the color by entering a percentage in the Shade field.
- **Trapping**  
The Trapping pop-up menu, which appears in both the Fill and Frame areas, lets you set the print size of the fill color in relation to other element attributes. You can choose from Overprint , Knockout , Choke Knockout , and Spread Knockout options.

Selecting the Knockout , Choke Knockout , and Spread Knockout options activates the text field and arrow buttons to the right of the Trapping pop-up. This text field lets you define the fill color print size for these options in points.

For more information on trapping, see the **Trapping** command below.

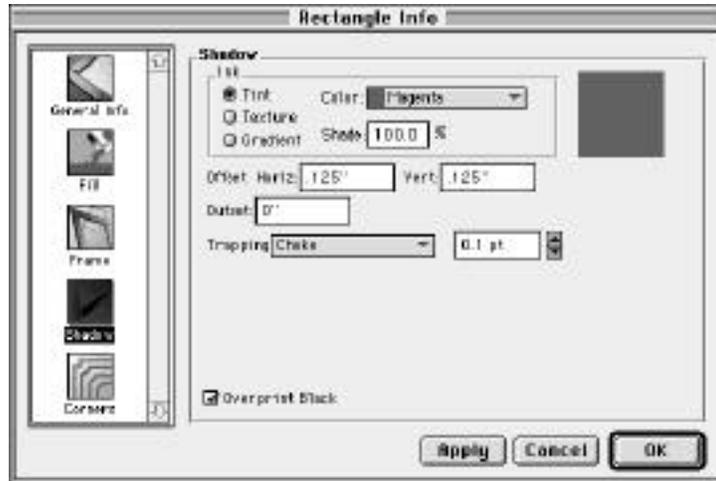
- **Overprint Black**  
The Overprint Black check box tells **CREATOR2** to always print black ink over another color for that element only.

---

## Setting Attributes in the Shadow Panel

---

The Shadow panel of the **Element Info** dialog box lets you set and modify the shadow of any element. The panel groups color options in the Ink area and provides offset, outset, and trapping options as well. Finally, a preview box appears on the right side of the dialog box so you can view your proposed changes.



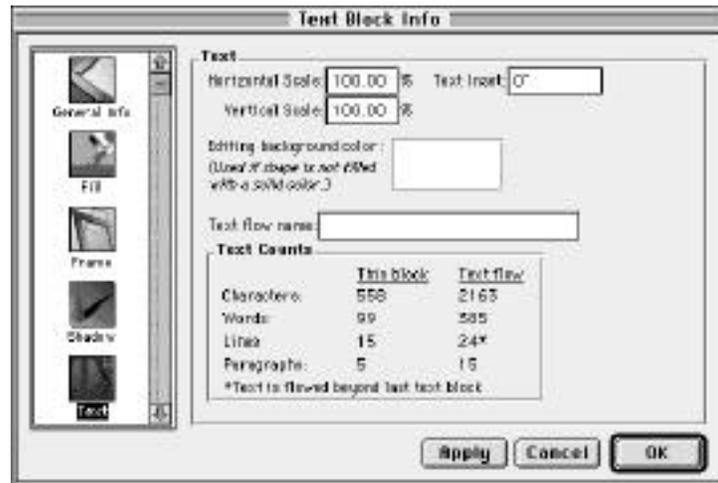
The Shadow panel options include:

- **Tint**  
Selecting the Tint radio button lets you fill the internal area of an element with a solid color. When you select Tint, two additional options, the Color pop-up and the Shade text field, appear on the right side of the Ink area. You can select a fill color from the Color pop-up menu and shade the color by entering a percentage in the Shade field.
- **Texture**  
Selecting the Texture radio button opens a directory dialog box. You can use the dialog box to choose a fill texture. You can select a texture from the Texture Files folder (in the same folder containing the **CREATOR2** application) or another folder of your own choosing.

After you have chosen a texture, the **Choose Texture...** button appears on the right side of the Ink area. Click the **Choose Texture...** button to return to the directory dialog box. For more information, see the **Frame Texture...** command below.

- **Gradient**  
Selecting the Gradient radio button opens the **Edit Gradient** dialog box. Set your desired attributes in the dialog box and then click **OK** to return to the Fill panel. After you have chosen a gradient, the **Choose Gradient...** button appears on the right side of the Ink area. Click the **Choose Gradient...** button to return to the **Edit Gradient** dialog box. For more information on gradients, see the **Fill Gradient...** command below.
- **Offset**  
The Offset option contains two different text fields, the Horiz and Vert fields. To determine how far away a shadow rests from its original element on the horizontal plane, enter a value in the Horiz field. To determine how far away a shadow rests from its original element on the vertical plane, enter a value in the Vert field. To choose your default measurement value, see the **Preferences...** command entry.
- **Outset**  
The Outset text field lets you determine the size of the shadow element. To make the shadow element larger than the original element, enter a positive value. To make the shadow element smaller than the original element, enter a negative value.
- **Trapping**  
The Trapping pop-up menu lets you set the fill color's print size in relation to other element attributes. You can choose from Overprint , Knockout , Choke Knockout , and Spread Knockout options.  
  
Selecting the Knockout , Choke Knockout , and Spread Knockout options activates the text field and arrow buttons to the right of the Trapping pop-up. This text field lets you define the shadow's print size in points.  
  
For more information on trapping, see the **Trapping** command below.
- **Overprint Black**  
The Overprint Black check box tells **CREATOR2** to always print black ink over another color for that element only.

The Text panel of the **Element Info** dialog box lets you modify the arrangement of text and provides you with some information about the text in the selected block.



The options in the Text panel include:

- **Horizontal Scale**  
The Horizontal Scale text field lets you adjust the width of characters. Increasing the percentage makes text characters thicker, while decreasing the percentage makes text characters thinner. The values in these fields may change if you choose the **Copy Fit...** command from the **Format** menu.
- **Vertical Scale**  
The Vertical Scale text field lets you adjust the height of characters. Increasing the percentage makes text characters taller, while decreasing the percentage makes text characters shorter. The values in these fields may change if you choose the **Copy Fit...** command from the **Format** menu.
- **Text Inset**  
The Text Inset text field lets you determine how far in from the frame of a text block to start the text. Enter the distance, in any measurement system, that you want text set in from all the borders of a text block.

- **Editing background color**  
The Editing background color field lets you determine the color of an active text block. **CREATOR2** displays this color to help you separate text blocks from other elements, as long as the text block does not have a solid fill color.

*Note: This text block background color appears for display purposes only. It does not appear on the printed copy of your document.*

Clicking on the white box that follows Editing Background color opens a dialog box that lets you choose a background color.

The dialog box lets you access the color system panels installed on your computer. For more information, see the **Colors...** command entry.

- **Text flow name field**  
The Text flow name field lets you identify a flow of text across different text blocks. You can use the text flow name to make changes to particular text using AppleScript.

The Text Counts area of the Text panel lets you know the amount of information contained in the selected block. The Text Counts area provides you with information on:

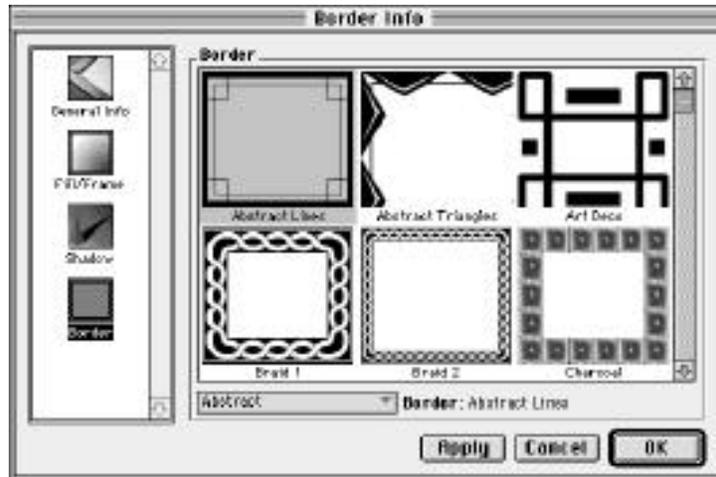
- **Characters**  
The Characters count tells you the number of text characters in the selected block and in linked blocks.
- **Words**  
The Words count tells you the number of words in the selected block and in linked blocks.
- **Lines**  
The Lines count tells you the number of lines in the selected block and in linked blocks.
- **Paragraph**  
The Paragraph count tells you the number of paragraphs in the selected block and in linked blocks.

---

## Setting Attributes in the Border Panel

---

The **Border** panel of the **Element Info** dialog box lets you apply different types of borders to frames created with the **Border** tool. Click on a border element in the Document Window and then choose **Element Info...** from the **Elements** menu and select the **Border** panel in the **Border Info** dialog box. You can also double-click on the border element to open the **Border Info** dialog box.



Select the border category you want from the **Border** pop-up menu. Each border category contains many different styles of borders. The different border styles available for the chosen category appear in the scroll list above the **Border** pop-up menu. If the selected element already has a border applied to it, the **Border** panel automatically appears with the appropriate category selected and the border highlighted.

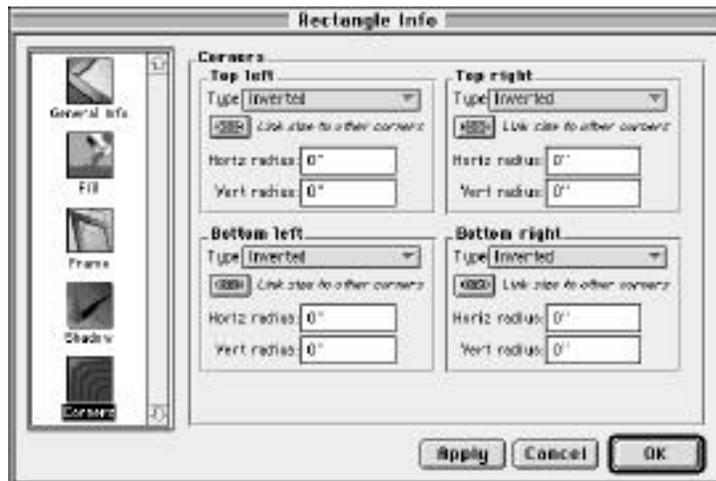
Click on the desired border after you have located it in the scroll list. Click the **Apply** button to see how the border would appear on the chosen frame. Click the **OK** button to approve the border and return to the Document Window. Click the **Cancel** button to discard the selected border and return to the Document Window.

---

## Setting Attributes in the Corners Panel

---

The Corners panel of the **Element Info** dialog box lets you apply different corner styles and set the corner size of rectangles.



The Corner panel options include:

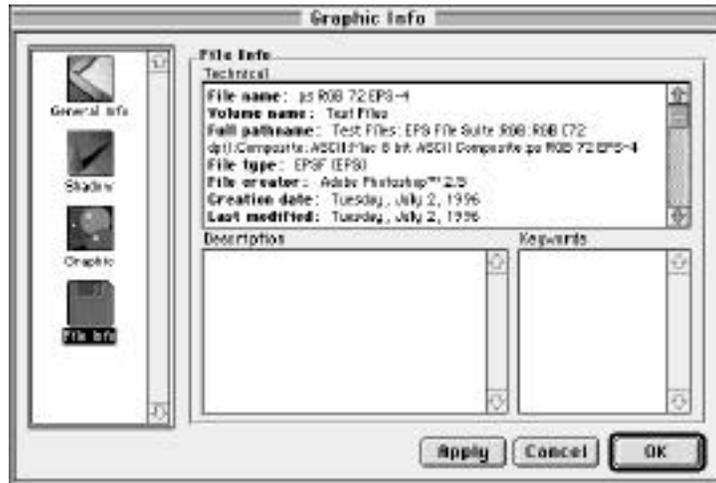
- **Type**  
The Type pop-up menu lets you specify what corner style you want to appear on the selected rectangle. You can choose from Plain, Rounded, Inverted, Rounded + Inverted, and Beveled corner styles.
- **Horiz radius**  
The Horiz radius text field lets you set the horizontal dimension of the selected corner style.
- **Vert radius**  
The Vert radius text field lets you set the vertical dimension of the selected corner style.
- **Link**  
The Link button lets you proportionally change the dimensions of a rectangle's corners. To unlink a corner, click the **Link** button and a broken chain appears on the button. You can now modify the selected corner without affecting any of the other corners.

---

## Setting Attributes in the File Info Panel

---

The File Info panel of the **Element Info** dialog box provides you with information about the selected graphic file.



The options in the File Info panel include:

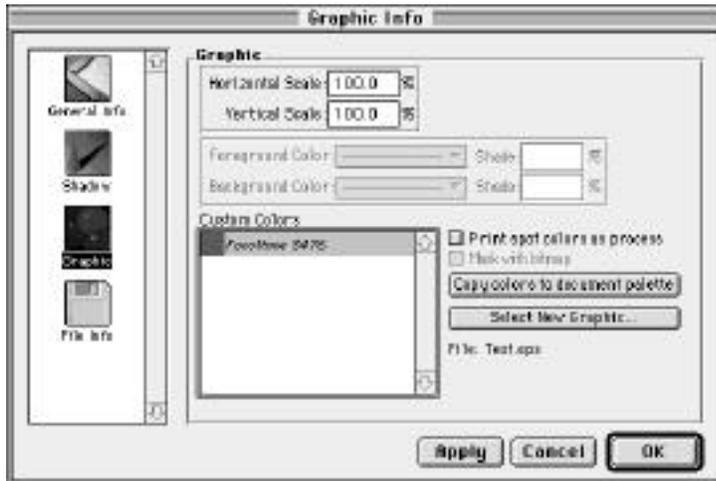
- **Technical**  
The Technical text field provides you with information on a graphic file's name, location, file type, the program it originated from, its date of creation, and its last modification date.
- **Description**  
The Description text field lets you add notes about the file yourself. You can give the graphic a name, discuss its significance to your document, or add whatever information you like.
- **Keywords**  
The Keywords text field lets you associate your document with certain words. When you catalog **CREATOR<sup>2</sup>** documents using Multi-Ad Search, Search references the keywords with the document name. This lets you retrieve documents using a keyword.

---

## Setting Attributes in the Graphic Panel

---

The Graphics panel of the **Element Info** dialog box lets you modify the appearance of imported graphics in a variety of ways. You can alter a graphic's size, mask a graphic, and—in some cases—color a graphic.



The options in the Graphic panel include:

- **Horizontal Scale**  
The Horizontal Scale text field lets you increase or decrease the width of a graphic. Just enter the percentage by which you want to increase or decrease the graphic.
- **Vertical Scale**  
The Vertical Scale text field lets you increase or decrease the height of a graphic. Just enter the percentage by which you want to increase or decrease the graphic.
- **Mask with Bitmap**  
The Mask with Bitmap check box lets you apply a mask to one-bit graphic images. Click the **Apply** button to mask a graphic and Click the **OK** button to accept the mask.
- **Select New Graphic**  
The **Select New Graphic...** button opens the **Place Graphic** dialog box. You can use the dialog box to find a new graphic file to use in place of an old one.

- **Foreground Color**  
The Foreground Color pop-up menu lets you choose a color to replace the black portion of a one-bit graphic, colorizable PICT, or bitmap image. You can also enter a shade percentage.

If you cannot color the foreground of an imported graphic, the Foreground Color pop-up menu appears dimmed.

- **Background Color**  
The Background Color pop-up menu lets you choose a color to replace the white portion of a one-bit graphic, colorizable PICT, or bitmap image. You can also enter a shade percentage.

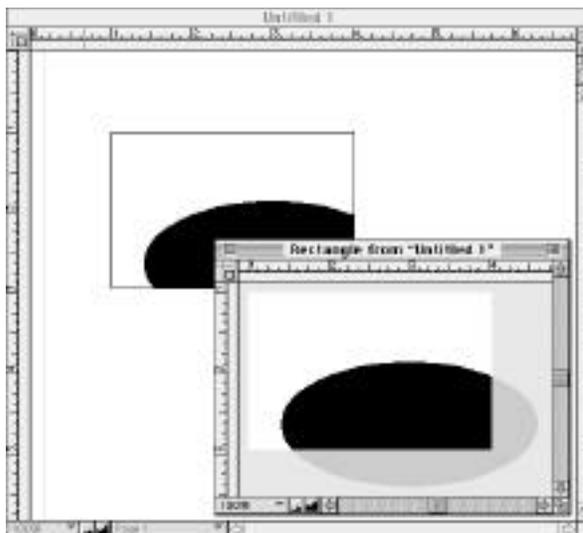
If you cannot color the foreground of an imported graphic, the Background Color pop-up menu appears dimmed.

---

## Open Element (⌘-⌘-0)

---

The **Open Element** command places the contents of a selected container element in a new window for editing.



The **Open Element** window displays the selected rectangle and its contained oval. Notice that you can select and modify the oval in the element window.

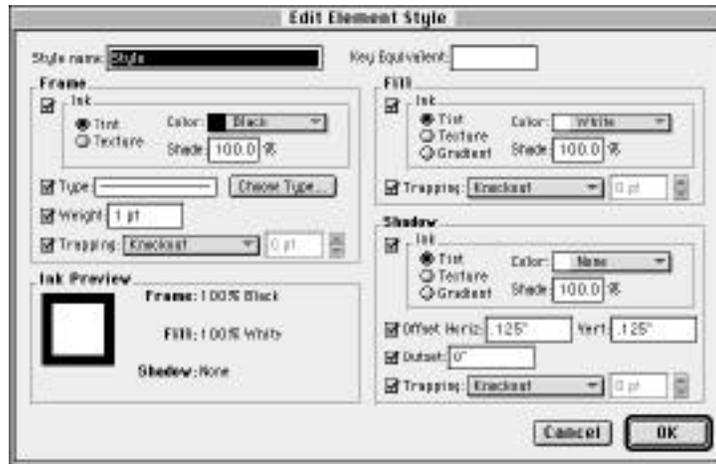
All changes you make to an element's contents in the **Open Element** window affect the Document Window, too. If you want, you can drag elements between the **Open Element** window and the Document Window. This lets you add or remove elements from the container. You can also add or remove contents by using the Containment tool.

---

## Make Element Style... (⌘-⌘-T)

---

The **Make Element Style...** command lets you create an element style based on an element you have already formatted. The **Make Element Style...** command opens the **Edit Element Style** dialog box with the attributes of the selected element already set.



Making an Element Style from a formatted element

1. Click on the element whose formatting you want to make into an element style.
2. Choose the **Make Element Style...** command in the **Elements** menu. The **Edit Element Style** dialog box appears with the selected element's formatting already entered in the appropriate fields.
3. Set additional formatting information, if any.
4. Enter a name into the **Style Name** text field.
5. Click the **OK** button to place the element style in the **Styles** palette. Click the **Cancel** button if you do not want to save the style.

The **Key Equivalent** text field lets you create a keyboard shortcut that automatically applies the specified style to an element. The specified key shortcut appears next to the style's name on the **Styles** palette. You should not use a keyboard shortcut used by another style or by **CREATOR2**.

## Trapping

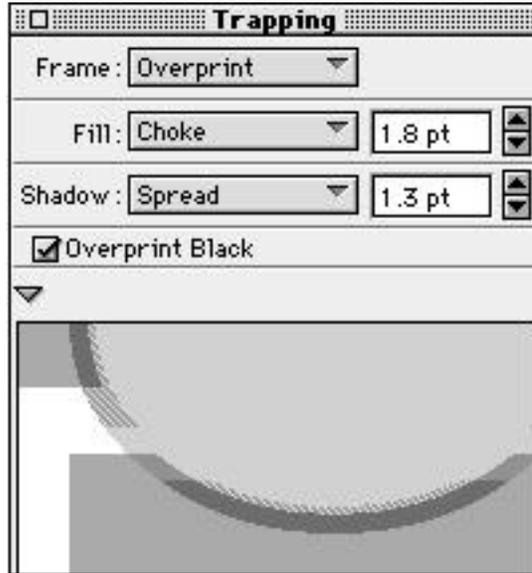
### Pre-press Definitions:

- **Trapping**  
Trapping refers to the intentional overlapping of adjacent colors to prevent misregistration.
- **Misregistration**  
Misregistration, or out of registration, occurs when the foreground element and its knockout do not exactly match. This leaves white gaps between an element and its background color.
- **Overprint**  
An overprint refers to the process of printing one color on top of another. If the background color is darker than the foreground element, the background color may show through the foreground element, changing its color.

Continued on **page 108**...

The **Trapping** command lets you set trapping attributes for a selected element. When you choose the **Trapping** command from the **Elements** menu, the Trapping palette appears.

With the Trapping palette, you can set trapping attributes for an element's frame, fill, and/or shadow. Selecting the **Overprint Black** check box tells **CREATOR** to always print black ink over another color for that element only.



### Trapping an element

1. Click on the element whose printing attributes you want to set.
2. Choose the **Trapping** command from the **Elements** menu. The Trapping palette appears.
3. Select the desired trapping option from the appropriate pop-up menu.

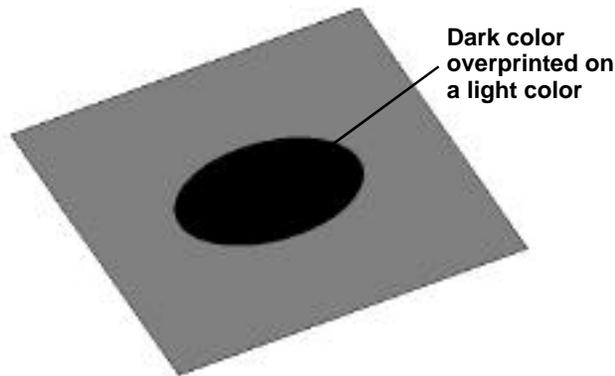
...continued from page 107

- **Knockout**  
A knockout refers to a black shape on a color plate. An element of the same shape, but of another color can be located over the knockout area.
- **Choke**  
A choke refers to the slight reduction of an element's knockout on a background color. Since the element prints at regular size, the background color overlaps the element's color.
- **Spread**  
A spread refers to the slight enlargement of a foreground element. Since the element's knockout prints at regular size, the element's color slightly overlaps that of the background color.

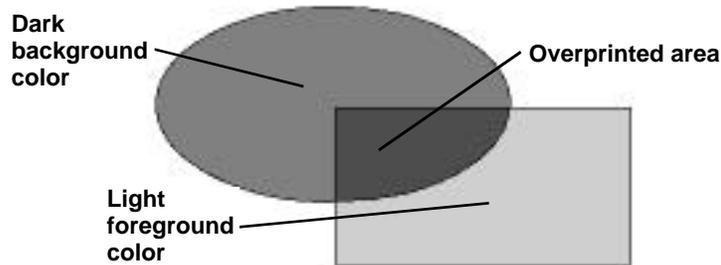
Each pop-up menu on the Trapping palette lets you choose one of several printing attributes. The pop-up menu options include:

- **Overprint**  
Selecting the Overprint option causes the color of the selected element to print over another color. In other words, overprint means that a color prints on an area of paper previously printed on by another color.

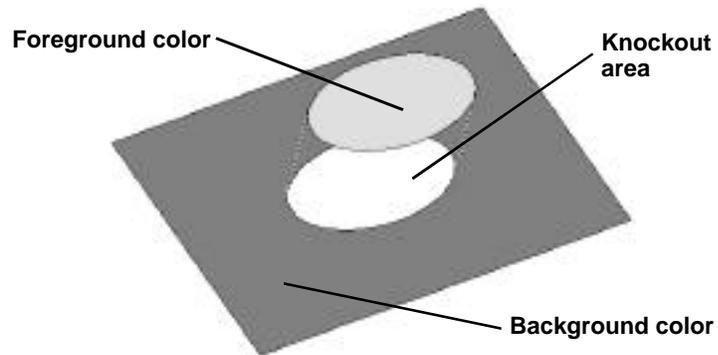
You may find that you can overprint a dark color on a light color. For example, you might want to put a black circle over a light blue background. You can do this because the blue background doesn't significantly change the circle's black ink.



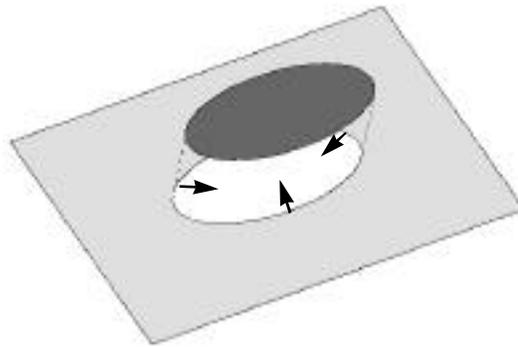
You should not, however, overprint a light color on a dark color, because you may get an undesirable color mix. For example, you may not want to place a yellow circle on a blue background because the overlapping area of the circle appears green when it prints.



- **Knockout**  
Selecting the **Knockout** option cuts the shape of the selected feature out of the background color. This solves the problem of overprinting a light color foreground over another color. To get a true representation of the desired foreground color, it must print on white paper (this is true of all process inks).

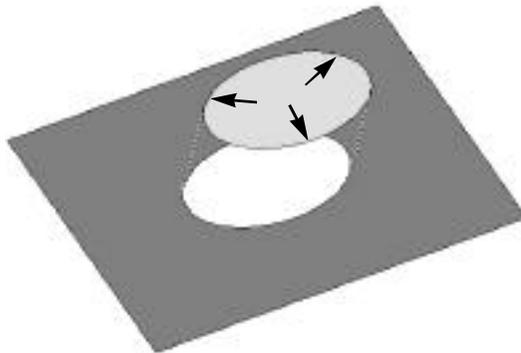


- **Choke Knockout**  
Selecting the **Choke Knockout** option makes the knockout area of an element slightly smaller than the element's actual size. Because paper shrinks or stretches after ink is applied during printing, your foreground color may shift “out of registration”—white lines appear between the foreground and background colors. Choking the knockout can fix this problem.



You may want to choke an item if the background color is lighter than the foreground color.

- **Spread Knockout**  
 Selecting the Spread Knockout option makes the foreground element slightly larger than its knockout area. Because paper shrinks or stretches after ink is applied, your foreground color may shift “out of registration”—white lines appear between the foreground and background colors. Spreading the knockout can fix this problem.



You may want to spread an item if the foreground element is lighter than the background color.

#### Elements and their trapping capabilities

By default, **CREATOR2** assumes you want to Knockout all elements. If you select the New elements overprint black by default check box in the General panel of the Preferences dialog box in the **Edit** menu, all black elements default to Overprint .

*Note: **CREATOR2** only defaults to overprint when you have selected a black element and have selected the New elements overprint black by default check box. **CREATOR2** regularly defaults to Knockout .*

You can knockout, choke, and overprint imported graphics. You cannot, however, spread an imported graphic.

You can trap the shape of an element that has a gradient applied to it. The trap does not apply to the gradient itself.

---

## Convert Text to Paths

---

The **Convert Text to Paths** command lets you make a duplicate of a text block that you can manipulate as a shape element. You can alter the appearance of the text by editing the element's control points with the Reshape tool. Turning text into a path lets you contain graphics inside letters, apply fill gradients to letters, or create other special effects.

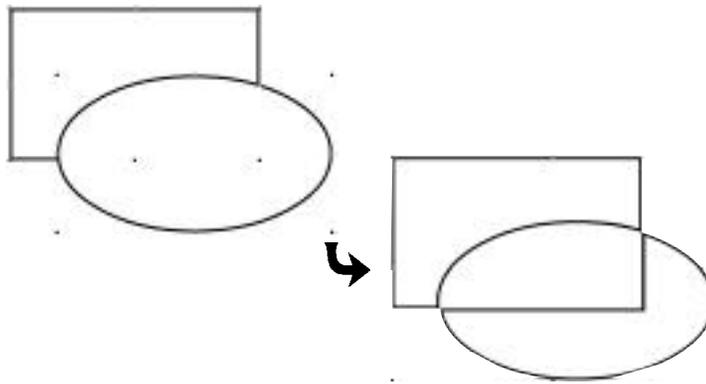
*Note: You can only convert one text block to a shape element at a time. The **Convert Text to Paths** command is intended for use on small sections of text. If you select a linked text block and then select the **Convert Text to Path** command from the **Elements** menu, **CREATOR** only converts the selected block.*

---

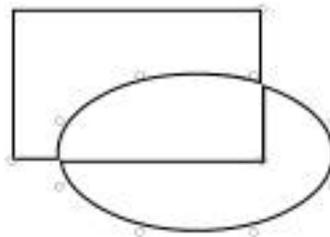
## Convert Shapes to Path

---

The **Convert Shapes to Path** command lets you turn two or more shape elements into a single element.



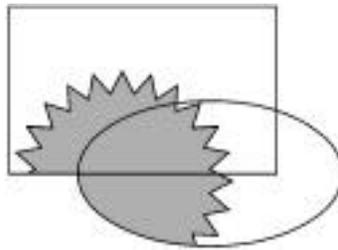
When you select a single path element, you can edit both elements as one with the Reshape tool.



## Converting elements into a single path

1. Select the elements you want to make into a path.
2. Choose the **Convert Shapes to Path** command from the **Elements** menu. This turns all the selected elements into a single element.
3. Click the Reshape tool on the Tools palette.
4. Click the converted element to display its control points. Notice that the element now has only one set of control points.
5. Edit the control points with the Reshape tool.

You can use the **Convert Shapes to Path** command to create multiple contour containers and other special effects. For example, you can convert a rectangle element and an oval element into a single path element. Then you can contain another element, like a starburst, inside the path element.

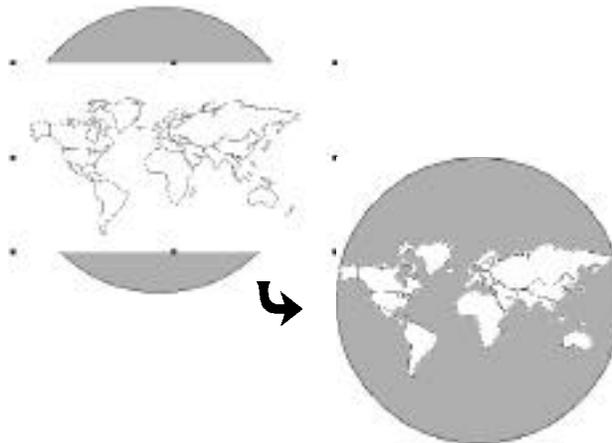


---

## Mask Graphic (⌘-⌘-M)

---

The **Mask Graphic** command lets you hide, or “mask” excess background from graphic images. **CREATOR2** analyzes a selected graphic image, finds the most appropriate outline, and masks the background automatically. This lets you match the background of an image to the background you place it on.



For example, you import a graphic to use in a document. However, the area surrounding the image, as represented by the selection box, appears as a white rectangle when you place it on a dark background.

A mask as a path element

Since **CREATOR2** uses a path element to mask a graphic's background, you can modify the mask using the Reshape tool, just as you would an ordinary path shape.

Double-clicking on a masked graphic acts in the same manner as double-clicking on a graphic inside a container. Double-clicking on a masked graphic with the Arrow tool opens an element info dialog box, but double-clicking on a masked graphic with the Containment tool opens a graphic info dialog box.

Masking a graphic

1. Click on the graphic you want to mask. You can mask any placed graphic file, such as: EPS, TIFF, RIFF, JPEG, and GIF files.

2. Select **Mask Graphic** from the **Element** menu. The **AutoMask** dialog box appears.



The **Tolerance in pixels** field lets you determine how closely the mask follows the edge of the graphic. The smaller the tolerance, the more accurate the mask. However, small tolerances also slow the screen display and can cause printing troubles.

**CREATOR2** uses a tolerance default of 1.000. You can either accept this value or enter your own. Values of 0 to 5 generally provide good results.

3. Click the **OK** button to create a mask with the entered tolerance and return to the Document Window. Click the **Cancel** button to discard the entered value and return to the Document Window.

#### Removing a mask

You can remove a mask from a graphic by clicking on the graphic with the Containment tool and dragging the graphic out of the path element. After you do this, simply delete the path element.

#### Using masks from other programs

The **Mask Graphic...** command in **CREATOR2** usually provides the desired result, but you may find that other specialized programs, like Adobe Photoshop, provide better masks. To take advantage of images with Photoshop masks, import the graphic and choose the **Mask Graphic...** command from the **Elements** menu. When the **AutoMask** dialog box appears, click the **Use Photoshop™ mask** check box, the check box appears dimmed unless an imported graphic has a Photoshop mask. Click the **OK** button to return to the Document Window. Notice that **CREATOR2** has applied the Photoshop mask to the graphic.

## Mask with bitmap

The **Mask Graphic** command creates a mask by placing a path element around the selected graphic. However, **CREATOR** offers another masking method that you can use on certain types of graphics.

Selecting the **Mask with bitmap** check box in the Graphics panel of the **Element Info** dialog box tells **CREATOR** to mask the active element. Notice that this check box only appears active when you have one-bit graphic images selected—such as Paint, one-bit TIFF, and one-bit GIF graphics.

Instead of placing a path element around the graphic in order to mask it, the **Mask with bitmap** check box tells the application to actually change the content of the image. **CREATOR** physically removes the masked area of the one-bit graphic.

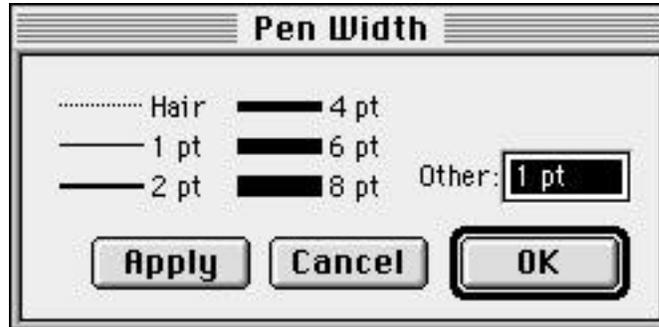
---

## Pen Weight... (⌘-⌥-W)

---

The **Pen Weight...** command lets you set the thickness, or weight, of lines and frames.

Choosing the **Pen Weight...** command from the **Elements** menu opens the **Pen Width** dialog box. You can select a thickness of a line or frame by clicking on the options. The options include: Hair (hairline), 1 pt, 2 pt, 4 pt, 6 pt, or 8 pt. By default, **CREATOR** sets all lines and frames to 1 pt. If you want to create a custom pen width, enter your desired point size into the **Other** text field.



To see how your new pen weight appears in the document, click the **Apply** button. To approve the new pen weight and return to the Document Window, click the **OK** button. To discard your changes, click the **Cancel** button.

---

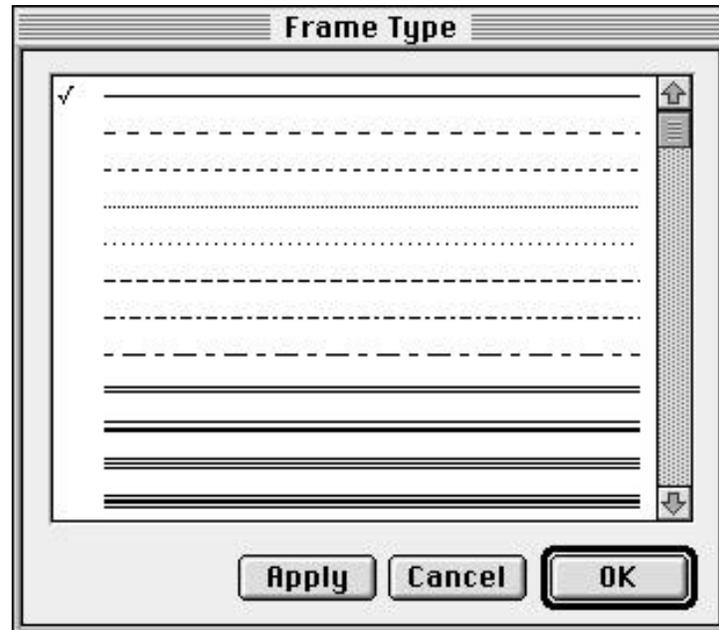
## Frame Types...

---

The **Frame Types...** command lets you modify the appearance of element frames. When you select the **Frame Types...** command from the **Elements** menu, the **Frame Types** dialog box opens.

Changing element frames

1. Click on an element whose frame you want to change.
2. Choose the **Frame Types...** command from the **Elements** menu. The **Frame Types** dialog box opens.



3. Double-click on one of the frame options that appear in the scroll list. Or click on an option and then click the **OK** button to apply a frame type and return to the Document Window.

*Note: You cannot apply multi-line frames to a line element. Use several line elements to create a multi-line effect.*

---

## Frame Texture...

---

The **Frame Texture...** command lets you apply a texture to an element's frame. Although **CREATOR** comes with many different textures, you can make your own.

You can use any graphic file type that the application can import, except PICT or EPS, as a texture. Simply locate the file you want to use in the **Frame Texture...** directory dialog box. **CREATOR** then places the graphic image on the element frame. **CREATOR** repeats the graphic pattern throughout the available frame area.



A 12 pt frame with an applied texture. Although you can apply textures to frames of any width, textures look best on thick frames.

### Selecting a frame texture

1. Select an element to apply a frame texture to.
2. Choose **Frame Texture...** from the **Elements** menu. A directory dialog box opens.
3. Select the desired texture from the dialog box.
4. Click the **Open** button to apply the selected texture to the frame and return to the Document Window. Click the **Cancel** button to return to the Document Window without selecting a texture.

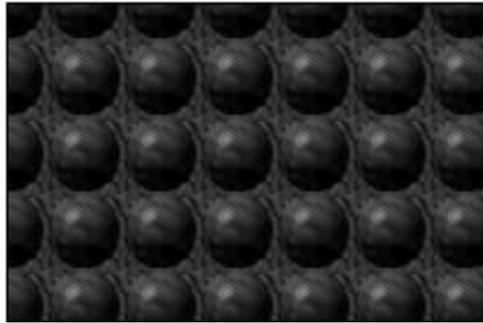
---

## Fill Texture...

---

The **Fill Texture...** command lets you apply a texture to an element's interior. Although **CREATOR2** comes with many different textures, you can make your own.

You can use any graphic file type that the application can import, except PICT or EPS, as a texture. Simply locate the file you want to use in the **Frame Texture...** directory dialog box. **CREATOR2** then places the graphic image inside the element. **CREATOR2** repeats the graphic pattern throughout the element's interior area.



### Selecting a fill texture

1. Select an element that you to apply a fill texture to.
2. Choose **Fill Texture...** from the **Elements** menu. A directory dialog box opens.
3. Select the desired texture from the dialog box.
4. Click the **Open** button to apply the selected fill texture and return to the Document Window. Click the **Cancel** button to return to the Document Window without selecting a texture.

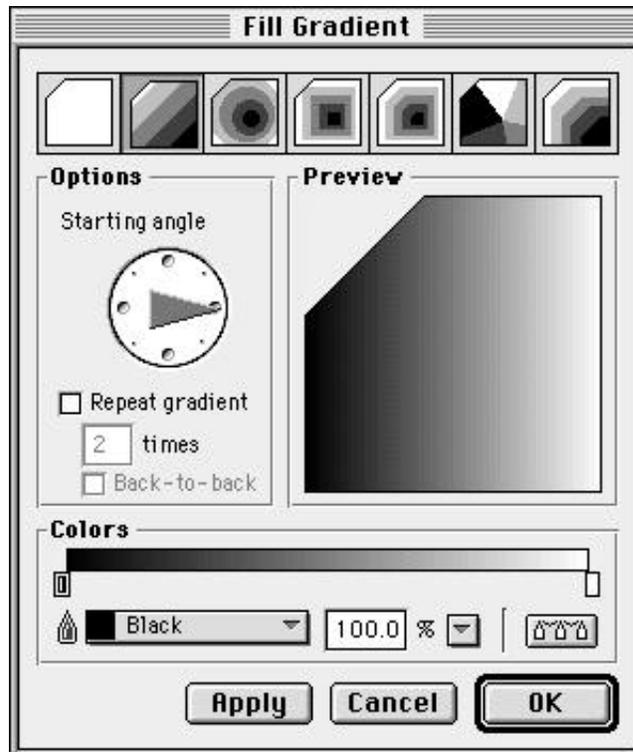
---

## Fill Gradient... (⌘-⌥-G)

---

The **Fill Gradient...** command lets you fill an element with a color ramp. You can create a color ramp using any two colors or two shades of the same color.

Selecting the **Fill Gradient...** command from the **Elements** menu opens the **Edit Gradient** dialog box. The **Edit Gradient** dialog box lets you set a number of gradient options, like the direction of the gradient, the angle of the gradient, how many times the gradient repeats, and so on. The options available depend on the type of gradient you choose.



## Applying a gradient

1. Click on an element to apply a gradient to.
2. Select the **Fill Gradient...** command from the **Elements** menu. The **Edit Gradient** dialog box opens.
3. Enter the attributes of the gradient you want to apply.
4. Click the **Apply** button to view your settings in the selected element.
5. Adjust the gradient settings, if necessary.
6. Click the **OK** button to approve your settings and return to the Document Window. Click the **Cancel** button to discard your settings.

## Setting the Gradient Type

---

The seven buttons along the top of the **Edit Gradient** dialog box represent the available gradient types. Click on a button, and **CREATOR2** applies the relating gradient to the element. The gradient options include:



- **None**  
The **None** button fills an element with a solid color. The **None** button does not apply “no fill” to an element, it only applies “no gradient.”



- **Linear**  
The **Linear** button applies a smooth, even gradient across an element, similar to a straight wave.



- **Oval**  
The **Oval** button applies a series of blended circles that radiate outward from a central point.



- **Rectangle**  
The **Rectangle** button applies a series of blended rectangles that radiate outward from a central point.



- **Shape**  
The **Shape** button applies a series of blended shapes that follow the outline of the element. These shapes radiate outward from a central point.



- **Radial**  
The **Radial** button applies a clockwise gradient that sweeps through the element from a central point.



- **Linear: Shape**  
The **Linear: Shape** button applies a gradient that follows the outline of the element instead of a straight line.

## Setting Gradient Options

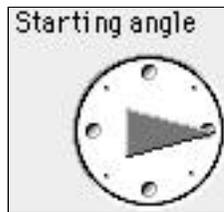
---

The Options area of the **Edit Gradient** dialog box lets you determine the direction, angle, and the number of gradients for an element.

Setting a gradient's direction or starting angle

You can set the starting angle of certain types of gradients with the Starting angle dial. You can only set starting angles for linear and radial blends. For any other type of blend, the angle pointer does not appear.

After you select a new angle on the Starting angle dial in the **Edit Gradient** dialog box, look in the Preview box for desired effect.



For linear blends, the angle pointer determines the direction of the blend. For radial blends, the angle pointer determines the starting angle.

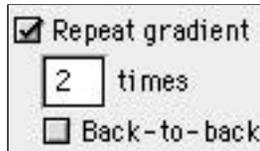
To change the angle, click and drag the pointer's tip to the desired angle. You can also click at your desired angle on the dial, and the pointer automatically swings around to that mark. This helps create blends of 0°, 45°, 90°, and so on. Pressing the Shift key while clicking constrains the Starting angle dial to multiples of 15 degrees.

## Repeating a gradient

To repeat a gradient a certain number of times, click in the Repeat Gradient check box. Selecting this check box lets you enter the number of gradients to repeat into the text field directly below the Repeat Gradient check box. You can enter any number between 2 and 127. By default, **CREATOR2** repeats a gradient 2 times.

Clicking in the Back-to-back check box lets you reverse the starting and ending colors of the next gradient. This lets you ramp all the colors of a gradient into each other.

Select the Repeat Gradient check box, in the **Edit Gradient** dialog, to activate the Back-to-back check box.



---

## Setting a Gradient's Center Point

When you select a radial, oval, rectangle, or shape button, a crosshair appears at the center of the gradient in the Preview box. By clicking and dragging on the crosshair, you can adjust the gradient's center point. You can also click where you want the center point located. The crosshair jumps immediately to the point where you clicked.



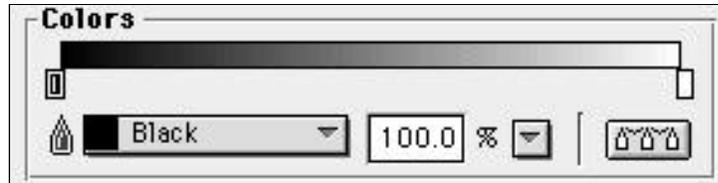
In the illustration above, the Preview box of the **Edit Gradient** dialog box displays an oval gradient with a shifted focal point.

As you drag the crosshair, a scale appears in the upper left corner of the Preview box. This scale tracks the position of the gradient's focal point. By default, **CREATOR2** centers a gradient's focal point both horizontally and vertically.

## Setting a Gradient's Color

---

You can set the starting and ending colors of a blend by clicking on one of the end boxes on the Gradient Range bar. You can choose any color currently available on your Colors palette for your starting and ending colors. To create a blend, you must choose at least two different colors or two different shades of the same color.



The Colors area of the **Edit Gradient** dialog box contains the tools and commands you need to apply gradient colors, shades, and multiple gradients. The Center button appears at the bottom right of the Colors area.

### Setting start and end colors

1. Click the Starting Color marker on the left side of the Range bar. By default, **CREATOR** colors this marker black.
2. Select a color from the pop-up menu. The color appears on the Range bar and in the Preview box.
3. Select a percentage from the pop-up menu to shade the color. You can also enter your desired percentage into the text field.
4. Click the Ending Color marker on the right side of the Range bar.
5. Repeat Steps 2 and 3.
6. Click the **Apply** button to view your settings on the selected element.

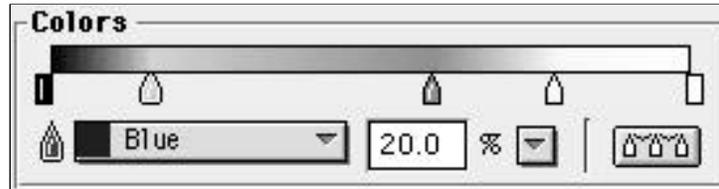
The Range bar lets you determine the amount of solid color that appears before and after the gradient. Click on a point on the Range bar to insert a slider.

By clicking and dragging sliders, you can decrease the amount of gradient between the starting and ending colors. By default, **CREATOR** fills an entire element with a gradient. To evenly space sliders on the Range bar, click the **Center** button to the right of the Shade field in the Colors area.

## Setting Multiple Gradients

---

Up to now you've learned how to make gradients of just two colors. However, **CREATOR2** lets you make gradients with as many colors as you like. To add another color to a gradient, click on the Range bar to add a slider. Now with the slider activated, select a color from the pop-up menu. On your Range bar you can see your starting color blend into the color you just added. This color, in turn, blends into the ending color.



The illustration above contains a blend of white to green to blue. The selected color is represented by the largest marker. As you can see, it applies a 20 percent blue to the gradient.

For example, you may want to create a blend of white to green to blue. To create this blend, click the Starting Color marker and choose White from the pop-up menu. Now, click on the center of the Range bar and place a slider. With the slider highlighted, choose green from the pop-up menu. Click the Ending Color marker and choose Blue from the pop-up menu.

Click the **Apply** button to view your blend. Click the **OK** button to place the gradient in the element and return to the Document Window. Click the **Cancel** button to discard your changes and return to the Document Window.

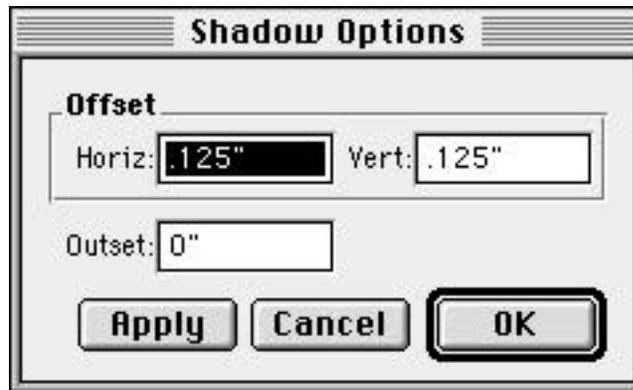
---

## Shadow Options...

---

The **Shadow Options...** command lets you determine the size and distance of a shadow from its original element. Choosing the **Shadow Options...** command from the **Elements** menu opens the **Shadow Options** dialog box.

You adjust a shadow's position along both the horizontal and vertical axes in the Offset area of the **Shadow Options** dialog box. Simply enter a new value into the Horiz or Vert text fields. By default, **CREATOR<sup>2</sup>** makes a shadow the same size as its original element. To change the size of the shadow, enter a new value into the Outset text field.



Click the **Apply** button to view your changes on the selected element. Click the **OK** button to approve your changes and return to the Document Window. Click the **Cancel** button to discard your settings.

---

## Shadow Textures...

---

The **Shadow Texture...** command lets you apply a texture to an element's shadow. Although **CREATOR<sup>2</sup>** comes with many textures, you can also make your own textures.

You can use any graphic file type that the application can import, except a PICT or EPS, as a texture. **CREATOR<sup>2</sup>** then places the graphic image on the element's shadow. The graphic appears in its actual preview size. **CREATOR<sup>2</sup>** repeats the graphic pattern throughout the element's shadow area.

## Selecting a shadow texture

1. Select the element that you want to apply a shadow texture to.
2. Choose **Shadow Texture...** from the **Elements** menu. A directory dialog box opens.
3. Select the desired texture from the dialog box.
4. Click the **Open** button to apply the selected shadow texture and return to the Document Window. Click the **Cancel** button to discard the selected shadow texture and return to the Document Window.

---

## Shadow Gradient... (⌘-⇧-⌘-G)

---

The **Shadow Gradient...** command lets you fill an element's shadow with a gradient. You can create a blend using any number of colors or shades.

Choosing the **Shadow Gradient...** command from the **Elements** menu opens the **Edit Gradient** dialog box. The **Edit Gradient** dialog box lets you set a number of gradient options, such as the direction of the gradient, the angle of the gradient, how many times the gradient repeats, and so on. The options available depend on the type of gradient you choose.

For more information on gradients, see the **Fill Gradient...** command above.

---

## Lock

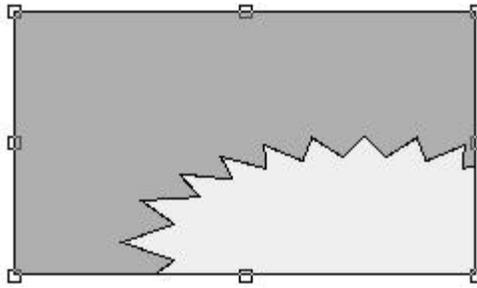
---

The **Lock** command lets you lock selected elements, preventing any changes to those elements' positions or appearance.

### Locking elements

1. Click on the element or elements you want to lock. If you have no elements chosen or if the chosen elements are already locked, the **Lock** command appears dimmed.

2. Choose **Lock** from the **Elements** menu. The element's selection handles appear outlined to indicate the element is locked.



You cannot move or edit locked elements in any way. If you attempt to resize a locked element, **CREATOR** displays a dialog box telling you that the item is locked.

When you click and drag inside a locked element, it acts as if the click was on the document's background. You can drag a selection marquee around other elements, but **CREATOR** ignores any attempt to select a locked element.

---

## Unlock

---

The **Unlock** command lets you unlock previously locked elements.

Unlocking elements

1. Click on the element or elements you wish to unlock. If you have no elements chosen, or if the chosen elements are not locked, the **Unlock** appears dimmed.
2. Choose **Unlock** from the **Elements** menu. The element's selection handles become solid once again. The elements can now be moved and edited.

---

## The Arrange Menu

---

Arrange	
Bring To Front	⌘=
Send To Back	⌘-
Move Forward	⌘⇧=
Move Backward	⌘⇧-
Center Horizontal on Page	⌘H
Center Vertical on Page	⌘V
Wrap Text...	
Fit Text Block	⌘B
Flip Horizontal	⌘⇧[
Flip Vertical	⌘⇧]
Group	⌘G
Ungroup	⌘U
Arrangement Element Specs	
Guides...	
Setup Guides...	

The **Arrange** menu contains the commands you need for ordering the elements you place in your document. You can, for example, bring an element to the front of a series or elements or send it to the back. Or, you can group multiple elements as one, or flip an element along an axis. The **Arrange** menu also lets you place guidelines to help you organize and line up the elements in your document.

A complete description of the commands available in the **Arrange** menu follows.

---

### Bring to Front (⌘=)

---



The **Bring to Front** command lets you move a selected element, or elements, in a layer to the top.

About elements and layers

The first element you create automatically becomes the bottom layer in a document. **CREATOR2** places each additional element you create above the last element drawn. The **Bring to Front** command lets you change this order.

Bringing an element to the front

1. Click on an element you want to bring to the top of a layer. **CREATOR2** treats elements as if they lie in a stack. However, you can change the order of the elements in a stack

If you cannot click on the element you want to move because another element covers it, select a nearby element and press the Tab key. This selects the “next back” element. Keep pressing Tab until you select the element you want.

2. Choose the **Bring to Front** command from the **Arrange** menu or click the **Bring to Front** button on the Arrangement palette.

You can also move groups of elements with the **Send to Back** command. When you move groups, the elements in the group retain the same order relative to each other.

---

## Send to Back (⌘--)

---



The **Send to Back** command lets you move a selected element in a layer to the bottom.

Sending an element to the back

1. Select the element you want to send to the bottom of a layer. If you haven't selected an element, the **Send to Back** command appears dimmed.
2. Choose the **Send to Back** command from the **Arrange** menu or click the **Send to Back** button on the Arrangement palette.

You can also move groups of elements with the **Send to Back** command. When you move groups, the elements in the group retain the same order relative to each other.

---

## Move Forward (⌘-⇧=)

---

The **Move Forward** command lets you move a selected element up a layer.

Bringing an element forward

1. Select the element. If you haven't selected an element, the **Move Forward** command appears dimmed.
2. Choose **Move Forward** from the **Arrange** menu.

You can also move groups of elements with the **Send to Back** command. When you move groups, the elements in the group retain the same order relative to each other.

---

## Move Backward (⌘-⇧--)

---

The **Move Backward** command lets you move a selected element down a layer.

Bringing an element backward

1. Select the element. If you haven't selected an element, the **Move Backward** command appears dimmed.

2. Choose **Move Backward** from the **Arrange** menu.

You can also move groups of elements with the **Send to Back** command. When you move groups, the elements in the group retain the same order relative to each other.

---

## Center Horizontal on Page (⌘-H)

---

The **Center Horizontal on Page** command lets you move a selected element or group to the horizontal center of the page that contains the element or group's center point.

Moving elements to the horizontal center of a page

1. Click the element, or elements, you want to center. If you don't have an element selected, the **Center Horizontal on Page** command appears dimmed.
2. Choose **Center Horizontal on Page** from the **Arrange** menu. The selected elements move to the horizontal center of the page

**CREATOR2** defines the horizontal center of a page as the point where an invisible vertical line running from the mid-point at the top of the page to the midpoint of the bottom of the page. The application centers selected elements so that they intersect this invisible line.

**CREATOR2** centers elements in the following ways:

- **Single elements**  
If you have selected only one element, **CREATOR2** moves that element to the right or left, depending on its original location, until the center of the element intersects the horizontal center of the page.
- **Groups of elements**  
If you have selected a group of elements, **CREATOR2** moves the entire group to the right or left, depending on the group's original position, until the center of the element group intersects the horizontal center of the page.

The relationship of each element to the group of elements does not change after you have centered a group horizontally. If you have a circle at the top right of your page and a square to the left of it and 1/2 inch below it, the square still sits to the left of the circle and 1/2 inch below it after you have centered the element group.

You can center an element in a spread by pressing Shift-H .  
The menu item changes to **Center Horizontal on Spread**

---

## Center Vertical on Page (⌘-Y)

---

The **Center Vertical on Page** command lets you move a selected element or group to the vertical center of the page that contains the element or group's center point.

Moving elements to the vertical center of a page

1. Click the element, or elements, you wish to center. If you don't have an element selected, the **Center Vertical on Page** command appears dimmed.
2. Choose **Center Vertical on Page** from the **Arrange** menu. The selected elements move to the vertical center of the page.

**CREATOR** defines the vertical center of a page as the point where an invisible horizontal line running from the mid-point at the left of the document to the midpoint of the right of the document. The application centers selected elements so that they intersect this invisible line.

**CREATOR** centers elements in the following ways:

- **Single elements**  
If you have selected only one element, **CREATOR** moves that element up or down, depending on its original location, until the center of the element intersects the vertical center of the page.
- **Groups of elements**  
If you have selected a group of elements, **CREATOR** moves the entire group up or down, depending on the group's original position, until the center of the element group intersects the vertical center of the page.

The relationship of each element to the group of elements does not change after you have centered a group vertically. If you have a circle at the top right of your page and a square to the left of it and 1/2 inch below it, the square still sits to the left of the circle and 1/2 inch below it after you have centered the element group.

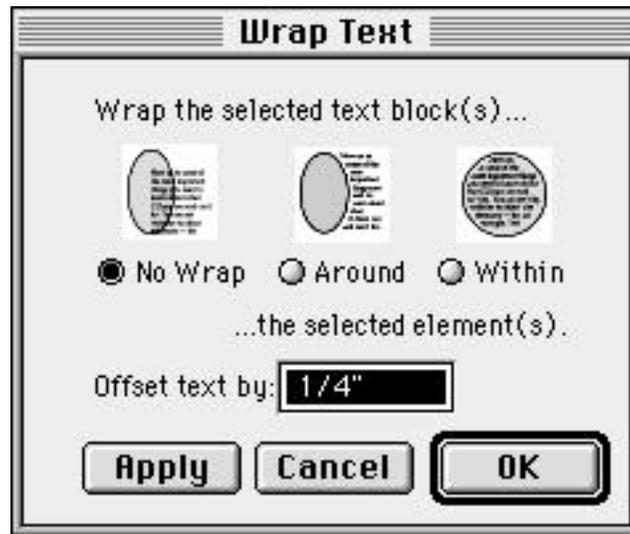
You can center an element in a spread by pressing Shift-Y. The menu item changes to **Center Vertical on Spread**

---

## Wrap Text...

---

The **Wrap Text...** command lets you change the way text appears in relation to elements in your document. Choosing **Wrap Text...** from the **Arrange** menu opens the **Wrap Text** dialog box.



In the **Wrap Text** dialog box, you can perform any of the following:

- Wrap text around nearby elements
- Wrap text within a selected element
- Remove wrapping from a shape

You can apply text wrap settings separately to:

- Combinations of one or more text blocks and one or more graphics  
When you apply text wrap settings to graphics and text blocks, those elements wrap according to the settings you've made in the **Wrap Text** dialog box. This lets you apply different text wrap settings to different groups of elements and text blocks.

You can set wrap relationships between text and one or more elements. If you wish, a text block can even have multiple relationships. You might select a text block and a graphic and set wrap

around, then select the same text block and a different element and set wrap within. That done, the text wraps around one element, and within another element. **CREATOR** lets you achieve many unique effects.

You can also wrap text around invisible elements by setting their fill and line to none and then using those invisible elements to determine text wrapping. Try this technique for slanted text margins or other effects.

To make Wrap Text settings

1. Select the text block(s) and element(s) you want to apply text wrap settings to.
2. Choose **Wrap Text...** from the **Arrange** menu. The **Wrap Text** dialog box appears with the following options:
  - **No Wrap**  
The **No Wrap** radio button lets you keep text unaffected by any element placed in its text block. You can also select the **No Wrap** option to remove an existing wrapping option.
  - **Around**  
The **Around** radio button lets you wrap around elements placed over the text block.
  - **Within**  
The **Within** radio button lets you place text inside, and conform to the shape of, graphic elements.
  - **Offset text by**  
The **Offset text by** text field lets you set the distance between wrapped text and the borders of the element the text wraps around or within. **CREATOR** sets the default 1/4 inch, but you can enter any measurement. For example: 3 pi for three picas or 2 po for two points or 4 ce for four centimeters.

Text wrap occurs whenever a text block or graphic affected by this setting comes within the offset distance. Internal wrap occurs whenever a text block or element affected by this setting overlaps by the offset distance.

3. Click the **Apply** button to view how your text wrap might affect your document. If the **Wrap Text** dialog box rests above some or all the affected elements, drag it to the side to preview the changes.
4. Click the **OK** button for the settings to take effect and to return to the Document Window. To discard your changes and return to the Document Window, click the **Cancel** button.

*Note: In practice, text that's set to wrap within, or not wrap at all, may disappear when an element overlaps it. This element may "hide" your text. When this happens, click the element that's obscuring your text and choose the **Send to Back** command from the **Arrange** menu. Your text will reappear. If there is more than one element above your text, you may have to issue this command for each element before your text is foremost.*

If the element or elements obscuring your text do not have any color, another way to let your text show through is by making the element(s) transparent. Do this by selecting the element(s), clicking the **Fill** icon, and then selecting **None** from the Colors palette.

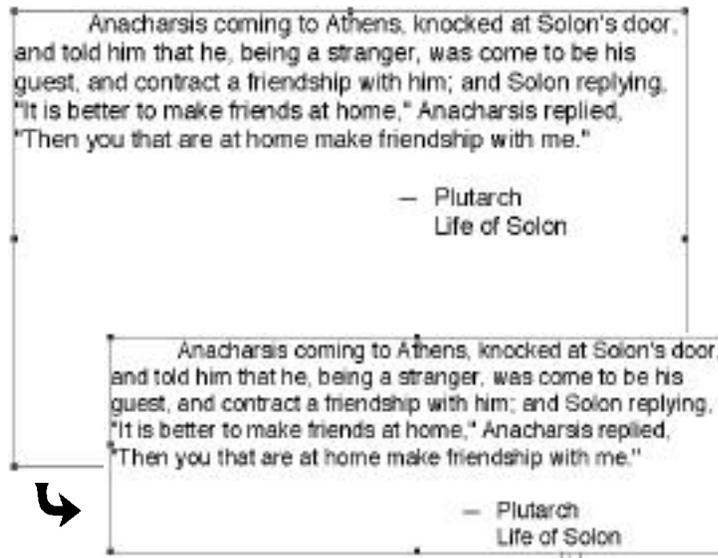
For more information on the layering of elements, see the **Send to Back** and **Bring to Front** command entries under the **Arrange** menu section in this chapter. For details on assigning colors or other fills to elements, see the section on the Colors palette in Chapter 2.

---

## Fit Text Block (§-B)

---

The **Fit Text Block** command lets you shrink a selected text block to the exact size of the text it contains.



To fit a text block

1. Select the text block or blocks you want to fit. If you have no text blocks selected, the **Fit Text Block** command appears dimmed.
2. Choose the **Fit Text Block** command from the **Arrange** menu. The selected text block shrinks so it hugs the contained text on all sides.

If a text block is smaller than its enclosed text, you need to resize the block manually. Using the **Fit Text Block** command to enlarge text blocks causes text to “rewrap.”

---

## Flip Horizontal (⌘-⇧-])

---



The **Flip Horizontal** command lets you turn any element along its horizontal axis. Selected elements flip so each element's left side replaces its right side.

Flipping elements horizontally

1. Click on the element (or elements) you want to flip.
2. Choose the **Flip Horizontal** command from the **Arrange** menu or click the **Flip Horizontal** button on the Arrangement palette.

*Note: When you use the **Flip Horizontal** command on multiple elements, each element flips in its own space. If you want to flip multiple elements as a group, you must group the elements before choosing the **Flip Horizontal** command.*

---

## Flip Vertical (⌘-⇧-])

---



The **Flip Vertical** command lets you turn any element along its vertical axis. Selected elements flip so each element's bottom side replaces its top side.

Flipping elements vertically

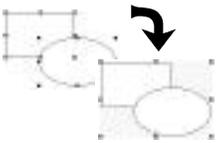
1. Click on the element (or elements) you want to flip.
2. Choose the **Flip Vertical** command from the **Arrange** menu or click the **Flip Vertical** button on the Arrangement palette.

*Note: When you use the **Flip Vertical** command on multiple elements, each element flips in its own space. To flip multiple elements as a group, group the elements before choosing the **Flip Vertical** command.*

---

## Group (⌘-G)

---



The **Group** command lets you take any number of separate elements and turn them into a single element as a group.

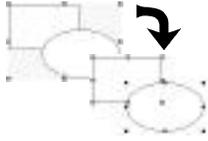
Select the elements you wish to group by dragging a selection rectangle or by pressing the Shift key while clicking on each element. You can group text blocks and graphic elements. If you haven't selected anything, the **Group** command appears dimmed. When you have all

your elements selected, click on the **Group** command in the **Arrange** menu. One set of selection handles appears around the grouped items.

---

## Ungroup (⌘-U)

---



**CREATOR** treats grouped items as a single element. Anytime you resize, move, flip, or perform some other action, **CREATOR** applies the action to the whole group. The **Ungroup** command lets you break a grouped element into its component parts.

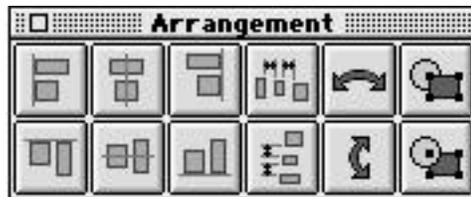
To ungroup an item, click on the grouped element. The **Ungroup** command appears dimmed if you haven't selected anything or if a group cannot be ungrouped. Choose the **Ungroup** command from the **Arrange** menu. Each component's selection handles replace the group selection handles.

---

## Arrangement

---

The **Arrangement** command lets you hide or display the Arrangement floating palette on the screen. This palette lets you access many of the commands in the **Arrange** menu, like **Bring to Front**, **Send to Back**, **Flip Horizontal**, **Flip Vertical**, and others. This command appears in both the **Arrange** and **View** menus.



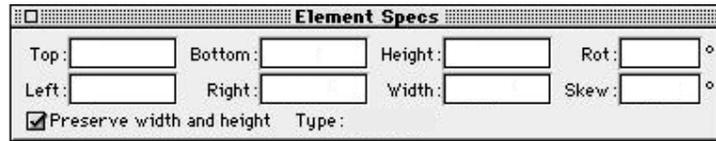
For more information on the Arrangement palette, see the Palette section.

---

## Element Specs

---

The **Element Specs** command lets you hide or display the Element Specs floating palette on the screen. This palette lets you control the size and position of an element. This command appears in both the **Arrange** and **View** menus.



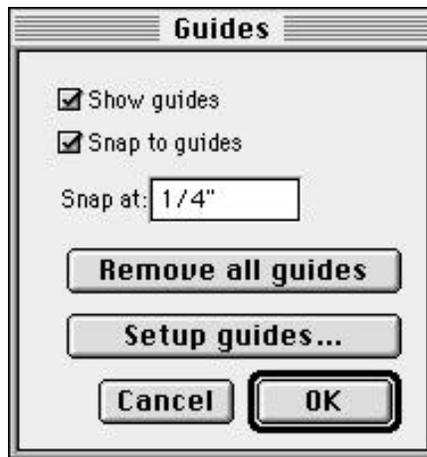
For more information on the Element Specs palette, see the Palette section.

---

## Guides...

---

The **Guides...** command lets you change placed guides and their relation to nearby elements.



The options available in the dialog box include:

- **Show guides**  
The Show guides check box lets you view guide lines. When you have the box deselected, guides do not appear.
- **Snap to guides**  
The Snap to guides check box lets you place elements flush against established guide lines or lets you snap objects to their centers. You can also click on the Guide Snap Toggle (the small gray square at the meeting point of the vertical and

horizontal rulers). When the box is next to the dotted lines, the Guide Snap Toggle is on; when the box is set away from the dotted lines, the Guide Snap Toggle is off.

- **Snap at**  
The **Snap at** text field sets the distance an element can sit from a guide before **CREATOR2** snaps the element to the guide. By default, **CREATOR2** waits until you place an element within 1/4 inch of a guide before snapping. You can change this default by entering a new value into the text field.

In view scales of less than 100 percent, elements always snap to guides at 1/4 inch, regardless of the view scale. In view scales of 100 percent or greater, the application snaps elements to guides at within 1/4 inch of the document scale. The higher the scale, the more precise the measurement.

You can only access the **Snap at** field when you have selected the **Snap to guides** check box.

- **Remove all guides**  
The **Remove all guides** button deletes all guides in the active Document Window's current spread.
- **Setup guides**  
The **Setup Guides** button opens the **Setup Guides** dialog box. For more information, see the **Setup Guides...** entry below.

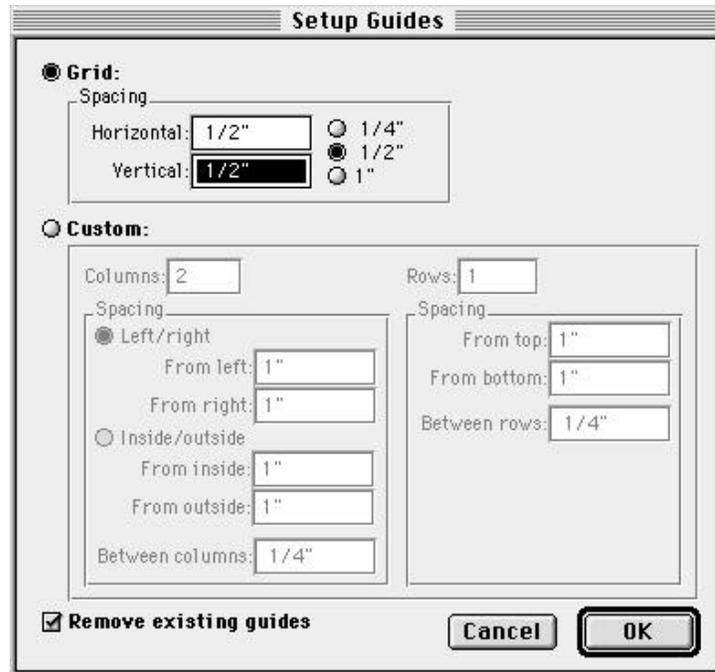
When you finish setting the attributes, click the **OK** button. To discard your settings, click the **Cancel** button.

---

## Setup Guides...

---

The **Setup Guides...** command helps you position elements in relation to the document and to each other. To set up guides in your document, choose the **Setup Guides...** command from the **Arrange** menu and the **Setup Guides** dialog box appears.



### Setting grids

The **Grid** option lets you establish intersecting vertical and horizontal guides. To create a system of intersecting guides, click the **Grid** radio button. You can now enter information into the text fields or select one of the options.



In the illustration above, the user has selected the 1/2" radio button in the Spacing area of the **Setup Guides** dialog box. This option places guides at the specified interval throughout the document.

Three interval measurement radio buttons appear at the far left of the Grid area: 1/4", 1/2", and 1". If you choose one of these options, the relating value appears in the text fields. After you click the **OK** button, **CREATOR2** places guides at the selected intervals on both the vertical and horizontal rulers.

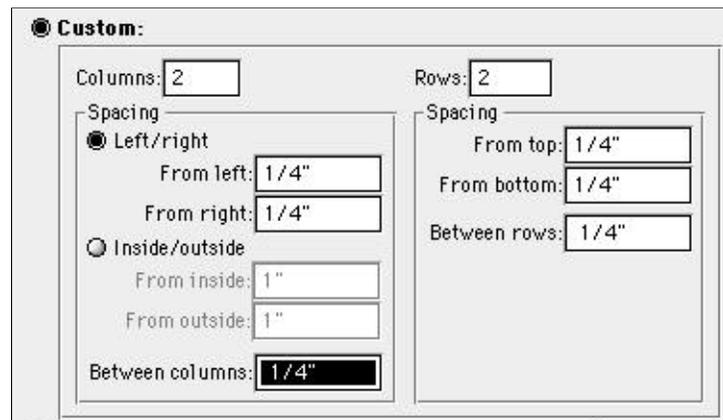
If you want to create a grid with a different measurement, enter the desired interval measurements in the Vertical and Horizontal fields. You do not need to enter the same value in both fields.

To place your grid in the document, click the **OK** button. To discard you settings and exit the **Setup Guides** dialog box, click the **Cancel** button.

*Note: You cannot place guides when you have an active text block in your document. To place guides, deactivate the text block or select the Arrow tool on the Tools palette.*

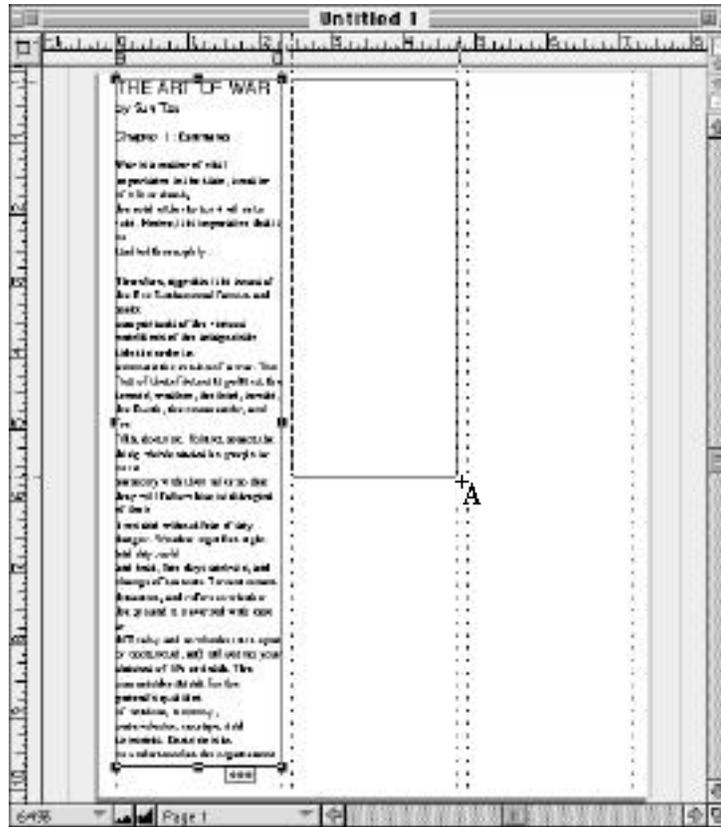
### Setting custom guides

While the Grid option lets you create basic grids, the Custom radio button may prove more helpful if you want to create columns or tables. The custom option lets you create a specified number of columns and rows at a specified location in the document. The Custom area contains many fields for entering table information.

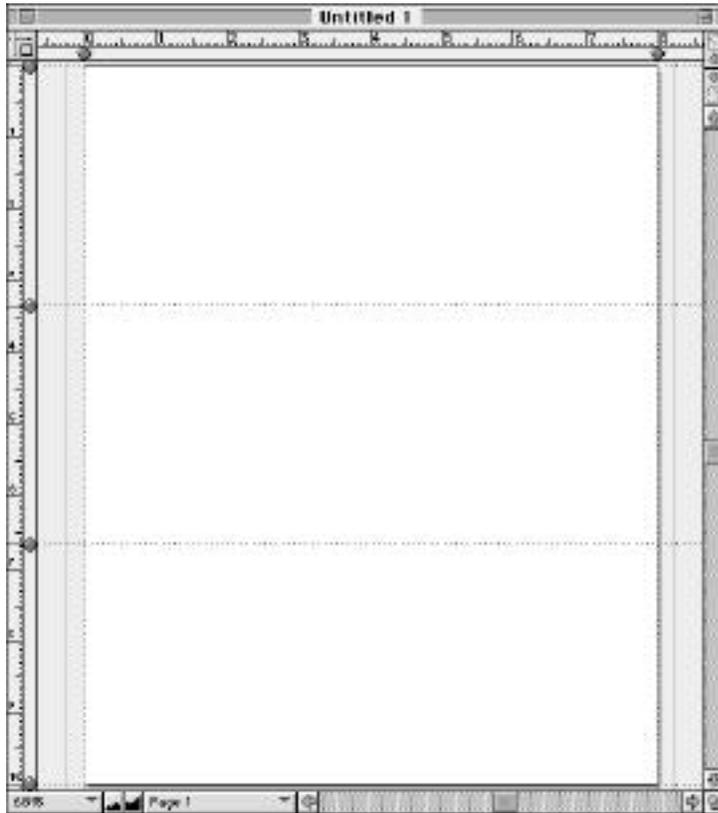


In the above illustration, the Custom area of the **Setup Guides** dialog box has been set for two columns and two rows with 1/4 inch spacing on all sides.

The Columns field lets you enter the number of vertical sections you wish for the page. For example, if you enter 3 into the Columns field and 1/4 in the From left and From right fields, and 1/8 in the Between columns field, CREATOR<sup>2</sup> places guides that divide the page into three vertical columns, separated by a 1/8 inch area, with a 1/4 inch border on the right and left sides of the page.



The Rows field works just like the Columns field, but creates horizontal sections instead of vertical ones. For example, if you enter 3 into the Rows field and 0 in all other fields, **CREATOR** places four horizontal guides that divide the page into three equal areas.



The Spacing area lets you enter information to determine the distance between individual columns and rows and from the edges of a page. By default, **CREATOR** automatically places 1/4 inch between each column and row. **CREATOR** also puts 1/4 inch between guide lines and the edges of a page. If you don't want to use the defaults, enter your desired values into the text fields.

- **Left/right**  
The **Left/right** radio button activates the **From left** and **From right** text fields. Enter the distance you want guides to appear from the left and right edges of a page. This helps you set your desired left and right margins.

- **Inside/outside**  
The **Inside/outside** radio button activates the **From inside** and **From outside** text fields. Enter the distance you want guides to appear from the inside and outside edges of facing pages. This helps you set the desired margins of facing pages.
- **Between columns**  
The **Between columns** field lets you enter the distance you want between vertical rows.
- **From top/bottom**  
The **From top/bottom** field lets you enter the distance you want between vertical rows and the top and bottom of a page.
- **Between rows**  
The **Between rows** field lets you enter the distance you want between horizontal rows.

To place your grid on a page, click the **OK** button. To discard your settings and exit the **Setup Guides** dialog box, click the **Cancel** button.

*Note: If you want to ignore any of the fields in the Spacing area, enter a zero in those fields. If you leave a field blank, CREATOR2 prompts you with an invalid measurement dialog box. You can, however, leave either the Columns or Rows fields blank. If no value appears in either of these fields, CREATOR2 assumes a zero value.*

---

## The Style Menu

---

Style	
✓ Plain Text	⌘⇧P
<b>Embolden</b>	⌘⇧B
<i>Italicize</i>	⌘⇧I
<u>Underline</u>	⌘⇧U
Outline	⌘⇧O
Shadow	⌘⇧S
Condense	
Extend	
Superior	⌘⇧;
Inferior	⌘⇧'
Superscript	
Subscript	
UPPER CASE	
lower case	

The **Style** menu lets you access commands that apply special characteristics—or styles—to text. You can access style commands through the **Style** menu, but the most frequently used style commands also have keyboard shortcuts.

Selecting a style

1. Click the Text tool and then click in a text box.
2. Select the section of text you wish to apply a new style to. If you want a new style for text you wish to enter, position the insertion point where you want the text to appear.
3. Choose the desired style from the **Style** menu.
4. Release the mouse button. Your selected text changes to reflect the new style. Or the text you type appears formatted in the selected style.

After you have applied your selected style, select the styled word and then open the **Style** menu again. A checkmark appears beside the style you selected. If you highlight a range of text with multiple styles, dashes appear beside every style used within the selected range of text.

To remove an applied style from a range of text, simply select the command for the applied style a second time, or choose the **Plain Text** command.

---

### Plain Text (⌘-⇧-**P**)

---

The **Plain Text** command displays a font as its designer intended and serves as the default style in all documents. Choosing the **Plain Text** command from the **Style** menu strips text of all other style attributes.

---

### Embolden (⌘-⇧-**B**)

---

The **Embolden** command makes text appear in boldface (it makes the weight of selected text greater). You can specify how great you want to make the weight of bolded text in the **Character** dialog box in the **Format** menu.

---

## Italicize (⌘-⌥-I)

---

The **Italicize** command makes text appear in italics (it slants text a certain number of degrees). You can specify the slant of italicized text in the **Character** dialog box in the **Format** menu.

---

## Underline (⌘-⌥-U)

---

The **Underline** command makes text appear underlined.

---

## Outline (⌘-⌥-O)

---

The **Outline** command makes text appear outlined. You can apply different colors to the frame and fill of outlined text. (When you apply the outline style, **CREATOR** applies the main text color to the frame. You need to select a separate fill color.) You can specify the weight of an outline in the **Character** dialog box in the **Format** menu.

---

## Shadow (⌘-⌥-S)

---

The **Shadow** command makes text appear shadowed (duplicate characters appear beneath and slightly offset from the main text). You can apply a color to the shadow of shadowed text. You can specify the weight, position, and slant of a text shadow in the **Character** dialog box in the **Format** menu.

---

## Condense

---

The **Condense** command tightens the spaces between characters, pulling them closer together.

*Note: You can use the **Tracking...** command in the **Format** menu to specify the amount of space you wish to add or subtract between characters.*

---

## Extend

---

The **Extend** command increases the spaces between characters, pushing them farther apart.

*Note: You can use the **Tracking...** command in the **Format** menu to specify the amount of space you wish to add or subtract between characters.*

---

**Superior (⌘-⇧-;)**

---

The **Superior** command reduces the specified text to half its original size and superscripts it to the top half of a line.

---

**Inferior (⌘-⇧-')**

---

The **Inferior** command reduces the specified text to half its original size.

*Note: **Superior** and **Inferior** cancel each other out.*

---

**Superscript**

---

The **Superscript** command raises the baseline of the chosen text by 15 percent of its point size.

*Note: You can use the **offset...** command in the **Format** menu to raise or lower text a specified amount from the baseline.*

---

**Subscript**

---

The **Subscript** command lowers the baseline of the chosen text by 15 percent of its point size.

*Note: You can use the **offset...** command in the **Format** menu to raise or lower text a specified amount from the baseline.*

---

**Upper Case**

---

The **Upper Case** command converts each letter into its capital character.

---

**Lower Case**

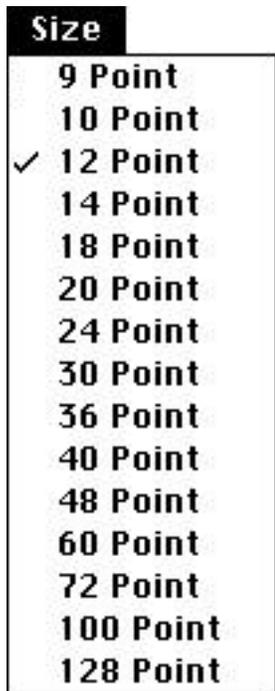
---

The **Lower Case** command converts each letter into its lower case character.

---

## The Size Menu

---



The **Size** menu lets you choose a font size for the selected text. Standard font sizes include 9 pt, 10 pt, 12 pt, 14 pt, 18 pt, 20 pt, 24 pt, 30 pt, 36 pt, 40 pt, 48 pt, 60 pt, 72 pt, 100 pt, and 128 pt.

Selecting a new font size

1. Click on the Text tool on the Tools palette.
2. Click on a text box and select the text whose size you want to change. If you want to enter new text, position the insertion point at the point where you want the text to appear.
3. Choose the desired size from the **Size** menu.
4. Release the mouse button. Your selected text changes to reflect the new size. Any additional text that you type appears in the newly selected size.

---

## The Format Menu

---



The **Format** menu contains commands that let you manipulate the appearance of text and paragraphs. With the commands in the **Format** menu, you can justify paragraphs, place tabs and indents, and adjust the amount of space between lines.

The **Format** menu also contains commands that let you decide how **CREATOR** handles sections of text. For example, you can use a command from the **Format** menu to identify a certain string of text as a specified foreign language. You can then use another command from the **Format** menu to tell **CREATOR** how to hyphenate these foreign words and phrases.

A complete description of the commands available in the **Format** menu follows.

---

## Font Specs

---

The **Font Specs** command lets you hide or display the Font Specs floating palette. You can use the Font Specs palette to select fonts for your document, just like choosing a font from the **Font** menu. You can also use the palette to choose a size or a commonly used style.



When you use certain fonts, the Variation and Feature pop-up menus become available. The Variation pop-up menu lets you adjust the appearance of the selected font while the Feature menu lets you activate special font characteristics. The pop-up menus appear dimmed if the selected font does not contain these options.

This command appears in both the **Format** and **View** menus.

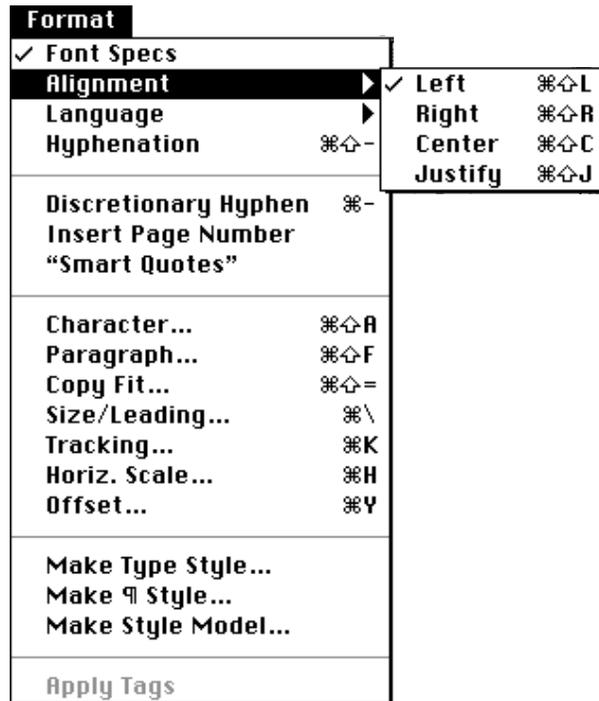
For more information on the Variation and Feature pop-up menus, see the entry on the Font Specs palette.

---

## Alignment

---

The **Alignment** submenu lets you set the paragraph alignment of text. You can only select the commands in the **Alignment** submenu when you have a text block activated.



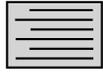
Setting text alignment

1. Click on the Text tool on the Tools palette.
2. Click on a text box and highlight the paragraph whose alignment you wish to change.
3. Click on the **Format** menu and drag the Arrow pointer to the **Alignment** submenu. A new menu appears next to the arrow in the Alignment selection.
4. Choose the desired alignment command from the **Alignment** submenu.
5. Release the mouse button. Your selected text changes to reflect the new alignment.

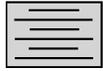
The alignment commands you can choose from include:



- Left (⌘-⇧-L)  
The **Left** command lets you align the left edge of every line. This command leaves a ragged right paragraph.



- Right (⌘-⇧-R)  
The **Right** command lets you align the right edge of every line. This leaves a ragged left paragraph.

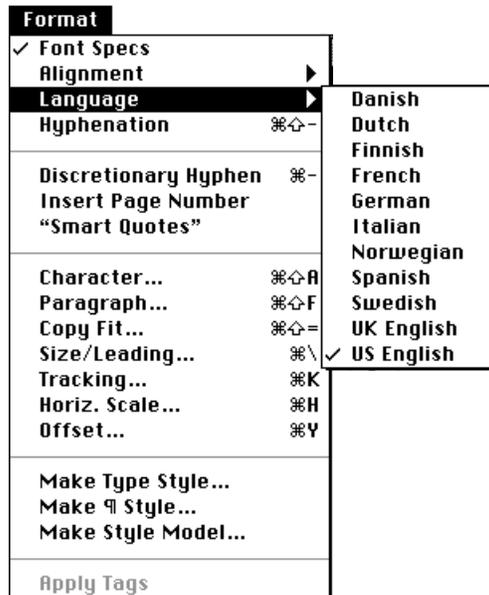


- Center (⌘-⇧-C)  
The **Center** command aligns all lines so they appear centered in the text block. This leaves both the right and left edges of lines ragged. When you adjust the size of the text block, **CREATOR** adjusts lines so they remain centered.



- Justify (⌘-⇧-J)  
The **Justify** command aligns both the left and right edges of lines. Justifying adds space between words to create clean, even left and right paragraph edges. **CREATOR** may even add some space between letters so the extra space between words doesn't appear severe.

The **Language** submenu lets you tag a selection of text as a certain language. When you spell check your document, **CREATOR<sup>2</sup>** spell checks the tagged text with the appropriate language dictionary (automatic hyphenation is also based on the selected language).



### Setting a language

1. Click on the Text tool on the Tools palette.
2. Click on a text box and highlight the selection of text whose language you want to specify. If you want to enter new text, position the insertion point where you want the text to appear.
3. Choose the **Language** submenu in the **Format** menu. A new menu appears next to the arrow in the **Language** selection.
4. Choose the desired language from the **Language** submenu.
5. Release the mouse button to tag the text as a certain language. When you check the spelling in your document, **CREATOR<sup>2</sup>** checks the tagged section of text against a dictionary of the selected language.

The languages you can choose from include:

- Danish
- Dutch
- Finnish
- French
- German
- Italian
- Norwegian
- Spanish
- Swedish
- UK English
- US English

By default, **CREATOR** uses the language native to your version of the application. You can change the default language for each document in the General panel of the **Document Settings** dialog box.

---

## Hyphenation (⌘-⇧--)

---

The **Hyphenation** command lets you break the text in all selected paragraphs. You can set the hyphenation rules in the Hyphenation panel of the **Document Settings...** dialog box in the **Document** menu. To turn off automatic hyphenation, choose the **Hyphenation** command again.

Setting hyphens

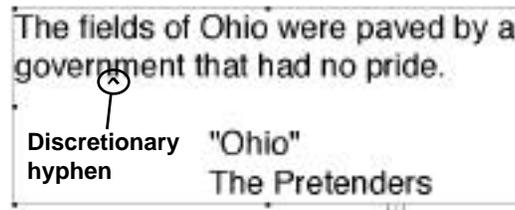
1. Click on the Text tool on the Tools palette.
2. Click on a text box and highlight the paragraph you wish to hyphenate. You can hyphenate more than one paragraph by clicking and dragging or by using the **Select All** command in the **Edit** menu.
3. Choose the **Hyphenation** command from the **Format** menu. **CREATOR** breaks words based on the hyphenation rules established in the **Document Settings** dialog box. If you edit text in hyphenated paragraphs, **CREATOR** rehyphenates as necessary.

---

## Discretionary Hyphen (⌘--)

---

The **Discretionary Hyphen** command lets you define the hyphenation of individual words. The discretionary hyphen does not appear unless the word with the hyphen is in a position where it can break. For those words that cannot yet break, a small insertion mark appears below the word at the insertion point.



**CREATOR<sup>2</sup>** treats discretionary hyphens as invisible characters. To display a discretionary hyphen, select the **Discretionary hyphens** check box in the **General** panel of the **Preferences** dialog box in the **Edit** menu.

---

## Insert Page Number

---

The **Insert Page Number** command lets you number every page in your document. Simply draw a text block in the section of the page where you would like the page number to appear. Choose **Insert Page Number** from the **Format** menu to place the appropriate page number in the text block.

To automatically number every page in a document, you must first assign a master spread. With your assigned master spread displayed, create a text block in the section of the page where you want page numbers to appear in the main document. Choose **Insert Page Number** command from the **Format** menu to place a special page character into the text block.

When you return to the main document, a text block with the appropriate page number appears in the same place on every page. If you create and assign facing master spreads, you can even place page numbers in opposing corners of a two-page spread.

---

## “Smart Quotes”

---

The **“Smart Quotes”** command lets **CREATOR<sup>2</sup>** automatically place beginning (") and end (") quote characters in their proper place in a text string. The application

chooses which quote to use based on the preceding quote character.

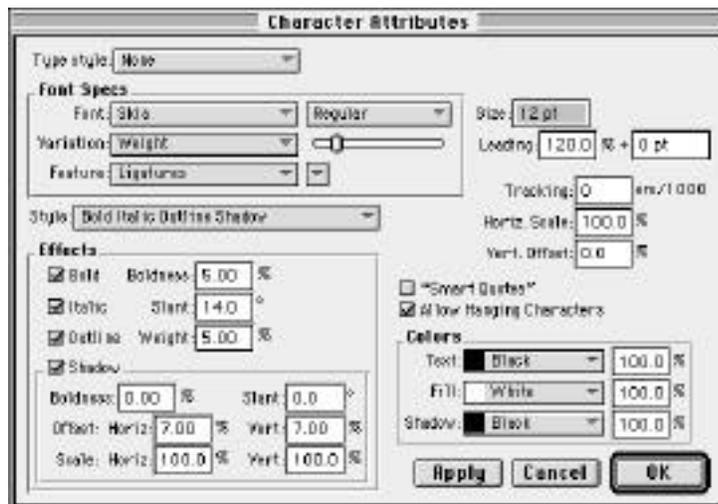
A checkmark appears next to the command name in the **Format** menu when you activate the “**Smart Quotes**” command. You can turn smart quotes on or off at any point in the document. Smart quotes remain on until you turn them off. If you like, you can select individual quotes and make them smart quotes, or vice versa.

---

## Character... (⌘-⇧-A)

---

The **Character...** command opens a dialog box that lets you set a variety of attributes for selected text. You can even change the appearance of text styles like italics and boldface.



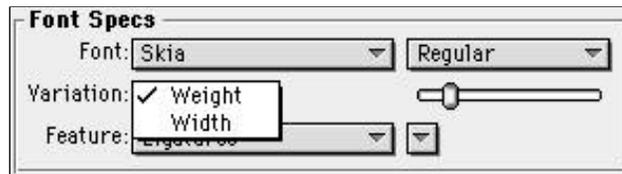
Reformatting characters

1. Click on the Text tool on the Tools palette.
2. Click on a text box and highlight the text you wish to reformat.
3. Choose the **Character...** command in the **Format** menu. The **Character Attributes** dialog box opens.
4. Enter the format settings that you wish to apply.
5. Click the **Apply** button to view the selected text with your changes. If you like, make further modifications to the format.

6. Click the **OK** button to change the text. Click the **Cancel** button to discard your changes.

The character attributes you can set include:

- **Type style**  
The **Type style** pop-up menu lets you apply an existing style to the selected text.
- **Language**  
The **Language** pop-up menu lets you tag the selected text as a specific language. When you spell check a document, **CREATOR2** checks the spelling of the selected text against a dictionary of the specified language.
- **Font**  
The **Font** pop-up menu lets you change the font of the selected text. All of your system's active fonts appear in the pop-up. The pop-up menu next to the **Font** pop-up menu lets you select pre-set variations—called instances—for some fonts.
- **Variation**  
Some fonts let you adjust attributes. You can do this by clicking on the scroll bar to the right of the **Variation** pop-up or by selecting a pre-set combination—an instance—from the pop-up to the right of the **Font** pop-up menu.

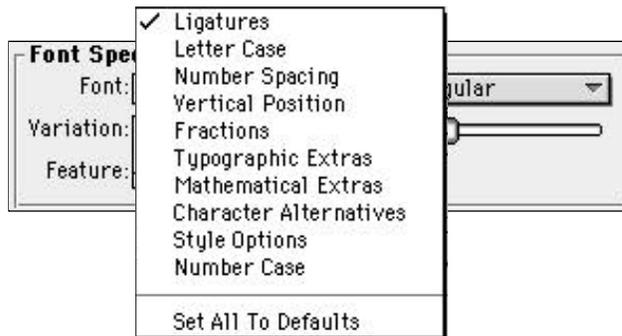


You can find the **Variation** pop-up menu in the **Font Specs** area of the **Character Attributes** dialog box.

For more information on font variations, see the **Font Specs** command entry.

- **Feature**  
Some fonts have a variety of typographic features that you can use in your documents. Some common features include: character alternates, fractions, number case, letter case, ornaments, and ligatures.

Select the desired feature from the Feature pop-up. Now select, or deselect, a feature option from the pop-up menu to the right of the Feature pop-up. For example, the Letter Case setting for the Skia font lets you choose from Upper & Lower Case or All Caps options.



You can find the Feature pop-up menu in the Font Specs area of the **Character Attributes** dialog box.

For more information on font features, see the **Font Specs** command entry.

- **Size**

The Size text field lets you enter the font size of the selected text. You can enter any desired font size from 2 to 1,000 points. You can even enter fractional sizes like 10.5 pt.

If a font size appears outlined, a bitmap font for that specified size exists in your System folder. This helps display the font smoothly on screen.

- **Leading**

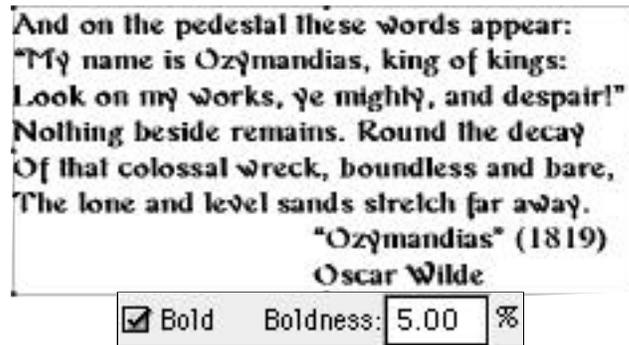
The Leading text field lets you set the amount of space occupied by a line. When you enter a new value, the leading of every line containing part of the selected text changes.

By default, **CREATOR** sets leading at 120 percent of the current point size. You can change the default leading value in the Text Defaults panel of the **Document Settings** dialog box in the **Document** menu.

For more information, see the **Size/Leading...** command entry in the **Format** menu section.

- **Style**  
The Style pop-up menu lets you apply any standard text style to the selected text. Notice that when you select a text style other than Plain Text, **CREATOR2** selects the relating check box in the Effects area. The style check boxes let you control the appearance of the text styles.
- **Tracking**  
The Tracking field lets you set the amount of space between letters. The values in this field refer to thousandths of an em (the width of a capital M in the current font and size). You can enter both positive and negative values in the Tracking field to increase or decrease the space between characters.
- **Horiz. Scale**  
The Horiz. Scale field lets you set character width. The default value of 100 percent represents the intended scale of the font. A larger percentage expands selected text while a lesser percentage compresses selected text. Changing the horizontal scale doesn't change the character's height.
- **Vert. Offset**  
The Vert. Offset field lets you move the selected text above or below the standard baseline. A positive percentage superscripts the text while a negative percentage subscripts the text.
- **"Smart Quotes"**  
The "Smart Quotes" check box lets **CREATOR2** automatically convert your quote marks into open or closed quote marks.
- **Allow Hanging Characters**  
The Allow Hanging Characters check box lets **CREATOR2** place some punctuation marks outside the borders of a text block. Not all fonts support this feature.
- **Bold Effect**  
Selecting the Bold check box lets you apply a boldface text style to the selected characters. Notice that the Style pop-up menu changes to Bold when you select the Bold check box.

The Bold check box also lets you specify the thickness of bold characters. Enter a percentage into the Boldness text field to increase the current font's plain text thickness. By default, CREATOR<sup>2</sup> increases the thickness of plain text fonts by 5 percent when bold.



In the illustration above, the user has selected the Bold check box in the Character Attributes dialog box and has increased the font thickness by five percent.

- Italic Effect

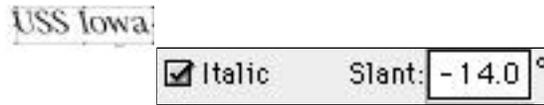
Selecting the Italic check box lets you apply an italic text style to the selected characters. Notice that the Style pop-up menu changes to Italic when you select the Italic check box.

The Italic check box also lets you specify the slant of italicized characters. Enter a degree value into the Slant text field to adjust the lean of the selected text. Entering a positive degree value slants the selected text to the right...



In the illustration above, the user has selected the Italic check box in the Character Attributes dialog box and has angled the text by 14 degrees.

while a negative value slants the selected text to the left...



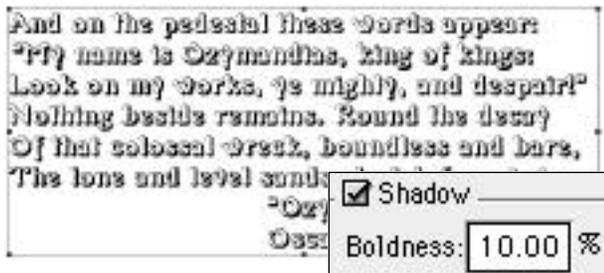
In the illustration above, the user has selected the Italic check box in the **Character Attributes** dialog box and has angled the text by negative 14 degrees.

Enter any value from -60 degrees to 60 degrees.

- **Outline Effect**  
Selecting the Outline check box lets you apply an outline text style to the selected characters. Notice that the Style pop-up menu changes to Outline when you select the Outline check box.
- **Shadow Effect**  
Selecting the Shadow check box lets you apply a shadow text style to the selected characters. Notice that the Style pop-up menu changes to Shadow when you select the Shadow check box. The shadow effect appears at its best when used with the outline effect.

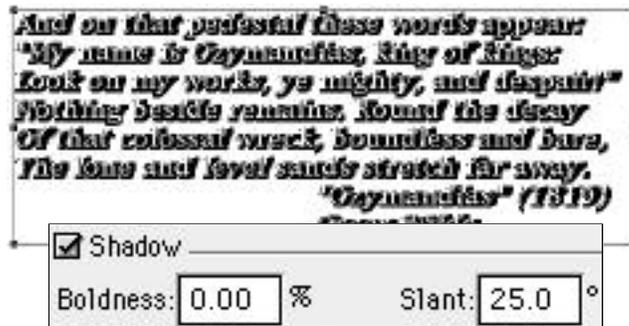
The Shadow check box also lets you specify a number of shadow attributes. Each shadow attribute is similar to the corresponding attribute in the Bold and Italic check boxes.

The Boldness text field lets you specify what percentage of the plain text thickness you want the shadow. By default, **CREATOR2** sets the shadow boldness to zero percent.



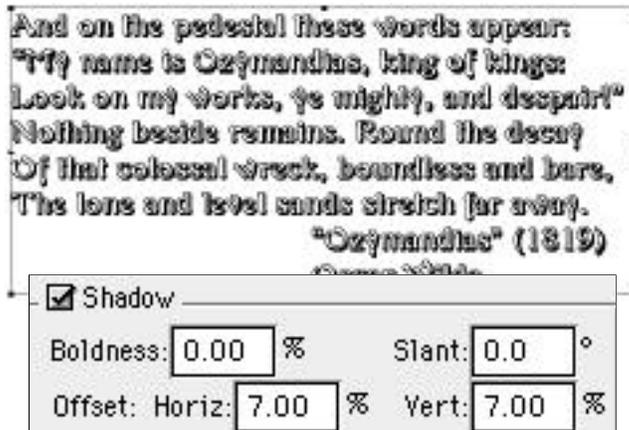
In the illustration above, the user has selected the Shadow check box in the **Character Attributes** dialog box and has increased font thickness by ten percent.

The **Slant** field lets you set a lean and a direction for the shadow. By default, **CREATOR** sets the slant to zero degrees.



In the illustration above, the user has selected the **Shadow** check box in the **Character Attributes** dialog box and has angled the text by 25 percent.

The **Offset Horiz** and **Offset Vert** fields let you move the shadow's position left or right, or above or below the baseline of the main text. By default, **CREATOR** sets both the horizontal and vertical offset to seven percent.



In the illustration above, the user has selected the **Shadow** check box in the **Character Attributes** dialog box and has offset the shadow from the main text by seven percent along the horizontal and vertical axes.

The **Scale Horiz** and **Scale Vert** fields let you set the size of the shadowed characters. Increasing the percentage makes the shadowed text larger than the main text, while decreasing the percent-

age makes the shadowed text smaller than the main text. By default, **CREATOR** sets both the horizontal and vertical scale to 100 percent.

- **Text Color**  
The Text pop-up in the Colors area lets you set the print color you wish for the selected text. The text field to the right of the pop-up menu lets you enter the percentage of the color you wish to use. When you have the outline and/or shadow text styles selected, the Text pop-up controls the color of the selected character's outline.
- **Fill Color**  
The Fill pop-up in the Colors area lets you set the color of the inside text area. The text field to the right of the pop-up menu lets you enter the percentage of the color you want to use. You can only access the Fill pop-up if you have selected the outline and/or the shadow text styles.
- **Shadow Color**  
The Shadow pop-up menu lets you set the print color you wish for the shadow of the selected text. The text field to the right of the pop-up menu lets you enter the percentage of the color you wish to use. You can only access the Shadow pop-up menu if you have selected the shadow text style.

---

## Paragraph... (⌘-⇧-F)

---

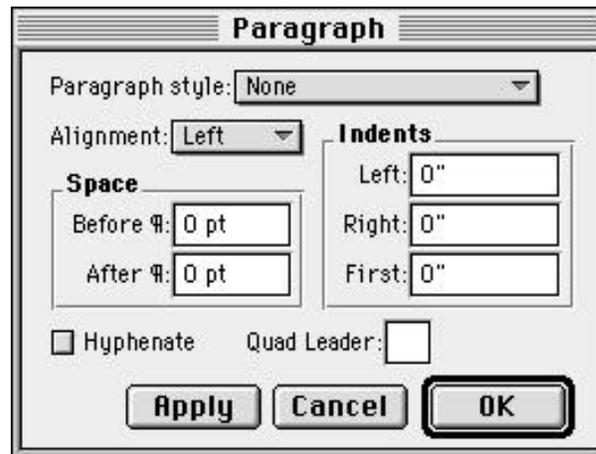
The **Paragraph...** command lets you apply existing paragraph styles or set paragraph attributes for a selected paragraph only. To create and save paragraph styles, refer to the **Make ¶ Style ...** command below.

Reformatting characters

1. Click on the Text tool on the Tools palette.
2. Click on a text box and highlight the paragraph you wish to reformat.

*Note: CREATOR<sup>2</sup> considers any section of text that ends in a return character a paragraph. However CREATOR<sup>2</sup> also considers the last section of text in a block a paragraph even if it doesn't end in a return character*

3. Choose the **Paragraph...** command in the **Format** menu. The **Paragraph** dialog box opens.



4. Enter the format settings that you wish to apply to the selected text.
5. Click the **Apply** button to view the selected text with your changes. If you like, make further modifications to the format.

6. Click the **OK** button to make the changes to the text. Click the **Cancel** button to discard your changes.

The paragraph attributes you can set include:

- **Paragraph Style**  
The Paragraph style pop-up menu lets you apply an existing paragraph style to the selected paragraph.
- **Alignment**  
The Alignment pop-up menu lets you apply any of the alignment commands—Left, Right, Center, or Justify—to the selected paragraph.
- **Space Before ¶**  
The Before ¶ field in the Space area lets you adjust the amount of space added before the selected paragraph. Enter a point value into the text field, and **CREATOR2** adds that number of points to the normal line spacing before the first line of each selected paragraph.
- **Space After ¶**  
The After ¶ field in the Space area lets you adjust the amount of space added after the selected paragraph. Enter a point value into the text field and **CREATOR2** adds that number of points to the normal line spacing after a return character.
- **Left Indent**  
The Left field in the Indents area lets you set the amount of space between the left edge of a text block and the first letter of each selected line.
- **Right Indent**  
The Right field in the Indents area lets you set the amount of space between the right edge of a text block and the last letter of each selected line.
- **First Indent**  
The First field in the Indents area lets you set the amount of space between the left edge of a text block and the first letter of the first line of the selected paragraph.

#### **Adding Space Before/After Paragraphs**

Deciding when to add paragraph space can prove confusing, especially if you don't often work on large documents. Use the following suggestions to help you decide when to add space and where:

- Add space before most paragraphs.
- Add space both before and after paragraphs.
- Add space after paragraphs in headers.
- Add spaces after the closing in letters.
- Add space both before and after graphics and tables.

- **Hyphenate**  
Selecting the Hyphenate check box lets you apply hyphenation rules to the selected paragraph. If you do not select the Hyphenate box, CREATOR<sup>2</sup> word wraps the selected text instead of breaking words. You can set the hyphenation rules in the Hyphenation panel of the **Document Settings** dialog box in the **Document** menu.
- **Quad Leader**  
The Quad Leader field lets you attach a leader to all quad characters in the selected paragraph. You can create quad characters by pressing the Shift key and the Tab key. CREATOR<sup>2</sup> moves all text following a Shift-Tab (a quad character) flush right.

Enter a character you wish to use as a quad leader into the text field. CREATOR<sup>2</sup> uses this character to fill the space between a quad character and the flush right text.

*Note: You can use any character you want as a quad leader. Some suggested characters include a period or a hyphen. An underscore character creates a solid line between the quad character and the flush right text.*

---

## Copy Fit... (⌘-⇧-)=)

---

The **Copy Fit...** command lets you resize or scale text to fit a given text block or linked text blocks.

To Copy Fit text

1. Draw a text block the size of the area you want the text to fill.
2. Type or place text into the block.
3. Choose the **Actual Size** command from the **View** menu for a better view of the changes to your text.
4. Click on the text block with the Text tool. The **Copy Fit...** command appears dimmed if you have selected a text block with any other tool.

5. Choose the **Copy Fit...** command from the **Format** menu. The **Copy Fit** dialog box opens.



The dialog box offers two main sets of features—“Scale and rewrap” and “Scale without rewrapping.”

6. Click the **OK** button to return to the Document Window after you make your selections. Click the **Cancel** button to discard your changes and return to the Document Window.

### Selecting “Scale and rewrap” Options

---

The “Scale and rewrap” feature has three options:

- **Adjust Textblock Scale**  
The **Adjust Textblock Scale** radio button lets you increase or decrease the scale of text inside a block. It also rewraps the text to fit into the active block or blocks. The text scales up or down to fit snugly within the block both vertically and horizontally.
- **Adjust Size**  
The **Adjust Size** radio button lets you increase or decrease the point size of text inside a block. It also rewraps the text to fit into the active block or blocks. Some horizontal or vertical space may remain with this option.

- **Adjust Leading**  
The **Adjust Leading** radio button lets you increase or decrease the space between lines to fit the text into the active block or blocks. This doesn't change the actual size of the characters, it only adjusts the space between lines of characters.

With this form of copyfitting, **CREATOR** may have to make several attempts to copy fit the text accurately. Although this takes some time, it even works with text wrapped around other elements or contained in more than one block.

**CREATOR** can scale the text either up to 500 percent or down to 20 percent of its original size. In reality, both of these limits are rather extreme. If you have so much text and so little space allotted that it has to scale it down to 20 percent of its original size to fit, you probably have too much text in too little space. If you need to scale it up to more than 500 percent, you may have too little text in too much space. On the other hand, you might want the text quite large. If this is the case, use the **Size** menu to make the text the approximate size you want and then use the **Copy Fit...** command.

To see what percentage your text has been scaled to when the **Copy Fit...** command has finished, double-click the text block with the Arrow pointer and note the amounts in the **Horizontal** and **Vertical** scaling fields in the **Text** panel of the **Element Info** dialog box in the **Elements** menu.

If you have chosen an option in the **Scale and rewrap** area, it may be necessary for **CREATOR** to make several passes in order to copy fit the text. As it does, a dialog box informs you of the percentage of scaling being applied with each pass. Cancel the process at any time by pressing **Cmd-.**

If you do not like the results, you can undo the changes by pressing **Cmd-Z** or choosing **Undo** from the **Edit** menu.

*Note: Since copy fit operations can result in some very unusual type sizes, copyfitted text may not look good on the screen. However, adjustments made by your PostScript output device will improve the look of printed versions.*

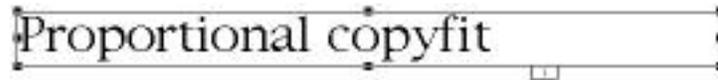
*Also, copy fit operations may seem slow in one instance and fast in the next. This is because **CREATOR** uses successive approximation to achieve its copyfitting results—and some copyfitting sessions require more attempts than others.*

## Selecting “Scale without rewrapping” Options

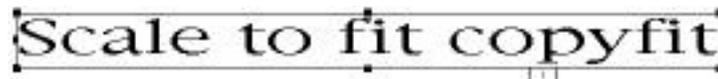
---

Typically, you only use the “Scale without rewrapping” options on headlines. For this reason, these options appear dimmed if there is more than one text block selected, the text runs beyond the border of the block, or the block is not a rectangular shape. The “Scale without rewrapping” feature has two options:

- **Proportional**  
The Proportional radio button lets you resize the text inside a block proportionally—only changing the point size—to fit the surrounding text block. Some horizontal or vertical space may remain with this option.



- **Scale to Fit**  
The Scale to Fit radio button lets you resize the text inside a block non-proportionally. This option changes both the point size and the horizontal scaling, so it fits the surrounding text block both vertically and horizontally. In extreme cases, this makes the text look either stretched or squashed.



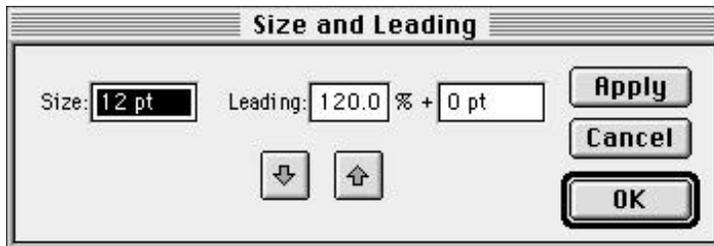
---

## Size/Leading... (⌘-)

---

The **Size/Leading...** command lets you adjust both the font size and the leading in a document. You can adjust or set the font size and leading in several other menus and dialog boxes, but the **Size and Leading** dialog box offers one of the easiest ways to set size and leading attributes.

When you select the **Size/Leading...** command from the **Format** menu, the **Size and Leading** dialog box opens. The document's default font size, or the font size of the selected text, appears in the **Size** text field. By default, **CREATOR** sets the values in the **Leading** text fields to 120 percent and zero points.



To change the font size, enter a new point value into the **Size** field. If you haven't selected any text, you can apply the new font size to the document. If you have selected text, you can apply new value to the selected text. You can also increase the point size by selecting the **Size** field and clicking on the **Arrow up** or **Arrow down** buttons in the dialog box. The arrow buttons increase or decrease font size a point for each click.

To change the leading, enter the space you would like between lines as a percentage of the selected font size. You can increase the leading by typing in a new percentage or by adding point sizes to the leading percentage. You can also adjust the leading by selecting either the percentage or point fields and then clicking on the **Arrow up** or **Arrow down** buttons in the dialog box. The arrow buttons increase or decrease the percentage field by five percent and the points field by one point for each click.

To see how your settings affect text, click the **Apply** button. To use your new settings, click the **OK** button. If you wish to discard your settings, click the **Cancel** button.

The **Tracking...** command lets you adjust the spacing between selected text. Although you can adjust or set tracking in several other menus and dialog boxes, the **Tracking** dialog box offers one of the easiest ways to set character spacing.



#### Setting tracking

1. Click on the Text tool on the Tools palette.
2. Click on a text box and highlight the text whose tracking you wish to change, or position the I-beam where you want new text to appear.
3. Choose the **Tracking...** command in the **Format** menu. The **Tracking** dialog box appears.
4. Enter a value in the Tracking text field. You can also click on the **Arrow right** or **Arrow left** buttons. The arrow buttons increase or decrease tracking by the amount set in the Text panel of the **Preferences** dialog box in the **Edit** menu. By default, **CREATOR2** changes tracking by units of 50.

Tracking values are measured in thousandths of an em. An em equals the width of a capital "M" in the current font and size. An em usually equals the point size.

5. Click the **Apply** button to view the selected text with your changes.
6. Click the **OK** button to apply the changes and return to the Document Window. Click the **Cancel** button to discard the changes.

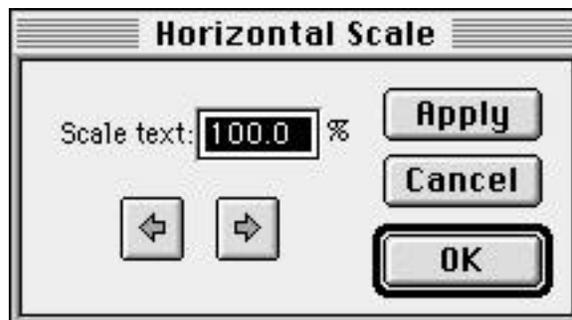
*Note: Tracking is the opposite of kerning, a feature supported in some word processing applications. Whereas tracking adjusts the spacing behind a character, kerning adjusts the spacing before a character*

---

## Horiz. Scale... (⌘-H)

---

The **Horiz. Scale** command lets you adjust the width of selected text. Although you can adjust or set the horizontal scale in several other menus and dialog boxes, the **Horizontal Scale** dialog box offers one of the easiest ways to set character width.



Setting the horizontal scale

1. Click on the Text tool on the Tools palette.
2. Click on a text box and highlight the text whose tracking you wish to change, or position the I-beam where you want new text to appear.
3. Choose the **Horiz. Scale...** command in the **Format** menu. The **Horizontal Scale** dialog box appears.
4. Enter a percentage in the Scale text field. You can also click on the **Arrow right** or **Arrow left** buttons. The arrow buttons increase or decrease the scale by the amount set in the Text panel of the **Preferences** dialog box in the **Edit** menu. By default, **CREATOR** changes the scale by units of 20.

By default, **CREATOR** sets the horizontal scale to 100 percent. You can compress the scale to 20 percent or expand the scale to 400 percent.

5. Click the **Apply** button to view the selected text with your changes. If you adjust the scale with the arrow buttons, **CREATOR** updates the text with each click.
6. Click the **OK** button to change the text. Click the **Cancel** button to discard your changes.

The **Offset** command lets you adjust the position of the selected text in relation to the center of a line, also called the baseline. Although you can adjust or set the vertical offset in several other menus and dialog boxes, the **Vertical Offset** dialog box offers one of the easiest ways to set superscript or subscript text.



Setting the vertical offset

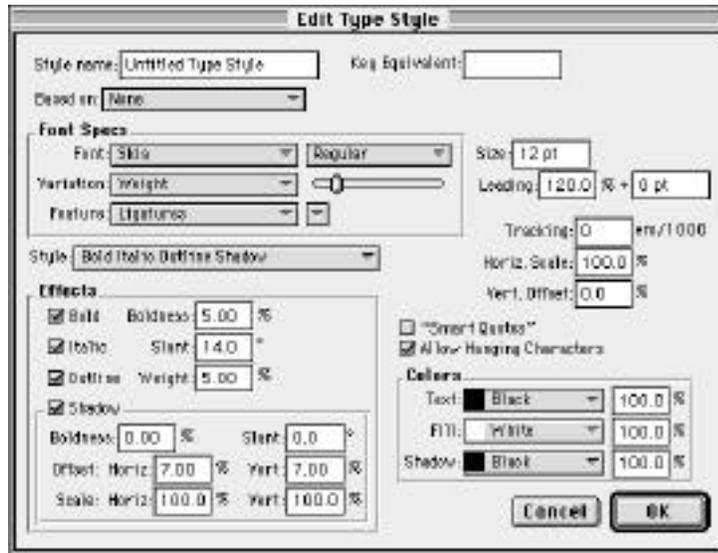
1. Click on the Text tool on the Tools palette.
2. Click on a text box and highlight the text whose offset you wish to change or position the I-beam where you want new text to appear.
3. Choose the **Offset...** command in the **Format** menu. The **Vertical Offset** dialog box appears.
4. Enter a percentage in the Offset text field. You can also click on the **Arrow up** or **Arrow down** buttons. The arrow buttons increase or decrease the scale by the amount set in the Text panel of the **Preferences** dialog box in the **Edit** menu. By default, **CREATOR2** changes the offset by units of five.
5. Click the **Apply** button to view the selected text with your changes. If you adjust the scale with the arrow buttons, **CREATOR2** updates the text with each click.
6. Click the **OK** button to change the text. Click the **Cancel** button to discard your changes.

---

## Make Type Style...

---

The **Make Type Style...** command lets you create your own format styles to apply to text. Choosing the **Make Type Style...** command in the **Format** menu opens the **Edit Type Style** dialog box. The **Edit Type Style** dialog box contains all the choices available in the **Character Attributes** dialog box. Just a few differences distinguish the two dialog boxes.



### Creating Type Styles

1. Click on the Text tool on the Tools palette.
2. Click on a text box and highlight the text you wish to use as your type style.
3. Choose the **Make Type Style...** command in the **Format** menu. The **Edit Type Style** dialog box appears. Notice that the style attributes reflect those of the selected text.
4. Make the desired format adjustments. For a detailed description of the Font Specs, Effects, Size, Leading, Color and other options, see the **Characters...** command entry above.
5. Enter a name for the type style in the Style name text field.

6. Click the **OK** button to make the changes to the text. Click the **Cancel** button to discard your changes.

The **Edit Type Style** dialog box has several unique features. These features include:

- **Style name**  
The **Style name** field lets you enter a name to identify the type style you have created. Initially, the field appears with **Untitled Type Style** highlighted. Just start typing to replace this caption with a more descriptive name.
- **Based on**  
The **Based on** pop-up menu lets you select an existing file as the basis for the style you wish to create. If you edit the base style, **CREATOR2** modifies those same attributes in the new style, unless you have already changed those attributes in the newer style.
- **Key Equivalent**  
The **Key Equivalent** text field lets you create a keyboard shortcut that automatically applies the specified style to text. The specified key shortcut appears next to the style's name on the **Style's** palette. Do not use a keyboard shortcut used by another style or by **CREATOR2**.

To change the settings of an existing type style, choose the **Text Styles...** command in the **Document** menu. See the **Text Styles...** command entry in the **Document** menu section for more information.

---

## **Make ¶ Style...**

---

The **Make ¶ Style...** command lets you create your own paragraph styles to apply to text. Choosing the **Make ¶ Style** command in the **Format** menu opens the **Edit Paragraph Style** dialog box. The **Edit Paragraph Style** dialog box contains all the choices available in the **Paragraph...** dialog box. Just a few differences distinguish the two dialog boxes.



### Creating Paragraph Styles

1. Click on the Text tool on the Tools palette.
2. Click on a text box and highlight the paragraph you wish to use as your paragraph style.

*Note: CREATOR<sup>2</sup> considers any section of text that ends in a return character a paragraph. However, CREATOR<sup>2</sup> also considers the last section of text in a block a paragraph if it doesn't end in a return character*

3. Choose the **Make ¶ Style...** command in the **Format** menu. The **Edit Paragraph Style** dialog box appears. Notice that the style attributes reflect those of the selected paragraph.
4. Adjust any of the format settings you want. For a detailed description of the Alignment, Space, Indents, Hyphenate, or Quad Leader options, see the **Paragraphs...** command listing above.
5. Enter a name for the paragraph style in the Style name text field.
6. Click the **OK** button to make the changes to the text. Click the **Cancel** button to discard your changes.

The **Edit ¶ Style** dialog box has several options and unique features. These features include:

- **Style name**  
The **Style name** field lets you enter a name to identify the new paragraph style. Initially, the field appears with **Untitled ¶ Style** highlighted. Just start typing to replace this caption with a more descriptive name.
- **Based on**  
The **Based on** pop-up menu lets you select an existing file as the basis for the new style. If you edit the base style, **CREATOR2** modifies those same attributes in the new style, unless you have already changed those attributes in the newer style.
- **Type style**  
The **Type style** pop-up menu lets you apply the attributes of a selected type style at the same time you apply a paragraph style. When you link a paragraph and type style in this way, the selected text appears with both the paragraph and type formatting rules. Selecting **None** does not apply a pre-existing type style.
- **Next ¶ style**  
The **Next ¶ style** pop-up menu lets you set the format of the paragraph following the selected paragraph. By default, the **Same as this** option appears in the pop-up menu, but you can designate any paragraph style you have created as the next paragraph style.
- **Key Equivalent**  
The **Key Equivalent** text field lets you create a keyboard shortcut that automatically applies the specified style to text. The specified key shortcut appears next to the style's name on the **Style's** palette. Do not use a keyboard shortcut used by another style or by **CREATOR2**.

To change the settings of an existing paragraph style, see the **Text Styles...** command entry in the **Document** menu section for more information.

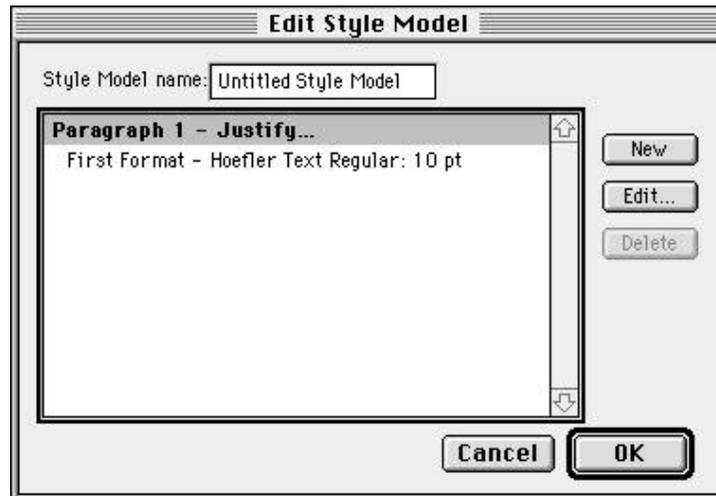
---

## Make Style Model...

---

The **Make Style Model...** command lets you combine type styles and paragraph styles. In this way, you can create style models for special formats.

When you select the **Make Style Model...** command from the **Format** menu, the **Edit Style Model** dialog box opens. Notice that the dialog box breaks a style model into its component paragraph and type styles.



---

### Creating a New Style Model

---

When you open the **Edit Style Model** dialog box, an unnamed style model appears for you to edit. **CREATOR<sup>2</sup>** sets the paragraph and type style formats to the document defaults. If you want to create a new style model, you need to:

1. Draw a text block.
2. Choose the **Make Style Model...** command from the **Format** menu. The **Edit Style Model** dialog box opens.
3. Enter a name for the new style model into the Style Model name field.
4. Click the **OK** button to add the new style model to the Styles palette. Click the **Cancel** button to discard the new model.

Because so many different formatting needs exist, **CREATOR2** offers many different ways to modify a style model. Not only can you edit style models for individual paragraphs, you can also specify the format of sequences of paragraphs and text.

### Editing paragraph and type styles

You may wish to make changes to a new style model or modify an existing one. **CREATOR2** lets you do just this. You can make changes to existing paragraph and type styles from the **Edit Style Model** dialog box.

1. Click on a text block with the Text tool.
2. Choose the **Make Style Model...** command from the **Format** menu. The **Edit Style Model** dialog box opens.
3. Click on the paragraph or type style you wish to edit.
4. Click the **Edit** button. This opens either the **Edit Paragraph** or **Edit Character Model** dialog boxes, depending on the type of style you selected.

*Note: You can also open the **Edit Paragraph** and **Edit Character Model** dialog boxes by double-clicking on the name of the appropriate style in the **Edit Style Model** scroll list.*

5. Modify the style according to your wishes. Notice that you can select existing styles from the Type style or Paragraph style pop-up menus, depending on the dialog box you have open.
6. Click the **OK** button to apply the style changes and return to the **Edit Style Model** dialog box.
7. Click the **OK** button in the **Edit Style Model** dialog box to return to the Document Window. Click the **Cancel** button if you wish to discard the changes.

## Adding paragraph formats

When you create a style model for a particular paragraph, you may already know how you want to format succeeding paragraphs. Instead of applying a series of style models for these paragraphs, **CREATOR** lets you specify how you want succeeding paragraphs formatted.

1. Click in a text block with the Text tool.
2. Choose **Make Style Model** from the **Format** menu. The **Edit Style Model** dialog box opens.
3. Click on the Paragraph 1 entry.
4. Click the **New** button. A new entry labeled Paragraph 2 appears.
5. Click on the paragraph or type style listing for the Paragraph 2 entry.
6. Click the **Edit** button.
7. Modify the style according to your wishes.
8. Click the **OK** button to apply the changes and return to the **Edit Style Model** dialog box. Click the **Cancel** button if you wish to discard your changes.
9. Click the **OK** button in the **Edit Style Model** dialog box to return to the Document Window. Click the **Cancel** button if you wish to discard your changes.

## Adding type styles

In some sections of text, you may wish to apply the same paragraph style but change type styles. You can accomplish this by adding type styles to your style model.

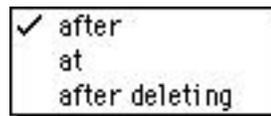
1. Click on a text block with the Text tool.
2. Choose **Make Style Model...** from the **Format** menu. The **Edit Style Model** dialog box opens.
3. Click on a type style entry in the scroll list of the dialog box.

4. Click the **New** button. A new type style entry appears. A Change after "?" message appears before the type style name.

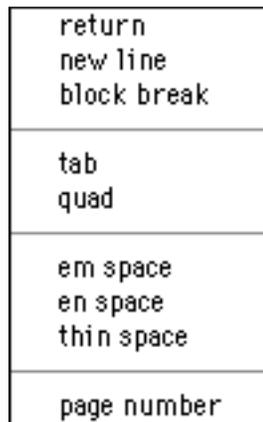
Notice that a pop-up and text field appear at the bottom of the dialog box after you add a type style. These menus let you determine when to change type styles.



5. Select an option from the Change pop-up menu. Your options include:



6. Select an option from the pop-up menu to the right of the Change pop-up. Your options include:



7. Click the **OK** button to apply your changes and return to the Document Window. Click the **Cancel** button to discard your changes.

To change the settings of an existing style model, choose the **Text Styles...** command in the **Document** menu. See the **Text Styles...** command entry in the **Document** menu section for more information.

---

## Apply Tags

---

The **Apply Tags** command lets you apply styles to a standard text file. **CREATOR** does this by looking for tags—or labels—which tell the application what style it needs to apply to the specified text. Enter these tags into the text before importing the file into **CREATOR**.

When **CREATOR** finds a tag in a text file, the application deletes the tag and then styles the text accordingly. You can apply styles from tags when importing or breaking text (or word processing) files.

The form of tags

**CREATOR** looks for tag delimiter characters to recognize tags.



You can find the characters used for tag delimiters in the Text panel of the **Preferences** dialog box.

**CREATOR** uses the « (Option-\ ) and » (Option-Shift-\ ) characters as default tag delimiters. If you choose your own delimiters, avoid frequently used characters. Also avoid characters you've already used as delimiters in style models. If you wish, you can use the same character as both the start and end delimiter.

A tag can identify a type style, paragraph style, or a style model by name or by position in the style sheet. There is also a None tag to turn off styling.

Making a tag

Here's how to make a tag. Start with a tag start delimiter («). Follow that with:

- T for a type style, or
- P for a paragraph style, or
- M for a style model.

Next, type:

- a colon (:) and the style name, or
- a number sign (#) and the number of the style

Finally, type the tag end delimiter (»).

The None tag is constructed by the word “None” between tag start and end delimiters.

Here are some examples:

- |                  |   |
|------------------|---|
| «M:Disk Listing» | Use the style model named “Disk Listing.”   |
| «P#5»            | Use the fifth paragraph style. (This will be the <i>sixth</i> item on the paragraph style palette, because the None item at the top of the list doesn’t represent a style.) |
| «None»           | Don’t use any style or style model.   |

How Creator2 uses tags

When you apply styles using tags, **CREATOR2** scans the text from top to bottom. When it finds a tag, the application deletes the tag. Then it applies the specified type style, paragraph style, or style model until the application finds another tag to turn off the style or the end of the text file is reached.

Note that type styles and paragraph styles can coexist. A type style tag doesn’t turn off a paragraph style tag.

However, a paragraph style tag will turn off a previous type style if the paragraph style tag includes an associated type style.

Style models affect both type and paragraph formatting, so:

- A style model tag turns off type and paragraph tags.

- A type or a paragraph tag turns off a style model tag.
- “None” tags turn off all three kinds of styles.

### The scope of a tag

When you select a range of text and apply a paragraph style or a style model, **CREATOR** extends the selection to the beginning of the first paragraph containing the selection and the end of the last paragraph containing the selection. This is because paragraph formatting affects entire paragraphs, and both paragraph styles and style models affect paragraph formatting.

The same is true of paragraph and model tags. To avoid confusion, we recommend placing paragraph and model tags at the beginning of the first paragraph they will affect. Even if a paragraph or model tag is in the middle of a paragraph, it is applied at the beginning of the paragraph and continues through to the end of a paragraph in which another tag turns it off.

### An example of tags

Here’s a sample of text containing tags (the tags are bold-faced for visibility):

«M:Disk Listing»5.25” Precision Disks  
 35¢ each  
 SS/DD in boxes of 10  
 3.5” Sony Disks  
 55¢ each  
 DS/DD in quantities of 25  
 «M:Tabbed List»Premium Diskettes  
 3.5” double-sided double-density in lots of 25.  
 Lifetime warranty           59¢ each  
 Printer Ribbon  
 Imagewriter, Imagewriter II           \$2.49  
 Disk Case  
 Protects up to 20 3.5” disks           \$4.95  
 «P:Newspaper»«T:Tight Times»Our store has all the «T:T    T  
 Bold»best«T:Tight Times» supplies for your computer  
 needs, at all the «T:TT Bold»best«T:Tight Times» prices!

In this example,

- Disk Listing is a three-paragraph style model which is applied to the first six lines.
- Tabbed List is a two-line model containing a tab with a tab leader for the prices. It is applied to the next seven lines.

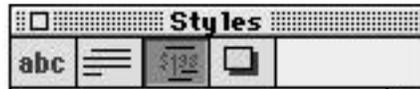
The last paragraph begins with the paragraph style Newspaper and alternates between the type styles Tight Times and TT Bold.

Here's what it looks like when tags are applied:

5.25" Precision Disks	
<b>35</b> ¢ each	
SS/DD in boxes of 10	
3.5" Sony Disks	
<b>55</b> ¢ each	
DS/DD in quantities of 25	
<b>Premium Diskettes</b>	
3.5" double-sided double-density	
in lots of 25. Lifetime warranty.....	<b>59¢</b> each
<b>Printer Ribbon</b>	
Imagewriter, Imagewriter II.....	<b>\$2.49</b>
<b>Disk Case</b>	
Protects up to 20 3.5" disks .....	<b>\$4.95</b>
Our store has all the <b>best</b> supplies for your computer needs, at all the <b>best</b> prices!	

To apply tags to a range of text, the Styles palette must be visible.

1. Click the **Style Model** button on the Styles Palette.



2. Select the text containing the tags.
3. Choose the **Apply Tags** command from the **Format** menu.

If you didn't select whole paragraphs, **CREATOR2** extends the selection. The tags are then deleted and the styles applied.

*Note: Invalid tags—those with names that can't be found or numbers that are out of range—will not be deleted and no styles will be applied.*

Applying tags while placing a text file

1. Choose **Import Text...** from the **File** menu.
2. In the **Import Text** dialog box, check the Use Style check box and choose Use Tags (the default) in the pop-up menu.
3. Choose a text or word processing file containing tags and click the **Place** button. **CREATOR2** applies tags to the entire file when it is placed.

Applying tags while breaking text

1. Choose **Import Text...** from the **File** menu.
2. Select a text file containing tags to be imported.
3. Click the **Break** button.
4. In the **Break Text** dialog box, make sure you select the Use Style Model check box and choose Use Tags from the pop-up menu.
5. Specify the appropriate break settings and click the **Place** button.

Tags are applied to the separate text blocks as if they were still a single piece of text. Block 2 may not contain any tags, but it is still styled with tags that were in effect at the end of the first block.

#### Applying tags while Importing Text from the Files palette

1. In the Files palette, click on the file containing tags to be placed.
2. Choose the **Apply Tags** command from the **Format** menu.
3. Drag a rectangle to contain the text.

*Note: The same technique works for applying any style model to text placed from the Files palette.*

To break text from the Files palette, double-click the file name in the Files palette. This brings up the **Break Text** dialog box, and you can select tags or a model as described above. For more information on using the Files and Styles palettes, refer to Chapter 2 of this *Reference Manual*

An easy way to insert tags into your text

If you are editing your text in **CREATOR2** and you wish to insert a tag for an existing type style, paragraph style, or style model into your text, set the insertion point where you wish the tag to go, press the Option key, and click on the name of the desired style or model in the Styles palette.

---

## The Document Menu

---

### Document

Document Settings...

Page Manager...

Master Spreads...

Colors...

Element Styles...

Text Styles...

Check Spelling... ⌘L

Check Selection... ⌘⇧L

Spelling Rules...

User Dictionaries...

Replace Fonts...

File Utilities...

The **Document** menu contains commands that let you set document-specific attributes or let you make changes across a document. With the commands in the **Document** menu you can create type styles, add or delete pages, or replace font styles throughout an entire document. A full description of the commands in the **Document** menu follows.

---

## Document Settings...

---

The **Document Settings...** command lets you decide what kinds of document information you want **CREATOR** to present. You can also tell **CREATOR** how to deal with certain types of text information.

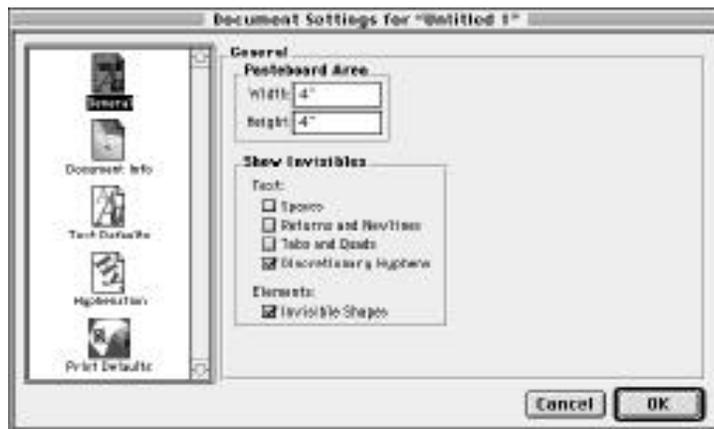
When you select **Document Settings...**, the **Document Settings** dialog box appears. Several panels appear in the scroll list on the left side of the dialog box. You can control **CREATOR** document attributes by setting various options available on each panel.

---

## Setting Document Attributes in the General Panel

---

The General document settings panel lets you set document specific interface attributes.



## Setting the Pasteboard Area size

**CREATOR2** lets you set the pasteboard size (the area surrounding a spread) in each document. Simply enter a measurement into the width and height fields, and **CREATOR2** adjusts the available pasteboard accordingly.

## Setting the Invisibles attributes

**CREATOR2** does not always display certain formatting information. By clicking in the appropriate check box, **CREATOR2** displays special characters to represent this hidden formatting information. The type of invisible information that **CREATOR2** can display includes:

- **Spaces**  
The **Spaces** check box lets you view the number of spaces between words and characters. Spaces appear as small gray dots. **CREATOR2** also supports Em, En, and Thin Spaces. An Em space appears as a dot with an M over it. An En space appears as a dot with an N over it. A Thin space appears as a dot with a T over it.  
  
An Em space (Shift-Ctrl-Space) equals the width of the selected point size. An En Space (Shift-Space) equals 1/2 the width of the selected point size. A Thin space (Ctrl-Space) equals 1/4 the width of the selected point size.
- **Returns and Newlines**  
The **Returns and Newlines** check box lets you see where each line ends and where each new line begins. Return characters appear as paragraph symbols (¶) while newline characters appear as .
- **Tabs and Quads**  
The **Tabs and Quads** check box lets you view all tab and quad marking. Tabs appear as right arrows (→) while quads appear as double-headed arrows (↔).
- **Discretionary Hyphens**  
The **Discretionary Hyphens** check box lets you view all the discretionary hyphens you have placed in words. Discretionary hyphens appear as gray carrots (^) beneath words.

For more information on discretionary hyphens, see the entry for the **Discretionary Hyphen** command in the **Format** menu section.

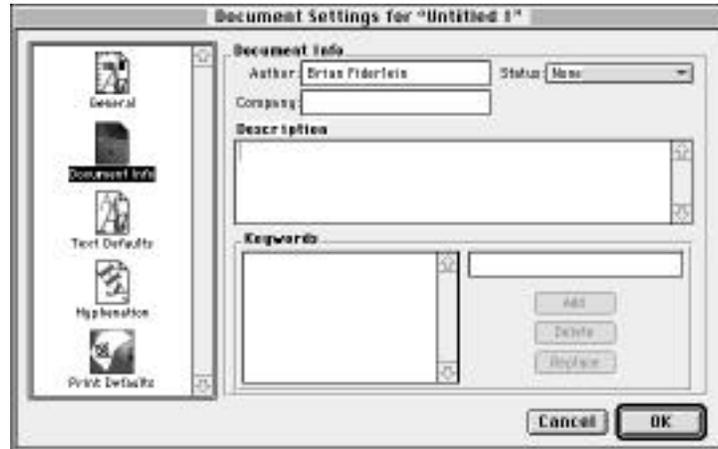
- Invisible Shapes  
The Invisible Shapes check box lets you view graphics with a fill and frame color of None. Invisible shapes appear as a transparent light blue or gray color.

---

### Setting Attributes in the Document Info Panel

---

The Document Info panel lets you record important information about the current document.



The Document Info panel options include:

- Status  
The Status pop-up menu lets you record the importance or the state of completion of a document. Here are the status labels available.



- Author  
The Author text field lets you record the name of the person who originally created the open document.

*Note: If you have entered a name into the User Name field of the General panel of the Preferences dialog box in the Edit menu, this name automatically appears in the Author field when you create a new document.*

- **Description**

The Description text field lets you describe the document. You can provide a synopsis of the document, a description of the intended audience, or whatever information you feel is important.

You can also enter document strings into the Description field. These strings replace commonly used phrases. Simply type a description string into the appropriate spot in the Description field. The actual phrase the string characters represent appears on printouts.

The document strings available include:

@c or @C	—	company name (from <b>CREATOR2</b> registration)
@e or @E	—	extended date string (e.g., Monday, November 11, 1997)
@d or @D	—	short date string (e.g., 11/11/97)
@n or @N	—	user name from <b>CREATOR2</b> registration
@p or @P	—	PostScript printer name selected in the Chooser
@t or @T	—	time string as defined by the Control Panel
@v or @V	—	version of <b>CREATOR2</b>

- **Keywords**

The Keywords text field lets you identify **CREATOR2** documents with certain words. When you catalog your files with Multi-Ad Search, the application includes these keywords in the catalog of files.

To specify a keyword, type a word into the text field at the upper right of the Keywords area and then click the **Add** button. Your word appears in the scroll list to the left.

To remove a keyword, click on a word in the scroll list and then click the **Delete** button. **CREATOR<sup>2</sup>** removes the word from the list.

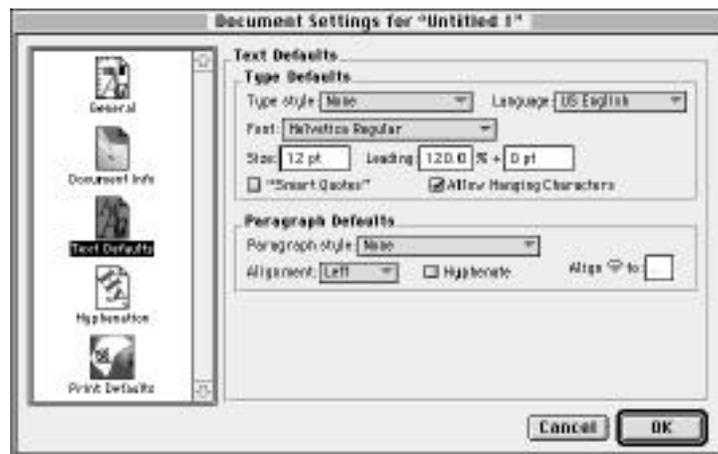
To replace a keyword with a new word, click on a keyword in the scroll list. Enter a new word into the text field in the upper right and click the **Replace** button. Notice that the new word appears in the scroll list in place of the old keyword.

---

### Setting Attributes in the Text Defaults Panel

---

The Text Defaults panel lets you set text attributes for the current document. You can set the standard font, font size, paragraph style, and other attributes *for the active document only*. If you open a new document, its text appears in the style entered in the Text panel of the Preferences dialog box.



The Type Defaults area allows you to set the default text attributes for your document. The attributes include:

- **Type style**  
The Type style pop-up menu lets you apply a type style that you previously created and saved.
- **Font**  
The Font pop-up lets you choose a default font.
- **Size**  
The Size field lets you select a default point size.
- **Leading**  
The Leading field lets you enter a percentage of the existing point size, plus a certain number of points to determine the space between lines of text.
- **Language**  
The Language pop-up menu lets you identify text as belonging to a certain language. When you check spelling, CREATOR<sup>2</sup> checks the specified text against a dictionary of the appropriate language.
- **"Smart Quotes"**  
The "Smart Quotes" check box lets CREATOR<sup>2</sup> automatically convert your quote marks into open or closed quote marks.
- **Allow Hanging Characters**  
The Allow Hanging Characters check box lets CREATOR<sup>2</sup> place some punctuation marks outside the borders of a text block. Not all fonts support this feature.

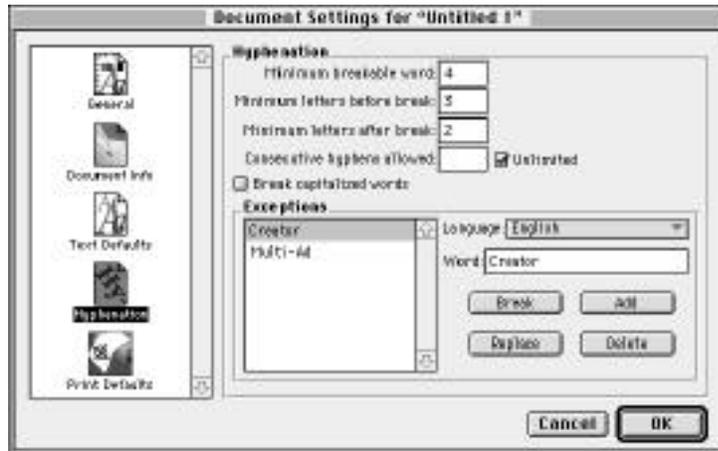
If you have created a paragraph style, the Text Defaults panel lets you use that style as a default. Just choose your style from the Paragraph style pop-up menu. You can further modify the default paragraph by selecting an alignment from the Alignment pop-up menu or setting a tab stop by entering a value into the Alignment field. You can also turn on hyphenation.

---

## Setting Attributes in the Hyphenation Panel

---

The Hyphenation panel lets you set a wide range of hyphenation rules in your document.



The hyphenation attributes you can set include:

- **Minimum breakable word**  
In the Minimum breakable word field, enter the smallest number of characters you want a word to have before **CREATOR** hyphenates it.
- **Minimum letters before break**  
In the Minimum letters before break field, enter the smallest number of characters you want before each hyphen.
- **Minimum letters after break**  
In the Minimum letters after break field, enter the smallest number of characters you want after each hyphen.
- **Consecutive hyphens allowed**  
In the Consecutive hyphens allowed field, enter the number of consecutive lines that you want hyphens to appear in. If the field reads unlimited, hyphens can appear in every line on a page.
- **Break capitalized words**  
Click the Break capitalized words check box to let hyphenation rules apply to capitalized words. By default, **CREATOR** does not hyphenate capitalized words.

## Entering Exceptions to hyphenation rules

The Exceptions area, at the bottom of the Hyphenation panel, lets you enter specific hyphenation rules. You can define how you want certain words hyphenated, even if they break the minimum letter rules you previously entered. Or you can exempt certain words from hyphenation altogether.

The Word field in the Exceptions area lets you apply special hyphenation rules to a specified word. Click the **Break** button and **CREATOR** displays your word with its natural hyphenation breaks. Add hyphens where you wish to break the word, and remove the hyphens you don't want. Click the **Add** button to enter the word, and its new hyphenation breaks, to the scrolling list.

If you wish to exempt a word from the hyphenation rules entirely, enter it into the Word field in the Exceptions area. Click the **Add** button to enter the unhyphenated word into the scrolling list.

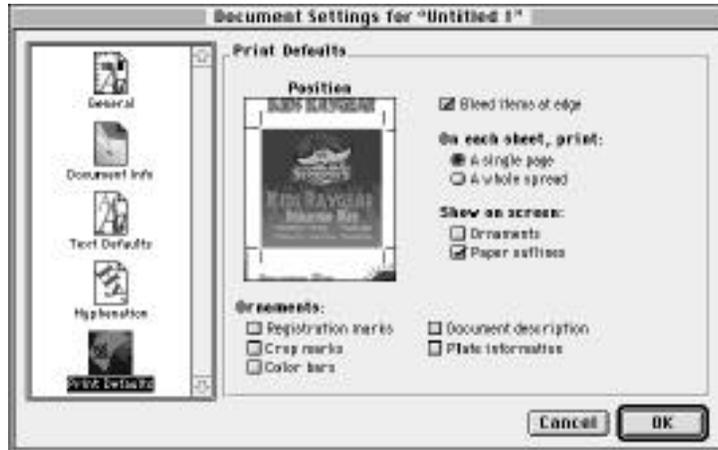
To change the hyphenation rules for any word in the scrolling list, click on a word to place it in the Word field. Change the word to reflect your new hyphenation requirements. Click the **Replace** button to enter the new

---

## Setting Attributes in the Print Defaults Panel

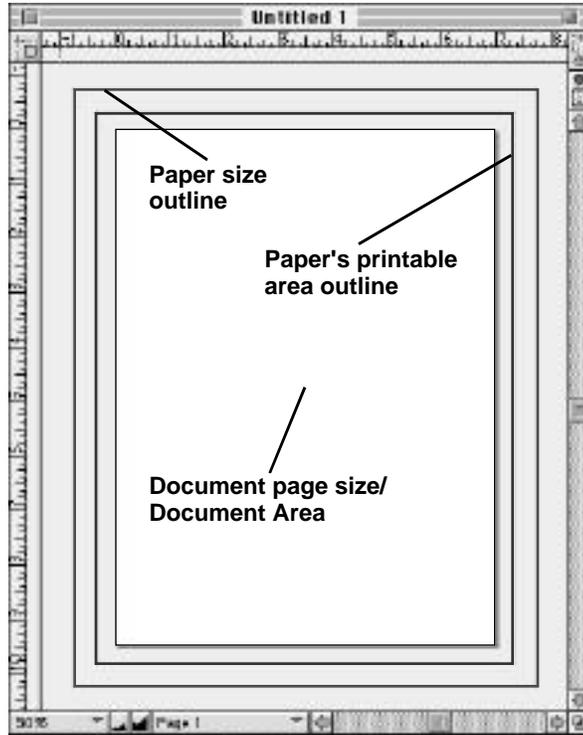
---

The Print Defaults panel lets you specify the document's border, in order to create bleeds and other effects. You can even change the position of a document on a page by clicking and dragging the sample document to a new section of the view area. The panel also lets you decide if you want various marks and printer information to appear on the page.



- **Bleed items at edge**  
Click on the Bleed items at edge check box to print parts of items that overlap the document border. If you have this item deselected, **CREATOR** only prints those parts of elements that are in the document area. Parts of elements that are not in the document area appear dimmed.
- **A single page**  
The A single page radio button lets you print each document page on a separate sheet of paper. Any part of an element that runs over the margins of a document does not appear on the printout.
- **A whole spread**  
The A whole spread radio button lets you print an entire spread on a single sheet of paper.
- **Ornaments**  
Click the Ornaments check box to view the placement of all ornaments (registration marks, crop marks, color bars, etc.) in the Document Window.

- Paper outlines  
Selecting the Paper outlines check box displays the printable area and paper size outlines.



Deselecting the check box hides these outlines.

The Print Defaults panel also lets you place page ornaments in a document. Normally this information doesn't appear, but you may find it helpful when printing separations. The ornament options include:

- Registration marks  
Click in the Registration marks check box when you print color separations. This option places Registration Marks on a page to aid in lining up the color separations for perfect realignment.

**CREATOR<sup>2</sup>** also prints GATF (Graphic Arts Technical Foundation) control targets on certain corners. These 1/2 inch pinwheels help measure image resolution during plate production and plate degradation, dot doubling, grain, and slurring during printing.

- **Crop marks**  
Click in the **Crop marks** check box when you print a document on a sheet of paper that is larger than the document. The crop marks let the printer know that the paper needs trimming.

You may also need to select the **Crop marks** check box when tiling a page or spread.

- **Color bars**  
Click in the **Color bars** check box to place four rectangles at the bottom of each color separation plate. Each rectangle represents one of the four separation components: black, cyan, magenta, and yellow—in that order. On the black separation, the first rectangle is colored black while the other rectangles are white. On the cyan separation, the second rectangle is colored black while the other rectangles are white, and so on.

The color bars help identify each color separation. **CREATOR<sup>2</sup>** also prints color and gray ramps on the left and right sides for calibration purposes.

- **Document description**  
Click in the **Document description** check box to print any notes entered into the Document Info panel of the **Document Settings** dialog box. These notes appear at the top of the printout.
- **Plate information**  
Click in the **Plate information** check box to print the document name and the plate name.

---

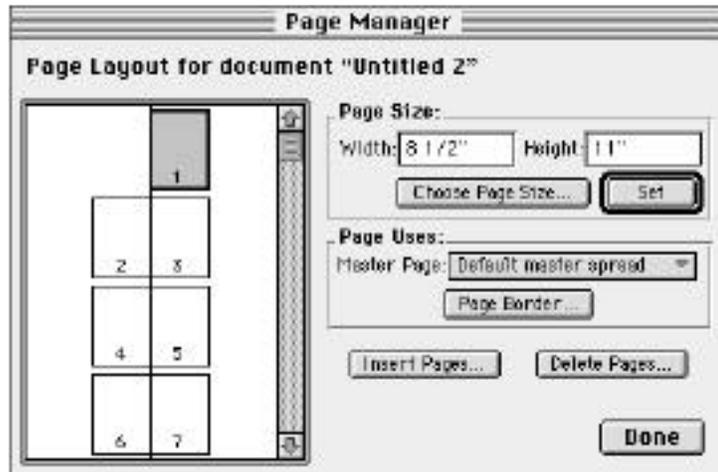
## **Page Manager...**

---

The **Page Manager...** command lets you control your document's page size and number. If you like, you can even include pages of differing sizes in your document.

When the **Page Manager** dialog box first opens, the pages of your document appear in the scroll list to the left of the dialog box. You can move a page by clicking on it and then dragging to the desired location. Selected pages

appear shaded. The page currently displayed in the Document Window appears with a bold border in the **Page Manager** dialog box.



### Changing page sizes

When you click on a page in the scroll list, notice that the pages dimensions appear the **Width** and **Height** text fields of the **Page Size** area of the dialog box. You can change the values in these fields to vary the size of individual pages. To change the size of a page, click the number of the page you want to change, then click the **Choose Page Size...** button and select a page size from the **Choose a Size** dialog box. You can also enter the desired height and width into the text fields. To apply the dimension changes, click the **Set** button.

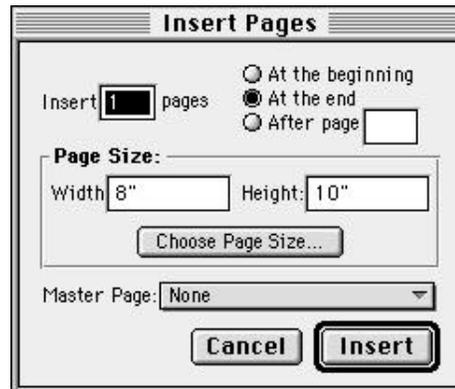
For more information on the **Choose a Size** dialog box and how to make your own document sizes, see the **New...** command entry in the **File** menu section.

### Selecting a master spread

Occasionally, you may have several pages that you wish to appear different than the rest of the document. If you have prepared several different master spread formats in the **Master Spreads** dialog box, you can apply those formats to different pages.

Click on the desired page to select a new master spread and then choose the name of the desired master spread from the **Master Page** pop-up menu. When you return to the Document Window, the elements from the selected master spread appear on the appropriate page.

The **Insert Pages...** button of the **Page Manager** dialog box lets you add a specified number of pages at a specific spot in your document. You can do this through the **Insert Pages** dialog box.



The options in the **Insert Pages** dialog box include:

- **Insert \_ pages**  
The **Insert \_ pages** text field lets you add a desired number of pages. Simply enter the number of the pages you wish to add in the text field. By default, **CREATOR** always assumes you want to add one page.
- **At the beginning**  
The **At the beginning** radio button adds the number of pages entered into the **Insert \_ pages** text field to the beginning of the document.
- **At the end**  
The **At the end** radio button adds the number of pages entered into the **Insert \_ pages** text field to the end of the document.
- **After page**  
The **After page** radio button adds the number of pages entered into the **Insert \_ pages** text field after the page entered in the **After page** text field.
- **Choose Page Size...**  
The **Choose Page Size...** button lets you add a page with different dimensions than the rest of the document. Clicking the **Choose Page Size...** button opens the **Choose a Size** dialog box.

For more information on the **Choose a Size** dialog box and how to make your own document sizes, see the **New...** command entry in the **File** menu section.

- **Master Page**  
The **Master Page** pop-up menu lets you assign a master spread to the pages you wish to add to the document.

To insert pages and return to the **Page Manager**, click the **Insert** button. To discard your settings and return to the **Page Manager**, click the **Cancel** button.

## Deleting Pages

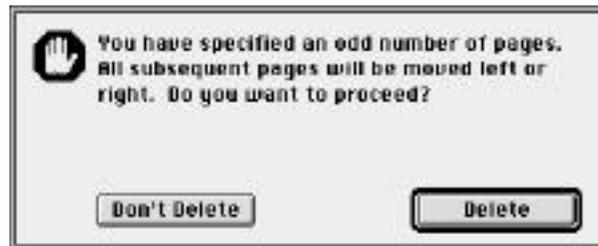
---

To delete a page from a document, first select the page icon in the **Page Manager** scroll list for the page you wish to delete. Notice that the page icon you clicked on becomes highlighted. To select a range of pages, click on the first page you want deleted and then Shift-click on the last page you want to delete. Notice that all the pages between the two selected pages become highlighted. Command-click to select only those pages you wish to click on.

When you have selected all the desired pages and clicked the **Delete** button, a warning dialog box appears.



Should you delete an odd number of pages, a second dialog box appears.



---

## Master Spreads...

---

The **Master Spreads...** command lets you place elements on numerous pages throughout a document. These elements can include page numbers, header and footer information, text, and graphics.

In the **Master Spreads** dialog box, you can create a different style master spread for both side pages. If you wish to include a few scattered pages with yet another format in a document, you can create special master spread styles.



The **Master Spreads** dialog box displays the names of your master spread styles in the scroll list on the left side of the dialog box. Selecting one of the master spread names lets you copy, rename, modify, or delete it. You can create a new master spread style, too.

---

### Creating a Master Spread

---

You can format a master spread just like a regular document page. You can format graphics, text, and paragraphs. To create a master spread:

1. Choose the **Master Spreads...** command from the **Edit** menu. The **Master Spreads for document named** dialog box appears.

2. Click the **New...** button. A dialog box appears.
3. Enter a name for the new master spread in the text field and click the **OK** button to return to the **Master Spreads** dialog box. Notice that the name of the master spread now appears in the scroll list. Click the **Cancel** button if you wish to discard the new master spread.
4. Click the **Done** button to return to the Document Window.

## Modifying a Master Spread

---

**CREATOR2** lets you modify any master spread. Once you finish with your modifications, **CREATOR2** automatically applies them to all pages assigned to the modified master spread. If you like, you can create duplicates of a master spread or delete those you don't need.

### Editing a master spread

At some point during your work, you may decide to change the design of a master spread. **CREATOR2** gives you the option of modifying master spreads in the **Master Spreads for document name** dialog box.

1. Choose the **Master Spreads...** command from the **Edit** menu. The **Master Spreads for document name** dialog box appears.
2. Choose the master spread you wish to edit.
3. Click the **Edit...** button. **CREATOR2** returns you to the Document Window. However, notice that the Document Area now contains your master spread.
4. Change the attributes to reflect your wishes.
5. Click on the pop-up page menu to the left of the bottom scroll bar. Choose the desired page.

### Copying a master spread

You may decide that you wish to copy a master spread already listed in the scroll list. **CREATOR2** lets you make copies of master spreads.

1. Choose the **Master Spreads...** command from the **Edit** menu. The **Master Spreads for document name** dialog box opens.
3. Choose the master spread style that you wish to copy.
4. Click the **Duplicate** button. This creates a copy of the selected text style. Notice that **CREATOR** numbers each copy. If you have no further modifications, click the **Done** button to return to the Document Window.
5. Click on the duplicate master spread.
6. Click the **Edit...** button to place the master spread in the Document Window.
7. Change the attributes to reflect your wishes.
8. Click on the pop-up page menu to the left of the bottom scroll bar. Choose the desired page.

#### Deleting a master spread

You may decide you don't need certain master spreads in the **Master Spreads for document name** dialog box. Choose the **Master Spreads...** command from the **Edit** menu to open the **Master Spreads for document name** dialog box. Click on the master spread you wish to remove from the dialog box, and then click the **Delete** button. The master spread disappears from the dialog box's scroll list. When finished deleting master spreads, click the **Done** button to return to the Document Window.

---

## Colors...

---

The **Colors...** command lets you choose, manipulate, and create colors in your document. You can also import colors from other documents or create an independent color file for use in other documents.

Choosing **Colors...** command from the **Document** menu opens the **Colors from document name** dialog box. You can also open the **Colors from document name** dialog box by double-clicking on one of the buttons on the Colors palette. A scroll list of the colors currently available in the document appears on the left side of the dialog box.

You can select a color from the list and then modify it by clicking on one of the buttons at the right of the dialog box. The button options include: **Import...**, **Export...**, **New...**, **Edit...**, **Duplicate**, **Delete**, and **Done**. Double-clicking on a color opens the **Edit "color name"** dialog box for that color.



## Importing and Exporting Colors

---

When you start a new document, you might wish to use a colors list from another document you have worked on. **CREATOR<sup>2</sup>** lets you save color lists as stand-alone files. This lets you use the same color list in several documents, or even give a color list to another **CREATOR<sup>2</sup>** user.

### Exporting a color file

Use the following procedure to make a copy of the current color list for use in other documents. You may wish to export a color list if you expect to use a certain set of colors frequently.

1. Choose the **Colors...** command from the **Document** menu. The **Colors from document named** dialog box appears.

2. Click the **Export...** button. A directory dialog box appears.
3. Type a name for the color file into the Save Document As field.
4. Select the location where you want to save the color file.
5. Click the **Save** button.
6. Click the **Done** button to return to the Document Window.

#### Importing a color file

Use the following procedure to place a color list from one document into another. When importing a new color list, the application does not import colors that have the same name *and* attributes as colors that already appear in the current document's color list.

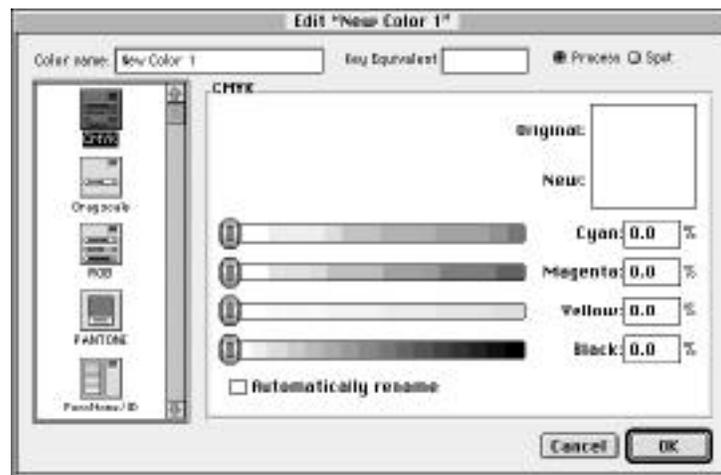
1. Choose the **Colors...** command from the **Document** menu. The **Colors from document name** dialog box appears.
2. Click the **Import...** button. A directory dialog box appears.
3. Locate the color list you want to import into your document.
4. Double-click on the color list name, or click on the color list name. Then click the **Import** button.  
**CREATOR** reads the color file and adds colors from the file to the document's color list.
5. Click the **Done** button to return to the Document Window.

**CREATOR<sup>2</sup>** lets you create or edit colors. The **Edit “New Color”** dialog box provides seven different panels that let you create colors or pick colors from an existing list. Each panel supports a different method for creating color (for example, mixing light or mixing inks) or a different set of pre-mixed colors (for example, Focoltone or PANTONE).

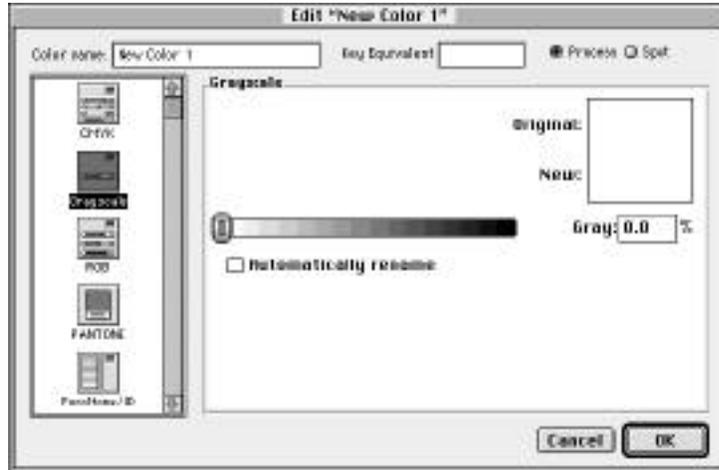
### Picking new colors

You pick a new color to add to the document’s color list from the **Edit “New Color”** dialog box. Whether you create a color by mixing RGB or CMYK, or by selecting a spot color, depends on the panel you select from the scroll list on the left side of the dialog box. Each panel lets you pick a color from a different color system. The color systems supported by **CREATOR<sup>2</sup>** include:

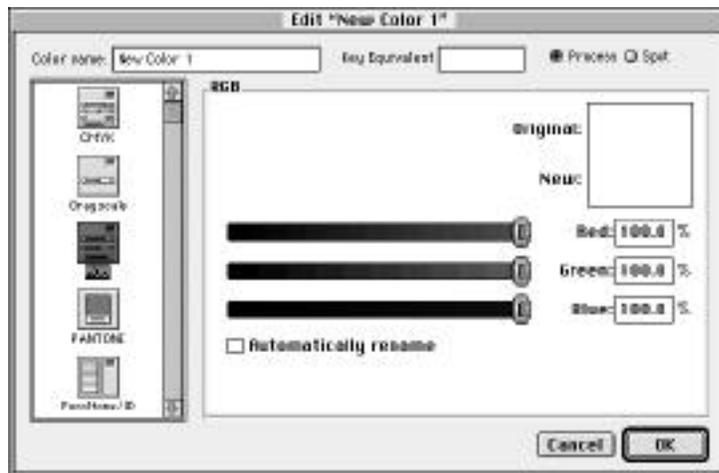
- **CMYK**  
The CMYK color system reproduces a color based on its percentage of cyan, magenta, yellow, and black components.



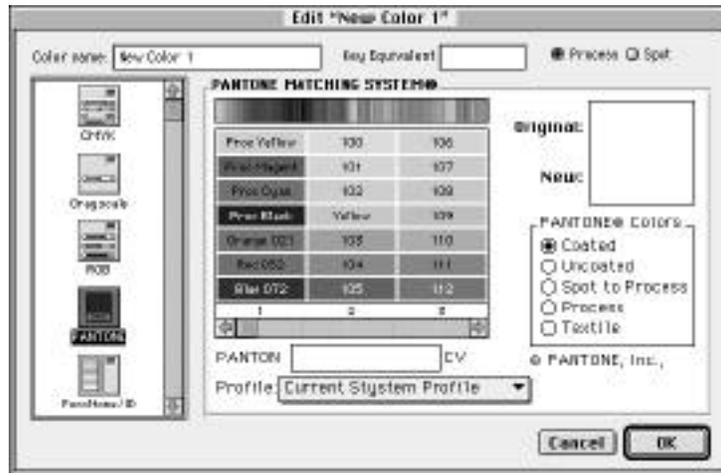
- Grayscale  
The Grayscale color system only allows percentages of grays.



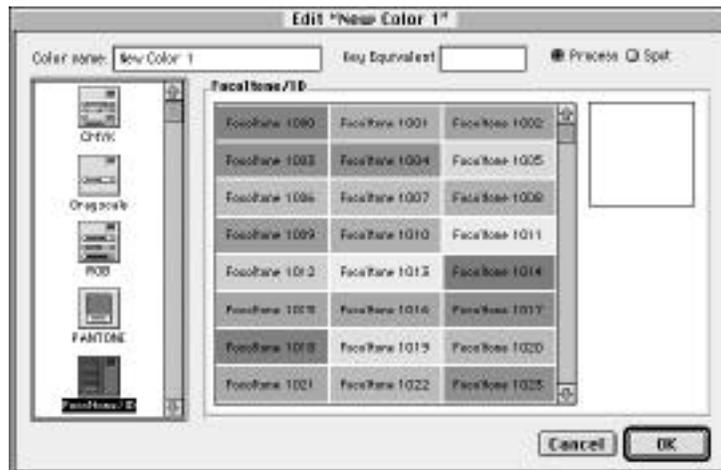
- RGB  
The RGB color system reproduces a color based on its percentage of red, green, and blue components.



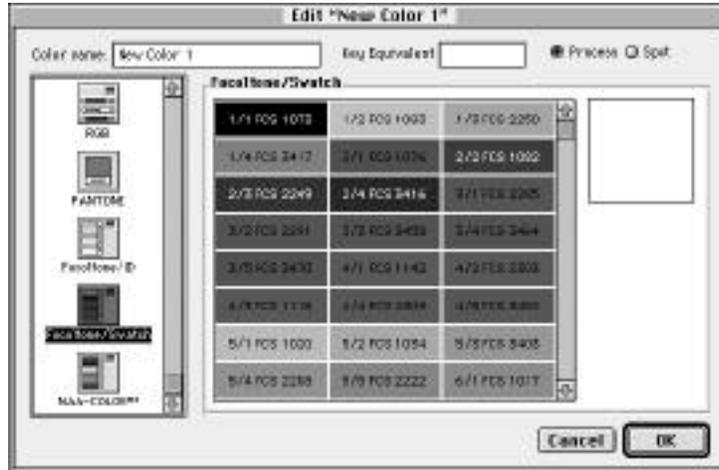
- **PANTONE**  
The PANTONE color system provides ready-made color samples for use in your documents. You must have the PANTONE Responder extension, the PANTONE Profile control panel, and the PANTONE CMM extension installed to use PANTONE colors.



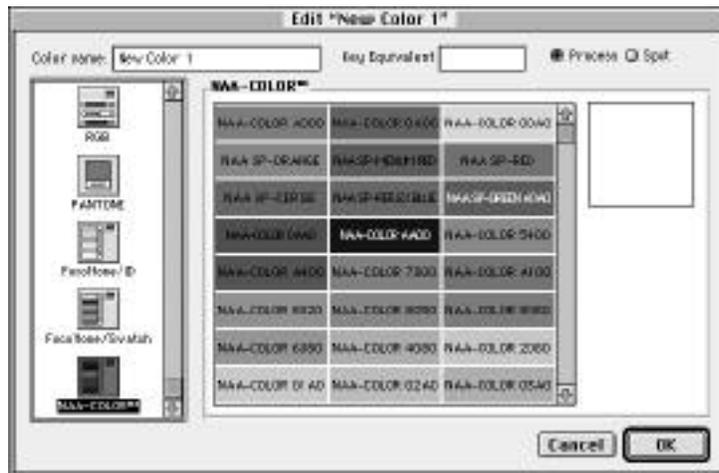
- **Focoltone/ID**  
The Focoltone/ID color system provides ready-made color samples for use in your documents.



- **Focoltone/Swatch**  
The Focoltone/Swatch color system provides ready-made color samples for use in your documents.



- **NAA-COLOR™**  
The NAA-COLOR™ color system provides ready-made color samples for use in your documents. The Newspaper Association of America has specified these colors for use as process and spot colors. Spot colors contain an SP before the color name (except for NAA SP-GREEN A0A0, which you can also use as a process color).



When you select an RGB or CMYK panel, you create a color by clicking and dragging on the slide bars or by entering percentages into the fields. As you increase or decrease the percentages in the fields, **CREATOR2** modifies the appearance of the color in the sample window. If you create your own color, you must enter a color name into the Color Name field before returning to the **Colors** dialog box.

Selecting the Automatically rename check box tells **CREATOR2** to ignore any color name with the same values. If you select the Automatically rename check box, modify an existing color, and then choose another color panel, the values of the modified color are translated into the appropriate values for the new color model. Using this method, you can design a color using the RGB panel and then select the CMYK panel to see its cyan, magenta, yellow, and black values.

When you select a PANTONE, Focoltone or NAA-COLOR™ panel, you can click on a color from the scroll list to select it. You can also select a color by typing its name or number into the Color Names field. If you don't know a color's name or number, click on a color in the scroll list and **CREATOR2** automatically places the color's name or number in the Color Name field.

After you find and name a color, click in the Process or Spot options. Selecting the Process option prints the color on four process color plates: a cyan plate, a magenta plate, a yellow plate, and a black plate. Each plate has varying percentages of ink. Combining the plates reproduces the desired color. You may wish to select the Process option if you have four or more colors to reproduce on a page.

Selecting the Spot option matches the on-screen color with a specific color ink. Spot colors let you print just one plate to reproduce a color instead of four process color plates. Most of the Focoltone and NAA-COLOR™ colors are spot colors. Each of the colors in those color systems closely matches a pre-existing color ink. If you print a spot color plate using NAA SP-RED, the printer knows to use a specific color ink that closely matches the on-screen color. You may wish to select the Spot option if you only have a few colors to reproduce.

*Note: You should only select the Spot option when you have spot colors available. Using a spot color that you don't have access to may cause printing difficulties, such as the spot color areas not printing.*

When you finish selecting a new color's attributes, click the **OK** button to return to the **Colors** dialog box. Notice that the new color's name appears in the scroll list. If you have no further changes, click the **Done** button to return to the Document Window.

### Editing a color

At some point during your work, you may decide that a particular color just isn't quite right. You may wish to use a different shade or maybe a spot color instead of a process color. **CREATOR<sup>2</sup>** gives you the option of modifying the colors in your color list.

1. Choose the **Colors...** command from the **Document** menu. The **Colors from document name** dialog box appears.
2. Click on the color you wish to change.
3. Click the **Edit...** button. The **Edit colors** dialog box appears. Notice that whatever color system panel you select, **CREATOR<sup>2</sup>** automatically sets the panels attributes to reflect those of the color you wish to edit.
4. Change the color settings to reflect your wishes.
5. Click the **OK** button to apply your changes. Click the **Cancel** button if you wish to discard your changes.
6. Click the **Done** button in the **Colors** dialog box to return to the Document Window.

### Duplicating a color

You may decide that you wish to copy a color already listed in the color list. For example, you may wish to have a certain red available as both a process and spot color. **CREATOR<sup>2</sup>** lets you make copies of colors.

1. Choose the **Colors...** command from the **Document** menu. The **Colors from document name** dialog box appears.
2. Click on the color that you wish to copy.

3. Click the **Duplicate** button. This creates a copy of the selected color. Notice that **CREATOR2** numbers each copy. If you have no further modifications, go to Step 8.
4. Click on the duplicate color.
5. Click the **Edit...** button. The **Edit colors** dialog box appears.
6. Change the color settings to reflect your wishes.
7. Click the **OK** button to apply your changes. Click the **Cancel** button if you wish to discard your changes.
8. Click the **Done** button in the **Colors from document name** dialog box to return to the Document Window.

#### Deleting a color

You may decide you don't need or want certain colors on the colors list. Choose the **Colors...** command from the **Document** menu to open the **Colors from document name** dialog box. Click on a color you wish to remove from the colors list and then click the **Delete** button. The color disappears from the colors list. When finished deleting colors, click the **Done** button to return to the Document Window.

---

## Element Styles...

---

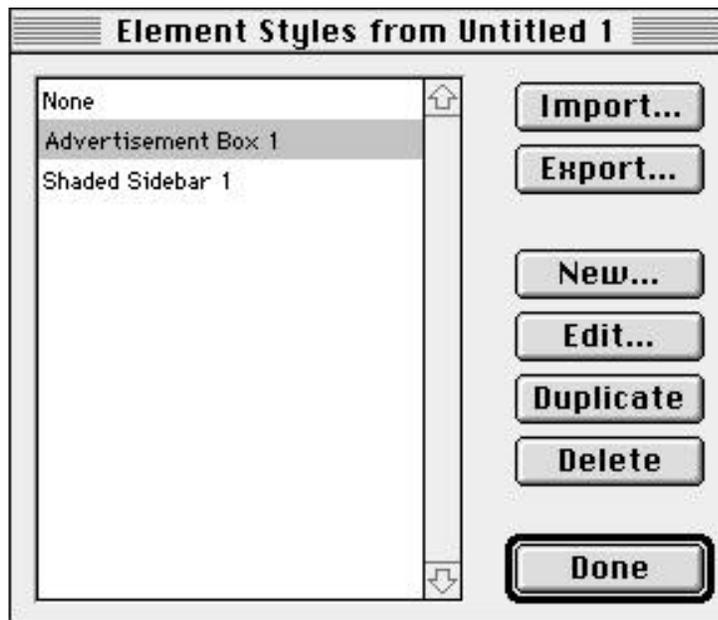
Many applications let you create style sheets to manipulate text, but **CREATOR 2** also lets you create style sheets for graphics. You may find element styles particularly helpful when creating elements with a special set of features. Styles save time by applying graphic attributes for you.

For example, you wish to create some boxes with a frame of a certain size and a fill of a certain shade. Instead of setting the same attributes on each box, you create an element style to apply the desired attributes to all the boxes you draw. You can even apply your style to other shapes.

### Exporting an Element Style

Use the following procedure to make an element style file for use in other documents.

1. Choose the **Element Styles...** command from the **Document** menu. The **Element Styles from document name** dialog box appears.



2. Click the **Export...** button. A directory dialog box appears.
3. Type a name for the graphic style into the **Save Document As** field.

4. Select the location where you wish to save the graphic style.
5. Click the **Save** button.
6. Click the **Done** button to return to the Document Window.

#### Importing an Element Style

Use the following procedure to place an element style from one document into another.

1. Choose the **Element Styles...** command from the **Document** menu. The **Element Styles from document name** dialog box appears.
2. Click the **Import...** button. A directory dialog box appears.
3. Locate the element style you wish to import into your document.
4. Double-click on the element style name, or click on the element style name and then click the **Open** button. **CREATOR2** imports the element style into the document.
5. Click the **Done** button to return to the Document Window.

---

### Modifying an Element Style

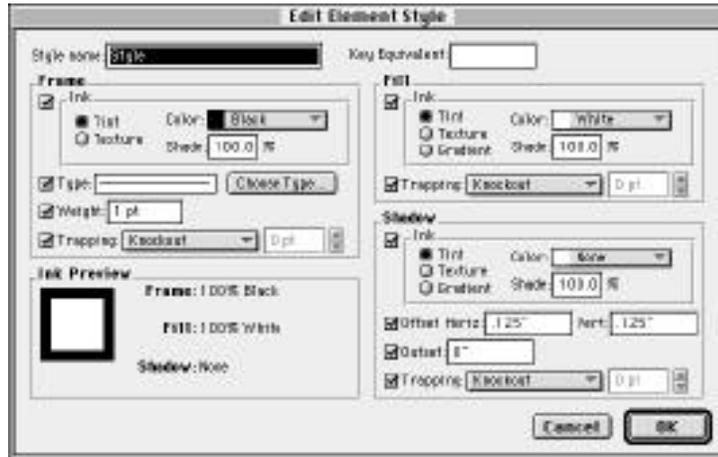
**CREATOR2** lets you modify almost all the features of an element style. You can change the frame type, frame weight, fill color, and more. If you like, you can create duplicates of existing styles or delete those you don't need.

#### Creating an element style

If you wish to apply a set of features to a series of graphic elements, you might consider creating an element style to apply those features for you. If you modify an element style, **CREATOR2** automatically applies your changes to every element that you applied that style to.

1. Choose the **Element Styles...** command from the **Document** menu. The **Element Style from document name** dialog box appears.

2. Click the **New...** button. The **Edit Element Style** dialog box appears.
3. Set the attribute features in the Frame area by clicking on the appropriate check box.



- **Ink**  
The **Ink** check box lets you determine the color, shade, and texture of a graphics border.
- **Type**  
The **Type** check box lets you determine the style of the border.
- **Weight**  
The **Weight** check box lets you determine the point size of the border.
- **Trapping**  
The **Trapping** pop-up menu lets you set printing attributes for the graphic. For a description of the available options, see the **Trapping** command in the **Elements** menu.

*Note:* If you do not select a check box for a particular attribute, the element retains the attribute that existed before you applied the element style. For example, if you apply a style to a rectangle with a red frame, but do not have the check box in the Frame area selected, the rectangle retains the red frame. The other attributes of the applied style also appear on the rectangle.

4. Set the attribute features in the Fill area.

- Ink  
The Ink check box lets you determine the color, shade, texture, and gradient of the fill.
- Trapping  
The Trapping pop-up menu lets you set printing attributes for the graphic. For a description of the available options, see the **Trapping** command in the **Elements** menu.

*Note: If you do not select a check box for a particular attribute, the element retains the attribute that existed before you applied the element style. For example, if you apply a style to an oval with a green fill, but do not have the check box in the Fill area selected, the oval retains the green fill. The other attributes of the applied style also appear on the oval.*

5. Set the attribute features in the Shadow area.

- Ink  
The Ink check box lets you determine the color, shade, and gradient of the shadow.
- Offset  
The Offset check box lets you determine the horizontal and vertical distance of the shadow from its graphic.
- Outset  
The Outset text field lets you adjust the size of the shadow.
- Trapping  
The Trapping pop-up menu lets you set printing attributes for the graphic. For a description of the available options, see the **Trapping** command in the **Elements** menu.

*Note: If you do not select a check box for a particular attribute, the element retains the attribute that existed before you applied the element style. For example, if you apply a style to a rectangle with a blue shadow, but do not have the check box in the Shadow area selected, the rectangle retains the blue shadow. The other attributes of the applied style also appear on the rectangle.*

6. Enter a name for the element style into the Style Name field.
7. Click the **OK** button to create an element style and return to the **Element Styles from document name** dialog box. Notice the name of your element style appears in the scroll list on the left side of the dialog box.

Click the **Cancel** button to discard your settings and return to the **Element Styles from document name** dialog box.

8. Click the **Done** button to return to the Document Window.

### Editing an Element Style

At some point during your work, you may decide to change some of the attributes of an element style.

**CREATOR** gives you the option of modifying element styles in the **Edit Element Styles** dialog box.

1. Choose the **Element Styles...** command from the **Document** menu. The **Element Styles from document name** dialog box appears.
2. Click on the element style you wish to change.
3. Click the **Edit...** button. The **Edit Element Style** dialog box appears. Notice that all the style attributes reflect those of your selected element style.
4. Change the attributes to reflect your wishes.
5. Click the **OK** button to apply your changes. Click the **Cancel** button if you wish to discard your changes.
6. Click the **Done** button in the **Element Styles** dialog box to return to the Document Window.

### Duplicating an element style

You may wish to copy an element style already listed in the color list. **CREATOR** lets you make copies of element styles.

1. Choose the **Element Styles...** command from the **Document** menu. The **Element Styles from document name** dialog box appears.
2. Click on the element style that you want to copy.
3. Click the **Duplicate** button. This creates a copy of the selected element style. Notice that **CREATOR2** numbers each copy. If you have no further modifications, go to Step 8.
4. Click on the duplicate element style.
5. Click the **Edit...** button. The **Edit Element Styles** dialog box appears.
6. Change the graphic attributes to reflect your wishes.
7. Click the **OK** button to apply your changes. Click the **Cancel** button if you want to discard your changes.
8. Click the **Done** button in the **Element Styles from document name** dialog box to return to the Document Window.

#### Deleting an Element Style

You may decide you don't need certain element styles on the Styles palette. Choose the **Element Styles...** command from the **Element** menu to open the **Element Styles from document name** dialog box. Click on an element style you want to remove from the Styles palette and then click the **Delete** button. The element style disappears from the Styles palette. Elements using the deleted style retain the style's attributes. When finished deleting element styles, click the **Done** button to return to the Document Window.

---

## Text Styles...

---

Many applications let you create text styles. **CREATOR2** offers three different style types for formatting text: type styles, paragraph styles, and style models. Text styles prove helpful when you want to apply a consistent look to a document. Simply format a particular section of text and then create a style based on that section. Whenever you want to use this style again, select some text and apply the style.

When you choose the **Text Styles...** command from the **Document** menu, the **Text Styles from document name** dialog box appears.



The three buttons in the upper left corner of the dialog box let you choose a style type to create: type styles, paragraph styles, or style models. The style names you create appear in the scroll list. You must select a style button to see the relevant styles appear in the scroll list.

**CREATOR** saves your styles in the active document so they are always available. However, you can save styles in an independent file for use in other documents.

#### Importing a text style

**CREATOR** lets you use styles from other files in your current document. If you want to use a style you created in another **CREATOR** document, the **Import...** button lets you use that file.

#### Exporting a text style

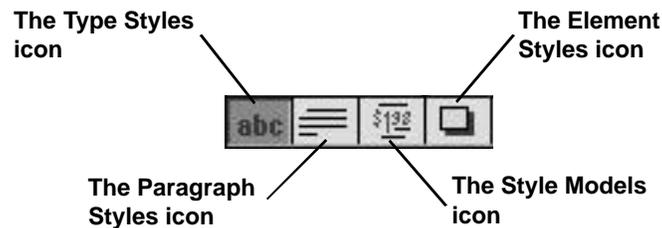
When you create a style that you want to use in another document, you can save, or export, the style as an independent file.

**CREATOR<sup>2</sup>** lets you modify almost all the features of a text style. Through the **Text Styles from document name** dialog box, you can edit styles from all three text style formats. Change font, font size, paragraph indentations, or other attributes. If you like, you can create duplicates of existing styles or delete those you don't need.

### Creating a text style

A text style lets you format the appearance of characters, words, and lines in a document. When you create a text style, you have all the options available in the **Character** dialog box (font, font size, style, leading, etc.), plus additional ones that let you name and save your custom style.

1. Choose the **Text Styles...** command from the **Document** menu. The **Text Styles from document name** dialog box appears.
2. Click on the button of the desired text style.



3. Click the **New...** button. The dialog box for the selected text style appears.
4. Enter the style's formatting rules. For information on entering style formatting information, see the **Character...** command entry in the **Format** menu section.
5. Enter a name in the **Style name** field.
6. Click the **OK** button to return to the **Text Styles from document name** dialog box. Notice that the name of the style appears in the scroll list when you select the appropriate style button. Click the **Cancel** button to discard your settings and return to the **Text Styles from document name** dialog box.

7. Click the **Done** button to return to the Document Window.

### Editing a text style

At some point during your work, you may decide to change a text style's attributes. **CREATOR** gives you the option of modifying text styles in the **Text Styles** dialog box.

1. Choose the **Text Styles...** command from the **Document** menu. The **Text Styles from document name** dialog box appears.
2. Click on the appropriate text style button.
3. Click on the desired text style.
4. Click the **Edit...** button. The **Edit** dialog box for the appropriate text style appears.
5. Change the attributes to reflect your wishes.
6. Click the **OK** button to apply your changes. Click the **Cancel** button if you want to discard your changes.
7. Click the **Done** button in the **Text Styles from document name** dialog box to return to the Document Window.

### Copying a text style

You may decide that you want to copy a text style already listed in the scroll list. **CREATOR** lets you make copies of text styles.

1. Choose the **Text Styles...** command from the **Document** menu. The **Text Styles** dialog box appears.
2. Click on the button of the desired text style.
3. Click on the text style that you want to copy.
4. Click the **Duplicate** button. This creates a copy of the selected text style. Notice that **CREATOR** numbers each copy. If you have no further modifications, go to Step 8.

5. Click on the duplicate text style.
6. Click the **Edit...** button. The **Edit** dialog box for the appropriate text style appears.
7. Change the attributes to reflect your wishes.
8. Click the **OK** button to apply your changes. Click the **Cancel** button if you want to discard your changes.
9. Click the **Done** button in the **Text Styles from document name** dialog box to return to the Document Window.

#### Deleting a text style

You may decide you don't need certain text styles on the Styles palette. Choose the **Text Styles...** command from the **Document** menu to open the **Text Styles from document name** dialog box. Click on the text style button for the text style you want to remove. Click on a text style you want to remove from the Styles palette and then click the **Delete** button. The text style disappears from the Styles palette. When finished deleting text styles, click the **Done** button to return to the Document Window.

---

## Check Spelling...

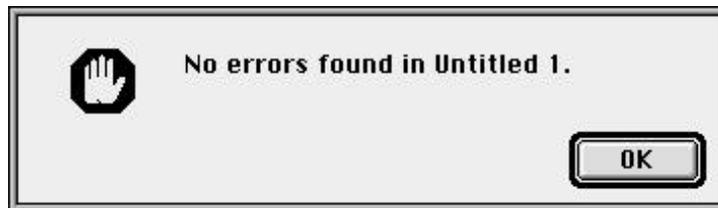
---

The **Check Spelling...** command lets you correct any spelling errors you may have in your document. To select the command, first select a text block with the Text tool. When you choose the **Check Spelling...** command from the **Document** menu, **CREATOR** proofreads the contents of an entire document, regardless of whether text blocks are connected or not.

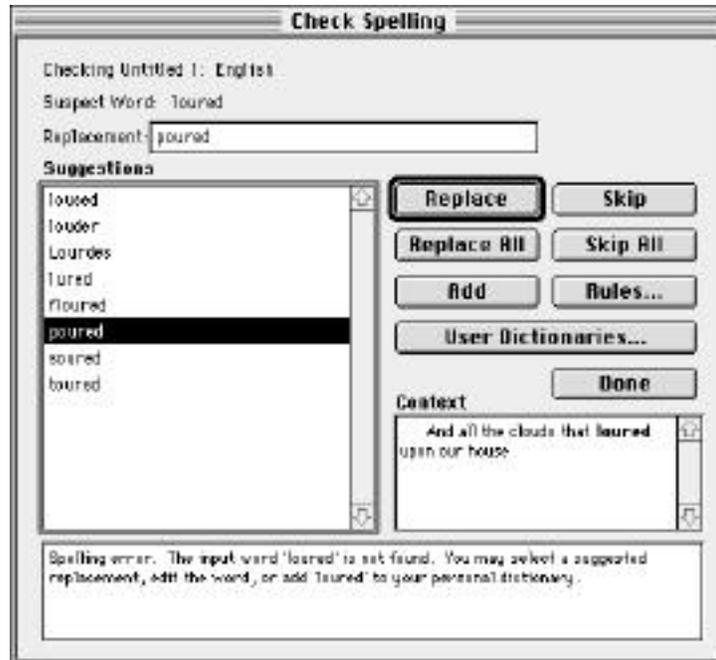
To further increase the usefulness of the **Check Spelling...** command, you can tell **CREATOR** to check spelling, punctuation, and other spelling rules. For more information of spelling rules, see the **Spelling Rules...** command below.

### Using the Spell Checker

1. Select a text block with the Text tool.
2. Choose the **Check Spelling...** command from the **Document** menu. **CREATOR** now proofreads your document. One of two dialog boxes may appear. If your document contains no errors, this dialog box appears...



If the application finds a spelling mistake, the **Check Spelling** dialog box opens...



Notice that the misspelled word appears in the Suspect Word field. A list of possible spelling alternatives appears in the Suggestions scroll list.

3. Click on the correct word in the Suggestions scroll list. This places the correct spelling in the Replacement text field. You can also type the correct spelling into the field.
4. Click the **Replace** button to correct the word in the document. You can also double-click on the correct word in the Suggestions scroll list to place the correct word in the document.

Click the **Add** button if the spelling of the word is correct. This happens when a word does not appear in one of **CREATOR2**'s dictionaries. The Add button places the word in your own user dictionary for future use. For more information about user dictionaries, see the **User Dictionary...** command entry below.

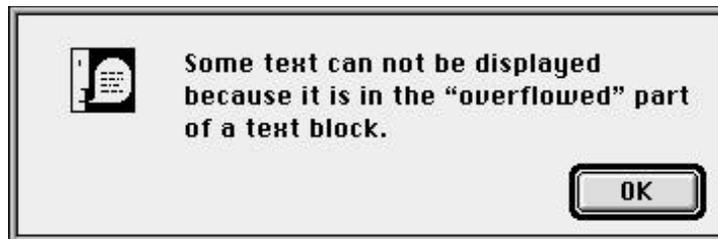
Click the **Skip** button if you want to keep your spelling of the suspect word. If you have spelled the suspect word the same way throughout your docu-

ment, you can click the **Skip All** button and **CREATOR** ignores all succeeding words with that spelling.

Click the **Done** button to end spell checking and return to the Document Window. Otherwise, **CREATOR** continues to check spelling until it reaches the last word of the document. When it reaches the end of the document, a **Finished checking document name** dialog box appears.

5. Click the **OK** button in the **Finished checking document name** dialog box to return to the Document Window.

If your document contains overflowed text (text that flows beyond the boundaries of the last linked text block), then this dialog box appears...



**CREATOR** continues to check the spelling of the overflowed text, even though you cannot view it.

---

## Check Selection

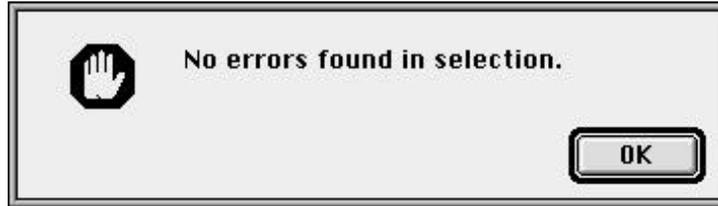
---

The **Check Selection** command lets you check the spelling of a highlighted selection.

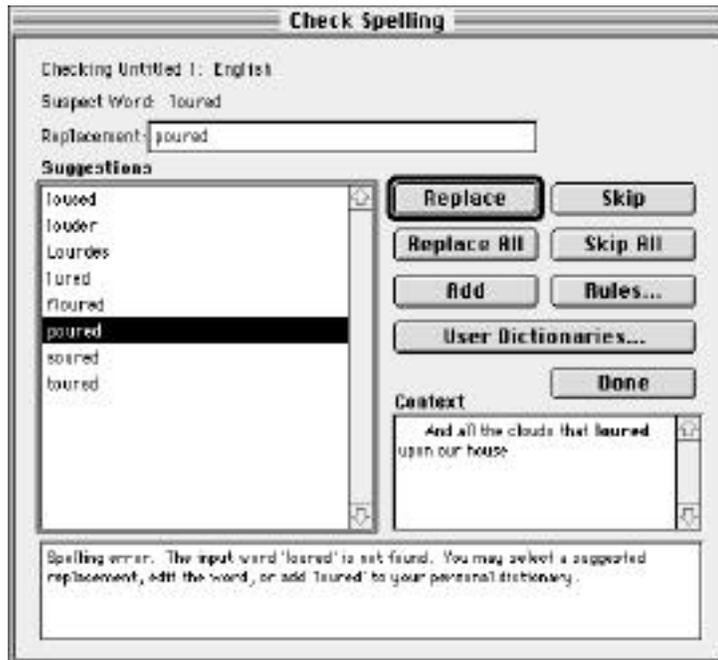
Using the Check Selection command

1. Highlight the word or section of text you want to spell check.

2. Choose the **Check Selection...** command from the **Document** menu. **CREATOR2** now proofreads the selected part of the document. One of two dialog boxes may appear. If your document contains no errors, this dialog box appears...



If your selection contains a spelling mistake, the **Check Spelling** dialog box opens...



Notice that the misspelled word appears after the Suspect Word field. A list of possible spelling alternatives appears in the Suggestions scroll list.

3. Click on the correct word in the Suggestions scroll list. This places the correct spelling in the Replacement text field. You can also type the correct spelling into the field.

4. Click the **Replace** button to correct the word in the document. You can also double-click on the correct word in the Suggestions scroll list to place the correct word in the document.

Click the **Add** button if the spelling of the word is correct. This happens when a word does not appear in one of **CREATOR**'s dictionaries. The **Add** button places the word in your own user dictionary for future use. For more information on user dictionaries, see the **User Dictionary...** command entry below.

Click the **Skip** button to keep your spelling of the suspect word. If you have spelled the suspect word the same way throughout your selection, click on the **Skip All** button and **CREATOR** ignores all succeeding words with that spelling.

Click the **Done** button to end spell checking and return to the Document Window. Otherwise, the application continues to check spelling until it reaches the last word of the selection. When it reaches the end of the selection, a **Finished checking document name** dialog box appears.

5. Click the **OK** button in the **Finished checking selection** dialog box to return to the Document Window.

---

## Spelling Rules...

---

The **Spelling Rules...** command lets you tell the application what things to look for during a spell check. You can choose what spelling rules you wish to apply by clicking the appropriate check box in the **Spelling Rules** dialog box.



The spelling rules include:

- **Spelling**  
Selecting the **Spelling** check box lets you proof your document for spelling errors. Should the application question a correctly spelled word, you can add the word to a user dictionary by clicking the **Add** button in the **Check Spelling** dialog box.
- **Capitalization**  
Selecting the **Capitalization** check box lets you check for common capitalization errors. The application notifies you of sentences that begin with a lower case letter and the uncapitalized names of days, months, holidays, and proper nouns. The application also notifies you of mixed case words, like **wEnt** or **thE** . However, the application ignores capitalized words in the middle of sentences. This lets you use titles, proper names, and other capitalized words in the middle of sentences without receiving a warning message.

You can specify changes to the capitalization rules in a user dictionary. For more information on user dictionaries, see the **User Dictionary...** command entry below.

- **Punctuation**  
Selecting the **Punctuation** check box lets the application notify you of text containing doubled punctuation, like two periods at the end of a sentence. You can specify changes to the punctuation rules in a user dictionary. For more information, see the **User Dictionary...** command entry below.
- **Compound words**  
Selecting the **Compound words** check box lets the application notify you when you have incorrectly used a hyphen.
- **Double words**  
Selecting the **Double words** check box lets the application notify you of occurrences of two identical words. Some exceptions exist. For example:

We had had the same question earlier in the week.  
We thought that that question had been answered.

- **Article usage**  
Selecting the **Article usage** check box lets the application notify you of incorrectly used indefinite articles (a and an).
- **Format errors**  
Selecting the **Format errors** check box lets the application notify you of certain formatting errors. For example, it tells you to change U.S.A . to USA .

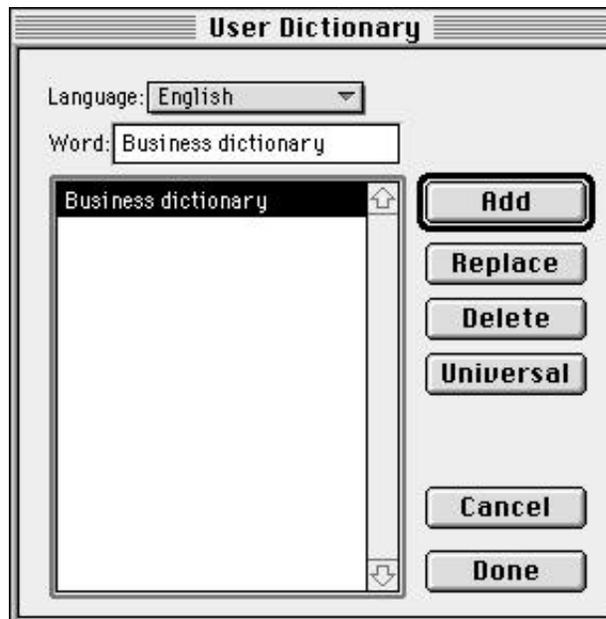
CREATOR<sup>2</sup> bases its spelling rules on *The Chicago Manual of Style, 13th Edition*

---

## User Dictionaries...

---

The **User Dictionaries...** command lets you add, edit, or remove words from your own dictionary. When you select the **User Dictionaries...** command from the **Document** menu, the **User Dictionary** dialog box opens.



Any words you have added to a user dictionary using the **Add** button in the **Check Spelling** dialog box appear in the scroll list on the left side of the **User Dictionary** dialog box. Selecting a word from the scroll list places that word in the **Word** text field. Other **User Dictionary** dialog box options include:

- **Language**  
The **Language** pop-up menu lets you select the language dictionary in which you want to add words. You can select from English, French, German, and many other languages. If you select the **Universal** dictionary, **CREATOR2** adds all new words you enter to all existing dictionaries.
- **Word**  
The **Word** text field contains any word selected in the scroll list. You can also enter new words into this field.
- **Add**  
The **Add** button lets you place new words into a user dictionary. Simply type the word you want to enter into the **Word** text field and then click the **Add** button. The word you entered appears in the scroll list.
- **Replace**  
The **Replace** button lets you edit a word already in a user dictionary. Find the word you want to change in the scroll list and click on it. Notice that word appears in the **Word** text field. Type your changes in the **Word** text field and click on the **Replace** button. Your changes appear in place of the original word in the scroll list.
- **Delete**  
The **Delete** button lets you remove a word from a user dictionary. Simply click on the word you want to remove and then click the **Delete** button. The highlighted word no longer appears in the scroll list. To delete a word that exists in all the dictionaries available, choose the **Universal** option from the **Language** pop-up menu, select the word, and then click the **Delete** button.
- **Universal**  
The **Universal** button works like the **Universal** option in the **Language** pop-up. It lets you add a word to all existing dictionaries. To add a new word to all dictionaries, simply type the word into

the Word text field and click the **Universal** button. To add a word that already exists in one dictionary to the remaining dictionaries, select the word from the scroll list and then click the **Universal** button.

- **Cancel**  
Click the **Cancel** button when you want to discard your changes and return to the Document Window.
- **Done**  
Click the **Done** button to save your changes and return to the Document Window.

---

## Replace Fonts...

---

The **Replace Fonts...** command lets you view and change the fonts you use in a document. When the **Replace Font** dialog box opens, all the fonts you use in the active document appear in the dialog box's scroll list.



Select a font in the scroll list. Notice its name appears in the **Change to** pop-up menu. When you choose another font from the pop-up menu, **CREATOR** changes every instance of the font selected in the scroll list to the font you have chosen from the pop-up menu. A notation to this effect appears in the **Replace Font** dialog box.

To add a style to a selected font, choose the desired style from the **Add to style** pop-up menu. You can choose from **Nothing**, **Bold**, **Italic**, **Underline**, **Outline**, **Shadow**, **Condense**, and **Extend** options.

Click the **OK** button to apply your changes and return to the Document Window. Click the **Cancel** button if you want to discard your changes and return to the Document Window.

*Note: Font changes do not occur until you click the **OK** button. Click the **Cancel** button to discard unwanted changes.*

---

## File Utilities...

---

The **File Utilities...** command lets you locate the original, missing files of graphic images in documents. **CREATOR<sup>2</sup>** needs to know the location of some graphic file types in order to print the relating images. However, the application cannot print an image when the file has been moved from its original location.



The **File Utilities** dialog box lists all the files for which **CREATOR<sup>2</sup>** needs the original files in the dialog's scroll list and identifies those images with missing files. Each file listing includes a full pathname to the location of the original graphic file. The volume name and filename always appear. If **CREATOR<sup>2</sup>** cannot find an original file, a «missing» notation appears next to the filename.

---

## Using the Find It Dialog Box

---

To make finding files as easy as possible, **CREATOR<sup>2</sup>** provides a directory dialog box with a search function. Even if you cannot find the missing file, you can use the dialog box to replace the missing file with another file of the same type.

### Locating an original file

1. Choose the **File Utilities...** command from the **Document** menu. The **File Utilities** dialog box opens.
2. Select the name of the file you wish to locate from the scroll list.
3. Click the **Find** button. The **Find** dialog box opens.
4. Click the **Find It** button if you want **CREATOR** to find the file for you. If you already know where to find the missing file, use the directory dialog to go to its new location and click the **Here** button. This resets the file's path in the application to the new location.

Once **CREATOR** has the new pathname for the file, it returns you to the **File Utilities** dialog box.

5. Click the **OK** button to apply your changes and return to the Document Window. Click the **Cancel** button to discard your changes and return to the Document Window.

### Replacing graphics from the Find It dialog box

1. Select the **Let me pick a different file** check box at the bottom of the **Find It** dialog box. Any potential replacements in the active directory appear in the **Find It** dialog box's scroll list. You can use the directory dialog to navigate to other directories if necessary.
2. Select the file that you wish to use in place of the missing file.
3. Click the **Use** button. **CREATOR** resets the filename and the pathname to that of the new file and returns you to the **File Utilities** dialog box.
4. Click the **Done** button to apply your changes and return to the Document Window. Click the **Cancel button** to discard your changes and return to the Document Window.

## Replacing Art Using the Replace Button

---

The **Replace** button allows you to replace missing art with another graphic file.

1. Choose the **File Utilities...** command from the **Edit** menu. The **File Utilities** dialog box opens.
2. Select a missing file from the scroll list.
3. Click the **Replace** button. A standard Macintosh directory dialog box appears.
4. Locate and select the file you want to use in place of the missing file. To see a preview of the selected file, select the **Show preview** check box.
5. Click the **Replace** button. **CREATOR2** resets the file name and the pathname to that of the new file and returns you to the **File Utilities** dialog box.
6. Click the **Done** button to apply your changes and return to the Document Window. Click the **Cancel** button to discard your changes and return to the Document Window.

## Other Features of the File Utilities Dialog Box

---

To make copies of original files and place them in another location, use the **Copy** button. This gathers all the original files linked to a document and lets you put them in one location. This feature lets you copy all necessary files to a floppy disk or other medium to be taken to your printer or service bureau.

*Note: You don't need to re-reference the location of the graphic files after you have copied them to a new location. Instead, place the copies of the graphic files in the same location as the document file. When you open the document, **CREATOR2** locates the graphic images in the same folder, even though the image pathnames point to another location.*

Select the original files that you want to copy—you can use Shift-click or Command-click to select more than one at a time, or press Command-A to select all files—and then click the **Copy** button. Specify a location for the files in the resulting dialog box. Select the Change file references when copying option to re-reference, or change, the pathname of the original file to reflect its new location.

Click the **Done** button to apply the file changes and return to the Document Window. Click the **Cancel** button to discard your changes and return to the Document Window.

---

## The View Menu

---



The **View** menu contains commands that you use to preview a document at different sizes. The **View** menu can even display your document as a color plate. For example, if you want to see the portion of your document that has cyan ink, **CREATOR 2** can display your document to show this attribute.

The **View** menu also contains commands you need to display the floating palettes. You can decide what palettes appear on-screen at any one time. Finally, if more than one document is open at a time, you can jump to a desired document from the **View** menu.

A complete description of the commands available in the **View** menu follows.

---

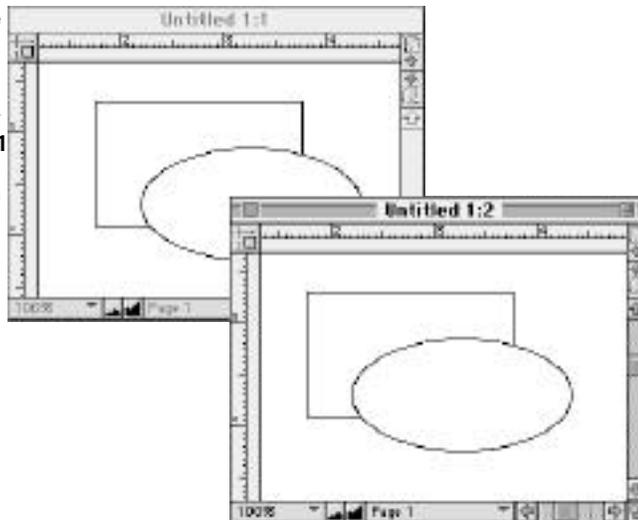
## New Window (⌘-⌘-N)

---

The **New Window** command lets you display a document in multiple windows. When you modify the elements in one window, **CREATOR 2** automatically displays the same modifications in the other windows.

*Note: Changes to text do not appear in other open windows until after you deselect the Text tool. This helps speed **CREATOR 2**'s operations.*

In the illustration to the right, the window named **Untitled 1:2** displays the same elements as the window named **Untitled 1:1**. You can jump to another page in **Untitled 1:2** and leave the elements centered in **Untitled 1:1**.



You can use the **New Window** command to view one section of a document while you modify another. You can also drag elements between windows. For example, you may want to move a graph from page one to page three. Choose **New Window** from the **View** menu to open a new window. In the new window, use the scroll bars to go to page three, or select the Page 2, 3 option from the Page pop-up menu at the bottom of the Document Window. This takes you to the spread containing page three. Now, move your pointer back to the first window and drag the graph to its insertion point on page three.

Remember, the **New Window** command provides multiple views of the same document. Changes made in one window affect all the other open windows. You can open as many windows as your computer's memory allows.

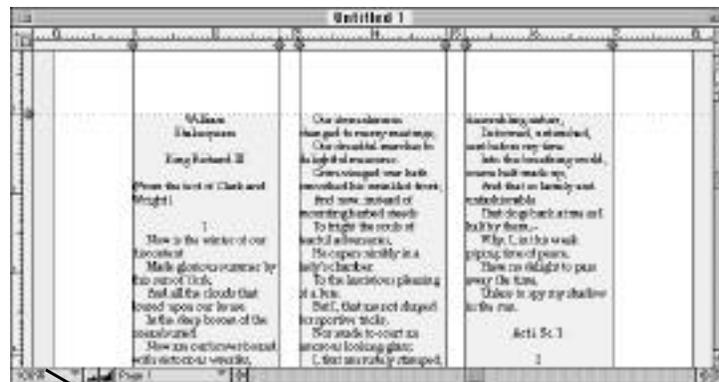
*Note: Do not increase the amount of memory allocated to CREATOR unless you receive a dialog box that expressly tells you to do so.*

---

## Actual Size (⌘-T)

---

The **Actual Size** command lets you display the document at its true size, the same size at which it prints. If the document's actual size is larger than your Document Window, only a section of the document appears. You can view the rest of the document using the scroll bars or by holding **Control** to display the Hand tool. By clicking and dragging the Hand tool, you can move the page around on the screen.



Actual Size - 100 percent

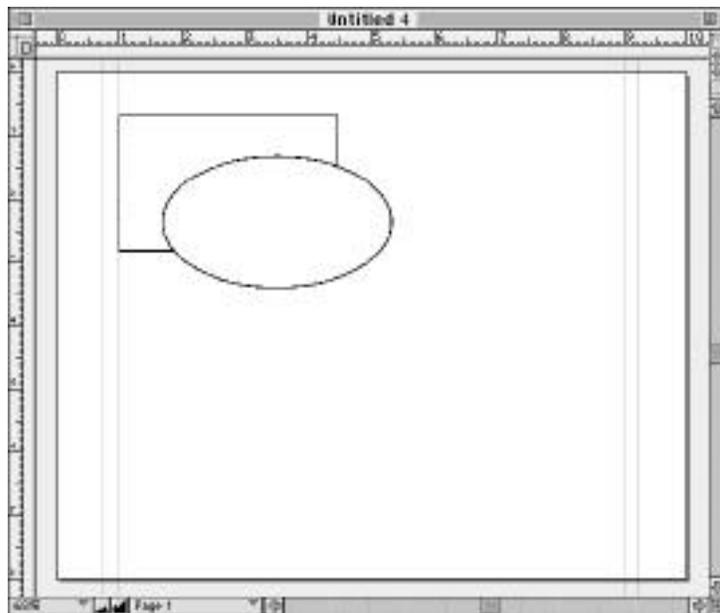
---

## Fit in Window (⌘-F)

---

The **Fit in Window** command lets you display an entire document page in the Document Window, regardless of its actual size. If you have a multiple page document open, the **Fit in Window** command displays the entire spread. If you jump to another spread, the new spread also appears in the Fit in Window view mode. To change view modes, select another view command.

In the illustration to the right, the user has reduced a document spread to fit inside a window. The current view scale is set at 68 percent, the largest value at which you can see the entire spread.



---

## Enlarge (⌘-E)

---

The **Enlarge** command lets you increase the display to the next larger view scale interval. The view scale intervals include: 25 percent , 50 percent , 75 percent , 100 percent , 150 percent , 200 percent , 300 percent , 400 percent , and 800 percent . For example, if you set your view scale to 88.7 percent and then select the **Enlarge** command, the view scale resets to 100 percent. You can't enlarge a document past 800 percent of its actual size.

When you choose the **Enlarge** command, the elements in the Document Window enlarge accordingly. However, your view remains centered on the point where you clicked.

---

## Reduce (⌘-R)

---

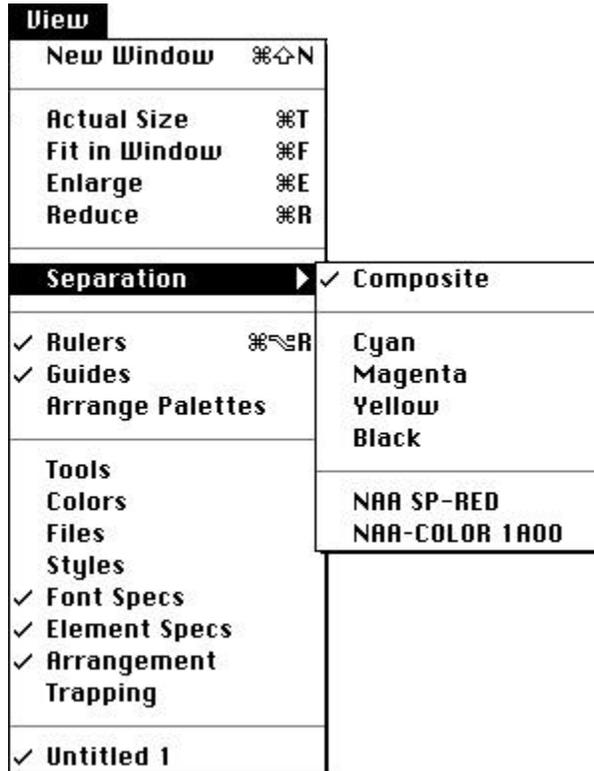
The **Reduce** command lets you reduce the display to the next smaller view scale interval. The view scale intervals include: 25 percent , 50 percent , 75 percent , 100 percent , 150 percent , 200 percent , 300 percent , 400 percent , and 800percent . For example, if you set your view scale to 88.7 percent and then select the **Reduce** command, the view scale becomes 75 percent. You cannot reduce the view scale below 25 percent.

---

## Separation

---

The **Separation** submenu contains settings that let you display documents as color plates. For example, if you want to see how the cyan plate of your document appears, choose the **Cyan** command. **CREATOR<sup>2</sup>** redisplay your document to show only those graphic areas that contain the color cyan. Since the separation settings are based on previews, separations for some graphic types may look different when printed from a PostScript printer.



---

**Composite**

---

The **Composite** setting displays the entire color range of a document on screen. In other words, the **Composite** setting lets you display a representation of the document. **CREATOR<sup>2</sup>** uses this as the standard setting.

---

**Cyan**

---

The **Cyan** setting displays only those sections of a document that contain cyan. The **Cyan** command lets you display a representation of the cyan plate of a document.

---

**Magenta**

---

The **Magenta** setting displays only those sections of a document that contain magenta. The **Magenta** command lets you display a representation of the magenta plate of a document.

---

**Yellow**

---

The **Yellow** setting displays only those areas of a document that contain yellow. The **Yellow** command lets you display a representation of the yellow plate of a document.

---

**Black**

---

The **Black** setting displays only those areas of a document that contain black. The **Black** command lets you display a representation of the black plate of a document.

---

**Spot Colors**

---

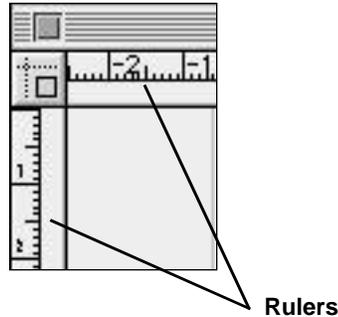
**CREATOR<sup>2</sup>** reserves a place on the **Separation** submenu for spot colors. Any spot color that you have placed on the Colors palette also appears in the **Separation** submenu. When you choose a spot color name from the submenu, **CREATOR<sup>2</sup>** redisplay your document to show you only those areas that contain the selected spot color.

---

## Rulers (⌘-⇧-R)

---

The **Rulers** command lets you display or hide **CREATOR 2**'s horizontal and vertical rulers. If the rulers do not appear in a document, choosing the **Rulers** command in the **View** menu places a check mark next to the **Rulers** command in the **View** menu and displays the rulers. If the rulers already appear, choosing the **Rulers** command removes the check mark and hides the rulers.



To size and place an element

Display the rulers when you wish to size and place elements in your Document Window. The rulers' selected units of measurement can help you place elements in precise positions.

1. Choose the **Rulers** command from the **View** menu. This displays the horizontal and vertical rulers in your document. When you move the arrow pointer into the document area, lines appear on the rulers. These lines track the position of the pointer.
2. Click on an element tool and place your pointer so the dotted lines on both horizontal and vertical rulers are even with a line (or tick) marking the beginning of any measurement.
3. Drag the element tool toward the bottom right corner of the document. When the dotted lines on both rulers are even with the line (or tick) marking the end of your measurement, release the mouse button to create an element of the appropriate dimensions.

## Placing guides using the rulers

To place a guide, click anywhere on the horizontal or vertical ruler. A diamond—called a guide handle—appears where you clicked. The guide handle marks the location of a guide line that can position elements in relation to each other and the document. See the **Setup Guides...** and **Guides...** commands in the **Arrange** menu section for details on creating and positioning guides.

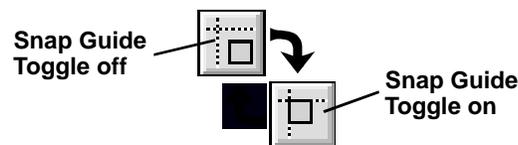
To move a guide line, click on its guide handle and drag it to a new position on the ruler.

You can remove a guide by dragging it off the ruler. When you release the mouse button, the guide disappears.

## Using the Guide Snap Toggle

The button in the upper left corner of the Document Window is called the Guide Snap Toggle. It's the button with the pair of intersecting dotted lines and a small gray square.

Clicking the Guide Snap Toggle turns the toggle either on or off. When this gray square rests next to the intersection of dotted lines, all elements near guides “snap to” the guides.

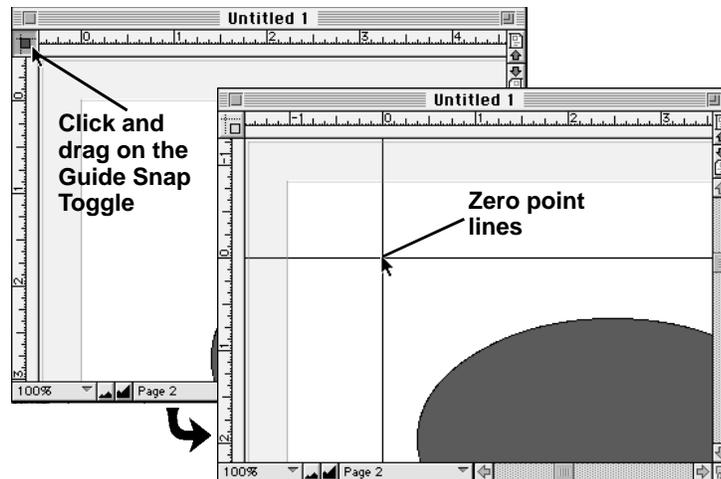


The Guide Snap Toggle also lets you align elements along their center axes. You can set how close you place an element to a guide before it “snaps” in the **Guides** dialog box. Using the snap to guides function helps you position elements precisely. See the **Setup Guides...** and **Guides...** commands under the **Arrange** menu section for more information about creating and positioning guides.

## Setting a zero point

1. Click on Guide Snap Toggle in the upper left corner of the Document Window. The button contains two intersecting dotted lines.

2. Drag diagonally down and to the right. You'll notice vertical and horizontal lines that move with you.



3. Position the horizontal and vertical lines at the desired zero point location.
4. Release the mouse button. The ruler changes so the zero point of the selected measurement system corresponds to the specified location.

Using this technique, you can reset your zero point to correspond with any other point in the Document Window: a column of text in the Document Area, an element in the center of your document, and so on. You can return the zero point to the default setting (where zero on both rulers corresponds to the upper left corner of the Document Area rectangle) by pressing the Command key and clicking the Guide Snap Toggle.

---

## Guides

---

The **Guides** command lets you view all the guides placed in a document. A checkmark appears next to the **Guides** command listing in the **View** menu when you have the command activated. Deactivating the **Guides** command hides all the guide lines placed in a document.

---

## Arrange Palettes

---

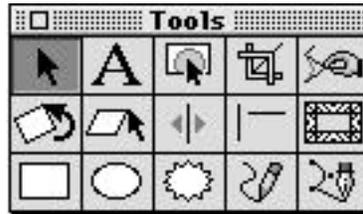
The **Arrange Palettes** command lets you return all the visible palettes in a document to their default positions around the Document Window. The **Arrange Palettes** command repositions both visible and hidden palettes, but it does not make hidden palettes visible.

---

## Tools

---

The **Tools** command lets you hide or display the Tools palette. The Tools palette contains the most important tools you need to create and modify elements.



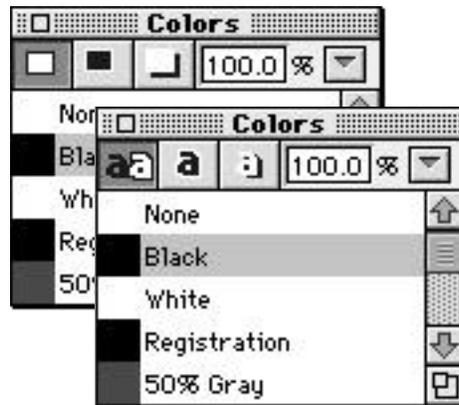
Choosing the **Tools** command from the **View** menu places a check mark next to the **Tools** entry and displays the palette. If you want to remove the palette from the Document Window, choose **Tools** again and the check mark disappears along with the Tools palette. For more information, see the Tools palette entry.

---

## Colors

---

The **Colors** command lets you hide or display the Colors palette. The Colors palette lets you set frame, fill, and shadow colors for elements. You can also set outline, fill, and shadow colors for text. The icons on the Colors palette change to reflect what type of object (elements or text) you have selected.



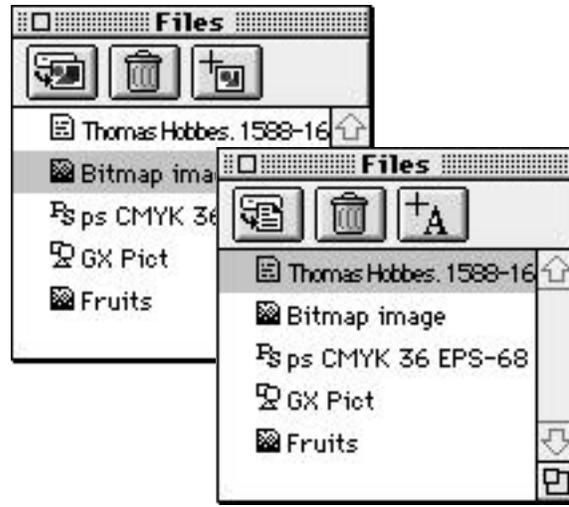
Choosing the **Colors** command from the **View** menu places a check mark next to the **Colors** entry and displays the palette. If you wish to remove the palette from the Document Window, choose **Colors** again and the check mark disappears along with the Colors palette. For more information, see the Colors palette entry.

---

## Files

---

The **Files** command lets you hide or display the Files palette. The Files palette gives you easy access to frequently used graphic and text files. You can add files to your document simply by clicking on the name of the file on the Files palette and dragging it into the document.



Choosing the **Files** command from the **View** menu places a checkmark next to the **Files** entry and displays the palette. If you wish to remove the palette from the Document Window, choose **Files** again and the check mark disappears along with the Files palette.

For more information, see the Files palette entry.

---

## Styles

---

The **Styles** command lets you hide or display the Styles palette. The Styles palette gives you easy access to any type styles, paragraph styles, element styles, or style models you have created. You can apply any of these styles from the Styles palette.



Choosing the **Styles** command from the **View** menu places a check mark next to the Styles entry and displays the palette. If you wish to remove the palette from the Document Window, choose **Styles** again and the check mark disappears along with the Styles palette.

For more information, see the Styles palette entry.

---

## Font Specs

---

The **Font Specs** command lets you hide or display the Font Specs floating palette. You can use the Font Specs palette to select fonts for your document, just like choosing a font from the **Font** menu. You can also use the palette to choose a size or a commonly used style.



When you use a GX font, the Variation and Feature pop-up menus become available. The Variation pop-up menu lets you adjust the appearance of the selected font while the Feature menu lets you activate special font characteristics. The pop-up menus appear dimmed if the selected font does not contain these options.

This command appears in both the **Format** and **View** menus.

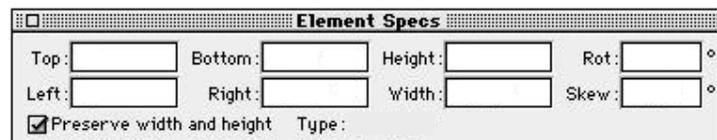
For more information on the Variation and Feature pop-up menus, see the entry on the Font Specs palette.

---

## Element Specs

---

The **Element Specs** command lets you hide or display the Element Specs floating palette on the screen. This palette lets you control the size and position of an element. This command appears in both the **Arrange** and **View** menus.



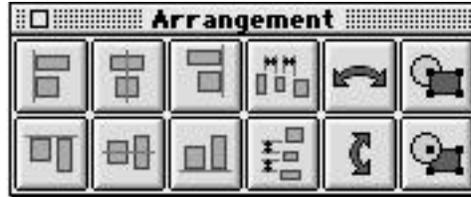
For more information on the Element Specs palette, see the Palette section.

---

## Arrangement

---

The **Arrangement** command lets you hide or display the Arrangement floating palette on the screen. This palette lets you access many of the commands in the **Arrange** menu, like **Bring to Front**, **Send to Back**, **Flip Horizontal**, **Flip Vertical**, and others. This command appears in both the **Arrange** and **View** menus.



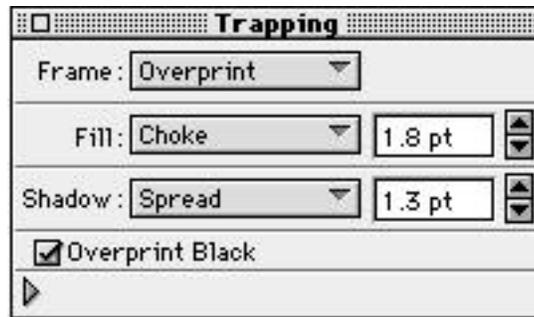
For more information on the Arrangement palette, see the Palette section.

---

## Trapping

---

The **Trapping** command lets you hide or display the Trapping palette. This palette lets you set trapping attributes for a selected element.



With the Trapping palette you can set trapping attributes for an element's frame, fill, and/or shadow. Selecting the **Overprint Black** check box tells **CREATOR<sup>2</sup>** to always print black ink over another color for that element only.

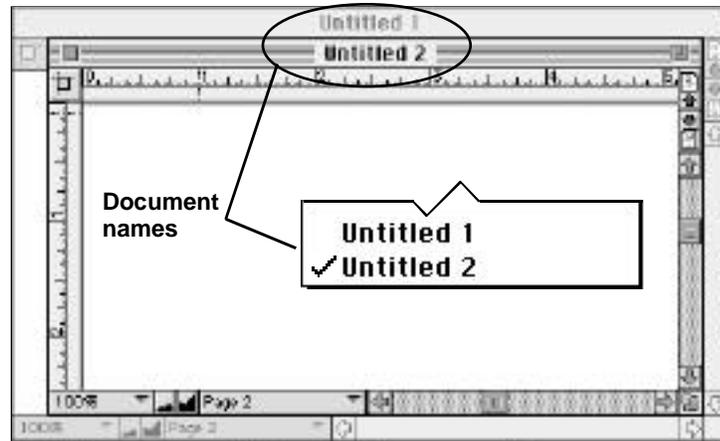
For more information on trapping and the Trapping palette, see the **Trapping** command entry in the **Elements** menu section.

---

## Document Name

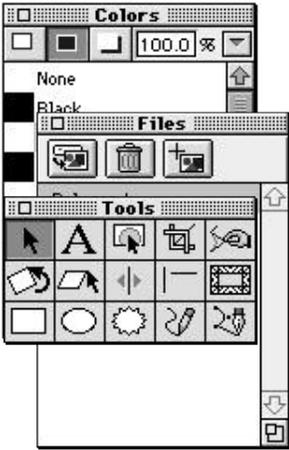
---

If you have more than one document open at a time, **CREATOR** lists the names of these documents at the bottom of the **View** menu. You can choose the name of a document and **CREATOR** places that Document Window before you. In this way, you can bring hidden windows to the front.



In this example, selecting **Untitled 1** activates the background document and places it in the foreground.

## CHAPTER 2: MULTI-AD CREATOR2 PALETTES



This chapter discusses the Tools palette, Colors palette, Styles palette, Files palette, Arrangement palette, Font Specs palette, and the Element Specs palette. It also provides in-depth information about the tools and options available in each palette.

### About palettes

When you open **CREATOR2** for the first time, a group of palettes automatically appears arrayed around the Document Window. These palettes include: the Colors palette, Tools palette, Arrangement palette, Styles palette, Files palette, Element Specs palette, and the Font Specs palette.

You can close, or hide, a palette by clicking on its close box or by deselecting its command in one of the menus. You can open a palette by selecting its command from one of the menus. You can find the commands to display the palettes in the **View** menu.

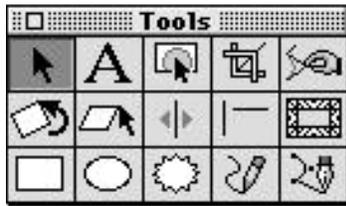
You can move each palette anywhere on the screen by clicking and dragging on its title bar. If you want, you can reshape the Colors, Styles, and Files palettes by clicking and dragging their **Resize** buttons. The **Resize** button appears as a small box imposed over a larger box. You can find the Resize box in the lower right corner of the appropriate palette.

**CREATOR2** can even remember where you last placed each palette so when you open a new document, the palettes appear in their last position. **CREATOR2** also remembers what palettes you have open and what palettes you have hidden.

---

## The Tools Palette

---



The Tools palette contains the tools you need to create and modify elements. For even more control over elements, double-click on an element to open the dialog box for the **Element Info...** command. Each dialog box is named after the selected element shape and lets you modify the format settings for the selected element.

---

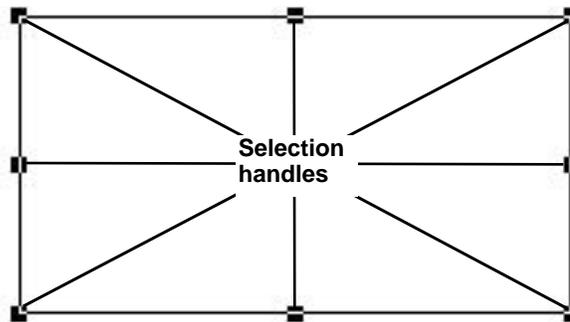
## The Arrow Tool

---



The Arrow tool lets you manipulate the size and position of elements in the Document Window. To use the Arrow tool, click on the Arrow button on the Tools palette. You can use the Arrow tool to:

- **Select elements**  
Select elements in the Document Window by clicking on the element. To select more than one element, hold down the Shift key as you click on each one. You can also select elements by dragging a selection rectangle around them. As you drag, all elements that overlap that rectangle become selected. When an element is selected, it is surrounded by selection handles.



If you wish to select an element hidden behind other elements, press the Tab key. This progressively selects each element in a document.

- **Resizing elements**  
Resize elements by moving the Arrow pointer over any of the black selection handles. When positioned over a selection handle, the pointer changes to pinching fingers.

To resize an element horizontally, grab a handle on the right or left side of the element and drag horizontally. To resize an element vertically, grab a handle at the top or bottom of the element and drag vertically. To resize an element both vertically and horizontally, grab a corner handle and drag diagonally. To resize an element proportionately, press the Shift key while resizing from a corner handle.

If you want the text in a text block to stretch when you resize the block, hold the Command key (and the Shift key, if you wish to constrain proportionally) while dragging.

To resize more than one element at a time, select the elements by holding down the Shift key and clicking each with the Arrow tool, or by dragging a selection rectangle. Choose the **Group** command from the **Arrange** menu to group the items together. Now click on the grouped element and resize it as you normally would.

- **Deleting elements**  
Delete elements or text blocks in the Document Window by selecting the elements with the Arrow tool and pressing the Delete key. To restore deleted elements, choose **Undo** from the **Edit** menu (or press Cmd-Z) immediately after the deletion.
- **Moving elements**  
Move elements or text blocks anywhere in the Document Window by moving the Arrow pointer onto the element and clicking and dragging. To restrict the drag to either the horizontal or vertical dimension, hold down the Shift key after starting the drag.

Do not drag an element by its selection handles. If you do this, the element resizes. If you accidentally resize an element you wished only to move, or vice versa, choose **Undo** from the **Edit** menu (or press Cmd-Z) to restore the element to its previous condition.

---

## The Text Tool

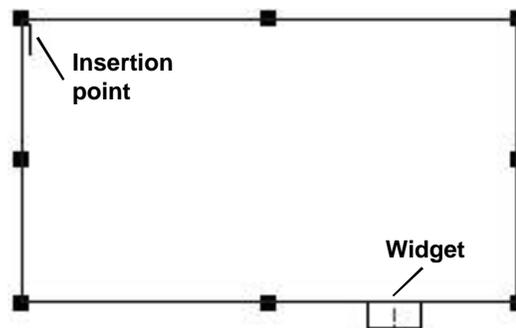
---



The Text tool lets you create and edit text blocks in the Document Window.

Click the Text tool on the Tools palette, and the pointer appears as an A with a crosshair (+A). When you move the pointer over an existing text block, it changes into an I-beam. The crosshair indicates that you can create text blocks, while the I-beam indicates that you can enter or edit text in existing blocks.

Create text blocks in the Document Window by dragging the Text tool diagonally in any direction. When you release the mouse button, a box appears with a tab (called a widget) below the bottom right corner. Pressing the Option key with the Text tool selected lets you draw a new text block on top of an existing one. A blinking text insertion point appears at the upper left corner of the box as soon as you finish creating the text block.



When you begin typing, the text appears at the blinking insertion point. You can copy text from other text blocks, or other documents, and paste it into the new text block. You can also import text. For more information, see the **Import...** command entry under the **File** menu.

If you create a text block large enough to display all of its contained text, an exclamation mark (!) appears in the box's widget. If you have more text than a text block allows for, the widget contains an ellipsis (...). To display additional text, you can either resize the text block with the Arrow tool or flow the extra text into another text block.

*Note: PressEnter to change the Text tool to the Arrow tool so you can resize or move a text block. To resize it, move the pointer to an edge or a corner of*

*the block until it changes to the pinching-fingers resizing pointer. Then click and drag to resize the block.*

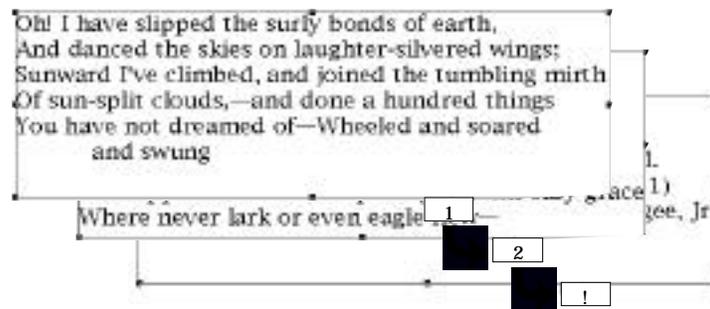
*To restore the Text tool, press **Enter**.*

To flow text from one block to another, click on the ellipsis widget (...). When you click this widget, the pointer becomes an A with a crosshair followed by an ellipsis (+A...). This indicates that the pointer can create a block for the extra text to flow into.

Click and drag the pointer to create the new text block. The excess text flows into the block when you release the mouse button. If you still have more text than you can display in the new block, an ellipsis (...) appears in the box's widget. If so, repeat these steps to flow the text into additional blocks.

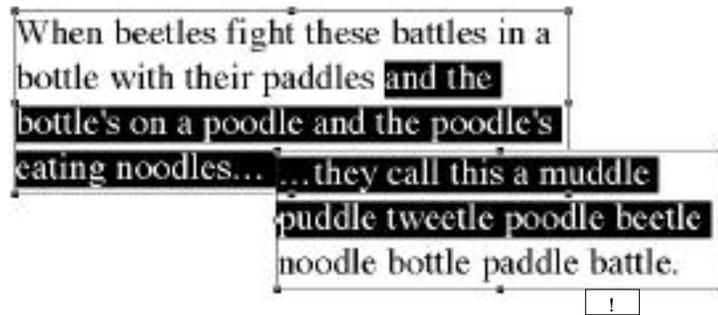
When you flow text from its original block to a second block, the widget notation on the original block changes from an ellipsis (...) to a 1. The widget of each block displays a number representing the text block sequence.

Text flows from block 1, to block 2, to block 3, and so on. When you have displayed all the text, the widget on the last block displays an exclamation mark (!).



If you delete a text block from a series of blocks, the text from the deleted block reflows through the remaining blocks. When you delete a block, the widgets renumber or display the appropriate symbol. Likewise, if you delete text from any text block in a series, the remaining text reflows through all the blocks.

If a single batch of text flows through a series of blocks, you can still select it as if it were all in one block. However, you must make selections sequentially. You cannot select text in block 1 and block 3 of a series without selecting everything in block 2 as well.



*Note: Whenever you make a text block active for editing (by selecting the Text tool and clicking in the block), you make all linked blocks active because they all contain different parts of the same text. You can only make one linked set of text blocks active for editing at a time.*

#### Editing text in a block

1. Select the Text tool on the Tools palette and move the pointer into the block. The pointer becomes an I-beam.
2. Click in the text block to make it active for editing.

If the text overlaps other elements, it is shown in front and appears opaque so you can edit the text more easily. Clicking in a text block activates other linked blocks linked, too.

3. Click where you want to start typing or drag the pointer over text you want to replace.
4. Start typing.

Text typed directly into a new text block assumes the attributes (font, size, alignment, etc.) chosen in the Text panel of the **Preferences** dialog box. You can modify those attributes in a number of ways. For more information, see the Text, Font, Size, and Style listings in Chapter 1.

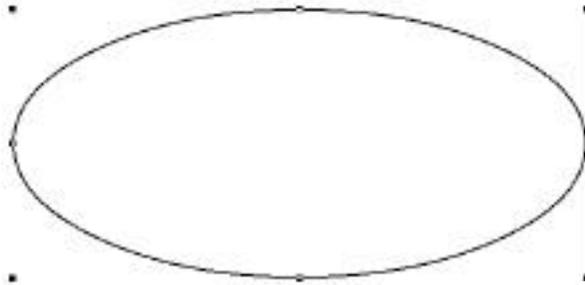
## Creating Text Blocks of Different Shapes

---

Up to now, you have only dealt with square text blocks. However, **CREATOR2** lets you make text blocks out of any shape. You can make ovals, starbursts, even freehand drawings into text blocks, or in this case, text shapes.

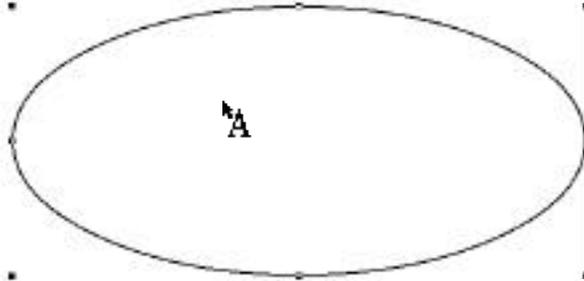
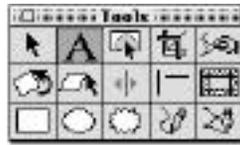
Drawing a text shape

1. Click on a drawing tool on the Tools palette.
2. Click and drag in the Document Window to draw an element. If you have selected the Oval tool, this creates an oval.



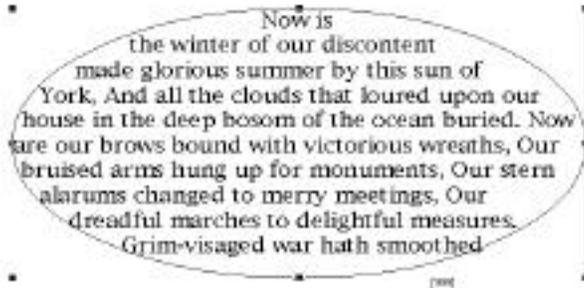
3. Click the Text tool on the Tools palette.

4. Press the Command key while clicking on the shape you have drawn. Notice that your pointer changes into a small arrow followed by an A.



After you Command-click on the element, it becomes a text shape. You can identify a text shape by the widget that appears when you click on the shape with the Text tool.

5. Type or import the desired text into the text shape.



## Linking text shapes

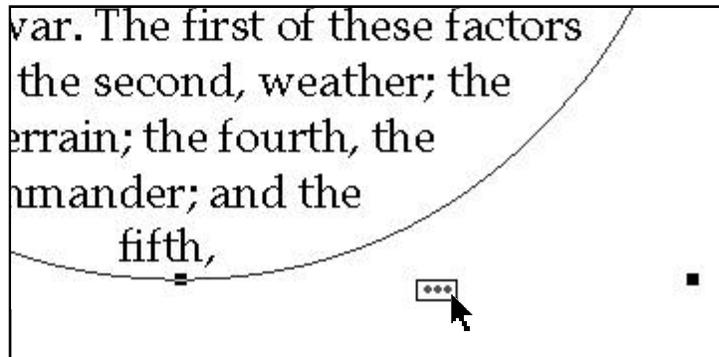
**CREATOR2** also lets you create sequences of text shapes. The text flows from one shape into another. To do this, click on the widget of a text shape and then Command-click on the element you want to flow the text into.

For example, if you wanted to flow text from an oval into a starburst:

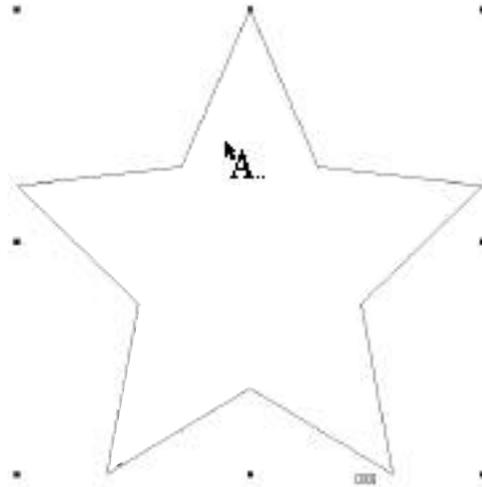
1. Click the Oval tool on the Tools palette and draw an oval element in the Document Window.
2. Click the Text tool on the Tools palette.
3. Command-click on the oval with the Text tool. Notice that the oval gains an insertion point and a widget.
4. Import or type the text you want to appear in the oval.



5. Click the Starburst tool on the Tools palette and draw a starburst element in the Document Window.
6. Click the Text tool on the Tools palette.
7. Click on the widget of the oval text shape with the pointer.



8. Command-click on the starburst element.



The overflowed text from the oval text shape flows into the starburst.



### Resizing text shapes

Like any other element, you can proportionally resize a text shape by pressing Command while dragging on a corner handle with the Arrow tool selected. However, **CREATOR2** also lets you proportionally resize the text inside an element. With the Arrow tool selected, press Command-Shift while clicking on a corner handle of a text shape. Notice that the text inside the element scales itself at the same proportion as the element.

---

## The Containment Tool

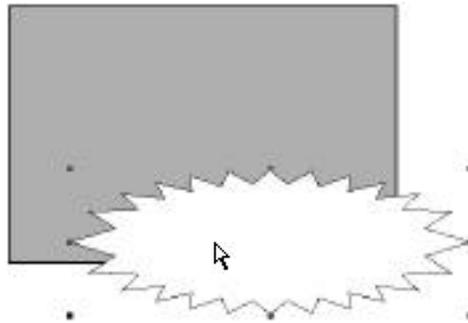
---



The Containment tool lets you place one element inside another. The container acts like a picture frame for the element it holds. Any part of the contained element that overflows the container's bounds cannot be seen. In this respect, containing an element is similar to cropping, except you can place any element—not just graphics—inside a container. **CREATOR**'s automask function, for example, simply places a graphic inside a container.

### Using the Containment tool

1. Click on the Containment tool on the Tools palette. The pointer turns into an outlined arrow when moved into the Document Window.
2. Click and drag on an element. Move the selected element onto another element (the container). Notice that the container's border becomes framed when you position the selected element over the stationary one.



3. Release the mouse button to place the element you wish to frame inside the container. **CREATOR** places the selected element inside the frame of the stationary element.



## Containing elements inside other contained elements

**CREATOR2** lets you place containers inside other elements through the **Open Element** command.

1. Draw the outermost container in the Document Window.
2. Draw another element.
3. Click on the Containment tool and place the second element inside the container. Make sure the contained element remains selected.
4. Select the **Open Element** command from the Elements menu. This opens a window that allows you to manipulate the contained element.
5. Draw a new graphic in the **Open Element** window.
6. Click on the Containment tool and drag the new element into the contained item. This creates three layers of contained elements.
7. Repeat Steps 4 through 6 to place elements inside the new contained level.
8. Click on the **Open Element** close box to return to the Document Window.

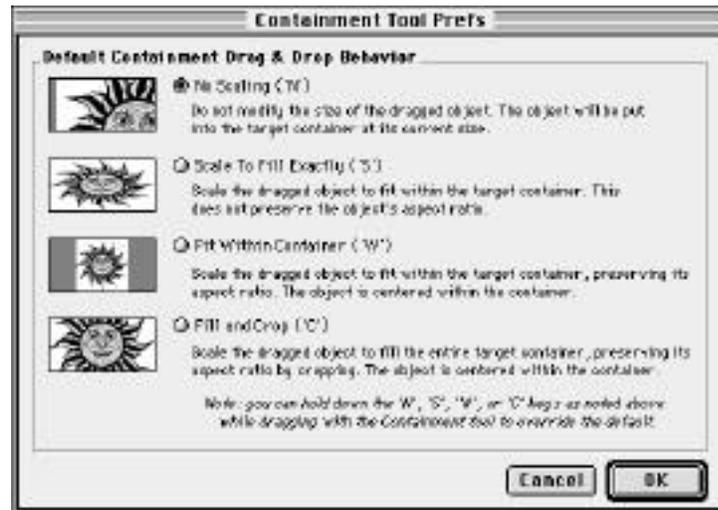
## Opening containers

To remove an element from a container, simply click on the Containment tool on the Tools palette. Click on the contained item and drag it out of the container. Notice that the frame of the container becomes highlighted when you have properly selected the contained element.

To remove an element contained more than one level deep, progressively drag each contained element out of its container. You can also choose **Open Element** for each container, then cut and paste the desired contained item into the main Document Window.

## Setting Containment Tool Preferences

**CREATOR** lets you modify elements as you place them in containers. To open the **Containment Tool Prefs** dialog box, double-click the Containment tool on the Tools palette.

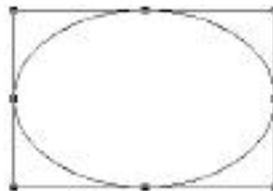


The dialog provides four different options to choose from. The Containment tool preference options include:

- **No Scaling**  
The **No Scaling** radio button lets you place an element in a container at the element's current size. **CREATOR** uses the **No Scaling** radio button as its default setting.

If you have selected another containment option but wish to use **No Scaling**, press the **N** key while dragging the selected element into a container.

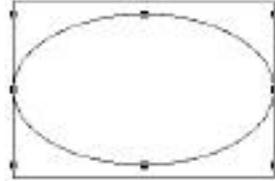
- **Scale to Fit**  
The **Scale to Fit** radio button lets you center and resize an element so it fits snugly in its container.



If you have selected another containment option but wish to use Scale to Fit , press the S key while dragging the selected element into a container.

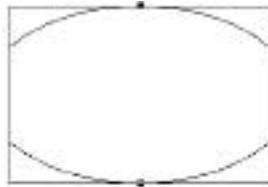
*Note: If you place text, or a graphic containing text, inside a container with Scale to Fit preference selected, the text also rescales. This may cause the text to appear distorted.*

- **Fit Within Container**  
The Fit Within Container radio button lets you center and scale a selected element proportionally so that it fits within its container.



If you have selected another option but wish to use Fit Within Container , press the W key while dragging the selected element into a container.

- **Fill Container**  
The Fill Container radio button lets you center and scale an element proportionally so that it fills its container.



If you have selected another containment option but wish to use Fill Container , press the C key while dragging the selected element into a container.

---

## The Cropping Tool

---



The Cropping tool lets you crop graphic images. Cropping lets you pare the edges of a graphic, like taking scissors and cutting off one or more sides of an image. Cropping doesn't alter or resize the graphic in any way; it only alters your view of the graphic. The remaining image doesn't get any smaller in scale, but it fits in a smaller area. For example, you might crop out extra white space at the top of a graphic or crop unwanted text from the bottom of a picture.

### Using the Cropping tool

1. Click on the Cropping tool on the Tools palette.
2. Click on the graphic you want to crop.
3. Move the Cropping tool over one of the image's handles. When you position the center of the Cropping tool directly over a handle, it clamps down. When it clamps, drag to crop the graphic.
3. Release the mouse button and move the pointer over the graphic. The pointer turns into a four-way arrow.
4. Click and drag on the graphic with the four-way arrow. This allows you to reposition the graphic inside the cropped area.

---

## The Reshape Tool

---



The Reshape tool lets you modify the appearance of many **CREATOR** elements. Clicking on an element with the Reshape pointer allows you to modify the element's shape. You can reshape rectangles, starbursts, freehand drawings, and paths. You cannot reshape other element types.

### Using the Reshape tool

1. Click on the Reshape tool on the Tools palette. The pointer turns into a crosshair when you move it into the Document Window.
2. Click on the element you wish to reshape. Either a dialog box or control points appear. If you have an element selected before clicking on the Reshape tool, the control points or dialog box for that element appear.

3. Make any modifications you want. **CREATOR2** automatically applies your modifications to the selected element.

To cancel a reshaping action, choose **Undo** from the **Edit** menu or press **Cmd-Z** immediately following the operation.

## The Reshape Tool Dialog Boxes

---

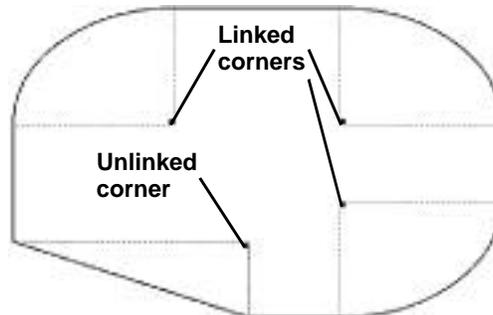
Rectangle and starburst elements have their own dialog boxes that you can open with the Reshape tool. These dialog boxes let you modify the appearance or shape of the elements they relate to.

### Reshaping rectangles

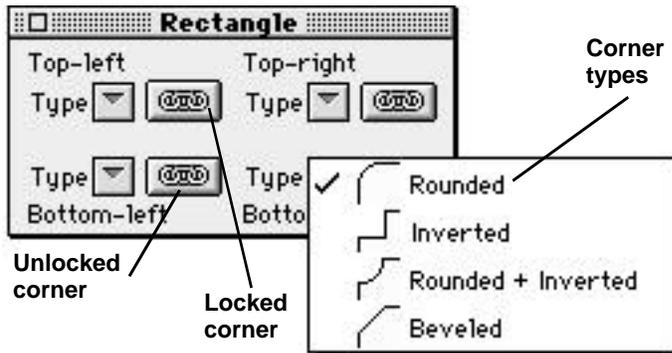
Clicking on a rectangle with the Reshape tool opens a dialog box and places new handles at the rectangle's corners.

When you click on a corner handle and drag inward, the rectangle's corners become rounded. You can adjust the size of the corners by positioning the corner selection handles. Initially, **CREATOR2** adjusts all the corner selection handles in tandem.

If you wish to adjust the size of a single corner, click the **Link** button in the **Rectangle** dialog box. When you click the **Link** button, it changes to an **Unlink** button. This signifies that you can adjust the size of the selected corner without affecting the other rectangle corners.



Change the corner type by selecting a new option from the Type pop-up menu. This method only changes one rectangle corner at a time. To change the shapes of all the corners of a rectangle, press the Option key while selecting a new corner shape from the Type pop-up menu.

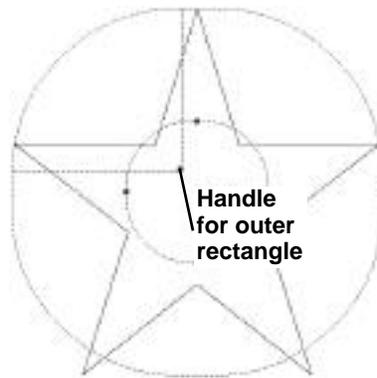


### Reshaping starbursts

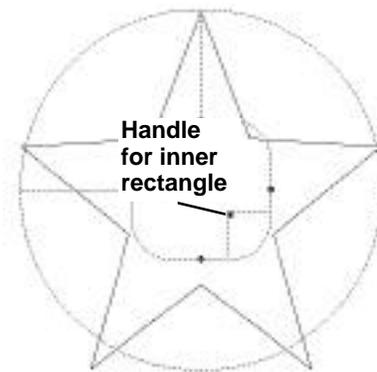
When you click on a starburst with the Reshape tool, several new handles appear on the starburst and the **Starburst** dialog box opens, just as if you selected a rectangle. However, you can reshape a starburst in more ways than you can reshape a rectangle.

Like the rectangle's selection handles, a starburst's selection handles let you modify the element in unique ways. Starburst shapes are contained within two rectangles. The outer rectangle sets the edge of the starburst's peaks, and the inner rectangle sets the edge of the starburst's valleys.

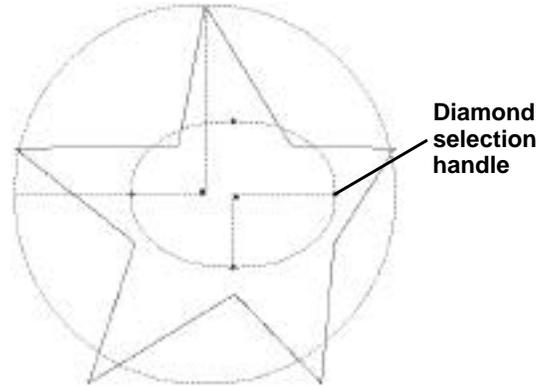
You can adjust the corner roundness of the inner and outer rectangles by clicking and dragging on the two arrow selection handles that appear inside the starburst. The larger arrow controls the roundness for the outer rectangle...



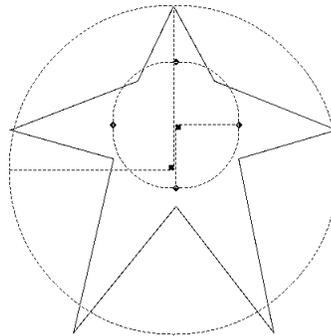
And the smaller rectangle controls the roundness for the inner rectangle.



You can also adjust the size of the inner rectangle. Click and drag on one of the diamond selection handles on the sides of the inner rectangle. To increase the length of the inner rectangle, click on the left or right diamond selection handles. To increase the height of the inner rectangle, click on the top or bottom diamond selection handles. If you press the Shift key while dragging a handle, you can resize the inner circle proportionally.

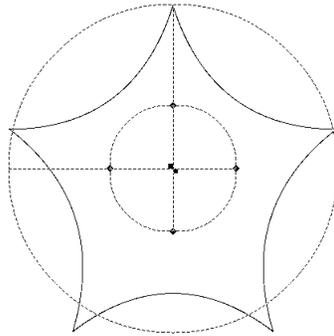


You can even reposition the inner rectangle within the frame of the outer rectangle. Move your pointer so that it rests in the inner rectangle. However, don't position the pointer near a selection handle. The pointer turns into an arrow-capped crosshair. Click and drag on the rectangle to reposition it within the outer rectangle.

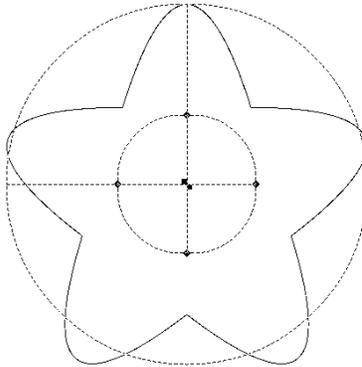


The **Starburst** dialog box lets you modify starbursts in even more ways. The dialog box's options include:

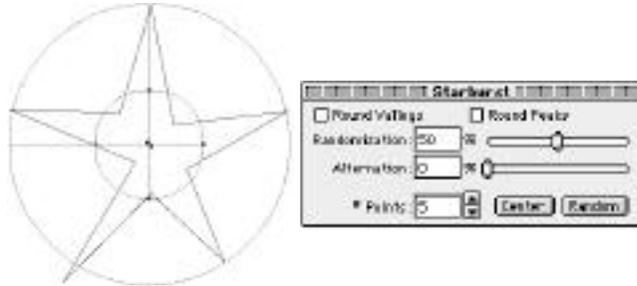
- Round Valleys  
The Round Valleys check box smooths the valleys of a starburst so they appear rounded.



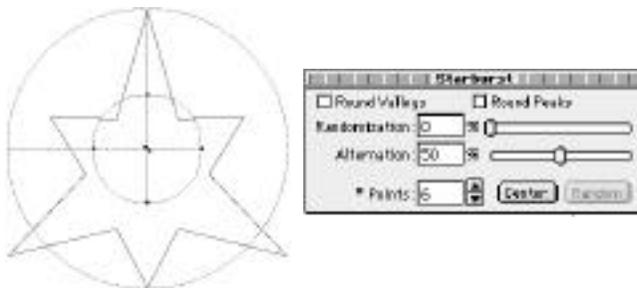
- Round Peaks  
The Round Peaks check box smooths the peaks of a starburst so they appear rounded.



- **Randomization**  
The **Randomization** field and slide bar lets you vary the peak and valley lengths within the bounds of the inner and outer circles. You can enter any percentage from 0 to 100. Zero represents no randomization and 100 represents absolute randomization.

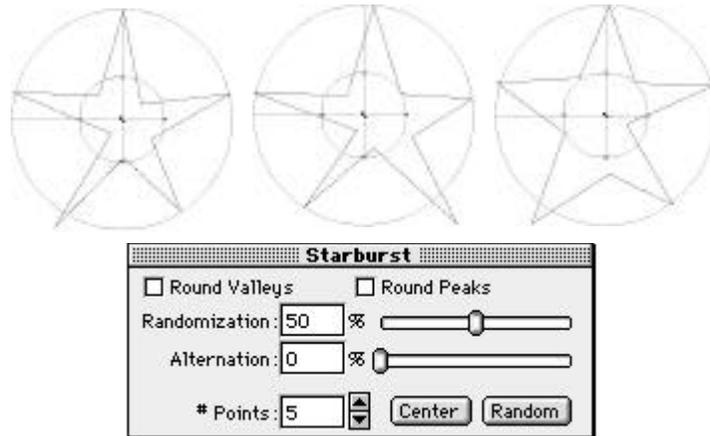


- **Alternation**  
The **Alternation** field and slide bar lets you change the length of every other flare on the starburst. You can enter any percentage from 0 to 100. Zero represents no alternation and 100 represents absolute alternation.



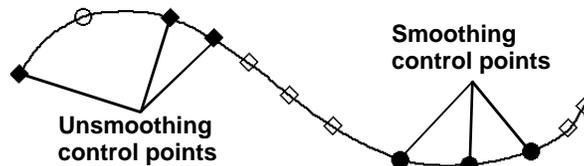
- **Points**  
The **Points** field lets you determine how many flares you want a starburst to have.
- **Center**  
The **Center** button centers the inner circle or a starburst within its outer circle.

- **Random**  
The **Random** button creates different, random starburst designs based on your settings. You must enter a value greater than zero in the Randomization field to activate the **Random** button.



## Reshaping Path Elements

You can create many complex shapes using the Reshape tool in conjunction with freehand drawings or path elements. When you select a path element with the Reshape tool, reshape handles appear on the element. Two different types of reshape handles, called control points, exist. An unsmoothing control point indicates a straight line while a smoothing control point indicates a curved line.



*Note: Unsmoothed handles appear as diamonds and smoothed handles appear as circles.*

You can select a control point by clicking on it with the Closed Hand pointer (an Open Hand pointer becomes a Closed Hand pointer when positioned over a control point). You can also drag a selection rectangle around a control point (or a group of control points) to select it. A selected control point becomes highlighted. Move a control point by clicking on it with the Closed Hand pointer and then dragging it to another position.

## Adding points to a line

Move the Open Hand pointer over a line. Press the Command key while clicking to add a new unsmoothed control point. If you press the Option key and the Command key while clicking on a line, you create a smoothed segment.

## Toggling between smoothed and unsmoothed points

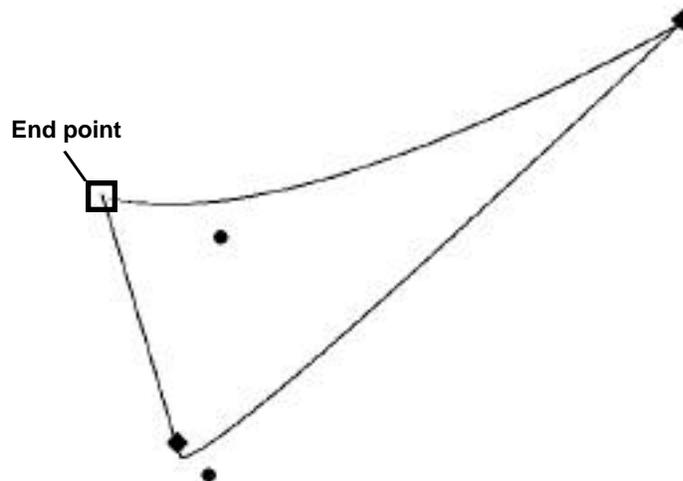
Press the Option key and click on a handle to change it to its opposite point type.

## Closing a path element

Drag the end point over the element's starting point.

### Path Editing in Reshape Mode:

- Click on a handle, then drag the handle to reshape.
- Cmd-click on a line segment to create a new handle, drag to reshape.
- Shift-Cmd-click on a line segment to create an opposite handle.
- Option-click a handle to toggle between smoothing and un-smoothing.
- Delete-click a handle to remove the handle.



## Opening line segments

To open a closed path element, position the Open Hand pointer over the line segment you wish to remove and click the Option key.

*Note: Each path element can have only one open segment.*

## Deleting points

Select a handle and then press the Delete key.

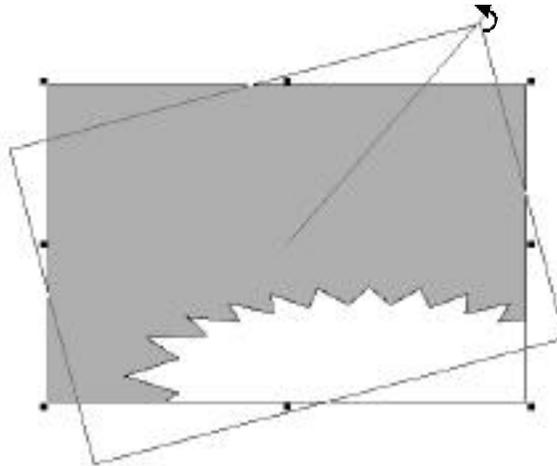
---

## The Rotate Tool

---



The Rotate tool lets you rotate elements in any direction.



### Using the Rotate tool

1. Click on the Rotate tool on the Tools palette. The pointer turns into a curved arrow when you move it into the Document Window.
2. Click on the element you wish to rotate, if not already selected.
3. Grab part of the element or one of its selection handles, and drag in the direction you want the element to rotate. Elements rotate around their centers.

To cancel a rotation, choose **Undo** from the **Edit** menu or press **Cmd-Z** following the operation.

You can rotate any element in the Document Window, including text blocks. However, you can only rotate one element at a time with the Rotate tool. If you need to rotate two or more elements at the same time, you must first group them and then rotate them.

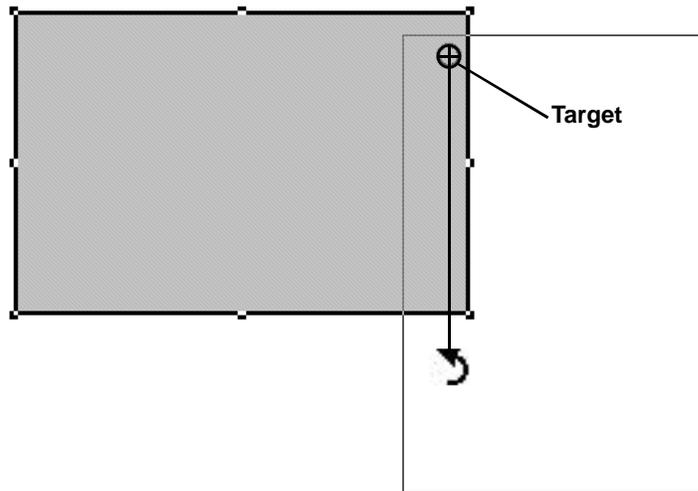
When you use the Rotate tool to rotate elements drawn in **CREATOR2** or masked graphics, you see the actual outline of the element being rotated. When rotating unmasked, placed graphics, you see an outline defined by the element's selection handles being rotated.

Pressing the Shift key while rotating constrains the rotation to 15 degree increments.

### Setting the center of rotation

**CREATOR** also lets you establish an element's point of rotation. In this way, you can rotate elements around their corners, or any other point.

1. Click on an element with the Rotate tool.
2. Command-click at the point you wish to rotate the element around. **CREATOR** places a target at the selected point.
3. Click on the target and drag away. Notice the selected element rotates around the target.



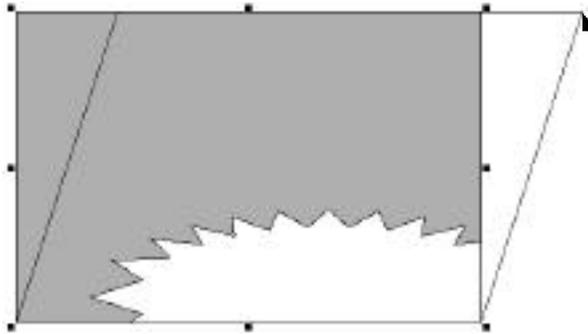
---

## The Skew Tool

---



The Skew tool lets you skew any element without changing the length of an element's sides.



Using the Skew tool

1. Click on the Skew tool on the Tools palette. The pointer turns into a crosshair when you move it into the Document Window.
2. Click on the element you wish to skew.
3. Click on a selection handle and drag in the direction you want the element to skew.

To cancel a skew, choose **Undo** from the **Edit** menu or press **Cmd-Z** immediately following the operation.

You can skew any element in the Document Window, including text blocks. However, you can only skew one element at a time with the Skew tool. If you wish to skew two or more elements at the same time, you need to group them and then skew them.

Pressing the **Shift** key while skewing constrains the skew to 45 degree increments.

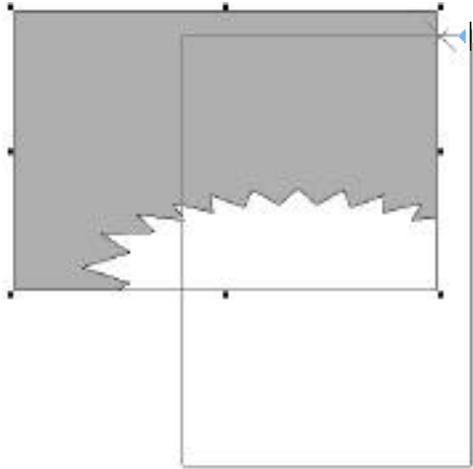
---

## The Flip Tool

---



The Flip tool lets you reposition and rotate a selected element. The Flip tool *does not* flip an element at its point of origin. Instead, you must move the element to a new location in order to flip it.



### Using the Flip tool

1. Click on the Flip tool on the Tools palette. The pointer turns into a crosshair when you move it into the Document Window.
2. Click on the element you wish to flip.
3. Drag on any part of the element or on one of its selection handles. Dragging in any direction automatically flips the element. The element flips around a point halfway between the initial click and the pointer's current position.

To cancel a flip, choose **Undo** from the **Edit** menu or press Cmd-Z immediately following the operation.

You can flip any element in the Document Window, including text blocks. However, you can only flip one element at a time with the Flip tool. If you need to flip two or more elements at the same time, you must first group them and then flip them.

When you use the Flip tool to flip elements drawn in **CREATOR** or masked graphics, you see the actual outline

of the element being flipped. When flipping unmasked, placed graphics, you see an outline defined by the element's selection handles being flipped.

---

## The Line Tool

---



The Line tool lets you create lines of any angle.

Using the Line tool

1. Click the Line tool on the Tools palette. The pointer turns into a crosshair when you move it into the Document Window.
2. Click and drag the pointer across the screen, at any angle, to draw a line. To constrain lines to increments of 45 degree angles, press the Shift key while dragging the Line pointer.

If you have your rulers displayed (chosen in the **View** menu), you can use them to size the line. For details, see the discussion on Rulers, under the **View** menu in Chapter 1.

3. Release the mouse button to create the new line. **CREATOR2** selects the new line. You can then reposition the element, resize, and so on.

---

## The Border Tool

---



The Border tool lets you place custom borders for art and text in the Document Window.

Using the Border tool

1. Click on the Border tool on the Tools palette. The pointer turns into a crosshair when moved into the Document Window.
2. Click and drag to draw the border. If you have your rulers displayed (chosen in the **View** menu), you can use them to size the elements. For details, see the discussion on Rulers, under the **View** menu in Chapter 1.

To create a square border, hold down the Shift key while dragging.

3. Double-click on the Border tool to open the **Border** directory dialog box. Locate the Border folder and select the desired border file.

---

## The Rectangle Tool

---



The Rectangle tool lets you create custom squares and rectangles.

Using the Rectangle tool

1. Click the Rectangle tool on the Tools palette. The pointer turns into a crosshair when moved into the Document Window.
2. Drag the pointer across the screen to draw the desired square or rectangle. If you have your rulers displayed (chosen in the **View** menu), you can use them to size the elements. For more information, see the **Rulers** command entry under the **View** menu.

Press the **Shift** key while clicking and dragging to constrain the rectangle to a square or rounded square.

3. Release the mouse button to create the new rectangle. **CREATOR** selects the new element. You can then reposition the element, resize, and so on.

*Note: You can use the Reshape tool to vary the appearance of a rectangle element's corners.*

---

## The Oval Tool

---



The Oval tool lets you create custom circles and ovals.

Using the Oval tool

1. Click the Oval tool on the Tools palette. The pointer turns into a crosshair when moved into the Document Window.
2. Click and drag the pointer across the screen to draw the desired circle or oval. If you have your rulers displayed (chosen in the **View** menu), you can use them to size the elements.

Press the **Shift** key while clicking and dragging to create circles.

3. Release the mouse button to create the new oval. **CREATOR** selects the new element. You can then reposition the element, resize it, and so on.

---

## The Starburst Tool

---



The Starburst tool lets you create custom starbursts.

Using the Starburst tool

1. Click on the Starburst tool on the Tools palette. The pointer turns into a crosshair when you move it into the Document Window.
2. Click and drag to draw the starburst. If you have your rulers displayed (chosen in the **View** menu), you can use them to size the shape. For details, see the discussion on Rulers, under the **View** menu in Chapter 1.

Press the **Shift** key while dragging to create proportional elements.

3. Release the mouse button to create a new starburst. **CREATOR** selects the new shape. You can then reposition the shape, resize it, and so on.

*Note: You can use the Reshape tool to vary the appearance of a starburst element's size and flares.*

---

## The Freehand Drawing Tool

---

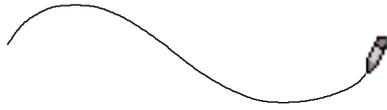


The Freehand Drawing tool lets you make freeform lines and shapes. You can draw open or closed shapes.

Using the Freehand Drawing tool

1. Click on the Freehand Drawing tool on the Tools palette. The pointer turns into a pencil when you move it into the Document Window.
2. Click and drag to draw freeform shapes.

3. Release the mouse button to create the freeform shapes. **CREATOR 2** selects and automatically smoothes the line you drew. You can then reposition the element, resize, and so on.



---

## The Path Tool

---



The Path tool combines the Line tool with the flexibility of the Freehand drawing tool. The Path tool lets you create path elements with both straight and curved lines.

### Using the Path tool

1. Click the Path tool on the Tools palette. The pointer turns into a pen when you move it into the Document Window.
2. Create a line. You can draw straight lines by clicking at the line's start point and then clicking at the line's end point.

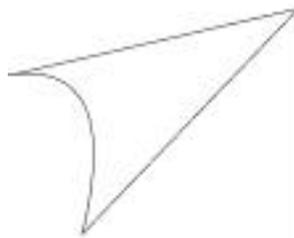


To draw curved lines, click at a start point. Click and drag at the point where you want the line to curve. You can release the mouse once the line begins to curve. Finally, click at the point where you want the line to end.



If you have your rulers displayed (chosen in the **View** menu), you can use them to size your lines. For more information, see the **Rulers** command entry under the **View** menu.

3. Click the pointer on the original starting point to create a polygon.



To cancel a path element, choose **Undo** from the **Edit** menu or press **Cmd-Z** immediately following the operation.

---

## The Colors Palette

---



The Colors palette contains three icons for assigning colors to elements. These icons let you set colors to an element's frame, fill, and shadow. A text field and a pop-up menu appear next to the three icons. You can select a percentage from the pop-up menu to set a color's shade, or you can enter a percentage into the text field.

In most cases, the icons on the Colors palette contain rectangles illustrating the icons' functions. However, if you click on a text block with the Text tool or select a range of text, then the icons change into letters. These letters also illustrate the icons' functions

The colors listed in the Colors palette may vary from one document to another. You can add and remove colors on the palette through the **Colors from document name** dialog box. You can open the **Colors from document name** dialog box either by choosing the **Colors...** command from the **Document** menu or by double-clicking on one of the buttons on the Colors palette. For more information on adding or removing colors from the Colors palette, see the entry from the **Colors...** command in the **Document** menu.

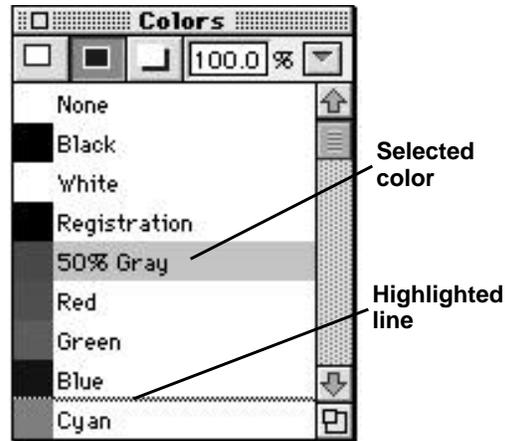
### Changing pre-assigned colors on elements

Besides assigning new colors to elements, you can use the Color palette to change colors already assigned to elements.

1. Click on an element.
2. Select a feature icon (the Frame, Fill, or Shadow icon) from the Colors palette. Whatever button you select, the current assigned color appears highlighted on the palette.
3. Choose a new color and, if necessary, a new shade percentage. **CREATOR** automatically applies your selected changes to the element

## Rearranging colors

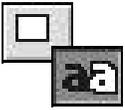
Although the first four colors on the palette (None, Black, White, and Registration) always remain the same, you can rearrange the rest of the color listings. Simply click and drag on the color that you want to move. Notice that the color listing becomes a highlighted line as you drag it.



Position the highlighted line between the color entries where you want the color to appear. When you release the mouse button, the name of the color you selected appears in place of the highlighted line.

## The Frame Icon

---



Selecting the **Frame** icon in the Colors palette lets you outline selected elements in the Document Window with a selected color.

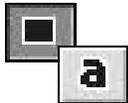
### Assigning a Frame

1. Click on the element(s) you wish to frame.
2. Click the **Frame** icon on the Colors palette.
3. Click on the color you wish to frame the element with from the scrolling list in the Colors palette. The outline of selected elements becomes the chosen color.

*Note: If you click on the **Frame** icon while you have text selected, the text appears filled with the selected color, unless you have selected outline or shadow text. When you apply a frame color to outline or shadow text, that color only appears on the outline of the selected characters. You need to select a fill color for the interior of outline and shadow text.*

## The Fill Icon

---



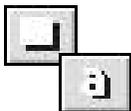
Selecting the **Fill** icon in the Colors palette lets you fill selected elements in the Document Window with assigned colors.

Assigning a Fill

1. Click on the element(s) you wish to fill.
2. Click the **Fill** icon in the Colors palette.
3. Click on the color you wish to fill in the element from the scrolling list in the Colors palette. The selected element's interior fills with the chosen color.

## The Shadow Icon

---



Selecting the **Shadow** icon in the Colors palette lets you fill the shadows of selected elements in the Document Window with assigned colors.

Assigning a Shadow

1. Click on the element(s) you wish to Shadow.
2. Click the **Shadow** icon in the Colors palette.
3. Click on the color you want to fill in the shadow of the element from the scrolling list in the Colors palette. The selected element's shadow fills with the chosen color.

## The Shade Field

---



The Shade field lets you adjust the shade of any color on an element.

### Assigning a Shade

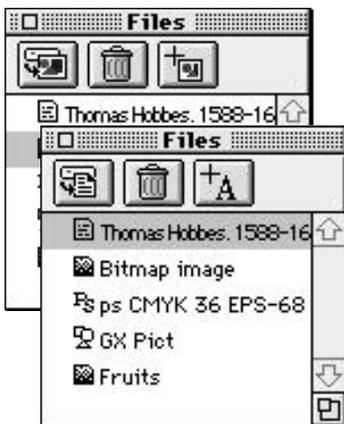
1. Click on the element with the color you wish to adjust.
2. Click the **Frame**, **Fill**, or **Shadow** icon. The color you have assigned for the chosen feature appears highlighted.
3. Click on the pop-up menu to the far right of the buttons and select a percentage. You can also enter a percentage into the text field to the immediate right of the **Shadow** icon. By default, all colors first appear at 100 percent. Choose a lesser percentage to shade the color. The lower the percentage, the lighter the color.

To return to 100 percent, or to choose another shade, choose a value from the pop-up menu or enter a new value into the text field.

---

## The Files Palette

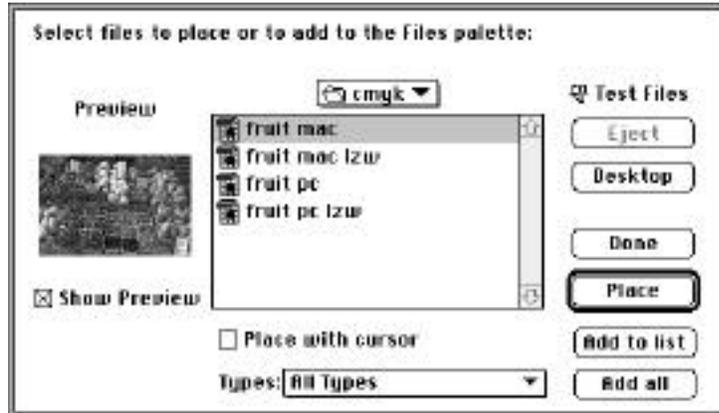
---



The Files palette places frequently used text or graphic files on a list for easy reference and quick use. The palette speeds the creations of documents containing many graphic elements and/or text files.

The **Place Graphic** and **Import Text** dialog boxes contain two methods for placing files. Either place the file immediately (with the **Place** button) or defer placement of the file by adding it to the Files palette (with the **Add files to palette** and **Add all** icons).

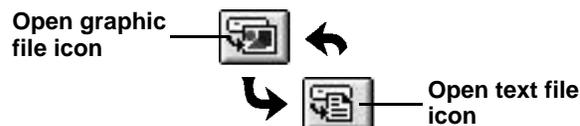
The **Place** icon closes the dialog box and returns you to the Document Window. The **Add files to palette** and **Add all** icons *do not* close the dialog box. You can keep adding files to the palette list until you click on the **Done** button.



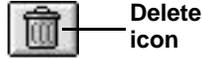
When you return to the Document Window, notice that symbols appear to the left of the filenames on the Files palette. The symbols include: ps for EPS (Encapsulated PostScript) files, a collection of element shapes for PICT files, and a graphic symbol for MacPaint, TIFF, RIFF, GIF, and JPEG files.

The top of the Files palette contains three icon buttons. Clicking the **Open** icon opens either the **Place Graphic** or **Import Text** dialog boxes. To add a graphic image to the Files palette, click the Arrow tool on the Tools palette and then click the **Open** icon on the Files palette. To add a text file to the Files palette, click the Text tool and then click the **Open** icon.

To help you identify which dialog box opens when you click the **Open** icon, the icon's image changes. The **Open** icon contains a representation of a graphic file if you have the Arrow tool selected. It contains a representation of a text file if you have the Text tool selected.

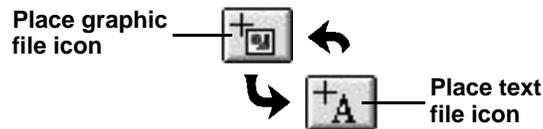


The **Delete** icon removes selected items from the Files palette.



To remove all the files on the Files palette, press the **Shift** key and click on the palette. To delete multiple—but nonconsecutive files—on the palette, press the **Command** key while clicking on the names of the files you wish to delete.

The **Place** icon creates a crosshair that lets you draw a rectangle in which to place a selected file. The **Place** icon's appearance may change, depending on what kind of file you have selected. If you have a graphic file selected, a representation of a graphic file appears on the **Place** icon. If you have a text file selected, a representation of a text file appears on the **Place** icon.



#### Placing from the Files palette

You can place text or graphic files from the Files palette in one of two ways:

Double-click on a filename to automatically place it in the document

*Or*

Click on a filename and drag a rectangle for the file's contents to appear in (press the **Shift** key to keep the graphic's contents proportional).

#### Adding files from the desktop

**CREATOR2** lets you drag files directly from the Finder to the palette. To do this, first select the **Keep Files palette visible while in background** check box in the **General** panel of the **Preferences** dialog box in the **Edit** menu. Unless you select this check box, the Files palette always disappears when you go to the Macintosh desktop.

The Files palette becomes highlighted when you drag a file from the desktop onto the palette. When you release the mouse button, **CREATOR<sup>2</sup>** places the name of the selected file on the palette. You can now place the file in your document in any of the ways mentioned above.

---

## The Styles Palette

---



The Styles palette contains four icons for displaying lists of previously saved type styles, paragraph styles, style models, and element styles. You can assign these styles to selected text or elements. Each style in each list also shows its keyboard equivalent, if it has one.

Assigning a type style, paragraph style, or style model

1. Select the text or element you want styled.
2. Click the **Type Style**, **Paragraph Style**, or **Style Model** icon at the top of the Styles palette.
3. Click on a style name from the list that appears in the Styles palette. The selected text reformats to reflect your choice.

Removing style attributes from selected text

1. Select the text or element you want to modify.
2. Click a style icon (type style or paragraph style) that relates to the style attributes you wish to remove.
3. Select None from the scrolling list. **CREATOR<sup>2</sup>** removes that style from the selected text or element.

### Type Styles icon

---



Selecting the **Type Styles** icon in the Styles palette lets you assign a previously saved style of character formats to the selected text.

Assigning type styles

1. Select the characters you wish to format.

To format all the text in a block, press **Cmd-A** to select everything.

To format a portion of the text, select that portion.

To apply a type style to text that hasn't yet been typed, click an insertion point where you wish to begin typing.

2. Click the **Type Style** icon in the Styles palette to display the list of saved type styles in the scrolling list.
3. Click on the type style you want. Selected characters or new characters typed from the location of the text insertion pointer format accordingly.

## Paragraph Styles Icon

---



Selecting the **Paragraph Styles** icon in the Styles palette lets you assign a previously created style of paragraph formats to the selected paragraphs.

Assigning a paragraph style

1. Select the paragraphs you wish to format.

To format just one paragraph in a block, click the text insertion pointer anywhere in that paragraph.

To format all the paragraphs in a block, press Cmd-A.

To format selected paragraphs, select at least one character in each paragraph in a continuous selection operation.

To apply a paragraph style to text that hasn't yet been typed, click the text insertion pointer where you wish to begin typing.

2. Click the **Paragraph Style** icon in the Styles palette to display the list of saved paragraph styles in the scrolling list.
3. Click on the paragraph style you want. Selected paragraphs or new paragraphs typed from the location of the text insertion pointer formats accordingly. If the paragraph style you select has a type style associated with it, character settings as well as paragraph attributes change.

## Style Models Icon

---



Selecting the **Style Models** icon in the Styles palette lets you assign a previously saved style model to the selected text.

### Assigning style models

1. Select the text you wish to restyle. The text has to conform to certain specifications. For a detailed discussion of these specifications, see **Make Style Models** under the **Edit** menu in Chapter 1.
2. Click the **Style Model** icon in the Styles palette to display the list of saved style models in the scrolling list.
3. Click on the style model you want and the selected text formats accordingly.

## Element Styles Icon

---



Selecting the **Element Styles** icon in the Styles palette lets you assign a previously saved element style to the selected text.

### Assigning element style

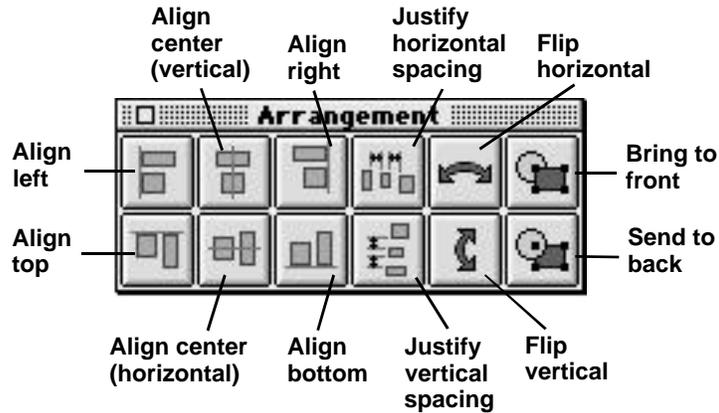
1. Select the element you wish to restyle.
2. Click the **Element Style** icon in the Styles palette to display the list of saved element styles in the scrolling list.
3. Click on the element style you want and the selected element formats accordingly.

---

## The Arrangement Palette

---

The Arrangement palette provides quick access to certain commands in **Arrange** menu. The commands include:



Manipulating an element with the Arrangement palette

1. Click on the elements that you wish to reposition.
2. Choose the **Alignment** command from the **Arrange** menu to display the Arrangement palette.
3. Click the appropriate button to reposition the elements.

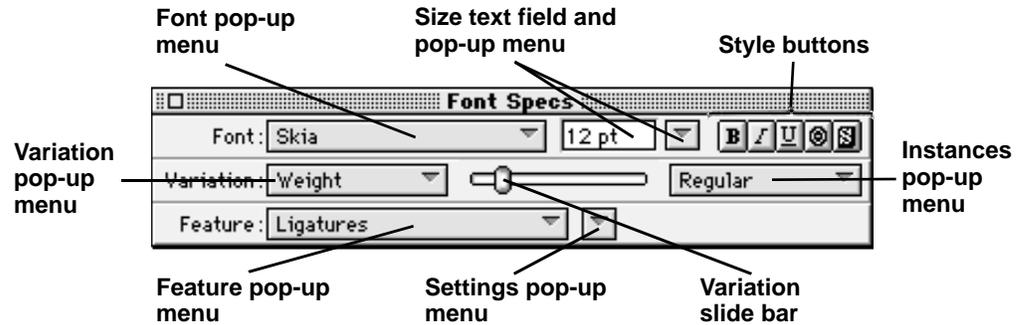
*Note: While you can flip and change the front-to-back ordering of one element at a time, you must have two or more elements selected before you click on the other buttons. If you do not have enough elements selected, the buttons appear dimmed.*

---

## Font Specs Palette

---

The **Font Specs** command lets you open the Font Specs floating palette. You can use the Font Specs palette to select fonts for your document, just like choosing a font from the **Font** menu. You can also use the palette to choose a size or a commonly used style.



While you can use some of the options on the Font Specs palette with all fonts, some options only appear active when you select a special type of font. The options you can always select include:

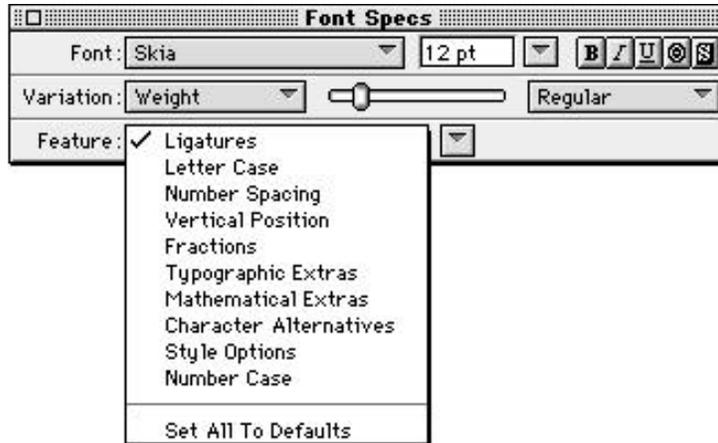
- **Font pop-up menu**  
The Font pop-up menu lets you select and apply a font to text. Every font available in the **Font** menu also appears in the Font pop-up menu on the Font Specs palette.
- **Size pop-up menu**  
The Size pop-up menu lets you select and apply a point size to text. Every point size available in the **Size** menu also appears in the Size pop-up menu on the Font Specs palette. You can also enter any desired size into the Size text field.
- **Style buttons**  
The style buttons let you select and apply the most commonly used styles to text. Simply click on a button to apply the represented style. Buttons exist for the embolden, italic, underline, outline and shadow styles. To turn a style off, click on that style's button a second time.

You must select a GX font from the **Font** menu, or from the Font pop-up menu on the Font Specs palette, in order to activate the Variation and Feature pop-up menus. The Variation pop-up menu lets you adjust the appearance of

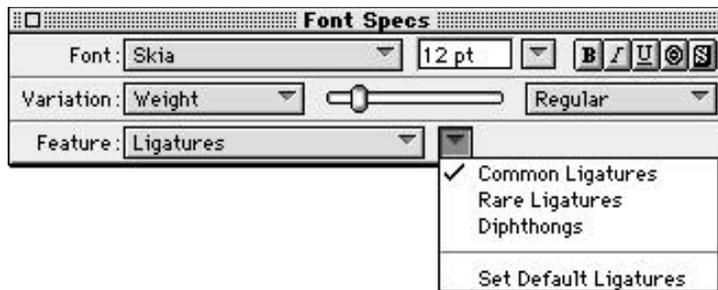
the selected font. Different GX fonts let you adjust different aspects of a font's appearance. In most cases, Width and Weight options appear in the Variation pop-up menu. To adjust a feature of a font, choose the desired feature from the pop-up menu and then click and drag on the slide bar.

Some GX fonts come with preset styles. To select a preset style, choose an option from the Instances pop-up menu. Common styles include light, regular, and bold.

The Feature menu lets you activate special font characteristics. Each GX font has its own set of features that you can activate. Some common features include:



The Settings pop-up menu, next to the Features pop-up menu, offers additional options that relate to the option chosen in the Features pop-up menu. For example, if you choose Ligatures option from the Features pop-up menu, you can choose from Common Ligatures, Rare Ligatures, and Diphthong options in the Settings pop-up menu.



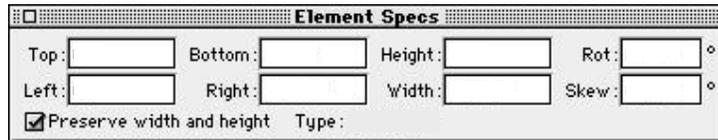
---

## The Element Specs Palette

---

The Element Specs palette lets you manipulate the position, size, and orientation of an element.

The Element Specs palette contains ten options:



- **Top**  
The Top field represents the top measurement of the selected element. The value you enter into the field reflects the element's position on the vertical ruler.
- **Bottom**  
The Bottom field represents the bottom measurement of the selected element. The value you enter into the field reflects the element's position on the vertical ruler.
- **Left**  
The Left field represents the left measurement of the selected element. The value you enter into the field reflects the element's position on the horizontal ruler.
- **Right**  
The Right field represents the right measurement of the selected element. The value you enter into the field reflects the element's position on the horizontal ruler.
- **Height**  
The Height field represents the vertical size of the selected element.
- **Width**  
The Width field represents horizontal size of the selected element.
- **Rot**  
The Rot field represents the number of degrees the selected element is rotated.

- **Skew**  
The **Skew** field represents the number of degrees the selected element is skewed.
- **Preserve width and height**  
The **Preserve width and height** lets you move the selected element to a measurement that you enter into the **Top**, **Bottom**, **Left**, or **Right** fields. The dimensions of the element remain the same.  
  
If you deselect the and then enter a new measurement into the **Top**, **Bottom**, **Left**, or **Right** text fields, the selected element resizes. The relating side of the element moves to the new measurement. However, the other sides of the element remain in their original positions.
- **Type**  
The **Type** notation indicates the type of element you have selected.

Whenever you click on an element, the element's position on the page, dimensions, and orientation values appear in the fields. When you resize, move, or reorientate an element, the values in the **Element Specs** palette automatically change to reflect the new settings.

Manipulating an element with the **Element Specs** palette

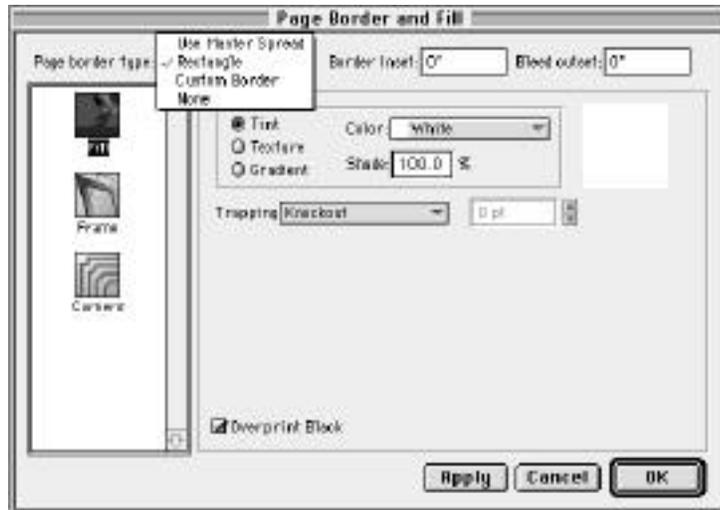
1. Click on an element that you wish to modify.
2. Choose the **Element Specs** command from the **Arrange** menu to display the palette.
3. Click in one of the fields on the palette.
4. Enter a new value into the field and press the **Return** key or the **Enter** key to apply the changes.

*Note: Press the **Tab** key to jump to the next field. As you do so, **CREATOR** applies the changes from the previous field.*

## APPENDIX A: THE PAGE BORDER AND FILL

CREATOR<sup>2</sup> lets you apply borders and fill colors to individual pages. You can open the **Page Border and Fill** dialog box by double-clicking on a page. A menu command for the **Page Border and Fill** dialog box does not exist.

The **Page Border and Fill** dialog box works much like that of the **Element Info...** command in the Elements menu. However, in the **Page Border and Fill** dialog box, the option you choose in the **Border Type** pop-up menu determines what panels appear in the dialog box's scroll list. From this pop-up menu, you can select the type of border you wish to place around the page.



- **Use Master Spread**  
The **Use Master Spread** option applies a style that exists on a master page. It also lets you use the elements on a master spread as the design for the selected page. Note that CREATOR<sup>2</sup> selects this option by default. Choosing another option for the selected page keeps the master spread elements in place on other pages.
- **Rectangle**  
The **Rectangle** option creates a rectangle around the selected page. When you select the **Rectangle** option from the pop-up menu, the **Fill**, the **Frame**, and **Corners** panels appear in the scroll list. You can set the attributes of the rectangle with these panels.

- Custom Border  
The Custom Border option applies a border style to the selected page. When you select the Custom Border option from the pop-up menu, the Fill/Frame and Border panels appear in the scroll list. You can set the border's attributes with these panels.
- None  
The None option lets you remove a page border and/or fill from a page entirely.
- Border inset  
The Border inset text field lets you set how far in from the edge of a page you wish a border or rectangle to appear.
- Bleed outset  
The Bleed outset text field lets you determine how far you want the page fill color to extend outside the page boundary.

---

## APPENDIX B: CREATOR2 FILE FORMATS

---

This section contains information about file formats accepted by **CREATOR2** for placement in document files.

The two major categories of file formats that **CREATOR2** accepts are text and graphics. There are several acceptable file types in each category.

On the following pages, the name of each file format category appears in bold on a line by itself. Below the category name, each acceptable file format in the category is listed in bold on a line by itself.

---

### Text Formats

---

**CREATOR2** lets you import a number of different word processing files. **CREATOR2** supports all of the file formats listed below. To import even more documents, **CREATOR2** supports the MacLink Plus file translation system.

---

#### Text

---

Also called “ASCII Text,” or “Text-Only file,” this is the most elemental text format. It contains no formatting—no bold, no italic, no anything—only the characters that comprise the text, along with tabs, return characters and line feed characters.

ASCII text—the lowest common text denominator—can be created by almost any word processor. All Macintosh word processors—and most word processors for other computers—can “save as ASCII text.” Once saved, the ASCII text can easily be moved between computers, just as any file would be transferred.

Because text can be quickly styled in **CREATOR2**, you may find ASCII the most convenient text format. By inserting characters such as /, {, or other “separator” characters into the text, you can take advantage of **CREATOR2**'s Break Text option to break your text into separate blocks.

## MacWrite

---

MacWrite files are supported through the MacLink Plus translators.

## Microsoft Word

---

**CREATOR<sub>2</sub>** can place Microsoft Word through the

## WriteNow

---

MacLink Plus translators.

**CREATOR<sub>2</sub>** can place WriteNow files through the

## RTF

---

MacLink Plus translators.

RTF stands for "Rich Text Format." The RTF file format was created by Microsoft Corporation. (Microsoft also calls RTF "Interchange Format.") Microsoft developed this format to allow word processing files to retain formatting information across different computer platforms (between PC and Macintosh).

---

## Graphics Formats

---

**CREATOR** lets you import a number of different graphic files into your documents. To give you the widest range of import options, **CREATOR** supports most of the major graphic file formats.

### MacPaint

---

**CREATOR** has a built-in interpreter for reading RTF files.

Bitmaps produced by MacPaint (and similar programs) are collections of black and white pixels. MacPaint does not support gray shades or colors, just black and white dots at a resolution of 72 dots per inch with a maximum document size of 8 inches by 10 inches.

MacPaint's lowest common denominator format is sometimes thought too basic for desktop publishing. MacPaint format, however, is offered by many inexpensive, easy-to-use applications and scanners.

There's a way to make MacPaint images have an effective resolution of 300 dpi. Here's how: Expand your MacPaint

### TIFF

---

images 4.2 times as large as needed, then—once placed in **CREATOR**—reduce the image to 24 percent. At 24 percent, you'll have an effective resolution of 300 dpi. TIFF—for Tagged Image File Format—is another standard graphic format. Originally devised by Aldus Corporation, TIFF files are now standard fare on Macintosh, IBM, and other computers.

TIFF was created because a standard was needed for representing grayscale images. TIFF format is often saved by high-end scanners and high-resolution paint and image editing programs.

TIFF is a bitmap format that allows black and white, grayscale, or color images at nearly any resolution, and a variety of color models.

TIFF files can also be compressed or uncompressed. Compression is a good idea, because photographic-quality

images can be quite large (1 megabyte or more in some cases).

**CREATOR<sub>2</sub>** supports both Macintosh/Motorola and IBM/Intel byte-ordering for all of its TIFF file format variations:

1 bit per pixel (B & W)

- Uncompressed
- Compressed with CCITT, LZW, LZW with Horizontal Differencing Predictor, or PackBits

4 bits per pixel (16 grays)

- Uncompressed
- Compressed with LZW, LZW with Horizontal Differencing Predictor, or PackBits

8 bits per pixel (256 grays)

- Uncompressed
- Compressed with LZW, LZW with Horizontal Differencing Predictor, or PackBits

4 bits per pixel (16 palette colors)

- Uncompressed
- Compressed with LZW, LZW with Horizontal Differencing Predictor, or PackBits

8 bits per pixel (256 palette colors)

- Uncompressed
- Compressed with LZW, LZW with Horizontal Differencing Predictor, or PackBits

16 bits per pixel (32 levels each of Red, Green, and Blue)

- Uncompressed
- Compressed with LZW, LZW with Horizontal Differencing Predictor, or PackBits

24 bits per pixel (256 levels each of Red, Green, and Blue)

- Uncompressed
- Compressed with LZW, LZW with Horizontal Differencing Predictor, or PackBits

24 bits per pixel CIE L\*a\*b

- Uncompressed
- Compressed with LZW, LZW with Horizontal Differencing Predictor, or PackBits

32 bits per pixel (256 levels each of Cyan, Magenta, Yellow, and Black)

- Uncompressed
- Compressed with LZW or LZW with Horizontal Differencing Predictor

## RIFF

---

**CREATOR2** also accepts TIFFs with alpha channels. However, the application ignores the alpha channels. RIFF (Raster Image File Format) is a grayscale image format, and it supports 256 shades of gray. RIFF is the native format of ImageStudio, an image retouching application.

## JPEG

---

*Note: **CREATOR2** only supports grayscale RIFF files. You cannot load color RIFF files into your documents.* JPEG (Joint Photographic Experts Group) is a highly compressed bitmap file format that reduces the amount of data needed to describe a full-color bitmap. JPEG com-

## GIF

---

pression can reduce 24-bit images to 1/20 of their original file size. **CREATOR2** accepts Grayscale, RGB, and CMYK files. GIF (Graphics Interchange Format) is the copyright property of CompuServe Incorporated. It was created by CompuServe to help minimize file transfer times when

## PICT

---

transmitting bitmap images to and from the on-line service. GIF images are limited to 256 colors, so TIFF is a preferred format for color photographs. PICT is Apple's standard graphics format. Some PICT files require QuickTime.

PICT files contain QuickDraw graphics and text-drawing commands. Generally speaking, PICT graphics can be scaled to any size without producing the jagged-looking results common in stretched bitmaps.

However, a PICT file can also contain bitmaps. In fact, some painting programs, such as Studio/1, Studio/8, and various scanners, only produce PICTs containing bitmaps

## EPS

---

(which can be black and white, grayscale, or color at any resolution). These PICT files are just as susceptible to "jaggies" as MacPaint files.

EPS (Encapsulated PostScript file) is also an element-oriented format. EPS files contain PostScript commands.

EPS files may also contain low-resolution bitmaps in PICT format for screen display in applications which don't support PostScript on-screen (and very few do—Adobe Illustrator is the notable exception). **CREATOR<sup>2</sup>** supports EPS files with PICT or TIFF previews. **CREATOR<sup>2</sup>** does not support plain PostScript files without a preview.

EPS files usually contain high-quality, device-independent images that can be scaled.

*Note: Several scanners can optionally save files in EPS format, but it's usually a poor choice for saving scanned images. An EPS file of a scanned image is typically at least twice as large as an equivalent PICT or uncompressed TIFF file. We recommend scanned images be saved in TIFF format.*

---

## APPENDIX C: FONT INFORMATION

---

Many different types of fonts and font utilities exist. **CREATOR** supports as many different font types and utilities as possible. In some cases, certain font utilities are recommended, or even required, for use with the application.

However, not all fonts or font utilities work correctly in all programs. Certain font or font utility features can create problems when used in **CREATOR**. A list of typical font types and utilities follows.

### Font Types

---

Much like graphic or text formats, different types of fonts exist, too. Each type of font has different built-in capabilities. In order to give you the greatest latitude possible, **CREATOR** supports many different kinds of fonts.

### Bitmap Fonts

---

Bitmap fonts represent the original type of font format. Bitmap fonts recreated the look of a typeface by arranging screen pixels or printer dots. Since each bitmap font reproduced a typeface at a specified size, bitmap fonts of the same typeface were typically placed together in a suitcase file. This provided the user with access to more than one point size for a particular font.

Bitmap fonts could be scaled to reproduce point sizes for which the bitmap file was unavailable. However, the appearance of these scaled fonts was unreliable.

Even when using sizes for which bitmap files were available, the fonts appeared jagged when printed. For this reason, bitmap fonts are seldom used.

### Type 1 Fonts

---

Developed by Adobe, Type 1 fonts differ from bitmap fonts in that they send an outline of the typeface to the printer instead of pixels. This provides a smoother, more rounded looking font on printouts.

Actually, a Type 1 font makes use of two different types of files. A suitcase of bitmap files (of different styles and sizes) is used to simulate the typeface on-screen, while outline files are used to reproduce the font on PostScript laser printers.

For identification purposes, the bitmap files use the font's actual name. The outline files use a truncated name, where the first five letters identify the font name, and the next three letters identify the font style. For example, if you used a bold Palatino font in a document, the bitmap filename would be Palatino Bold but the outline filename would be PalatBol.

ATM (Adobe Type Manager) allows outline fonts to be used on screen displays and QuickDraw printers. This allows smooth font displays at any size.

## Type 3 Fonts

---

Also developed by Adobe, Type 3 fonts encapsulate PostScript graphics into characters of a font. After releasing the Type 3 font format, Adobe provided documentation for how to make Type 1 fonts. Since then, Type 3 fonts have fallen into disuse.

## Multiple Master Fonts

---

Another font developed by Adobe, Multiple Master fonts let users adjust a font's weight and width. A Multiple Master font contains four files that provide an outline of the font at different weights and widths. The font uses these files to interpolate the user's desired effect.

The most common Multiple Master fonts are Adobe Sans and Adobe Serif. These fonts accompany Adobe Acrobat and other programs. Adobe programs use these fonts to emulate and replace missing fonts.

Most applications do not support Multiple Master fonts. However, **CREATOR<sup>2</sup>** fully supports them, and users can take full advantage of their scalable features.

## TrueType Fonts

---

Developed by Apple Computer, TrueType provides another kind of outline font. Whereas Type 1 fonts require different files for display and print fonts, TrueType fonts contain information for both in one file.

Unlike Type 1 printer files, you can place TrueType files in a suitcase file for easier management. Sometimes bitmap fonts reside in the same suitcase as TrueType fonts. These bitmap fonts help display fonts at small point sizes.

## TrueType GX Fonts

---

Similar to regular TrueType fonts, TrueType GX fonts contain additional features for use with Apple's GX Graphics extension. These additional features—called variations, instances, and features—only work with applications that support GX.

Variations let the user adjust the appearance of the font. Usually this means users can adjust the font's weight and width (like Multiple Master fonts). However, users can also adjust other appearance features, too.

*Note: In CREATOR<sup>2</sup>, Multiple Master fonts behave like TrueType GX fonts.*

TrueType GX fonts may have preset Variation settings, called Instances. Typically, Instances set the width and weight to give a font a certain look, like heavy, light, compressed, etc.

Features include a large number of options that give the user control over the appearance and behavior of the font. Features let users access variant characters, activate pairwise kerning (combining certain sets of characters into one character), or set other typography features.

## GXified TrueType Fonts

---

GXified fonts result when a program called the GXifier expands the feature set of regular TrueType fonts. GXified fonts do not have Variations or Instances, but they do contain Features. For example, GXified TrueType fonts allow pairwise kerning.

## GX Enabled Type 1 Fonts

---

To use Type 1 fonts with applications that use the GX Graphics extension, you must convert them into another format. You can do this with an application called Type 1 Enabler. In addition to enabling Type 1 fonts, you must have a GX aware version of ATM to use them correctly.

Running the Type 1 Enabler does not add additional features to Type 1 fonts, as running the GXifier does to TrueType fonts.

## Font Utilities

---

A wide variety of font utilities exist. All of these utilities perform useful functions. Some conflict with **CREATOR<sub>2</sub>**. Others are required in order to get the best performance from your fonts. A list of common font utilities and their relationship with **CREATOR<sub>2</sub>** follows.

### Adobe Type Manager (ATM)

---

ATM scales Type 1 fonts so they display and print correctly. **CREATOR<sub>2</sub>** requires ATM 4.0.2 or better. Although older versions of ATM supported QuickDraw GX, they do not run correctly with the GX Graphics extension currently supported by Apple.

### Font Manager Extensions (Suitcase, MasterJuggler, Font Reserve, etc.)

---

These font utilities appear grouped together, because they all offer the same feature: installing and uninstalling fonts without moving them in and out of the Fonts folder. ATM Deluxe also provides this capability.

These utilities are conditionally compatible with **CREATOR<sub>2</sub>**. While you can use these programs to install fonts while running the application, **CREATOR<sub>2</sub>** does not recognize the newly installed fonts until after you have quit and restarted the program. Uninstalling a font that the application uses may crash the program.

### Font Menu Extensions

---

These utilities provide WYSIWYG and/or hierarchical features to the **Font** menu. In most cases, the WYSIWYG capability of these utilities conflict with the **CREATOR<sub>2</sub>** **Font** menu.

In addition, the **CREATOR<sub>2</sub>** **Font** menu already has hierarchical features. Difficulties may result if a **Font** menu extension attempts to modify the application's hierarchical menus with its own.

## Type 1 Enabler

---

The Type 1 Enabler application converts Adobe Type 1 font files into a format usable by **CREATOR<sup>2</sup>**. You cannot use Type 1 fonts with *any* GX application unless you first run the Type 1 Enabler.

When you launch the Type 1 Enabler, it scans the Fonts folder within your System folder and notifies you of any Type 1 font that needs converting. The application then converts all specified fonts into a format usable by QuickDraw GX applications. The Type 1 Enabler places the original versions of converted fonts in a folder titled •Archived Type 1 Fonts• in the System folder.

The Type 1 Enabler makes a new outline file, based on the printer font, for display purposes. It then places the outline file in the font suitcase with the bitmap files of the appropriate font. Once in the suitcase, the outline file appears identical to a TrueType font.

**CREATOR<sup>2</sup>** can use unenabled Type 1 fonts. However, it cannot display the fonts correctly, even if you have ATM installed. Since **CREATOR<sup>2</sup>** does use the outline font when printing to a PostScript printer, you should enable all your Type 1 fonts.

## GXifier

---

Running the GXifier adds additional tables to regular TrueType fonts. These tables take available characters that usually require an Option key combination to access and makes them easier to access. In some cases, GXified fonts replace combinations of characters with a single character. For example, the characters a and e, when placed next to one another, become æ.

You can use GXified fonts in non-GX applications. However, non-GX applications cannot make use of the added features of these fonts.

---

## APPENDIX D: OPENING CIF FILES

---

Although you can open CIF (Creator Interchange Format) files in **CREATOR2**, you need to know that some files may appear different in **CREATOR2**. Several reasons for this exist. Changes may occur because **CREATOR2** handles some information differently than Creator, or because **CREATOR2** does not support some features that existed in Creator (or vice versa).

Despite the differences that exist between Multi-Ad applications, **CREATOR2** opens CIF files and emulates their original state as closely as possible. In most cases, you can't even tell that changes have occurred. However, should you need to modify a CIF file, familiarize yourself with how **CREATOR2** handles CIF files.

- Q. How does **CREATOR2** open Creator FXs?
  - A. **CREATOR2** turns FX effects into external EPS files and places them in a designated folder.
  
- Q. How does **CREATOR2** handle borders from Creator?
  - A. **CREATOR2** replaces borders from Creator with its **CREATOR2** equivalents. If no corresponding file exists, **CREATOR2** converts Creator borders into its native format and places them in the Borders File folder in the Creator2 Add-Ons folder.
  
- Q. What does **CREATOR2** do to EPS graphics enclosed in CIF files?
  - A. Like Creator FX effects, **CREATOR2** takes enclosed EPS graphics, turns them into external EPS files, and places in a designated folder.
  
- Q. Why don't CIF files with dashed lines display correctly in **CREATOR2**'s **Frame Type** dialog box? No checkmark appears beside the appropriate line entry.
  - A. Multi-Ad Creator makes a different dash for each type and line weight, so CIF files can contain an infinite number of dashes. You can also script a dash to anything, so an equivalent dash type might not appear in **CREATOR2**'s **Frame Type** dialog box. Dashes only appear checked if the dash in the CIF file directly matches an option in the dialog box.

- Q. Why does the baseline of the first line in a text block change after you open a CIF file in **CREATOR**?
- A. **CREATOR** uses the leading of a text block's first line to establish its baseline. This differs from Creator, since that application always used the automatic leading percentage to establish the baseline of the first line in a text block. If the Creator document used an auto lead percentage other than 120 percent, a difference may still appear after you open the CIF file in **CREATOR**. You cannot make the baseline values exactly the same because **CREATOR** has no global automatic leading feature.
- Q. Why doesn't the **CREATOR** **Element Info** dialog box display the shadow colors of CIF files?
- A. After opening a CIF file in **CREATOR**, you can select the element and the shadow separately. Creator actually treats shadows as separate elements. By default, the application groups a shadow with the element it shadows, but you can ungroup these elements later.
- Q. Why do the italic, bold, upper case, and lower case styles in a converted CIF appear without a check mark in **CREATOR**'s **Style** menu?
- A. If a CIF file contains fonts with applied styles, **CREATOR** replaces the fonts with their prestyled equivalent, if available. For example, if a CIF file contains a Palatino font with bold and italic styles applied, **CREATOR** replaces the font with a Palatino Bd It font. As for upper case and lower case styles, Creator does not recognize these styles. It just changes the character codes used to their upper case or lower case equivalents.
- Q. Why can't I automatically see the invisible features of an imported CIF file?
- A. CIF files don't contain show invisible preferences.
- Q. Can I open all 40 of the spot plates that Creator supports?
- A. **CREATOR** supports 32 spot plates. If a CIF file contains more than 32 spot plates, **CREATOR** only recognizes the first 32.

In addition to the issues mentioned above, CIF files contain additional information that **CREATOR2** ignores. **CREATOR2** cannot use this information, because it is obsolete or because **CREATOR2** handles the information so differently that it can't be converted. This information includes:

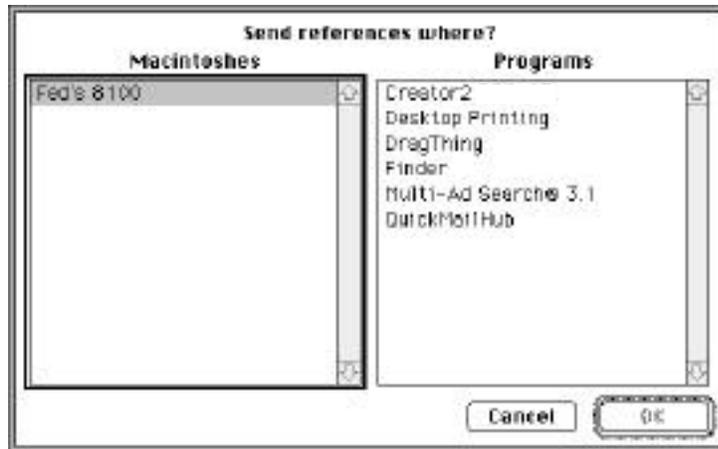
- Print colors as grays
- Customer adjust in separations options dialog box
- PPD information
- Spot functions
- Black generation and undercolor removal
- Text tagging
- Layouts
- Draw as rough
- Bleed edges

## APPENDIX E: USING MULTI-AD SEARCH

Multi-Ad Search, a program that references and catalogs graphic files, simplifies the process of cataloging and finding graphics. Each record in a Search catalog contains a reference to a graphic's filename, format, and location. You can transfer this reference into **CREATOR<sub>2</sub>** in order to place graphics in your documents.

Sending references

1. Start **CREATOR<sub>2</sub>**.
3. Choose the Search icon from the **Application** menu in the upper right corner of the screen.
4. Select the references you wish to send.
5. Choose the **Send References** command from Search's **File** menu. A dialog box appears.



6. Select **CREATOR<sub>2</sub>** as the program to receive the references.

7. Click the **OK** button. This places the file onto the Files palette.



## Using Drag-And-Drop with Search

---

You can place a file by dragging the file's record from Multi-Ad Search and dropping it into a **CREATOR2** Document Window. To make the process as easy as possible, **CREATOR2** supports many of the same file types as Search. If you drag a file or reference into **CREATOR2** and the Document Window does not highlight, then **CREATOR2** cannot import that file type.

Placing an item using the drag-and-drop method

1. Open the **CREATOR2** document in which you want to place the graphic.
2. Open the Search catalog containing the record of the file you want to place in the document.
3. Select the record of the graphic file from the Search catalog.
4. Drag the selected file into the Document Window. A gray or colored outline frames the Document Window to signify that **CREATOR2** can import the file.

*Note: You must have the original file on your hard drive or on another volume connected to your computer. If you do not have the original file available, you cannot drag a record from Search into **CREATOR2**.*

5. Release the mouse button and the application centers the file at that location.

To use the **Copy Reference** command and the **Send Reference** command most effectively, try to run **CREATOR** and Search at the same time. If you wish to use the **Send Reference** command or the drag-and-drop feature, you *haveto* run **CREATOR** and Search at the same time.

If your computer does not have enough memory to run both **CREATOR** and Search, you can still use the **Copy Reference** command.

*Note: Do not increase the amount of memory allocated to **CREATOR** unless you receive a dialog box that expressly tells you to do so.*

Copying references with only one program running at a time

1. Highlight the graphic file references in Search.
2. Choose **Copy** from the **Edit** menu. This places a copy of the references in the Clipboard.
3. Quit Search.
4. Open the document in which you want to place the files.
5. Choose **Place Graphic...** from the **File** menu. The **Place Graphic** directory dialog box appears.
6. Click the **Add Search items to Files** button and the filenames appear on the Files palette.

*Tip: Do not cut or copy any item between quitting Search and adding the file references to the **CREATOR** Files palette. Copying or cutting another item replaces the file references in the Clipboard with the new item.*

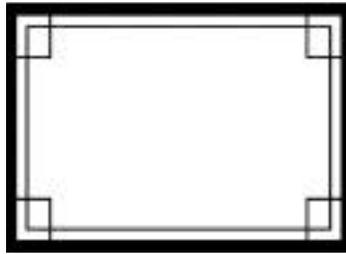
---

## APPENDIX F: BORDER SAMPLES

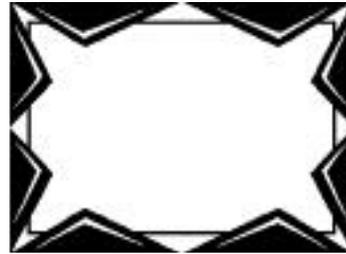
---

This appendix contains samples of all the borders included with **CREATOR2**. Each border appears listed by name under the border file that contains it. Border files appear in alphabetical order.

- Abstract
- Auto/Machines
- Celebration
- Children
- Corner Designs
- Coupon Borders (Fancy)
- Coupon Borders (Rounded)
- Coupon Borders (Square)
- Financial
- Flowers
- Food
- Holidays
- Home
- Line Variations
- Miscellaneous
- Nature/Animals
- Sale
- School
- Simple Patterns
- Sports/Recreation
- Tools/Industry
- Western



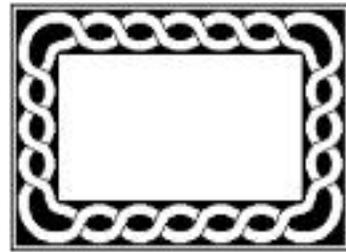
Abstract Lines



Abstract Triangles



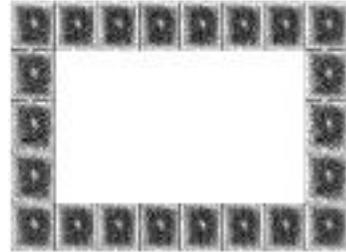
Art Deco



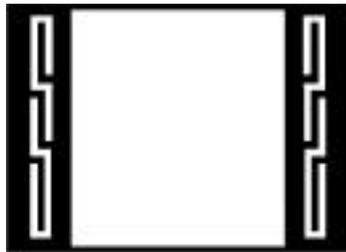
Braid 1



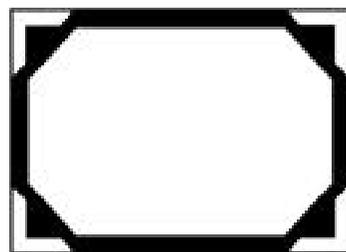
Braid 2



Charcoal



Clip Bar



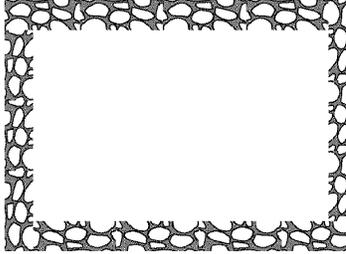
Corner Holders



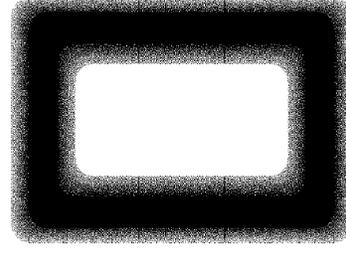
Crosshatch



Geometric



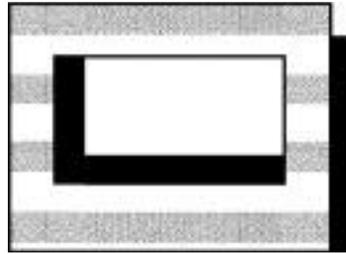
Giraffe



Groove



Hollow Rectangles



Horizontal Stripes



Interrupting Lines



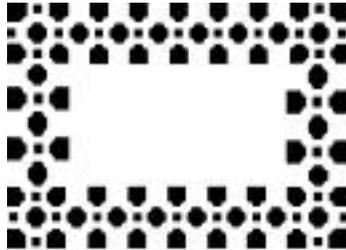
Max Headroom



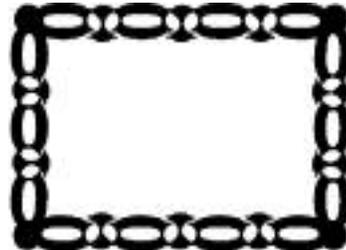
Mexican Pattern



Nested Squares



Open Pattern



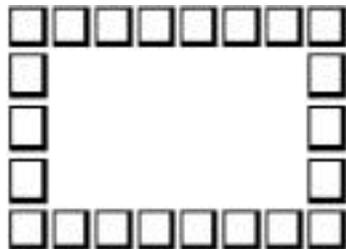
Ovals and Circles



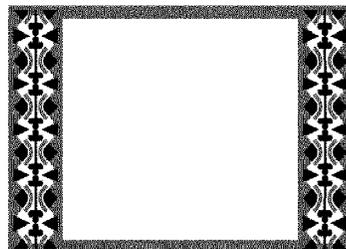
Reverse Links



Sawtooth



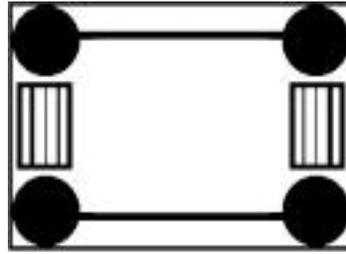
Shadow Squares



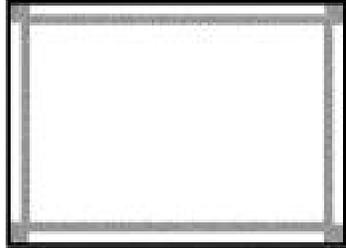
Side Graphic



Stacked Squares



Stripes w/ Barbell



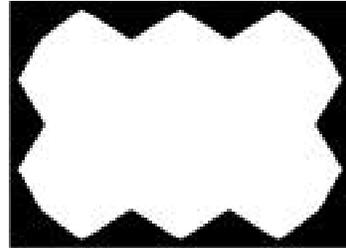
Tone Edged



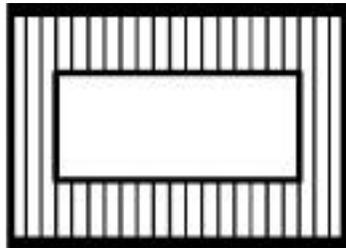
Tone Pattern w/ Black



Triangle



Triangles



Vertical Stripes



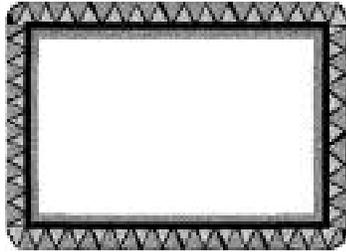
Waves



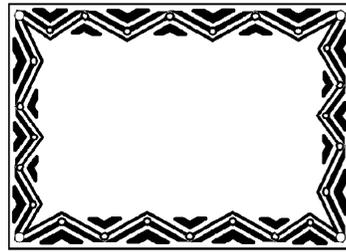
Waves 2



Waves and Sound



Zig Zag 1



Zig Zag 2



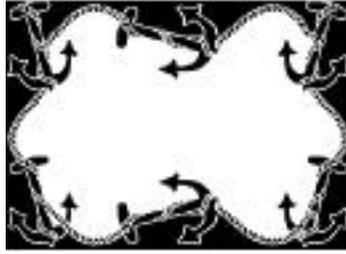
Zig Zag and Spots



Zipper



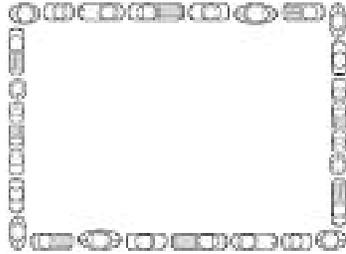
Zipper Pattern



Anchors



Car Cartoon



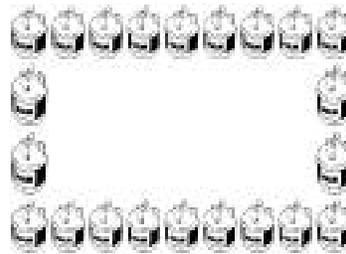
Cars



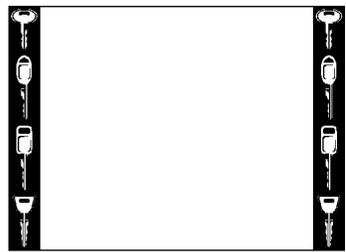
Chain



Front of Car



Gas Can



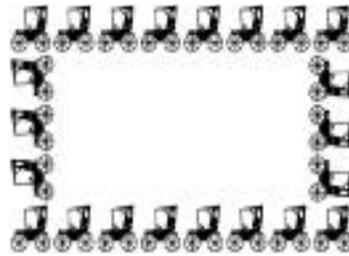
Keys 1



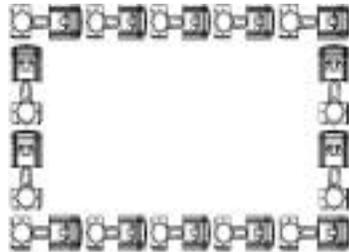
Keys 2



New Car



Old Car



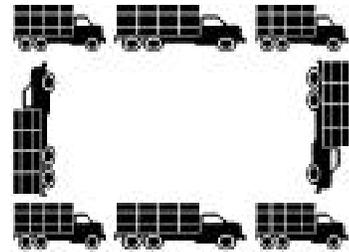
Piston



Tire



Tire Tread

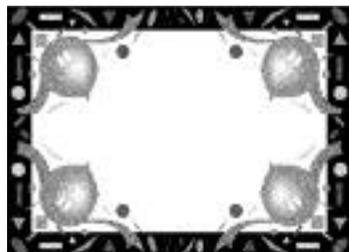


Truck

---

## Celebration

---



Balloons and Confetti



Clearance Tone



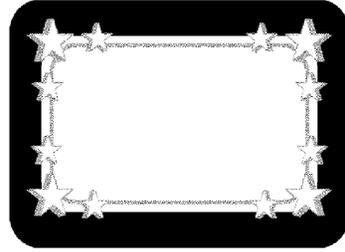
Confetti



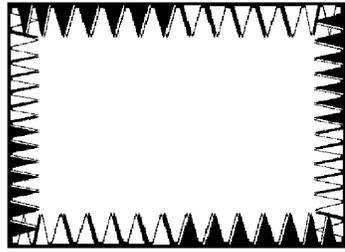
Confetti 2



Confetti and Candy



Corner Stars



Pennant



Ribbon 2



Star 1



Star 2



Star within Border



Stars and Stripe



Stars Italics



Streamers



Sun and Stars

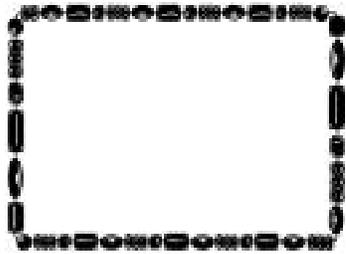


Super Star

---

## Children

---



Baby Beads



Diaper



Toys

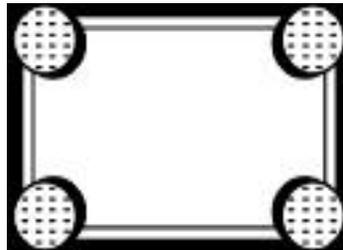
---

## Corner Designs

---



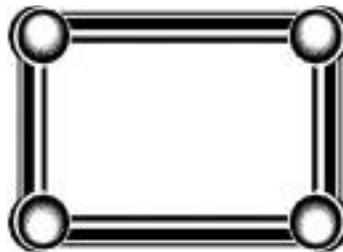
3-Dot Corner



Ball in Corner



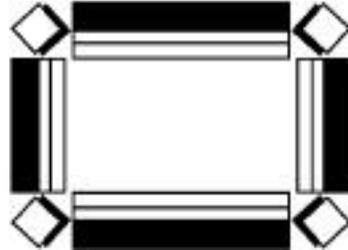
Circle/Square



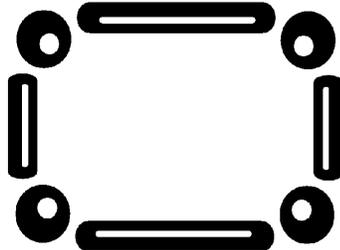
Corner Ball



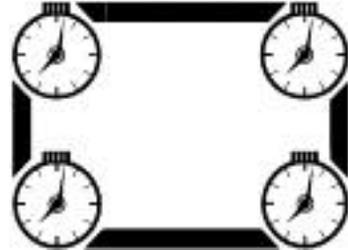
Corner Bar Configuration



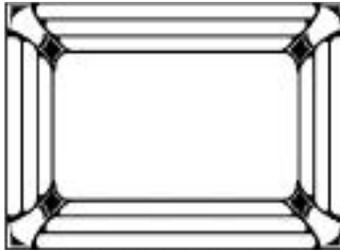
Corner Boxes



Corner Circles



Corner Clocks



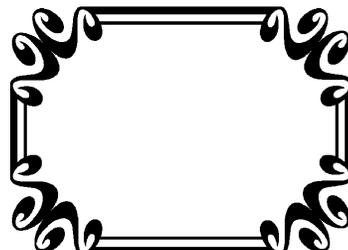
Corner Guard



Corner Leaves



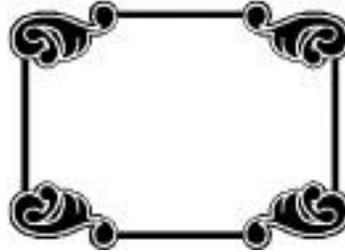
Corner Motif



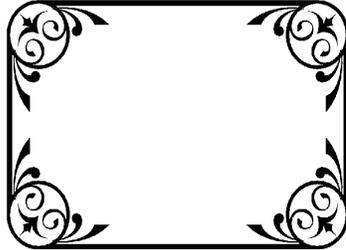
Corner Scroll



Dashes & Dots



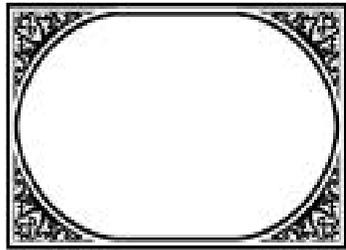
Decorative Corners



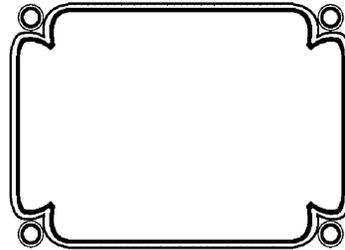
Fancy Corners



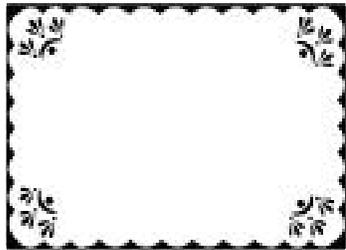
French Corners



Great Corners



Hoop Corner



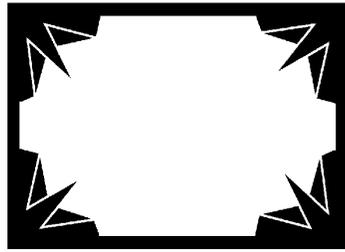
Lace



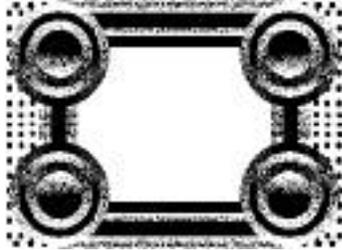
Large Corner Design



Rustic



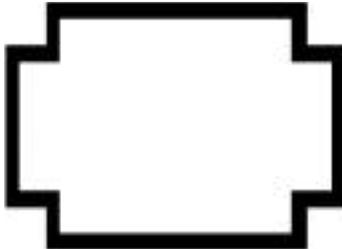
Sharp Corners



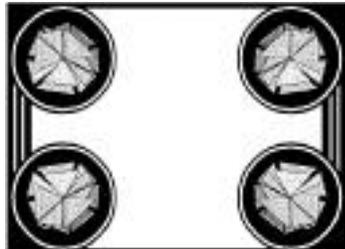
Siren



Small Corner Design



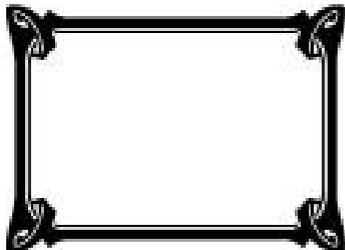
Square Corner Indent



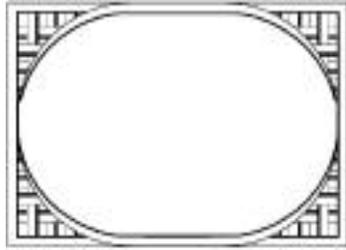
Triangle Corner Design



Triangle Corner Frame



Twisted Corners



Weave Corner

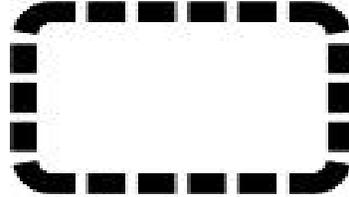
---

## Coupon Borders (Fancy)

---



Coupon Bar/Dashed Line



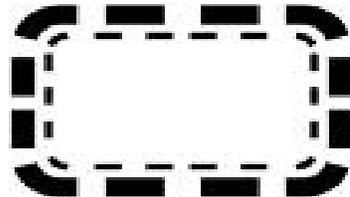
Coupon Black/Dash Line



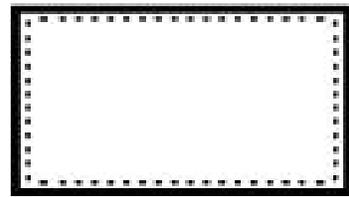
Coupon Diagonal Dash



Coupon Double Dash



Coupon Double Line



Coupon Line/Dot



Coupon Rounded Bottom



Coupon Round Top



Coupon Short/Long Dash



Coupon White/Dash Line

---

### Coupon Borders (Rounded)

---



Coupon 1-Point, Rounded



Coupon 2-Point, Rounded



Coupon 3-Point, Rounded



Coupon 4-Point, Rounded



Coupon 5-Point, Rounded



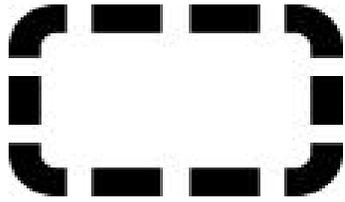
Coupon 6-Point, Rounded



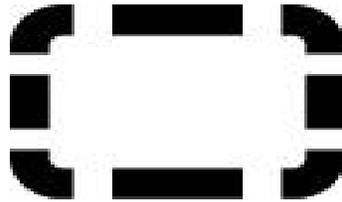
Coupon 7-Point, Rounded



Coupon 8-Point, Rounded



Coupon 12-Point, Rounded



Coupon 15-Point, Rounded



Coupon 18-Point, Rounded

---

### Coupon (Square)

---



1-Point



2-Point



3-Point



4-Point



5-Point



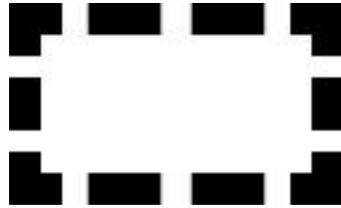
6-Point



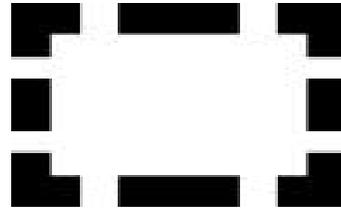
7-Point



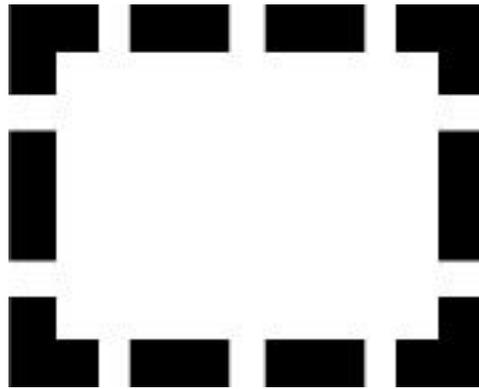
8-Point



12-Point



15-Point



18-Point

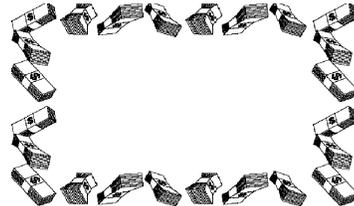
---

## Financial

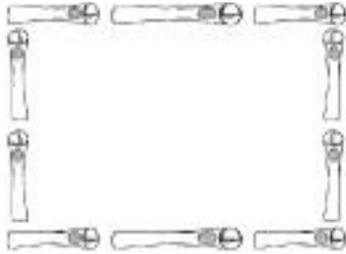
---



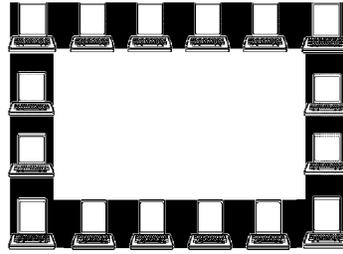
Accounting



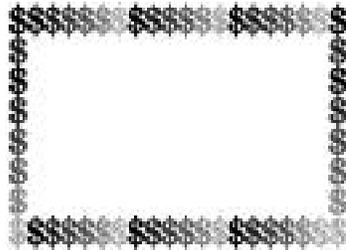
Bundles of Money



Certificate



Computers



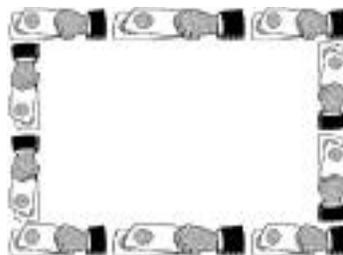
Dollar Signs



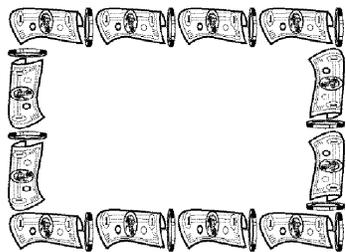
Dollar Signs 2



Financial



Hand with Certificates

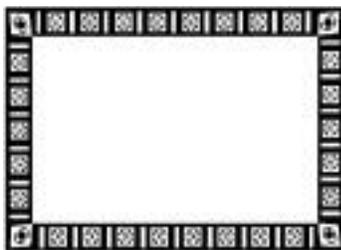


Money

---

# Flowers

---



Abstract Flower



Abstract Flower 2



Block Flowers



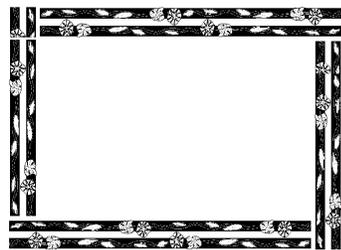
Cartoon Flowers



Dark Flower



Double Flower



Double Morning Glory



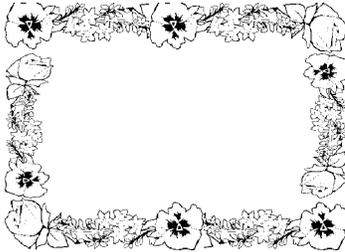
Flower



Flower Stalk



Flowers & Buds



Flowers of Joy



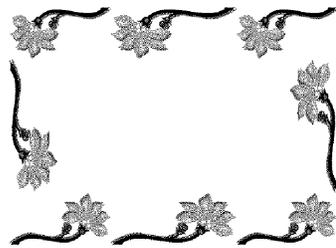
Flowers with Tulips



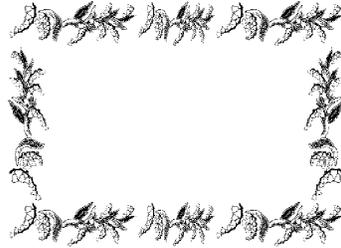
Flowers/Graphic



FlowersFlowersFlowers



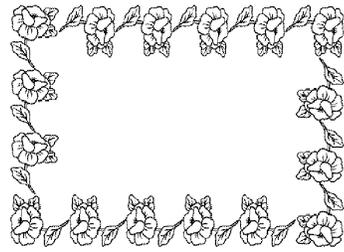
Gray Tone Flowers



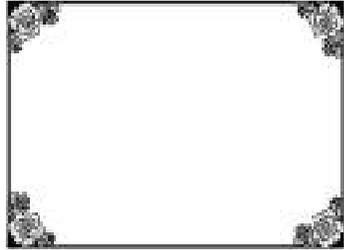
Lily of the Valley



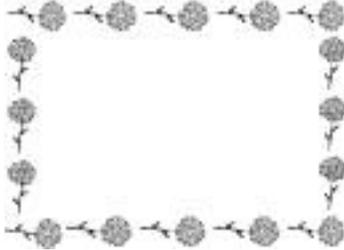
Rose Oval



Rose with Leaf



Roses in the Corners



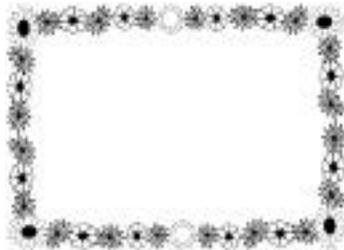
Simple Flower



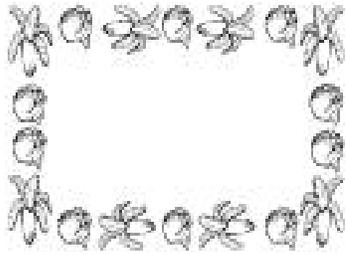
Tulip Sketch



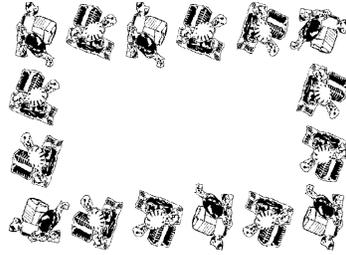
Tulips



Wildflowers



Banana and Peach



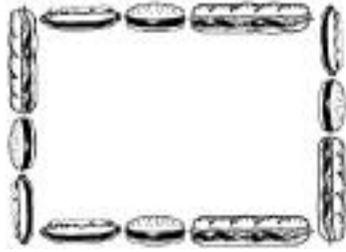
Candy



Candy Variety



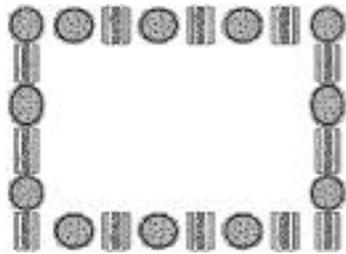
Cooking Utensils



Fast Foods



Fruit



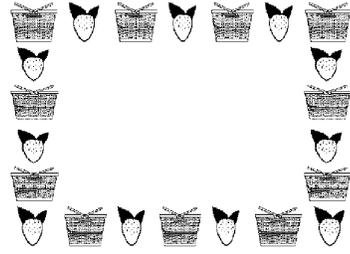
Hamburger/Hot Dog



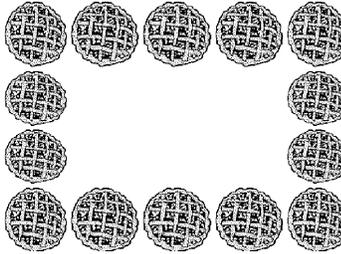
Hot Dog



Peanuts



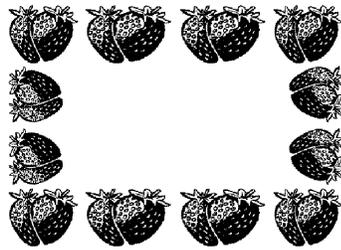
Picnic Basket



Pie



Pizza



Strawberries



Zig Zag Apple

---

## Holidays

---



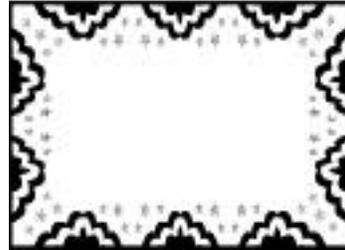
A Christmas Wish



Angel, Candy, Cookie



Balloons and Clock



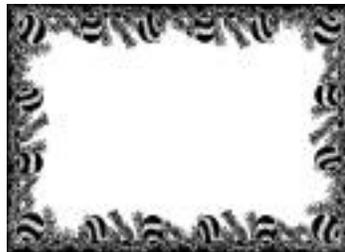
Bunting and Stars



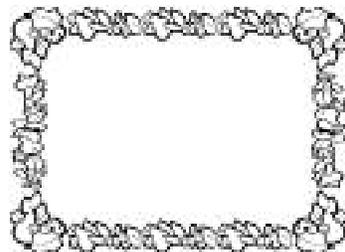
Candle and Holly



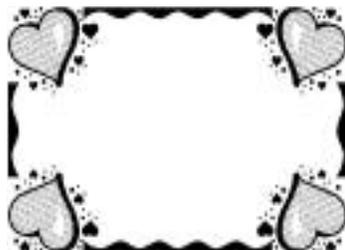
Candy Cane, Gift, Santa, Tree



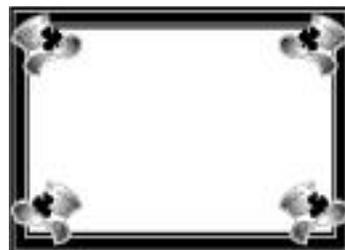
Christmas Bulbs



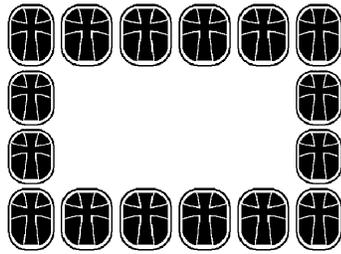
Christmas Fruit, Decorative



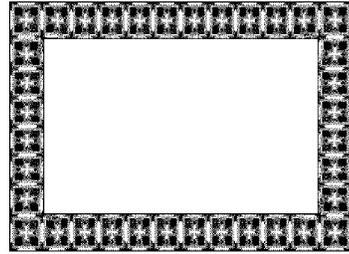
Corner Hearts



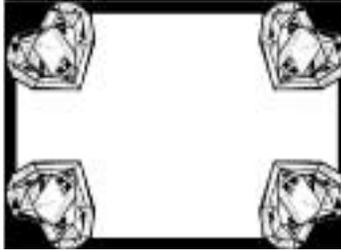
Corner Shamrock Hats



Cross



Twisted Corners



Diamond Hearts



Different Size Hearts



Double Snowflakes



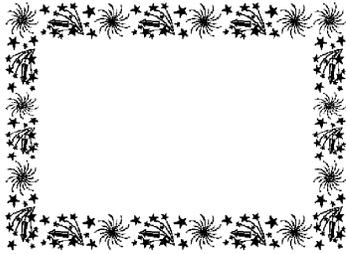
Dreidel



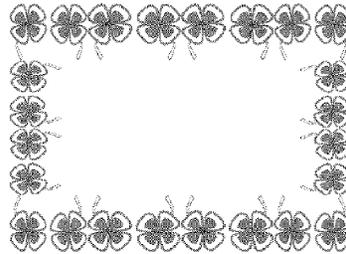
Easter



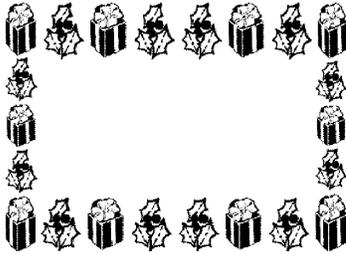
Easter Eggs and Flowers



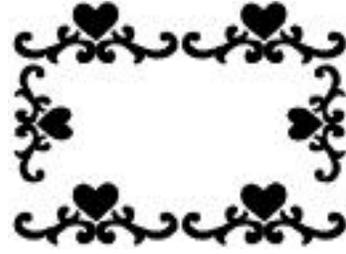
Fireworks



Four Leaf Clover



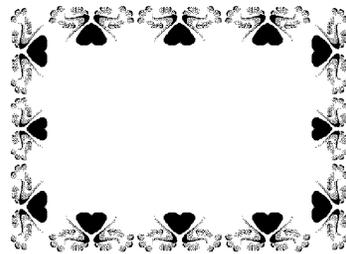
Gift Box and Holly



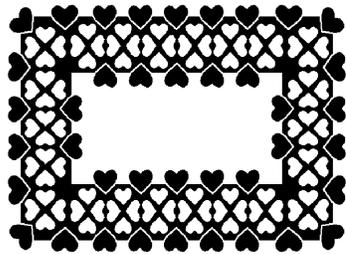
Hearts & Scroll 1



Hearts & Scroll 2



Hearts (Fancy)



Hearts (Stenciled)



Holly 1



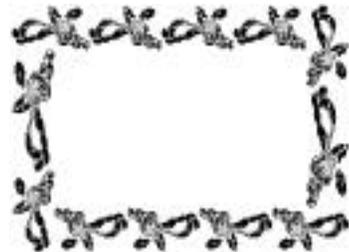
Holly 2



Holly 3



Holly 4



Holly 5



Holly 6



Just for Mom



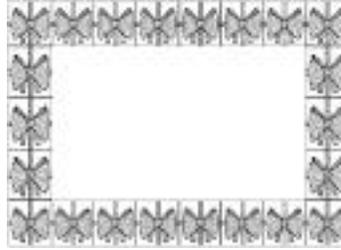
Ornaments/Streamers



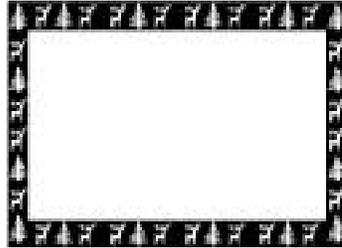
Patriotic Stars & Stripes



Poinsettia & Cardinal



Presents



Reindeer and Tree



Scroll Work



Shamrocks



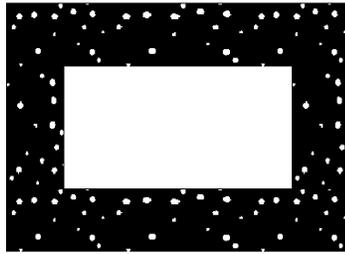
Small Double Tree



Snowflake



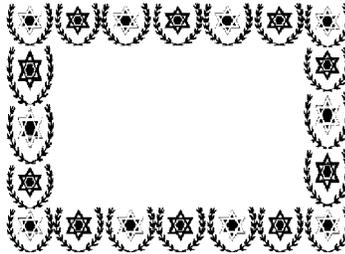
Snowflakes



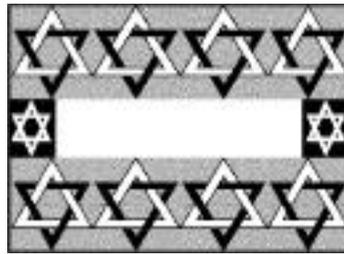
Snowy Night



St. Patrick's Day



Star of David



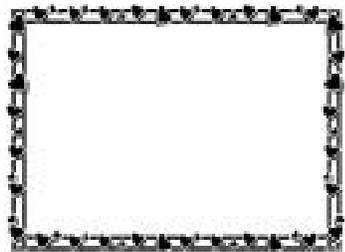
Star of David 1



Star of David 2



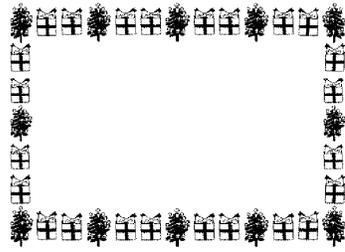
Stars and Stripes



Stripes and Hearts



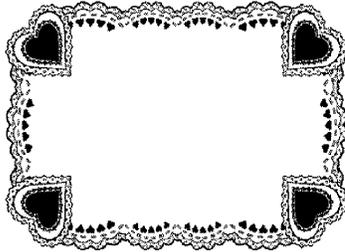
Tree



Trees and Gifts



Turkeys

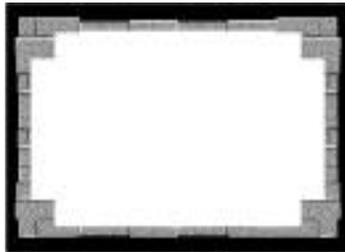


Valentines

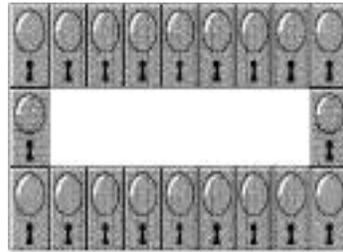
---

## Home

---



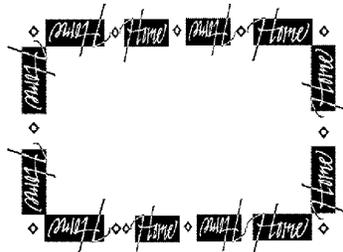
Brick



Doorknob and Keyhole



Frame Molding



Home



Home Improvement 1



Home Improvement 2



House



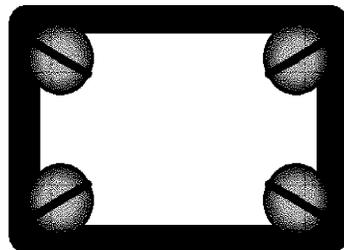
House with Fence



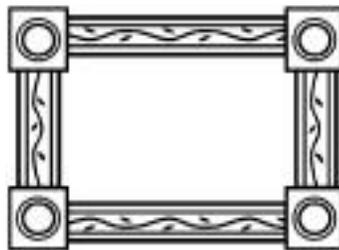
House/Leaves



Plumbing



Sign



Wood Motif

---

## Line Variations

---



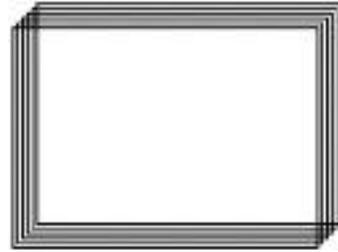
8-Stripe



Bracket 1



Bracket 2



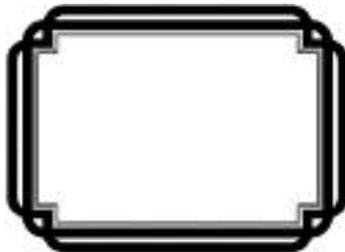
Corner Fold Lines



Corner Indent



Crosshatch



Deco 1



Deco 2



Dots and Dashes



Double Corner Indent



Double Round 1



Double Round 2



Double Round 3



Double Round 4



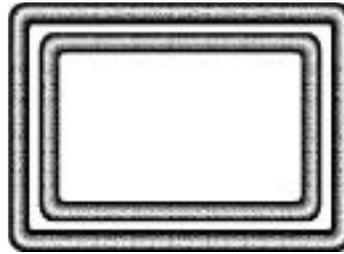
Folded 1



Folded 2



Frame 1



Piping



Ribbon



Rounded Lines



Squared



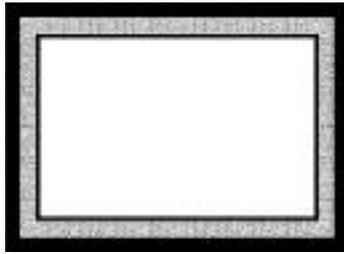
State Fair



Stripe-Thru



Thinline Boxes



Two-Tone Bar



White Dashes

---

## Miscellaneous

---



Argyle Pattern



Bubbles



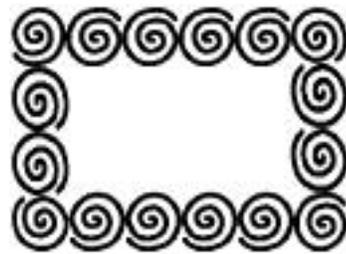
Buttons & Zig Zag



Chain Link



Columns



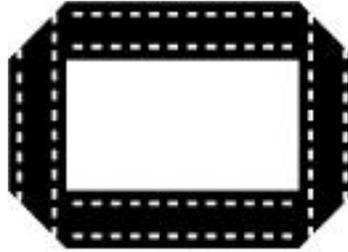
Curled Line



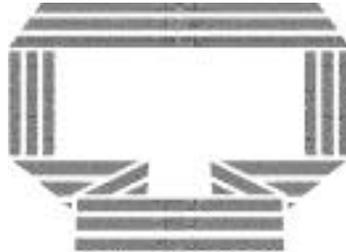
Diamond Shapes



Diamonds



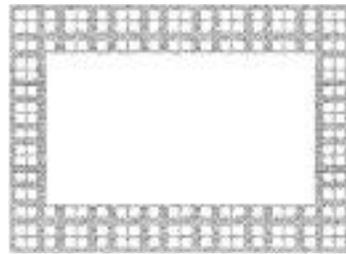
Film



Folded Stripes



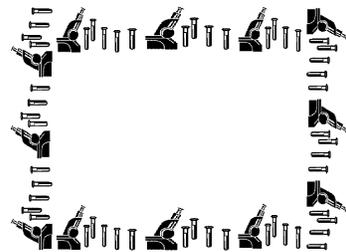
Hearts and Apples



Light Plaid



Links



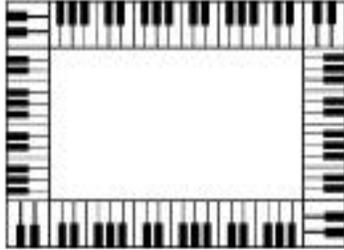
Microscope



Photo



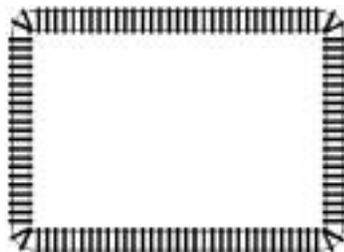
Piano 1



Piano 2



Railroad 1



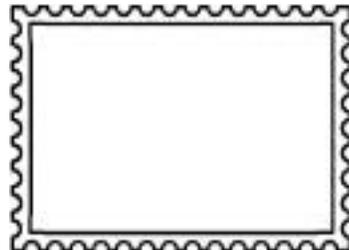
Railroad 2



Scroll Work



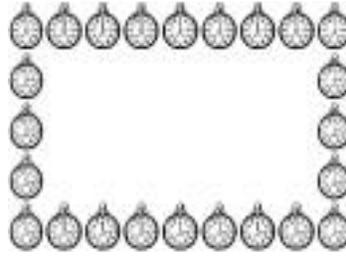
Stack



Stamp



Stamp Edge



Watches

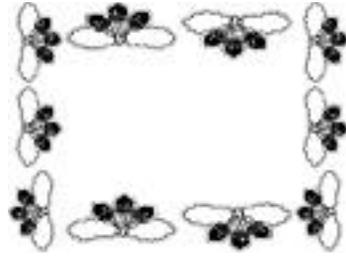
---

## Nature/Animals

---



Acorns



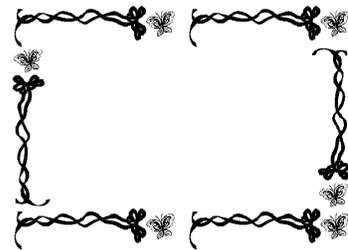
Acorns and Leaves



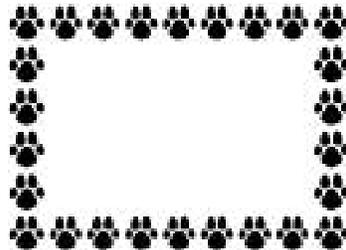
Bones and Paws



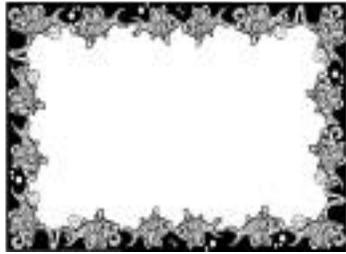
Butterfly



Butterfly and Ribbon



Dog's Paw Print



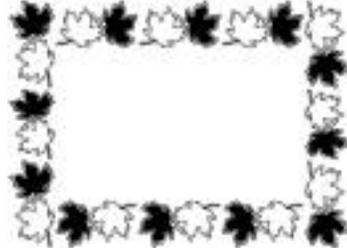
Goldfish



Ivy



Leaf/Buds



Leaves 1



Leaves 2



Maple



Palm Trees



Seashell and Crabs



Seashell and Starfish

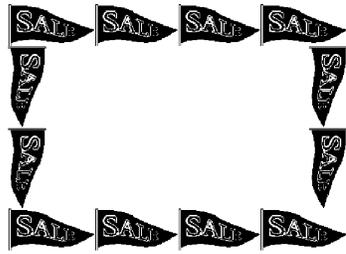


Sun

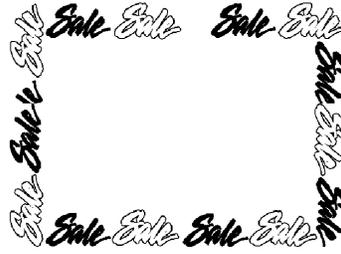
---

## Sale

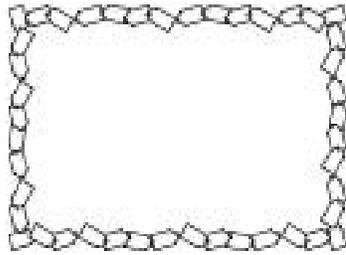
---



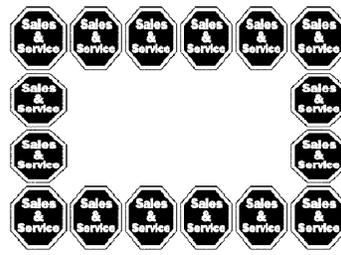
Flag



Sale Runner



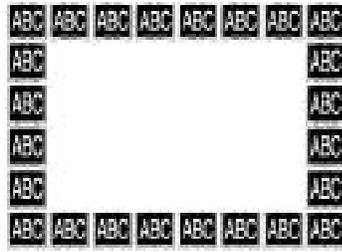
Sale Tag



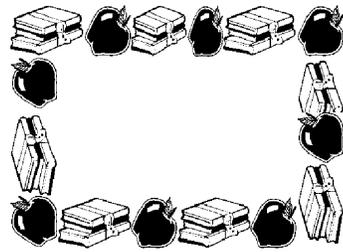
Sales and Service



White Sale



ABCs



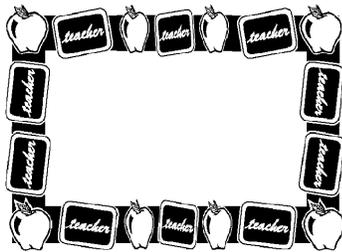
Apple and Book



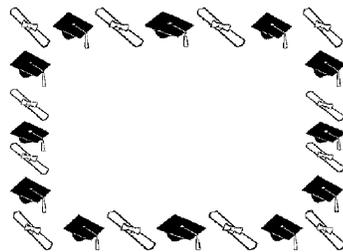
Apple and Newspaper



Caps



Chalkboard and Apple



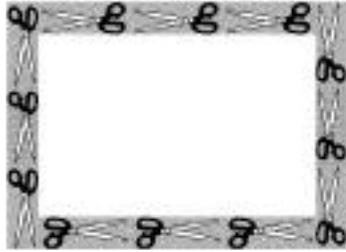
Diploma & Mortarboard



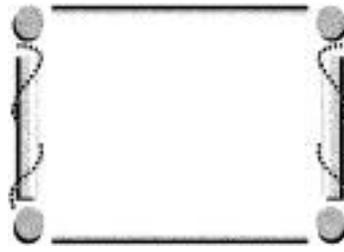
Pencils and Erasers



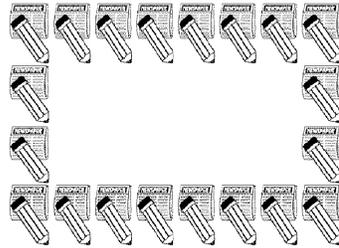
School and Newspaper



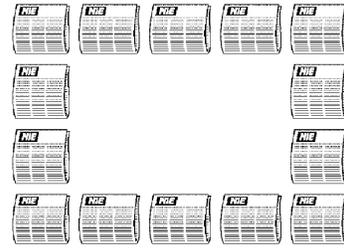
Scissors



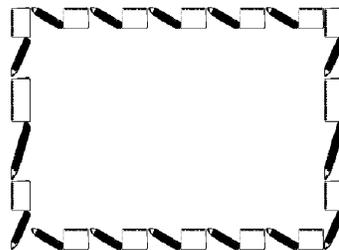
Tassel



Newspaper and Pencil



NIE Newspaper



Notebook and Pencil



Pencil

---

## Simple Patterns

---



5-Point Star, Filled



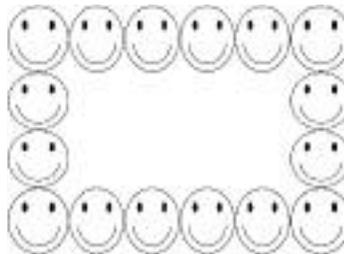
6-Point Star, Filled



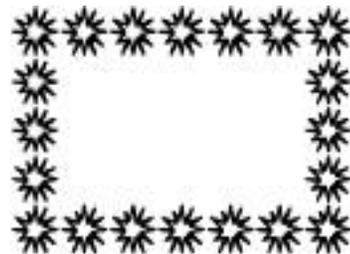
Arrows



Big Checkers



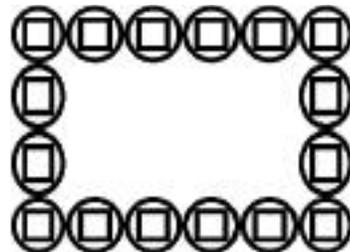
Big Smiley



Burst, Hollow



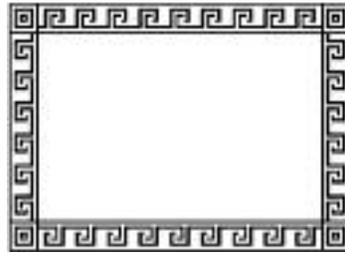
Checkerboard



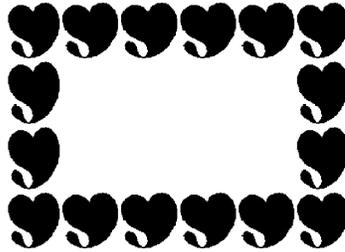
Circle-Squares



Diamonds



Egyptian



Hearts



Inverse Plus



Large Checkers



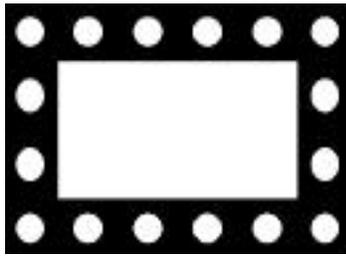
Large Diamonds



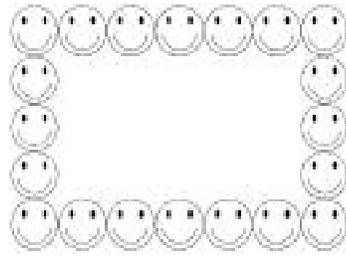
Large Dot



Large Hearts



Large Reverse Dot



Little Smiley



Reverse Diamonds



Small Checkers



Small Dot



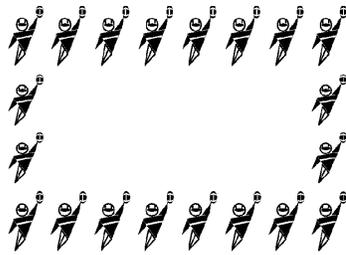
Small Hearts



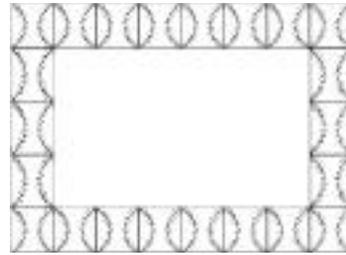
Small Reverse Dot



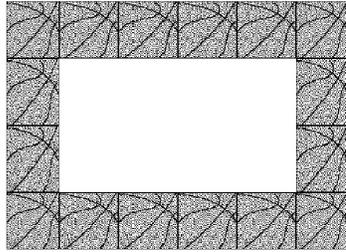
Spots



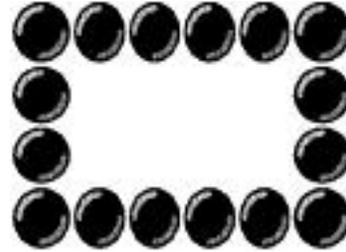
Abstract Football Player



Baseball Pattern



Basketball Pattern



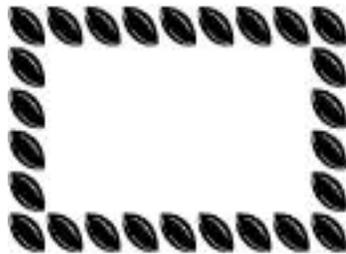
Bowling Balls



Camping Tents



Football 1



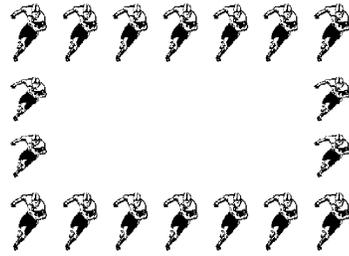
Football 2



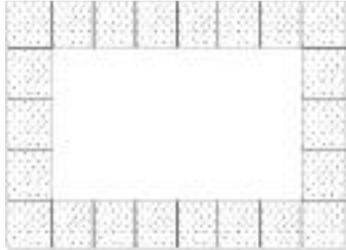
Football Helmets



Football Pattern



Football Player



Golf Ball Pattern



Horse and Rider

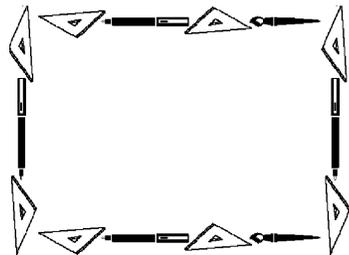
---

## Tools/Industry

---



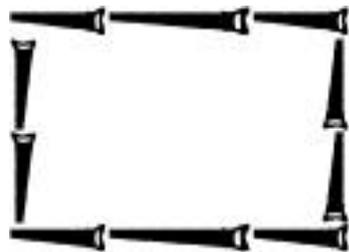
Factory



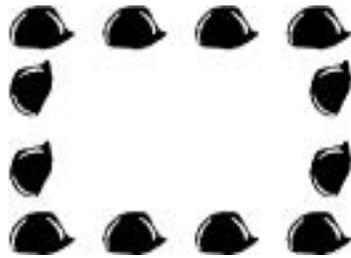
Graphics



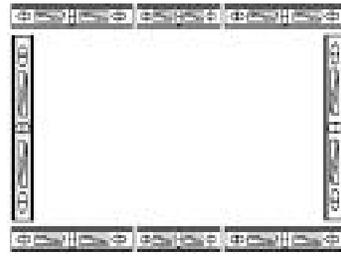
Hammer and Nails



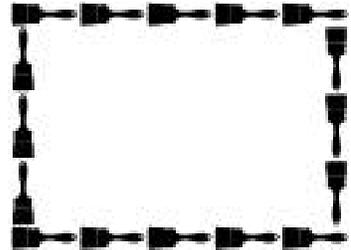
Handsaw



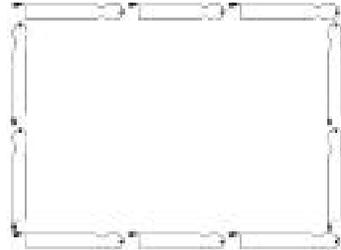
Hard Hat



Level



Paint Brush



Paint Stick



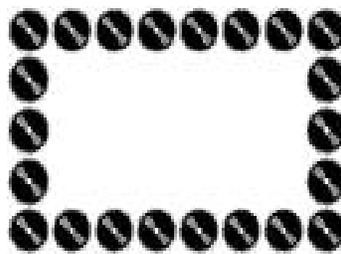
Plane



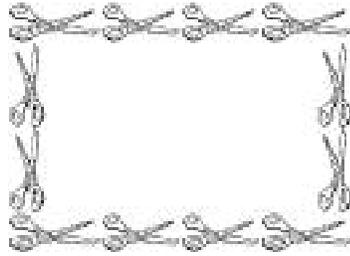
Pliers



Pliers and Wrench



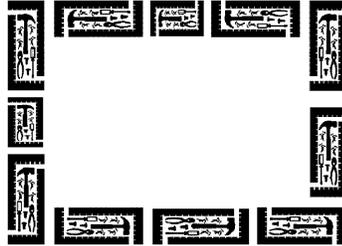
Saw Blade



Scissors



Screwdriver and Screw



Square and Tools

---

## Western

---



Barbed Wire



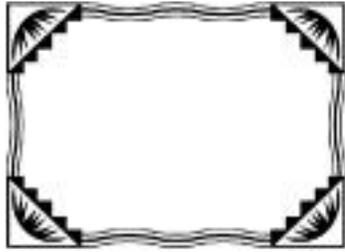
Branding Symbols



Rope



Southwest 1



Southwest 2



Western Corner



Wood Cut

---

## APPENDIX G: SCRIPTING

---

To let users take full advantage of the application, **CREATOR2** fully supports AppleScript. AppleScript, an application developed by Apple Computer Inc., lets you record your actions and creates a file that can duplicate them for later use. In essence, you make a list of things you want to do, and then tell the computer to do them.

Scripts can direct **CREATOR2** to do many things. For example, you can create a script to layout the basic design of a page or import text from a word processor.

---

### Recording a script

---

You create scripts with the Script Editor. The Script Editor, which looks like a tape recorder, remembers the actions you perform and places them in a list. You can view or edit this list in the Editor window. You can also view this list by pressing the Option key while choosing a script name from the **Script** menu in **CREATOR2**.

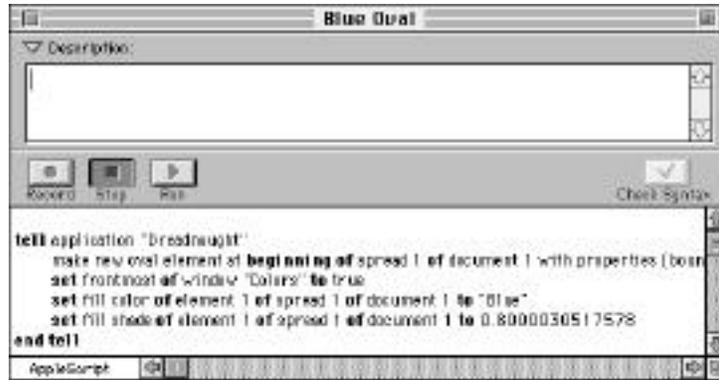
You can record any action that changes a document. For example, while you cannot record moving your mouse, you can record drawing a line, because that changes the document. You can record typing, too. When recording text, the text you have typed does not immediately appear in the Editor. You must wait until you perform another action—like deleting a character or moving the insertion point. The Script Editor does not record series of alike actions until you perform a different action.

*Note: You cannot record scripts that change your preferences.*

Recording a script in Creator2

1. Double-click on the **CREATOR2** application. This launches the application.
2. Choose the **Hide Creator2** command in the **Application** menu. This removes the **CREATOR2** Document Window from the screen and displays the Finder.

3. Locate and double-click the Script Editor icon. The Script Editor window appears.



4. Click the **Record** button. Notice that a blinking cassette icon appears over the **Apple** menu when you enter record mode.
5. Choose the **CREATOR2** icon from the **Application** menu to return to **CREATOR2**.
6. Perform the desired actions in **CREATOR2**.
7. Choose the Script Editor icon in the **Application** menu to return to the Script Editor.
8. Click the **Stop** button. Notice that a list of your actions appears in the scroll list at the bottom of the window.

*Note: If you receive an out of memory error while recording a script, increase the amount of memory allocated to the Script Editor. Do not increase CREATOR2's memory.*

## Running a Script

---

You can open and run a script in several ways. You can use the Script Editor to open and run any script, except those that you have saved as run-only scripts (refer to the AppleScript read-me file for more information).

Simply open the Script Editor. Then choose the **Open Script** command from the **File** menu to open a directory dialog box. Double-click on the script to open it. Finally, click the **Run** button to run the script.

You can also run a script from inside **CREATOR2**. To do this:

1. Place a script file in the Script menu folder in the same location as the **CREATOR2** application.

*Note: The file you place in this location must be an ordinary script file. You cannot run run-only script files inside **CREATOR2**.*

2. Open **CREATOR2**. Notice that a script icon appears next to the **View** menu. This is the **Script** menu.

**Format View** 

3. Pull down the **Script** menu. Notice that the name of your script appears in the menu.

**Format View**   
**Blue Oval**

4. Choose the desired script to run.

If you wish to view a recorded script when in **CREATOR2**, press the Option key while selecting the script from the Script menu. When you release the mouse button, the Script Editor opens and loads the desired script.

## Editing Creator2 scripts

---

As you record a script, AppleScript builds a program code that tells the computer how to recreate your actions. Instead of hiding this code, it appears in the scroll list on the bottom half of the Script Editor.



In this script, the code in the scroll list on the bottom half of the Script Editor tells the program to draw a blue oval.

If you like, you can edit the code in this scroll list. What's more, you can even type your own scripts into the Script Editor. If you press the Option key while opening the **Script** menu and choosing a script, the Script Editor opens and the selected script appears in the scroll list.

### AppleScript Editing Techniques

One of the strengths of AppleScript is that you can edit a script like any text document or program. This lets you add or subtract features to scripts that you create. You should find the available editing actions familiar, for they include:

- **Click**  
This action places an insertion point at the location where you clicked.
- **Click and drag**  
This action highlights all parts of the script contained in the selection rectangle that you drag.

- Double-click  
This action highlights a single word.
- Triple-click  
This action highlights an entire line.
- Option-Return  
This action inserts a character (↵) that tells the Script Editor that the sentence continues on the next line.
- Shift-Return  
This action moves the insertion point to the beginning of the following line.

To modify a script, simply enter a new command line in the scroll list area of the Script Editor. You can also remove command lines from your script. If you have questions about writing AppleScript, refer to your Apple documentation.

To check the accuracy of your changes, click the **Check Syntax** button on the right-hand side above the scroll list area. If the Script Editor encounters an error in a script, a warning dialog box appears and the Editor doesn't apply any formatting to the script. If you have no errors in your edited scripts, the Script Editor compiles the AppleScript code.

For example, you may wish to reproduce your company logo, a red square inside a blue oval, in **CREATOR**. You open the Script Editor, click the **Record** button and then draw and color the elements. You name the script Logo and save it in your Script Menu folder in the same folder where you have the **CREATOR** application. However, after doing this, you decide that you want the script to place the rectangle inside the oval, too. So you need to edit the existing script.

1. Press the Option key while pulling down on the **Script** menu in **CREATOR2**.
2. Choose Logo from the **Script** menu. Do not release the Option key. Pressing the Option key while choosing a script name opens the Script Editor with the selected script loaded.



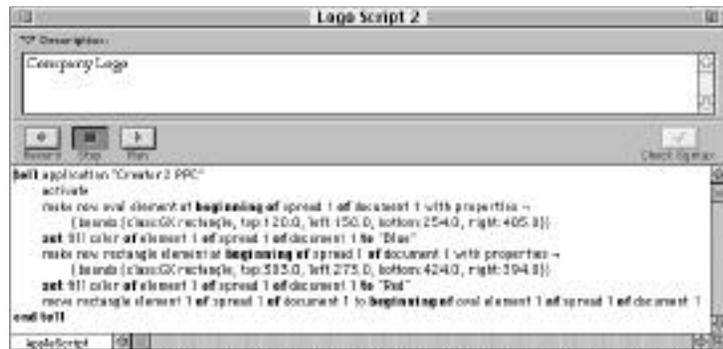
3. Enter `move rectangle of spread 1 of document 1 to beginning of oval of spread 1 of document 1` before the end `tell` command. This command line tells **CREATOR2** to contain the rectangle of the current document page inside the oval on the same page.
4. Click the **Check Syntax** button. A dialog box appears.



This means that you have not correctly identified which rectangle you wish to move. Even though you have only created one rectangle, the Script Editor

still identifies the rectangle as rectangle element 1 . Likewise, it recognizes the oval you drew as oval element 1 . Therefore, you must change your script to reflect these names.

Your script now looks like this:



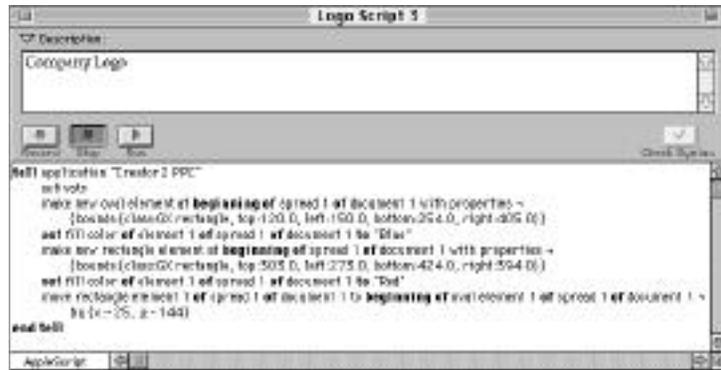
5. Click the **Run** button. This lets you test your script. You see the application create the two shapes and fill them with the right colors. However, the square disappears.

In **CREATOR**, if you select the oval and choose the **Open Element...** command from the **Elements** menu, you see that the oval does, in fact, contain the square. Although the square rests inside the circle, it hasn't moved from its point of origin.

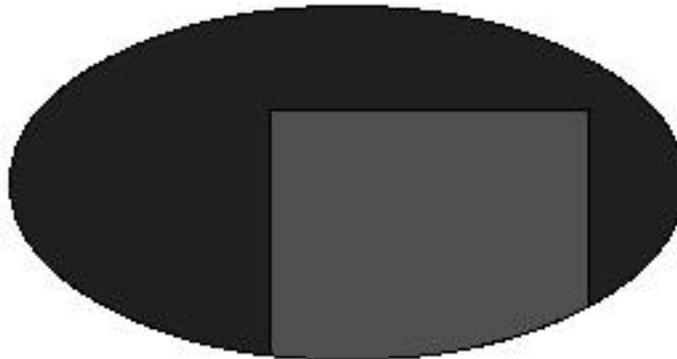
So, you need to edit your script once again. This time you must include information that tells **CREATOR** how far it needs to move the square.

7. Choose the **Script Editor** option from the **Application** menu.
8. Enter the coordinates where you wish to move the square. Remember that the upper left-hand corner of the screen represents coordinates 0, 0.

The resulting script may look like this:



9. Click the **Check Syntax** button. This time, the Script Editor finds no errors.
10. Save your changes to the script and quit the Script Editor. You must quit and restart **CREATOR2** for your changes to take effect.
11. Choose the Logo script from the **Script** menu. You see **CREATOR2** draw the oval and square, fill them with the appropriate colors, and place the square at the proper location inside the oval. Your logo now looks like this:



---

# INDEX

---

## A

About elements and layers . . . . . 128  
Actual Size command . . . . . 237  
Adding files from the desktop . . . . . 288  
Adjust Leading . . . . . 167  
Adjust Size . . . . . 166  
Adjust Textblock Scale . . . . . 166  
Agate . . . . . 77  
Alignment submenu . . . . . 150-151  
AppleScript . . . . . 367, 370-371  
Apply Tags command . . . . . 181, 185-186  
    Applying while breaking text . . . . . 185  
    Applying from the Files palette . . . . . 186  
    Applying while importing text . . . . . 185  
Arrange menu . . . . . 4, 128  
Arrange Palettes command . . . . . 243  
Arrangement palette . . . . . 137, 248, 250, 292  
Arrow tool . . . . . 2, 251, 292  
    Keyboard shortcut . . . . . 2  
    Manipulating elements . . . . . 292  
Adobe Type Manager (ATM) . . . . . 306, 308

## B

Backup files . . . . . 78  
Binary encoding . . . . . 30, 39-40  
Bitmap fonts . . . . . 305  
Bitmaps . . . . . 301  
Bleed items at edge . . . . . 195, 298  
Border directory dialog box . . . . . 279  
Border files . . . . . 13, 316  
Border tool . . . . . 278  
Breaking text . . . . . 17-20, 185-186  
Bring to Front . . . . . 128, 134, 248, 292

## C

Center command . . . . . 151  
Center Horizontal on Page . . . . . 130  
Center Vertical on Page . . . . . 131  
Centimeters . . . . . 77  
Change & Find Again . . . . . 75  
Change All . . . . . 75  
Change . . . . . 74  
Changing page sizes . . . . . 198  
Changing paper sizes . . . . . 35

Changing pre-assigned colors  
    on elements . . . . . 283  
Character alternates 1 . . . . . 56  
Character... . . . . 146, 155, 158-160 173  
    Bold Effect . . . . . 158-159  
    Italic Effect . . . . . 159  
    Outline Effect . . . . . 160  
    Shadow Effect . . . . . 160  
Check Selection... . . . . 225-226  
Check Spelling... . . . . 223-224, 228, 230  
Checking for text overflow . . . . . 83  
Choke . . . . . 108  
Choke Knockout . . . . . 91, 93, 95, 97, 109  
Choose a Size dialog box . . . . . 6, 198, 200  
Chooser . . . . . 35, 47  
CIF . . . . . 79, 310  
Clear command . . . . . 55  
Close command . . . . . 10  
CMYK . . . . . 206, 210  
Color . . . . . 39  
Color bars . . . . . 48, 195, 197  
Color pop-up menu . . . . . 23, 25, 95  
Color PostScript . . . . . 30, 49-50  
Colors palette . . . . . 81, 134, 203,  
    244-245, 250, 283-286  
    Adding spot colors  
    when placing EPS files . . . . . 81  
    Assigning a Fill . . . . . 285  
    Assigning a Frame . . . . . 284  
    Assigning a Shade . . . . . 286  
    Assigning a Shadow . . . . . 285  
    Rearranging colors . . . . . 284  
Colors... . . . . 203-212, 244- 245, 283  
    Color systems . . . . . 206,-210  
        CMYK . . . . . 206, 210  
        Focoltone/ID . . . . . 208  
        Focoltone/Swatch . . . . . 209  
        Grayscale . . . . . 207  
        NAA-COLOR™ . . . . . 209  
        PANTONE . . . . . 208  
        RGB . . . . . 207, 210  
    Deleting a color . . . . . 212  
    Duplicating a color . . . . . 211  
    Editing a color . . . . . 211  
    Exporting a color file . . . . . 204

Importing a color file	205
Picking new colors	206
Columns	57, 142
Condense command	146
Containment tool	105, 113-114, 261-263
Containment tool preferences	263
Opening containers	262
Placing elements	
inside containers	262
Control points	111-112, 265, 272-271
Adding points to a line	273
Deleting points	273
Toggling between point types	273
Smoothing control points	272
Unsmoothing control points	272
Converting elements	
into a single path	112
Convert Shapes to Path	111-112
Convert Text to Paths	111
Copy	54, 64-65
Copy Fit...	165-167
Copy Type Specs	64-65
Copy ¶ Specs	64-66
Creator2 File Formats	299-304
Crop marks	48, 195, 197
Cropping tool	265
Custom Border	298
Custom paper size	38, 42
Cut command	53, 64-65

## D

DCS 1 & 2 files	13, 27-28, 32
Default document	8, 12
Default printer resolution	39
Default screen frequency or density	39
Deleting elements	252
Delimiters	18, 83-84, 181
Setting delimiters	83
Style model delimiters	84
Tag delimiters	84
Demagnification tool	3
Directory dialog boxes	9
Discretionary Hyphen	154, 188
Document description	89, 102, 190
Document menu	4, 187

Document Settings...	48, 76, 153, 157, 187-196
Document Info	76, 189
General document settings	187
Hyphenation	153, 193
Print Defaults	48, 195-196
Text Defaults	157, 191-192
Document Sizes	6-7, 82
Creating and editing	
document sets	82
Creating and editing	
document sizes	82
Other set	7
Standard Advertising Unit	
(SAU)	6
Television Magazine Advertising Unit	
(TMAU)	7
Document spread	24, 26, 29
Document strings	190
Duplicate...	55-57

## E

Edit menu	4, 52
Element Info...	79, 87-88, 92, 94, 96, 98-99, 100-103, 167, 251
Border panel	100
Corners panel	101
File Info panel	102
Fill panel	90
Fill/Frame panel	94
Frame panel	92
General Info panel	88
Graphics panel	79, 103
Shadow panel	96
Text panel	167
Editing background color	99
Element Specs palette	138, 247, 250, 295-296
Manipulating elements	296
Element Styles...	213-218, 289
Creating an element style	214
Deleting an element style	218
Duplicating an element style	217
Editing an element style	217
Exporting an element style	213
Importing an element style	214

Elements and trapping . . . . . 110  
 Elements menu . . . . . 4, 87  
 Em space . . . . . 73, 188  
 Embolden command . . . . . 145  
 En space . . . . . 73, 188  
 Enlarge command . . . . . 238  
 EPS files . . . . . 13-15, 22, 26-32, 51, 81,  
 113, 117-118, 125, 287, 304  
   Adding spot colors  
     to Colors palette . . . . . 81  
   DCS 1 & 2 files . . . . . 13, 27-28, 32  
   Spot colors to process colors  
     in EPS . . . . . 81  
 Export submenu . . . . . 22-28, 33  
   EPS... . . . . 26-27  
   GIF... . . . . 24-25  
     Interlace . . . . . 26  
   Text... . . . . 33  
   TIFF... . . . . 22  
 Extend . . . . . 146

## F

Facing Pages . . . . . 8  
 File menu . . . . . 4-5  
 File types . . . . . 14, 299-304  
 File Utilities... . . . . 233  
 Files palette . . . . . 15, 78, 186, 245,  
 250, 286-289  
   Applying tags  
     from the Files palette . . . . . 186  
   Button icons . . . . . 287-288  
   Dialog box options . . . . . 15  
   Keep file palettes visible  
     in background . . . . . 78  
   Placing from the Files palette . . . 288  
 Files Utilities... . . . . 232-33  
 Fill Color . . . . . 162  
 Fill Gradient... . . . . 119  
 Fill Texture... . . . . 118  
 Find/Change submenu . . . . 68, 70, 73-75  
   Find... . . . . 68, 70, 7374  
     Searching for  
       special characters . . . . . 73  
   Find Again . . . . . 74  
   Find Selection... . . . . 74  
 First Indent . . . . . 164  
 Fit in Window . . . . . 238

Fit Text Block . . . . . 135  
 Flatness limiting . . . . . 31, 43  
 Flip Horizontal . . . . . 248, 292  
 Flip tool . . . . . 277  
 Flip Vertical . . . . . 136, 248, 292  
 Focoltone/ID . . . . . 208  
 Focoltone/Swatch . . . . . 209  
 Font menu . . . . . 4, 156, 192, 293  
 Font Manager extensions . . . . . 308  
 Font menu extensions . . . . . 308  
 Font Reserve . . . . . 308  
 Font Specs palette . . . . . 149, 156-157,  
 247, 250, 293  
   Feature pop-up menu . . 149, 156-157,  
     247, 293  
   Variation pop-up menu . . . . 149, 156,  
     247, 293  
 Font types . . . . . 305-307  
 Font Utilities . . . . . 308-309  
 Format menu . . . . . 4, 149  
 Formatting imported text . . . . . 19  
 Fractions . . . . . 156  
 Frame Texture... . . . . 117  
 Frame Types... . . . . 116  
 Freehand Drawing tool . . . . . 280

## G

GATF (Graphic Arts Technical Foundation)  
   control targets . . . . . 48, 196  
 GIF . . . . . 13-15, 22, 24-26, 113,  
 115, 287, 303  
 Gradients . . . . . 119-124  
   Applying a gradient . . . . . 120  
   Repeating a gradient . . . . . 122  
   Multiple gradients . . . . . 124  
   Setting center point . . . . . 122  
   Setting starting angle . . . . . 121  
   Setting start and end colors . . . . 123  
   Setting the gradient type . . . . 120-121  
 Graphic files . . . . . 13-15, 22, 26-32,  
 51, 79, 81, 113, 117-118,  
 125, 287, 304, 310  
   CIF . . . . . 79, 310  
   EPS files . . . . . 13-15, 22, 26-32,  
     51, 81, 113, 117-118,  
     125, 287, 304  
   DCS 1 & 2 files . . . . 13, 27-28, 32

GIF ..... 13-15, 22, 24-26,  
113, 115, 287, 303  
JPEG ..... 13-15, 113, 287, 303  
PICT ..... 13-15, 104, 117-118,  
125, 287, 304  
RIFF ..... 13, 31, 113, 287, 303  
TIFF ..... 13-15, 22, 31, 51,  
113, 115, 287, 301-304  
Grayscale ..... 207  
Grid option ..... 140, 141  
Grouping elements ..... 21, 57, 130-131,  
136-137  
Guide Snap Toggle ..... 138-139, 242-243  
    Setting zero points ..... 242  
Guides command ..... 243  
Guides... command ..... 138, 242  
    Placing guides using the rulers .. 242  
    Remove all guides button ..... 139  
GX font ..... 293-294  
GXified TrueType fonts ..... 307  
GXifier ..... 309

## H-I

Hand tool ..... 2, 237  
    Keyboard shortcut ..... 2  
Hanging characters ..... 158, 192  
Horiz. Scale command ..... 85, 98, 103,  
158, 171  
    Setting the horizontal scale ..... 171  
    Interval value ..... 85  
Hyphenation ..... 153, 165, 193  
    Hyphenation panel ..... 153, 193  
Import graphic ..... *see Place graphic*  
Import Text... ..... 16-19, 185, 286-287  
    Applying tags  
        while importing text ..... 185  
    Formatting imported text ..... 19  
    Importing text by hand ..... 19  
Importing CIF starbursts ..... 79  
Import... command ..... 253  
Inches (Decimal) ..... 77  
Inches (Fractional) ..... 7  
Include Fonts pop-up menu ..... 29  
Increasing font size ..... 85  
Inferior command ..... 147  
Insert Page Number command ..... 154  
Inserting pages ..... 199

Insertion point ..... 253  
Installed fonts ..... 39  
Instances pop-up menu ..... 293  
Invisible characters ..... 188  
Invisible shapes ..... 189  
Italicize command ..... 146

## J-L

JPEG ..... 13-15, 113, 287, 303  
Justify ..... 151  
Justify horizontal spacing ..... 292  
Justify vertical spacing ..... 292  
Keyboard commands ..... 1-2  
Keyboard equivalents ..... 106, 174, 176  
Keywords ..... 102, 190-191  
Knockout ..... 91, 93, 95, 97, 108-109  
Languages ..... 151-153, 156, 192, 230  
    Danish ..... 153  
    Dutch ..... 153  
    Finnish ..... 153  
    French ..... 153, 230  
    German ..... 153, 230  
    Italian ..... 153  
    Norwegian ..... 153  
    Spanish ..... 153  
    Swedish ..... 153  
    UK English ..... 153  
    US English ..... 153  
Left ..... 151  
Left Indent ..... 164  
Letter case ..... 156  
Level 2 PostScript ..... 39  
Ligatures ..... 156  
Limit Resolution ..... 30-31, 38, 43  
Line tool ..... 278  
Lines per inch (lpi) ..... 45  
Linking text shapes ..... 258  
Locating an original file ..... 233  
Lock command ..... 126-127  
Lower Case command ..... 147

## M

Macintosh hierarchical filing system  
(HFS) ..... 9  
MacPaint ..... 13-14, 287  
MacWrite ..... 300

Magnification tool . . . . . 3  
 Make Element Style... . . . . . 106  
 Make Matrix... . . . . . 57, 59, 62  
   Making a matrix . . . . . 59  
   Making a matrix of text blocks . . . . . 62  
 Make Style Model... . . . . . 177, 178  
 Make Type Style... . . . . . 173  
 Make ¶ Style... . . . . . 163, 173-174  
 Mask Graphic . . . . . 80, 103, 113-115  
   Adobe Photoshop™ masks . . . . . 80, 114  
   Mask as path element . . . . . 113  
   Mask with bitmap . . . . . 103, 115  
   Removing a mask . . . . . 114  
 Master Spreads... . . . . . 198, 200-201, 297  
 MasterJuggler . . . . . 308  
 Mac Easy Open . . . . . 6, 16, 34, 299-300  
   MacLink Plus . . . . . 16, 299-300  
 Method pop-up menu . . . . . 27  
 Microsoft Word . . . . . 300  
 Millimeters . . . . . 77  
 Misregistration . . . . . 107  
 Move Backward command . . . . . 129  
 Move Forward command . . . . . 129  
 Moving elements . . . . . 252  
 Multi-Ad Search . . . . . 102, 190, 313-315  
   Copy Reference command . . . . . 315  
   Placing an item  
     with drag-and-drop . . . . . 314  
   Sending references . . . . . 313-315  
 Multiple Master fonts . . . . . 306, 307

## N-O

New Document . . . . . 5-8  
 New Window command . . . . . 236, 237  
 Newline equivalent . . . . . 73  
 New... command . . . . . 5-8, 198  
 Next ¶ style . . . . . 176  
 Non-PostScript printers . . . . . 35  
 None option . . . . . 298  
 Number of pages . . . . . 5  
 Offset command . . . . . 172  
 Offset Horiz . . . . . 161  
 Offset Vert . . . . . 161  
 Offset... . . . . . 147  
 Open CIF . . . . . *see CIF*  
 Open Element . . . . . 105, 262

Opening containers . . . . . 262  
 Opening line segments . . . . . 273  
 Open... . . . . . 9  
 OPI (Open Pre-press Interface) . . . . . 31-32,  
   50-51  
   Always add OPI comments  
     for TIFF files . . . . . 31  
   Omit PostScript for TIFF files . . . . . 31  
   Omit PostScript® for TIFF files . . . . . 51  
   Substitute OPI comments  
     for EPS files . . . . . 32, 51  
   Send OPI comments  
     for all TIFF files . . . . . 51  
 Ornaments . . . . . 48, 156, 195  
 Outline . . . . . 146  
 Outset text field . . . . . 97  
 Oval button . . . . . 120  
 Oval tool . . . . . 279  
 Overflowed text . . . . . 225  
 Overprint . . . . . 91, 93, 95, 97, 107-108

## P

Page Border and Fill . . . . . 297  
 Page Manager... . . . . . 197-200  
   Deleting pages . . . . . 200  
   Inserting pages . . . . . 199  
 Page number equivalent . . . . . 73  
 Page Setup... . . . . . 35-46, 196, 306  
   Custom paper size . . . . . 38, 42  
   Default printer resolution . . . . . 39  
   Default screen frequency  
     or density . . . . . 39  
   Flatness limiting . . . . . 31, 43  
   Level 2 PostScript . . . . . 39  
   Non-PostScript printers . . . . . 35  
   Page size outlines . . . . . 35-36  
   Paper outlines . . . . . 35-36, 196  
   PostScript Printer Description  
     (PPD) . . . . . 39-40, 45  
   QuickDraw printers . . . . . 35-38, 306  
   Resolution limiting . . . . . 30-31, 38, 43  
   Separation options . . . . . 39  
   Tiling . . . . . 39, 44  
 Page size outlines . . . . . 35-36  
 Paint . . . . . 15, 115  
 PANTONE color system . . . . . 208

Paper outlines	35-36, 196	Preview Depth	80
Paragraph styles	164, 175-179, 181-184, 218, 289	Preview Resolution	79
Adding paragraph formats	179	Preview Type pop-up menu	27
Creating paragraph styles	175	Printer driver	35, 47
Editing paragraph and type styles	178	Printer's Points	77
Paragraph...	163-164, 174	Print...	30-32, 35, 38, 47-51, 156, 195
Adding space before/after paragraphs	164	Color PostScript	30, 49-50
Paste	54	Creator2 print	50
Paste Type Specs	64	OPI (Open Pre-press Interface)	31-32, 50-51
Paste ¶ Specs	65, 67	Ornaments	48, 156, 195
Pasteboard area size	188	Print color bars	49
Path element	112-113, 273, 281-282	Print crop marks	49
A mask as a path element	113	Print document description	48
Close a path element	273	Print EPS spot colors as process	49
Path editing	273	Print plate information	49
Opening line segments	273	Print registration marks	48
Path tool	281	Print selected items only	48
Pen Weight...	115	Print text blocks only	48
Photoshop files	13-14	Printer driver	35, 47
Picas	77	Screen	38, 44
PICT	13-15, 104, 117-118, 125, 287, 304	Separation plates	48
Place Graphic...	13-17, 19, 286, 287	Process option	210
Place by hand	19	Proportional	58, 168
Place with cursor	15, 17		
Placing a graphic file	14	<b>Q-R</b>	
Placing a graphic file from the desktop	16	Quad Leader	165
Place text	<i>see Import Text</i>	QuickDraw printers	35-38, 306
Plain Text	146, 158	Quit	51
Points	77, 271	Rectangle corners	266-267
PostScript	26, 28, 46, 49-51, 287, 304-306	Rectangle tool	279
PostScript device	35, 39-40, 43, 239	Redo command	53
PostScript Printer Description (PPD)	39-40, 45	Reduce command	239
Pre-press definitions	107	Reformatting characters	155
Preferences...	28, 76-87, 98, 189, 191	Registration marks	48, 195-196
Document Sizes	81	Replacing graphics	233
General	76-78	Returns and Newlines (invisible)	188
Status Labels	86	Reshape tool	111-113, 265-267, 270-273
Text panel	28, 83-84, 98, 191	Reshaping path elements	272
Text overflow	28	Reshaping rectangles	266-267
		Reshaping starbursts	267-272
		Alternation field	271
		Randomization	271-272
		Round Peaks	270

Round Valleys	270
Path editing in Reshape mode	273
Close a path element	273
Opening line segments	273
Toggling point types	273
Smoothing	
control points	272
Unsmoothing	
control points	272
Resizing elements	252
Resizing text blocks/shapes	260
Resolution limiting	30-31, 38, 43
Rich Text Format (RTF)	33-34, 300
Right command	151
Right Indent	164
RGB	207, 210
RIFF	13, 31, 113, 287, 303
Rotation	89, 56, 274-275
Rotate tool	274-275
Rows	57, 143
Rulers	77, 241-242, 171
Setting Measurement Units	77
Setting zero points	242

## S

Save As...	11
Save Default Document Settings	8, 12
Save...	10-11
Scale Horiz	161
Scale text	57
Scale to Fit	58, 168, 263
Scale Vert	161
Screen Margins	77
Script Editor	367-374
AppleScript	367, 370-371
Editing a script	370
Running a script	368-369
Recording a script	367
Script menu	372, 374
Search	<i>see Multi-Ad Search</i>
Searching for special characters	73
Select All	55
Send to Back	129, 134, 248, 292
Separation options	39
Separation submenu	239-240
Setup Guides...	139-141, 144, 242
Setting custom guides	141

Setting grids	140
Shadow Color	162
Shadow	146
Shadow Gradient...	126
Shadow Options...	125
Shadow Texture...	125
Sharing Setup control panel	77
Show Preview	15
SimpleText	33-34
Size menu	4, 148
Size pop-up menu	25, 293
Size/Leading...	85, 157, 169, 192
Leading text field	157, 192
Setting interval value pt.	85
Skew tool	276
"Smart Quotes"	154, 158, 192
Smoothing control points	272
Space After ¶	164
Space Before ¶	164
Spacing	57
Spelling	152, 228
Spelling Rules...	227-229
Spot color	81, 210, 240
Spread	108
Spread Knockout	91, 93, 95, 97, 110
Standard Advertising Unit (SAU)	6
Starburst tool	280
Startup attributes	79
Style buttons	293
Style menu	4, 145-147
Style models	177-178, 181-184, 218, 289-291, 289
Assigning a type style, paragraph style, or style model	289
Assigning element styles	291
Assigning paragraph styles	290
Assigning style models	291
Assigning type styles	289
Creating new style models	177
Modifying style models	178
Style name	174, 176
Styles command	246
Styles palette	106, 177, 185-186, 220-222, 246, 250, 289-291
Element Styles icon	220, 291
Paragraph Styles icon	220, 290
Style Models icon	220, 291

Type Styles icon . . . . .	220, 289		244, 250-253, 256, 259, 261-265, 277-281
Subscript command . . . . .	147	Arrow tool . . . . .	251
Suitcase . . . . .	308	Border tool . . . . .	278
Superior command . . . . .	147	Containment tool . . . . .	105, 113-114, 261
Superscript command . . . . .	147	Cropping tool . . . . .	265
<b>T</b>		Flip tool . . . . .	277
Tab equivalent . . . . .	3	Freehand Drawing tool . . . . .	280
Tabs and Quads (invisibles) . . . . .	188	Line tool . . . . .	278
Tags . . . . .	84, 181-286	Oval tool . . . . .	279
Applying tags		Path tool . . . . .	281
from the Files palette . . . . .	186	Rectangle tool . . . . .	279
Applying tags		Reshape tool . . . . .	111-113, 265-267, 272
while breaking text . . . . .	185	Rotate tool . . . . .	274
Applying tags		Skew tool . . . . .	276
while placing a text file . . . . .	185	Starburst tool . . . . .	280
Inserting tags into text . . . . .	186	Text tool . . . . .	145, 150, 153, 155, 163, 253, 259
Making a tag . . . . .	181	Tracking... . . . .	146, 170
Tag delimiters . . . . .	84	Setting tracking . . . . .	170
Television Magazine Advertising Unit (TMAU) . . . . .	7	Keyboard shortcut . . . . .	85
Text blocks . . . . .	104, 253-256	Translation Manager . . . . .	16, 34, 299-300
Background color . . . . .	104	MacLink Plus . . . . .	16, 299-300
Creating text blocks		Trapping . . . . .	79, 91, 93, 95, 97, 107-110, 248
of different shapes . . . . .	256	Elements and trapping . . . . .	110
Text color . . . . .	162	Trapping options . . . . .	107-109
Text counts . . . . .	99	Trapping palette . . . . .	107, 248
Text files . . . . .	22, 84, 181	TrueType fonts . . . . .	306, 309
Placing text by hand . . . . .	19	TrueType GX fonts . . . . .	307
Text shapes . . . . .	256	Type 1 Enabler . . . . .	307, 309
Text Styles... . . . .	174, 180, 218-222	Type 1 fonts . . . . .	305-307, 309
Creating a text style . . . . .	220	Type 3 fonts . . . . .	306
Deleting a text style . . . . .	222	Type notation . . . . .	296
Editing a text style . . . . .	221	Type pop-up menu . . . . .	101
Exporting a text style . . . . .	219	Type Specification Increment . . . . .	85
Importing a text style . . . . .	219	Type styles . . . . .	156, 173-179, 181-184, 192, 218, 289
Text tool . . . . .	2, 145, 150, 153, 155, 163, 253, 259	Adding type styles . . . . .	179
Keyboard shortcut . . . . .	2	Creating Type Styles . . . . .	173
Text-Only fill . . . . .	299	Editing paragraph and type styles . . . . .	178
Text overflow . . . . .	28	<b>U-Z</b>	
Texture . . . . .	90, 92-96, 117, 118, 125	Underline command . . . . .	146
Thin space . . . . .	73, 188	Undo command . . . . .	52
TIFF . . . . .	13-15, 22, 31, 51, 113, 115, 287, 301-304		
Tiling . . . . .	39, 44		
Tools palette . . . . .	105, 113-114, 145,		

Ungroup command .....	137
Unlock command .....	27
Unsmoothing control points .....	272
Upper Case command .....	147
User Dictionaries... .....	224, 227-229
User Name .....	76-77, 114, 189
Author field .....	76, 189
Entering your User name .....	76
Variable paper sizes support .....	39
Vertical offset .....	85, 158, 172
Setting the vertical offset .....	172
Setting interval value .....	85
Vertical Scale .....	98, 103
View menu .....	236
Widget .....	253
Wrap Text... command .....	132-133
WriteNow .....	300
Zero points .....	242



**CORPORATE**

1720 West Detweiller Drive  
Peoria, IL61615-1695  
(309) 692-1530

**MINNESOTA**

7668 Golden Triangle Drive  
Eden Prairie, MN 55344  
(612) 944-7933

**CANADA**

1184 Speers Road  
Oakville, ON L6L2x4  
(905) 844-7676

**EUROPE**

46, Av. de Frères Lumière  
78190 Trappes  
France  
33.1.30.51.99.88

**UNITEDKINGDOM**

Bowerdene House  
2 Westree Road  
Maidstone Kent ME16 8HB  
44-1622-687654