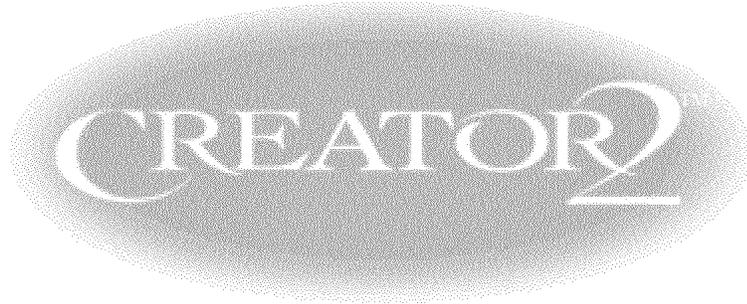


# The Multi-Ad



*User's Guide*

**MULTI-AD CREATOR2™ USER'S GUIDE**

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# WELCOME TO MULTI-AD CREATOR<sup>2</sup>™!

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Welcome to Multi-Ad CREATOR<sup>2</sup>™! While you might not recognize the Multi-Ad Services name, it has provided desktop layout software—like Creator<sup>®</sup>—to newspapers and advertisers for years. Multi-Ad Services has a tradition of providing fast, reliable, intuitive, and powerful software. CREATOR<sup>2</sup> is no exception.

At its core, CREATOR<sup>2</sup> is a Macintosh application. If you have never used a Macintosh before, you will find the application to be simple, elegant, powerful, and intuitive. If you have used a Macintosh, the CREATOR<sup>2</sup> user interface is instantly recognizable. For example, it uses many traditional keyboard shortcuts—Cmd-P for Print, Cmd-Shift-B for boldface type, and so on.

*Note: You can differentiate references to menus, sub menus, and buttons from references to 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.*

If you have never used a Macintosh computer, or desktop publishing programs in particular, you should read this *User's Guide* before using CREATOR<sup>2</sup>. This *Guide* introduces you to the basic features, interface, and terminology of the application. For more information on a specific feature, refer to *The CREATOR<sup>2</sup> Reference Manual*. The *Reference Manual* provides in-depth descriptions of each of CREATOR<sup>2</sup>'s commands and features.

Whatever your design needs, CREATOR<sup>2</sup> gives you the most powerful set of tools and features available without sacrificing ease of use. We hope you enjoy using CREATOR<sup>2</sup>. If you have any questions, comments, or reactions, please let us know!

---

# THE CREATOR2 SCREEN

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To use the application effectively, you need to understand each element that appears on the screen. The first section of the *User's Guide* explains **CREATOR2** screen elements. Both beginners and longtime computer users can benefit from reviewing the material in the first half of this guide.

You may already use a Macintosh or have some knowledge of its interface and screen elements. However, **CREATOR2** has many unique elements you should know about. You also may have used Multi-Ad Creator; while **CREATOR2** borrows many elements from Creator, many elements have changed and much has been added.

Reading the sections that introduce **CREATOR2**'s appearance can help you learn about how the program works and get you using the application more quickly.

---

## The Document Sizes Dialog Box

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The **New Document** dialog box is the first item that appears after you launch the **CREATOR2** application. The **New Document** dialog lets you set the dimensions (width and depth) of each page in your document. The dialog provides you with a variety of options. You can set the document size by entering the document's width and depth in the appropriate text fields. Or choose a preset document size by clicking the **Choose Page Size...** button. Clicking this button opens the **Choose a Size** dialog box. Choose a set of sizes from the Set pop-up menu. Select a size from the scroll list and click the **OK** button to return to the **New Document** dialog box.



The default preset sizes available include:

- SAU (Standard Advertising Unit) Sizes  
SAU sizing is the established system of document sizing for the newspaper industry. An SAU column is 2 1/16 inches wide, so a 1 x 3 SAU document is 2 1/16 inches wide and 3 inches deep.
- TMAU (Television Magazine Advertising Unit) Sizes  
TMAU is a database of document sizes designed for creating a standard for advertisers in television listing magazines.
- Other Sizes  
This includes commonly used sizes for letters and business cards.

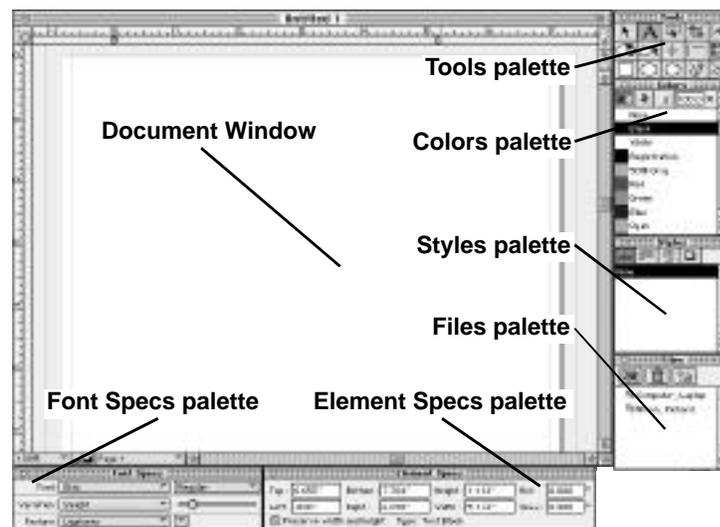
In addition to the provided document sizes, you can add sizes you frequently use to the **Choose a Size** dialog box. You can do this in the Document Sizes panel of the Preferences dialog box in the **Edit** menu.

---

## The Document Window

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After you have chosen your document's dimensions, the Document Window appears. As you can see, the Document Window has much in common with the standard Macintosh window; however, you may not recognize all the features.



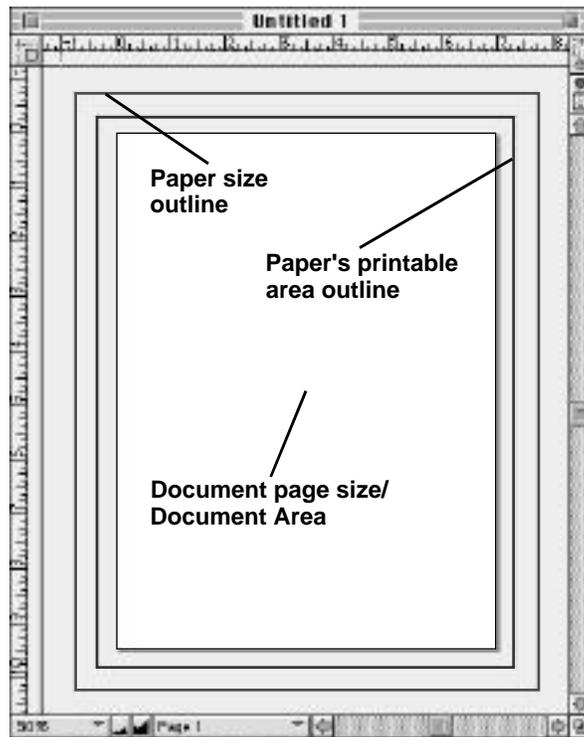
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## Printable Area and Paper Outlines

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The ability to print documents on different size sheets of paper can prove helpful, especially in **CREATOR<sup>2</sup>**. **CREATOR<sup>2</sup>** lets you create documents of any page size, even sizes that you don't have in your printer's paper trays. To help you distinguish between the document's page size and the printer's paper size, **CREATOR<sup>2</sup>** places several rectangles in your Document Window.

The white area centered in the Document Window is, of course, your document's page size. However, this can be larger or smaller than your printer's paper. The blue outline represents the sheet size of the selected paper. The red, inner outline represents the printable area of the selected paper size.



The paper size and printable area size outlines reflect the paper size selected in the **Page Setup** dialog box in the **File** menu. If you change the selected page size, the size of the paper outlines change also.

---

## The Document Area

---

The white rectangular area in the center of the window is the Document Area. Think of the Document Area as **CREATOR**'s representation of a page. As such, it reflects the dimensions you selected in the New Document dialog box. More than one page may appear in a Document window at a time. In these instances, the Document Area resizes to represent two facing pages.

Place the elements of the document you want to create in the Document Area. If you send a page to the printer, **CREATOR** prints only those elements you placed in the Document Area. To print elements outside the Document Area, refer to the **Page Setup** command entry in the **CREATOR Reference Manual**

If your needs change, you can change the document's dimensions.

---

## The Desk Area

---

The Desk Area is the light gray area surrounding the Document Area. This area serves as a pasteboard for placing elements you don't immediately need. These elements don't print unless they sit inside the paper outlines and you have the Bleed items at edge 4 selected (in the Page Options panel of the **Document Settings** dialog box in the **Document** menu). You can put elements on the Desk Area simply by dragging them there.

---

## The Title Bar

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The Title Bar appears at the top of every Document Window. It displays the name of the document, group, or container you currently have open.

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## The Menu Bar

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The **CREATOR** menu bar has several menus familiar to any Macintosh user: the **Apple** (Apple) menu, the **File** menu, the **Edit** menu, the **Font** menu, the **Style** menu, and the **Size** menu. **CREATOR** adds many new menus that include: the **Elements** menu, the **Arrange** menu, the

**Format** menu, the **Document** menu, and the **View** menu. These menus offer specialized options for manipulating, formatting, viewing, and publishing a document.

All of **CREATOR**'s menus organize command options logically according to their function. The application always displays the menu items; if you cannot use the commands in a menu, that menu appears dimmed. When you pull down a menu, notice that some commands appear dimmed. You cannot use these commands until you have performed a specific action: you may need to draw an element, highlight text, or select a particular tool.

The commands available under each menu include:

- **Apple menu**  
Access to desk accessories, control panels, the Chooser, aliases, and so forth.
- **File menu**  
Access to New..., Open..., Close, Save, Save As..., Save Default Document Settings, Place Graphic..., Import Text..., Export, Page Setup..., Print..., and Quit commands.
- **Edit menu**  
Access to Undo, Redo, Cut, Copy, Paste, Clear, Select All, Duplicate..., Make Matrix..., Copy Type Specs, Paste Type Specs, Copy ¶ Specs, Paste ¶ Specs, Find/Change, and Preferences... commands.
- **Elements menu**  
Access to Element Info, Open Element, Make Element Style..., Trapping, Convert Text to Paths, Convert to Single Path, Mask Graphic, Pen Weight..., Frame Type, Frame Texture..., Fill Texture..., Fill Gradient..., Shadow Options..., Shadow Texture..., Shadow Gradient..., Lock, and Unlock commands.
- **Arrange menu**  
Access to Bring to Front, Send to Back, Move Forward, Move Backward, Center Horizontal on Page, Center Vertical on Page, Wrap Text..., Fit Text Block, Flip Horizontal, Flip Vertical, Group, Ungroup, Arrangement, Element Specs, Guides..., and Setup Guides... commands.

- **Style menu**  
Access to the Plain Text, Embolden, Italicize, Outline, Shadow, Condense, Extend, Superior, Inferior, Superscript, Subscript, Upper Case, and Lower Case commands.
- **Format menu**  
Access to Font Specs, Alignment, Language, Hyphenation, Discretionary Hyphen, Insert Page Number, "Smart Quotes", Character..., Paragraph..., Copy Fit..., Size/Leading..., Tracking..., Horiz. Scale..., Offset..., Make Type Style..., Make ¶ Style..., Make Style Model..., and Apply Tags commands.
- **Document menu**  
Access to Document Settings..., Page Manager..., Master Spreads..., Colors..., Element Styles..., Text Styles..., Check Spelling..., Check Selection..., Spelling Rules..., User Dictionaries..., Replace Fonts..., and File Utilities... commands.
- **View menu**  
Access to New Window, Actual Size, Fit in Window, Enlarge, Reduce, Separation, Rulers, Guides, Arrange Palettes, Tools, Colors, Files, Styles, Font Specs, Element Specs, Arrangement, and Trapping commands.

#### Keyboard access to commands

When you feel comfortable using **CREATOR**, you may want to bypass the menu bar and execute certain menu commands by their keyboard shortcut keys. Keyboard shortcuts allow you to keep your hands on the keyboard and significantly increase your design speed.

If you have already used other applications on the Macintosh, you may already know some shortcut keys. **CREATOR** uses many of the same shortcut keys as other programs. Should you want to know the shortcut key for a particular command, they appear next to the commands in the pull-down menus.

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## The View Area

---

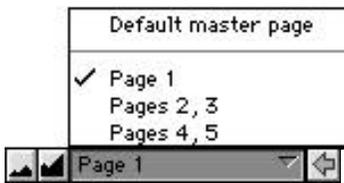


The View Area always appears in the lower left-hand corner of the Document Window. The View Area provides several different controls: You can choose the viewing scale, zoom in or out, and enter your own view scale. To enter your own view scale, choose the **Other Scale...** command. Click the button immediately to the right of the pop-up menu to zoom out. Click the far right button to zoom in.

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## The Page pop-up menu

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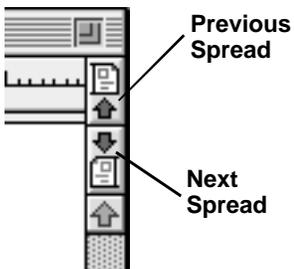


The Page pop-up menu lets you quickly advance to a specified spread. A spread can contain one or two pages. Click on the pop-up menu next to the bottom scroll bar and select the appropriate page from the menu. **CREATOR2** immediately takes you to the selected page or master spread.

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## The Previous Spread and Next Spread buttons

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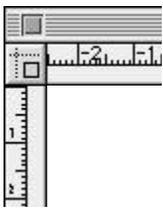


The **Previous Spread** and **Next Spread** buttons move you to the previous set of pages or the next set of pages without using the scroll bars. If you are on the first page of a document, the **Previous Spread** button appears dimmed. If you are on the last page of a document, the **Next Spread** button appears dimmed.

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## The Rulers

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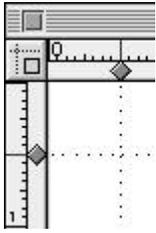
The rulers appear at the top and left sides of the Document Window. You can hide the rulers by deselecting the **Rulers** command in the **View** menu.

You can set the rulers' units in the **Preferences** dialog box in the **Edit** menu. Select the **General** panel in the scroll list at the left of the dialog box. Then choose your desired ruler units from the **Horizontal** and **Vertical** pop-up menus.

---

## The Guide Lines

---



Guide lines serve to help you position elements on a document page. You can place guide lines by clicking at the desired point on the ruler and remove guide lines by dragging them off the ruler. Clicking on the ruler at the left gives you horizontal guides, and clicking on the ruler at the top gives you vertical guides.

The **Setup Guides...** command in the **Arrange** menu lets you create a grid using guide lines or set guide lines that mark margins, columns, or other points. When you create guides in the **Setup Guides** dialog box, the guide lines automatically appear on the rulers.

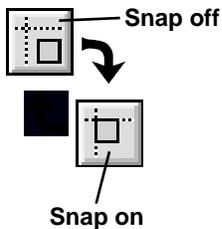
Guide lines only appear on the page where you originally set them. To have guide lines appear on many pages of a document, you need to place them on a master spread.

*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.*

---

## The Guide Snap Toggle

---



The Guide Snap Toggle control always appears in the upper left corner of the Document Window. When you activate the “snapping” feature, the gray rectangle borders the crossing lines. When you deactivate the “snapping” feature, the gray rectangle appears offset from the crossing lines.

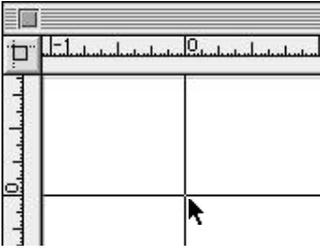
Turning guide snap on tells **CREATOR<sup>2</sup>** to align elements against guides. Placing an element within the specified distance of a guide with the Toggle turned on aligns the element against that guide. Likewise, creating or resizing an element near a guide causes the element's dimensions to snap to the guide. The Guide Snap Toggle also lets you align elements along their horizontal and vertical center axes.

You can set the sensitivity of the Guide Snap Toggle in the **Guides** dialog box in the **Arrange** menu. Simply enter the distance from a guide that you want elements to sit before they snap. By default, **CREATOR<sup>2</sup>** assumes a distance of 1/4 inch.

---

## Ruler Zero Points

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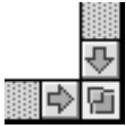


The Guide Snap Toggle also allows you to set ruler zero points. When you click and drag from the Guide Snap Toggle into the Document Area, the vertical and horizontal lines appear (they cross at your pointer). When you release the mouse, the zero point on the vertical and horizontal rulers move to the selected point. To reset the default, press the Command key while clicking on the Guide Snap Toggle.

---

## The Window Resizing Box

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Located in the lower right-hand corner of the Document Window, the Window Resizing box works exactly like it does in other Macintosh applications. By clicking and dragging on the Window Resizing Box, you can adjust the size of the Document Window.

If you have selected the **Fit in Window** command in the **View** menu before resizing the window, **CREATOR2** automatically fits the document to the new size. **CREATOR2** remembers the size and position of the Document Window when you save your work.

---

## The Zoom Box

---

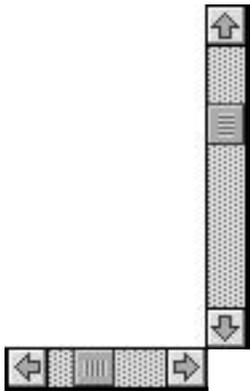


The Zoom Box appears in the upper right corner of the Document Window. Clicking the Zoom Box resizes the Document Window to take advantage of your monitor's screen area. Clicking the Zoom Box a second time restores the document to its original size.

---

## The Scroll Bars and Scroll Boxes

---



The scroll bars and scroll boxes appear along the right side and the bottom of the Document Window. A scroll box appears somewhere between the two scroll arrow buttons at the end of the scroll bars. The position of the scroll box represents your current position in the document's total viewing area.

To move within the document's viewing area, click on one of the scroll arrow buttons or click and drag on a scroll box. Dragging a scroll box moves you across the viewing area quickly. Clicking on a scroll arrow button moves you more slowly. You can move incrementally by clicking on the scroll bar. Clicking on the scroll bar moves you one window length at a time.

---

## The Close Box

---



The close box appears in the upper left corner of the Document Window. Clicking the close box closes the current document. If you haven't saved your changes, CREATOR asks you if you want to do so.

---

# USING CREATOR2 PALETTES

---



Many of your activities in CREATOR<sup>2</sup> are performed from palettes. These palettes organize frequently used commands and needed information into floating windows that you can move about the screen. Although a palette is always available, you can remove—or hide—one until you need it by deselecting the appropriate command in the **View** menu. You can display hidden palettes by choosing the appropriate command from the **View** menu.

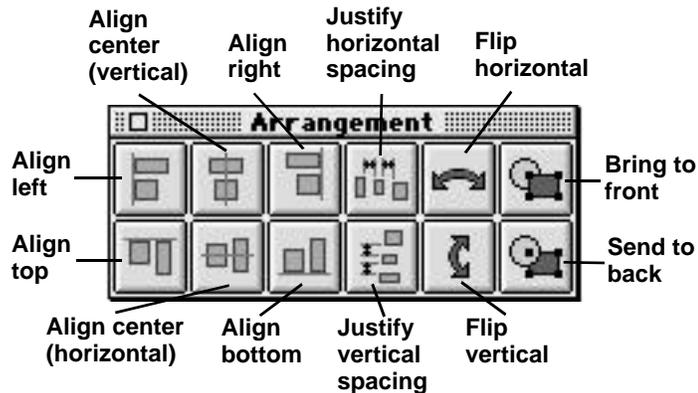
CREATOR<sup>2</sup> provides a number of palettes to help you design a document. For example, the Tools palette contains a number of buttons for creating documents and modifying elements. The Element Specs palette informs you of the position and measurements of elements. The Files palette lets you reference text and graphic files. More palettes exist to aid you in your work. You can find

---

## The Arrangement Palette

---

The Arrangement palette lets you manipulate the position of elements. Although you can control and manipulate elements from the **Arrange** menu, the Arrangement palette provides icon buttons for the most commonly used commands. This makes it easier and quicker to manipulate elements on a document page.



The commands available as icons on the Arrangement palette include:

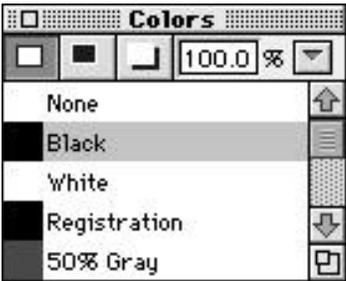
- **Align left**  
The **Align left** icon aligns all selected elements along their left edge.
- **Align top**  
The **Align top** icon aligns all selected elements along their top edge.
- **Align center (vertical)**  
The **Align center (vertical)** icon aligns all selected elements along their vertical axis.
- **Align center (horizontal)**  
The **Align center (horizontal)** icon aligns all selected elements along their horizontal axis.
- **Align right**  
The **Align right** icon aligns all selected elements along their right edge.
- **Align bottom**  
The **Align bottom** icon aligns all selected elements along their left edge.
- **Justify vertical spacing**  
The **Justify vertical spacing** icon places an equal amount of vertical spacing between all selected elements.
- **Justify horizontal spacing**  
The **Justify horizontal spacing** icon places an equal amount of horizontal spacing between selected elements.
- **Flip horizontal**  
The **Flip horizontal** icon flips all selected elements along their horizontal axis.
- **Flip vertical**  
The **Flip vertical** icon flips all selected elements along their vertical axis.

- Send to back  
The **Send to back** icon sends all selected items behind any elements over which they are placed.
- Bring to front  
The **Bring to front** icon brings all selected items buried behind other elements to the front.

---

## The Colors Palette

---



The Colors palette lets you manipulate an element's color. You can set a color for an element's fill (inside), an element's frame (outside), or an element's shadow. Each attribute has its own icon button on the Colors palette. When you click on an icon, the appropriate attribute color for the selected element appears highlighted in the scroll list. The palette also lets you shade a color by selecting a percentage from the Shade pop-up menu.

If you like, you can rearrange the order of colors on the Colors palette. Simply drag the chosen color to the place where you want it to appear on the list. When you drag a color, a highlighted line appears in place of the selected color. You can place the highlighted line between the two entries where you want the selected color to appear.

*Note:* You cannot move the first four colors (None, Black, White, and Registration) on the palette.

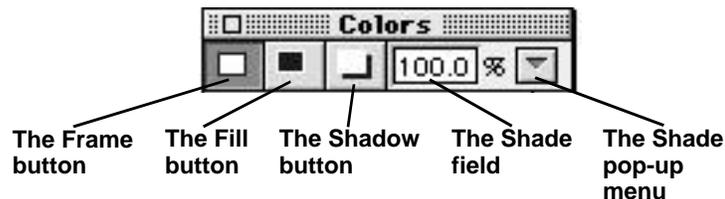
You can close the Colors palette by clicking in its close box or deselecting **Colors** in the **View** menu.

---

## Colors Palette Controls

---

The three icon buttons at the top of the Colors palette represent, from left to right, the **Frame** icon, the **Fill** icon, and the **Shadow** icon. The text field to the right of the **Shadow** icon serves as the Shade field. A Shade pop-up menu also appears next to the Shade field. You can choose a shade percentage from this pop-up menu too.

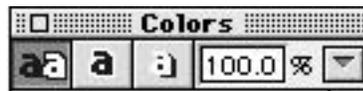


A black frame, white fill, and no shadow serves as the default setting for any element. To change a color of an element:

1. Click on the element you want to color.
2. Click on the proper icon from the Colors palette to select frame, fill, or shadow.
3. Select the desired color from the color list.

All colors initially appear shaded at 100 percent. To produce a lighter shade, type in the percentage or click on the pop-up arrow and select a percentage from the list that appears.

Notice that the icon buttons on the Colors palette change into letters when you edit text.



Although the icons function in the same way, their functions now apply to selected text. For example, to change the shadow color of shadowed text:

1. Click and drag across the shadowed text with the I-beam to select it.
2. Click the Shadow icon on the Colors palette.
3. Choose a new color from the scroll list on the Colors palette. Notice the shadow color of the selected text now changes.

## Assigning Colors to Imported Graphics

---

**CREATOR<sup>2</sup>** lets you assign a color to a few imported graphic types. To assign a color to a graphic, select the graphic and click on a color from the Colors palette. You can assign:

- A single color to black and white EPS images
- A foreground and background color to black and white TIFF images

- A foreground color to element-based PICT images
- A foreground and background color to bitmap PICT images

## Modifying the Colors List

---

A color list appears with every new document. You can add or delete colors with the **Colors...** command in the **Document** menu. Every modification you make in the **Colors from document named** dialog box is saved to the document file. The **Export...** button lets you save the color list as an independent file. This lets you share a modified color list with other people or to reuse a color list in another document.

You can add spot colors from a placed EPS graphic to the Colors palette. **CREATOR2** automatically adds spot colors to the color list if you have selected the Add spot colors to palette option in the **Preferences** dialog box. **CREATOR2** also lets you add spot colors on a file-by-file basis from each placed EPS file's dialog box.

You can also print the spot colors from EPS files as process colors by selecting the Print spots as process option in each file's dialog box. Or, you can select the Set spots as process option in the **Preferences** dialog box.

**CREATOR2** also automatically adds colors to the color list when you paste an element from the clipboard or a Scrapbook file. When you paste an element from outside the document, **CREATOR2** recognizes the colors used and adds any new colors to the color list. This lets you share a Scrapbook file of an element from your work.

You also can set and add Grayscale, RGB, CMYK, Focoltone ID and Swatch, NAA-COLOR, and PANTONE colors to the colors list. To add or modify a color, choose the **Colors...** command from the **Edit** menu.



The **Colors from document name** dialog box appears.

Adding a color

1. Click on the **New** button in the **Colors from document name** dialog box.
2. Select a model type (RGB, CMYK, Grayscale, etc.) from the scroll box.
3. Select a color. Some models, like the Focoltone models, have designated color options. If you have selected one of these models, simply click on a color. Other models, like the RGB model, let you create colors. If you have selected one of these models, you can enter color values into text fields, or click and drag on slide bars, until you have a color you like.
4. Enter a color name. If you choose a spot color, it probably already has a name. You can use this name or choose one of your own.

5. Click the **OK** button to add the color to the color list. This returns you to the **Colors from document name** dialog box.

#### Making a spot color

1. Select a color in the **Colors from document name** dialog box.
2. Click the **Edit** button.
3. Click the Spot radio button.
4. Click the **OK** button.

*Note: Spot colors appear in italic type on the Colors palette*

#### Editing an existing color

1. Select the color you want to modify in the **Colors from document name** dialog box.
2. Click the **Edit** button.
3. Modify the color according to your wishes. Notice that **CREATOR2** matches the color you have chosen to edit with the appropriate color model.
4. Enter a new name for the color if you wish.
5. Click the **OK** button to add the edited color to the Colors palette and to return to the **Colors from document name** dialog box.

*Note: If you change an existing color, Creator2-automatically applies your changes to each use of that color in your document.*

#### Adding colors from a previously saved color file

1. Click the **Import...** button in the **Colors from document name** dialog box.
2. Locate the color file that contains the files you want to use.

3. Double-click on the color file name. This adds the colors in the file to your document. **CREATOR<sup>2</sup>** does not add colors that already appear on your Colors palette.

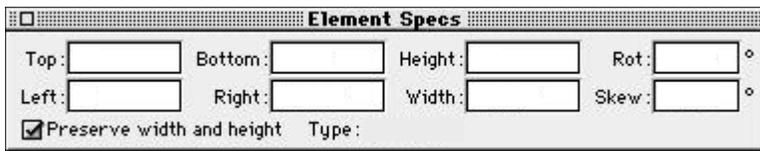
#### Saving colors

1. Click the **Export...** button in the **Colors from document name** dialog box.
2. Select the location where you want to save your color list.
3. Enter a name for the color file.
4. Click the **Save** button. This saves your color list as a stand-alone file. While **CREATOR<sup>2</sup>** still saves a color list with the document, you can use this stand-alone file in other **CREATOR<sup>2</sup>** documents. Simply import it in the **Colors from Document Name** dialog box.

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## The Element Specs Palette

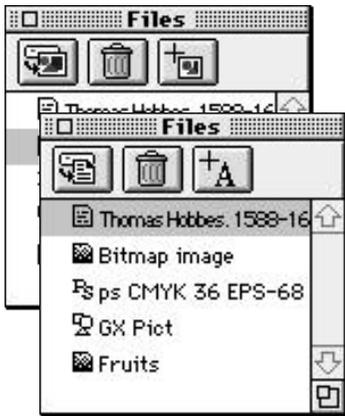
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The Element Specs palette gives you information about the dimensions of any element you have selected. The palette also lets you manipulate the dimensions of elements simply by entering the desired values into the appropriate fields. This method of manipulating elements offers more precision than a drawing tool.

If you want, you can hide the Element Specs palette by clicking its close box or by deselecting the **Element Specs** command in the **View** menu.

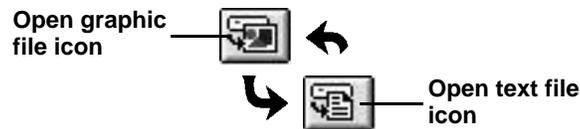
## The Files Palette



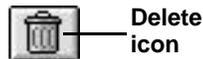
The Files palette may prove helpful if you make frequent changes to a document or if you work on documents with many placed graphics and imported text files. Not only does the Files palette let you make a reference list of files, but you can place files into a document directly from the palette.

The top of the Files palette contains three icon buttons. These icons let you take advantage of every task the File palette can perform. These icons include, from left to right: the **Open** icon, the **Delete** icon, and the **Place** icon.

The **Open** icon opens a file dialog box that lets you add files to the Files palette. To add a graphic file, click the Arrow tool on the Tools palette. To add a text file, click the Text tool on the Tools palette. The Open icon changes to represent the type of file you want to add to the Files palette.

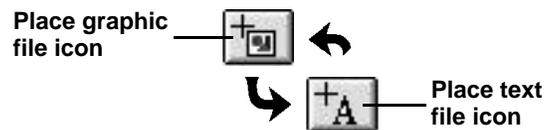


The **Delete** icon removes a selected file name from the list.



You can remove all the files on the palette by pressing the Shift key while clicking the **Delete** icon. You can remove multiple files by pressing the Command key while clicking on the names of the files you want to select and then clicking the **Delete** icon.

The **Place** icon lets you place files on the palette in a specified location. The Place icon changes to represent the type of file you selected.



## Using the Files Palette

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You can add files to the Files palette in one of four ways:

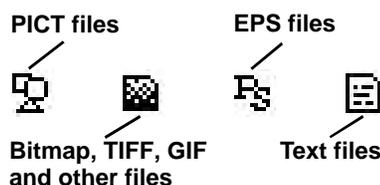
Click the **Open** icon to open a file dialog. Locate and click on the file you want to import, then click on the **Add file to palette** button. This places the file name on the Files palette. Clicking the **Add all Files** button adds every file name in the current directory to the Files palette. This is useful if you have all the files you need in one location. When you have finished, click the **Cancel** button to return to the Document Window.

You can also place files into the Files palette using the **Place Graphic...** command and the **Import Text...** command in the **File** menu. When the dialog boxes for these selections appear, just click the **Add file to palette** button.

You can place files on the Files palette by dragging them directly from the desktop. To do this, select the **Keep Files Palette visible while in background** check box in the **General** panel of the **Preferences** dialog box in the **Edit** menu. If you don't have this check box selected, **CREATOR** hides the Files palette when you go to the Finder.

Finally, you can send references from Multi-Ad Search to **CREATOR**. For more information on sending references, see Appendix E of the *Reference Manual*

When you look at a file name in the Files palette, you may notice a symbol to the left of the file name. This symbol refers to the file type. **CREATOR** denotes EPS, PICT, bitmap, TIFF and text files.



**CREATOR** also tells you when you have placed a file by putting check mark (✓) next to the file name of the palette.

Placing a graphics file from the Files palette

1. Click on a file name to select it.

2. Click on the **Place** button on the Files palette and move the arrow pointer to the Document Window. The pointer becomes a crosshair with a graphics symbol. Click and drag in the area where you want the graphic to appear.

Or

Click on a file name and drag to the location where you want the graphic to appear.

Double-clicking on a file name

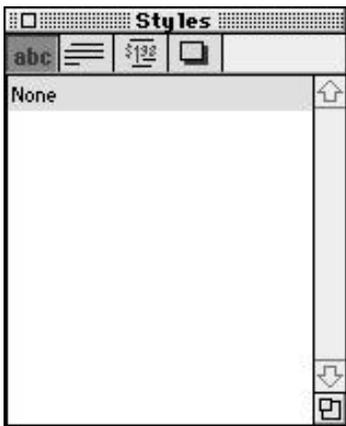
Double-clicking on a file brings different results depending on the type of file you have selected.

- Double-clicking on a graphic file centers the image on the visible document page.
- Double-clicking on a text file displays the **Break Text** dialog box.

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## The Styles Palette

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The Styles palette displays four different kinds of styles: type styles, paragraph styles, style models, and element styles. The Styles palette also shows you the keyboard shortcuts, if any, that exist for each style.

Selecting a Style type

You can view the different styles available by clicking on the icon buttons at the top of the Styles palette. Each icon represents certain types of formatting text:

- **Type Styles**  
Type styles apply text characteristics to letters and words. For example, type styles control font type, font size, leading, and other characteristics.
- **Paragraph Styles**  
Paragraph styles apply formatting attributes to whole sections of text. For example, paragraph styles control margins, tabs, hyphenation, quad leaders, and other formatting attributes. A paragraph style can also apply a type style.
- **Style Models**  
Style models apply *sequences* of text characteristics and formatting attributes to text. For exam-

ple, Style models control the appearance of tabulated lists and other information with special formatting needs. A style model can apply to both type and paragraph styles.

- **Element Styles**  
Element styles apply graphic characteristics to elements. For example, element styles control frame point size, color, shading, shadow, and other characteristics.

You can change the order of the style names by dragging a style name to a new location on the palette. For more information about styles, refer to the appropriate section of the *Reference Manual*

Applying a style

1. Click the icon of the style type you want to use.
2. Select the text or element you want to style.
3. Click on the name of the style you want to apply.

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## The Tools Palette

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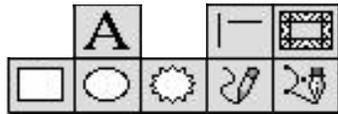


The Tools palette contains the tools you need to create elements in **CREATOR2**. With these tools, you can create or modify text or graphics. By selecting an element with a tool from the Tool palette, you can easily manipulate the appearance of any item on a page.

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## The Drawing/Creation Tools

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You can create a variety of elements with the Tools palette. You can find the drawing/creation tools—with the exception of the Text tool—grouped together in the bottom two rows of the Tools palette. You can find the Text tool on the first row of the palette. By selecting the appropriate drawing/creation tool, you can make:

- Borders
- Freehand drawings
- Lines
- Path shapes

- Ovals
- Rectangles
- Starbursts
- Text blocks

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### The Border Tool

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Create borders by selecting the Border tool from the Tool palette. Move the arrow pointer to the Document Window, and it turns into a crosshair. Click and drag in the Document Window to form the frame of the border. To create a square border, press the Shift key while dragging. Double-click on the Border tool to open the **Border Chooser** dialog box.

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### The Freehand Drawing Tool

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Create freehand drawings by selecting the Freehand Drawing tool from the Tools palette. Move the arrow pointer to the Document Window, and it turns into a pencil pointer. Click and drag the mouse in the Document Window. Notice the pencil leaves a line that traces its path.

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### The Line Tool

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Create lines by selecting the Line tool from the Tools palette. Move the arrow pointer to the Document Window, and it turns into a crosshair. Click and drag in the Document Window to form a line. Pressing the Shift key while dragging restricts a line to horizontal, vertical, or 45° angle plans.

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### The Path Tool

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Similar to the Line tool, the Path tool lets you create straight and curved paths. Create paths by selecting the Path tool from the Tools palette. Move the arrow pointer to the Document Window, and it turns into a pen pointer. Now, click in the Document Window. Release the mouse button and move the pointer. Notice that a line extends from the point of your first click to the tip of the pen pointer. Click at the next point on your path, thereby making a nonsmoothing path point.

To make a closed path, click on the starting point. To make an open path, double-click at the point where you want the path to end. To make a curved line, click and drag in the direction of the curve.

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### The Oval Tool

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Create circles and ovals by selecting the Oval tool from the Tools palette. Move the arrow pointer to the Document Window, and it turns into a crosshair. Click and drag in the Document Window to form the frame of an oval. To create a circle, press the Shift key while dragging.

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### The Rectangle Tool

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Create squares and rectangles by selecting the Rectangle tool from the Tool palette. Move the arrow pointer to the Document Window, and it turns into a crosshair. Click and drag in the Document Window to form the frame of a rectangle. To create a square, press the Shift key while dragging.

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### The Starburst Tool

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Create starbursts by selecting the Starburst tool from the Tool palette. Move the arrow pointer to the Document Window, and it turns into a crosshair. Click and drag in the Document Window to form the frame of a starburst. Pressing the Shift key while dragging creates a starburst with a proportional height and width.

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### The Text Tool

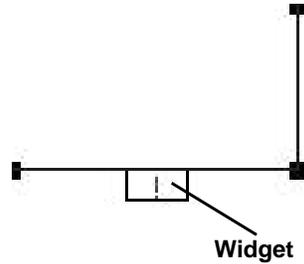
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The Text tool serves as the primary tool for placing and editing text. To create text blocks, click and drag in the Document Window with the Text tool. When you release the mouse button, a new text block appears. To create a text block on top of an existing text block, press the Option key while dragging with the Text tool. Just like any other element, handles appear on the corners and sides of the text block frame. You can adjust the size of the text box by dragging on the handles with the Text tool.

When you make a text block, a blinking cursor—the insertion point—appears in the block's top left corner. **CREATOR** uses standard Macintosh editing techniques. To familiarize yourself with editing text, refer to your Macintosh documentation.

Should you need more room, you can flow text from one block to another by clicking the widget at the lower right of a text block and then dragging a new block.



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## The Modification Tools

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The Tools palette also contains a number of tools for modifying the appearance of elements. You can find the modification tools grouped together in the first two rows of the Tools palette. The modification tools on the palette include the:

- Arrow tool
- Containment tool
- Cropping tool
- Reshape tool
- Rotate tool
- Skew tool
- Flip tool

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## The Arrow Tool

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Clicking the Arrow tool changes the pointer to the familiar arrow shape. Use the Arrow tool to:

- Change an element's size
- Select one or more elements
- Drag an element
- Resize an element
- Access an element's dialog box

With the Arrow tool, you can select elements in several ways:

- By clicking
- By dragging a selection rectangle around multiple elements

*Note: Any item that intersects with a selection rectangle is also selected.*

- By Shift-clicking to select or deselect multiple elements

Any element in the Document Window or Desk Area can be selected, dragged, or resized. Once you have selected an element, handles (black boxes) appear at the corners and halfway along the sides of each selected element.

By clicking and holding the Arrow tool over the element's frame, you can move the element anywhere on the page or Desk Area. By pressing the Option key while dragging elements, you can make a duplicate of the element at your desired location: the original element remains at its last location. If you press the Shift key while clicking on the item, the element moves in a straight vertical or horizontal line.

You can also click and drag a selected element to other CREATOR Document Windows; this copies the element to the target document. By dragging an element to the Finder, you create a "clipping file" of that element. Dragging an element into another application places a PICT file of the selected element in the application.

Clipping files retain element information as independent files so you can drag them into other applications. Dragging an element from the Document Window to the Finder Trash deletes the element. However, a clipping file remains in the Trash—until you choose the **Empty Trash** command from the **Special** menu in the Finder—should you need that element later.

You can resize any element by dragging on its handles. By pressing the Shift key and dragging on an element's handles, you can resize the element proportionally.

Pressing the Tab key while you have the Arrow tool selected lets you select the "next element" in a layer. If you have selected all the elements, pressing Tab deselects all elements. This feature may prove useful when you want to

select elements hidden in a layer or elements on a crowded page. You can also Command-click to select the “next element” in a layer. Using this method, you can only select the elements directly under the pointer, which may not include all the elements in a layer.

Double-clicking on an element with the Arrow tool opens a dialog box for that element. You can also open this dialog by clicking on an element and choosing the **Element Info** command in the **Elements** menu. This dialog box offers precise manipulation of the elements they relate to.

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## The Containment Tool

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The Containment tool lets you place one element inside the frame of another element. Only those parts of the contained element visible within the frame can be seen.

### Containing elements

1. Click the Containment tool on the Tools palette. Notice the Arrow pointer becomes outlined.
2. Click on the element you want to place inside another element.
3. Drag your element to the element you wish to place it in. Notice the container element's frame becomes bolded as you move your element over it.
4. Position your element within the container.
5. Release the mouse button.

To reposition a contained element, use the Containment tool to click on the container and drag. To drag a contained element out of a container, click on the element with the Containment tool and drag the element out of the container. When you click on a contained element with the Container tool, the container's frame appears highlighted. When you remove a contained element, the container's frame goes back to normal.

The Container tool can also drag a selection rectangle if you click outside an element and drag across it. This selects elements at the outermost containment level. (You

can also place container elements inside other elements with the Container tool). Pressing the Option key while clicking and dragging a container duplicates the element.

Double-clicking on an element with the Containment tool opens an element dialog for that element only.

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## The Cropping Tool

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The Cropping tool lets you hide—or crop—parts of graphic elements (PICT, TIFF, RIFF, EPS, GIF, JPEG, and MacPaint® elements) for size or aesthetic reasons. On imported graphics, you can only use the Cropping tool to crop, not scale. (You can scale a graphic in the Graphics panel of the **Element Info** dialog box, in the **Elements** menu, with the Cropping tool selected). To scale an element, use the Arrow tool.

Cropping lets you remove superfluous details from the side(s) of an element. You can crop the top, bottom, or sides of any uncontained graphic.

To crop:

1. Click on the Cropping tool in the Tools palette.
2. Position the tool over one of the element's handles.
3. Click and drag for the desired effect.

Clicking inside a graphic with the Cropping tool allows you to move the graphic around within its cropping frame.

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## The Reshape Tool

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The Reshape tool provides detailed editing options for manipulating elements. Selecting an element with the Reshape tool gives you access to a unique set of handles that are not available with the other tools. These "reshaping handles" allow direct manipulation of element shapes. With the Reshape tool, you can:

- Adjust rectangle corner roundness
- Adjust starburst roundness and point depths
- Reshape paths

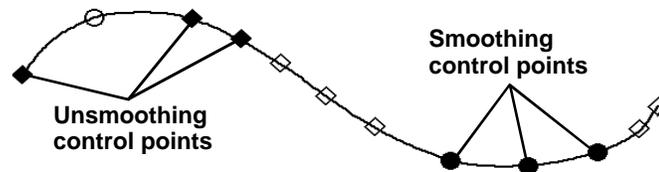
You can only reshape rectangles, paths, and starbursts. All other elements display standard handles when selected with the Reshape tool.

You can select only one element at a time with the Reshape tool. When you select a path element and one or more handles with the Reshape tool, clicking outside the path deselects the handles but leaves the path selected. To deselect a path element while you have the Reshape tool selected, you must either select another element or click another tool on the Tools palette.

### Path editing with the Reshape tool

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When reshaping a path element, each point on the path displays a reshaping handle. The appearance of these reshaping handles—or control points—varies according to their type. Control points appear as smoothing or non-smoothing points. You can select individual control points as well.



Clicking on an unselected path with the Reshape tool selects it, but notice the control points remain unselected. An unselected control point appears outlined, while a selected control point appears solid. Select a control point by clicking on it. You can select more than one control point by pressing the Shift key and clicking on additional points.

You can also select control points by clicking and dragging a selection rectangle across a path. Points are selected as soon as the selection rectangle surrounds them and are deselected as the rectangle moves away. Pressing the Shift key while dragging a selection rectangle adds the points selected by the selection rectangle to those points already selected.

## Adding and deleting control points

Clicking on the edge of a path while pressing the Command key creates a new handle. The type of control point the handle becomes depends on the type of control points that surround it. If you place a new handle between two nonsmoothing control points, the new handle becomes a nonsmoothing control point. If you place a new handle between two smoothing control points, the new handle becomes a smoothing control point. If you insert a new path point between smoothing and nonsmoothing points, by default it becomes a nonsmoothing point.

You can delete a path point by selecting it and pressing the Delete key. You can also delete a control point by selecting it and then choosing the **Clear** command from the **Edit** menu.

Converting handles between smoothing and nonsmoothing control points

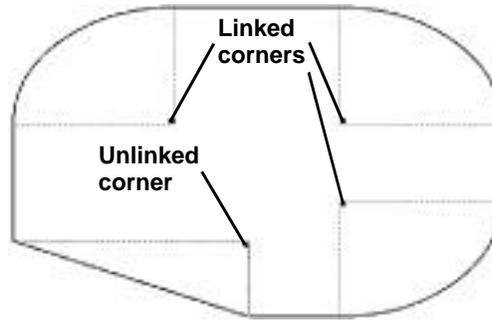
Pressing the Option key while clicking on a control point toggles its type between smoothing and nonsmoothing.

## Rectangle Editing with the Reshape Tool

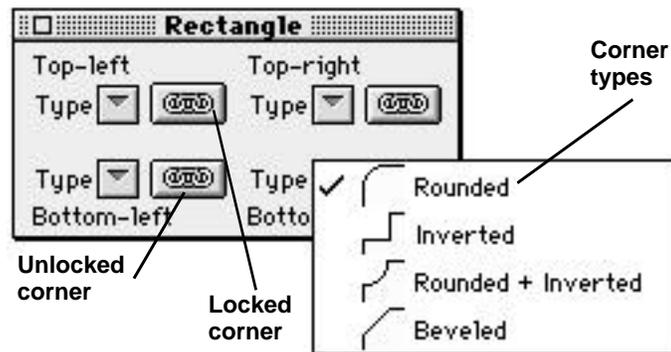
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Any rectangle, frame, or text block selected with the Reshape tool displays handles and guidelines that let you manipulate each corner of the rectangle. You can adjust both the size and roundness of each corner.

Initially, any changes you make to one corner of a rectangle affect the other corners. However, you can unlink corners by pressing the Option key while resizing a corner. You can also unlink a rectangle's corners by clicking on the chain buttons in the **Rectangle** dialog box.



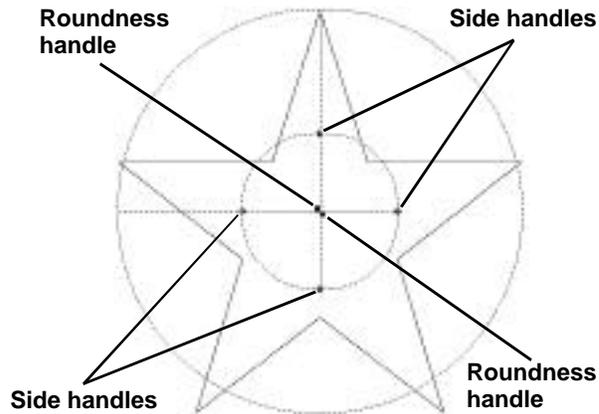
The dialog box also lets you change the appearance of a rectangle's corners. You can choose from among four different corner styles: Rounded, Inverted, Rounded and Inverted, and Beveled.



## Starburst Editing with the Reshape Tool

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When you select a starburst with the Reshape tool, six handles and several guidelines appear. Four of the handles manipulate the rectangle that defines the inner area of the starburst. The other two handles manipulate the roundness of the rectangles that define the starburst's inner and outer points. The guidelines serve to show the shape of the inner and outer rectangles and illustrate the connection between the roundness handles and the curvature of the rectangle's corners.



Clicking on a side handle of the inner rectangle lets you drag that side. Pressing the Option key while dragging causes the opposite side to move symmetrically. Pressing the Shift key while dragging causes all four sides to move symmetrically. Click inside the inner rectangle to drag it anywhere within the bounds of the outer rectangle.

Clicking on an arrow handle allows you to manipulate the roundness of the inner or outer rectangle. You can move these handles both vertically and horizontally. Pressing the Shift key while moving these handles allows you to proportionally adjust vertical and horizontal roundness.

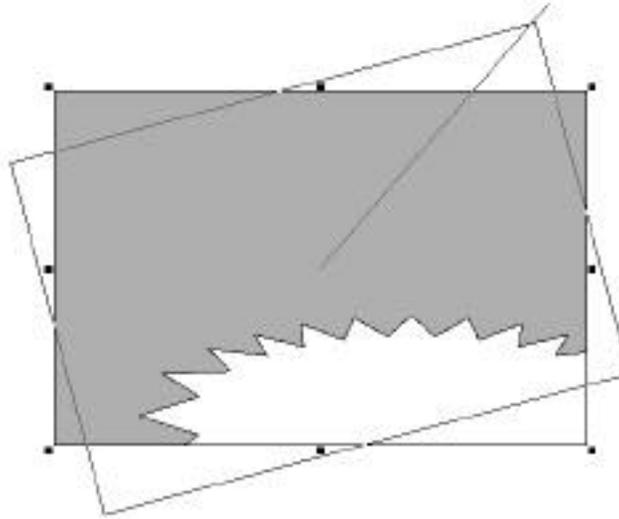
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## The Rotate Tool

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The Rotate tool lets you rotate elements, including graphics and text blocks. You can rotate an element by selecting it with the Rotate tool, clicking on a handle, and dragging it to the desired degree of rotation.



To rotate elements

1. Click on an element with the Rotate tool.
2. Click on a handle of the selected element and drag to rotate.

Normally rotation occurs around the center of the element, or the center of the group of elements, that you have selected. Pressing the Command key while you click on an element with the Rotate tool lets you place a rotation point anywhere on the element. Subsequent rotations occur around this point rather than the center of the selected element.

You can see the outline of elements drawn in **CREATOR2** and masked graphics when you use the Rotate tool on them. When rotating placed graphics that you have not masked, you see an outline defined by the element's selection handles.

If you hold down the Shift key while rotating, the application restricts the rotation to 15° increments.

In the Rot text field, in the General Info panel of the **Element Info** dialog box in the **Elements** menu, you can rotate an element by any degree between -360 degrees and 360 degrees. Enter negative numbers for counter-clockwise rotation. You can also adjust element rotation in the Rot field of the Element Specs palette.

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### The Skew tool

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The Skew tool lets you adjust the skew angle of any element without changing the length of any of its sides. The Skew tool can only move two sides of an element at a time. Note that you cannot move elements with the Skew tool.

If you hold down the Shift key while skewing, it restricts the skew to -45°, 0°, or 45°.

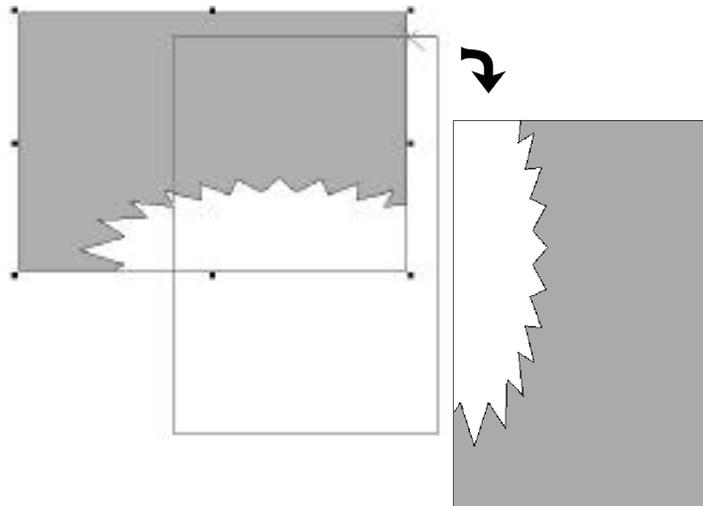
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### The Flip Tool

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The Flip tool lets you turn an element end over end, or side over side. The Flip tool does not, however, flip an item at its point of origin. The tool flips an element around an imaginary line halfway between where you originally began the drag and the pointer's current location. To flip, you must select an element and then move the element away from its resting place.



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## WORKING WITH TEXT

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I wrote my name at the top of the page. I wrote down the number of the question "1". After much reflection I put a bracket round it thus "11". But thereafter I could not think of anything connected with it that was either relevant or true.

*My Early Life (1930)*  
Sir Winston Churchill

+A

**CREATOR2** provides you with extremely powerful tools for manipulating text. As with other applications, you can format the text's font, style, and size. However, **CREATOR2** offers even more formatting options. You can also apply precise formats to text: alignment, paragraph indents, leading, or kerning—even change the case of type (to all upper case, for example). You can set leading and text sizes in whole or fractional points. You even can have text in color or in grayscale. If you use QuickDraw GX™ fonts in a document, you can style text in even more ways.

You can also search and/or replace text, fonts, styles and/or sizes. For example, you can change 12-point Geneva Bold text to 14-point Times Italic Underline text. You can even copy the format of one section of text to another section of text, copy the format of a selected paragraph to another paragraph, and apply type styles, paragraph styles, and style models to text.

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## Text Blocks and Widgets

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I wrote my name at the top of the page. I wrote down the number of the question "1". After much reflection I put a bracket round it thus "11". But thereafter I could not think of anything connected with it that was either relevant or true.

*My Early Life (1930)*  
Sir Winston Churchill

To provide a wide range of text manipulation options, **CREATOR2** handles all text as segments of blocks. You can have text from a single file shown in many blocks. Each block can have a different size and a different position in the document.

Small tabs, called "widgets," in the lower right corner of text blocks show the order of text blocks. An ellipsis (...) appears in a widget if it contains more text than currently appears. If a text block displays all of its contained text, an exclamation mark (!) appears in the widget. The widgets of linked text blocks contain numbers according to each block's place in the succession of text.

To create additional blocks:

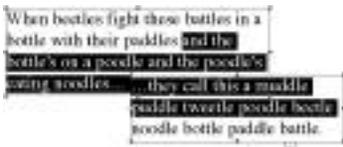
1. Place the Text tool over a widget. The pointer becomes an arrow.
2. Click the widget, and the pointer changes to a crosshair with an ellipsis (+A...).
3. Drag a rectangle with the crosshair. The remaining text flows into the created block.

If the new block's widget displays an ellipsis (...), click its widget and repeat the process. Keep clicking and creating new text blocks until a widget displays an exclamation mark (!).

You can link a new block to any existing block—not just the last ellipsis (...) or exclamation (!) block—by clicking the existing block's widget before creating the new block. All your text stays in the correct order and flows through all your blocks as you'd expect. If you want another block somewhere, just click on a widget and drag a rectangle.

## Multiple Block Selections

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To select text in the application, simply click at the beginning of the text you want to select and drag to the end. You also can select text in linked blocks. To do this, just drag from one block into another. Select text in intermediate blocks by dragging across several blocks (from the second to the fifth block, for example). If you want to select all the text in a series of linked boxes, choose the **Select All** command from the **Edit** menu or press Command-A.

Portions of text in unlinked blocks cannot be simultaneously selected.

## Creating Text from Scratch

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**CREATOR** lets you enter text from scratch. After you create a text block, an I-beam appears in the block's upper left corner. Choose the desired font, style, or font size for the text in from the appropriate menu. Now start typing. If you have much text to type, you might make one large block, enter all of the text, and then “re-block” after you've created the text.

## Styling Text

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**CREATOR** has many ways to format text, including some standard Macintosh formatting methods. For example, to change the appearance of text, simply select some text and choose a new font from the **Font** menu. In addition to these standard features, **CREATOR** also uses powerful text styling methods unique to itself.

## Text Defaults

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When you first type in a text block, the resulting text appears in the current default font. The current default font also appears when you import text into a text block. To change the default font:

1. Choose the **Document Settings...** command from the **Document** menu.
2. Click on the Text panel.
3. Choose a new font from the pop-up menu.
4. Click the **OK** button to save your settings and return to the Document Window. Click the **Revert** button to restore your last saved settings. Click the **Default** button to return **CREATOR2** to its default font. Click the **Cancel** button to discard all changes.

You can also select the type you want for your text by choosing a font from the **Font** menu. Then choose a style and a size from the **Style** menu and the **Size** menu. When you start typing, the text appears in the font, size, and style you've chosen. For example, if you make a new text block, choose **Times** from the **Font** menu, **Embolden** from the **Style** menu, and **18 pt** from the **Size** menu. Then begin typing. If you don't choose any options from the **Font**, **Style**, or **Size** menus, **CREATOR2** formats the text according to the settings in the Text panel of the **Preferences** dialog box in the **Edit** menu.

## Standard Character Styles

---

Every Macintosh computer has certain "standard character styles." In **CREATOR2**, these standards appear in the **Styles** menu. The computer redraws text to apply these styles.

However, many fonts come with the styles already applied. This lets you choose, for example, the **Embolden** command from the **Style** menu or a **Times Bold** font from the **Font** menu. In general, you can find many popular PostScript fonts offered in plain, bold, italic, and bold italic styles. Some fonts may also have versions that are light, heavy, extra bold, or other variations. Although it usually doesn't matter whether you choose a bold font from the **Font** menu or choose **Embolden** from the **Style** menu, it's good to choose the exact font if it's installed in your system.

In addition to these standard styles, **CREATOR** offers some style commands of its own. These commands include: **Condense**, **Extend**, **Superior**, **Inferior**, **Superscript**, **Subscript**, **Upper case**, **Lower case**, **Underline**, **Outline**, and **Shadow**.

## Complex Character Formats

---

You can apply many attributes to characters. Consider this text:

***“People of Europe, today the soldiers and sailors of the Allied expeditionary forces have embarked upon the great crusade.”***

The attributes here are:

- Times, 14 pt
- italic
- bold
- kerned, a bit
- greater-than-standard word spacing

Although the text contains several attributes, the formatting remains consistent throughout the text—it’s all the same font, same size, and so forth. To create this text, you performed six separate actions.

## Saving Time in Character Formatting

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If you want to use this same character format on other sections of text in your document, you can create your own text style that includes all these attributes. **CREATOR** offers several ways to set the character format.

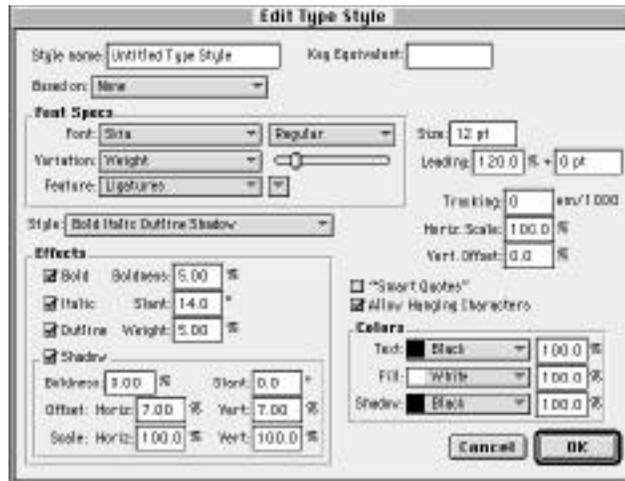
If you only want to use the format once:

1. Select the text.
2. Choose the **Copy Char Specs** command from the **Edit** menu.
3. Select the range of text of which you want to apply character attributes.

4. Choose the **Paste Char Specs** command from the **Edit** menu. This applies the character attributes to the highlighted text.

If you plan to use the text style many times, you can establish your own type style. You can then use your customized type style multiple times, based on the desired character attributes. If you want to create a type style:

1. Select the text with the character attributes.
2. Choose the **Make Type Style...** command from the **Format** menu. The **Edit Type Style** dialog box opens. The settings reflect the selected text. You can accept these settings or make more changes in this dialog box.



3. Name the type style.
4. Click the **OK** button. The new type style now appears on your Styles palette.

To reuse a type style, simply select a range of text in a text block and click on the name of the desired type style name in the Styles palette. The selected text takes on the attributes of the chosen type style.

Type styles can save you a lot of time. Use them whenever you need to repeatedly use the same text attributes.

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## Styling Paragraphs

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In addition to type styles, **CREATOR** also lets you create styles that apply a consistent look to paragraphs. These paragraph styles let you set tabs, indents, paragraph alignments, and other formatting options.

**CREATOR** defines paragraphs by return characters (¶). By pressing the Return key, you make a paragraph. To view the return characters in your document, choose the **Document Settings** command from the **Document** menu and select the General panel. Select the Returns and new lines check box.

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## Paragraph Defaults

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When you first make a text block, there are two default paragraph settings—paragraph alignment and hyphenation. You can find these settings by choosing the **Document Settings...** command in the **Document** menu and selecting the Text panel.

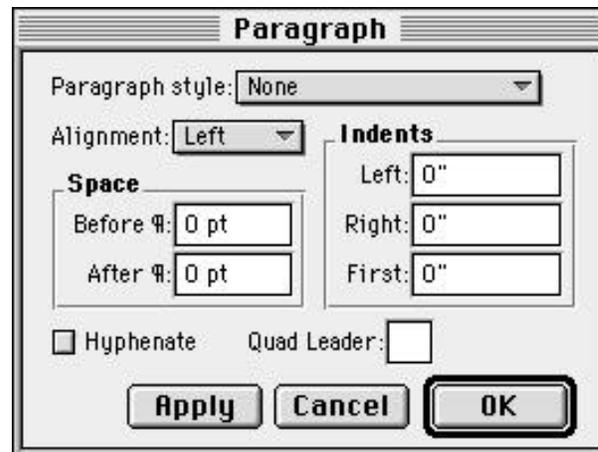
Choose left, right, centered, or justified for a default paragraph setting. You can turn hyphenation on or off. **CREATOR** sets all other paragraph values to zero—no indents, no space before or after a paragraph, and no tabs.

---

## Paragraph Attributes

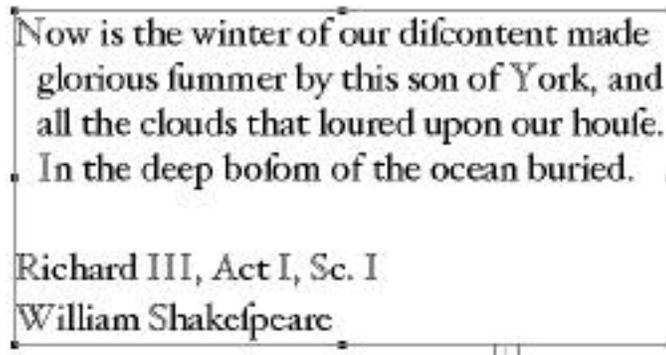
---

Select the **Paragraph...** command from the **Format** menu. The **Paragraph** dialog box opens.

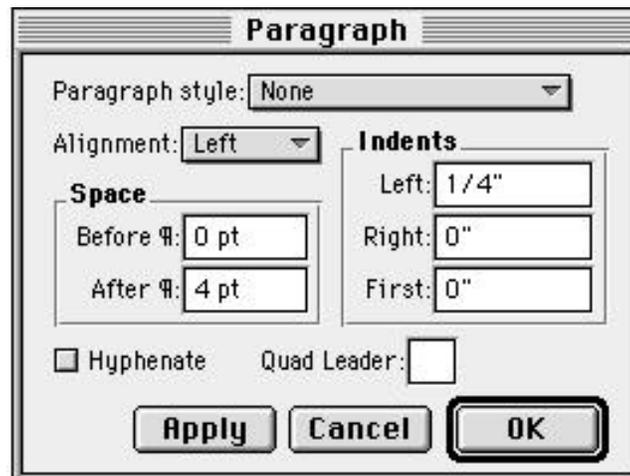


Disregard, for now, the Type style pop-up and the items at the top of the dialog box. What we're concerned with are the settings for attributes that involve paragraphs. It's important to remember that the settings apply to entire paragraphs.

Now let's format a paragraph to look like this:



Use the **Paragraph** dialog box to make the changes:



You only need to make two changes. Enter 1/4" into the Left indent box and change the After ¶ to 4 pt. Click the **Apply** button to view your changes. When completely finished, click the **OK** button to approve your changes and return to the Document Window.

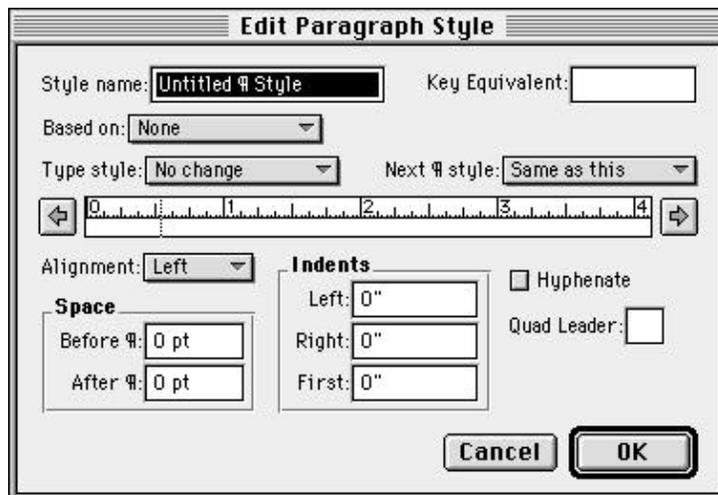
## Saving Time in Paragraph Formatting

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If you want to use the same paragraph format on other sections of text, you can create your own paragraph style that includes these attributes. As with character attributes, **CREATOR<sup>2</sup>** offers several ways to set paragraph formatting.

Use the **Copy ¶ Specs** command and the **Paste ¶ Specs** command to copy the attributes of one paragraph to another. If you want to copy a paragraph's format to multiple sections of text, then make a paragraph style.

1. Click an insertion point in the paragraph containing the attributes you wish to reuse. Since paragraph settings remain consistent for each individual paragraph, you don't need to select the entire paragraph. Just click in the desired paragraph.
2. Choose the **Make ¶ Style...** command from the **Format** menu.



The settings reflect those of the paragraph containing your insertion point. You can accept these settings or make more changes in the dialog box. You might, for example, add tabs by clicking on the ruler and set a character to be used for a tab ruler.

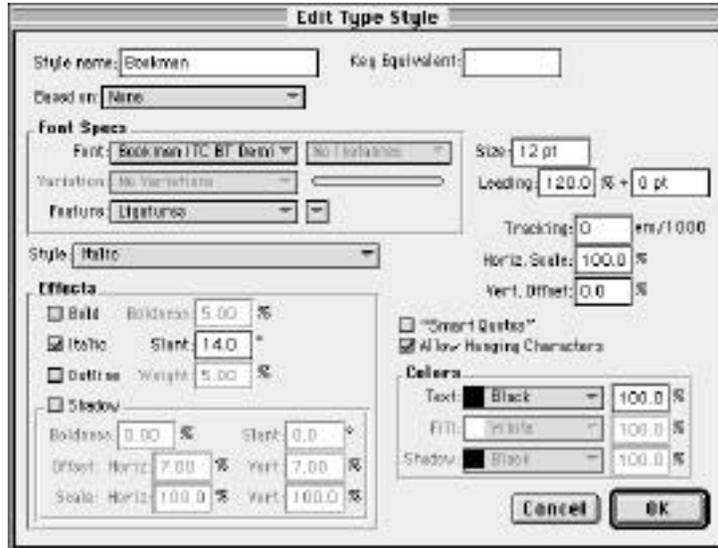
3. Name the new paragraph style, and—optionally—choose a Shift-Option keyboard equivalent.
4. Click the **OK** button.
5. The new paragraph style appears on the Styles palette. If you made a keyboard equivalent, that appears as well.

You can apply the paragraph style by clicking in a paragraph and then clicking on the name of the style in the Styles palette or typing the keyboard shortcut you have assigned.

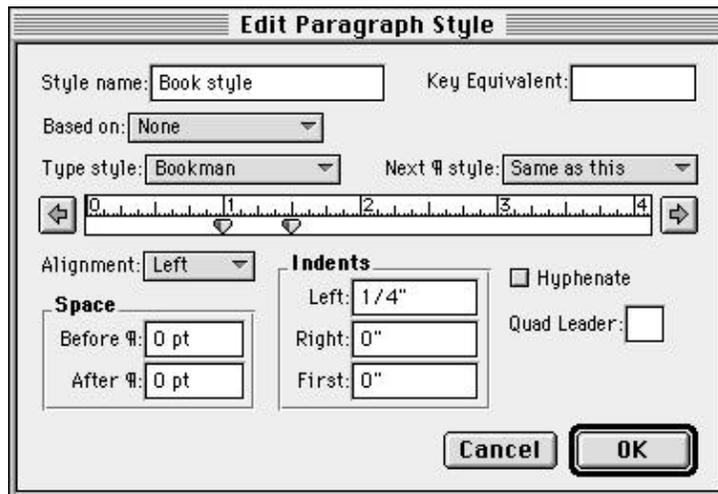
## Using Type Styles with ¶ Styles

Another powerful use for styles presents itself when you combine type styles with paragraph styles.

Here's one example. Say you've made a type style named Bookman with these characteristics:



You want to make a model that includes both type and paragraph information. You can include the type style in the paragraph style by using the Type Style pop-up in the **Edit Paragraph Style** dialog box:



When you next apply Book style , **CREATOR<sup>2</sup>** formats the text using the paragraph settings and the type settings contained in the Bookman type style.

## Using the “Based on” Pop-up Menu

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Using the Based on pop-up menu in the **Type Style** dialog box and the ¶ **Style** dialog box lets you build on existing styles to create new styles.

For example, say you have a type style named Bookman with these attributes:

- Font: Bookman
- Style: Italic
- Size: 12 pt

To make a new type style that includes all the characteristics of Bookman, but has one additional attribute:

1. Choose the **Make Type Style** command from the **Format** menu.
2. Use the Based on pop-up to choose Bookman .
3. Make changes to the existing style.
4. Name the new type style.
5. Click the **OK** button to place your type style on the Styles palette. Click the **Cancel** button to discard your changes.

Using the Based on pop-up menu, you can quickly create sets of type styles and paragraph styles.

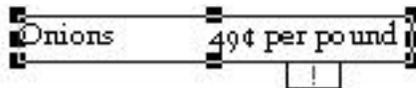
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## Style Models

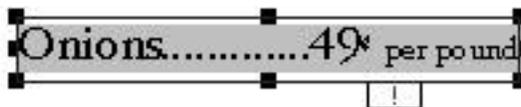
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Now that you have applied both type and paragraph styles to text, you're ready to apply *sequences* of type and paragraph formats to a text selection. **CREATOR2** lets you create style models to accomplish this. A style model may also apply both paragraph styles and type styles.

Consider a simple food listing. Drag a new text block and type the following in a 12 pt font:



What you really want is this:



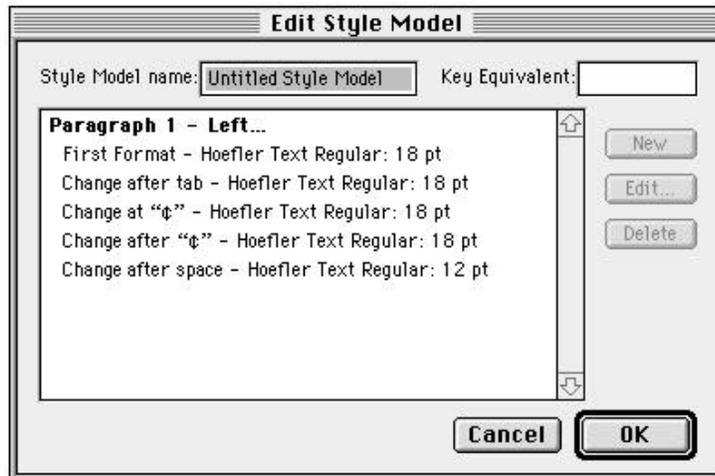
To create such a line, type the text in 12 pt again and follow the steps below to format it. Make sure you select the **Invisibles** check box in the General panel of the **Document Settings** dialog box in the **Document** menu.

1. Change the font size of Onions 49¢ to 18 pt. Make sure you include the space after the cents symbol as 18 pt.
2. Set a tab after Onions .
3. Set a tab leader in the tab ruler.
4. Make the cents symbol superior.

You want to use this format many times, but you can't use a type style because the formats aren't consistent for the entire line. Both the size and the style change throughout the line.

You can't use a paragraph style, because although the line ends with a return, what you're looking for isn't so much a paragraph style (with the exception of the tab and Tab leader) as a type style. Actually, it's a sequence of type styles—perfect to capture as a style model.

1. Begin to make your style model by selecting the entire line.
2. Choose the **Make Style Model...** command from the **Format** menu. The **Edit Style Model** dialog box appears. Notice dialog box settings reflect the characteristics of the selected text. Paragraph formats appear in bold. Below the paragraph formats are the type formats.



3. Double-click on the line Paragraph 1 - Left... (or single-click and then click **Edit**) to see a detailed view of the paragraph.
4. Click the **OK** button to return to the **Edit Style Model** dialog box. The five lines under the Paragraph 1 line are type formats.
5. Double-click on any of these lines to open the **Character** dialog box. If you want, you can further edit the style in this dialog box, as shown above.
6. Click the **OK** button to place the style model on the Styles palette. Click the **Cancel** button to discard your changes.

The new style model appears in the Styles palette.



To use the new style model, select some text then click the style model's name in the Styles palette.

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## Placing Text

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CREATOR<sup>2</sup> supports several file formats directly. You can import these formats quickly and easily. Moreover, these formats will be updated as new versions of the programs that create them appear. CREATOR<sup>2</sup> supports:

- CREATOR<sup>2</sup> text files
- Microsoft's RTF (Rich Text Format)

*Note: Using RTF lets you place formatted Word (or any RTF) files produced on MS-DOS computers.*

- Text-Only files
- SimpleText files

CREATOR<sup>2</sup> also takes advantage of the Translation Manager/Mac Easy Open to import an even wider variety of text documents. Through the Translation Manager/Mac Easy Open, you can access MacLink Plus translators. These translators convert documents from one specific format into another specific format. MacLink Plus translators only import text and word processing documents; they do not import graphic files.

Placing text into a new or existing block

1. Click the Text tool in the Tools palette.
2. Drag to create a new, empty text block.
3. Choose the **Import Text...** command from the **File** menu.
4. Select a text file. Make sure you haven't selected the Place with cursor  check box.
5. Click the **Place** button. The text flows into the block beginning at the insertion point. You can also set an insertion point in an existing text block. Place your insertion point at the spot where you want the imported text placed and then import the file.

Placing text with the pointer

1. Choose the **Import Text...** command from the **File** menu.

2. Select the **Place with cursor** option in the **Import Text** dialog box.
3. Select a text file and click the **Place** button.
4. Drag a new text block.
5. Release the mouse button, and the text flows into the new block.

## Placing Text with No Options Selected

---

The application also provides an easy method for placing text, but with no user controls. Make sure you have no file options selected.

1. Choose the **Import Text...** command from the **File** menu and select a file.
2. Click the **Import** button. The file appears in a new text block created in the center of the window.

## Placing Text Using the Files Palette

---

**CREATOR2** lets you use the Files palette to place files directly from the Files palette. This lets you keep a record of the files you need and which ones you have used.

1. Choose **Import Text...** from the **File** menu.
2. Select a text file to import.
3. Click the **Add file to palette** button to place the text file into the Files palette. If you want to add all the text files listed in the current directory, click the **Add all Files** button.
4. Click the **Done** button.
5. Double-click on the text file's name in the Files palette. This loads the pointer with the text.
6. Drag a text block within your document. The text flows into that text block you have placed.

Text only files are formatted during placement to the current default font, alignment, and size. You can set the default font, size, and alignment in the Text panel of the **Preferences** dialog box in the **Edit** menu.

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## Selecting Text

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Select the Text tool, which changes the pointer to an A with a crosshair (+A). Move the pointer into the text block, and it changes to an I-beam. With this I-beam pointer you can:

- Click to set an insertion point
- Click and drag to select a range of characters
- Shift-click and drag to extend the current selection
- Double-click to select a word
- Double-click and drag to select a range of words
- Triple-click to select an entire line
- Quadruple-click (four quick clicks) to select an entire paragraph

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## Breaking Text into Blocks

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The Break Text option lets you place text into more than one text block and then place each receiving text block on the page.

To use the Break Text feature, prepare a text file in your word processor, or export a text file from **CREATOR<sup>2</sup>**. Insert delimiters into your text; these characters let the application know at what point to send text into a new block. You can use any character not otherwise used in the text. Standard delimiters include \, ^, ~, and so on. You can also break text after a specified number of paragraphs (¶).

After inserting the delimiters, save your file and quit the word processing application. Complete the following steps.

1. Choose the **Import Text...** command from the **File** menu. The **Import Text** dialog box opens.
2. Select the text file to import.
3. Click the **Break** button. The **Break Text** dialog box appears.
4. Type in your delimiter. Here, we used a backslash, so a backslash character appears in the Characters field.

5. Select the **Delete** box if you want every instance of this character stripped from the text blocks as **CREATOR2** places the blocks.
6. Click the **Place** button. A dialog box appears.
7. Click the **OK** button.
8. Click and drag to create the first text block. All text before the first delimiter flows into the text block. Continue to create text blocks until you have placed all the text from the selected file.

The Status Area tells you the number of blocks you have left to place.

To cancel after placing any text block, press **Command-.** or choose the **Import Text...** command from the **File** menu. This cancels the remaining blocks.

## Using Break Text with Existing Text Blocks

---

**CREATOR2** also provides a fast, efficient way to use **Break Text**. Instead of dragging text blocks as the text comes in, you can put the text into existing text blocks.

1. Create empty text blocks. Create as many blocks as you have sections of text.
2. Set the **Break Text** dialog box using a text file you've already prepared.
3. Click the **Place** button.
4. Move the pointer over one of the empty text blocks and hold down the **Command** key.

For still more speed, create empty text blocks using the **Make Matrix** command, found in the **Edit** menu. Make one empty block, then choose **Make Matrix** to replicate rows and/or columns of empty text blocks. Now break text as before, remembering to press the **Command** key while clicking in an empty text box.

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## Tabs

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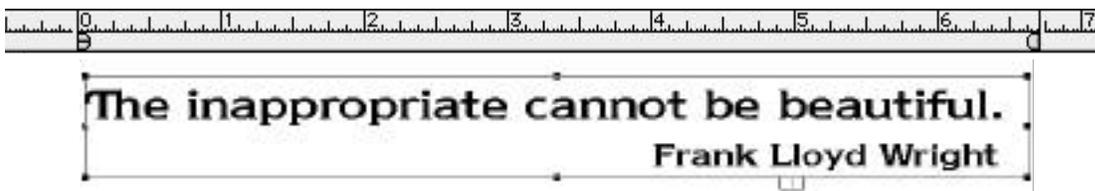
Since space size varies according to font, size, or style, positioning text—like in columns—becomes difficult. Tabs, however, let you mark a fixed location on a line. No matter what font, size, or style you use, the tab remains exactly where you set it.

Pressing the Tab key inserts a tab character into the text. Normally invisible, you can view tab characters by selecting the **Tabs and Quads** check box in the **General** panel of the **Document Settings** dialog box in the **Document** menu. Any tabs or quads you place in text now become visible.

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### The Tab Ruler

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The tab ruler appears if you've chosen the **Show Rulers** command from the **View** menu and clicked on a text block with the Text tool. When you display the Tab Ruler, you automatically select the entire paragraph that contains the insertion point. This serves to remind you that changes to the Tab Ruler affect entire paragraphs.

Tab settings affect one paragraph or a series of paragraphs. If you like, you can use **Select All**, or press **Command-A**, to have tab settings affect all text. A paragraph, however, is the smallest unit that the Tab Ruler controls. If you want different tab settings on a line-by-line basis, place a return character at the end of each line to form separate paragraphs.

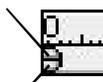
You can set the units on the Tab Ruler in the **General** panel of the **Preferences** dialog box in the **Edit** menu. Select your vertical and horizontal units from the pop-up menu. If you choose picas for units, picas appear on the ruler.

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### Using the Tab Ruler

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First Line Indent marker

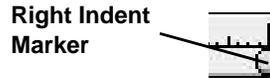


Left Indent marker

The first line indent marker is the small triangle at the top left of the ruler. **CREATOR 2** sets the default value to zero. To set a first line indent for a paragraph, drag the marker to the right.

The left indent marker is the small triangle below the first line indent marker at the left of the ruler. It controls the indentation for all lines except the first line in every paragraph. As with other markers, drag it to change indentation. **CREATOR2** sets this default value to zero, too.

The right indent marker is the triangle at the right of the ruler. It controls right indentation of all lines in the paragraph (or paragraphs, if more than one is selected). Drag to set an indentation. The default setting for right indent is snug against the right side of the text block.



You can also set indentation by choosing the **Paragraph...** command from the **Format** menu. The General panel of the **Paragraph** dialog box lets you set the indentation for the selected paragraph by entering values in the First, Left, and Right fields.

If you prefer to use the **Paragraph** dialog box to set indents, click the **Apply** button to check the appearance of your settings. Confirm your changes by clicking the **OK** button.

#### Setting a Tab Stop

To set a tab stop at the location of your choice:

1. Move the pointer over the bottom half of the tab ruler. The pointer changes to an arrow.
2. Click the tab ruler to set a tab stop.

Always start by creating left tabs; the left tab serves as the default. Notice that tabbed text now moves over to line up with the tab stop on the ruler. If you want to move the tab stop, simply click and drag on the tab triangle.

#### Default Tabs

You can, of course, simply use the default tabs to put tabs in text, but the default tabs have drawbacks. When you use the default tabs, you merely put an eight point wide space at the tab point. To align text evenly, you need to use a tab stop.

## Removing a Tab Stop

To remove a tab stop, just click and drag it off the Tab Ruler, until it disappears, and release the mouse.

## Moving a Tab Stop

To move a tab stop, click on the tab stop and drag it to a new location.

## Tab Ruler Terminology

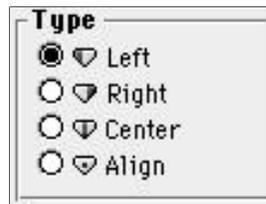
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You can choose from several different types of tabs. These tab types include: left tabs, right tabs, center tabs, and decimal tabs. As you might expect, each tab formats text differently.

To change from one tab stop type to another:

1. Double-click on a tab stop.
2. Select a tab type in the **Edit Tab** dialog box, and—optionally—a tab leader character.

The Type area of the **Edit Tabs** dialog box displays the tab types available. Select a tab by clicking on the appropriate radio button.



### Left Tabs

Similar to the familiar typewriter tab, left tabs serve as the default since they are the most frequently used. Tabbed text is placed flush left against a left tab marker.

### Right Tabs

Right tabs require either a return at the end of the tabbed line or another tab at the end of a tabbed item. The first character defines the start of the text that's being moved. The second character (return or tab) determines the end of the text that is being made flush right.

## Center Tabs

Center tabs, like right tabs, also require either a return at the end of the tabbed line or another tab. The first character defines the start of the text that's being moved. The second character (return or tab) determines where the text will center.

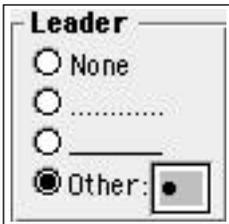
## Decimal Tabs

Choose a decimal tab when you want decimal points to line up vertically, or when you want to line up text by a character you specify in the field next to the decimal tab type. The decimal tab requires a tab character and a period to determine where the text aligns. In most cases, the period serves as a decimal point in a number; hence, the name of the tab.

With decimal tabs, the tab character serves as the first delimiter and the decimal point (period) usually serves as the second delimiter. However, decimal tabs align with any character. Simply enter the different character into the field next to Decimal: in the **Edit Tab** dialog box.

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## Tab Leaders



Tab dots, in most cases, lead to the text at the next tab stop. **CREATOR2** assumes a blank tab leader unless otherwise specified.

When you want to add tab leaders to text which already has tabs set, double-click the tab stop and the **Edit Tab** dialog box appears. Then, select a tab leader, click the **OK** button, and a row of characters (according to your choice) appears in the tabbed space.

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## Custom Tab Leaders

Because **CREATOR2** treats tab leaders as text characters, you can alter them just like other characters. Some possibilities include:

- Superscript, subscript, or other characters.
- Leaders in different fonts and sizes, such as Zapf Dingbats.
- Horizontally scaled or kerned leaders.

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# WORKING WITH GRAPHICS

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**CREATOR** lets you manipulate two types of graphics: those graphics you create in the application and those graphics you import from other sources. **CREATOR** can import graphic files from a wide variety of programs. Whether you deal with graphics created in other programs, scanned in by scanning devices, or downloaded from an on-line service, you can import the images into a **CREATOR** document.

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## Placing Graphics

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The application provides several methods for importing graphic files into a document.

### Placing Graphics without Options

1. Choose **Place Graphic...** from the **File** menu.
2. Make sure you have deselected the Place with cursor check box.
3. Select a graphic.
4. Click the **Place** button.

The image appears in the Document Window.

### Placing Graphics with the Pointer

1. Choose the **Place Graphic...** command from the **File** menu.
2. Select the Place with cursor check box.
3. Click the **Place** button. This returns you to the Document Window, and the pointer changes to a crosshair with a check box.
4. Click in the document to set the position of the graphic's top left corner.

Or

Drag a rectangle in which the graphic can appear. To scale the image proportionally, press the Shift key while dragging a rectangle.

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## Graphic File Types

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To use graphics from an outside source in **CREATOR2**, you must place—or import—them into the application. **CREATOR2** recognizes a variety of different file formats in order to make this process as easy as possible. Graphic files that you can place in **CREATOR2** include:

- DCS 1, DCS 2, EPSF, EPSP, and EPS files
- JPEG and JFIF files
- GIF files
- TIFF files
- Adobe Photoshop® files
- PICT files
- MacPaint files
- **CREATOR2** border files

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## Element Style Sheets

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One of **CREATOR2**'s strengths is its ability to manipulate graphic elements. You can adjust the frame, color, shadow, and other attributes of an element. To increase your control over the appearance of an element, you can create element styles. Much like paragraph and text styles, you can use element styles to ensure the graphics you create have a consistent appearance.

For example, start by drawing a rectangle. Because you want to draw people's attention to the rectangle, you decide to change the:

- Pen Weight to 2 pt.
- Frame Type to solid double lines
- Frame Color to 100 percent Blue
- Fill Color to 30 percent Red

- Shadow offset to 0.1 vertical and 0.1 horizontal
- Shadow to 75 percent Black

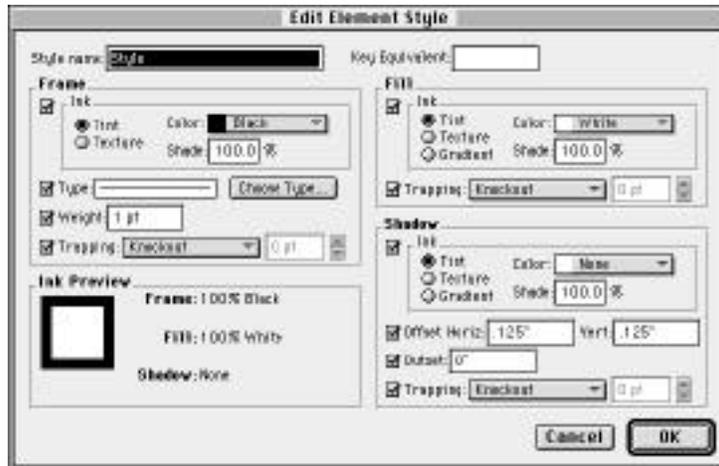
Set the appropriate settings in the **Pen Weight**, **Frame Types**, and **Shadow Offset** dialog boxes in the **Elements** menu. Also change the frame color, fill color, and shadow settings in the Color palette. When you have finished all seven steps, your rectangle looks exactly how you want it.

Changing seven different attributes doesn't seem like much when you want to modify only one rectangle. Assume you like the appearance of your rectangle so much that you want to use the same settings on a number of boxes. For this, you can then create an element style containing the desired attributes. This lets you use the same style on multiple elements without having to repeatedly set the attributes.

1. Choose the **Element Styles...** command in the **Edit** menu. The **Element Styles from document name** dialog box appears.



2. Click the **New** button. The **Edit Element Style** dialog box now appears.



3. Enter a name for the style you want to create.
4. Enter your desired attribute settings. All the attributes you set for your first rectangle can also be set here.
5. Click the **OK** button. This returns you the **Element Styles from document name** dialog box.
6. Click the **Done** button. You return to the Document Window.
7. Click and drag a new rectangle.
8. Choose **Styles** in the **View** menu, if the Styles palette doesn't already appear on the screen.
9. Click the **Element Styles** button on the Styles palette. The name of the element style you just created appears on the palette.
10. Select the new rectangle and click on your element style name. The attributes you set in the **Element Style** dialog box appear on the new rectangle.

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# GLOSSARY OF PRINTING TERMS

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<b>Additive color</b>	Color produced by combining red, green, and blue light. When combined in equal amounts, red, green, and blue produce white light. Computer monitors and scanners use this method to produce color. <i>See also</i> Subtractive color.
<b>Alignment</b>	The arrangement of text. You can choose from four different alignment options in <b>CREATOR</b> —left (ragged right), right (ragged left), centered, or justified.
<b>Annotation</b>	When referring to text, the adornments added to characters. <b>CREATOR</b> lets you hide annotations or choose from a variety of different annotations on some fonts.
<b>Ascender</b>	The portion of some lower case letters that extend above the main body of the character. Letters with ascenders include b, d, f, etc.
<b>ASCII</b>	The American Standard Code for Information Interchange. Pronounced “az-kee,” it refers to a text-only file format supported by most computer programs on both Macintosh and Windows computers.
<b>Banding</b>	The visible stepping of shades in a gradient.
<b>Baseline</b>	The invisible line on which letters and numbers rest.
<b>Bezier curve</b>	In <b>CREATOR</b> , a curve whose shape is defined by points set along its arc.
<b>Bitmap graphic</b>	A graphic image formed by a grid of dots or pixels. <i>See also</i> Vector graphic.

<b>Bitmap font</b>	<p>A set of characters formed by a grid of dots or pixels. Fonts contained in the Macintosh System file are examples of bitmap fonts.</p> <p>You must have a separate file for each size of a bitmapped font that you want to use. The computer cannot display or print a bitmap font accurately without the appropriate file.</p>
<b>Bleed</b>	An element that extends to the edge, or over the edge, of a page.
<b>Bullet</b>	A character used to add emphasis to sections of text. Common bullets include circles (•) or diamonds (◊).
<b>Callout</b>	Explanatory text that calls attention to important features of an illustration. A thinline—called a Callout rule—may connect a callout to the appropriate part of the graphic.
<b>Caption</b>	The text that identifies an illustration.
<b>Choke</b>	The slight reduction in size of the foreground element's knockout. Since the element prints at regular size, the background color overlaps the element color.
<b>Cicero</b>	A unit of measurement commonly used in Europe. A cicero measures approximately 4.55 millimeters.
<b>CIF</b>	A Creator Interchange Format file. Multi-Ad Creator uses this file format to store document information. Other programs, like <b>CREATOR<sub>2</sub></b> , may allow you to import CIF files.
<b>CMYK</b>	A four-color process printing system using cyan (C), magenta (M), yellow (Y), and black (K) inks.

Commercial printers reproduce other colors using concentrations of these four inks.

<b>Color bars</b>	A strip of color values on a printed page used to check printing quality.
<b>Color separation</b>	The process of separating a page's colors into components. Spot colors require only one plate for each color used on a page. Process separations require four plates (one each for cyan, magenta, yellow, and black) for each page.
<b>Column inch</b>	A measurement used by newspapers and magazines to calculate the cost of display advertising. A column inch is one column wide by one inch deep.
<b>Control target</b>	One-half inch pinwheels designed by the Graphic Arts Technical Foundation. The targets help measure image resolution during plate production and plate degradation, dot doubling, grain, and slurring during printing.
<b>Crop</b>	Trimming the edges of a graphic to fit inside a specified area. You may want to crop a graphic to eliminate an unwanted portion entirely.
<b>Crop marks</b>	Vertical and horizontal lines showing the final dimensions of the printed page. The remaining paper is trimmed from the document.
<b>Cursive connection</b>	A feature used with cursive fonts. The Cursive connection feature lets you either connect cursive characters, partially connect cursive characters, or disconnect cursive characters.

<b>Diacritic</b>	The accent marks that appear over characters. In <b>CREATOR2</b> , you can choose to display diacritics as they normally appear, hide diacritics, or display diacritics separate from their characters.
<b>DCS 1</b>	A color file format that creates five PostScript files—C, M, Y, K, and a data file about the image—for each graphic.
<b>DCS 2</b>	A color file format similar to DCS 1. Instead of creating five different PostScript files—like DCS 1—DCS 2 creates one PostScript file containing a file's color information, including spot color information.
<b>Decimal tab</b>	An option that lets you align numbers by their decimal points.
<b>Descender</b>	The portion of some lower case letters that falls below the main body of the character. Letters with descenders include g, j, p, etc.
<b>Diacritical mark</b>	A symbol that, when added to a letter, indicates a special phonetic value.
<b>Discretionary hyphen</b>	An invisible symbol that marks the location where you want to break a specified word. You can insert discretionary hyphens directly into text.
<b>Document Window</b>	The on-screen window that displays the <b>CREATOR2</b> document.
<b>Dot leader</b>	A row of periods used to fill tab spaces. Dot leaders are often used in numerical tables.
<b>Dots per inch</b>	The pixel resolution of monitors or the dot resolution of printers. Often referred to as dpi.
<b>Ellipsis</b>	Three dots (...) used to indicate an omission of words. To place an ellipsis in text, press <b>⌘-;</b> .

In most Macintosh applications, when an ellipsis follows a menu item, it indicates that choosing the item opens a dialog box.

<b>Em dash</b>	A dash (—) that has the same width as the letter M in the given font. Do not place a space before or after an em dash. To place an em dash in text, press ⌘-⌥--.
<b>Emulsion</b>	The photosensitive coating on film or paper.
<b>En dash</b>	A dash (–) that has half the width of an em dash in the given font. An en dash is longer than a hyphen. To place an en dash in text, press ⌥--.
<b>EPS</b>	An Encapsulated PostScript file. A graphics file format that stores high resolution pictures. An EPS file contains a PostScript image for printing and a preview for viewing.
<b>First line indent</b>	<p>The distance between the beginning of the first line of a paragraph and the left indent.</p> <p>In <b>CREATOR</b>, a first line value of zero causes the first line of a paragraph to begin at the left border of a text block. If the left indent has a higher value than the first line indent, the first line begins to the right of the left indent. This produces a hanging indent.</p>
<b>Font</b>	A complete set of characters (letters, numbers, etc.) that share a unified design—or typeface.
<b>Frame</b>	The outside limit of an element. In <b>CREATOR</b> , you can assign a frame's width and style.
<b>French fold</b>	A page printed on one side and then folded at two right angles to form four pages.

<b>Gatefold</b>	An oversize page where both sides fold into the gutter in overlapping layers.
<b>GIF</b>	A Graphics Interchange Format file. A file format developed by CompuServe Incorporated. to reduce the amount of time necessary to download bitmap images from an on-line service. GIF images have a maximum of 256 colors.
<b>Gradient</b>	A smooth blending of one color into another.
<b>Grayscale image</b>	A graphic that displays shades of gray by containing more than one bit of information per pixel.
<b>Gutter</b>	The central blank area between left and right pages.
<b>Hairline</b>	A line that measures .25 points.
<b>Halftone screen</b>	A photograph of a graphic shot through a screen. The resulting image is composed of many small dots or other elements.
<b>Handles</b>	Small black squares that appear on elements. You can use a handle to resize an element.
<b>Hanging indent</b>	Created when the first line of a paragraph extends to the left of all other lines in a paragraph.
<b>HSB</b>	HSB is a system used by artists to represent colors. Hue (H) refers to the color pigment, Saturation (S) refers to the concentration of the pigment, and Brightness (B) refers to the amount of black in a color.
<b>Hyphenation</b>	Dividing a word by syllables at the end of a line.

<b>Invisible characters</b>	Characters that you can view in <b>CREATOR<sup>2</sup></b> but do not appear on a printout. Invisible characters include discretionary hyphens, new lines, returns, tabs, quads, and spaces.
<b>JPEG</b>	A Joint Photographic Experts Group file. JPEGs provide full-color bitmap images in a highly compressed file format. <b>CREATOR<sup>2</sup></b> can import grayscale, RGB, and CMYK JPEG files.
<b>Jump lines</b>	Page number references that guide a reader through an article.
<b>Justification</b>	Text with even left and right margins. <i>See also</i> Alignment.
<b>Kerning</b>	The adjustment of space before characters. <i>See also</i> Tracking.
<b>Knockout</b>	A blank shape that appears in a color. An element of the same shape but of a different color eventually fills the knockout space.
<b>Landscape</b>	The orientation of a page that is wider than it is tall. <i>See also</i> Portrait.
<b>Leader</b>	Any character (usually periods or dashed lines) used to lead the reader's eye across the page. Leaders commonly fill tab stops.
<b>Leading</b>	The space between lines of text, usually measured in points.
<b>Left-aligned</b>	A paragraph with a straight left edge and a ragged right edge.
<b>Left indent</b>	The distance between the left border of a text block and the beginning of a line.
<b>Ligature</b>	A pair of combined letters. Some ligatures include æ, œ, and fi.

<b>Lines per inch</b>	A measure of the frequency of a halftone screen. Commonly referred to as lpi.
<b>Margin</b>	The space between the edge of the page and the document area reserved for text and graphic elements.
<b>Mask</b>	Traditionally, the material used to block off a portion of a printed page. In desktop publishing, it refers to the area of an image that is cut away.
<b>Masthead</b>	The section containing the publishing and staff information.
<b>Master spread</b>	A nonprinting page that contains the basic page design for the document. You can place both text and graphic elements on a master spread.
<b>Misregistration</b>	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.
<b>Moiré pattern</b>	The undesirable pattern created when two or more screens are superimposed.
<b>Offset</b>	The distance of an element from some point.
<b>Ornament</b>	Special characters that appear in addition to the letters and numbers of a font. For example, some fonts may have fleurons, decorative borders, international symbols, math symbols, or musical symbols.
<b>Orphan</b>	The first line of a paragraph that falls at the bottom of a column.

<b>Overprint</b>	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. Also called a surprint.
<b>Page Ornaments</b>	The elements printers use to align and compose pages. Typical page ornaments include registration marks, crop marks, and color bars.
<b>Pica</b>	A basic unit of typographic measurement. There are 6 picas to an inch. Each pica contains 12 points.
<b>PICT</b>	A common Macintosh file format for bitmap images.
<b>Pixel</b>	Condensed from “picture element,” pixel refers to the smallest part of a picture that a monitor or printer can display.  <i>See also</i> Bitmap.
<b>Point</b>	A basic unit of typographic measurement. There are 12 points to a pica and 72 points to an inch.
<b>Portrait</b>	The orientation of a page that is taller than it is wide.  <i>See also</i> Landscape.
<b>PostScript</b>	A page description language created by Adobe Systems, Incorporated. PostScript describes fonts and graphics and how they appear on a page.
<b>PostScript error</b>	An error that occurs when the PostScript interpreter, usually a printer, cannot continue processing a PostScript program. For example, the interpreter may not recognize a specific PostScript command, or the command may exceed some limit of the interpreter.

<b>Pixels per inch</b>	A measure of monitor resolution.
<b>Printer driver</b>	A file provided by Apple Computer, Incorporated and other companies that let your computer communicate, or “drive,” the printer. To use printer drivers, place them inside the Extensions folder in the System folder.
<b>Process color</b>	A color produced by combining different concentrations of cyan, magenta, yellow, and black ink. <i>See also</i> CMYK, color separation, and spot color.
<b>Registration color</b>	A color applied when you want an element to print on all color separation plates. For example, crop marks print on all plates if you apply registration color.
<b>Registration mark</b>	Small crosshairs printed outside the page image area. Printers use these marks to align overlaying color separations.  <i>See also</i> Color separations.
<b>Reshape handles</b>	Small white boxes that you can use to change the shape of elements. Reshape handles appear when you click on certain elements—like rectangles, starbursts, and paths—with the Reshape tool.
<b>RGB</b>	A system for representing colors using red (R), green (G), and blue (B) light. The RGB system is used by computer monitors, scanners, and other color light systems.
<b>Right-aligned</b>	A paragraph with a straight right edge and a ragged left edge.
<b>Right indent</b>	The distance between the right edge of a text block and the right edge of text.

<b>Rule</b>	A line placed on a page.
<b>Scale</b>	The process of changing the proportion of an element.
<b>Scalable font</b>	A mathematically described font. You can print scalable fonts at any size without jagged edges.
<b>Screen angles</b>	The angles used to offset the different film layers in process color separations. Properly aligned screen angles reduce moiré patterns.
<b>Screen frequency</b>	The number of lines or dots in a halftone screen.
<b>Sidebar</b>	A short article set apart from another longer, related article. Sidebars usually appear in shaded or framed boxes.
<b>Smooth</b>	Rounding the corners of rectangles, freehand drawings, or other elements.
<b>Spot color</b>	A color printed with a single ink. Useful in documents with less than three colors. <i>See also</i> Process color and Color separation.
<b>Spread</b>	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.
<b>Subtractive color</b>	Color produced by combining cyan, magenta, and yellow ink. Printers use these three colors to reproduce all other visible colors.  In theory, combining cyan, magenta, and yellow ink in equal amounts produces black. Since all inks contain impurities, printers typically use a black ink in addition to the three other colors.  <i>See also</i> Additive color and CMYK.

<b>Swash</b>	The elaborate italic letters usually used at the beginning of sections or for initials.
<b>Tab stop</b>	The location to which the insertion point jumps when you press the Tab key.
<b>Thumbnail</b>	A small image of a page. Thumbnails allow you to see the general layout of several pages at once.
<b>TIFF</b>	A Tag Image File Format that stores scanned graphic images. TIFFs can be black and white, grayscale, or color images.
<b>Tiling</b>	Breaking a document page into sections to fit the paper size available. You then assemble the page sections manually.
<b>Tracking</b>	The adjustment of space after characters. <i>See also</i> Kerning.
<b>Trapping</b>	The intentional overlapping of adjacent colors to prevent misregistration. <i>See also</i> Choke, Knockout, Misregistration, Overprint, and Spread.
<b>Two-fold</b>	A publication design that produces a total of six panels, three on a side, each defined by a fold.
<b>Type family</b>	A group of fonts with related design elements. Examples of type families include Century, Helvetica, and Times.
<b>Unsmooth</b>	Removing smoothed corners from a rectangle, freehand drawing, or other element. <i>See also</i> Smooth.
<b>Vertical substitution</b>	The changing of certain characters in vertical runs of text.
<b>Vector graphic</b>	A graphic image composed of mathematically described paths. <i>See also</i> Bitmap graphic.

<b>White space</b>	The area of a document that contains no text or graphic elements.
<b>Widow</b>	The last line of a paragraph that appears on a line by itself.
<b>Word wrap</b>	<p>The adjustment of the number of words on a line to fit the margins. Word wrapped lines have “soft” returns. <b>CREATOR</b> places a “soft” return at the end of a line of text when you have typed beyond the available space. This allows you to continue typing on the next line.</p> <p>A “hard” return is created only by pressing the Return key.</p>
<b>WYSIWYG</b>	What You See Is What You Get (pronounced “wizzy-wig”) refers to the reproduction of a printed page on a computer screen. A true WYSIWYG display accurately shows the final appearance of a printed page.
<b>X-height</b>	The x-height is the height of the main body of text, excluding the ascenders and descenders.

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