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ElseWare CheckList™

Online Help

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Opening Publications

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To open a PageMaker® 4 publication or template choose “Open...” from the file menu. ElseWare CheckList can have up to 3 publications or templates open at a time, depending on the memory available. Memory use is extremely variable, but has more to do with the complexity of the publication than with its size.

ElseWare CheckList only opens PageMaker 4 publications and templates in Macintosh format, i.e., publications and templates last opened by PageMaker/Macintosh 4. (“PageMaker 4” refers, as of this writing, to versions 4.0, 4.0a, 4.01, or 4.2.) To open other PageMaker documents you must make the following conversions:

- *To open PageMaker/Windows 3.0x or PageMaker/OS2 3.0x documents:
open & save with PageMaker/Macintosh 3.0x,
then open & save the new document with PageMaker/Macintosh 4.*
- *To open PageMaker/Windows 4 or PageMaker/OS2 4:
open & save with PageMaker/Macintosh 4.*

Publications and templates that weren't properly closed often contain a “mini-saved” version which contains more recent changes than the saved version. (If the power fails or a system error occurred before you closed the document it's considered improperly closed. PageMaker will mini-save the changes you've made since the last save.) ElseWare CheckList opens the mini-saved version of the document if available, which is the same version that PageMaker would open. Remember to save the mini-saved version the next time you open the document in PageMaker. If you close without saving changes in PageMaker (even if you didn't make any changes since you've opened it) you'll lose the mini-save.

Font Primer

See also [Topics, Fonts—Overview](#)

Each font has two names: its system name, which is the name you choose in the menu, and the printer name, which the driver uses when printing. The system name, combined with the type style—plain, bold, italic, and bold-italic—can be used to generate the printer name. (Type styles like outline, shadow, and underline are always synthesized by the printer.) Not all styled fonts work as you would expect. For example, Zapf Chancery only comes one way: plain. If you try to make Zapf Chancery bold, it may look bold on the screen, but the printer will give you the plain version, which is the only one it recognizes. Styled fonts that behave like this are called bad fonts. With other fonts, the printer can synthesize a bold font by either smearing the characters or increasing the point size and can synthesize an italic font by making the characters oblique. These are generally less preferable to a hand-designed styled font, but they may work fine for your purposes. These styled fonts are synthetic fonts. Finally, there are some fonts which were only designed for display on the Macintosh screen, so there's no corresponding printer font. If you print a document with these fonts, the driver will download and use a bitmap, which produces low quality text. These are bitmapped fonts (sometimes called city fonts because they're always named after cities).

System 7 Note: If you are using System 7, you should be aware that TrueType fonts will be interpreted by CheckList 1.0d as PostScript fonts (they look exactly the same to the font manager). CheckList may tell you the printer font is not available, since it only knows how to look for PostScript fonts. If you use TrueType regularly, you should consider purchasing CheckList 2.0, which has full TrueType support, plus many other features.

Fonts—Searching

See also [Topics, Font Primer, Fonts—Problems](#)

When you launch CheckList, the first thing it does is build up a list of installed fonts. If you're in a hurry, you can cancel this process by clicking on the "Enough" button in the progress indicator that's displayed. However, CheckList won't be able to map System names to PostScript names, and may not be able to point out problems in font usage. If you're patient enough to wait for this process to complete at least once, CheckList will save the list in your System Folder for subsequent launches. Just click on the "Old list" button that appears and you're off and running. Note that the old list can get quite old, and may not reflect the current state of installed fonts.

Fonts—Overview

See also [Topics, Page Tabs, Font Primer, Fonts—Problems, Fonts—Detailed Usage Information](#)

The Fonts panel lists all the fonts that you'll need to print the currently selected pages. The list at the top of the window shows the system and printer names, some usage information, and sometimes a status symbol for each font in the list. Click on a font in the list to see additional usage information in the lower left box. The lower right box displays a key to the symbols.

The first column in the list indicates where the font was found in the publication. One symbol is shown for each of the three possible locations:

- f* Used in an EPS image (Aldus® FreeHand™, Adobe Illustrator™, etc.)
- g* Used in a PageMaker story (can be edited with the text tool)
- h* Used in a PICT (Claris™ MacDraw®, etc.)

The second column indicates the style applied to the font. Note that there's typically more than one way to get the same result. For example, if bold is applied to "Palatino," the type will look the same as if "B Palatino Bold" were used. However, some fonts don't work that way. Bold "1Stone Serif," for example,

is actually a demi-bold font, which is significantly lighter than “B 1Stone Serif Bold.” CheckList devotes one line in the font list to each style variant of each system font used for the maximum possible clarity. The style symbols are as follows:

- i* The bold style was applied.
- j* The italic style was applied.
- k* The bold and italic styles were applied.
- [nothing] Neither style was applied.

Fonts—Problems

See also [Topics](#), [Page Tabs](#), [Font Primer](#), [Fonts—Overview](#)

CheckList tests each font for 5 possible problems and reports the results in the last column. No symbol means that all the tests succeeded and the document should print fine. The five tests and their respective symbols are as follows:

- d* The font is not installed in the system. If this font occurs in a story or a PICT, PageMaker will substitute Courier when you print. EPS images will print fine if the font is already in the printer, but if not, PageMaker won't be able to download the font file and you'll get a printer error. In any case, the best remedy is to install the font into your system before printing.
- b* The font is a bitmapped font such as New York, Geneva, etc. While these look great on the screen in small point sizes, they look lousy on a PostScript printer. Open the publication and choose a font which has a corresponding printer font.
- a* The downloadable font file was not found in the system folder, and the font was not listed in the APD (Aldus Printer Description) file (or PPD file for PageMaker 4.2) associated with this publication. PageMaker checks the printer's memory when you print, so if you're planning to download the font with a font downloader before printing, you can safely ignore this symbol. (If you always download the font when you start the day, consider modifying the APD/PPD file.) Also, the publication may have the wrong APD/PPD selected, so if you get this error, double check the name of the APD/PPD and choose a different printer from within PageMaker if it's wrong. If PageMaker can't find the font, it'll download and print a bitmapped version of the font.
- e* The styled font is a bad font. Usually the only real problem is the mismatch between the screen and printer: the printer will substitute a plain version of the font, while QuickDraw will simulate the style by smearing, etc. In many cases the printed page will look fine even though it's not quite what you asked for, so you may be able to ignore this warning.
- c* The styled font is a synthetic font. This isn't technically a problem, since everything is working the way it's supposed to, but synthetic fonts often don't look as good as those designed by a font designer. Your call.

Fonts—Detailed Usage Information

See also [Topics](#), [Fonts—Overview](#), [Fonts—Special PageMaker Characters](#)

The lower left box gives detailed usage information for the selected font, as well as a somewhat longer description of any problems that CheckList may have found. There are 7 lines of information:

- The first line indicates the number of characters that will print in that font in PageMaker stories and PICT images. CheckList does not count the number of characters in EPS images that use a particular font.
- The second line shows up to 10 point sizes used in stories and PICT images. Point size information is not available for EPS images.
- The third line indicates the page the font first appears on.
- The fourth line displays a few characters from the first use of the font in a story or PICT. The actual number of characters may vary widely, so don't fret if the phrase stops suddenly. Special characters in PageMaker are converted to readable characters to give you a better idea of how the font is used. See

Fonts—Special PageMaker Characters for a detailed list. If you see a font that you can't remember using, check line 4: you might discover a single tab or space character.

- Lines 5 & 6 give a quick description of any problem CheckList may have uncovered concerning this font. This is basically a repeat of the status symbol. See *Fonts—Problems* for more information.
- Line 7 summarizes the result of the search for the downloadable font. In some cases the font is found in the APD file associated with the publication; if it's not in the APD or PPD file CheckList searches for the font file in the System Folder. If you are running programs like Suitcase™, CheckList will search other folders as well.

Note that the detailed usage information indicates how the font is used over the entire publication, even if you've only selected a few pages. Only the font list at the top of the window changes with the page tabs.

Fonts—Special PageMaker Characters

See also *Topics, Fonts—Detailed Usage Information*

In the detailed usage box, CheckList converts PageMaker special characters into more readable characters. The following table lists the characters CheckList converts, along with the keyboard command for generating them within PageMaker:

- A Space (spacebar)
- B Tab (tab)
- C Paragraph end (return)
- D Line end (shift return)
- E Non-breaking slash (command option /)
- F Non-breaking dash (command option -)
- Q Non-breaking space (option spacebar)
- G Inline graphic
- H Index token
- L Page number marker (command option P)
- K Best computer generated hyphenation point
- J Fair computer generated hyphenation point
- I Poor computer generated hyphenation point
- P User entered hyphenation point (command -)
- M Em space (command shift M)
- N En space (command shift N)
- O Thin space (command shift T)

Links

See also *Topics, Page Tabs*

The Links panel lists all the linked documents that are associated with the currently selected pages. The list at the top of the window shows the full path name of each linked file, an optional symbol indicating an Edition Manager link (W), a small symbol indicating the type of the file (either graphic V or text U), and sometimes a problem symbol. Click on a link in the list to see additional information at the bottom of the window. The lower left box shows the state of the link options for that document, while the lower right box gives the size and date information for the document.

CheckList searches for each linked file and checks the dates to see if the document is newer than the internal version. The results of this search are shown by symbols on the left side of the list:

I The document was not found where PageMaker indicates it is. The next time you open the publication, PageMaker will warn you of this. For text and EPS documents this doesn't affect printing,

since the publication always contains a complete copy. For other graphics, check the link options flags in the lower left box: if the first line reads “The publication does not contain a copy,” PageMaker will substitute a low resolution bitmap for the real graphic. A side note: because of the way PageMaker stores link information, CheckList can only show the complete path (volume:folder:folder:file, etc.) for a document if the document is actually found.

m The linked document is newer than the internal copy. For text, EPS, and other graphics that have copies stored in the publication, the older internal version will print. For graphics that are not stored completely in the publication, PageMaker will print the new version on the disk, which may not match the screen image you see. In any case, PageMaker will warn you when you open the publication, and again when you print.

If you don't see either of these two symbols, the links are in order.

Styles—Overview

See also [Topics, Styles—Sample Text](#)

The Styles panel displays the style sheet found in the publication. Unlike fonts and links, the entire style sheet is shown, even if the styles are not used within the publication. The list at the top of the window displays the style name, the name of the style it's based on, and part of the style definition. Click on a style in the list to see the complete definition in the lower left box, and to see a sample of the style applied to text in the lower right box.

Each entry in the list shows the following attributes:

- The style name. Styles are shown in “parent-child” order, so that styles that depend on other styles are shown later in the list.
- The style it's based on. If blank, it's not based on any style.
- The font name, point size, and leading. In addition, the font name shows bold and italic attributes. Note that this doesn't indicate whether the font itself is a bold or italic face, e.g., “B Palatino Bold” will appear plain. (If the style was defined as bold “B Palatino Bold” any use of that style would appear as a bad font in the font list, since the printer will not apply bold to a boldfaced font.)
- The paragraph alignment. There are 5 different possibilities here: left p, center q, right r, fully justified s, and force justified t.
- Three other paragraph attributes: column break, page break, and whether the style is included in the table of contents. For each of the three, a bullet ◦ indicates that the attribute was chosen in PageMaker's Paragraph dialog, while a blank space indicates that it was not chosen.

The definition in the lower left corner of the panel is similar to PageMaker's display in the Define Styles dialog, with the addition of the phrase “Style name =” at the beginning so you can see the entire name, even if it doesn't fit in the list at the top of the window.

Styles—Sample Text

See also [Topics, Styles—Overview](#)

The lower right corner of the style panel shows approximately how text looks with the currently selected style applied. The following attributes are shown:

- The font and point size are shown as accurately as 72 dpi allows
- The following styles are shown: bold, italic, underline, outline, and shadow.
- Leading less than 150% is shown single-spaced, leading between 150 and 210% is shown one-and-a-half-spaced, and anything over that is shown double-spaced.
- Left, right, and center alignments are shown. Everything else is shown as left justified.
- Any left or right indents appear as small indents on the left and right side, respectively. The actual indent amounts, as well as any first indent, are not shown.

Any other attributes will show up only if you squint real hard or take off your glasses.

Page Tabs

See also [Topics](#), [Fonts—Overview](#), [Links](#)

The page tabs at the bottom of the window serve several purposes. They indicate the number of pages in the open publication, the starting page number, and whether the publication has double-sided or single-sided pages. They also allow you to filter the list of fonts and links: CheckList only shows the fonts and links that are on the pages you've selected. You can use this feature if you're only printing pages 1-3 of a 10 page publication and need only to see which fonts are used on those pages, and which linked files you'll really need to print them.

CheckList automatically selects all the pages when you open a publication, but you can change the selection by clicking on the tab icons. The page tabs act much like cells in a spreadsheet, so you can select a single page, a range of pages, or several discontinuous ranges. The following actions are supported:

- *Clicking on a page tab selects that page only. If the publication displays facing pages in PageMaker you'll also get the page facing the selected page. CheckList does not allow you to select only one page from a pair of facing pages.*
- *Dragging lets you select a range of pages or page pairs.*
- *Shift-clicking or dragging allows you to extend your selection, much like shift-clicking in a word processor or spreadsheet.*
- *Command-clicking or dragging allows you to add a discontinuous range. For example, you can see all the fonts on pages 1-4 and page 6, but not page 5. Command clicking also lets you create holes in an existing range.*
- *The corresponding master pages are selected if the selected pages have the "Display master items" option checked in PageMaker's Page menu. If you want to exclude elements on the master pages, command-click or shift-click them out of the selection after you have selected the pages you want.*
- *Finally, selecting the page stack icon to the left of the master pages is a quick way to select all pages.*

You may use the small arrow buttons to scroll the page list if there are more than 21 pages.

Note that there's no way to see fonts and links that only appear on the pasteboard or in unplaced text. CheckList ignores links and fonts that won't be printed. However, the style panel is unaffected by the page tabs, so you can see the entire style sheet, even if the styles aren't used.

Copying to the Clipboard

See also [Topics](#), [Page Tabs](#)

CheckList includes the ability to copy a simple list of fonts, links, or styles to the clipboard by choosing "Copy" from the Edit menu when the fonts, links, or styles panels are visible. You may then paste these lists into your favorite word processor and print them. The "Copy" command always copies the entire list of fonts or links, regardless of the page tab selection.

Deleting Publications

See also [Topics](#)

You can PageMaker publications and templates without uncovering the trash can by choosing "Delete publication..." from the File menu.

Upgrading to CheckList 2.0

See also [Topics](#)

CheckList 2.0 for the Macintosh is available now, and includes the following features:

- PostScript print-to-disk files and EPS files from all major Macintosh applications can be opened and checked for fonts and embedded graphics, as well as downloaded to the printer with all necessary fonts attached.
- The "Print settings" panel allows you to view the print settings that were last used, and change them for the next job.
- The "Notes" panel allows you to attach electronic notes to a publication. They can be viewed later with CheckList. Notes stick with the publication through modem transfers, Finder copies, and PageMaker save-as actions. Use them as job tickets, for job tracking, or for recording audit trails.
- Smart file compression allows you to compress a publication and everything needed to print it across several floppies. At your option, CheckList 2.0 will include all non-EPS linked files, all third-party fonts, a suitcase with all the job's fonts, and the track kerning table when compressing the publication. You'll be able to reduce the hassles of carting a complex job off to the imagesetter.
- The ability to print out all of the information you see on the screen, so you can make hard copies of your style sheets, font lists, notes, etc.
- Finally, the "QuickList" panel brings everything together by quickly showing you all the things that might go wrong when you try to print: which downloadable fonts you're missing, which non-EPS links can't be found, whether or not all pages will print, etc.

CheckList 1.0d users who are also registered users of PageMaker 4.2 can upgrade to CheckList 2.0 for \$79.95, regardless of the suggested retail price. Contact ElseWare at (206) 547-9623 for further details.

Other ElseWare Products

See also [Topics](#)

CheckList is ElseWare's third product. Consider our first two:

DataShaper™ is a database import filter for PageMaker that automatically formats your database files as it imports them. DataShaper allows you to apply styles to each field, mix formats on a line, skip empty fields, conditionally include other fields, import images by name, and much more. DataShaper helps you publish your database without formatting every line. Versions 1.2 for PageMaker 4.01 for the Macintosh and 1.2 for Windows are available now.

ElseWare BarCode Kit™ is a collection of HyperCard stacks and fonts that supports 4 different bar code formats on the Macintosh: POSTNET™, UPC, Interleaved 2 of 5, and Code 39. The Code 39 and POSTNET codes are PostScript® fonts, while the UPC and Interleaved 2 of 5 are created with HyperCard stacks to match the way these formats are used. Version 1.0 is available today.

Contact ElseWare at (206) 547-9623 for further details.

Credits

See also [Topics](#)

ElseWare Corporation was formed in 1990 by Ben Bauermeister (of BenWare) and Clyde McQueen. CheckList was written by Clyde using Symantec's Think "C" 4.0 and the Think Class Library. Fixes and updates were assisted by Don Munsil. The help system was written by Ted Johnson of Axon Corporation. Credit for the name goes to our European distributor, Maxime Desouches of DATAMAC. Many thanks to Beth Smith, David Cloutier and others in the third-party groups at Aldus for their unsung efforts.

We dedicate our efforts to the babies (Caitlin 5, Rylan 2, Sean 10 months) we're trying to keep fed.

CheckList Version History

See also [Topics](#)

CheckList 1.0 was released in September of 1990. Version 1.0a was released in March 1991 and

included several new features: you can stop the font search or use the results of a previous search, and you can copy a list of fonts, links & styles to the clipboard and paste them into other applications. In addition, several bugs concerning embedded PICT images were fixed. Unfortunately, 1.0a couldn't read PageMaker 4.01 files, so CheckList 1.0b was released a week after PageMaker 4.01 in April 1991. Version 1.0c just changed the help text to indicate that CheckList 2.0 is available now. Version 1.0d is a maintenance upgrade to support PageMaker 4.2 files.

License and Trademarks

See also [Topics](#)

This software contains the file system access routines for the Aldus PageMaker file system. This enables the software to read PageMaker publication files directly. These access routines are the exclusive property of the Aldus Corporation.

CheckList 1.0b is shareware, but ElseWare and Aldus retain copyright to it under United States and International copyright laws. Under the terms of this agreement, you may not:

- Reverse engineer, disassemble, decompile, or make any attempt to discover the source code to CheckList.*
- Remove, obscure, or alter any notice of the copyright, trademarks, or other proprietary rights related to CheckList.*
- Modify CheckList in any way, or merge it with another program, except for your personal use. Any modified or merged program is subject to this agreement.*
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