

RAGTIME[®] 5

*the professional
Business Publishing
solution*

RagTime 5 Reference

RagTime GmbH

RagTime Solo may not be used commercially.

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CHAPTER

1

Overview

1.1 WELCOME - RAGTIME 5 REFERENCE

The RagTime 5 documentation consists of several parts on various media:

- **About RagTime** (printed, PDF document)
Installation, configuration and introduction to the ideas and concepts of RagTime 5.
Please first install RagTime 5 on your computer and then begin reading the documentation. It always makes sense to try out what you have just read.
- **Training Manual** (printed, PDF document)
8 exercises in 3 steps for the RagTime 5 novice.
- **RagTime 5 Reference** (printed, on screen, [PDF document](#))
All about RagTime documents and their components, detailed descriptions of all windows, palettes, commands and dialog boxes.
- **RagTime Formulas and Functions** (on screen, [PDF document](#))
Descriptions and examples of calculation functions and operators.
- **RagTime 5 for RagTime 3 Users** ([PDF document](#), on screen)
Differences between RagTime 3 and RagTime 5

The on-screen documentation is installed with the program. It contains detailed descriptions of commands, features, functions etc. and is best used to look up information. All topics are interconnected by hyperlinks and a number of search facilities are available (index, list of commands, list of functions, full text search.)

Except for the Training Manual, which is available in two versions, the RagTime 5 documentation is suited for  Microsoft Windows and  Mac OS users alike. The few differences that do exist are flagged with the afore-used symbols.

This manual is printed copy of the on-screen documentation. It contains general remarks regarding RagTime 5 documents and their constituent parts as well as the individual components drawing, text, spreadsheet etc.

The most important chapter is the alphabetic reference with detailed explanations of all menus and their commands, as well as all the dialog boxes and editing windows. Following this, you will find a directory of all toolbars and palettes plus the modifier keys.

In the glossary, you will find definitions of many important terms which are also set in italics throughout this manual.

The index should aid you to quickly locate specific information.

References, which in the on-screen version are a simple mouse-click to follow (“HyperLinks”), are identified here by a small arrow and a page number in square brackets

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CHAPTER

2

RagTime 5 Documents

In this chapter, you will find information about RagTime 5 documents, the components they are composed of, and the inventory which is used to manage the components.

A detailed description of the menus, commands and tools mentioned here will be found in the chapter “Alphabetic Reference”.

2.1 ABOUT DOCUMENTS

A RagTime 5 document consists of one or more components;. A component may contain data, for example a text, a picture, a spreadsheet or a layout. All components in a document are listed in the inventory.

You can begin a new document with most types of components and add others as needed. Most components may also be displayed in, edited in, and printed from their own windows. Commonly, layout; or master layout; components are used to arrange and print other components.

RagTime 5 documents may be saved as stationery pads;. When you save a document as a stationery pad, the normal procedure for opening a document causes a copy of the document to be made, leaving the original unchanged for repeated use in the future.

- RagTime 5.0 and 5.5 use different file formats. RagTime 5 can open version 5.0 documents. When you edit a RagTime 5.0 document and try to save your changes, you are asked whether you would like your document to be converted to a RagTime 5.5 document. You should save it as a RagTime 5.0 document only if it needs to be opened by a RagTime 5.0 user.
- You can save new RagTime 5 documents as RagTime 5.0 files if necessary (see ▶ [Save As \(command\)](#) [p. 360]).
- Some information required to take advantage of RagTime 5.5's new features is lost when documents are saved as RagTime 5.0 files using RagTime 5.

See also

- ▶ [About Components](#) [p. 25]
- ▶ [About the Inventory](#) [p. 31]
- ▶ [About Layout](#) [p. 50]
- ▶ [About Master Layout](#) [p. 50]
- ▶ [About Stationery Pads](#) [p. 24]

2.2 CREATING DOCUMENTS

Choosing the command ▶ [New Document](#) [p. 321] creates a document and begins with the preselected type of component (see ▶ [Application Panel, Settings](#) [p. 203]).

The command ▶ [New Beginning With](#) [p. 321] allows you to specify the type of component to begin the document with.

You can set many options for new documents in the ▶ [document settings](#) [p. 249] dialog box.

Stationery as New Document

You can store frequently used stationery pads in the folder “Stationery Pads”. These pads will be listed like component types in the menu of the command ▶ [New Beginning With](#) [p. 321] and are easily available for new documents.

You can assign one of these stationery pads to the command ▶ [New Document](#) [p. 321] in the panel ▶ [Program](#) [p. 203] (BEGIN WITH) of the SETTINGS dialog box.

2.3 OPENING DOCUMENTS

Choosing the command ▶ [Open Document](#) [p. 324] opens a directory dialog box in which you can choose a document to open. You can open the document for reading only, so that it may not be edited. If you choose a RagTime ▶ [stationery pad](#) [p. 24], RagTime tears off a copy from it. With the OPEN DOCUMENT command, you can also open other file formats for which a suitable converter is available. Select a converter from the File dialog’s pop-up menu.

See also ▶ [Converters](#) [p. 186]

2.4 SAVING DOCUMENTS

Saving a document writes the current state of the document on the hard disk or a floppy disk. You should save your work at regular intervals, and before you make any changes that you might not want to keep. It is good practice to regularly make a backup copy of important work on a floppy disk or a server volume dedicated to this purpose.

RagTime provides a number of commands for saving documents.

- ▶ [Save](#) [p. 362] writes over the file which you have open. The previous version is lost, and the changes you have made are saved.
- ▶ [Save As](#) [p. 360] permits you to save a document under another name, creating a second document. An option is provided to continue working with the original or new document.

See also ▶ [About Data Exchange](#) [p. 180]

2.5 CLOSING DOCUMENTS

You can close a document by choosing the command ▶ [Close Document](#) [p. 226] or by choosing the command ▶ [Close](#) [p. 226] until all document

windows belonging to the document — components as well as the inventory — are closed. Clicking the close box has the same effect.

If you have made any changes in the document since you last saved it, a dialog box opens, giving you the opportunity to save those changes.

► [Quitting](#) [p. 354] RagTime also closes all documents and gives you an opportunity to save any changes you have made in any open document.

2.6 ABOUT STATIONERY PADS

A stationery pad reduces work with repetitive elements in the same way that a pad of paper forms does. Make a stationery pad any time you need to use a document repeatedly: form letters, letterhead stationery, reports, invoices, packing lists and so on.

A stationery pad is a document saved with a special option. When you follow the usual procedure for opening a document saved as a stationery pad, RagTime opens a copy of the document, leaving the original untouched. You need only to enter the elements which vary from one case to the next.

A document based on a stationery pad can have pages added automatically if two conditions are met:

- The stationery pad must be based on a layout or master layout component.
- The layout or master layout must contain a pipeline for ► [automatic page generation](#) [p. 57].

A stationery pad based on a layout or master layout can have any number of pages, each of which can be designed individually. The first page of a letter, for example, might have a letterhead, while additional pages have a different layout. A newspaper might have a title page, a left and a right page.

Using Stationery for New Documents

Stationery pads located in the Stationery Pads folder are accessible to commands for ► [creating documents](#) [p. 22].



A RagTime 5 stationery pad is not identical with the system stationery pad. The most important difference is that RagTime 5 stationery permits you to “tear off” just the first page of a document. If you want to save a RagTime 5 document as a system stationery pad, consult your system documentation for the correct procedure.

2.7 CREATING STATIONERY PADS

To make a stationery pad

- 1 Create a document as you would like to have it appear when opened.
- 2 Save the finished document (see ▶ [Save As \(command\)](#) [p. 360]).
-  Select the file type RAGTIME 5 STATIONERY PAD.
-  Check AS STATIONERY.

To specify which page or pages to start with

- 1 Make certain that the setting TORN OFF COMPLETELY is **Off** (see ▶ [Document Panel, Document Settings](#) [p. 248]).
- 2 ▶ [Select any page](#) [p. 53] in the layout or master layout.
- 3 Set the desired options in the ▶ [general](#) [p. 272] panel.

To include a component in a document torn off from stationery

- Set the option “Torn Off Even if Not Installed in Any Container” in the “general” panel of the information dialog box while that component is selected.

Any component which is installed somewhere in the torn-off part of the stationery pad is included, even if the “Torn Off” option is not set.

2.8 OPENING STATIONERY PADS

To tear off a copy from the stationery pad

- Double-click the document icon.

Or

- Use the command ▶ [Open Document](#) [p. 324].

The name of the torn-off document is set to the name of the stationery pad plus the current date.

-  If no option for tearing off a page is set for the stationery pad, the inventory opens.

To open a stationery pad for editing

- 1 Use the command “Open Document”.
- 2 Set the option “Modify Stationery.”
You can then edit the stationery pad just as you would any other document.

2.9 ABOUT COMPONENTS

▶ [Components](#) are the building blocks of RagTime documents. They contain various kinds of data which have to be distinguished when working with computers. Examples are text, spreadsheets, layouts, or

pictures. Most components can be viewed in their own windows and be installed into other components, e.g. a spreadsheet can be installed in a rectangle in a layout component.

The ▶ [inventory](#) provides an overview about all the components of a document.

A ▶ [container](#) merely provides a view of the component. Consequently, displaying a component in a number of containers does not appreciably increase the size of a document. Further, any change that you make to the component is reflected everywhere that the component is installed.

You can begin a new document with most components using the command ▶ [New Beginning With](#) [p. 321] and add other components as needed.

You can drag components between documents or between a document and the desktop or a folder (see ▶ [Drag and Drop](#) [p. 182]).

- ▶ [Text](#) [p. 59]
- ▶ [Spreadsheets](#) [p. 75]
- ▶ [Pictures](#) [p. 69]
- ▶ [Graphs](#) [p. 89]
- ▶ [Sound](#) [p. 109]
- ▶ [Layout and Master Layout](#) [p. 49]
- ▶ [Drawings](#) [p. 38]
- ▶ [Movies](#) [p. 113]
- ▶ [Buttons](#) [p. 103]

Working With Components

- ▶ [Creating Components](#) [p. 27]
- ▶ [Installing Components](#) [p. 27]
- ▶ [Nesting Components](#) [p. 28]
- ▶ [Visibility of Components](#) [p. 28]
- ▶ [Scaling Components](#) [p. 29]
- ▶ [Deleting Components](#) [p. 29]
- ▶ [Automatic Deletion of Components](#) [p. 30]
- ▶ [Component Windows](#) [p. 30]
- ▶ [Splitting Windows](#) [p. 414]

- See also*
- ▶ [Protecting Components](#) [p. 35]
 - ▶ [About the Inventory](#) [p. 31]
 - ▶ [Drag and Drop](#) [p. 182]
 - ▶ [Objects Flowing in Text](#) [p. 62]
 - ▶ [Search and Replace](#) [p. 150]
 - ▶ [About Pipelines](#) [p. 55]
 - ▶ [Keys and Modifier Keys](#) [p. 422]

2.10 CREATING COMPONENTS



To create a new component

- Use the command ▶ [New Component](#) [p. 321].
A new component is added to the inventory and a window opens in which you can work. Some components cannot appear in separate windows. However, they will be added to the inventory.

Or

- ▶ [Install a component](#) [p. 27] in a drawing object, spreadsheet cell or text.
Importing, pasting or dragging material into a RagTime document also creates a new component.

2.11 INSTALLING COMPONENTS

A ▶ [component](#) [p. 25] may be installed in ▶ [most types](#) of drawing objects, a spreadsheet cell or text. A reference to the component is established in the drawing object. Any change you make in one view of a component affect the component and all other ▶ [containers](#) of the component immediately.

The command ▶ [Contents Type](#) [p. 239] creates a new component, and installs it in the selected object. ▶ [Automatic deletion](#) [p. 30] is set for components created with this command.

You can install the same component in a number of containers by ▶ [dragging](#) [p. 182] the component name from the inventory. A drawing object or component which can contain other components is highlighted as the pointer is dragged over it.



Duplicating a drawing object with a component installed creates a second component.



To install a component in a drawing object

- 1 ▶ [Create a drawing object](#) [p. 39] or ▶ [select](#) [p. 40] an existing one.
- 2 Do one of the following:
 - Choose a component from the submenu of the command ▶ [Contents Type](#) [p. 239].

Or

- Use the ▶ [objects](#) [p. 322] panel of the information dialog box.



To install a component in a cell

Do one of the following:

- 1 Drag a component from the inventory or a container to the cell.

Or

- 1 ▶ [Select a cell](#) [p. 83].

- 2 Choose a component type from the submenu of the command ▶ [Contents Type](#) [p. 239].
- You cannot select a cell containing a component simply by clicking the cell. Select a nearby cell and use the arrow keys.

See also ▶ [Spreadsheets](#) [p. 75]
 ▶ [Nesting Components](#) [p. 28]

2.12 NESTING COMPONENTS

You can insert, for example, drawing objects in some components. If a component is installed in the drawing object, that component is “nested” in the first component



To install a drawing object in a component

- Press **^** while dragging a drawing object over the component. The ▶ [container](#) is highlighted.

Drawing

components can contain a collection of drawing objects, in which components may be installed.

Text

components can contain other components which ▶ [flow](#) [p. 62] with the text.

Spreadsheet

cells can contain components. Note that when you drag a drawing object over a spreadsheet cell, pressing **^** highlights the cell.

Layout and master layout

components are based on pages. You can place drawing objects on a page without pressing **^**.

See also ▶ [Keys and Modifier Keys](#) [p. 422]

2.13 VISIBILITY OF COMPONENTS

Suppressing the display of components when they are not selected speeds up the screen display. Therefore, this feature is available only for components for which it brings a significant advantage. You cannot hide a component in which other components are nested.

If you choose to hide a component, information about the component is displayed in the [▶ container](#). When you click inside the container, the contents are displayed and you can edit contents as usual.

 **To show or hide a component**

- Set the option “Visible On Screen Only When Selected” in the general panel of the information dialog box when the component is selected.

2.14 SCALING COMPONENTS

You can connect a [▶ spreadsheet](#) [p. 209], [▶ picture](#) [p. 207] or [▶ button](#) [p. 205] to its [▶ container](#) by setting an option in the arrangement panel of the information dialog box. If a component is connected to its container, you can scale the component by resizing the container and vice versa.

Spreadsheet components

Resizing a spreadsheet connected to its container affects the dimensions of the cells but does not scale the contents.

Button components

Resizing a button container affects the size of a push button, but does not affect the size of the text, or any other kind of button.

Picture components

For picture components the command [▶ Connect Container and Contents](#) [p. 238] is available in the information dialog box and in the picture menu.

You can set an option to connect container and contents for new picture containers in the [▶ pictures](#) [p. 343] panel of the document settings dialog box. The scaling of a picture may also be affected [▶ by other scaling methods](#) [p. 70].

See also [▶ Scaling, Skewing, and Rotating Drawing Objects](#) [p. 46]
[▶ Scale \(command\)](#) [p. 362]

2.15 DELETING COMPONENTS

When you delete a component from the inventory, the component is deleted from the document and from any drawing object, text or spreadsheet cell in which it is installed. Deleting a component from the only object in which it is installed, or deleting that object [▶ may delete the component](#) [p. 30] from the inventory.

☞ **To delete a component from the inventory**

- See ▶ [About the Inventory](#) [p. 31].

☞ **To delete a component from a drawing object**

- 1 Select the object.
- 2 Choose “No Contents” from the submenu of ▶ [Contents Type](#) [p. 239].

☞ **To delete a component from a cell**

- 1 Click into a normal cell in the spreadsheet.
- 2 Use the arrow keys to select the cell containing the component.
- 3 Choose the command ▶ [Clear](#) [p. 226] or “No Contents” from the submenu ▶ [Contents Type](#). [p. 239]

☞ **To delete a flowing component from a text**

- 1 Select the object.
- 2 Choose the command ▶ [Clear](#) [p. 226] or press the Delete key.

2.16 AUTOMATIC DELETION OF COMPONENTS

The inventory provides an option to delete a component from the inventory (hence, from the document) when the last ▶ [container](#) of a component in the document is deleted.

If you create a component installed in another component (for example on a layout page or in a drawing component), RagTime sets the option to autodelete. If you create a component with the command ▶ [New Component](#) [p. 321] or by dragging in a component or file into the inventory, RagTime does not set this option.

There is a checkbox for the autodeletion option for components in the inventory.

See also ▶ [About the Inventory](#) [p. 31]

2.17 COMPONENT WINDOWS

Opening a component in a separate window allows you to work conveniently with data that do not fit completely in a ▶ [container](#), or to create and edit data before you have created a layout or drawing component.

☞ **To open a component window**

- Select a component in a container and
- Use the command ▶ [Open Component](#) [p. 323].

Or

- Click the Open Component button.

Or

- Double-click the component in the inventory.



To close a component window

- Use the command ► [Close](#) [p. 226].

Or

- Click the Close box in the title bar of the window.

See also ► [About Palettes and Toolbars](#) [p. 402]
 ► [About the Inventory](#) [p. 31]

2.18 ABOUT THE INVENTORY

The inventory is **the** central table of contents for your RagTime 5 document. In a hierarchical list (see ► [Hierarchical Lists](#) [p. 418]), the ► [Auxiliaries](#) in the document are presented first, and then all the ► [Components](#). The icons in front of the elements make it easier to find your way through the inventory.



To open the inventory

- Use ► [Open Inventory \(command\)](#) [p. 325].



The inventory is a palette with entries for all the open documents.



The inventory is a window with the entries for a document. An inventory can be opened for each document that is open.

Auxiliaries

All the auxiliaries (see ► [About Auxiliaries](#) [p. 33]) within a document are listed in groups, whose hierarchy corresponds to the inheritance of their attributes (see ► [Style Sheet Inheritance](#) [p. 135]).

You can apply style sheets by dragging them from the inventory or editing window and drop them on the corresponding element (see ► [Drag and Drop](#) [p. 182]).



You can open the window for editing auxiliaries by double-clicking on the **Auxiliary Group** in the inventory. If you double-click an **auxiliary** in the inventory, the editing window will open with the auxiliary, which was clicked on, selected.



INDEX ENTRIES appear, after you have marked something for the index (see ► [Index](#) [p. 151]).

Components

The components in a document (see ► [About Components](#) [p. 25]), regardless of whether they are installed in a container, are listed in alphabetical order. Other attributes are displayed to the right of each component's name:

- ☒ AUTOMATIC DELETE
Specifies, whether the component should be deleted, when it is no longer installed in a container (see ► [Automatic Delection of Components](#) [p. 30]).
- This setting only applies for installable components, in other words not for layouts or master layouts.
- ☒ COMPONENT PROTECTED
An open padlock indicates that the component is not protected. A closed padlock indicates that the component is protected, when the document is locked (see ► [About Protection](#) [p. 34], ► [Protecting Components](#) [p. 35]).

You can open components (double-click or ► [Open Component \(command\)](#) [p. 323]) in the inventory, put them in other documents or install them in containers (see ► [Drag and Drop](#) [p. 182] or ► [Installing Components](#) [p. 27]).

☞ To rename an element in the inventory

Components and style sheets are named automatically when created, e.g. texts with “Text 1” “Text 2” etc. To make it easier to recognize them later, we recommend that you give the elements more meaningful names.

- 1 Click on the element name twice (slowly, not a double-click).
- 2 Edit the name and confirm with **↵**.

☞ To delete an element in the inventory

- 1 Select the element.
- 2 Use ► [Clear \(command\)](#) [p. 226].

See also ► [About Palettes and Toolbars](#) [p. 402]
► [About Components](#) [p. 25]

2.19 ABOUT ADD ONS

Add ons are additional software which increase the functionality of RagTime. Some add ons extend existing capabilities in RagTime, such as drawing tools, graph types or component types, while others create

connections between RagTime and other programs. Add ons may also contain ► [functions](#).

Add ons may change the appearance of RagTime, creating new menus in the menu bar, panels in dialog boxes or buttons in palettes. External functions appear in the ► [Function](#) [p. 267] dialog box.

RagTime Add Ons include Business Graph, Movie, Multigon, and various converters.

Add ons must be placed in the Extensions folder in order to be available in RagTime.

The “RagTime 3 Function Adapter” makes documents containing external functions for RagTime versions 2.0 and newer compatible with RagTime 5. However, because of changes in RagTime 5, some external functions cannot be used.

Third party developers are also invited to create add ons. If you wish to develop a RagTime add on, contact the RagTime distributor in your country.

2.20 ABOUT AUXILIARIES

Some ► [auxiliaries](#) are used to make changes in components or other elements, such as rulers. Generally, you can create auxiliaries to suit your individual needs, and save them for use in future documents.

Auxiliaries include

- ► [Units](#) [p. 414]
- ► [Rulers](#) [p. 415]
- ► [Named References](#) [p. 176]
- ► [Index](#) [p. 151]
- ► [About Value Formats](#) [p. 163]
- ► [About Scripting](#) [p. 196]
- ► [Using Character Style Sheets](#) [p. 138]
- ► [Using Paragraph Style Sheets](#) [p. 137]
- ► [Using Line Style Sheets](#) [p. 136]
- ► [Using Fill Style Sheets](#) [p. 136]
- ► [Color Editor \(command\)](#) [p. 228]
- ► [About Dictionaries](#) [p. 154]

Style Sheet Editors

In RagTime you can create and edit style sheets including value formats, as well as rulers, units for rulers, commands (in the form of AppleScripts) and personal dictionaries. The submenu ► [Auxiliaries](#) [p. 398] includes a number of editors. See also ► [commands and scripts](#) [p. 237] and ► [dictionaries](#) [p. 341].

You can apply some style sheets by ► [dragging](#) [p. 182] their names from the editor or the inventory directly to an element.

2.21 ABOUT PROTECTION

You can protect selected drawing objects and spreadsheet cells as well as entire components. Protected items cannot be edited or deleted.

Protecting a RagTime document is a two-step procedure. First, you select the elements which you want to protect. At this point, these items can still be altered. Then you turn on protection for the entire document. Protected elements cannot be edited.

When you turn on protection, you may set a password which is required for turning protection off again.

Limits of Protection

“Protection,” as it is implemented in RagTime, helps prevent users from inadvertently changing data. Assigning a password when locking a document presents an additional obstacle. However, RagTime GmbH in no way guarantees the security of your data and assumes no responsibility for losses or damages incurred by the use of protection features. (Nevertheless, you should note your password, because RagTime GmbH cannot reconstruct it.)

- [Protecting Drawing Objects](#) [p. 34]
- [Protecting Cells, Formats and Formulas](#) [p. 35]
- [Protecting Components](#) [p. 35]
- [Locking and Unlocking Documents](#) [p. 35]
- [Fixing Elements](#) [p. 36]

2.22 PROTECTING DRAWING OBJECTS

When document protection is on, protected elements may not be edited.

To protect a drawing object

- 1 Select one or more drawing objects.
- 2 Do one of the following:
 - Choose the command ► [Protection](#) [p. 354].

Or

- Set protection in the ► [Objects](#) [p. 322] panel of the information dialog box.
- 3 ► [Lock the document.](#) [p. 314]

2.23 PROTECTING CELLS, FORMATS AND FORMULAS

Cells may be protected so that the contents cannot be accidentally overwritten or deleted. Formulas in protected cells are not displayed. However, you can still select a protected cell with the mouse. If you need to edit a protected cell, you must first remove the document protection.

Format Protection

Format protection includes the following elements:

- default type of the cell
- alignment of the cell contents
- cell borders
- fill
- all settings for type attributes (font, size and so on) selected for the entire cell.

Formula Protection

If the formula is protected, it is not displayed; further, you cannot type data in the cell.

Cell Protection

The option “Cell Protected” protects the cell contents (value) as well as the format and formula.

To protect the contents, format or formula

- 1 ▶ [Select a cell or cell range](#) [p. 83].
- 2 Do one of the following:
 - Set protection in the ▶ [cell contents](#) [p. 222] panel of the information dialog box.

Or

- Choose an option from the submenu of the command ▶ [Protection](#) [p. 354].
- 3 ▶ [Lock the document.](#) [p. 314]

2.24 PROTECTING COMPONENTS

- 1  In the inventory, click on the padlock for the component.
- 2 ▶ [Lock the document.](#) [p. 314]

2.25 LOCKING AND UNLOCKING DOCUMENTS

Items for which protection is set are not protected until you turn on protection by choosing the command Lock Document. When you protect

a document, you may enter a password. To later remove protection, you must choose the command **Unlock Document** and reenter the password, if you used one when locking the document.



To turn protection on or off

- Use the command ► **Lock Document** [p. 314].

2.26 FIXING ELEMENTS

You can fix drawing objects, spreadsheets and pictures.

Fixing items prevents them from being inadvertently changed with the mouse or arrow keys. You can, however, select and copy or delete them, and make changes in the information dialog box.

All rows and columns of spreadsheets may be fixed within the container.

Fixed images cannot be processed with the tool for scaling or moving.

The contents of fixed items may be edited.



To fix or unfix items

- Use the command ► **Fixed** [p. 263].

Or

- Use the information dialog box. For pictures and spreadsheet cells, the option is in the arrangement panel, for drawings, in the objects panel.



Duplicates and pasted copies of fixed objects are not fixed. If you group fixed and unfixed objects, the group is fixed.

CHAPTER

3

Drawing Objects

In this chapter, you will find information about drawing components. A detailed description of the menus, commands and tools mentioned here will be found in the chapter “Alphabetic Reference”.

3.1 DRAWINGS

A drawing component has single surface on which you can draw objects. You can ► [install other components in the drawing objects](#) [p. 28].

Any time you want to create a drawing mainly used as an illustration, it is recommended that you first create a drawing component, make your drawing in it, and then place the drawing on a page.

A drawing component offers a very large work area—several meters square. The scroll bars adjust to the smallest rectangle which encloses all the objects.

The scroll box can be scrolled to one page beyond the end of the used area of the drawing. Clicking the scroll arrow advances the view through the entire maximum size. You can increase the view area with ► [modifier keys](#) [p. 426].

You can add cutmarks and specify sheet overlap when ► [printing drawings](#) [p. 142] from their own windows.

Drawing objects created in a drawing component use the line style sheet “Normal Line” ► [by default](#) [p. 129].

See also ► [About Components](#) [p. 25]
 ► [Drawing \(menu\)](#) [p. 251]

3.2 ABOUT DRAWING OBJECTS

You can draw objects in drawings, layouts and master layouts. Drawing objects are shapes, such as lines, rectangles, ovals or polygons, which you can create with drawing tools found in the ► [tools](#) [p. 410] palette and in the ► [toolbar](#) [p. 405].

You can display components on a page or in a drawing by ► [installing](#) [p. 27] them in drawing objects.

Drawing tools include Bézier curves and polygons, which you can ► [edit, split and join](#) [p. 44]. With the command ► [Object Kind](#) [p. 322], you can convert drawing objects from one type to another.

You can change most attributes by manipulating the objects with the mouse, changing values in the ► [information](#) [p. 282] dialog box or applying ► [style sheets](#) [p. 134]. The attributes that a drawing object has depends on the type of the object. Refer to the information dialog box for an overview of drawing object attributes.

You can transform objects and their content (► [Scaling, Skewing, and Rotating Drawing Objects](#) [p. 46]).

When you draw objects on layout or master layout pages, you can ► [equalize objects](#) [p. 254] on other pages with it.

You can choose ▶ [dashing](#) [p. 119] for a line or create your own dashes. Backgrounds and lines may have two-color ▶ [patterns and gradients](#) [p. 118] You can add dashing to lines, borders and underlining and strike-through character styles. You can add patterns in much the same way to lines and fill (background). You can include gradients in fill styles. To make the background of a drawing object or cell transparent, choose “Transparent” from the Color submenu or click the “N” button in the color palette. You can click through transparent objects to select items behind them.

3.3 CREATING DRAWING OBJECTS



To create a drawing object

- 1 Choose the command ▶ [Tools](#) [p. 410] or ▶ [Toolbar](#) [p. 405] from the submenu ▶ [Palettes](#) [p. 398].
A tool palette appears.
- 2 Click a drawing tool.
+ The pointer will change to a crosshair.
- ▶ → Tool buttons for drawing objects, which can take components, are marked with a ▶. To create a component and install it in a new drawing object, select a component type from the menu that appears after you have held the tool button depressed for a while.
- 3 Position the pointer and drag.
An outline of the object is drawn from the point at which you clicked. (The ▶ [polygon tool](#) [p. 346] and the ▶ [Bézier curve tool](#) [p. 215] behave differently.)
- 4 Release the mouse button.
The object is selected.

You can reactivate the last-used tool by



⌘-click.



⌘-click.

You can specify whether the first point you click becomes a corner or the ▶ [center of the object](#) [p. 40].

You can set an option to have ▶ [text flow around](#) [p. 41] a drawing object.

See also ▶ [Equalize Objects \(command\)](#) [p. 254]
▶ [Edit Curve \(command\)](#) [p. 254]

3.4 DRAW FROM CENTER

When you check “Draw From Center,” the point at which you first click with a drawing tool becomes the center of the object. You can drag in any direction to finish the object.

You can set the option “Draw From Center” in the [▶ drawing](#) [p. 252] panel of the settings dialog box.

3.5 SELECTING DRAWING OBJECTS

Clicking the border of a drawing object selects it. Objects with a fill may be clicked anywhere, if no component is installed.

You can select additional objects by [⇧](#)-clicking them. You can select several objects, including those behind other object, at once by dragging a box around them.

Selected objects are marked with [▶ “selection handles”](#). Lines are marked with handles on each end, and other objects, with [▶ “bounding boxes”](#) with 8 handles. A [▶ “rotation axis”](#) appears in the center of the objects.



To select drawing objects by dragging a selection box

- 1 Make certain that the pointer is not on an element that can be selected, and then click.
-  The pointer changes to a pointing hand.
- 2 Pull it over the objects that you wish to select. A rectangle appears around the objects. Make certain that all the objects are **completely** enclosed within the rectangle.
-  If you press and hold [⇧](#) while pulling, all the objects that are **touched** will be selected.
-  If you press and hold [⇧](#) while pulling, all the objects that are **touched** will be selected.
- 3 Release the mouse button.
The objects are selected.

See also [▶ Keys and Modifier Keys in Drawings](#) [p. 423]

3.6 DUPLICATING

Duplication provides a quick means of creating identical drawing objects. If a component is installed, it is duplicated as well.



To duplicate elements

- 1 [▶ Select the object\(s\)](#) [p. 40] which you want to duplicate.

- 2 Choose ▶ [Duplicate](#) [p. 252].
A new object appears. ▶ [Move](#) [p. 42] it to the desired position.
You can set the offset distance for the application in the ▶ [drawing](#) [p. 252] panel of the settings dialog box.
Repeating the command Duplicate creates a new duplicate with the same offset.

☞ **To precisely determine the value of the offset**

- 1 Duplicate an object.
- 2 While the duplicate is still selected, open the ▶ [object coordinates](#) [p. 404] palette.
- 3 Enter the desired position in the appropriate entry fields.
- 4 While the new duplicate is still selected, repeat the command “Duplicate.”

3.7 TEXT FLOW AROUND DRAWING OBJECTS

A drawing object placed in front of a text component may have the text flow around or behind it. By ▶ [default](#), text flows around new objects in layout and master layout components but behind those in drawings.

When you have text flow around an object, the line interrupted by the drawing object may be continued on the opposite side of the object.

☞ **To have text flow around an object**

- Set an option in the ▶ [objects](#) [p. 322] panel of the information dialog box while the object is selected.
You can set the margin between drawing object’s border and the surrounding text in the same panel.
If you want text to flow behind the front object, but would like to see through it, you can make the front object ▶ [transparent](#) [p. 118]. The text is then visible through the drawing object. The contents, if any, of the front object are not necessarily transparent.

See also ▶ [Text](#) [p. 59]

3.8 ALIGNING DRAWING OBJECTS

You can align selected drawing objects along any border or on their centers. You can also distribute them equally over the space between the two objects furthest apart.

 **To align or distribute drawing objects**

- Use the command ▶ [Arrange Objects](#) [p. 204].

Or

- Use the ▶ [drawing commands](#) [p. 404] palette.

3.9 POSITIONING DRAWING OBJECTS

You can reposition drawing objects by dragging them with the mouse, pressing arrow keys or entering values in a dialog box.

You can select a drawing object in which a component is installed by pressing a ▶ [modifier key](#) [p. 426] (⌘) while clicking the component.

 **To reposition with the mouse**

- 1 ▶ [Select a drawing object](#) [p. 40] but do not release the mouse button.

 If you drag immediately, an outline of the object moves. If you wait until the “open hand” pointer appears, a picture of the object is dragged.

- 2 Drag the object to a new location.

 The ▶ [grid](#) [p. 416] and ▶ [guide lines](#) [p. 417] assist you in aligning objects with the mouse.

 **To reposition with the arrow keys**

- 1 Select a drawing object.

- 2 Press the , ,  or .

 Use ▶ [modifier keys](#) [p. 423] to move an object in larger increments, restrict movement, copy an object into a nested component, or toggle the magnetic grid.

 **To reposition by value**

- 1 Select a drawing object.

- 2 Enter new values in

- the ▶ [coordinates](#) [p. 239] panel of the information dialog box

Or

- the ▶ [object coordinates](#) [p. 404] palette.

3.10 STACKING DRAWING OBJECTS

If several objects occupy the same area of a page or drawing, they overlap each other. “Stacking Order” refers to the fact that each object that you create is in front of the others, but you can move objects forward or backward in relation to each other.

 **To change the stacking order of selected drawing objects**

- Use the command ▶ [Stacking Order](#) [p. 378].

Or

- Use the ▶ [drawing commands](#) [p. 404] palette.

See also ▶ [Group/Ungroup Objects \(command\)](#) [p. 293]

3.11 CONVERTING DRAWING OBJECT TYPE

You can change drawing objects from one type to another. For example, you can convert a rectangle to an oval or a polygon to an arc. RagTime 5 attempts to retain as far as possible the form of the original object for the new object type.

→ Drawing objects with installed components cannot be transformed into straight lines or arcs.

 **To convert the drawing object type**

- 1 ▶ [Select one or more objects](#) [p. 40].
- 2 Choose a different object type from the submenu of the command ▶ [Object Kind](#) [p. 322].

3.12 RESIZING DRAWING OBJECTS

If you have several objects selected, you can resize them proportionally with the mouse or give them all the same size by entering values in a dialog box.

 **To resize with the mouse**

- 1 ▶ [Select the drawing objects](#) [p. 40] which you want to resize.
- 2 Drag a selection handle to the desired position.
Dragging a corner handle resizes height and width; dragging a side handle affects only width or height.

 **To resize by value**

- 1 ▶ [Select the drawing objects](#) [p. 40] which you want to resize.
- 2 Do one of the following:
 - Use the ▶ [coordinates panel](#) [p. 239] of the information dialog box.

Or

- Use the ▶ [object coordinates](#) [p. 404] palette.

See also ▶ [Keys and Modifier Keys in Drawings](#) [p. 423]
▶ [Scaling, Skewing, and Rotating Drawing Objects](#) [p. 46]

3.13 EDITING POLYGONS AND CURVES



To edit polygons and curves

- 1 Select the object (see ▶ [Selecting Drawing Objects](#) [p. 40]).
The object's ▶ [bounding box](#) will appear on the screen.
- 2 Prepare the object to be edited (see ▶ [Edit Curve \(command\)](#) [p. 254]).



The anchor points, and for Bézier curves the control points, will appear.

- Change the curve of the object's line segment (see ▶ [Editing Anchor and Control Points](#) [p. 44]).

Or

- Open or close the curve (see ▶ [Closed Curve \(command\)](#) [p. 227]).

Or

- Split the curve (see ▶ [Curve Splitting Tool](#) [p. 243]).

Or

- Join the curve (see ▶ [Joining drawing objects](#) [p. 45]).

See also

- ▶ [Curve Editing \(Palette\)](#) [p. 403]
- ▶ [Tools \(Palette\)](#) [p. 410]
- ▶ [Toolbar for Drawings](#) [p. 405]
- ▶ [Bézier Curve Tool](#) [p. 215]
- ▶ [Polygon Tool](#) [p. 346]

3.14 EDITING ANCHOR AND CONTROL POINTS

To change the shape of a polygon or Bézier curve, you can edit its anchor and control points. To begin, the object must first be prepared for editing (see ▶ [Edit Curve \(command\)](#) [p. 254]).



To move an anchor or control point

- Drag the point.
- When both control points should be equally distant from the anchor point, [^](#)-drag one of the control points.
- You can also move the selected anchor points using the arrow keys.
- If just one anchor point is selected, you can select the next anchor point by pressing [→](#) or the previous with [←](#).



To move a segment and its anchor points

- Drag the segment.
- You can select more anchor points and segments with [⇧](#)-click.
- You can also move the selected segments with the arrow keys.

 **To add a point**

- ▶ [Curve Point Insertion Tool](#) [p. 241]

 **To delete a point**

- ▶ [Curve Point Removal Tool](#) [p. 243]

 You can also delete the selected anchor points and segments with the Delete key.

 **To replace a deleted control point**

- ▶ [Curve Point Insertion Tool](#) [p. 241]

 **To kink or smooth Bézier curves**

- ▶ [Curve Point Kink Tool](#) [p. 242]

See also ▶ [Curve Editing \(Palette\)](#) [p. 403]

3.15 JOINING DRAWING OBJECTS

Open drawing objects, in which no component is installed, can be joined into one object. Depending on the type of the original objects, the result will be either a polygon or a Bézier curve.

 **To join two drawing objects**

- 1 Select one of the objects to be combined.
- 2 If the object is a polygon or a Bézier curve, prepare it to be edited (see ▶ [Edit Curve \(command\)](#) [p. 254]).
- 3 Drag one of the object's end points over the end point of the second object

 while pressing and holding **⌘-alt**.

 while pressing and holding **⌘-⌥**.

As soon as the one end point is over the other, they will be highlighted.

 The fill and line styles of the combined object will be inherited from the first object to which the second object was joined.

See also ▶ [Arc Tool](#) [p. 203]
 ▶ [Line Tool](#) [p. 307]
 ▶ [Polygon Tool](#) [p. 346]
 ▶ [Bézier Curve Tool](#) [p. 215]

3.16 ADDING ARROWHEADS TO LINES

You can add arrowheads to either or both ends of ▶ [lines](#).

 **To add arrowheads to selected lines**

- 1 Select a line.
- 2 Do one of the following:
 - Set the appropriate arrowhead option in the **objects** [p. 322] panel of the information dialog box.

Or

- Click an arrowhead button in the **drawing commands** [p. 404] palette.



ARROW AT START OF LINE/END OF LINE



You can preset arrowheads for new lines in the **drawing** [p. 251] panel of the document settings dialog box.

3.17 SCALING, SKEWING, AND ROTATING DRAWING OBJECTS

Drawing objects can be scaled, skewed and rotated. These **transformations** influence both the object's shape as well as the representation of any installed components. It is also possible to change the shape or size of an object (**Resizing Drawing Objects** [p. 43], **Editing Polygons and Curves** [p. 44]) in a manner that does not affect the presentation of the installed components; they simply have more or less space.

You can determine the transformation of a drawing object in several ways:

- Entering values (**Coordinates Panel, Drawing Information** [p. 239], **Object Coordinates (Palette)** [p. 404]).
- Applying standard transformations (**Drawing Commands (Palette)** [p. 404], **Transformation (menu)** [p. 390]).
- Using the mouse.

 **To scale or skew a drawing object**

- 1 Select an object (**Selecting Drawing Objects** [p. 40]).



The **bounding box** of the object will be marked on the screen.

- 2 Move the pointer over a **center handle** (not a corner) and press the -key.



-key.

The pointer changes in appearance.

- 3 Drag the center handle while keeping the modification key depressed. The direction determines the type of transformation:
 - To scale an object, drag a center handle toward or away from the object's center.
-  If you move over the center of the object, the object will be mirrored.
- To skew the object, drag a center handle towards a corner.

**To rotate a drawing object**

- 1 Select an object (► [Selecting Drawing Objects](#) [p. 40]).

The object's bounding box and rotation point will be marked on the screen.

- 2 Move the pointer over the ► [rotation point](#).



The pointer changes to a rotation pointer.

- 3 Drag the rotation point away from the object's center.



A line appears stretched between the pointer and the object's center.



The further you move from the object's center, the more precisely you can adjust the rotation angle.

- 4 Drag the pointer until you have achieved the desired rotation.

An outline of the rotated object moves accordingly.



If you hold [⇧](#) pressed while dragging the pointer the object will be rotated in increments of 15°.



You can cancel the rotation by moving the mouse back to the rotation point.

**To reset the transformation of an object**

- 1 Select an object (► [Selecting Drawing Objects](#) [p. 40]).

- 2 Resetting the transformation ( RESET in ► [Object Coordinates \(Palette\)](#) [p. 404] or ► [Coordinates Panel, Drawing Information](#) [p. 239], ► [Transformation \(menu\)](#) [p. 390]).

The transformation will be reset and the object returned to the standard settings: Rotation and skew to 0 and scaling to 100%. The object type is retained, while its shape and orientation are changed.

**To remove the transformation of an object**

- 1 Select an object (► [Selecting Drawing Objects](#) [p. 40]).

- 2 Remove the transformation (► [Transformation \(menu\)](#) [p. 390]).

The transformation of the object will be removed without changing its shape or orientation. If necessary, the object will be converted into a polygon or Bézier curve. Any installed components will be shown in their normal orientation and size.

See also ► [Scaling Components](#) [p. 29]
 ► [Scaling Pictures](#) [p. 70]
 ► [Scale \(command\)](#) [p. 362]
 ► [Keys and Modifier Keys in Drawings](#) [p. 423]

3.18 OBJECT MARGINS

You can create margins inside a drawing object which limit the display area of an installed component. You can set the distances for vertical and horizontal margins separately in the ► [objects](#) [p. 322] panel of the information dialog box.

You can also set a margin for ► [text flowing](#) [p. 41] around the outside of a drawing object in the same panel.

CHAPTER

4

Layout and Master Layout

In this chapter, you will find information about layout- and master layout components.

A detailed description of the menus, commands and tools mentioned here will be found in the chapter “Alphabetic Reference”.

4.1 ABOUT LAYOUT

You can use a layout ▶ [component](#) to design a document. A layout consists of one or more pages on which you can ▶ [create drawing objects](#) [p. 39] and install components. You can ▶ [edit objects](#) [p. 37] and components on a layout page. RagTime provides a grid, rulers and guide lines to assist in positioning objects.

A layout can include pages of different sizes. You can define a standard ▶ [page size](#) [p. 54] for the whole component and define exceptions for selected pages.

You can create a layout in which each page is unique, or base a layout on an existing ▶ [master layout](#) [p. 50].

Layouts based on a master layout can use pipelines to ▶ [generate additional pages automatically](#) [p. 51], as needed. You can always ▶ [add blank pages or paste or drag pages](#) [p. 53] from other documents. The last document from which you dragged pages is the ▶ [library](#) [p. 51].

You can create several layouts in a single document. Each layout may include different components. Because you can use the same component in different layouts, if you change a text, for example, in one layout, the changes are reflected in all other layouts where the component is installed.



To create a layout

- Choose “Layout” from the submenu of the command ▶ [New Component](#) [p. 321].

If master layouts exist in the document, a dialog box opens in which you can choose one, if desired.

You can also ▶ [create a document starting with a layout](#) [p. 321].



To open a layout

- Double-click on the layout component in the inventory (see ▶ [Open Inventory \(command\)](#) [p. 325]).

See also ▶ [About Stationery Pads](#) [p. 24]

4.2 ABOUT MASTER LAYOUT

A master layout, a template for layout pages, maintains dynamic links with all pages based on it. A document may have several master layouts, and you can create several layouts from a single master. A master layout may include a number of pages of varying sizes.

When adding a new page to a layout based on a master layout, RagTime determines which page to use based on a rule which you set in

the [▶ master pages panel](#) [p. 316] of the information dialog box while a master page is selected. However, you can change the master page, or even the master page component used by a layout.

A layout page based on a master page contains the objects and pipelines which exist on the master page. When you modify objects on a master pages, all derived pages are modified as well. Pipelines in a master layout are used for [▶ automatic page generation](#) [p. 57] in layout components.

Components installed in a master layout may be ignored, installed in, or duplicated into the layout component. You can specify an option in the [▶ objects panel](#) [p. 322] of the information dialog box when a drawing object on a master page is selected.

You cannot edit a drawing object on a layout page while the [▶ object is linked](#) [p. 52] to a master page. If you do, a dialog box opens in which you break the link. However, you can add and edit objects on the layout page.

To create a master layout

- Choose “Master Layout” from the submenu of the command [▶ New Component](#) [p. 321].

You can also begin a [▶ new document with a master layout](#) [p. 321].

To open a master layout

- Double-click on the master layout component in the inventory (see [▶ Open Inventory \(command\)](#) [p. 325]).

See also [▶ About Stationery Pads](#) [p. 24]

4.3 AUTOMATIC PAGE GENERATION

Automatic page generation is a feature of layout components. RagTime will append pages, which you have previously formatted, as needed when you add data to text or spreadsheet components.

Automatic page generation is available when you are working with a layout based on [▶ stationery](#) [p. 24] or a [▶ master layout](#) [p. 50]. Automatic page generation in layouts is controlled by [▶ pipelines](#) [p. 57].

4.4 ABOUT LIBRARIES

Every RagTime 5 document can be assigned a library out of which pages can be easily or even automatically taken.

☞ **To assign a library**

Every RagTime 5 document can be assigned as a library to another RagTime 5 document:

- Manual assignment with ▶ [Select Library \(command\)](#) [p. 367].
- When a document is torn off of a stationery pad, the pad will be assigned as the library for the torn off document.
- If you drag a layout page from one document into another, the layout page's original document will be assigned as the library for the other document.

☞ **To use a library**

Automatic access to pages is handled by evaluating the library's pipelines. To manually access pages

- 1 Open the library (see ▶ [Open Current Library \(command\)](#) [p. 324]). The library will be opened in read-only mode and displayed in a small window.
- 2 Drag a page from the library into your document (see ▶ [Drag and Drop](#) [p. 182]).

See also ▶ [Automatic Page Generation](#) [p. 51]

4.5 OBJECTS DERIVED FROM MASTER PAGES

When you create a layout based on a master layout, the layout pages are initially derived from the master layout. Consequently, objects which originate from a master page cannot be edited on the layout page.

☞ **To disconnect an object from the master page**

- 1 Select the object on the layout page.
- 2 Choose the command ▶ [Fixed](#) [p. 263] from ▶ [Protection](#) [p. 354] submenu. You will see that the command is checked.
- 3 In the dialog box that opens, click the “Disconnect” button.

Changing the Master Page

If you ▶ [change the master layout page](#) [p. 55] on which a layout page is based, the following changes to the drawing objects installed from the first master page occur:

- Drawing objects in which components from the master layout are installed, or in which no component is installed, are deleted.
- Drawing objects in which components from the layout are installed are unlinked from the first master page and can be edited.
- If drawing object on the second master page has the same name as an object installed from the first master page, the first object is deleted and

the second is installed. If a component was installed in the object on the layout page, it is installed in the new object.

4.6 ADDING PAGES

Adding Blank Pages

You can add a blank page to a layout or master layout with the command [▶ Add Page](#) [p. 200] If you add a page to a layout based on a master layout, RagTime will use the correct [▶ master page](#) [p. 50]. Otherwise a blank page is added.

See also [▶ Automatic Page Generation](#) [p. 51]
[▶ About Libraries](#) [p. 51]

4.7 SELECTING PAGES

Clicking the [▶ page tag](#) selects a page. [⇧](#)-clicking another page selects it and all pages between. Selected pages are highlighted.

4.8 NUMBERING PAGES

Pages have page numbers and index numbers.

Page Number

The page number appears in the [▶ page tag](#). When you divide the contents of a document among several RagTime files, you can assure correct page number sequence by entering the appropriate number of the first page of each file.

- 1 Open the [▶ general](#) [p. 272] panel of the information dialog box when a layout or master layout is [▶ selected](#).
- 2 Enter a number.

You can assign the first page of a layout zero or a positive integer. RagTime numbers the remaining pages sequentially.

→ If you number the first page “0,” it will not be printed.

Index Number

The index number is the number of the page’s position in the actual layout. Changing the number of the first page does not affect the index of pages.

See also [▶ Graphic Text](#) [p. 60]
[▶ Insert Page Numbers \(command\)](#) [p. 300]

4.9 SEARCHING FOR A PAGE

The number of the current page is displayed at the top of the vertical scroll bar.

 **To view a different page, do any of the following**

- Click the Up or Down scroll arrows.

Or

- Drag the scroll box up or down.



Depending on the operating system settings the contents of the window may or may not scroll along when the scroll box is dragged.



↳-drag the scroll box to make the window's contents scroll along.

Or

- Click the scroll bar above or below the scroll box.

Or

- Use the command ▶ [Go To Page](#) [p. 289] or double-click the page number in the scroll bar.

Or

- Use the keys [↑](#) or [↓](#)

4.10 CHANGING PAGE SIZE

You can define a ▶ [page size](#) for an entire layout or master layout component with the command ▶ [Page Setup](#) [p. 328] and define exceptions for selected pages with the command ▶ [Custom Page Setup](#) [p. 244].

4.11 DOUBLE-SIDED LAYOUT

The double-sided option is intended for the layouts and master layout of documents which have left and right pages with different design.

You can set the option for double pages for selected master pages with the command ▶ [Double-Sided Master Page](#) [p. 250]

When you create a double-sided master page, a left page is created on which the positions of objects on the left page mirror the positions of objects on the right page. Layouts based on double-sided master layouts are initially set to double-sided. You can change this option in the ▶ [general](#) [p. 272] panel of information dialog box when a page is ▶ [selected](#).



To drag only the left or right page of a double-sided master page

- [⇧-^](#)-drag the page's tab.

See also ▶ [Keys and Modifier Keys in Layout](#) [p. 423]

4.12 SWITCHING MASTER LAYOUT OR MASTER PAGES

☞ **To change the page of a master layout on which a layout page is based**

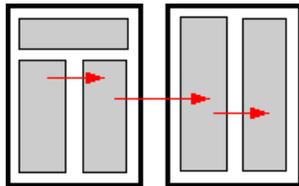
- 1 Select a layout ► page.
- 2 Open the ► pages [p. 335] panel of the information dialog box.
- 3 Select a different page from the “Origin” pop-up menu.

☞ **To change the page of a master layout on which a layout page is based**

- 1 Select a layout ► page.
- 2 Open the ► general [p. 272] panel of the information dialog box.
- 3 Select a different master layout component from the “Master Layout” pop-up menu.

4.13 ABOUT PIPELINES

A pipeline is a link between containers such as drawing objects or spreadsheet cells.



In regard to installed components, container connected with a pipeline behave like a single container. For example, a text component installed in one container can “flow” to the next. When you fill the first one by typing, the insertion marker moves into the following one. If you insert or delete material in the first one, the remaining text reflows to accommodate the change.

Pipelines can be installed between a number of containers, creating a chain.

Vertical and Horizontal Pipelines

You can create vertical and horizontal pipelines. Vertical pipelines are supported by text and spreadsheets; horizontal pipelines are supported by spreadsheets only. You can have a vertical and a horizontal pipeline exiting the same container.

Circular Pipelines

Circular pipelines can be used to add ► pages [p. 57].

Pipelines in Master Layouts

Master layout pipelines behave differently than layout pipelines do. In a layout, the sequence of pipelines determines the order in which the containers are filled. In a master layout, joining two containers on different pages with a pipeline only determines that contents can flow between the them when a layout based on this master layout is created. A rule in the ► [master pages](#) [p. 316] panel of the information dialog box determines the order in which pages are added.

→ When you delete a drawing object in which a pipeline is installed, the component reflows in the remaining objects. No data is deleted from the installed component.

- [Making Pipelines](#) [p. 56]
- [Showing Pipelines](#) [p. 57]
- [Removing Pipelines](#) [p. 57]
- [Pipelines and Automatic Page Generation](#) [p. 57]

See also

- [About Components](#) [p. 25]
- [Text](#) [p. 59]
- [Spreadsheets](#) [p. 75]

4.14 MAKING PIPELINES**To create a pipeline**

- 1 Open the ► [toolbar](#) [p. 405].
- 2 Click the button for the



VERTICAL PIPELINE

or



HORIZONTAL PIPELINE.



The pointer changes to a pipeline pointer.

- 3 Click a container and drag to another container.

You can redirect a pipeline to another object simply by building a new pipeline. You can add new objects to the beginning, middle or end of a pipeline.

Horizontal Pipelines

You can have one pipeline going into a container, but one vertical and one horizontal pipeline exiting it. Horizontal pipelines are currently supported by spreadsheets only.

4.15 SHOWING PIPELINES

You can display pipelines by choosing ► [Pipelines](#) [p. 345] from the submenu “Show.”

- ✎ When you move the pointer over the end of a pipeline, the pointer changes to a walker.
- If you click, the other end of the pipeline is selected and brought into view.

4.16 REMOVING PIPELINES



To remove a pipeline



- 1 Select the remove pipeline tool in the toolbar.
Pipelines are visible.
- 2 Move the pointer over the pipeline you want to remove.
The pointer changes to an axe.
- 3 Click to remove the pipeline.
The component remains installed the preceding container and is removed from the following.

See also ► [Toolbar for Drawings](#) [p. 405].

4.17 PIPELINES AND AUTOMATIC PAGE GENERATION

When you add data to a spreadsheet or text component, eventually the object in which it is installed is full. The automatic page generation feature enables RagTime to add a page with a container linked to the pipeline so that you can continue to add data. RagTime provides two mechanisms to add pages automatically, both of which depend on pipelines. Note the following conditions:

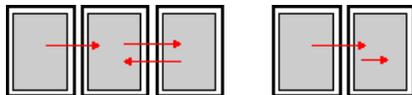
- RagTime can add pages only to a layout component.
- The layout must be based on a ► [stationery pad](#) [p. 24] or a ► [master layout component](#) [p. 50].
- The stationery pad or master layout component must include a pipeline for page generation. The different mechanisms are discussed below.
- The ► [container](#) [p. 436] in which the pipeline is installed must overflow.

Stationery

Pipelines in a layout component determine the order in which containers are filled. When you create a stationery pad based on a layout, pages are added as the containers placed on them are needed.

A stationery pad based on a layout component must include a circular pipeline in order to generate an indefinite number of pages. A

circular pipeline is one which leads to a drawing object already in the pipeline, or one which begins and ends in the same drawing object.



The first example shows a circular pipeline drawn from page 3 to page 2. The second example shows a circular pipeline begun and ended on page 2.

For details about creating and editing stationery, refer to the topics [▶ Creating Stationery Pads](#) [p. 25] and [▶ Opening Stationery Pads](#) [p. 25].

Master Layout

Pipelines in master layout components do not determine the order in which pages are added to a layout; rather, they simply determine how containers on consecutive pages are connected in the derived layout.

For each page in a master layout component, you can [▶ specify a rule](#) [p. 316] for that page to be added. RagTime uses the first page that fulfills the rule.

If the page which was added has no [▶ container](#) [p. 436] for the pipeline, RagTime continues adding pages until a page having one appears.

See also [▶ Double-Sided Layout](#) [p. 54]

CHAPTER

5

Text

In this chapter, you will find information about text components. A detailed description of the menus, commands and tools mentioned here will be found in the chapter “Alphabetic Reference”.

5.1 ABOUT TEXT

RagTime provides a wide range of features for writing and formatting text.

Among the most important features are powerful paragraph and character [▶ style sheets](#) [p. 134] which enable you to apply a predefined set of attributes to text in one action. Nearly every option which you can set for characters or paragraphs may be included in a style sheet definition.

RagTime can also generate an [▶ index](#) [p. 151] of words that you have previously marked, and a [▶ table of contents](#) [p. 150] based on paragraphs formatted with certain paragraph styles.

Character features include [▶ horizontal](#) [p. 122] and [▶ vertical spacing](#) [p. 123] with great precision and customize scaling of characters, including [▶ small caps](#) [p. 123].

RagTime 5 lets you control [▶ paragraph formats](#) [p. 123], when and how to [▶ break paragraphs](#) [p. 128] as well as the style sheet of the following paragraph. RagTime 5 enables you to define [▶ columns](#) [p. 64] on a paragraph basis, in a single container. You can also balance columns, set the gap between columns and create “rules”.

You can create [▶ drop initials](#) [p. 128], the large letters at the beginning of paragraphs, and set the line on which body text begins in the text information dialog box.

You can set [▶ tab stops](#) [p. 125] manually or define the position, type and fill character of a tab in the tab stop editor. You can orient tabs on the left or right margins.

A “magnetic” [▶ baseline grid](#) [p. 65] enables alignment of text baselines in different containers, even if the containers are not aligned, or if other objects interrupt the line spacing in a container.

You can add footnotes at the bottom of each container or at the end of a text component. RagTime provides automatic sequential numbering of footnotes, but you can also specify symbols as markers. You can edit and format footnotes like any other text.

5.2 GRAPHIC TEXT

RagTime 5 also uses “graphic text,” a means of adding text which is not in a text component. Graphic text is intended to contain short texts which might appear repeatedly in a document, such as headers, footers and page numbers. Using graphic text for such items reduces the size of documents.

Graphic text may be formatted like a text component but graphic text items do not appear in the [▶ inventory](#) [p. 31]. You can create graphic text with tool for graphic text (see [▶ Graphic Text Tool](#) [p. 292]).

 **To display page numbers**

A good way to number pages in a layout or master layout is to create graphic text and insert the appropriate function.

- 1 On the page create a [▶ Graphic Text](#) [p. 292].
Enter the desired text and place the insertion marker where you want the page number to appear.
- 2 Use one of the page number commands found in the “Insert Special Text” menu ([▶ Insert Page Numbers \(command\)](#) [p. 300]).
A formula will be inserted to calculate the page number.

Use this method in master layouts to correctly generate page numbers in layouts based on them. The graphic text is linked with the master page so that any changes in the text or format on the master page also appear on the linked layout pages. The function always returns the number of the page that it is currently on.

See also [▶ Insert Page Numbers \(command\)](#) [p. 300]
[▶ Numbering Pages](#) [p. 53]
[▶ Formulas and Functions](#) [Formulas and Functions]

5.3 ENTERING TEXT

 When over text, the pointer changes to the insertion marker. When you click in the component, the [▶ insertion marker](#) blinks in the container. Any text following the insertion marker will flow ahead of the text you insert. If [▶ text is selected](#) [p. 62], it will be replaced by text that you enter.

 You can select a [▶ drawing object](#) [p. 40] and begin typing. RagTime installs a new text component.

You can type in RagTime much as you do on a typewriter, an important difference being that you should not press  at the end of each line. Use  only to mark the ends of paragraphs.

 In the Settings, you will find the setting ,Smart Quote Pairs (see [▶ Application Panel, Settings](#) [p. 203]). When it is set, RagTime writes rounded quotation marks even when you type straight ones.

Graphic Text Tool

If you just want to create a short text which need not be included in the inventory, you can use the [▶ graphic text tool](#) [p. 292].

Where You Can Enter Text

You can also enter text directly in titles and legends of business graphs, spreadsheet cells and formulas.

See also ▶ [Creating Components](#) [p. 27]

5.4 SELECTING TEXT

Text can be selected in various “segments”.

- Any number of characters may be selected by dragging from before the first character to after the last.
- A whole word may be selected by double-clicking it. By holding the mouse key down after the second click and dragging, you can extend the selection by whole words.
- A paragraph may be selected by triple-clicking it. By holding the mouse key down after the third click and dragging, you can extend the selection by whole paragraphs. With -click, you can lengthen or shorten selection of text.



-click begins the next section of a discontinuous selection.



-click begins the next section of a discontinuous selection.

See also ▶ [Modifier Keys in Text](#) [p. 425]
 ▶ [Selecting Footnotes](#) [p. 66]
 ▶ [Select All \(command\)](#) [p. 367]

5.5 OBJECTS FLOWING IN TEXT

Components inserted in text are treated as single characters.



To create a new flowing object

- 1 Position the insertion marker where the flowing object is to appear.
- 2 Choose a contents type from the submenu ▶ [Contents Type](#) [p. 239].
A flowing object appears in which a new component of the selected type is installed.



To insert an existing component in text

- ▶ [Drag](#) [p. 182] the name from the inventory into the text.
When you move the pointer over the text, it changes to an  insertion marker. When you release the mouse button, the component is placed in a rectangle which moves with the text when it reflows.
-  You can also drag some types of files directly into text as well.



To select a flowing object

- Click on the object’s border, which will be indicated by a form change of the pointer.

Or

- Click immediately before or after the object and drag across it.

Or

- Press  or . The selection will be marked.



To resize a flowing object

While the flowing object is selected, do one of the following

- Move the pointer over the lower or right boundary. When the pointer changes to an arrow, you can resize in the direction the arrow is pointing.

Or

- Enter values for height and width in the [▶ flowing objects](#) [p. 263] panel of the information dialog box.

5.6 NUMBERING PARAGRAPHS

RagTime provides an automatic hierarchical numbering feature which you can use to number, for example, levels of an outline or chapters and sublevels of text. When you use a command from the menu [▶ Paragraph Numbers](#) [p. 336] to insert a number, RagTime assigns the correct number. If you insert a number between existing numbers, RagTime updates the following numbers.

Like the results of formulas in text, paragraph numbers can only be deleted in their entirety. Individual characters can be formatted, but if the paragraph number later changes, these format changes of these characters are lost.



With the command [▶ Formula Borders in Text](#) [p. 266], you can mark paragraph numbers and the results of formulas in text.

You can use the command [▶ Other Paragraph Number](#) [p. 336] in the submenu of “Paragraph Numbers” to enter a number manually. If you have a large text distributed in several documents, for example, you can manually set the first paragraph number appearing in each document so that it follows the last chapter in the previous document.

You can also use “Other Paragraph Number” to choose among Arabic numerals, Roman numerals and letters, or to suppress the display of one or more values. The subsection “1.2.3”, for example, can be displayed simply as “3”. The format of existing numbers can also be edited. For details, please refer to [▶ Paragraph Numbers \(menu\)](#) [p. 336].

See also [▶ About Formatting Paragraphs](#) [p. 123]

5.7 COLUMN FORMAT

The number of columns appearing in a text is an attribute of each paragraph; the number may vary from paragraph to paragraph.

Omnia Gallia		
Omnia Gallia in tres partes divisa est. Quid est dictum, et cetera. Quid pro quo. Res ipse locquitor. Quid pro quo. Quid est dictum, et cetera. Omnia	Gallia in tres partes divisa est. Quid est dictum, et cetera. Quid pro quo. Res ipse locquitor. Quid pro quo. Quid est dictum, et cetera.	
Res ipse locquitor		
Omnia Gallia in tres partes divisa est. Quid est dictum, et cetera. Quid pro quo. Res ipse locquitor. Quid pro quo. Quid	est dictum, et cetera. Omnia Gallia in tres partes divisa est. Quid est dictum, et cetera. Quid pro quo. Res ipse locquitor. Quid	pro quo. Quid est dictum, et cetera. Omnia Gallia in tres partes divisa est. Quid est dictum, et cetera. Quid pro quo.
Quid pro quo		
Res ipse locquitor. Quid pro quo. Quid est dictum, et cetera. Omnia Gallia in tres partes divisa est. Quid	est dictum, et cetera. Quid pro quo. Res ipse locquitor. Quid pro quo. Quid est dictum, et cetera.	

Create multiple columns

- for selected paragraphs in the ► [margins](#) [p. 384] panel of the information dialog box.
- for a paragraph style sheet in the ► [arrangement](#) [p. 207] panel of the paragraph style sheet editor.

Balanced Columns at the End of Text

When you create columns as a paragraph attribute, you can have the columns in the last container containing text fill one after the other or all columns can be of equal length, or “balanced”. Because all paragraphs in a component must have the same setting, changing this option for any paragraph affects the entire component.

To balance columns in the last container

- Use the ► [general](#) [p. 279] panel of the information dialog box.

Gaps

“Gaps” are the blank spaces between columns. When you create columns as a paragraph attribute, you can change the width of gaps.

 **Change gap width**

- for selected paragraphs in the [► margins](#) [p. 384] panel of the information dialog box.

Rules

“Rules” are lines drawn between columns of text. When you create columns as a paragraph attribute, you can add rules and select a line style sheet.

 **Set rules**

- for selected paragraphs in the [► general](#) [p. 279] panel of the information dialog box.

See also [► About Formatting Paragraphs](#) [p. 123]

5.8 BASELINE GRID

If a line of text contains, for example, a large character or a picture, its baseline and the baselines of following lines are pushed down. The baselines of text in other columns or containers may no longer be aligned. The same problem occurs when the upper borders of text containers do not align. RagTime has, therefore, a “baseline grid” to aid in aligning paragraphs. You can set paragraphs snap to the grid that was set for the page so that the baselines in different columns or containers will remain in alignment.

The spacing and position of the baseline grid can be set for a (master) layout component (see [► General Panel, Layout Information](#) [p. 272]). For each paragraph, you can set, whether or not it should snap to the baseline grid (see SNAP TO GRID in [► Text Margins Panel, Information](#) [p. 384]).

- Text components with paragraphs, whose lines should snap to the baseline grid, must be installed directly, in other words not nested, in the drawing objects on the layout pages.

See also [► Text](#) [p. 59]

5.9 ADDING FOOTNOTES

 **To add a note**

- 1 Place the insertion marker in the body text where the reference marker is to appear.
- 2 Do one of the following

- Choose the command ► [Insert Footnote](#) [p. 298].

Or

- Click the footnote button in the ► [toolbar](#) [p. 409].
RagTime sets a marker in the body text, creates a new foot note and positions the insertion marker in the footnote.
- 3 Type the note. End the note by clicking in the body text again.

5.10 SELECTING FOOTNOTES

You can select the footnote text for editing as you do any other text. When you select and copy, cut or paste body text containing a footnote reference marker, the footnote is affected as well.

To select all footnotes, make sure the insertion marker is in a footnote before choosing “Select All.”

If the insertion marker is in the body text, using the command ► [Select All](#) [p. 367] does not select footnotes for formatting.

5.11 FORMATTING FOOTNOTES

Footnotes may be collected at the bottom of each container or at the end of a component (endnotes). Set an option in the ► [footnotes](#) [p. 264] panel of information dialog box. RagTime adjusts the space in a container needed for footnotes and reflows the text.

Editing and Formatting Footnote Text

You can format footnotes like any other text. Footnotes are formatted with the “footnote” paragraph style sheet, which you can modify in the ► [paragraph style sheet editor](#) [p. 338].

Formatting Footnote Markers

RagTime assigns numbers to notes, keeping track of changes. If you prefer to use symbols, you can specify a series of symbols which RagTime uses in sequence. You can also create custom markers for individual notes. Set automatic or custom markers in the ► [footnotes](#) [p. 264] panel of information dialog box.

→ Attempting to replace the marker in the body text deletes the footnote.

Separator Lines

You can include a separator line between the footnotes and body text. The options appear in the ► [footnotes](#) [p. 264] panel of information dialog box.

You can set features for new notes in the ► [text](#) [p. 386] panel of the document settings dialog box.

5.12 DELETING FOOTNOTES



To delete a footnote

- 1 Select the footnote marker in the body text.
- 2 Delete it.

CHAPTER

6

Pictures

In this chapter, you will find information about picture components. A detailed description of the menus, commands and tools mentioned here will be found in the chapter “Alphabetic Reference”.

6.1 ABOUT PICTURES

Alignment and scaling

You can use commands to [▶ scale](#) [p. 70] or [▶ align](#) [p. 70] a picture. A single tool enables you to scale or move the picture in its containers. In addition, you can use buttons in the toolbar to align a picture in its container.

Linking pictures and files

Pictures may [▶ linked to source files](#) [p. 185] with subscriptions to reduce the document size or imported completely in the document.

Color editing

- You can colorize monochrome images.

See also [▶ Colorizing Pictures](#) [p. 71]

6.2 SELECTING PICTURES

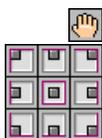
Clicking a picture selects it. A moving broken line appears inside the container border. By [↕](#)-clicking, you can select other views of the same picture component.

6.3 ALIGNING PICTURES

There are many ways to align pictures within a container:

- [▶ MOVE PICTURE](#) [p. 318] in the toolbar
- [▶ ALIGN PICTURE](#) [p. 201] in the toolbar or picture menu.
- [▶ Arrangement Panel, Picture Information](#) [p. 207].
- [▶ Object Coordinates \(Palette\)](#) [p. 404].
- With the arrow keys.

See also [▶ Toolbars for Pictures](#) [p. 410]
[▶ Picture \(menu\)](#) [p. 342]



6.4 SCALING PICTURES

There are many ways to scale pictures within a container:



- [▶ SCALE PICTURE](#) [p. 362] in the toolbar
- [▶ Arrangement Panel, Picture Information](#) [p. 207].
- [▶ Object Coordinates \(Palette\)](#) [p. 404].

- ▶ [Scale \(command\)](#) [p. 362] (Picture menu).

See also ▶ [Scaling, Skewing, and Rotating Drawing Objects](#) [p. 46]
 ▶ [Scaling Components](#) [p. 29]
 ▶ [Toolbars for Pictures](#) [p. 410]
 ▶ [Picture \(menu\)](#) [p. 342]

6.5 CROPPING PICTURES

Cropping a picture deletes the part of the picture which is not displayed in the picture container. If you want to display only a portion of a picture in a container, cropping reduces the document size.

Cropping a picture affects the component; if you crop a picture in any view, it is cropped in all views.

To crop of a picture

- 1 ▶ [Position](#) [p. 70] and ▶ [scale](#) [p. 70] the picture as necessary.
- 2 ▶ [Resize the container](#) [p. 43], if necessary.

You may want to ▶ [disconnect](#) [p. 238] the picture from the container. The container should display exactly the portion of the picture you wish to preserve.

- 3 Do one of the following:
 - Choose the command ▶ [Crop Picture](#) [p. 241].

Or

- Click the crop button in the ▶ [toolbar](#) [p. 410].

6.6 INVERTING PICTURES

You can use the response curve editing panel to create an inverted (negative) image in which low values are rendered as high and vice-versa, or you can set the “Negative” option in the ▶ [arrangement](#) [p. 207] panel of the information dialog box. You can set negative images for new objects in the ▶ [pictures](#) [p. 343] panel of the document settings dialog box.

6.7 COLORIZING PICTURES

Monochrome and graytone images, for example TIFF images and gray values in EPS images, can be colorized, but not pictures in PICT format. Because PICT pictures serve as screen representations for EPSF pictures, the effect of colorizing an EPSF picture is not visible on screen but appears in printed documents.

Black-and-white and gray bitmaps can also be colorized. The white pixels of a black-and-white bitmap are transparent, and the black bits can be given any color. All bits in a gray bitmap are opaque. If a gray bitmap is colorized, the gray value of a pixel is applied as a tint to the bitmap's color. If you apply the "transparent" color to a bitmap, it is not drawn at all.

6.8 SCANNERS

With RagTime, you can acquire pictures directly from scanners, digital cameras and similar sources.

-  RagTime supports the TWAIN sources that are installed in the operating system.
-  RagTime supports TWAIN and Photoshop Acquisition Plug-ins. Photoshop Plug-ins must be available in the folder "Photoshop Acquisition Plug-ins" and TWAIN sources in the "System folder:Preferences:TWAIN". You can customize your configuration using alias files.

When you acquire a picture, the scanner software assumes control. For more information, please see the corresponding documentation.

See also [▶ Scanner and Cameras \(menu\) \[p. 363\]](#)
[▶ Data Exchange, Pictures \[p. 185\]](#)

6.9 SCREENING

TIFF and EPSF pictures can be printed as dots by means of a process called [▶ screening](#). Usually, the dots are arranged at an angle of 45°. The distance between the dots, measured in halftone cells per inch, is called "Frequency" in RagTime.

Printer Resolution

There is a distinct relationship between the number of gray dots in an image, the frequency and the output device's resolution. The halftone cell is formed from a number of dots on the printer. If each cell contains 25 dots, the printer is able to reproduce 26 shades of gray from white (no dot) to black (25 dots).

On a 300 dpi LaserWriter, this results in a frequency of 60 halftone cells per inch, each halftone cell containing 5 x 5 printer dots. A frequency of 30 halftone cells per inch would render 10 x 10 dots per cell and 101 gray values.

A lower frequency produces more gray values, but the screening will become visible. A higher frequency will produce a finer screen, but the number of gray levels will decrease. To get the best results use a screen frequency lower than or equal to the resolution of your halftone image. To determine the resolution of an image, check the ► [printing](#) [p. 352] panel of the information dialog box.

6.10 USING OPI

RagTime 5 supports Open Prepress Interface™ from Adobe, which controls printing of pictures from a dedicated server.

☞ **To use OPI**

- The picture file must be on the OPI server.
- RagTime must know the path name (the precise location) of the picture file. Furthermore, the pictures which should be printed via OPI must be linked to a file.

If you have an OPI server, but the required picture is not on the server, trying to send OPI information may interfere with printing the document. In this case, be sure that the option to send OPI information is not set in the ► [pictures](#) [p. 343] panel of the document settings dialog box.

See also ► [About Linked Imports](#) [p. 181]

CHAPTER

7

Spreadsheets

In this chapter, you will find information about spreadsheet components.
A detailed description of the menus, commands and tools mentioned here will be found in the chapter “Alphabetic Reference”.

7.1 ABOUT SPREADSHEETS

Spreadsheets, or worksheets, are flexible instruments which enable you to manipulate figures and tables and perform complex calculations. In addition, spreadsheets can be very useful in page layouts. A spreadsheet contains cells arranged in 16,000 rows by 16,000 columns. You can add up to 16,000 planes to create three-dimensional spreadsheets.

A cell possesses three elements: a ► [value](#), a ► [format](#) and a ► [formula](#) [Formulas and Functions].

You can construct formulas in spreadsheet cells to perform a wide range of operations evaluating values in other cells. Formulas may contain functions.

► [References](#) [p. 169] in formulas look up values in other cells. You can make references to cells in other spreadsheets or even in other documents or ► [references to spreadsheets from business graphs](#) [p. 91]. Spreadsheets may contain ► [references to buttons](#) [p. 175] and vice versa. When you open a document containing references to spreadsheets in other documents, RagTime checks for changes and updates the document.

Planes

You can create three-dimensional spreadsheets by ► [adding planes](#) [p. 79] to a spreadsheet component and extend a selected range through ► [two or more planes](#) [p. 85].

Component Window

When you install a spreadsheet in a ► [container](#), only a small part of the entire sheet is visible. To see the entire sheet, you must ► [open the spreadsheet component](#) [p. 30].

Pipelines

You can use ► [pipelines](#) [p. 55] to connect several containers for displaying a single spreadsheet. You can have two pipelines exiting a spreadsheet, one for rows and one for columns.

Installing Components in Cells

You can ► [install another component](#) [p. 27], even another spreadsheet, in a cell.

Unions

You can also join a group of cells in a ► [union](#) [p. 79] which resembles a single, large cell.

Adding and Removing Elements

You can ► [add and remove cells, columns and rows](#) [p. 79]. When you add or remove cells, RagTime can move other cells to make room or fill the gap.

7.2 ENTERING DATA

You can enter data in an ► [active](#) cell by typing; you do not need to see the insertion marker in the cell. You can also enter data by ► [pasting](#) [p. 85], ► [importing](#) [p. 295] or ► [dragging](#) [p. 182] it or ► [making a reference to another cell](#) [p. 169].

You can complete an entry by selecting another cell: click outside the cell or ► [use the keyboard](#) [p. 420].

→ During the entry, in other words before you terminate the entry with **x** or by changing the active cell, you can restore the previous content of the cell by pressing .

7.3 DATA TYPE RECOGNITION

A spreadsheet cell can contain any one of a variety of types of data: empty, number, text, multiline text, date, timespan or error code. The type of data in the active cell will be displayed in the spreadsheet toolbar.

To set the recognition of data types

- 1 Select the cell for which you wish to set the recognition of data types (see ► [Selecting Spreadsheet Elements](#) [p. 83])
 - Click a button in the toolbar.



AUTOMATIC RECOGNITION / TEXT / MULTILINE TEXT

Or

- Make the desired settings in the Information dialog (see ► [Cell Contents Panel, Spreadsheet Information](#) [p. 222]).

→ When a cell is switched from automatic recognition to text, the value format in force for this cell will be considered as the contents are converted to text.

→ When switching from text to automatic recognition, the cell contents will be examined and numbers, dates and timespans will be recognized as they are during manual entry (see ► [Entering Dates, Time Spans and Numbers](#) [p. 160]).

Automatic Recognition

RagTime 5 automatically recognizes the type of data as it is entered into a cell. All entries that are not recognized as a number, date or timespan

will be considered text (see ► [Entering Dates, Time Spans and Numbers](#) [p. 160]).

Preset Type Text

The cell content will be treated as text, regardless of whether it could be converted to a number, date or timespan. If the space available in a cell is not enough for the text and the neighbouring cells are empty, the text will be distributed to one or both empty cells depending on the alignment.

Preset Type Multiline Text

The cell content will be treated as text. If the text entered in a multiline text cell is too long for the column width, RagTime breaks the line of text. Additional lines will be created in the cell and the height of the spreadsheet row will be adjusted, if this automatic adjustment has not been disabled (see ► [Arrangement Panel, Spreadsheet Information](#) [p. 209]).

- In multiline cells, you can create a new paragraph with ↵ (not with ⌘!).
- To quit an entry in a multiline cell, click outside the cell or press ⌘.

- See also*
- [Entering Dates, Time Spans and Numbers](#) [p. 160]
 - [Toolbar for Spreadsheets](#) [p. 408]
 - [About Value Formats](#) [p. 163]
 - [Type Function](#) [Formulas and Functions]
 - [Functions, Formulas and Operators](#) [Formulas and Functions]

7.4 ROW AND COLUMN NOTATION

Rows and columns have titles which may be displayed along the rulers when a spreadsheet is selected.



To show or hide row and column titles

- Choose “Show Rulers” from the submenu of the command ► [Rulers and Grid](#) [p. 360].

Rows are always numbered, but columns may be numbered or lettered. A1 notation uses letters to name columns, while R1C1 uses numbers. The same column notation is used in all formulas in your computer. When you change column notation, RagTime changes the notation in cell references as well.



To set row and column notation

- Use the ► [calculation](#) [p. 220] panel of the settings dialog box.

7.5 INSERTING AND REMOVING CELLS, ROWS, COLUMNS OR PLANES

You can insert additional cells, rows, columns or planes into a spreadsheet as needed. Formulas containing references to cells which are moved are changed accordingly.

You will find commands to insert or remove cells, rows, columns, planes and page breaks in the ▶ [Spreadsheet menu](#) [p. 376] and the ▶ [spreadsheet commands](#) [p. 405] palette.

Removing a selection deletes the cells as well as their contents. Cells to the right or below or in underlying planes move to fill the gap.

See also ▶ [Selecting Spreadsheet Elements](#) [p. 83]
 ▶ [Copy \(command\)](#) [p. 241]
 ▶ [Pasting in Spreadsheets](#) [p. 85]
 ▶ [Drag and Drop](#) [p. 182]

7.6 CELL UNIONS

You can create a single, large cell from a range of cells. The upper left cell of a union is the “anchor cell,” which contains the union data and formatting information. The contents of other cells are deleted when a union is created.

Unions are especially useful for creating larger ▶ [containers](#) for components, for example, pictures.



To create or remove a union

- Use the command ▶ [Create Union](#) [p. 241].

Or

- Use the command ▶ [Remove Union](#) [p. 356].

See also ▶ [To select a union](#) [p. 84]

7.7 PLANES

A plane is a single sheet formed by rows and columns. RagTime enables you to create spreadsheet components having a number of stacked spreadsheets. You can change the sheet displayed in a container or display various sheets in different containers. You can also create a ▶ [three-dimensional selection](#) [p. 85], that is, a range cutting through planes.

 **To add a plane to the spreadsheet**

- Choose the command ▶ [Append Plane](#) [p. 202].

Or

- Use the ▶ [spreadsheet commands](#) [p. 405] palette.

 **To change the visible plane of the selected spreadsheet**

- Use the command ▶ [Plane](#) [p. 345] in the Spreadsheet menu.

Or

- Use the “plane” pop-up in the ▶ [tool bar](#) [p. 408].

 **To remove a plane from the selected spreadsheet**

- Choose the command ▶ [Remove Plane](#) [p. 355].

Or

- Use the ▶ [spreadsheet commands](#) [p. 405] palette.

7.8 SORTING DATA IN SPREADSHEETS

You can sort spreadsheet data by row or column. Each line or column may be sorted separately, or you can define blocks according to size or a format feature. You can sort in ascending or descending order using multiple sort keys.

Data is sorted according to ▶ [data type and value](#) [Formulas and Functions].

 **To sort spreadsheet data**

- 1 Select a range to be sorted.
- 2 Choose the command ▶ [Sort](#) [p. 374].

7.9 ALIGNMENT AND MARGINS

RagTime offers numerous ways to align data in cells. You may align all types of data at the left or right margin or center them. You can choose to have text aligned at the left margin and numbers or dates at the right. Or you can align numbers on their decimal points, in which case text is right-aligned at the position of the decimal point. You can also specify if the contents should be placed at the top or bottom margin, the baseline or vertically centered.

In addition, you can set the left, right, top and bottom `makroHorizontalMargins` of cells as well as the position of the baseline and the decimal point.

☞ **To set alignment**

- Use the ▶ [arrangement](#) [p. 209] panel of the information dialog box.

Or

- Use the command ▶ [Alignment](#) [p. 201].

☞ **To set vertical and horizontal margins, baseline and decimal point position**

- Use the ▶ [arrangement](#) [p. 209] panel of the information dialog box.

7.10 ROW HEIGHT AND COLUMN WIDTH

Normally, spreadsheet options are set so that column widths are manually adjusted, and row heights, automatically. If “automatic” is active, RagTime sets the height of a row height to accommodate the cell with the highest contents, and sets the width of a column to accommodate the cell with the widest contents. If the “manual” option is set, you can change column width or row height with the mouse or by entering a number in a dialog box.

☞ **To choose automatic or manual sizing**

- Set the option in the panel ▶ [arrangement](#) [p. 209] panel of the information dialog box.

→ Changing column or row dimensions sets the option in the arrangement panel to “manual.”

☞ **To set the width of one column with the mouse**

- 1 ▶ [Show the rulers](#) [p. 360] if they are not visible.
- 2 Click anywhere inside the spreadsheet.
Column titles are displayed next to the rulers.
- 3 Do one of the following:
 - Drag the divider to the **right** of the title of the column you want to adjust. Columns to the right are moved accordingly.

☞ **Setting the width of several columns with the mouse**

- Dragging the rightmost divider resizes all selected columns proportionally. Columns to the right are moved accordingly.

→ The same effect can be achieved if you ⌘-drag one of the separator lines between the selected columns.

- Dragging a divider between selected columns causes the columns to the left and right of the divider to be resized as separate groups. That is, if those to the left get larger, those to the right get smaller. Columns to the right of the selection do not move.

 **To set row height with the mouse**

- The actions are analogous to those for setting column width.
-  If you drag a grid line to the next grid line so that a column or row is no longer visible, you can no longer select the title, but you can select a cell in the hidden column by clicking an adjacent cell and pressing an arrow key. You can enter data in a hidden cell, but if you want to expand the column or row, use the arrangement panel of the information dialog box.

7.11 FORMATTING CELL BORDERS

You can place borders between cells to emphasize them. Cell borders have all the attributes of lines.

If vertical and horizontal borders differ in line or fill styles, you can specify which border lines should appear in front in the [▶ general](#) [p. 277] panel of the information dialog box. You can also specify the line style sheet used for new borders.

Borders can be set around any selection of cells. You can place borders around individual cells or enclose several cells with a single border. [▶ Hiding the grid lines](#) [p. 83] makes the borders stand out even more.

 **To create or change borders**

- 1 [▶ Select a cell](#) [p. 84] or [▶ cell range](#) [p. 84].
 - 2 Choose the command [▶ Borders](#) [p. 216].
- In the dialog box which opens, you can choose a line style sheet and set other line options.
-  You can also [▶ drag](#) [p. 182] items from palettes and style sheet editors to cell borders.

 **To set the line style sheet for new borders**

- Choose a style sheet in the [▶ general](#) [p. 277] panel of the information dialog box.

7.12 FORMATTING CELL FILL

 **To change the fill of the cell**

- 1 Select a [▶ cell or range](#) [p. 83].
- 2 Proceed as you would for [▶ fill](#) [p. 118] of drawing objects.

7.13 VISIBILITY OF CELL CONTENTS

It is possible to hide the contents of a cell in print or on the screen. When the cell is active, the contents are visible in the ► [tool bar](#) [p. 408] and, if the formula palette is open, the formula will be visible. When you click in the cell, the contents are visible.

☞ **To hide cell contents or just zero values**

- Use the ► [cell contents](#) [p. 222] panel of the information dialog box. There are separate options to hide all contents or zero values only.
- ☛ You can also ► [create a value format](#) [p. 164] which does not display zero (or positive or negative) values.

7.14 ORIENTATION OF CELL CONTENTS

It is possible to change the orientation of the cell contents in 90° increments. In determining the automatic row height, vertically oriented cells will be treated in a manner analog to horizontally oriented cells with automatic column width.

☞ **To change the orientation of cell contents**

- Use the (see ► [Arrangement Panel, Spreadsheet Information](#) [p. 209]) panel in the information dialog box.

7.15 SHOWING AND PRINTING CELL GRID LINES

The grid lines which appear between spreadsheet cells help to identify them easily. However, you may not want to show them in a finished document. You have the options of hiding or showing them on the screen and in print. If you should want to enclose some, but not all, cells, with lines you can set ► [borders](#) [p. 82] around them.

☞ **To show or hide grid lines on the monitor or in print**

- Use ► [general](#) [p. 277] panel of the information dialog box.

7.16 SELECTING SPREADSHEET ELEMENTS

The data in a cell may consist of three parts: a ► [value](#), a ► [format](#) and a ► [formula](#) [Formulas and Functions], if the cell contains one.

If you select one cell, it is highlighted and ► [active](#). If you select a cell range, the selection is highlighted and one cell is also active. Selecting a cell selects the value, format and formula.

 **To select a single cell**

Selecting Spreadsheet Elements

- Click it.

Or

- Enter a cell name in the ► **tool bar** [p. 408]

The cell is highlighted. It also displays a moving, broken border line (“moving ants”), indicating that it is the active cell.

⚡ You cannot select a cell containing a component simply by clicking the cell. Click in an adjacent cell and use the arrow keys to select it. While working with a spreadsheet component in a window of its own, you can select the cell with ⌘-click.

 **To select the cell value**

Selecting Spreadsheet Elements

- Click the active cell.

The insertion marker appears in the cell and in an entry field in the ► **tool bar** [p. 408]. Select the contents as you would select text. Selecting the ► **cell value** does not select format or formula.

 **To select a cell range**

Selecting Spreadsheet Elements

- Click one corner cell of the desired range and drag to the diagonal corner cell.

Or

- 1 Select one corner cell of the desired range.
- 2 ⌘-Click the cell in the diagonal corner.

 **To select a discontinuous range**

- 1 Select a cell or range as described above.

- 2 Select additional cells by clicking or dragging a selection box while holding ⌘ pressed.

📄 holding ⌘ pressed.

- 3 You can select more ► **discontinuous ranges** in the same fashion.

 **To select a union**

Selecting Spreadsheet Elements

- Click anywhere in the union.

Dragging in any direction will select rows or columns associated with the union.

Or

- Include the ► **anchor cell** [p. 79] in a selection made with one of the other methods described in this topic.

 **To select columns or rows**

Selecting Spreadsheet Elements

- 1 The row and column titles must be visible (see ► [Rulers and Grid \(menu\)](#) [p. 360]).
- 2 Click a row or column name.
The row or column is highlighted.
- 3 If desired, -select more rows or columns.
The other row or column, and all those between, are highlighted.

 **To select a different plane**

Selecting Spreadsheet Elements

- 1 Do one of the following:
 - Use the menu ► [Planes](#) [p. 345].

Or

- Choose the number of the desired plane from the pop-up menu in the ► [tool bar](#) [p. 408].

 **To select a range over several planes**

- 1 Select a range in one plane.
 - 2 Hold down  while choosing a second plane with the command ► [Planes](#) [p. 345] or the pop-up menu in the ► [tool bar](#) [p. 408].
-  If different planes of the same spreadsheet are displayed in different containers, you can click a cell in one container and -click a cell in the container with the other plane to create a three-dimensional selection.

 **To select an entire sheet**

Selecting Spreadsheet Elements

- 1 Select any cell or range.
- 2 Choose ► [Select All](#) [p. 367].

See also ► [Planes](#) [p. 79]

7.17 PASTING IN SPREADSHEETS

When you copy a cell, you copy as many as three elements: ► [value](#), a ► [format](#) and a ► [formula](#) [Formulas and Functions], if the cell contains one. When you paste a cell into another cell or range, you can choose any combination of these elements.

 **To paste cell elements**

- 1 ► [Select](#) [p. 84] the upper left cell of the destination range.
- 2 Do one of the following:
 - Choose the command ► [Paste](#) [p. 339] to paste all elements.

Or

- Choose the command ► **Paste Special** [p. 339] to paste some of the elements.

Points to Remember

- Pasting replaces data in the cells in the destination range unless they are ► **protected** [p. 35] and the document is locked. Before you can paste material in a protected cell, you must remove the protection.
- You can ► **insert cells, rows or columns** [p. 79] to move existing data and create an empty range in which to paste.
- A ► **cell reference** [p. 169] can put a value and format in a cell while maintaining a dynamic link to another cell.
- If you have copied entire rows or columns, you can paste them only if you select a row or column where you want to paste them.
- If you paste a smaller range into a larger range, the material in the clipboard is pasted repeatedly, possibly overwriting unselected cells:

- 1 Copy a range of cells three by three.

11	21	31					
12	22	32					
13	23	33					

- 2 Select a range four by four.

- 3 Paste.

11	21	31	11	21	31		
12	22	32	12	22	32		
13	23	33	13	23	33		
11	21	31	11	21	31		
12	22	32	12	22	32		
13	23	33	13	23	33		

Pasting Text into Cells

- If you paste text containing tabs or paragraphs, each tab character causes RagTime to advance to the cell to the right and each paragraph, to the cell below and continue pasting into a spreadsheet.

- If you use the command “Paste,” the formatting information of the text is used and any text format settings for the cell are deleted. If you want to preserve the cell’s format settings and paste only the characters, use [▶ Paste Special \[p. 339\]](#) and check only the option “value.”

CHAPTER

8

Graphs

In this chapter, you will find information about graph components. A detailed description of the menus, commands and tools mentioned here will be found in the chapter “Alphabetic Reference”.

8.1 ABOUT GRAPHS

Graph and series types

RagTime offers a large variety of [graph and series types](#) [p. 90] in two and three dimensions including category, pie, X-Y, X-Y-Z graphs and special-purpose graphs such as multiple-axis, ternary and polar graphs. Depending on the graph type you choose, you can represent series in a number of ways, including variations of bars, areas, lines, candles and error bars.

3-D features

You can [rotate](#) [p. 96] 3-d graphs on three axes and change the light source and perspective.

Gallery

The [Gallery](#) [p. 268] provides scores of preformatted graphs types and series to help you find the best way to represent your data. Of course, you can format a graph created from a gallery example for your special needs.

Link to Spreadsheet Data

You can paste or drag [data from spreadsheets](#) [p. 91] to create a link between the graph and the spreadsheet. When values in the spreadsheet change, RagTime can update the graph automatically.

See also [About Add Ons](#) [p. 32]

8.2 CREATING GRAPHS



To create a graph, you must

- 1 [Create a graph component](#) [p. 27].
- 2 [Choose a graph type](#) [p. 90].
- 3 Add data.

You can enter data [manually](#) [p. 91] or from a [spreadsheet](#) [p. 91]. Data from a spreadsheet maintains a link to the graph, which is updated when values change in the spreadsheet.

8.3 CHOOSING GRAPH AND SERIES TYPE

You can change the graph and series types using the commands [Graph Type](#) [p. 290] and [Series Type](#) [p. 370]. The graph type determines what series types are available.

The number of values required to represent a series depends both on the graph type and the series type. For example, a column series in a category-value graph requires only one value per category. A line series in an X-Y axis graph requires two values per coordinate point. A bubble series in an X-Y graph requires four values, a candle series six values and so on. A graph may contain series with different formats.

The graph and series type that you choose depend on the data you have to display. If you are not sure which combination of graph and series will present the data in a useful manner, you can browse in the [▶ gallery](#) [p. 268] for ideas.

8.4 ENTERING SERIES DATA MANUALLY

You can enter new data or edit existing data manually in the [▶ formula](#) [p. 404] palette, the [▶ series data](#) [p. 368] panel of the information dialog box. The procedures are very similar. Using the formula palette is described below:

To enter data for a series manually

- 1 Do one of the following:
 - Create a new series with the command [▶ Append Series](#) [p. 202] or click the Append Series button in the [▶ standard tool bar](#) [p. 406]. RagTime creates a new series and the formula palette opens.

Or

- [▶ Select an existing series](#) [p. 100] and [▶ Open the formula palette](#) [p. 404].
- 2 Choose the kind of value from the pop-up menu in the formula palette. The choices depend on the type of graph and may have a series name, category names, Y values, X values or several others.
- 4 Enter [▶ values, a reference or a formula](#) [Formulas and Functions]. Individual values must be separated by semicolons (;).
- 5 Complete the entry by pressing \times or the “Enter Formula” button in the formula palette.
- 6 Choose another value kind from the pop-up menu, if necessary, and continue as above.

8.5 USING SPREADSHEET DATA IN A GRAPH

When you paste or [▶ drag spreadsheet data](#) [p. 182] into a graph, RagTime links the spreadsheet to the graph. When the values in the spreadsheet change, RagTime can calculate the graph. You can control this by setting calculation to [▶ on demand](#). [p. 271]

► [Arrange the spreadsheet data](#) [p. 92] appropriately before adding it to a graph.

 **To add spreadsheet data to a graph**

- 1 Drag or paste a spreadsheet selection into a graph.
If you have not yet chosen a graph type with the command ► [Graph Type](#) [p. 290], the ► [gallery](#) [p. 268] dialog box opens.
 - 2 Select a graph type.
 - 3 A dialog box opens in which you can set a number of options:
 - SERIES IN COLUMNS/IN ROWS
If the values in a column are a sequence of values belonging in a single series (for example the “x” values or the “y” values), then click “Series in Columns.”
 - SERIES NAMES
 - CATEGORY NAMES
If you have included names in the spreadsheet selection, check the appropriate boxes. Names must be arranged in the top row and the left column. The option “Category Names” appears only if you drag data into a category graph.
- If you select more than one plane, only the plane with the lowest number will be used.

8.6 ARRANGING SPREADSHEET DATA FOR USE IN GRAPHS

When you prepare spreadsheet data for use in a graph, you may arrange series in rows or columns. If you arrange series in rows, then the sequence of values used, for example, for the X-axis, appear in one row. The Y values appear in the next row, and so on.

The value types are listed below in the order in which they need to appear in the spreadsheet. The value types you use depend on the ► [graph and series types](#) [p. 90].

X values

Y values

Z values

D values

bubble values

opening values

minimum values

maximum values

closing values

a values

b values

c values

angle values

radius values

If, for example, you arrange series in rows in a spreadsheet for an X-Y graph with bubbles, you need to enter x, y and bubble values in that order in three consecutive rows:

	A	B	C	D	
1	8	7	5	9	(X values)
2	4	2	3	1	(Y values)
3	8	6	7	2	(bubble values)

If series are in columns, the data appears as follows:

	A	B	C
1	8	4	8
2	7	2	6
3	5	3	7
4	9	1	2

Other graphs and series types are analogous.

8.7 COLOR OF GRAPH ELEMENTS

You can color most elements in a graph from the ► [color palette](#) [p. 227]. After you ► [tear off](#) the color submenu, most graph elements are listed in a pop-up menu. You can choose an item from the pop-up menu and then select the color, or you can drag a color from the palette directly to the element.

Series Color

When you create new series, RagTime assigns it a color. Adding or removing series or changing the series order may affect the color of the other series. Assigning a color to a series as described above excludes the series from automatic coloring.

You can set an option for RagTime to use colors or patterns for automatic series differentiation in the ► [graph](#) [p. 290] panel of the document settings dialog for new graphs, in the ► [general](#) [p. 271] panel of the information dialog box for the selected graph and in the ► [gallery](#) [p. 268].

8.8 USING TEXT IN GRAPHS

There are two broad groups of text elements in a graph, titles and labels.

Titles

Titles include the graph title, legend titles and axis titles. Titles are text elements which can be edited in the graph exactly like text. You can format selected text in a title using menu commands or the information window.



To edit any title

- 1 Click the title.
An insertion marker appears in the text. If the title is rotated in the graph, it will appear temporarily in a convenient orientation for editing.
- 2 You can now select, type and format as you do in a text component.
- 3 Complete the entry by pressing **↵**.



Graph and Axes Titles and Legends

- See ▶ [Graph Titles](#) [p. 95].
- See ▶ [Graph Axis Title](#) [p. 99].
- See ▶ [Graph Legends](#) [p. 95].

Labels

Labels include the values and names which may be displayed at major intervals along the axes, and the series labels which may be displayed directly in the chart.

You can set the representation of axis labels in the ▶ [2-d axis drawing](#) [p. 212] and ▶ [3-d axis drawing](#) [p. 213] panels of the information dialog box.

You can format all labels of an axis or a series in the “text” and “typography” panels of the ▶ [information dialog box](#) [p. 283].

8.9 USING VALUE FORMATS IN GRAPHS

You can apply a value format to a graph title, legend name or axis title as you do for any other text.

You can specify value formats for axis labels in the ▶ [2-d axis drawing](#) [p. 212] and ▶ [3-d axis drawing](#) [p. 213] panels of the information dialog box.

You can specify value formats for series values in the ▶ [series data](#) [p. 368] panel of the information dialog box. You can specify value formats for series labels the ▶ [series drawing](#) [p. 369] panel of the information dialog box.

See also ▶ [Using Text in Graphs](#) [p. 93]
▶ [Applying Value Formats](#) [p. 166]

8.10 CHART DISPLAY

The diagram is the portion of the graph, in which the series are displayed. Normally, RagTime sets the size and position of the diagram to suit the available space (STANDARD in ► [Arrangement Panel, Graph Information](#) [p. 206]). When a graph is installed, the space available is determined by the container. If a graph has its own window, the space available is determined by the paper size.

☞ To change the size or position of a diagram

- Use the ► [Move and Scale Tool](#) [p. 317].
- Enter the position numerically (CUSTOM POSITIONS in ► [Arrangement Panel, Graph Information](#) [p. 206]).

See also ► [Page Setup \(command\)](#) [p. 328]

8.11 GRAPH TITLES

☞ To add a title

- 1 Set the option “Title” in the ► [arrangement](#) [p. 206] panel of the information dialog box.
The word “Title” appears in a box in the graph. RagTime determines the size and position of the graph title.
- 2 Click in the box.
An insertion marker appears and you can type a name.

☞ To change the size or position of the title

- Use the ► [Move and Scale Tool](#) [p. 317].
- Enter the position numerically (CUSTOM POSITIONS in ► [Arrangement Panel, Graph Information](#) [p. 206]).

☞ To edit the graph title text

- Refer to ► [Using Text in Graphs](#) [p. 93].

8.12 GRAPH LEGENDS

A legend is an element of a graph in which names of series and their corresponding colors and symbols are shown. You can determine where, if at all, the legend is to be displayed.

You can display or hide the legend in the ► [arrangement](#) [p. 206] panel of the information dialog box. In the same panel, you can specify the size and position of the legend or have RagTime do it for you.

☞ **To change the size or position of the legend**

- Use the ▶ [Move and Scale Tool](#) [p. 317].
- Enter the position numerically (CUSTOM POSITIONS in ▶ [Arrangement Panel, Graph Information](#) [p. 206]).

☞ **To edit the name of a series**

- ▶ [Series Data Panel, Graph Information](#) [p. 368].
- ▶ [Formulas \(Palette\)](#) [p. 404].
- If a legend is displayed, you can edit the series name directly in the legend.

See also ▶ [Using Text in Graphs](#) [p. 93]

8.13 GRAPH DIMENSIONS

RagTime provides several two and three-dimensional formats suitable for different types of data. The availability of choices depends on the particular graph type chosen.

2-D with Depth

For a two-dimensional graph with depth, you can set the offset in the ▶ [3-d](#) [p. 200] panel of the information dialog box.

2-D with Perspective / 3-Dimensional

If you choose a two-dimensional graph with perspective or a three-dimensional graph, you can ▶ [rotate it and change the perspective and illumination](#) [p. 96].

☞ **To set an option for dimensions**

- 1 Choose a ▶ [graph type](#) [p. 290].
- 2 Use the command ▶ [Dimensions of Graph](#) [p. 247]

Or

- Choose a basic format from the ▶ [gallery](#) [p. 268].

8.14 GRAPH ROTATION, PERSPECTIVE AND ILLUMINATION

When graphs are displayed in three dimensions or two dimensions with perspective, you can change rotation, view point and light source. You can rotate a graph directly with the mouse. You can change all three features by value or by manipulating a model with the mouse in the information dialog box.

☞ **To rotate a graph manually**

- 1 Select a 3-D graph or a 2-D graph with perspective.
- 2 Use the ▶ [Rotate Tool](#) [p. 357].

☞ **To change rotation, perspective and illumination by value**

- 1 Select a graph in 3-d or 2-d with perspective.
- 2 Open the information dialog (see ▶ [3-D Panel, Graph Information](#) [p. 200])
Enter values or drag the wire-frame, the view point (👁️) or the light source (💡).

See also ▶ [Dimensions of Graph \(command\)](#) [p. 247]
▶ [3-D Panel, Graph Information](#) [p. 200]
▶ [Rotate Tool](#) [p. 357]
▶ [Toolbar for Graphs](#) [p. 406]

8.15 EDITING A GRAPH SERIES

Before performing any of the operations in the information dialog box described below, select a series.

☞ **To name a series**

- Type a name in quotation marks or as a formula in either the ▶ [series data](#) [p. 368] panel of the information dialog box or the ▶ [formula palette](#) [p. 404].
- If the legend is displayed, you can ▶ [edit the series name](#) [p. 93] there.

☞ **To move a series to the overlay chart**

- Refer to the topic ▶ [Graph Overlay Charts](#) [p. 98]

☞ **To display series labels**

Set the appropriate “Label” options in the ▶ [series drawing](#) [p. 369] panel of the information dialog box. Series may be labeled with values, the series name, category names or formulas which may contain references to spreadsheets.

8.16 ORDERING GRAPH SERIES

If no option is set, series are displayed in the order in which they were created. You can, however, display them in the reverse order, or use the “SmartSort” option, which orders series depending on their type. Area series are drawn in the background; bars, pyramids and similar series, in the center; and lines and symbols, in the foreground.

**To set the series order**

- Use the ► [series data](#) [p. 368] panel of the information dialog box.

8.17 GRAPH OVERLAY CHARTS

Graphs with a coordinate system may have a second chart of the same type laid over the main chart. This feature enables you to display unlike data in one graph. You can select any series to be displayed in the overlay chart.

The overlay chart has its own axes for which you can specify values other than those used in the main chart. You can set all the options available in the main chart independently for the overlay chart.

When you format an overlay axis, be sure the correct axis is selected.

**To edit or display an overlay chart**

- Use the ► [series data](#) [p. 368] panel of the information dialog box.

8.18 GRAPH DATA MARKERS

Data markers help the viewer of a graph determine the value of a column or point. Data markers belong to a series. When you choose to display data markers, RagTime displays a marker of your choice for each value in a series on the axes which you select.

**To add data markers**

- 1 Select a series.
- 2 Use the ► [series drawing](#) [p. 369] panel of the information dialog box.

8.19 GRAPH AXIS SCALING AND RANGE

RagTime provides a number of types of scales for graphs, including linear, logarithmic, dates, time spans and several circular scales for polar graphs.

**To change the axis scale**

- 1 Select an axis.
- 2 Choose a scale from the submenu of the command ► [Axis Scaling](#) [p. 215].
Depending on the type of axis, you may also set the maximum and minimum values and the intersection with other axes in the ► [axis](#) [p. 214] panel of the information dialog box.

8.20 GRAPH AXIS DRAWING

You can swap axes, for example to make columns run horizontally, in [► arrangement](#) [p. 206] panel of the information dialog box.

You can reverse the values of an axis, that is, have the minimum value at the opposite end of an axis in the [► axis](#) [p. 214] panel of the information dialog box.

You can set options to specify where an axis is drawn or hide it in the [► axis 2-d](#) [p. 212] or [► axis 3-d](#) [p. 213] panel of the information dialog box.

You can set various options concerning the fill and line styles of an axis in the [► fill](#) [p. 259] and [► lines](#) [p. 311] panels of the information dialog box.

8.21 GRAPH AXIS TITLE

You can create and edit axis titles in the information dialog box.



To create an axis title

- 1 Select an axis.
- 2 Choose a display option in the [► axis 2-d](#) [p. 212] or the [► axis 3-d](#) [p. 213] panels.

The word “Title” appears along the selected axis. For information about editing the title, please refer to [► Using Text in Graphs](#) [p. 93]

You can also rotate the title in the same panel. If the graph is three-dimensional, you can also choose the drawing plane of lettering for an axis.

8.22 GRAPH AXIS STEPS

Steps are the basis for drawing tick marks, grid lines and values along an axis.

A “major step” is defined in terms of the units used for an axis. Minor steps are equal divisions of a major step. You can define steps in the [► axis](#) [p. 214] panel for the selected axis.

[► Value labels](#) [p. 99] may be displayed at major steps. [► Grid lines](#) [p. 100] and [► tick marks](#) [p. 100] may be displayed at major and minor steps.

8.23 GRAPH AXIS LABELS

You can edit axis labels in the information dialog box.

Values can be displayed along the axis at ► [major steps](#) [p. 99]. You can specify at what intervals labels should appear in the ► [axis](#) [p. 214] panel of the information dialog box. For example, you might have labels every step or every ten steps.

You can specify how and where labels should be drawn and rotated in the ► [2-d axis drawing](#) [p. 212] or ► [3-d axis drawing](#) [p. 213] panels of the information dialog box.

You can adjust the space between tick marks and the labels with the option “Text Offset” in ► [Arrangement](#) [p. 206]

You can format axis labels in the “text” and “typography” panels of the ► [information dialog box](#) [p. 283].

You can select a category axis and edit its labels in the ► [category](#) [p. 221] panel of the information dialog box.

8.24 GRAPH AXIS TICK MARKS

Tick marks are lines which appear perpendicular to an axis. Tick marks can be drawn at ► [steps](#) [p. 99] of the selected axis.

You can define the length of “major” ticks and the length and width of “minor” ticks in the ► [Arrangement](#) [p. 206] panel of the information dialog box.

You can specify how and where tick marks should be drawn in the ► [2-d axis](#) [p. 212] or ► [3-d axis](#) [p. 213] panels of the information dialog box. Tick marks use the line and fill styles of the ► [axis](#) [p. 99].

8.25 GRAPH GRID LINES

Grid lines help the viewer of a graph determine the value of a column or point. Grid lines belong to axes and may be attached to ► [major or minor steps](#) [p. 99]. You can draw grids perpendicular to any axis or overlay axis.



To add grid lines

- 1 Select an axis.
- 2 Open the ► [axis 2-d](#) [p. 212] or ► [axis 3-d](#) [p. 213] panel of the information dialog box.
- 3 Check the appropriate boxes.

8.26 BASIC EDITING, GRAPHS

You can select a graph element by clicking it or by choosing it from a pop-up menu.

Pop-up menus appear in the ► [tool bar](#) [p. 406], the ► [formula palette](#) [p. 404] and in the ► [information dialog box](#) [p. 283].

CHAPTER

9

Buttons

In this chapter, you will find information about button components. A detailed description of the menus, commands and tools mentioned here will be found in the chapter “Alphabetic Reference”.

9.1 ABOUT BUTTONS

You can use button components to activate commands or affect the calculation of a formula. A button component, which must be installed in a ► [container](#), may be a push button, a checkbox, a pop-up menu, or a group of radio buttons, depending on its purpose.

You can set all features of buttons in the ► [information](#) [p. 282] dialog box.

9.2 CREATING BUTTONS



To install a button

- 1 Select a drawing object or spreadsheet cell or place the insertion marker in a text component.
- 2 Choose “Button” from the submenu of the command ► [Contents Type](#) [p. 239].
A button component with a push button is created. You can ► [change the type](#) [p. 268] to radio buttons, pop-up menu or checkbox.



To create a button in the inventory

- Use the command ► [New Component](#) [p. 321].
The name of the button appears in the inventory. (No component window opens, because buttons cannot be shown in their own windows.)

9.3 SELECTING BUTTONS

Clicking a component, but not the button, selects the component. If the button fills the entire container,



alt^{gr}-click.



↖-click. Marching ants inside the container border show that the component is selected.

See also ► [Keys and Modifier Keys](#) [p. 422]

9.4 EDITING BUTTONS

You can edit all features of a button in the information dialog box.



To edit any feature of a button

- 1 ► [Select a button](#) [p. 104].
- 2 Open the ► [information](#) [p. 282] dialog box.
Use the ► [general](#) [p. 268] panel to set button type and titles.
Change the arrangement, availability and appearance of buttons in the

► [arrangement](#) [p. 205] panel. Edit text style in the ► [Typography panels](#) [p. 393].

Name

The **name** of the button component is independent of the **title** appearing in a push button or pop-up menu list or next to a checkbox or radio button. You use the component name to establish a ► [reference](#) [p. 175] to a button; the titles of the buttons, which you edit in the “Title” area of the ► [general](#) [p. 268] panel, may be used as the value which is ► [returned](#) to a formula.

9.5 USING PUSH BUTTONS

A button component can have only one push button. It can ► [activate a command](#) or a [script](#) [p. 107] or calculate a formula entered in the ► [general](#) [p. 268] panel of the information dialog box. You can ► [use a formula to set a cell value](#) [p. 105].

Invisible buttons

Neither the title nor the button are visible. You can create a pseudo icon for a button by placing an invisible button in front of a picture. Clicking the picture activates the invisible button.

To create a push button

- 1 ► [Create a button component](#) [p. 104].
All new button components are push buttons.
- 2 Open the ► [information](#) [p. 282] dialog box.
- 3 Choose “Push Button” or “Invisible Push Button” from the “Type” pop-up menu.
 - The title of a push button can be changed in the “Title” editing area. If you set the option “Text,” you can type a title. If there are several lines of text in the editing area, the first one is used. If you set the option “Formula,” you can enter a formula whose result will be used as title.

9.6 SETTING A CELL VALUE WITH A PUSH BUTTON

To set a value in a spreadsheet cell using a push button

- 1 Open the ► [general](#) [p. 268] panel of the information dialog box.
- 2 Choose “Push Button” from the “Type” pop-up menu.
- 3 Set the option “Formula” in the group “Push Buttons.”
- 4 Enter the function `SetCell` in the entry field.

- 5 Use the value which is to be set as the first argument and, as the second argument, a reference to the cell in which the value should appear, for example: `SetCell (5;Spreadsheet 1!A2)`.

See also [▶ SetCell](#) [Formulas and Functions]

9.7 USING RADIO BUTTONS

A button component can include a group of radio buttons.

Use radio buttons when one of several alternatives is to be selected, and all options should be visible. The currently selected value of a radio button group can be used in formulas.

To create a radio button

- 1 [▶ Create a button component](#) [p. 104].
 - 2 Open the [▶ information](#) [p. 282] dialog box.
 - 3 Choose “Radio Button” from the “Type” pop-up menu.
- Titles for the radio buttons can be changed in the “Title” editing area. If you set the option “Text,” you can type names. If there are several lines of text in the editing area, a radio button is created for each. If you set the option “Formula,” you can enter a formula defining all button titles. For example, a reference to a range of three cells creates three radio buttons.

9.8 USING POP-UP MENUS

A button component can include one pop-up menu with a number of options. Use a pop-up menu when one of several alternatives is to be selected, but all options need not be visible simultaneously. The currently selected value of a pop-up menu can be used in formulas.

To create a pop-up menu

- 1 [▶ Create a button component](#) [p. 104].
 - 2 Open the [▶ information](#) [p. 282] dialog box.
 - 3 Choose “Pop-up Menu” from the “Type” pop-up menu.
- Titles for the pop-up menu list can be changed in the “Title” editing area. If you set the option “Text,” you can type names. If there are several lines of text in the editing area, each is included in the menu list. If you set the option “Formula,” you can enter a formula defining all items of the menu. For example, a reference to a range of three spreadsheet cells creates a menu list of three items.

9.9 USING CHECKBOXES

A button component can include only one checkbox. The currently selected value of a checkbox can be used in formulas.



To create a checkbox

- 1 ▶ [Create a button component](#) [p. 104].
 - 2 Open the ▶ [information](#) [p. 282] dialog box.
 - 3 Choose “Checkbox” from the “Type” pop-up menu.
- The name which appears in a checkbox can be changed in the “Title” editing area. If you set the option “Text,” you can type a name. If there are several lines of text in the editing area, the first one is used. If you set the option “Formula,” you can enter a formula whose result will be used as title.

9.10 ACTIVATING A SCRIPT OR COMMAND FROM A BUTTON

You can add a command or script to a push button only. Clicking the push button has the same effect as choosing the command from a menu or palette.



To install a command in a button

- 1 ▶ [Install a button](#) [p. 239].
- 2 Do one of the following
 - ▶ [Drag](#) [p. 182] the name of the command or script from the ▶ [command editor](#) [p. 237] to the button.

Or

- Enter the name of the command or script in the ▶ [general](#) [p. 268] panel of the information dialog box.



“AppleScript” is a part of the operating system and thus supported by RagTime 5 under Mac OS only.

See also ▶ [Get Info, Button component \(command\)](#) [p. 282]

CHAPTER 10

Sound

In this chapter, you will find information about sound components. A detailed description of the menus, commands and tools mentioned here will be found in the chapter “Alphabetic Reference”.

10.1 ABOUT SOUND

You can include sound in RagTime documents. Sounds are designated by a sound button.



You can record and play sounds directly from RagTime if your computer has the necessary hardware and software.

- See also*
- ▶ [Contents Type \(command\)](#) [p. 239]
 - ▶ [Get Info, Sound \(command\)](#) [p. 287]
 - ▶ [Sound Controls \(Palette\)](#) [p. 405]
 - ▶ [Sound](#) [p. 109]

10.2 SELECTING SOUNDS

Sound components are selected by clicking inside the container, but not on the icon.



If there is no space outside the icon, use an **alt**-click.



If there is no space outside the icon, use an **⌘**-click.

A moving broken line inside the container border giving the impression of marching ants shows that the component is selected.

- See also*
- ▶ [Keys and Modifier Keys](#) [p. 422]

10.3 ADDING SOUND



To add a sound

- Drag a sound file or component from another document.
- Or**
- Import a sound file.
- Or**
- Record a sound (see ▶ [Recording Sound](#) [p. 110]).

- See also*
- ▶ [Sound Controls \(Palette\)](#) [p. 405]
 - ▶ [Drag and Drop](#) [p. 182]

10.4 RECORDING SOUND



To record a sound



- 1 You must first create a ▶ [sound component](#) [p. 239].

If the sound component contains data, you will see a play sound button.

If there is no data in the sound component, you will see a record sound button.



2 If the sound component is empty,

- Click the record button.

Or

If you want to replace an existing sound,

- ▶ [select the component](#) [p. 110] and choose the command ▶ [Record](#) [p. 354].



Insufficient memory may hinder recording longer passages of sound. To reserve the entire available memory for the recording:



[⌘](#)-click the record button.



[⌘](#)-click the record button.

Recording Quality

RagTime compresses recordings automatically. You can choose the quality of the recording; better quality compresses the data less. To change the quality of a sound, you must rerecord it with the appropriate settings.

See also ▶ [Sound Controls \(Palette\)](#) [p. 405]
 ▶ [Contents Type \(command\)](#) [p. 239]
 ▶ [Get Info, Sound \(command\)](#) [p. 287]

10.5 PLAYING SOUND

To play a sound



- Click the play sound button.



While the sound plays, the button changes to “stop sound”.

See also ▶ [Sound Controls \(Palette\)](#) [p. 405]

CHAPTER 11

Movies

In this chapter, you will find information about movie components.

☞ “QuickTime” is a part of the operating system and thus supported by RagTime 5 under Mac OS only.

11.1 ABOUT MOVIES



“QuickTime” is a part of the operating system and thus supported by RagTime 5 under Mac OS only.

Movies are stored not in RagTime documents but in separate documents. In order to play movies, RagTime must have access to movie documents and QuickTime must be installed.

Controls for playing a movie are provided in the Movie menu and the ► [movie controller](#) [p. 115]. You can change settings for options in the ► [information dialog](#) [p. 286] box.



Movies can be scaled, but for technical reasons, running movies cannot be rotated or skewed. However, when a movie is stopped, you can skew, rotate and print it like a picture.

11.2 PLAYING MOVIES



“QuickTime” is a part of the operating system and thus supported by RagTime 5 under Mac OS only.

Once you have started a movie, it will continue to run while you perform other tasks. The movie runs according to the options you have set unless you explicitly stop it.

You can run a movie in reverse or create a loop in the ► [playing](#) [p. 346] panel of the information dialog box.



To play a movie

Do one of the following:



- Click the movie badge. or
- Choose the command ► [Show Movie Controller](#) [p. 373].
The ► [movie controller](#) [p. 115] is displayed, which contains a slider and several buttons for playing the movie.

Or

- Click the movie to select it and choose the command ► [Start](#) [p. 378].
The movie runs without showing the controller.

Or

- Double-click the movie.
The movie runs without showing the controller.



Whenever a movie is running, the pointer changes to a stop button when moved over the movie.



To stop a movie

- Click with the stop button pointer in the movie.

Or

- Press the stop button in the ► [movie controller](#) [p. 115].

Or

- While the movie is selected, choose the command ► [Stop Movie](#) [p. 378].



To adjust the sound level

- Use the sound slider in the movie controller.
If the movie has no sound, the sound slider does not appear.

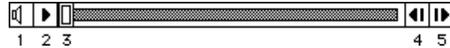
Or

- Turn sound on or off for all movies in the ► [movies](#) [p. 318] panel of the settings dialog box.

11.3 MOVIE CONTROLLER



“QuickTime” is a part of the operating system and thus supported by [RagTime 5](#) under Mac OS only.



1 Volume

If the movie has sound, clicking this button displays a slider to set the volume.

2 Start/Stop

Click this button to play the movie. Click it again to stop the action.

3 Slider

Drag the slider to any point in the movie.

4 Reverse

Click this button to view the previous frame. Hold the button down to play in reverse. Pressing the ← key has the same effect.

5 Forward

Click this button to advance the movie one frame. Hold the button down to continue advancing the movie. Pressing the → key has the same effect.

11.4 SELECTING A MOVIE



“QuickTime” is a part of the operating system and thus supported by [RagTime 5](#) under Mac OS only.

Clicking in a movie container selects the movie. Double-clicking in a movie container runs the movie. In either case, the Movie menu appears in the title bar.

CHAPTER

12

Formats

In this chapter, you will find information about formats and their applications, which includes formatting for fills, lines, characters and paragraphs. A detailed description of the menus, commands and tools mentioned here will be found in the chapter “Alphabetic Reference”.

12.1 COLOR

You can apply colors to virtually everything in a RagTime document. If you are not sure if you can color a particular element, just try, using one of the procedures described below.

You can apply a color to an item with the command “Color” or an appropriate fill style sheet. If you use a style sheet, remember that other attributes of the element may also be affected.

The command “Color” opens a submenu containing predefined colors, but you can define a new color for the selected object or for a [► fill style sheet](#) [p. 260].

Transparent

The color palette and the fill style sheet editor include an option to make an object transparent. Transparent drawing objects have no fill. You can see and click through them to select the objects behind. Once you have made a drawing object transparent, you can select it only by clicking its border. If an object is transparent, the contents are not necessarily transparent.



To color elements

- 1 Select the elements to be colored.
- 2 Use either the command [► Color](#) [p. 227] or apply a [► style sheet](#) [p. 134].

Or

- 1 [► Tear off](#) the [► color palette](#) [p. 227], or open the [► inventory](#) [p. 325] or the [► fill style sheet editor](#) [p. 260].
 2. Drag a color or a style sheet and drop it on the element to be colored (see [► Drag and Drop](#) [p. 182]).

You can also change the color of many elements in a panel of the information dialog box.

Changing Tint

You can change the tint of elements of a selection with the command [► Tint](#) [p. 389] or the [► fill panel](#) [p. 259] of the information dialog box.

See also [► About Components](#) [p. 25]
[► Using Fill](#) [p. 118]
[► Changing Color](#) [p. 130]
[► Color Separation](#) [p. 141]

12.2 USING FILL

A [► fill](#) can be a single color, a two-color pattern or a two-color gradient. Gradients are not allowed for lines, including drawing object borders and

cell borders.

You can apply a single color to a fill or line or make it transparent with the command ▶ [Color](#) [p. 227]. You can apply a pattern to a fill with the command ▶ [Pattern](#) [p. 340]. If you ▶ [tear off](#) the color or pattern submenu, you can choose the part of the selected object to which you apply the color or pattern.

Gradients provide a smooth transition between two colors and can be linear or radial. Gradients can be defined in ▶ [fill style sheets](#) [p. 136] which you can create or change in the ▶ [fill style sheet editor](#) [p. 260].

See also ▶ [Using Fill Style Sheets](#) [p. 136]
 ▶ [Color](#) [p. 118]
 ▶ [Lines and Borders](#) [p. 129]

12.3 EDITING LINES AND BORDERS

▶ [Lines](#) and ▶ [borders](#) have attributes include position, caps and corners.

A line may be drawn centered on or to the ▶ [left or right](#) [p. 439] of the line defined by the coordinates of the end points.

You can add rounded or square caps to the ends of lines.

The appearance of corners between segments of drawing objects can be modified by changing the options for joints and the miter limit.

You can change these attributes for selected drawing objects in the ▶ [Lines](#) [p. 311] panel of the information dialog box. You can set them for line style sheets in the ▶ [line style sheet editor](#) [p. 306].

Screen Display of Wide Lines

You may get a screen representation which more closely represents the printed lines by using the setting “Platform-Independent Drawing” in the ▶ [drawing panel](#) [p. 251] of the document settings dialog box, but it is slightly slower. This option also provides platform independence under the Mac OS and the Windows operating systems.

12.4 DASHING

You can add dashing to lines or borders. Dashing can also be used for underlining and strike-through styles for text.

To add dashing to selected lines or borders

- Use the command ▶ [Dash](#) [p. 246].

Or

- Use the ▶ [lines](#) [p. 311] panel of the information dialog box.

Dashing can also be set in the ▶ [line style sheet editor](#) [p. 306].



To add dashing to character underlining or strike-through

- Choose a line style sheet with dashing (see ▶ [Typography Panel 2, Information](#) [p. 390] or ▶ [Character Style Sheets \(command\)](#) [p. 223]).

Editing dashes

You can change the lengths of dash segments and gaps in the ▶ [dash editor](#) [p. 246] which you can open from the command ▶ [Dash](#) [p. 246] or the ▶ [line style sheet editor](#) [p. 306].

12.5 ABOUT FORMATTING CHARACTERS

A character, whether in a text, graph or spreadsheet component or in graphic text, has an number of attributes which together describe its format, or appearance. Character attributes include size, font, color, style, language, spacing and more. You can see all the character attributes in the Format menu.

You can format characters in several ways, depending on the feature you want to change and whether you want to change just a selection or similarly formatted text throughout the document.

In general, you can change attributes of a selection using the ▶ [Format menu commands](#) [p. 265] or ▶ [character style sheets](#) [p. 223], as well as the ▶ [toolbar](#) [p. 409] or the ▶ [typography panels](#) [p. 393] of the information dialog box.

You can set the format of new text you by first placing the insertion marker where you want to type, modifying the attributes, and then typing.

- ▶ [Styles](#) [p. 121]
- ▶ [Character Size and Font](#) [p. 121]
- ▶ [Underlining and Strike-Through Style](#) [p. 121]
- ▶ [Language](#) [p. 154]
- ▶ [Character Width and Spacing](#) [p. 122]
- ▶ [Small Caps](#) [p. 123]
- ▶ [Subscript and Superscript](#) [p. 123]
- ▶ [Special Character Formats](#) [p. 123]

- See also*
- ▶ [Drop Initials](#) [p. 128]
 - ▶ [Using Character Style Sheets](#) [p. 138]
 - ▶ [Character Style Sheet \(command\)](#) [p. 223]
 - ▶ [Value Formats and Character Style Sheets](#) [p. 166]

12.6 STYLES

Styles include attributes, such as bold, italic or underlining, as well as scale and position. A great many styles appear in the submenus of the command ▶ [Style](#) [p. 379]. You can also apply styles to a selection in the ▶ [typography panels](#) [p. 393] of the information dialog box.

A ▶ [style sheet](#) [p. 134] is a collection of attributes which you apply as a group.

12.7 CHARACTER SIZE AND FONT



To set the font and size for a selection of text

- Use the commands ▶ [Font](#) [p. 264] and ▶ [Size](#) [p. 374].

Or

- Use the ▶ [typography 1 panel](#) [p. 391] of the information dialog box.

When you choose a font size, characters are normally displayed with the width defined in the font file. However, you can change the ▶ [character width and spacing](#) [p. 122].

You can change the units used to express font size in the ▶ [document panel](#) [p. 248] of the document settings dialog box.

You can change how fonts are displayed in the font menu in the ▶ [application](#) [p. 203] panel of the settings dialog box.

12.8 UNDERLINING AND STRIKE-THROUGH STYLE

Lines may be used to format characters with underlining and with “strike-through” style. Both use the same line style sheet, which determines its width, color, pattern and dashing. .

You can underline text or just words with a single or double line.



To underline a selection

- Choose “Single Underline” or “Double Underline” from the ▶ [Styles](#) [p. 379] submenu.

Or

- Set underlining in the ▶ [typography 1 panel](#) [p. 391] of the information dialog box.

Or

- Click an underline button in the ▶ [typography](#) [p. 411] palette.
- You can, in addition, specify if the line is interrupted at spaces between words by setting “Words Only”.

You can add strike-through style to a selection in the same submenu and in the same dialog boxes.

12.9 CHARACTER WIDTH AND SPACING

A font defines the width of each character as well as possible white space before and after it. You can, however, change the apparent width of characters and spacing.

Stretching

You can change the width of characters, including blank spaces by horizontally scaling them. You can scale a selection in the [► typography 2 panel](#) [p. 390] of the information dialog box.

→ If you need to make all the text in a container larger or smaller to fill a given space, or alter just the width or height, you can scale the container (see [► Scaling, Skewing, and Rotating Drawing Objects](#) [p. 46]). This has no effect on the component when displayed in other containers.

Kerning

Kerning controls the amount of space between certain character pairs. The letters “A” and “V”, for example, are such a pair. Kerning moves the letters closer together, so that the base of the “A” is under the top of the “V”. The result is visually better spacing.

Which pairs, if any, are defined as kerning pairs and the amount of kerning are defined by the font. You can set kerning for a selection with the command [► Style](#) [p. 379], or in the [► typography 2 panel](#) [p. 390] of the information dialog box.

Spacing

“Spacing” controls the space between any two characters without affecting the shape of the characters. You can bring them so close together that they overlap or move them very far apart.

You can set spacing for a selection with the commands in the “Position” submenu of the command [► Style](#) [p. 379], or in the [► typography 2 panel](#) [p. 390] of the information dialog box. The command “Other” in the [► Positions](#) [p. 301] submenu opens a dialog box in which you can enter a value.

You can change the units used to express font size in the [► document](#) [p. 248] panel of the document settings dialog box.

Spacing in Justified Lines

If you are using justified lines, you can fine tune the spacing as described above in the topic “Spacing,” or you can have RagTime find the optimum spacing between words by setting the word spacing options the [► arrangement](#) [p. 382] panel of the information dialog box.

12.10 SMALL CAPS

The command “Small Caps” in the submenu of the command [► Style](#) [p. 379] displays characters typed in lower case as scaled, upper case characters.

You can change the scaling values for selected text in the [► typography 2 panel](#) [p. 390] of the information dialog box. When “Small Caps” is later applied, the new values will be used.

12.11 SUBSCRIPT AND SUPERScript

Characters in a line of text normally rest on a baseline. You can raise or lower letters to create superscript and subscript.

You can set subscript or superscript or raise or lower characters using commands in the submenu of the command [► Style](#) [p. 379].

You can set other values for vertical shift and scaling for a selection using the [► typography 1 panel](#) [p. 391] of the information dialog box.

12.12 SPECIAL CHARACTER FORMATS

RagTime 5 can apply the “Kuromaru” style to Japanese characters, for which you must have an appropriate script system installed. You can set this option for selected text in the [► typography 1 panel](#) [p. 391] of the information dialog box.

12.13 ABOUT FORMATTING PARAGRAPHS

A paragraph, whether in a text, graph or spreadsheet component or in graphic text, has an number of attributes which together describe its format, or appearance. Paragraph attributes include line spacing, margins, tab stops, column number and more. You can see all the paragraph attributes in the [► text information](#) [p. 383] dialog box.

You can format paragraphs in several ways, depending on the feature you want to change and whether you want to change just a selection or similarly formatted text throughout the document.

You can change some attributes of a selection using the [► toolbar](#) [p. 409], [► menu commands](#) [p. 265], the [► text information](#) [p. 383] dialog box, or [► paragraph style sheets](#) [p. 337].

You can set the format of new text by first placing the insertion marker where you want to type, modifying the attributes, and then typing.

[► Alignment of Text on Margins](#) [p. 124]

[► Setting Margins](#) [p. 124]

- ▶ **Tab Stops and Tab Fill** [p. 125]
- ▶ **Adjusting Line Spacing** [p. 127]
- ▶ **Paragraph Breaks** [p. 128]
- ▶ **Drop Initials** [p. 128]

- See also*
- ▶ **Numbering Paragraphs** [p. 63]
 - ▶ **Column Format** [p. 64]
 - ▶ **Using Paragraph Style Sheets** [p. 137]
 - ▶ **Paragraph Style Sheet (command)** [p. 337]
 - ▶ **Text** [p. 59]

12.14 ALIGNMENT OF TEXT ON MARGINS

Alignment refers to the vertical alignment of lines of text along the margins. You can align text so that lines align on the left or right margins or both. You can also center text on each line.

To change paragraph alignment

- 1 ▶ **Select one or more paragraphs** [p. 62].
- 2 Do one of the following:
 - Click one of the alignment buttons in the ▶ **toolbar** [p. 409].

Or

- Choose the command ▶ **Alignment** [p. 201].

Or

- Use the ▶ **margins** [p. 384] panel of the information dialog box.

→

If you are using justified text, you can have RagTime ▶ **adjust the spacing** [p. 122] between words or fine tune it yourself.

12.15 SETTING MARGINS

You can set the left and right margins of paragraphs. The left margin may be set for the first and following lines of a paragraph independently.

You can change the margins of selected text by value in the ▶ **margins** [p. 384] panel of the information dialog box.

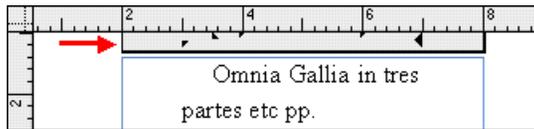
You can also set margins manually, but to do so, the horizontal ruler must be visible (see ▶ **Rulers and Grid (menu)** [p. 360]).



To change manually the margins or the first line indentation

- 1 ▶ **Select one or more paragraphs** [p. 62].

The ruler is visible, and below it, margin and first line indent markers in the tab stop bar.



- 2 Drag one of the markers to set the left or right margins or the first line indent, which can be to the left or right of the left margin. The first line indent marker always moves freely. Moving the left margin marker, however, moves the first line indent marker as well, maintaining the same relative position. You can move the left margin marker alone by -dragging it.

12.16 TAB STOPS AND TAB FILL

Tabs are used to align text in column tables. You can set tab stops by

- Using automatic tab stops
- Inserting tab stop markers manually
- Changing the tab settings and fill character in the [► margins](#) [p. 384] panel of the information dialog box.

Tabs may be oriented to the left or right margin.

Automatic Tab Stops

Automatic tab stops function until you turn them off or set manual tabs. You can modify automatic tab stops in the [► margins](#) [p. 384] panel of the information dialog box.

When you set a manual tab stop, the automatic tabs to the left are deleted. When you remove the manual tab stop, the automatic tab stops are replaced.

Manual Tab Stops

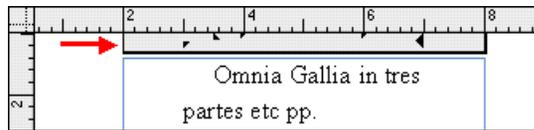
To view tab stops or set them manually, the horizontal ruler must be visible (see [► Rulers and Grid \(menu\)](#) [p. 360]) and the insertion mark in the text.

To set tab stops manually

Tab Stops and Tab Fill

- 1 [► Select one or more paragraphs](#) [p. 62].
If paragraphs have different tab settings, the stops in the first selected paragraph are displayed and the bar is patterned.
 - 2 Click the tab fill button under the tab buttons in the [► toolbar](#) [p. 409] if you want to fill the space between tabs with a character.
-  You can change the character used for filling the space in the [► margins](#) [p. 384] panel of the information dialog box.

- 3 Click a ► **tab stop button** [p. 126] in the toolbar to select it.



- 4 Click the pointer in the tab stop bar to insert a tab.
This tab belongs to all the paragraphs in the selection. If the paragraphs have differing tab settings, these are not altered.
As long as a tab stop button is selected, you can set more of the same tab stop by clicking.



To remove a tab stop



- Drag the tab stop marker up out of the tab stop bar.
When the pointer changes to a trash can, release the mouse button.
The tab stop is deleted.
Tab stops can also maintain a specified distance from the right margin when you move it.

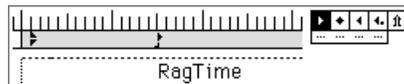


To set tab stops oriented to the right margin

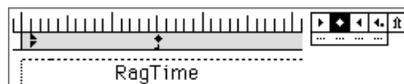
- Tabs can also maintain a preset distance from the right edge, when they are moved.
- **alt**-click in the tab bar.
- **⌘**-click in the tab bar.
Tabs defined relative to the right margin are marked with an angle pointing to the right.

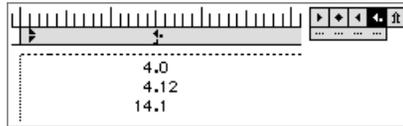
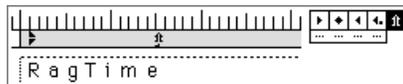
12.17 TAB STOPS (EXAMPLE)

Left tab stop



Center tab stop



Right tab stop**Decimal tab stop****Kintou waritsuke tab stop****12.18 ADJUSTING LINE SPACING**

You can change [line spacing](#) by changing the settings in the [margins](#) [p. 384] panel of the information dialog box.

Editing Line Spacing

You can define the height and distribution of line spacing in the [margins](#) [p. 384] panel of the information dialog box. To set the common line spacing of one, one and a half or two lines, you can use the buttons in the [toolbar](#) [p. 409]. And additional button opens a dialog box for setting the line spacing.

Baseline Grid

You can use the [baseline grid](#) [p. 65] to align lines of text on a page when objects in front of the text cause baselines to move slightly.

Spacing Between Paragraphs

You can specify if blank space between paragraphs should be added before or after the paragraph, or both. RagTime can add the space following one paragraph to the space preceding the next or use only the larger of the two values.

You can set these options

- for selected paragraphs in the [general](#) [p. 279] panel of the information dialog box.
- for new components in the [text](#) [p. 386] panel of the document settings dialog box.

12.19 PARAGRAPH BREAKS

When text is formatted on a page, it may occur that a paragraph does not completely fit at the bottom of a page. In general, a single line at the bottom or top of a page should be avoided, particularly if the pages do not face each other. A last line of a paragraph appearing at the top of a page is often called an orphan, while the first line of a paragraph which appears alone at the bottom of a page may be referred to as a widow or stray line.

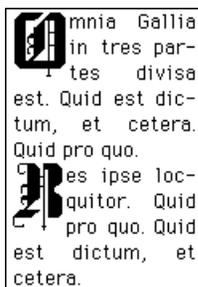
Headings and titles (which normally are one-line paragraphs) should also not appear at the bottom of a page unless there is room for at least two lines of the following paragraph.

RagTime provides options for handling orphans, widows and following paragraphs as attributes of paragraphs. You can specify how many lines are permitted to stand alone and if the paragraph must be kept together with the following paragraph.

- You can set this option for selected text in the ► [arrangement](#) [p. 382] panel of the information dialog box.

12.20 DROP INITIALS

Drop initials are used to decorate text.



Although this feature affects characters, it is a paragraph attribute which you can set for a specific paragraph. You can set the height of initial letters as a number of lines and specify how many letters should be formatted this way. Depending on the font, the tops of the initials may not align with the tops of letters in the first line of text. In this case, you can scale the initials to fill the space exactly.

By specifying on which line the text should begin, you can drop or raise initials.

Occasionally, the drop letter may be a one-letter word. In this case, RagTime suppresses the blank space following the word to assure vertical alignment of the lines following the drop letter. The space is not deleted, and reappears when the drop letter option is not in use.

 **To add drop initials**

- 1 ▶ [Select one or more paragraphs](#) [p. 62]
- 2 Change the option in the ▶ [arrangement](#) [p. 382] panel of the information dialog box.

See also ▶ [About Formatting Characters](#) [p. 120]

12.21 SETTING DEFAULT VALUES

Default values are the settings which RagTime uses to perform an action when you do not specify anything else. For example, the default value for the color of text is black.

You can specify default settings for new documents or new elements (see ▶ [Document Settings \(command\)](#) [p. 249]).

Some default values for new items are determined by the last option chosen in a palette or command submenu ▶ [when nothing is selected](#) [p. 130].

Lines and Borders

All ▶ [lines](#), and borders of other drawing objects created in a drawing component share the same default settings. The borders of drawing objects other than lines which are created in a layout or master layout have a separate default setting. You can choose default style sheets for both in the ▶ [lines](#) [p. 308] panel of the document settings dialog box.

Most of the options in the lines panel affect the first group of objects. The default line style of containers in layouts and master layouts is determined by the pop-up menu “Containers in Layouts Get...” If you want the same line style for borders of objects in a layout or master layout, choose the option for “the same line style sheet as everywhere”.

Other Object Attributes

Set “Text Flows Around” new objects in the ▶ [drawing](#) [p. 251] panel of the document settings dialog box. If you set this option, you can set hyphenation at objects in the ▶ [text](#) [p. 386] panel of the document settings dialog box. You can change more attributes of new objects in the ▶ [drawing](#) [p. 251] panel of the document settings dialog box.

Characters and Paragraphs

RagTime has a number of style sheets used for specific purposes. All can be renamed, and all but one can be deleted. However, it is recommended that you change the definitions of the following style sheets but not delete them or change their names. Should you delete one of these style sheets you can reestablish the style sheets shipped

with RagTime 5 by deleting the document “RagTime 5 Auxiliaries” and restarting RagTime. Keep in mind, however, that all the other settings stored in “RagTime 5 Auxiliaries” are also lost.

 The file “RagTime 5 Auxiliaries” is found in the folder “Application Data\RagTime” in the system folder.

 The file “RagTime 5 Auxiliaries” is found in the folder “Preferences:RagTime” in the System Folder. RagTime always uses an internally defined paragraph style sheet as the default style sheet. This style sheet is supplied with the name “Normal Paragraph,” but RagTime will use it even if you change the name. Of course, you can edit the attributes of this style sheet to create the default style sheet you need using the [▶ character style sheet editor](#) [p. 223] and the [▶ paragraph style sheet editor](#) [p. 338].

RagTime uses the paragraph style sheets TOC in a table of contents, the paragraph style sheets INDEX in an index, and the paragraph style sheet FOOTNOTES for footnotes.

The paragraph style sheets HEADING are different from all the other paragraph style sheets. Only these style sheets carry an internal mark required for the generation of a table of contents.

 **To make the columns on the last page equal in length**

- for new components in the [▶ Text](#) [p. 386] panel of the document settings dialog box.

Changing Color

You can change the color of new lines, fill and character by setting the color in the appropriate panel of the document settings dialog box. You can change

- Guide lines in the [▶ drawing](#) [p. 251] panel
- Fill color in the [▶ fill](#) [p. 258] panel
- Lines in the [▶ lines](#) [p. 308] panel
- Cell fill and lines in the [▶ spreadsheet](#) [p. 376] panel
- Column rules and footnote separators in the [▶ text](#) [p. 386] panel.

12.22 SETTING DEFAULT VALUES WHEN NOTHING IS SELECTED

You can set a number of default values simply by changing the option while nothing is selected. What you can change depends on which component is currently active.

Pattern

If you choose a pattern while nothing is selected, that pattern will be used for the fill of new objects. This affects both layout and drawing

components.

Color

If you choose a color while nothing is selected, that color will be used for the fill of new objects in layout or drawing components, or characters in a text component.

Dashes

If you choose a type of dash while nothing is selected, that dash will be used for new lines and borders of closed objects. This affects layouts and drawing components separately. That is, if you select a dash in a layout, objects created in drawing components do not have this dash.

CHAPTER 13

Style Sheets

In this chapter, you will find information about style sheets for fill, lines, characters and paragraphs as well as their application in RagTime 5. A detailed description of the menus, commands and tools mentioned here will be found in the chapter “Alphabetic Reference”.

13.1 INHERIT

Most attributes in a style sheet editor include an **inherit** [p. 135] option. If you choose this option, the attribute of the style sheet is the same as the attribute of the parent. Later changes in the parent are also inherited.



An inherit button appears next to some attributes. The button is highlighted when it is selected. Other attributes have a pop-up menu with the choice “Inherited.” The menu item also indicates if the parent’s attribute is currently on or off.

13.2 ABOUT STYLE SHEETS

A “style sheet” is a named set of related attributes. RagTime provides style sheets for **characters** [p. 138], **paragraphs** [p. 137], **lines** [p. 136] and **fill** [p. 136]. Style sheets provide a convenient and reliable way of making global changes to similar elements in a document. When you apply a style sheet to an element, RagTime marks the element. When you later change some attributes of a style sheet in an editor, RagTime changes everything marked with this style sheet.

For example, if you have a character style sheet named “Heading” and have formatted all the headings in a document with that style sheet, you can later make changes quite easily. If you originally defined “Heading” as “Times, bold, 14 point” and want to see how Chicago, italic, 12 point looks, you need only to open the character style sheet editor and make the changes there. All text using the style sheet HEADING will be changed accordingly.

You can still change individual attributes of selected elements by using the appropriate commands. RagTime maintains those changes even when you modify the style sheet. However, if you apply a different style sheet, or reapply the same style sheet, the style sheet takes precedence over other modifications.

You can create new style sheets or edit existing ones in one of the style sheet editors, which appear in the submenu **Auxiliaries** [p. 398]. The style sheets you create in the editors also appear in the inventory and in the submenu of various commands. You can create style sheet families in which “children” **inherit** [p. 135] attributes from a parent.

You can also use style sheets to determine the **default settings** [p. 129] used for new text and drawing objects.

An editor lists the style sheets used in the active document as well as those in the document “RagTime 5 Auxiliaries” in the Preferences folder. The latter are available to every document.

13.3 STYLE SHEET INHERITANCE

Style sheets appear in ► [hierarchical lists](#) [p. 418] in editors or the inventory. A style sheet, and style sheets grouped below it, constitute a family. The first style sheet is the parent, and those in the group are children. A child can also be the parent of a new family. A child can inherit (see ► [Inherit](#) [p. 134]) an attribute from the parent, or you can set a different attribute in the style sheet editor.

When you create a new style sheet, it is based on a parent. Settings in the style sheet editor reflect the settings of the parent.

After you have created one style sheet, you can use it as a basis for creating a family of related style sheets. For example, if you should want to use Palatino for the headings in your text, you can define a character style sheet called “Headings” using Palatino font. You can then create further style sheets based on this style sheet, varying, for example, the size or defining one typeface as Roman and another as bold.

You can drag style sheets freely within the outline to change their positions within families. When a style sheet which is set to inherit an attribute is moved to another group, the style sheet will inherit the attribute from its new parent.

13.4 EDITING STYLE SHEETS

The following procedures apply to all style sheet editors:

To create a new style sheet

- 1 Click  CREATE.
A new entry “Untitled” appears in the list.
- 2 Drag the new entry onto of the style sheet from which it is to ► [inherit](#) [p. 135] attributes.
The “parent” style sheet will be highlighted. When you release the mouse button, the new style sheet is positioned subordinate to the parent.

To edit a style sheet name

- 1 Double-click the name.
The name is selected.
- 2 Type a new name.

To change the attributes of a style sheet

- 1 Expand the style sheet list, if necessary.
- 2 Click the style sheet you want to edit.
- 3 In some style sheet editors the properties are grouped into ► [Panels](#).
- 4 Set the desired options.

 **To delete a style sheet**

- 1 Select the style sheet.
- 2 Click  DELETE.

- See also*
- ▶ [Using Fill Style Sheets](#) [p. 136]
 - ▶ [Using Line Style Sheets](#) [p. 136]
 - ▶ [Using Paragraph Style Sheets](#) [p. 137]
 - ▶ [Using Character Style Sheets](#) [p. 138]

13.5 USING FILL STYLE SHEETS

Fill style sheets have the attributes color, tint and pattern and gradient. They can be applied to virtually anything which can have a color.

 **To create or edit a fill style sheet**

- 1 Open the ▶ [fill style sheet editor](#) [p. 260].
- 2 Select an existing style from the outline or press the “Create” button. New fill style sheets have a single color. You can set an option to make a pattern or gradient. The printing option determines whether the fill is printed or not.

 **To apply a fill style sheet to selected elements**

- Use the command ▶ [Fill Style Sheet](#) [p. 260].

Or

- Choose a fill style sheet from a pop-up menu in the ▶ [fill](#) [p. 259] panel of the information dialog box to apply a fill style sheet to selected objects.

You can apply style sheets by dragging them from the inventory or editing window and drop them on the corresponding element (see ▶ [Drag and Drop](#) [p. 182], ▶ [About the Inventory](#) [p. 31] and ▶ [Fill Style Sheet Editor \(command\)](#) [p. 260])

You can set the fill style sheet for new objects in the ▶ [fill](#) [p. 258] panel of the document settings dialog box.

- See also*
- ▶ [About Style Sheets](#) [p. 134]
 - ▶ [Drawing Objects](#) [p. 37]

13.6 USING LINE STYLE SHEETS

Line style sheets have the attributes width, position, joints, caps, dashes and fill style sheet.

 **To create or edit a line style sheet**

- Use the ► [line style sheet editor](#) [p. 306].

 **To apply a line style sheet to selected elements**

- Use the command ► [Line Style Sheet](#) [p. 305].

Or

- Choose a style sheet from a pop-up menu the ► [lines](#) [p. 311] panel of the information dialog box.

You can apply style sheets by dragging them from the inventory or editing window and drop them on the corresponding element (see ► [Drag and Drop](#) [p. 182], ► [About the Inventory](#) [p. 31] and ► [Line Style Sheet Editor \(command\)](#) [p. 306])

You can set the line style sheet of new objects in the ► [lines](#) [p. 308] panel of the document settings.

See also ► [About Style Sheets](#) [p. 134]
 ► [Drawing Objects](#) [p. 37]

13.7 USING PARAGRAPH STYLE SHEETS

A paragraph style sheet defines margin width, alignment on left and right margins, spacing between lines and paragraphs, tab settings and more.

 **To create or edit a paragraph style sheet**

- Use the ► [paragraph style sheet editor](#) [p. 338].

 **To apply a style sheet to selected paragraphs**

- Use the command ► [Paragraph Style Sheet](#) [p. 337].

Or

- Choose a paragraph style sheet from a pop-up menu in the ► [text arrangement](#) [p. 382] panel of the information dialog box.

Or

- Choose a paragraph style sheet from a pop-up menu in the ► [toolbar](#) [p. 409].

You can apply style sheets by dragging them from the inventory or editing window and drop them on the corresponding element (see ► [Drag and Drop](#) [p. 182], ► [About the Inventory](#) [p. 31] and ► [Paragraph Style Sheet Editor \(command\)](#) [p. 338])

→ The end of a paragraph is defined by a return character, a special character which is normally not visible, but can be selected. If you delete

a return character from a paragraph, the following paragraph is joined to it and assumes its paragraph style sheet.

See also ▶ [About Style Sheets](#) [p. 134]
▶ [About Formatting Paragraphs](#) [p. 123]

13.8 USING CHARACTER STYLE SHEETS

A character style sheet defines all the attributes of characters, including font, size, style and more.

To create or edit a character style sheet

- Use the ▶ [Character Style Sheet Editor](#) [p. 223].

To apply a character style sheet to selected text

- Use the command ▶ [Character Style Sheet](#) [p. 223].

Or

- Choose a character style sheet from a pop-up menu in the ▶ [typography panels](#) [p. 393] of the information dialog box.

Or

- Choose a character style sheet from a pop-up menu in the ▶ [toolbar](#) [p. 409] or the ▶ [typography palette](#) [p. 411].

Or

- Choose a character style sheet from a pop-up menu in the ▶ [arrangement](#) [p. 382] panel of the information dialog box to change the style sheet in entire paragraphs.

You can apply style sheets by dragging them from the inventory or editing window and drop them on the corresponding element (see ▶ [Drag and Drop](#) [p. 182], ▶ [About the Inventory](#) [p. 31] and ▶ [Character Style Sheets \(command\)](#) [p. 223])

See also ▶ [About Style Sheets](#) [p. 134]
▶ [About Formatting Characters](#) [p. 120]

CHAPTER

14

Printing

In this chapter, you will find information about printing with RagTime 5.

The general information is complemented with explanations of the special characteristics of certain types of components.

A detailed description of the menus, commands and tools mentioned here will be found in the chapter “Alphabetic Reference”.

14.1 ABOUT PRINTING

You can usually print RagTime components that are displayed in the top-most window (with the exception of, e.g., audio and movie components).

You can basically handle printing and similar tasks such as exporting to PDF and faxing using two groups of settings:

Before Printing

- Specify the paper format, page size, sheet sequence, etc. (see ▶ [Page Setup \(command\)](#) [p. 328]. You can do this separately for each page for layout components. ▶ [Custom Page Setup \(command\)](#) [p. 244]).
 - Specify whether and how you would like RagTime 5 to correct colors so that they appear properly on printers and monitors (see ▶ [Color Management Panel, Settings](#) [p. 231]).
 - Specify the necessary colors and fill stylesheets if you plan to have a color-separated output (see ▶ [Color Separation](#) [p. 141]).
 - Set the fill style to determine whether elements such as areas, lines, letters, etc. should be printed (see ▶ [Fill Panel, Information](#) [p. 259], ▶ [Fill Style Sheet Editor \(command\)](#) [p. 260]).
 - Specify whether drawing objects including their contents should be printed (see ▶ [Objects Panel, Drawing Information](#) [p. 322]) or spreadsheet cells should be printed (see ▶ [Cell Contents Panel, Spreadsheet Information](#) [p. 222]).
 - Control the appearance of spreadsheet grid lines (see ▶ [General Panel, Spreadsheet Information](#) [p. 277]) and cell borders (see ▶ [Borders \(command\)](#) [p. 216]).
 - Control screening, highlight and shadow clipping for the document (see ▶ [Printing panel, Document Settings](#) [p. 352]) or for picture components (see ▶ [Printing Panel, Picture Information](#) [p. 352]).
 - Steuern Sie Druckraster, Lichter- und Schattenbegrenzung für das Dokument (see ▶ [Printing panel, Document Settings](#) [p. 352]) oder Bildkomponenten (see ▶ [Printing Panel, Picture Information](#) [p. 352]).
 - Use formulas and corresponding options within the document if you plan to do a mail merge or set up a monthly schedule, for example (please refer to ▶ [Printing Functions](#) [Formulas and Functions]). You can also select data required for the mail merge (e.g. names or ZIP codes) from the spreadsheet, drag and drop them into the text and leave them there (see ▶ [Drag and Drop](#) [p. 182]). RagTime 5 then asks whether it should create the formulas for you.
- Nonprinting elements such as container borders are usually displayed on screen to facilitate editing the element. To gain an impression of what your document will look like once it has been printed, you can suppress the display (see ▶ [Nonprinting Items \(command\)](#) [p. 322]).

When Printing

- You control actual print jobs using dialog boxes that pop up when you choose ▶ **PRINT** [p. 348]. You will find corresponding settings for PDF exports (see ▶ **PDF Export Settings** [p. 341]).
- Use ▶ **PRINT ONE** [p. 350] to start a print job using the most recent settings without going through the dialog boxes.

14.2 COLOR SEPARATION

RagTime 5 supports color-separated output to PostScript devices and for PDF exports. The process colors cyan (C), magenta (M), yellow (Y) and black (K) as well as spot colors can be output separately.

Color Specification and Management

The color window is the main area for specifying and managing colors within a RagTime document (see ▶ **Color Editor (command)** [p. 228]). It lets you define and name and colors, specify their type (process or spot colors) and overprinting characteristics, etc. in various color models.

User-defined plates allow one to combine several spot colors on a single plate, enabling pictures from various sources to be output correctly.

Applying Colors

You can apply colors to all sorts of elements (objects in drawings, letters, spreadsheet cells, etc.) (see ▶ **Color** [p. 118]).

We recommend applying named colors (see ▶ **Color Editor (command)** [p. 228]) and fill styles (see ▶ **Fill Style Sheet Editor (command)** [p. 260]) especially to ensure that the output is controlled, of high quality and color-separated.

Color management functionality is at your disposal for the realistic and accurate display of colors on your screen, proof printers and production printers even in combination with process color separation (ICC Color Management, see ▶ **Color Management Panel, Settings** [p. 231]).

Outputting Colors

RagTime data are normally sent to the printer in color. The printer software converts the colors to gray tones if your printer does not support colors. If you would like to have a monochrome print-out on a color printer, RagTime 5 can convert the data to gray tones.

You can also have RagTime 5 output colors separately for PostScript output. You can suppress individual color plates and convert spot colors to process colors and process colors to gray tones.

Color output settings are located in the dialog boxes for printing (see ▶ [Color Panel, Printing Windows](#) [p. 235], ▶ [Color Panel, Printing Mac OS](#) [p. 234]) or exporting files to PDF (see ▶ [Color Panel, PDF Export Settings](#) [p. 232]).

See also ▶ [Print \(command\)](#) [p. 348]
▶ [PDF Converter](#) [p. 192]

14.3 PRINTING DRAWINGS

When RagTime prints a drawing, page boundaries are determined by paper size, which you can set in the ▶ [Page Setup](#) [p. 328] dialog box. You can use the command ▶ [Show Page Boundaries](#) [p. 328] to show them.

14.4 PRINTING PICTURES

Pictures for which the option “Visible on Screen Only When Selected” is set are drawn in printed documents.

RagTime supports ▶ [OPI](#) [p. 73].

Some pictures contain text. If printed fonts do not look right, make sure the fonts are available to the printer. You can check which fonts are used in the ▶ [fonts](#) [p. 264] panel of the information dialog box for the selected picture.

7-bit ASCII might be needed for some old postscript printers or other devices. Turn it on when sending data to such a device.

14.5 PRINTING MOVIES



“QuickTime” is a part of the operating system and thus supported by RagTime 5 under Mac OS only.

If the option “Show Poster Frame While not in Use” is set in the pictures panel of the document settings dialog box, RagTime will print the poster frame, even if another frame appears on the document page.

14.6 PRINTING SPREADSHEETS AND PAGE BREAKS

When printing a spreadsheet from the component window, RagTime prints as many pages as necessary for the contents of the entire spreadsheet or for the area which you have specified. RagTime draws a dashed line between pages of the spreadsheet on the screen.

You can manually set ▶ [page breaks](#) [p. 299] in spreadsheets to specify how much of the spreadsheet is to be printed on a sheet of

paper. The command ► [Show Page Boundaries](#) [p. 328] displays the boundaries.

You can set an option in the ► [general](#) [p. 277] panel of the information dialog box to print the entire spreadsheet or only a part of it.

14.7 PRINTING GRAPHS

If a graph is printed from a component window, it is automatically scaled to the printable area of the paper.

14.8 PRINTING SEQUENCES

The sequence for printing pages is mainly dependent on the mechanical setting of your printer and the kind of paper you want to use. An additional consideration is whether you want to print on one or both sides of the paper.

Single-Sided Printing

Single-sided printing occurs in one step. You can specify whether pages are printed in the sequence in which they appear in your document (Forward) or in reverse order (Backward).

Double-Sided Printing

Double-sided printing occurs in two steps: odd-numbered pages are printed first; then, after you re-insert the paper, the even pages are printed. For both steps, you have to specify whether pages should be printed forward or backward.

Please note that double-sided printing is not recommended if background printing is switched on for your printer, if you are using a print spooler, or if you are printing to a device using transparent material or to a fax connection or similar device.

Recommended Printing Sequences

RagTime recognizes certain brands and models of printers. If your printer is one of these, you can use the options RagTime recommends.

If you use a different printer, you can determine the ► [printer family](#) [p. 144] your printer belongs to and use the options RagTime recommends for that family.

If you cannot determine the family, you can set the options for the printing sequence manually.

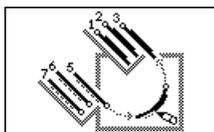
14.9 PRINTER FAMILIES

Generally all printers can be included in one of four families based on their mechanical setting and the path the paper follows inside the printer. Once you know which family your printer belongs to, you can use the page sequence options for printing that RagTime recommends for that family. The following illustrations should enable you to determine the family your printer belongs to.

In the following illustrations, the paper moves from the input tray through the printer to the output tray. The **circle** at one side of each sheet indicates the **direction of movement**.

The **output tray** already holds pages 1 to 3 with the thick line indicating the side onto which the pigments were applied. The **pencil** represents the printing mechanism currently applying pigments to page 4.

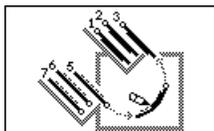
The **input tray** holds sheets to be used for pages 5 to 7 with dashes indicating the side of each sheet to which pigment will be applied.



Printer Family BF

This family is characterized by input and output paper trays on the same side of the printer. In other words, the sheets are turned around in the printer or the paper path forms an acute angle.

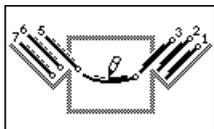
Since pigment is applied on the outer curve of the paper path, printed pages are collected in the output tray in reverse order with the printed side facing up.



Printer Family FB

This family is characterized by input and output paper trays on the same side of the printer. In other words, the sheets are turned around in the printer or the paper path forms an acute angle.

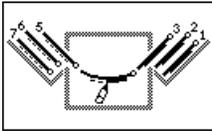
Since pigment is applied on the inner curve of the paper path, printed pages are collected in the output tray in correct order with the printed side facing down.



Printer Family FF

This family is characterized by input and output paper trays on opposing sides of the printer. In other words, the sheets are moving approximately straight through the printer, or the paper path forms an obtuse angle.

Since pigment is applied on the inner curve of the paper path, printed pages are collected in the output tray in reverse order with the printed side facing up.



Printer Family BB

This family is characterized by input and output paper trays on opposing sides of the printer. In other words, the sheets are moving approximately straight through the printer, or the paper path forms an obtuse angle.

Since pigment is applied on the outer curve of the paper path, printed pages are collected in the output tray in correct order with the printed side facing down.

14.10 ABOUT THE HTML PRINTING EXTENSION

With the HTML extension for RagTime 5, you can print RagTime 5 documents to HTML documents with embedded JPEG images for publication in an Intranet or the Internet.

Every page of the component which is to be printed, usually a layout component, will be transformed into a pair of files (a JPEG image and an HTML file) according to your settings (see ► [HTML Printing Panel, Document Settings](#) [p. 293]) All these files will be collected in a folder of your choice under the names “page*.jpg” and “page*.htm”, whereby the number of the page replaces the “*”.

The JPEG image displays the page as it would be printed. In this case, the image uses the resolution currently set for your monitor (see ► [Settings \(command\)](#) [p. 373]).

 The color depth of the JPEG images is determined by the setting for your monitor, which you can set in MY COMPUTER | CONTROL PANEL | DISPLAY | SETTINGS.

 The JPEG images are generated in 24-bit color.

The HTML file contains the HTML commands necessary for displaying the JPEG image as well as ► [navigation buttons](#) [p. 147], if desired, with hyperlinks to the first and last pages as well as the preceding and following pages of the document.

For HTML browsers that support frames, the HTML extension can generate an additional HTML document named “toc.htm” with a table of contents having hyperlinks direct to all pages of the transformed RagTime 5 document. The companion document “index.htm” combines the table of contents with one document page at a time in two frames of the browser window.

All the hyperlinks in the table of contents and between the pages are created in such a manner that you can simply publish the complete folder with the transformed files anywhere on your Web server. Then direct your browser to the file “page1.htm” or “index.htm”, if you prefer a frame representation with a table of contents.

 The names of your HTML documents are limited to a maximum of 8 letters and digits plus a three-letter extension so that you can publish the files

you create on all types of web servers known to us. Please don't change these names.

See also ▶ [HTML Printing Panel, Document Settings](#) [p. 293]

14.11 PRINTING RAGTIME DOCUMENTS TO HTML FILES

To publish RagTime 5 documents with the HTML extension for RagTime 5, you can perform the following steps:

- Decide on an appropriate page size for your components. In layout components, you do not have to use the paper size of your printer, but can specify an arbitrary size. You will find details under ▶ [Page Setup \(command\)](#) [p. 328].
- If you want to create an HTML frame with a table of contents, you can replace the normally used hyperlinks “Page 1”, “Page 2” and so on with more meaningful texts by assigning the layout pages names in the ▶ [Pages panel](#) [p. 335] of the Layout Information dialog box.
- Set the quality in which the pages should be generated, whether navigation buttons should be created, or whether and with which characteristics a frame with a table of contents should be created in the ▶ [HTML Printing panel](#) [p. 293] of Document Settings.
- Use the command ▶ [Print to HTML](#) [p. 350] to generate the HTML version of your component. Specify in which folder the files should be collected. Then copy this folder to your Web server.

→ The names of your HTML documents are limited to a maximum of 8 letters and digits plus a three-letter extension so that you can publish the files you create on all types of web servers known to us. Please don't change these names.

14.12 ELEMENTS OF THE HTML EXTENSION

The HTML extension for RagTime 5 consists of several files, none of which can be used alone; they extend the functionality of RagTime beginning with version 4.2.

- “HTML Extension” contains the actual program code.
- “up.gif”, “down.gif”, “left.gif” and “right.gif” are images with arrows used as navigation buttons, if desired, in the created HTML document.

→ In order for RagTime to use the HTML extension correctly, the files named above must be in the same folder. They will be installed in the folder “HTML Extension” in the “Extensions” folder during the normal RagTime installation.

- If you want to arrange the contents of the “Extensions” folder according to your needs, please be sure that the HTML extension is in the same folder as the four GIF images.

See also ▶ [Navigation Buttons](#) [p. 147]

14.13 NAVIGATION BUTTONS

If you wish, navigation buttons will be included below every transformed page of the HTML document. They simplify navigation in HTML documents with numerous pages.

The navigation buttons are hyperlinks to the first and last pages of your HTML document as well as to the pages preceding and following each page, if such exist. The four GIF files “up.gif”, “down.gif”, “left.gif” and “right.gif” are used for the buttons. These files will be copied to the folder which you name when using the command ▶ [Print to HTML](#) [p. 350].

If you do not like the supplied images, you can replace them. Prepare four appropriate pictures and give them the same names as those which we supplied.

- Maintain the complete lower case spelling. Otherwise you risk the danger the the links no longer function in your own Intra- or Internet servers.

If you want to replace the buttons in a single case, put your four image files in the folder which you named for collecting your documents when using the command ▶ [Print to HTML](#) [p. 350].

If you want to replace the button images for all future generated HTML documents, put your four pictures in the same folder as “HTML Extension” in the “Extensions” folder.

- The names of your HTML documents are limited to a maximum of 8 letters and digits plus a three-letter extension so that you can publish the files you create on all types of web servers known to us. Please don’t change these names.

See also ▶ [Print to HTML \(command\)](#) [p. 350]
 ▶ [Elements of the HTML Extension](#) [p. 146]

CHAPTER 15

Document Services

In this chapter, you will find information about services, which are available for all RagTime 5 document components. These include search and replacement of text, generation of indexes and tables of contents, hyphenation and spelling checks and the management of the associated dictionaries.

A detailed description of the menus, commands and tools mentioned here will be found in the chapter “Alphabetic Reference”.

15.1 SEARCH AND REPLACE

Search expression

The [▶ search expression](#) is the word or phrase for which RagTime looks. RagTime can seek a specific sequence of characters, including [▶ special characters](#).

In addition, you can search for paragraph and character formats specified in the [▶ text arrangement](#) [p. 382], [▶ text margins](#) [p. 384] and [▶ typography](#) [p. 393] panels.

Where you can search

You can limit the [▶ scope](#) to the current selection, but you can also search larger areas in which the selection is installed, such as the component, window or document in which the selection occurs, or all open documents.

Replacement expression

You can create a replacement expression just as you create the search expression. It may contain the same types of characters and the same formatting information.



Conducting a search

There are several ways to make a search:

- Choosing the command [▶ Search and Replace](#) [p. 364] opens a dialog box in which you can enter a phrase and, optionally, special characters and formatting information. In the same window, you can create a replacement string. You can control the search-and-replacement procedure using buttons in the dialog box.

Or

- You can make a selection and choose the command [▶ Search for Selection](#) [p. 366].

Once the search expression has been found, you can use the commands [▶ Search Again](#) [p. 364] and [▶ Replace and Search](#) [p. 356].

See also [▶ Text](#) [p. 59]
[▶ Spreadsheets](#) [p. 75]

15.2 TABLE OF CONTENTS

RagTime can create a table of contents based on paragraph style sheets. When you create a table of contents, RagTime checks the selected layout(s) for instances of [▶ Heading](#) [p. 129] group of paragraph style

sheets, which you have previously used to format chapter titles, section and subsection names and so on. RagTime collects entire paragraphs formatted in these style sheets in a text component and formats them with other style sheets reserved for tables of contents.



To create a table of contents

- 1 Mark chapters, sections and so on with appropriate “Headline” paragraph style sheets.
 - 2 Choose the command ▶ [Generate Table of Contents](#) [p. 281].
A text component named “Contents” appears in the inventory. You can further work with this component like any other text component.
- You can create other tables, for example, a table of illustrations by marking the captions of the illustrations with a “Headline” paragraph style sheet, creating a table of contents and deleting the other entries from the resulting text component.

See also ▶ [Text](#) [p. 59]
▶ [Spreadsheets](#) [p. 75]

15.3 INDEX

RagTime can create an index for each layout. Indexed words may occur in various components. You can also create synonyms for indexed words in the index editor.



To create an index

- 1 Select a word and choose the command ▶ [Mark for Index](#) [p. 316]. Repeat for additional words. An item called “Index Entries” appears in the ▶ [inventory](#) [p. 31].
 - 2 If desired, create ▶ [synonyms](#) [p. 152] in the ▶ [index editor](#) [p. 296]. Synonyms are added to “Index Entries.”
 - 3 Choose the command ▶ [Generate Index](#) [p. 280]. You must choose a layout in the dialog box which opens. A new text component called “Index” appears in the inventory.
 - 4 You can work with the “Index” component as you do any other text component.
- The index RagTime places in the inventory is the static product of an operation. If you change the layout so that page references are altered, or if you mark new words for the index, you must create a new index. When you do so, the contents of the existing “index component” are overwritten and any manual changes are lost.

See also [▶ Text](#) [p. 59]
[▶ Spreadsheets](#) [p. 75]

15.4 CREATING INDEX SYNONYMS

Index synonyms are alternate terms under which an index entry can be listed in an index.

For example, you might have marked the term “printer” for the index, but would like to have it appear as a more general term like “peripheral devices.”

Marked word:

printer

Synonym:

peripheral devices

When you create a synonym, the original word no longer appears in the index. If you would like “monitor” from the example above to appear as both “monitor” and “peripheral devices,” you must add “monitor” as a second synonym.

Marked word

printer

Synonym

peripheral devices

monitor

In the finished index, “monitor” is listed under “M” and “peripheral devices” is listed under “P”:

M Monitor P peripheral devices

 **To create a synonym**

- 1 Open the [▶ Index Entries Editor](#) [p. 296].
The dialog box contains a [▶ hierarchical lists](#) [p. 418] of the terms marked for the index.
 - 2 Select an entry from the list of index entries.
 - 3 Click  NEW SYNONYM.
Below the selected expression, a new one appears and is selected for your entry.
 - 4 Type the synonym as you wish it to appear in the index.
-  You must choose the command [▶ Generate Index](#) [p. 280] again before the synonyms appear in the index component.

The above method creates a list of words grouped under the letters of the alphabet, for example

C Computer H Hard disk P Processor

Creating a Two-Level Index

You can also create entries at a subordinate level. Subordinate entries are formatted with a different paragraph style sheet.

C computer

hard disk

processer

H hard disk

P processor

The following steps describe how to create the above example:

To create sublists

- 1 Create a text containing the words “hard disk” and “processor” and mark them for the index.
- 2 Open the ► [index entries editor](#) [p. 296].
- 3 Select the entry “hard disk.”
- 4 Create two synonyms.
- 5 Click below the heading “Listed Under”.
- 6 Type the word “computer”.
- 7 Repeat steps 3 through 6 for the entry “processor.”
- 8 Choose the command ► [Generate Index](#) [p. 280].

The finished index will look like this:

C Computer

hard disk

processor H hard disk P processor

Creating a Three-Level Index

You could also enter “hard disk” in a subcategory under Computer:

C Computer

hardware

hard disk

To create a subcategory

- 1 Create a text containing the word “hard disk” and mark it for the index.
- 2 Open the ► [index entries editor](#) [p. 296].
- 3 Select the entry “hard disk”.
- 4 Create a synonym.
- 5 Click below the heading “Listed Under” to the right of one of the synonyms.
- 6 Type the word “computer:hardware”.

- 7 Choose the command ▶ [Generate Index](#) [p. 280].
- You can attach a sort key in <brackets> to every expression under INDEX ENTRY and LISTED UNDER. The expression will, of course, be written in the index as entered, but will be alphabetically ordered in the place specified by the sort key. For example the entry “Ω particle<Omega particle>” has the effect that “Ω particle” appears in the index where “Omega particle” would appear, not under special characters. In the same manner, Japanese ideographs can be sorted according to their pronunciation.

15.5 LANGUAGE

Each character is assigned a language which is used when RagTime checks spelling or hyphenates words. Dictionaries for RagTime are available for many languages , of which a single text may contain any number. Depending on the variant, dictionaries for one language are supplied with RagTime; you can buy additional dictionaries via the Internet at <<http://www.ragtime-online.com>>



To set the language for a selection

- Choose one from the submenu of the command ▶ [Language](#) [p. 302].
- Or
- Choose a language in the ▶ [typography 1 panel](#) [p. 391] of the information dialog box.

15.6 ABOUT DICTIONARIES

Dictionaries for RagTime are available for many languages , of which a single text may contain any number. Depending on the variant, dictionaries for one language are supplied with RagTime; you can buy additional dictionaries via the Internet at <<http://www.ragtime-online.com>>

When you ▶ [check spelling](#) [p. 157] in a selection of text, RagTime looks for each word in the dictionary for ▶ [the chosen language](#) [p. 154]. Words which are not found are displayed for your review.

Of course, not all words in a language can be included in such a dictionary, and you might need to use terms which are not found in any dictionary. RagTime permits you to add such words to personal dictionaries which you create for this purpose. Before you check the spelling in a selection, you can direct RagTime to use a number of personal dictionaries when checking spelling. You can add newly found

words to a dictionary, or you can edit the dictionary in the ► [personal dictionary editor](#) [p. 341].

You may want a term to be considered correct in one document but not in others. In this case, you can create an extra dictionary for this document. When you work on another document, simply remove this dictionary from the list.

You can create, open and close dictionaries in the ► [spelling editor](#) [p. 225] while checking spelling.

You can create and edit dictionaries in the ► [personal dictionary editor](#) [p. 341]. In addition, words which are correctly spelled but should not appear in your text can be marked “avoid”. In this dialog box, you can also create, open and close personal dictionaries.

→ RagTime’s internal dictionaries must be placed in the folder “Dictionaries” for RagTime to find them. Your personal dictionaries, on the other hand, may be in any folder on your hard disk or even in the network.

15.7 MERGING DICTIONARIES

You can merge two RagTime 5 dictionaries in a single dictionary, and you can add dictionaries from RagTime 3 to personal dictionaries in RagTime 5.

Because RagTime 3 dictionaries store spelling and hyphenation information in different documents, you must merge both documents in a single RagTime 5 dictionary, and you must merge the spelling document first and the hyphenation document second.

To merge personal dictionaries

- 1 Open the ► [personal dictionary editor](#) [p. 341].
- 2 Create a new personal dictionary or select an existing one.
- 3 Choose “Merge” from the pop-up menu.
A dialog box opens.
- 4 Find and choose the desired dictionary.
If you are merging a RagTime 3 dictionary, choose the spelling document.
- 5 Merge them.
 - If you are merging a RagTime 3 dictionary, repeat steps 3 through 5 with the hyphenation document. You must merge the spelling document before the hyphenation document to prevent overwriting the hyphenation information.

15.8 HYPHENATING TEXT

The rules for hyphenation depend on the ► [language](#) [p. 154] of the words being hyphenated. Dictionaries for RagTime are available for many languages, of which a single text may contain any number. Depending on the variant, dictionaries for one language are supplied with RagTime; you can buy additional dictionaries via the Internet at <http://www.ragtime-online.com>

Before you have RagTime hyphenate text, it is a good idea to make sure that the language setting is the one you want to use. You can use the command ► [Language](#) [p. 154] or the ► [typography 1 panel](#) [p. 391] of the information dialog box.

When an object which ► [text flows around](#) [p. 41] is in front of a text component, you can set an option for placing and dividing words on affected lines for a current selection in the ► [general](#) [p. 279] panel and for new components in the ► [text](#) [p. 386] panel of the document settings dialog box.

You can also specify the shortest syllable permitted when dividing a word and the shortest word which may be hyphenated in the ► [typography 2 panel](#) [p. 390] of the information dialog box.

See also ► [Specifying Hyphenation Breaks](#) [p. 156]

15.9 SPECIFYING HYPHENATION BREAKS

If you want to hyphenate a single occurrence of a word to make it break in a particular line, insert a soft hyphen (see ► [Insert Soft Hyphen \(command\)](#) [p. 300]).

If you want to change the way that RagTime hyphenates a word always, you can define the hyphenation of your entries in a personal dictionary or change the way RagTime hyphenates a word which is already in a RagTime dictionary.

To define the hyphenation of a word

- 1 Enter the word in the ► [personal dictionary editor](#) [p. 341].
- 2 Type an equals sign (=) where RagTime may divide the word.
“RagTime” will not be hyphenated.
“Rag=Time” will be hyphenated.

If you do not like the way that RagTime hyphenates a word using its own rules, you can enter the word in a personal dictionary and hyphenate it the way you want. Assume that RagTime can e.g. not properly hyphenate the word “archaeopteryx”: archaeopte-ryx. You can enter the

correct hyphenation in the personal dictionary: “archaeo=pteryx” and the problem is solved.

→ The rules RagTime uses for hyphenating words may differ from the rules used by another program, or someone may have defined hyphenation rules for a particular word in a user dictionary. You can set an option to preserve hyphens when importing or pasting text in the [▶ text](#) [p. 387] panel of the settings dialog box. Otherwise, RagTime will use its dictionaries.

See also

- ▶ [Hyphenating Text](#) [p. 156]
- ▶ [Hyphenate \(command\)](#) [p. 294]
- ▶ [Insert Nonbreaking Hyphen \(command\)](#) [p. 299]
- ▶ [Insert Soft Hyphen \(command\)](#) [p. 300]

15.10 CHECKING SPELLING

RagTime checks spelling for the given [▶ language](#) [p. 154] with the available [▶ dictionaries](#) [p. 154].



To check spelling

- 1 If you want just to check the spelling of a selection, make the selection.
- 2 Make sure that the language setting for the text is the one you want to use. You can use the command [▶ Language](#) [p. 154] or the [▶ typography 1 panel](#) [p. 391] of the information dialog box.
- 3 Choose the command [▶ Check Spelling](#) [p. 225].
A dialog box opens in which you can select personal dictionaries, specify what part of the document is to be checked and then actually check and correct spelling.

See also [▶ Check Spelling \(command\)](#) [p. 225]

CHAPTER 16

Values and References

In this chapter, you will find information about the value types (numbers, dates, timespans etc.), that are supported by RagTime 5 together with details about their entry, formatting and processing when used in conjunction with formulas. Detailed descriptions of the operators and functions supported by RagTime 5 can be found in the on-screen documentation under “Formulas and Functions”. A detailed description of the menus, commands and tools mentioned here will be found in the chapter “Alphabetic Reference”.

16.1 ENTERING DATES, TIME SPANS AND NUMBERS

RagTime recognizes dates, time spans and numbers entered in spreadsheet cells or in a ► [formula](#) [Formulas and Functions] as special types of data.

A **date** is a point in time consisting of a calendar date and a time, which must be entered as specified in the system.

 You will find the corresponding settings under MY COMPUTER| CONTROL PANEL | REGIONAL SETTINGS

 You will find the corresponding settings in the Control Panels DATE AND TIME and NUMBER FORMAT.

A **time span** is a length of time defined days [d], hours [h], minutes [m] and seconds [s].

A **number** is any entry consisting of only figures (0123456789), plus or minus signs, exponential values and delimiters for decimal and thousands (usually comma

Or points).

► [Entering Dates and Times](#) [p. 160]

► [Entering Time Spans](#) [p. 161]

► [Entering Numbers](#) [p. 161]

16.2 ENTERING DATES AND TIMES

You can enter a date or time in a formula or a cell. If the value is not a valid date, RagTime will try to interpret it as a number or text.

A date consists of a day, a month and a year followed by an hour, a minute and a second, for example, January 25, 2001 11:34:12 a.m. It is possible to show just a part of a date, such as January 25, 2001 or 11:34 a.m.

 When entering the time in the Formula palette the time must be entered completely; if necessary, add the seconds: “11:34:00”.

If you enter a date only, RagTime assumes 0:00:00 (midnight) for the time. If you enter a time only, RagTime assumes January 1, 1904, for the day.

RagTime uses the notation for date and time defined by the operating system. Common forms of notation include month/day/year (12/31/96), day/month/year (31/12/96) or day.month.year (31.12.96).

 You will find the corresponding settings under MY COMPUTER| CONTROL PANEL | REGIONAL SETTINGS

 You will find the corresponding settings in the Control Panels DATE AND TIME and NUMBER FORMAT.

For example, if the US format is in use, you enter the date January 25, 1996 11:34:12 a.m. as 1/25/1996 11:34:12.

You may enter a single or double digit (3 or 03) for day or month if you wish. You can enter a year with two or four digits (97 or 1997). When you enter a 2-digit year greater than 25, RagTime will use 1900 for the century, otherwise it uses 2000.

Dates containing the name of the month or ordinal numbers (1st or First) are interpreted as text. However, you use [▶ value formats](#) [p. 166] to display the names of months or their abbreviations.

16.3 ENTERING TIME SPANS

You can enter a time span in a formula or a cell.

A time span may consist of the units days, hours, minutes and seconds, for example 2 days, 4 hours, 5 minutes and 6 seconds. Because the units also appear in dates, you must enter a value in a unique manner in order for RagTime to identify it as a time span.

When you enter a time span, you must provide an identifier immediately after each value; you can optionally type a blank space between the identifier and the following value. You would enter the value mentioned above as:

•2d 4h 5m 6s or •2d4h5m6s

You can enter one, two, three or all four values, but if you enter only one value, you must nevertheless use two identifiers if RagTime is to recognize it as a time span:

•4h 0m for four hours or •0h 5m for five minutes

16.4 ENTERING NUMBERS

Because the standard notation for numbers varies, RagTime uses the notation defined for the operating system. For example, the US operating system uses a point to indicate the decimal place and commas between thousands. Many other operating systems use a comma to mark the decimal place and points between thousands. RagTime checks the current settings in the control panel “Numbers.”

You must enter numbers using the system settings for the decimal indicator and thousands separators.

RagTime also recognizes the exponential format, also called scientific notation, if there are no spaces between numbers and the e:

1.234E6 or 1.234e6 for 1,234,000.

Numbers with currency symbols or other unit labels (kg, m, ft.) are recognized as numbers if an appropriate value format exists. Otherwise, RagTime recognizes the entry as text.

See also ▶ [Editing Value Formats](#) [p. 164]

16.5 AUTOMATIC DATES

RagTime 5 updates automatic dates with the aid of your computer's built-in clock.



To create an automatic date

- 1 Select the location where the date should appear.
- 2 Use ▶ [Insert Dates and Times \(command\)](#) [p. 297].

Document Date

When a document is created, RagTime gives it the current date. It appears in the ▶ [document](#) [p. 248] panel of the document settings dialog box, where you can also change it. You can insert this date in a component with the function ▶ [DocumentDate](#). [Formulas and Functions]

Updating Date

The function ▶ [Today](#) [Formulas and Functions] returns the current date each time the document is opened.

Regularly Updating Dates

The functions [Hour](#), [Minute](#), and [Second](#) recalculate each time the value changes.

16.6 CALCULATING WITH DATES, TIMES AND NUMBERS

Date, Time and Time Spans

A number of operations are possible with dates and time spans. You can

- calculate the difference between two dates, expressed as a time span.
- add a time span to or subtract it from a date, giving a date.
- Add two time spans or subtract one from the other.
- use dates and time spans in logical comparisons such as `equals` or `is greater than`.

In most countries, the day of the week and week of the year are numbered according to ISO standards, but a different method is used in the United States. RagTime provides functions for both methods.

For financial calculations, every month of the year is considered to have 30 days. RagTime provides a function for calculating the difference between two dates appropriately.

Numbers

Numbers are calculated and saved with a precision of at least 13 decimals. The arithmetic range covers from $-1.1E4932$ to $1.1E 4932$. Numbers outside this range are interpreted as text.

See also ▶ [Date Functions](#) [Formulas and Functions]

16.7 CALCULATION WITH FORMAT PRECISION

The value format defines, among other things, the precision with which a number is to be displayed. Values in spreadsheet cells are displayed in the toolbar with their full precision. Normally, when you use a number in calculations, RagTime uses the true precision. However, when working with currency, for example, you may wish to use the displayed precision.

- You can set this option in the ▶ [contents](#) [p. 222] panel of the information dialog box.

16.8 ABOUT VALUE FORMATS

The value format defines how a date, time or number is displayed. A value format is not a property of a value, but of the place at which the value is displayed.

The definition of a value format includes the number of places before and after the decimal, positive or negative signs, a color, and a label, for example currency. A value format affects the appearance of dates and times but not the manner in which RagTime stores values.

A ▶ [combined value format](#) [p. 165] can have several formats for numbers and one format for dates and time spans. For each format, you can define a condition under which it is used. If a value format has both number and date formats, RagTime uses the format appropriate to the data type.

Before you choose another value format, RagTime applies the value format **GENERAL**. It may be edited or renamed, but it cannot be deleted. RagTime provides a variety of value formats and allows you to create new ones in the ▶ [value format editor](#) [p. 397].

See also ▶ [Editing Value Formats](#) [p. 164]
 ▶ [Applying Value Formats](#) [p. 166]
 ▶ [Value Formats and Character Style Sheets](#) [p. 166]

16.9 EDITING VALUE FORMATS

This section describes the editing of number and date formats.

To create or modify a value format

- 1 Open the [▶ value format editor](#) [p. 397].
- 2 Do one of the following
 - Click the “Create” button to create a new format. A new format named “Untitled” appears.

Or

- Click the value format you wish to edit. The line is highlighted.
- 3 Click the name of the format, if you wish to edit it. The text is selected in an entry field. Type a new name.
 - 4 Click the format, if you wish to edit it. The format is selected in an entry field. You can type a format or choose specifiers for [▶ numbers](#) [p. 167] or [▶ dates and time spans](#) [p. 168] from the pop-up menus.

A format may consist of specifiers, which are directions to RagTime about how to format values, and text. Anything you want RagTime to treat as text must be enclosed in single quotation marks ('text'). RagTime converts double quotation marks ("text") to single quotation marks.

If you do not include any quotation marks in a format, RagTime will check it when you complete the entry. Any character that is not recognized as formatting will be treated as text. If you type in \$ #,##0.00 , RagTime changes it to: '\$ '#,##0.00.

[▶ Fill Characters in Value Formats \[p. 164\]](#)

[▶ Character Style Sheets in Value Formats \[p. 165\]](#)

[▶ Fill Style Sheets in Value Formats \[p. 165\]](#)

See also [▶ Combined Value Formats \[p. 165\]](#)

16.10 FILL CHARACTERS IN VALUE FORMATS

You can define a character which fills the empty portion of a cell which contains a value. The fill character may appear in place of, before or after the value. You can include fill characters for each format in a combined value format.

To create a fill character

- Type an asterisk (*) followed by the letter you want to have repeat. Typing *- in a value format causes the empty portion of the cell to fill with dashes. You can use this together with number or date specifiers,

for example `*.#` will cause a string of periods to appear before the value.

16.11 CHARACTER STYLE SHEETS IN VALUE FORMATS

You can define a character style sheet for each value format. The name of an existing character style sheet must be in square brackets at the end of the format:

```
#.##[Highlight]
```

16.12 FILL STYLE SHEETS IN VALUE FORMATS

You can add a color to each format by setting the name of an existing [fill style sheet](#) [p. 136] in square brackets at the end of the format:

```
#.##[Red Fill]
```

16.13 COMBINED VALUE FORMATS

A value format may consist of several number formats as well as one format for date and time spans. Formats must be separated with semicolons. The date and time span format, if there is one, must be last.

If a value format contains several number formats, you can attach a condition to each format. If you do not include conditions, RagTime uses the first format for positive numbers, the second for negative numbers and the third for zero value. In the example

```
'$ '#,##0.00; '$ '#,##0.00-; 'zero'
```

a positive value might look like \$ 1,000.00, a negative value like \$ 1,000.00- and a zero value would be represented by the text zero.

→ You can have [blank space to the right](#) [p. 167] of positive numbers so that the decimals in positive and negative numbers in the above example align when the numbers are aligned on a right margin.

A condition must precede the format and be enclosed in square brackets: `[condition]format`. For example, if you wanted to show only values greater than 10, you could use the following combined number format:

```
[>10] #,##;'Warning'
```

For numbers ≤ 10 the second format of the text “Warning” will be used.

→ You can create any number of formats with conditions, but you must provide one format without any condition which is applied when no condition is met.

RagTime uses the first format for which a condition is met. If you want to include several number formats with conditions in a value format, you need to list them in the order in which you want them to be considered. For example, if you want to display all values between 0 and 10 in the GENERAL format, you could use the following combined number format:

```
[>10]''; [>0]GENERAL;
```

Numbers >10 are treated as empty text, numbers >0 will be expressed with the GENERAL format, all other numbers are expressed with an empty text. First, a number greater than 10 is expressed with an empty text. Then a number greater than 0 is expressed with the GENERAL format. Finally, any remaining number is expressed with an empty text.

16.14 APPLYING VALUE FORMATS

You can apply a value format to selected cells and text in text components or graphs. The format is a property of place where the value is shown, not of the value itself.

To apply a format to text or spreadsheet cells

- 1 Select cells or text.
- 2 Do one of the following:
Choose a format from the submenu of the command ▶ [Value Formats](#) [p. 396].

Or

- Select a format in the ▶ [value format editor](#) [p. 397] and click  APPLY.

Or

- Select a format in the ▶ [cell contents](#) [p. 222] panel of the information dialog box for a spreadsheet.

Or

- Select a value format in the ▶ [Typography 2 panel](#) [p. 390] of the information window.

See also ▶ [Using Value Formats in Graphs](#) [p. 94]

16.15 VALUE FORMATS AND CHARACTER STYLE SHEETS

Value format is an attribute of characters. When creating character style sheets, you should also consider their possible use with dates, times and numbers. When you apply a character style sheet to a number, date or time, the value format belonging to the style sheet is applied as well.

See also [▶ Applying Value Formats \[p. 166\]](#)
[▶ About Formatting Characters \[p. 120\]](#)

16.16 NUMBER FORMATS

Digits

You can use # 0 or ? to express digits. # displays a digit if there is one. A 0 displays a 0 if the number has no digit in that place. A ? in the format definition is represented by a blank space in the formatted number if it has no digit in that place.

Decimal Point and Thousands Separator

When you set a decimal or thousands separator, RagTime uses the separators defined for the operating system. If a document is opened on computers using different operating systems, values are displayed correctly for each system.

Fractions

You can format common or mixed fractions by using the fraction sign (/). For example, with the format 00/00, π is displayed as 22/07; the format 0'_'0/0 is displayed as 3 1/7.

Positive and Negative Signs

If you use + in a number format, numbers are always signed. If you use - in a format, only negative numbers are signed.

Scientific and Engineering Notation

Both scientific and engineering formats (the latter of which expresses exponents as multiples of three), are available. You can use both E and e to express scientific notation, and F or f for engineering notation.

Percentages

When you use the percentage sign (%), the number is multiplied by 100 and displayed with a percentage sign.

Roman Numerals

A single upper case X causes an entire number to be displayed as an upper case Roman numeral; a single lower case x causes a number to be displayed as a lower case Roman numeral. Fractions, if any, are ignored.

→ Numbers must be less than 32,000 to be displayed as Roman numerals; otherwise the error value RANGE! appears.

Blank Space

The `_` (underscore) character holds blank a space having the width of the following character. For example, `_ -` holds a space the width of a dash blank. In the following example, the format assures that the positive amounts in English pounds sterling and the negative values in parentheses are vertically aligned:

```
_( ' £ ' # , ## 0 . 0 0 _ ) ; ' ( £ ' # , ## 0 . 0 0 ' ) '
```

16.17 DATE AND TIME SPAN FORMATS**ISO and US Standards**

There are two common standards for numbering the day of week and week of year, the ISO standard and US standard. RagTime can use both. You can use upper case abbreviations for the ISO standard and lower case for the US standard.

- DOW/dow Day of Week
- W/w Week of Year

Time

RagTime recognizes two sorts of time, a point in time, which is actually part of a [date, and a time span](#) [p. 160]. However, RagTime uses the same time format to display both values. Keep in mind that RagTime rounds time spans to the smallest unit used in the format, but disregards smaller units when displaying dates.

For example, a time format displaying only minutes displays the point in time `1 minute` and `30 seconds` as `1 m`. A time span of 1 minute and thirty seconds appears as `2 m`, but a time span of 1 minute and 29 seconds appears as `1 m`.

The symbols `d`, `h`, `m` and `s` stand for time spans which are in the possible range of days, hours, minutes and seconds.

- `d:h:m:s` shows `1d 1h 1m 1s` as single digits such as `1:2:3:4`
- Or**
- `hh:mm:ss` adds leading zeros to single digits in `1d 1h 1m 1s` as in `01:02:03:04`

→ Please note that upper and lower case orthography are used in some cases to distinguish between different date and time formats. For example, `M` is used for months `m` for minutes.

Converting Between Units

You can express a time span consisting of any combination of units (days, hours, minutes and seconds) in a single unit type. If you create format expressing only seconds, for example (`s seconds`), RagTime will

calculate the time in seconds: 1 minute and 15 seconds is formatted as 75 seconds.

12- and 24-Hour Time Keeping

RagTime provides formats for the common ways of abbreviating ante meridiem and post meridiem, AM/PM, am/pm and so on. If you use the GENERAL format, RagTime expresses times using either day half indicators or 24-hour notation, depending on the system settings. If you use one of the format specifiers, RagTime maintains the use of 12-hour time specifiers in all cases.

16.18 ABOUT CELL REFERENCES

A cell reference instructs RagTime to look up a value in a cell at a certain “address” or “coordinate” and use it in a formula. For example, a formula in one spreadsheet cell might add values supplied by references to other cells, or a formula in a text component might include a reference which inserts the formatted contents of a cell in the text.

A cell reference must be unique; that is, it cannot refer to more than one cell. Since the referenced cell and the formula cell may be in different planes, components or documents, a reference to a cell in the same spreadsheet and plane needs only row and column notation, while a reference to a cell in another plane requires the plane number and so on.

References can be notated in the same way that rows and columns are named, that is, with ► [A1 notation](#) or [R1C1](#) [p. 78] notation.

Automatic Updating of References

RagTime updates references

- if you add or delete rows, columns, or planes in a spreadsheet which alter the row, column or plane of the referenced cell

Or

- if you change the name of the spreadsheet containing the referenced cell.

See also ► [Formulas and Functions](#) [Formulas and Functions]

16.19 MAKING A CELL REFERENCE

You can create a cell reference in a formula by typing a cell address or a range of cells or by clicking a cell or dragging across range while creating a formula. When you use the latter method, RagTime enters the necessary addresses and delimiters.

 **To refer to a single cell**

1 ▶ [Create a formula](#) [Formulas and Functions].

2 While the insertion marker is in the formula, do one of the following:

- Click the cell to which the reference is to be made.

Or

- Type in the ▶ [necessary address](#) [p. 172].

 **To refer to a range**

1 ▶ [Create a formula](#) [Formulas and Functions].

2 While the insertion marker is in the formula, do one of the following:

- drag across a range, column or row.

Or

- Type in the necessary addresses.

If the spreadsheet component contains two or more ▶ [planes](#) [p. 79], you can also make a three-dimensional reference.

 **To refer to a three-dimensional range**

Type in an ▶ [address](#) [p. 172].

See also ▶ [Entering Formulas](#) [Formulas and Functions]

16.20 ABOUT ABSOLUTE AND RELATIVE REFERENCES

References can be “absolute,” meaning that they refer to a specific cell, or “relative,” meaning that they refer to a cell a certain number of rows and columns distant from the cell containing the formula. When you paste an absolute reference from one cell to another, the new reference still refers to the same cell. When you copy a relative reference from one cell to another, the new reference refers to a cell at the same distance.

When you click a cell in the same spreadsheet as the cell containing the formula, RagTime creates a relative reference. Clicking a cell in a different spreadsheet creates an absolute reference. You can ▶ [change the reference type](#) [p. 389].

References made from formulas in other types of components, for example text or graphs, can only be absolute. Because there is no potential confusion, RagTime does not indicate the type of reference here.

Relative References in A1 Notation

In the following example, the formula in cell B1 contains a relative reference to A1. When the relative reference is copied to B2, the formula still refers to the cell one column to the left, which is A2 in this case.

	A	B	
1	100	110	<- A1+10
2	55	65	<- A2+10
3			

Absolute References in A1 Notation

In the following example, the formula in cell B1 contains an absolute reference to A1. When the reference is pasted to cell B2, the new formula also refers to A1. The dollar sign (\$) indicates an absolute reference in A1 notation.

	A	B	
1	100	110	<- \$A\$1+10
2	55	110	<- \$A\$1+10
3			

Relative References in R1C1 Notation

The example below shows a relative reference to R1C1 from R1C2. When the relative reference is pasted to R2C2, the formula refers to the cell one column to the left which is R2C1 in this case.

	1	2	
1	100	110	<- RC[-1]+10
2	55	65	<- RC[-1]+10
3			

The location of the referenced cell is indicated relative to the formula cell. A relative value must be enclosed in square brackets. If both the referenced cell and the formula cell are in the same row or column, the indicator ("R" or "C") can be included without the value following it. If the referenced cell is above or to the left of the formula cell, the value is negative.

Absolute References in R1C1 Notation

An absolute reference in R1C1 notation consists of the row and column numbers of the source cell; for example, R4C2 refers to the cell in row 4 and column 2. In the following example, the formula in cell R1C2 contains an absolute reference to cell R1C1. When the reference is copied to a formula in R2C2, the new formula also refers to R1C1.

	1	2	
1	100	110	<- R1C1+10
2	55	110	<- R1C1+10
3			

16.21 DELIMITERS

Delimiters separate the elements in a reference: row and column notation, plane number, component name and document name.

Reference to cell

[] different plane

[2]A1

! different component

Spreadsheet 1![2]A1

! different document

'Document Name'!Spreadsheet 1![2]A1

The document name must be enclosed in quotation marks.

16.22 REFERENCE NOTATION**References to Cells****Relative A1 Notation**

same plane A1

other plane [2]A1

Absolute A1 Notation

A dollar sign (\$) before the row, column or plane makes the reference absolute:

same plane \$A\$1

other plane [\$1]\$A\$1

Relative R1C1 Notation

Placing a number in square brackets ([1]) after “R” or “C” makes the row or column reference relative. Use a negative sign to refer to a cell to the left or above the cell containing the formula:

same plane R[-1]C[-1]

other plane P[-1]R[-1]C[-1]

Absolute R1C1 Notation

same plane R3C5

other plane P1R3C5

References to Ranges

A range reference consists of the names of the upper left and lower right cells separated by a colon. The examples below illustrate how a reference from the ► [active cell](#) to the hatched range appears in various types of notation.

A reference may include several planes. Such a reference is defined by two cells in opposite corners of the range. Add plane notation as described for cells to refer to a range in another plane.

	A / 1	B / 2	C / 3	D / 4	E / 5
1					
2					
3					
4					

Relative A1 Notation

same plane A1 : C3

other plane A1 : [3] C3

Absolute A1 Notation

same plane \$A\$1 : \$C\$3

other plane \$A\$1 : [\$3] \$C\$3

Relative R1C1 Notation

same plane RC [-4] : R [2] C [-2]

other plane RC [-4] : P [2] R [2] C [-2]

Absolute R1C1 Notation

same plane R1C1 : R3C3

other plane R1C1 : P [2] R3C3

References to Columns or Rows

A reference to a range of entire columns consists of the column names separated by a colon. The following examples of notation assume a formula in the upper left cell of a spreadsheet referring columns 3 through 5. References to rows are analogous.

Relative A1 Notation

C : E

Absolute A1 Notation

\$C : \$E

Relative R1C1 Notation

C [2] : C [4]

Absolute R1C1 Notation

C3 : C5

16.23 REFERENCES TO OTHER DOCUMENTS

A formula and the cell for which it contains a reference may be in different documents. When you refer to a cell in another document, you can type in the correct ► **address** [p. 171], without opening the document, but it is recommended to create the reference by opening the document and clicking the cell to avoid typing errors.

If both documents are open when the value of the referenced cell changes, the formula's result is updated immediately.

When you open a document containing formulas with references to a document which is not open, a dialog box opens asking if these formulas should be recalculated. If so, RagTime must open the referred documents in the background.

This has several consequences: the documents are not visible on the monitor, but they do require memory; further, you cannot delete the documents from your hard disk as long as they are open.

To close a document open in the background

Do one of the following:

- Open the document in one of the usual ways and then close it.

Or

- Quit RagTime.

References to unopened documents include the name of the second document, name(s) of folder(s) and the volume on which the document is stored.

If you delete a spreadsheet containing a cell referred to in a formula in another component, the result in the formula is "REF!". If you create a new spreadsheet having the name of the previously deleted spreadsheet, RagTime updates the formula, using the cell in the new spreadsheet.

16.24 REFERENCES WITH FORMATS

If you refer to cells in formulas, RagTime usually uses the contents of the referenced cell. You can have RagTime include also the formats of the referenced cell such as the text style and the value format.

To include formats

- Add a number symbol (#) before the cell address in the reference. A reference made by clicking in a cell might look like this:

A1 Notation

Spreadsheet 1!A1

R1C1 Notation

Spreadsheet 1!R1C1

- Add a number symbol (#):

A1 Notation

Spreadsheet 1!#A1

R1C1 Notation

Spreadsheet 1!#R1C1

In the example `#A1 + B1`, the format in cell A1 is applied to the sum of cells A1 and B1. In the example `A1 + #B1`, the format of cell B1 is used.

If you concatenate cell contents, you can use the formats from multiple cells: `#A1 & #B1`.

→ You can also include formats in functions:

The result of `Sum (#A1;Pi)` will have the format of A1.

The function `If (A1 > 0; B1; #B1)` returns B1 without format when A1 > 0 and B1 with format when A1 <= 0.

16.25 REFERENCES WITH BUTTONS

A formula may contain a reference to the value of a button component, which you can set in the [▶ general \[p. 268\]](#) panel of the “Button Information” dialog box.

To refer to a button from a formula

- 1 [▶ Create a formula \[Formulas and Functions\]](#).
- 2 While the insertion marker is in the formula, click the button component to which you want to refer.
RagTime enters the reference.

The button supplies either the name of the button or its index number (its position in the list of button names), depending on the option you set in the [▶ general \[p. 268\]](#) panel of the information dialog box.

Typing References

Clicking the button component to create a reference is generally recommended. However, if you wish to type the reference yourself, remember these rules:

- Type the name of the button component exactly as it appears in the [▶ inventory \[p. 325\]](#).

- The name “My Button” must be followed by an exclamation mark “!” and the character “X”, for example, “My Button!X”. Do not use blank spaces.

Buttons Containing References to Spreadsheet Cells

You can use references to spreadsheet cells to provide button titles and set the availability of buttons. Refer to the topic [▶ Editing Buttons](#) [p. 104].

- Even if the button component is installed in a spreadsheet component, a reference in the button to a cell in the spreadsheet or vice versa must contain the name of the component referred to.

See also [▶ Buttons](#) [p. 103]
[▶ Functions, Formulas and Operators](#) [Formulas and Functions]

16.26 NAMED REFERENCES

You can assign spreadsheet ranges and text selections names which may be used in formulas.

Naming a Text Selection or a Spreadsheet Range

Named selections can be overlapping, and a single selection can have more than one name. Use the name exactly as it is written; it should not be enclosed in quotation marks.

To create a named reference

- 1 Select some text or a spreadsheet range.
- 2 Open the [▶ name editor](#) [p. 320].
- 3 Click the button “Create.”
A new item is added to the name list and its definition appears.

To change a name

- 1 Open the [▶ name editor](#) [p. 320].
- 2 Click the name to select it.
- 3 Click again and type a new name. (Do not double-click.)

To change the definition of a name

- 1 Open the name editor.
- 2 Click the definition to select it.
- 3 Click again and type a new definition. (Do not double-click.)

Use Caution When Choosing a Name

A name consists of a sequence of letters, digits, and spaces. Avoid names consisting entirely of digits.

When you change the name of a reference, RagTime also changes the name in all formulas in which it appears. When naming references, avoid reusing the same name. RagTime can keep track of reference names, but users of the document may be confused.

See also ▶ [About Auxiliaries](#) [p. 33]

CHAPTER

17

Data Exchange

In this chapter, you will find information about the exchange of data between RagTime 5 and other programs. A detailed description of the menus, commands and tools mentioned here will be found in the chapter “Alphabetic Reference”.

17.1 ABOUT DATA EXCHANGE

You can move data between documents in a number of ways. Which way is best depends on what sort of data you want to move, their location and their destination.

▶ **Copy** [p. 241] and ▶ **Paste** [p. 339] You can copy and paste data between open documents.

▶ **Drag and Drop:** [p. 182] You can drag data between open documents or from or to the desktop or a folder.

▶ **Import and Export:** [p. 180] Exporting data creates a new document. Importing data copies data from a document to the active document.

▶ **Publish and Subscribe:** [p. 181] Publishing and subscribing maintain dynamic links between a document and an intermediary “edition.”

▶ **Import with Link to File** [p. 181]: A dynamic link is created between the original document and the imported data.

▶ **Data Exchange, Text** [p. 183]

▶ **Data Exchange, Spreadsheet** [p. 184]

▶ **Data Exchange, Pictures** [p. 185]

▶ **Data Exchange, Movies** [p. 185]

▶ **Data Exchange, Drawings** [p. 184]

See also ▶ **Converters** [p. 186]

17.2 ABOUT IMPORT AND EXPORT

“Import” refers to the process of converting and inserting data from documents not in RagTime’s format into the active document. “Export” refers to the process of converting and saving data from the active document in a format other than the application’s own format.

Import

- Use ▶ **Import** [p. 295] to insert data into an open RagTime document. If necessary, RagTime creates a new drawing object and installs the data as a new component in it.
- Drag a file from the desktop or a folder into the RagTime inventory or into the ▶ **container** (see ▶ **Drag and Drop** [p. 182]). You can drag any type of file that you can import.
- You can also open some types of files without first creating a RagTime document and importing. Use ▶ **Open** [p. 324] to open a file created by another program, creating a new document.

Export

- Use [► Export](#) [p. 256] to save a selection or a component.
- To import or export foreign formats, the appropriate converter must be available (see [► Converters](#) [p. 186]).
- 📁 Drag a selection in the Mac OS Finder to create a Clip. Clips can be saved in the RagTime format or in the exchange formats (see [► Drag and Drop](#) [p. 182]).

17.3 ABOUT LINKED IMPORTS

When a file is imported into a RagTime document, the file's contents are usually integrated in the document after being processed by a converter, if necessary. The external file is no longer needed once this has been done. A RagTime document's imported data do not differ from those entered into the document by typing, drawing, etc.

If you repeatedly import files such as price lists containing data that are often updated, you can generate links to these files. This can facilitate or automate the update procedure.

Import and link

- 1 Choose the [► Import](#) [p. 295] command.
This opens a file selection dialog box.
- 2 Check LINKED TO FILE.
- 3 Select the file you would like to import and confirm your selection.
 - RagTime 5 makes a note of the imported file's path and name and the date and time of the import. You can look up this information in the (see [► Linked Import Panel, Information](#) [p. 313]) information dialog box if a linked import has been fully or partially selected.
 - You can highlight linked imports on screen (see [► Edition Borders \(command\)](#) [p. 254]).

Update linked imports

Use [► Update All Linked Imports \(command\)](#) [p. 395] to update **all** the document's linked imports. Apply the following procedure for individual imports:

- 1 Select linked imported files partially or fully.
- 2 Open the (see [► Linked Import Panel, Information](#) [p. 313]) information dialog box.
- 3 Modify the settings to tell RagTime 5 to look for new data when the document is opened and import them if necessary (☉ UPDATE IF NEEDED WHEN DOCUMENT IS OPENED).

Or

- 3 Modify the settings to tell the application that you would like to handle the update yourself (● ONLY ON DEMAND) and perform the update using  UPDATE FROM SOURCE FILE.



Break a link to a file

Imported data are protected from most changes. You can only make changes that affect imported data in general. This ensures that the changes are kept when the data are re-imported. However, you must break links to imported data you need to edit.

- 1 Select linked imported data fully or partially.
 - 2 Open the information dialog box (see ▶ [Linked Import Panel, Information](#) [p. 313]).
 - 3 Click  BREAK LINK TO FILE.
- Linked imports can be a great help when it comes to pictures and especially when data are only partially imported into your document (see ▶ [Data Exchange, Pictures](#) [p. 185]).
- You can also review and update **all** a document's linked imported pictures in the picture list (see ▶ [Picture List \(command\)](#) [p. 343]).

See also ▶ [Converters](#) [p. 186]
▶ [Import \(command\)](#) [p. 295]

17.4 DRAG AND DROP

“Drag and drop” is an intuitive method to perform a series of actions in a single step. You can drag elements between components or documents, or move items between the inventories of various documents. Drag-and-drop technology is so widely implemented in RagTime that only a few examples are provided here. If you are not sure if you can drag something in a particular situation, just try it.

When you drag an item, any other item with which it can interact will be highlighted in some way. For example, dragging a color over a drawing object highlights either the fill or the border, because those elements can have color. If you drag a component over the object, it is highlighted, because the component can be installed in it.

Dragging an element, for example, a drawing object, text or cell range, within a component is similar to cutting and pasting it at the new location. When dragging a drawing object, you can ▶ [use a modifier key to duplicate an object and its contents](#) [p. 423].

Dragging an element to another component duplicates the element, like copy and paste. In some cases a new component is created in the inventory.

Dragging the name of a [▶ component](#) from the inventory to, for example, a drawing object, [▶ installs](#) [p. 27] the component in the object.

You can drag an appropriate file from the desktop or a folder to a component window, drawing object, inventory or layout.

You can also drag auxiliaries within or to other documents. For example, you can apply style sheets by dragging them to text or drawing objects.

To drag selected text

-  Over the selected text, the pointer will change to an arrow. Press the mouse button and drag the text.
- Dragging text into a text component pastes the text into that component.
- Dragging a component or drawing object into a text component inserts a [▶ flowing object](#) [p. 62].

Dragging Spreadsheet Selections

-  Over the **border** of a selected range of cells, the pointer will change to a move pointer. Press the mouse button and drag the selection.
- Dragging a cell range into a graph component [▶ inserts the spreadsheet data in the graph](#) [p. 91].
- Sometimes after dropping, a dialog box appears in which you can specify how the dropped material is to be used. When dragging spreadsheet cells into a text component, for example, you have the choice between cell contents, references or mail merge formulas.

Clippings

-  A “clipping” is a document in a special format created when you drag something to the Finder. Clippings contain the RagTime format for exchange with RagTime documents as well as an exchange format. If the Finder does not recognize the data type of the selection, a PICT format is used.

See also [▶ About Components](#) [p. 25]

17.5 DATA EXCHANGE, TEXT

If you import text into a [▶ container](#) which is too small to display all the data, an overflow symbol appears in the lower corner of the container.

-  You can resize the container or connect additional containers with a [▶ pipeline](#) [p. 56]. You can also create documents with [▶ automatic page generation](#) [p. 51].

17.6 DATA EXCHANGE, SPREADSHEET

Importing Spreadsheet Data

If data from a tab-delimited file are imported into a spreadsheet, the selected cell is used as the upper left corner of the range to be filled. A \rightarrow character directs RagTime to enter the data which follows in the next cell to the right. A \leftrightarrow character directs RagTime to enter the following data in the next row. If automatic type recognition is set, RagTime [recognizes numbers, dates, time spans and text](#) [p. 77].

If the imported text file exceeds the entire spreadsheet size, RagTime reads as much data as possible.

Protected cells are not affected, and the imported value is lost. If only settings and formulas are protected, RagTime can write the imported value in the cell.

\rightarrow When you import a SYLK or a dBase file, RagTime begins filling the spreadsheet from the upper left cell, regardless of which cell may be selected. All data existing in the spreadsheet are deleted.

Exporting to a Tab-Delimited File

When you export a [continuous cell range](#), cells in a row are separated from each other by tab characters and rows are separated by return characters. If the selection contains multiline text cells, return and tab characters in these cells are replaced with spaces.

If you export a [discontinuous cell range](#), RagTime exports cells from left to right, row by row, disregarding empty cells between the sections of the selection. If the selection contains multiline text cells, tab and return characters in these cells are replaced with tabs.

If you select the contents of a multiline text cell for export, the process is similar to that described for exporting text. You can use the RTF format for export from a spreadsheet only if you have selected the contents of a multiline cell, and not the cell itself.

17.7 DATA EXCHANGE, DRAWINGS

You can import drawings stored in PICT files either as pictures or as drawings in which you can select and edit individual objects. The converter you choose determines whether you get a picture or a drawing in your RagTime document. If you want to import a PICT file as a drawing you must choose the [PICT To Draw Converter](#) [p. 193] converter in the “import” dialog box.

17.8 DATA EXCHANGE, PICTURES

Importing Pictures

Normally, like other data, pictures are fully integrated in the RagTime document when they are imported. However, if you specify that RagTime 5 is to maintain a link to the original at the time of import, you can also specify whether the picture's data are to be integrated into the RagTime document entirely, or only to the extent needed to match the the screen's settings.

For some picture formats, this makes no difference in document size, but for others, such as [▶ TIFF](#) [p. 191] or [▶ EPSF](#) [p. 192], the difference can be significant. Large EPSF and TIFF pictures require substantial memory, but much of the data contained within the image file is needed only for printing. When you work on a document, you need only enough data for a screen representation. The original file is only used for printing or making changes in the screen representation. If the original file is not available, RagTime prints the picture using the screen representation data.

If you prefer importing picture files via drag and drop instead of using the `IMPORT` command, you can change the settings in the Document Setting's Picture panel to tell RagTime whether to create file links and which data should be imported into the document.

Exporting pictures

When exporting pictures, you can select the ORIGINAL PICTURE DATA type in addition to the formats supported by the built-in converter. RagTime then exports the unaltered picture data the way they were imported.

See also [▶ Import \(command\)](#) [p. 295]
[▶ Pictures Panel, Document Settings](#) [p. 343]
[▶ Converters](#) [p. 186]

17.9 DATA EXCHANGE, MOVIES



“QuickTime” is a part of the operating system and thus supported by RagTime 5 under Mac OS only.

Importing a movie does not add all the movie data to the document. Because movie files are generally quite large, only a reference to the external file is included in the RagTime document. Therefore, movie files must be accessible to the RagTime document into which they are imported, if the viewer of the document is to see the movie.

17.10 CONVERTERS

When RagTime or any other program saves data, they apply a definite structure to each document, which is known as their “proprietary format”. Generally a proprietary format is complex and can only be opened and read by the program which created it. Many programs can also save data in files with standardized structures in what are known as “exchange formats”, so that these files can also be opened by other programs.

RagTime uses built-in or converters installed as add-ons to handle data in foreign formats.

Text Converters

- ▶ [Plain Text Converter \(ASCII\)](#) [p. 187]
- ▶ [Converter for Unicode Text](#) [p. 188]
- ▶ [RTF Converter](#) [p. 188]
- ▶ [Microsoft Word Converters](#) [p. 188]

Spreadsheet Converters

- ▶ [SYLK Converter](#) [p. 190]
- ▶ [Excel Converter](#) [p. 190]

You can also use the text converter described above.

Movie converter

A QuickTime movie converter is also supplied with RagTime.

Image Converters

- ▶ [MacPaint Converter](#) [p. 191]
- ▶ [TIFF Converter](#) [p. 191]
- ▶ [PNG Converter](#) [p. 193]
- ▶ [JPEG Converter](#) [p. 193]
- ▶ [EPSF Converter](#) [p. 192]
- ▶ [PDF Converter](#) [p. 192]
- ▶ [PICT Converter](#) [p. 191]
- ▶ [WMF/EMF Converter](#) [p. 193]

Drawing Converter

- ▶ [PICT->Draw Converter](#) [p. 193]

➔ Besides its own converters RagTime 5 also supports third-party converters that are installed on your computer. Therefore, there may be several converters available for a specific type of file.

See also ▶ [Third Party Converters](#) [p. 187]
 ▶ [About Add Ons](#) [p. 32]

17.11 THIRD PARTY CONVERTERS

Besides its own converters, RagTime 5 also supports third party converter systems installed on your computer. The available third party converters are listed and identified in the corresponding pop-up menus in the Open, Import and Export dialog boxes.

RagTime 5 accesses these converters via the included adapters. Depending on your computer's operating system, RagTime 5 includes adapters for different systems.

CNV Adapter

With the CNV converters, you can open or import the common text file formats and export text created in RagTime in a format foreign to RagTime.

FLT Adapter

With the FLT converters, you can open or import common image file formats such as "GIF".

→ The image files are converted to a WMF representation, which, depending on the original format, can deviate from the original.

XTND Adapter

With the XTND Converters, you can open or import the common file formats and export data input in RagTime in a format foreign to RagTime.

→ When RagTime 5 is installed, the XTND Adapter is placed in the folder "Extensions". The Claris XTND Converters are placed in the Claris folder in the System folder. If you remove one of these files from the corresponding folder, RagTime cannot use this converter.

Macintosh Easy Open

This system converts common image file formats and makes them available for RagTime to open.

See also [▶ Converters](#) [p. 186]
[▶ About Add Ons](#) [p. 32]

17.12 PLAIN TEXT CONVERTER (ASCII)

The converter for unformatted text can be used to pass data to a text container or spreadsheet cell or to export text from RagTime 5. Unformatted text consists of just the printable characters, spaces, tabs and carriage returns. ASCII files, unformatted text files and tab delimited files are all of this class.

Text can be encoded in different ways, a well-known form is the "American Standard Code for Information Interchange" (ASCII). However, RagTime 5 also supports many other encoding schemes (see [▶ Encodings](#) [Formulas and Functions]).

If RagTime 5 is unsure of the encoding used when it converts a file, it will present a list of the supported encodings in a dialog box before continuing with the conversion. You can then select the appropriate encoding and monitor the results of your selection in the dialog box.

→ For export, the standard encoding for your computer will always be used.

See also ▶ [Encodings](#) [Formulas and Functions]

17.13 CONVERTER FOR UNICODE TEXT

The converter for Unicode text can transfer text to a text container or a spreadsheet cell.

Unicode text consists of just the printable characters, spaces, tabs and carriage returns, but no formatting such as small caps or underlining. Unicode is an encoding that contains the characters used in nearly all of today's languages.

See also ▶ [Encodings](#) [Formulas and Functions]
 ▶ [Unicode \(Encoding -32768\)](#) [Formulas and Functions]
 <<http://www.unicode.org>>

17.14 RTF CONVERTER

A rich text format (RTF) converter is used to import text data with formatting information into a text or spreadsheet component. RTF files store text with formatting information such as font, style, size, color and so on, as well.

17.15 MICROSOFT WORD CONVERTERS

RagTime 5's "Microsoft Word Converters" can be used for exchanging data with various versions of Microsoft Word.

From Word to RagTime 5

The "Microsoft Word 4/5 Converter" converts data from the following Word versions:

- Microsoft Word 4 for the Macintosh
- Microsoft Word 5 for the Macintosh

The "Microsoft Word 6/95 Converter" converts data from the following Word versions:

- Microsoft Word 6 for the Macintosh
- Microsoft Word 6 for Windows

- Microsoft Word 95 for Windows
- Microsoft Word 2000 for Windows
- Files from the Japanese version of the Word versions mentioned above can also be converted.
- For this converter the “Microsoft OLE Extension” and the “Microsoft OLE Library” must be installed on your Macintosh.

The “Microsoft Word 97/98 Converter” converts the files from the following versions of Word:

- Microsoft Word 97 for Windows
- Microsoft Word 98 for Mac OS
- Microsoft Word 2000 for Windows
- Microsoft Word 2001 for Mac OS
- It also processes the data from these Japanese versions of Word.
- For this converter, the “Microsoft OLE Extension” and the “Microsoft OLE Library” must be installed on your Macintosh.

The “Word for Windows 2 Converter” converts data from the following Word versions:

- Microsoft Word 2 for Windows

From RagTime 5 to Word

The output of the “Microsoft Word 4/5 Converter” can be used by the following Word versions:

- Microsoft Word 4 for Mac OS
- Microsoft Word 5 for Mac OS
- Microsoft Word 6 for Mac OS (with the converter “Word 4.x-5.x for the Macintosh” installed in Word)
- Microsoft Word 98 for Mac OS (with the converter “Word for Macintosh 4.0-5.1” installed in Word)
- Microsoft Word 2 for Windows (with the converter “Word for Macintosh 4.0-5.1” installed in Word)
- Microsoft Word 6 for Windows (with the converter “Word for Macintosh 4.0-5.1” installed in Word)
- Microsoft Word 95 for Windows (with the converter “Word for Macintosh 4.0-5.1” installed in Word)
- Microsoft Word 97 for Windows (with the converter “Word for Macintosh 4.0-5.1” installed in Word)
- Microsoft Word 2000 for Windows
- Microsoft Word 2001 for Mac OS
- Other converters can also be used to exchange data with Word (e.g. ▶ [RTF Converter](#) [p. 188]).
- These are the versions currently known to and tested by us. However, you should try newer versions as well.

17.16 EXCEL CONVERTER

RagTime 5's "Excel Converter" can be used for exchanging data between various versions of Microsoft Excel and RagTime 5 spreadsheets. The versions are grouped as follows.

From Excel to RagTime 5

- Microsoft Excel 4 for Mac OS
 - Microsoft Excel 4 for Windows
 - Microsoft Excel 5 for Mac OS
 - Microsoft Excel 5 for Windows
 - Microsoft Excel 95 for Windows
 - Microsoft Excel 97 for Windows
 - Microsoft Excel 98 for Mac OS
 - Microsoft Excel 2000 for Windows
 - Microsoft Excel 2001 for Mac OS
- This converter can process Excel 4 data without add ons; the "Microsoft OLE Extension" and the "Microsoft OLE Library" must be installed on your Macintosh.

From RagTime 5 to Excel

- Microsoft Excel 4 for Mac OS
 - Microsoft Excel 4 for Windows
 - Microsoft Excel 5 for Mac OS
 - Microsoft Excel 5 for Windows
 - Microsoft Excel 95 for Windows
 - Microsoft Excel 97 for Windows
 - Microsoft Excel 98 for Mac OS
 - Microsoft Excel 2000 for Windows
 - Microsoft Excel 2001 for Mac OS
- These are the versions currently known to and tested by us. However, you should try newer versions as well.

17.17 SYLK CONVERTER

The Symbolic LinK format is used to transfer spreadsheet data with formulas between applications. Formulas are stored in the file, but the application which opens the file can recognize and use only those which are a part of the application.

When importing SYLK files, RagTime interprets formulas and formats, which it does not recognise as text, and replaces them with the corresponding RagTime formulas or RagTime formats.

- When you import a SYLK or a dBase file, RagTime begins filling the spreadsheet from the upper left cell, regardless of which cell may be selected. All data existing in the spreadsheet are deleted.

17.18 DBASE CONVERTER

dBase data from version III upwards can be imported into RagTime 5 using the dBase converter. Spreadsheets can be exported into dBase III files.

From dBase to RagTime 5

The dBase file's field names form the first imported row, and each dBase record is turned into a separate row.

- When you import a SYLK or a dBase file, RagTime begins filling the spreadsheet from the upper left cell, regardless of which cell may be selected. All data existing in the spreadsheet are deleted.

From RagTime 5 to dBase III

Spreadsheet cells will be saved as a dBase III file. Cells of the first row will be used as dBase field names, and each of the remaining rows form a record.

- Field names consist of an initial letter (A-Z) optionally followed by up to 9 letters, digits (0-9) or underscores (_). Upper and lower case letters are not distinguished.

17.19 MACPAINT CONVERTER

The MacPaint format describes a picture as a black and white bitmap.

The MacPaint format, the oldest Macintosh picture format, is the native format of the MacPaint program and has become an exchange format for other programs.

17.20 PICT CONVERTER

The PICT format is a standard Macintosh exchange format for various types of images.

17.21 TIFF CONVERTER

The Tagged Image File Format is used for saving images of any size and resolution. The flexible structure makes it possible to store a number of

different types of images. There are at least three kinds of TIFF images: line art, halftone and color.

Line art contains information only in the black parts of the picture. If line art is in a transparent RagTime container, you will be able to see objects behind the picture. Halftone pictures may contain black and white dots which create light and dark areas. Color TIFF images contain dots which each may have a distinct color. Each dot has a red, a green and a blue value which together express a color. This method of defining colors is often referred to as the RGB model.

17.22 EPSF CONVERTER

The Encapsulated PostScript File format was designed by Adobe Systems Incorporated for exchanging PostScript files between programs. An EPSF often contains two parts. The first contains the PostScript description of the picture and is used for printing on PostScript devices. The second is a low-resolution image used for screen representation and for printing on non-PostScript devices. Editing is limited to scaling and rotating the image. RagTime 5 recognises the screen representation (Preview) for both PC and Mac OS formats. You can import and export EPS images.

17.23 PDF CONVERTER

PDF is a file format that lets you display a document regardless of the hardware, operating system and application used to create it. Adobe Systems developed the PDF format to enable the transmission and joint usage of documents across platforms.

You will find additional information in the Adobe Acrobat Reader's documentation stored on your RagTime 5CD and in the "Portable Document Format Reference Manual" on Adobe's Web site.

RagTime 5's PDF converter can export a selection, individual components, or entire layouts while supporting color separation and many other settings that you can specify before exporting (see ► [PDF Export Settings](#) [p. 341]).

During the fully automatic generation of PDF documents, the PDF converter cooperates with Adobe Acrobat Distiller 4 or higher, which must be installed on your computer. RagTime 5 can also prepare PostScript files for subsequent distillation. In order to do this, you must have Distiller or similar software, e.g. GhostScript, installed on your computer or on a server accessible over your network.

<<http://www.adobe.com/acrobat>>

<<http://www.ghostscript.com>>

17.24 WMF/EMF CONVERTER

The Windows Metafile Format (“WMF”) and its extended form “EMF” are both used to exchange graphic data between Windows programs.

17.25 JPEG CONVERTER

The “JPEG” format was developed by the Joint Photographic Experts Group to compactly store digital images (photographs) with little loss. It supports both 24-bit color and 8-bit grayscale images.

See also <<http://www.jpeg.org>>

17.26 PNG CONVERTER

The format “PNG” is used for loss-less compression of images of any size, depth and resolution.

See also <<http://www.libpng.org/pub/png/pngintro.html>>

17.27 PICT->DRAW CONVERTER

The PICT->Draw converter can open PICT files as drawings. The objects in the PICT file become RagTime drawing objects which you can edit, and the bitmaps remain pictures.

If you open, import or drag a PICT file which can also be opened as a drawing into a RagTime document, a dialog box opens in which you can specify if RagTime should import the file as a picture or a drawing.

CHAPTER 18

AppleScript and RagTime 5

In this chapter, you will find information about the automation options supported by RagTime 5 in connection with AppleScript. A detailed description of the menus, commands and tools mentioned here will be found in the chapter “Alphabetic Reference”.

18.1 ABOUT SCRIPTING

 “AppleScript” is a part of the operating system and thus supported by RagTime 5 under Mac OS only.

A script is a set of written instructions for performing commands and actions without using the mouse or the keyboard. You could consider it a custom-made command.

RagTime 5 has scripting capabilities which allow you to record your actions or write your own scripts to execute complex actions, for example creating and formatting new documents or opening a database and copying data to a RagTime 5 document in a single step.

Scripts can be used to automate repetitive tasks. Probably the most valuable use for scripts is to integrate other scriptable application programs with RagTime. You can use a script to send instructions to or exchange data with other scriptable programs. For example, you can use a script to create a spreadsheet, format cell dimensions and fill it with data from a scriptable database program, or to copy data from a spreadsheet to a database.

After you record or write a script, you can name it. This name appears in the Scripts menu, and you can execute a script by choosing the name just like a command. In addition, you can include the script in a [▶ button](#) [p. 107].

When Balloon Help is active, the text in the “comments” area of the script editor appear in balloons when the pointer is over the script name in the “Scripts” submenu or over a button in which the script is installed.

The command editor appears in the “Extras” menu.

See also [▶ About Data Exchange](#) [p. 180]

18.2 MOVING SCRIPTS TO OTHER DOCUMENTS

 “AppleScript” is a part of the operating system and thus supported by RagTime 5 under Mac OS only.

A script is initially saved in the active document, and is available only to that document.

To make a script available to all documents

- 1 Open the [▶ command editor](#) [p. 237].
- 2 Expand the [▶ document](#) [p. 418] outline.
- 3 Drag the name of the script to “RagTime 5 Auxiliaries”.
The script is saved in the document “RagTime 5 Auxiliaries”.

 The file “RagTime 5 Auxiliaries” is found in the folder “Application Data\RagTime” in the system folder.

- 📁 The file “RagTime 5 Auxiliaries” is found in the folder “Preferences:RagTime” in the System Folder.

18.3 RECORDING A SCRIPT

- 📁 “AppleScript” is a part of the operating system and thus supported by RagTime 5 under Mac OS only.

You record a script in three steps

- Create a command.
- Open the script editor.
- Record your actions.

👉 To create a command

- 1 Choose the command ▶ [Command Editor](#) [p. 237].

The command editor dialog box opens.

- 2 Click  CREATE.

The script editor opens, and you can create and name a new script.

👉 To open the script editor

- 1 Select a script name.
- 2 Click the Edit button.

The script editor opens.

👉 To record a script

- 1 Click the Record button.
- 2 Perform the steps you want to record.
- 3 Click the Stop button.

RagTime prepares the script for use. When RagTime is finished, the Run button is available.

You can now execute the command by clicking the Run button or choosing the command from the Scripts menu.

18.4 WRITING A SCRIPT

- 📁 “AppleScript” is a part of the operating system and thus supported by RagTime 5 under Mac OS only.

A script is written in a special language much like a programming language, but it is easier to learn. It helps if you are already familiar with a programming language or a macro language, but books about scripting are available.

If you are familiar with programming languages, you can write a script. This section provides special information about RagTime’s scripting language, but does not teach the basics of script writing.

You can write a script in RagTime’s script editor or use the AppleScript Editor or any other Open Scripting Architecture (OSA)-compliant script editor.

An easy way to learn scripting is to switch on recording while you perform actions in RagTime and then analyze and modify the recorded script.

18.5 USING A SCRIPT



“AppleScript” is a part of the operating system and thus supported by RagTime 5 under Mac OS only.

You use a script as you do any other command. After you have created a script, you can run it by choosing it from the submenu of the command ▶ [Scripts](#) [p. 364].

CHAPTER 19

Alphabetic Reference

In this chapter, you will find detailed descriptions of all tools, menus, commands, the associated dialog boxes and windows as well as the related panels.

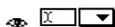
This section is sorted alphabetically so you will find it easy to quickly locate the referenced topics that are marked with ▶ .

19.1 3-D PANEL, GRAPH INFORMATION

When a graph component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the ▶ panel 3-D.

ORIENTATION

These options are available for 3-d or 2-d graphs with perspective.



VIEW POINT

Specifies the location of the observer. Type in numbers or drag the perspective marker to change the values.



LIGHT POINT

You can move the light source to alter the shadow effect. Type in numbers or drag the illumination marker to change the values.



ROTATION

You can rotate the graph in all directions. Type in numbers or drag the model cube.



RESET

Click the “Reset” button to return the settings to the default values.

3-D

These options are available for 3-d or 2-d graphs with perspective.



WALLS DRAWN

Walls are the outer surfaces of a 3-dimensional graph. You can specify which walls are to be drawn by choosing an option from the pop-up menu. This option instructs RagTime to draw walls if they do not block the view of the data.



SQUARE FIELDS IN BASE PLANE

If this option is checked, the base of each column is drawn as a square and the plane of the graph is sized accordingly. If the option is not checked, the plane of the graph is drawn as a square and the bases of columns are sized accordingly.

2-D WITH DEPTH

These options are available for flat 2-d graphs or with depth.



OFFSETS (HORIZONTAL/VERTICAL)

You can set the apparent depth by entering the horizontal and vertical offset here. The offset is expressed in percent of major steps on the respective axis.

19.2 ADD PAGE (COMMAND)

The command “Add Page,” which appears in the Extras menu, inserts a blank page in a layout or master layout. If you add a page to a layout based on a master layout, RagTime determines the appropriate page from the master layout to use.

☞ **To add a blank page**

- 1 Select a page or the ▶ [page gap](#) where you want to insert the new page.
- 2 Choose “Add Page.”

A new page is inserted. If a page is selected, the new page is added after the selected page.

See also ▶ [Adding Pages](#) [p. 53]

19.3 ALIGN (MENU)

“Align” appears in the Picture menu, which is available when a picture is selected. You can use it to position a picture in its container. A submenu appears listing a large number of options. There are several other ways to ▶ [align pictures](#) [p. 70].

☞ **To align contents**

- 1 Select a picture.
 - Select an option from the submenu ALIGN.

Or

- Click on a button in the toolbar.



See also ▶ [Scale \(command\)](#) [p. 362]
▶ [Toolbars for Pictures](#) [p. 410]

19.4 ALIGNMENT (COMMAND)

The command “Alignment,” which appears in the Format menu, includes choices for aligning text on its margins. You can specify if text is aligned flush with only the left or right margin, justified (both margins aligned) or centered. The command applies to selected paragraphs only. The choices “Text Left/Numbers Right” and “Align Decimals” are available for spreadsheet cells.

☞ **To set the alignment of text at margins**

- 1 ▶ [Select](#) [p. 62] one or more paragraphs.
- 2 Choose “Alignment.”
A submenu appears.
- 3 Choose a type of alignment.
The paragraphs are changed accordingly.

- See also*
- ▶ [Alignment of Text on Margins](#) [p. 124]
 - ▶ [About Formatting Paragraphs](#) [p. 123]

19.5 APPEND PLANE (COMMAND)



The command “Append Plane” appends a plane to the active spreadsheet and brings it into view.

You can change the plane displayed in a container (see ▶ [Planes \(command\)](#) [p. 345]), or display different planes in different containers.

- See also*
- ▶ [Planes](#) [p. 79]
 - ▶ [Spreadsheet Commands \(Palette\)](#) [p. 405]
 - ▶ [Spreadsheet \(menu\)](#) [p. 376]

19.6 APPEND SERIES (COMMAND)

Use the command “Append Series” to add a new series to a graph. When you choose this command, the insertion marker appears in a formula editing area, and a pop-up menu is available to select the part of the series you want to edit, for example series name, Y-values, category values and so on. The available choices depend on the series type selected.

If you are using the RagTime 3-type ▶ [tool bar](#) [p. 406], the editing area is in the tool bar. If you are using the “standard” tool bar, the ▶ [formula palette](#) [p. 404] opens.

Clicking the Append Series button in the the ▶ [standard](#) [p. 406] tool bar also performs this command.

- See also*
- ▶ [Entering Formulas](#) [Formulas and Functions]

19.7 APPLE (MENU)



“The Apple menu” is a part of the operating system and thus supported by RagTime 5 under Mac OS only.



WHAT’S THIS?

Opens a dialog with information about your copy of RagTime 5 (program version, serial number etc.), through which you can also enter the authorization code.

All other entries in this menu are managed by the Mac OS system software.

- See also*
- ▶ [Authorization \(command\)](#) [p. 211]

19.8 APPLICATION PANEL, SETTINGS

To view this panel, choose the command **SETTINGS** from the menu **EXTRAS** and select the **panel APPLICATION**.

CREATION OF DOCUMENTS



BEGIN WITH

Choose the component type for **new documents** [p. 22].

WARNINGS

Set an option to display warnings on the screen or beep only.

SHOW FONTS USED IN DOCUMENTS

You can specify how fonts should appear in the submenu of the command **Font**.

SMART QUOTE PAIRS



REPLACEMENT FOR...

These settings specify replacement characters for double and single straight quotation marks. They affect only characters which you subsequently type and do not change existing marks. Some common replacements are listed in the pop-up menus, but you can type any characters in the entry field.

PRINTING



USE BEST RESOLUTION OF PRINTER

Normally, printing is done with the printer's best possible resolution. Not all printers support this operation. If you are using such a printer, turn off this option.



Not required or available for PostScript printers.



7-BIT ASCII POSTSCRIPT

Normally, place-saving binary data are sent to the printer. This process is not supported by all printers or spoolers. Turn this option on if you are using such a printer.

FILE COMPACTION WHEN CLOSING

When editing a RagTime document, gaps can develop in saved files, for example, by deleting objects. In other words: the file uses more disk space than necessary. File compaction is a bit time consuming and is thus not carried out during each saving of a file.



MAXIMAL FRACTION OF GAPS IN THE FILE

The fraction of tolerable gaps in files. If this fraction is exceeded, the file will be compacted when it is closed.

19.9 ARC TOOL

Arcs are lines, and cannot contain components (see **Sector Tool** [p. 366]). When an arc is selected, selection handles appear on the sides and corners of a **bounding box**.

-  **To draw an arc**
-  **1** Click the arc tool button.
- +** The pointer will change to a crosshair.
- 2** Position the crosshair where you want a corner of the bounding box to be.
- 3** Drag the crosshair to the diagonal corner.
An arc appears and follows the movements of the crosshair.
- 4** Release the mouse button.
The arc is selected.
-  **To change the starting point and length of an arc**
- 1** Click the starting or end point handles.
- 2** Drag.

See also [▶ Drawing Objects \[p. 37\]](#)
[▶ Keys and Modifier Keys in Drawings \[p. 423\]](#)

19.10 ARRANGE OBJECTS (COMMAND)

The command “Arrange Objects” appears in the Drawing menu, which is available when two or more drawing objects are selected. You can use this command to align or distribute selected objects horizontally, vertically or both at once.

-  **To arrange objects**
- 1** [▶ Select two or more objects \[p. 40\]](#).
- 2** Choose “Arrange Objects.”
A dialog box opens.

The following options can be set independently for horizontal and for vertical alignment. A figure in the dialog box shows the effect of the settings.

- NO CHANGE
Objects will not be altered.
- ALIGN
Objects will be aligned on their left or right borders or centers, depending on the option selected. If you want to align the left borders, for example, the leftmost object remains stationary and RagTime aligns the left border of all other objects with it.

- DISTRIBUTE**
 If you elect to distribute objects, the two outermost objects maintain their positions while all other objects are distributed uniformly between them. Objects will be aligned on their left or right borders or centers, depending on the option selected.

→ If you click **ALIGN** or **DISTRIBUTE**, the alignment buttons become available. Use these buttons to specify which border of an object or bounding box is to be aligned.



LEFT BORDERS/CENTERS/RIGHT BORDERS



TOP BORDERS/CENTERS/BOTTOM BORDERS

- LINE UP**



GAP

The objects will be lined up with a space between them defined by the value entered in the box labeled Gap.

See also [► Positioning Drawing Objects](#) [p. 42]

19.11 ARRANGEMENT PANEL, BUTTON INFORMATION

When a button component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command **GET INFO** from that menu and selecting the [► panel ARRANGEMENT..](#)



RADIO BUTTONS ARE ARRANGED IN

This option determines how radio buttons are ordered in the container.



APPEARANCE

RagTime can draw buttons conforming to Mac OS or Windows standards. Choose “Current Platform” if you want the style to conform to the operating system of the computer on which the document is opened.



CONNECT CONTAINER AND CONTENTS

When you connect the contents with the container, RagTime draws the button to fit the container exactly. This option affects push buttons only.

AVAILABILITY

You can make a button component available or unavailable. Nothing happens when a button which is not available is clicked.



FORMULA

You can control the availability with this formula. If the result of the formula is “FALSE” or “0”, the button is unavailable. If the result is “TRUE” or any number other than zero, the button is available.



FUNCTIONS

To open the Functions dialog and insert a function, click the Functions button (see [► Functions \(command\)](#) [p. 267]).

19.12 ARRANGEMENT PANEL, GRAPH INFORMATION

When a graph component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the **panel** ARRANGEMENT.

DRAWING AND POSITIONS

STANDARD/CUSTOM POSITIONS

If you click “Standard,” you can select one of the automatic positions for the chart, title and legend described below. If you click “Custom Positions,” you can specify the position of the chart, title and legend as described below.

CHART

Select this option to display the graph; RagTime calculates the optimal size and position.

TITLE

Select this option to display the title and click a button to specify if the title should be above or below the chart; RagTime calculates the optimal size and position.

LEGEND

Select this option to display the legend and click a button to specify where it should be relative to the chart; RagTime calculates the optimal size and position.

CUSTOM POSITIONS

You can position the chart, the title and the legend in the same manner.



HORIZONTAL POSITION

Specify with the horizontal position buttons if you want to see or edit the position of the left edge, the center or the right edge.



VERTICAL POSITION

Specify with the vertical position buttons if you want to see or edit the position of the top edge, the center or the bottom edge.

Changing the setting of an edge changes the size of the element, while changing the setting of the midpoint moves the position.

AXES

HORIZONTAL AND VERTICAL AXES SWAPPED

Click this box to display the vertical axis horizontally and the horizontal axis vertically.



MAJOR TICKS LENGTH

Enter the length of major ticks.



TEXT OFFSET

Enter the space between major ticks and labels.

- MINOR TICKS LENGTH
Enter the length of minor ticks. Customarily, they should be shorter than major ticks.
- WIDTH
Enter the width of minor ticks as a percentage of major tick width.
- You can set the major tick width by selecting the axis in the pop-up at the top of the dialog box and changing the line attributes in the [▶ lines](#) [p. 311] panel of the information dialog box. Change the display of tick marks in the [▶ axis 2-d](#) [p. 212] or the [▶ axis 3-d](#) [p. 213] panel.

19.13 ARRANGEMENT PANEL, PARAGRAPH STYLE SHEET EDITOR

-   [▶ INHERIT](#) [p. 134]
- ALIGNMENT
Specify how the lines of a paragraph are arranged, for example, flush left, flush right or centered. (See also [▶ Alignment \(command\)](#) [p. 201])
-
- COLUMNS**
- NUMBER
This option specifies the number of columns appearing in a paragraph.
- GAP
This option specifies the space between columns.
-
- DROP INITIALS**
- For information about using drop initials, refer to the topic [▶ Drop Initials](#) [p. 128].
- NUMBER OF CHARACTERS
Enter the number of characters to be affected by the following settings.
- HEIGHT IN LINES
Enter the height of the initial in lines.
- SCALING
You can scale the drop initials to make their top flush with the first line of text.
- FIRST LINE WITH TEXT
Enter the number of the line in which body text is to begin.

19.14 ARRANGEMENT PANEL, PICTURE INFORMATION

When a picture component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the [▶ panel](#) ARRANGEMENT.

The options in this panel affect the display of the component in individual containers.

CONTAINER AND CONTENTS CONNECTED

Specifies that the portion of the selected component currently visible will be scaled to fit its container whenever the container size changes.

POSITION

 POSITION (HORIZONTAL, VERTICAL)

Click a button from the first group to display the distance from the left edge of the container to the left side, center or right side of the picture. Click a button from the second group to display the distance from the top edge of the container to the top, center or bottom of the picture.

 FIXED

Checking this option ► [fixes](#) [p. 263] the picture in the container.

 CONTAINER SIZE

The size of the container is displayed here.

SCALING

Here you will find information about the scaling of the image. Scaling and actual size are connected, so that changing one value changes the other as well.

 PRESERVE ORIGINAL PROPORTION

Specifies that the height/width ratio of the picture should be retained.

 SCALING (HORIZONTAL/VERTICAL)

Scaling shows the size of the picture as a percentage of the original size.

 ACTUAL SIZE (HORIZONTAL/VERTICAL)

The actual width and height of the picture.

 ORIGINAL SIZE (HORIZONTAL/VERTICAL)

The dimensions of the original picture is displayed here.

DISPLAY

 IMAGE AS NEGATIVE

This option inverts colors, creating the effect of the negative. Some image types cannot be inverted with this setting, for example EPSF images. (See also ► [Inverting Pictures](#) [p. 71])

 COLOR, TINT

These options enable you to choose a color and tint for ► [colorizing pictures](#) [p. 71].

 SCREEN REPRESENTATION

Choose the ► [bit depth](#) in which images are to be displayed on the screen. It has no effect on the print quality.

— SAVE MEMORY

the picture will be displayed in one color, that is, in 1-bit depth.

— COLOR COMPROMIZE

the picture will be displayed in the colors available for the monitor, but not more than 256 colors, which means in 8-bit depth.

- BEST AVAILABLE
the picture will be displayed using all the colors available on the monitor.
- You can set “Negative” and “Screen Representation” for new pictures in the ► [pictures](#) [p. 343] panel of document settings.

19.15 ARRANGEMENT PANEL, SPREADSHEET INFORMATION

When a spreadsheet component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the ► [panel ARRANGEMENT](#). The panel shows a model cell with entry fields, in which you can enter values for the different dimensions. These dimensions will be shown in the same unit as the ► [rulers](#) [p. 360] use. However, you can enter the dimensions in any known unit.

- LEFT MARGIN
The width of the free space at the left side of the columns in the selection.
- POSITION OF DECIMAL SEPARATOR
The distance between the decimal separator and the right margin of spreadsheet columns. This value is used in cells for which decimal alignment is set (see ► [Alignment \(command\)](#) [p. 201]).
- RIGHT MARGIN
The width of the free space at the right side of the columns in the selection.
- HIDDEN
Specifies whether the selection contains hidden columns.
- WIDTH
The width of the individual spreadsheet columns in the selection.
- TOTAL
The entire width of the spreadsheet columns in the selection.
- IN
The number of selected columns.
- COLUMN WIDTH DEFINITION
The method to be used to set the column width in spreadsheets.
 - MANUAL
The column widths are set by manual entries.
 - AUTOMATIC
Lets RagTime set the column width on the basis of the broadest cell content.
 - AUTOMATIC (IGNORING ORIENTATION)
Lets RagTime set the column width on the basis of the broadest cell content, where only cells in the standard orientation are considered.

**ALIGNMENT**

The horizontal alignment of the content in the selected cells.

Left Aligned, Centered, Right Aligned**Justified, Full Justified****Text Left/Numbers Right****Align Decimals****TOP MARGIN**

The height of the free space at the top of spreadsheet rows in the selection.

**POSITION OF BASELINE**

The distance between the baseline of text in cells and the bottom margin of spreadsheet rows in the selection.

**BOTTOM MARGIN**

The height of the free space at the bottom of spreadsheet rows in the selection.

**HIDDEN**

Specifies whether the selection contains hidden rows.

**HEIGHT**

The height of the individual rows in the selection.

**TOTAL**

The total height of all the rows in the selection.

**IN**

The number of selected rows.

**ROW HEIGHT DEFINITION**

The method used to set the row height in spreadsheets.

**MANUAL**

The row height is set manually.

**AUTOMATIC**

Lets RagTime set the row height on the basis of the highest row content.

**AUTOMATIC (IGNORING ORIENTATION)**

Lets RagTime set the row height on the basis of the highest row content, where only cells in the standard orientation are considered.

**VERTICAL ALIGNMENT**

The vertical alignment of the content of the selected cells.

**STANDARD**

Lets RagTime select the alignment with consideration of the type, orientation and script system of the content of the selected cells.

**AT TOP OF CELL**

Aligns the contents of the selected cells at the top of the cell.

**CENTERED**

Aligns the contents of the selected cells at the center of the cell.

**AT BASELINE**

Aligns the contents of the selected cells at the baseline of the cell.

— AT BOTTOM OF CELL

Aligns the contents of the selected cells at the bottom of the cell.



AVERAGE WIDTH TO FILL CONTAINER WITH SELECTED COLUMNS

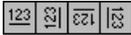
Calculates the average width necessary to fill the container with the selected columns.



AVERAGE HEIGHT TO FILL CONTAINER WITH SELECTED ROWS

Calculates the average height necessary to fill the container with the selected rows.

ORIENTATION



You can rotate the cell contents in 90°-steps.

TATEGAKI

Specifies that the text in cells flows according to far-eastern (Japanese/Korean/Chinese) habits, that is, from top to bottom and from right to left instead of the left-to-right and top-to-bottom flow of Roman text.

Characters are placed one under the other: far-eastern characters in their normal orientation and interspersed characters from other script systems like Roman, Greek or Cyrillic rotated 90° clockwise.

ALL WIDTHS AND HEIGHTS FIXED

Select this option to prevent resizing cells with the mouse. This option affects the entire spreadsheet, not just the selection. You can still change cell dimensions by entering numbers in the fields described above.

CONTAINER AND CONTENTS CONNECTED

Specifies that the portion of the selected component currently visible will be scaled to fit its container whenever the container size changes. In this case, the row height and column width will be adjusted, but the content will not be scaled.

19.16 AUTHORIZATION (COMMAND)

The command **AUTHORIZATION** is accessed via the **About RagTime** dialog, which you will find in the Info menu (ⓘ) or in the Apple menu (⌘). You can also access this command from the Start dialog of a RagTime 5 trial version.

After the installation you can try RagTime 5, but cannot save documents. To upgrade a RagTime 5 trial installation to a full installation, you need an authorization code and in some cases a user name. When you purchase a copy of RagTime 5, you will find the necessary information on the license for your copy of the program.

**USER NAME**

Enter your name.

If your license includes a user name, you must enter **this one**. Enter the name precisely as it is printed on the license. In this case, the case (both upper and lower) as well as any spaces are all significant.

**AUTHORIZATION CODE**

Enter your authorization code. The code is not case (upper or lower) sensitive.

**OK**

Confirms the settings in this dialog box and closes the box. You will be informed of the authorization date of your copy of RagTime 5.

**CANCEL**

Reverses the changes which you have made in this dialog box and closes the box.

**REMOVE AUTHORIZATION**

If you give your computer or hard disk, on which RagTime 5 is installed, to someone else, but want to keep your RagTime 5 license, you must remove the authorization. This copy of RagTime 5 reverts to a trial version.

19.17 AXIS 2-D PANEL, GRAPH INFORMATION

When a graph component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the [panel](#) AXIS 2-D.

**AXIS DRAWN**

Select this option if you want the selected axis to be visible.

**AXES AND LABELS DRAWN AT BEST POSITIONS**

Select this option to have RagTime determine where to draw the selected axis and its labels. Axes in 3-d graphs may be drawn in any of several positions. This option affects position and rotation of labels in 2-d graphs. Changing the options manually deselects this option. Setting this option overrides manual settings.

GRID**MAJOR/MINOR GRID DRAWN**

You can optionally display grid lines based on major and minor tick marks (see [Graph Grid Lines](#) [p. 100]).

TICK MARKS**LEFT, RIGHT**

You can display any combination of major and minor tick marks to the left or right of the selected axis by selecting the appropriate checkboxes (see [Graph Axis Tick Marks](#) [p. 100]).

TITLE _____

Please see ► [Axis Titles](#) [p. 99] for further information.

**TITLE**

Choose an option from the pop-up menu to specify where the axis title is drawn.

**ROTATION**

Enter the rotation of the title from the axis.

LABELS _____

Please see ► [Axis Labels](#) [p. 99] for further information.

**LABELS**

Choose an option from the pop-up menu to specify where labels are drawn. The terms “left” and “right” have a ► [special definition](#).

**ROTATION**

You can rotate the labels. Enter the angle of rotation from the axis.

**VALUE FORMAT**

The format used to display numbers, dates and timespans (see ► [About Value Formats](#) [p. 163]).



In text components, the value format only affects the text calculated by formulas.

19.18 AXIS 3-D PANEL, GRAPH INFORMATION

When a graph component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the ► [panel](#) AXIS 3-D.

**AXIS DRAWN**

Select this option if you want the selected axis to appear in the graph.

**AXES AND LABELS DRAWN AT BEST POSITIONS**

Select this option if you want RagTime to determine where to draw the selected axis and labels.

GRID _____**LEFT, RIGHT**

You can optionally display grid lines based on major and minor tick marks (see ► [Graph Grid Lines](#) [p. 100]).

TICK MARKS _____**LEFT, RIGHT, OUTSIDE**

You can display any combination of major and minor tick marks to the left, right or outside of the selected axis by selecting the appropriate checkboxes (see ► [Graph Axis Tick Marks](#) [p. 100]).

LETTERING _____**DRAWING PLANE**

In a 3-d graph, lettering may be drawn in any of the three planes (see ► [Graph Axis Labels](#) [p. 99]).

TITLE

Please see ► [Graph Titles](#) [p. 95] for further information.

**TITLE AXIS DRAWN**

Select this option if you want the axis title to appear in the graph.

**ROTATION**

Enter the angle of rotation from the axis.

LABELS

Please see ► [Axis Labeling](#) [p. 99] for further information.

**LABELS DRAWN**

Select this option if you want labels for the selected axis to appear in the graph.

**ROTATION**

You can rotate labels. Enter the angle of rotation from the axis.

**VALUE FORMAT**

The format used to display numbers, dates and timespans (see ► [About Value Formats](#) [p. 163]).



In text components, the value format only affects the text calculated by formulas.

19.19 AXIS PANEL, GRAPH INFORMATION

When a graph component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the ► [panel Axis](#).

For information about using, editing and displaying tick marks and labels, refer to the topics ► [Axis Labels](#) [p. 99] and ► [Axis Tick Marks and Steps](#) [p. 100].

**NAME**

Name the axis by entering a formula or a cell reference, or type text enclosed in quotation marks.

**REVERSED AXIS**

Normally, values increase along the Y-axis upward, along the X-axis to the right and the Z-axis, projecting toward you from the screen surface. When this option is selected, the values increase in the opposite directions.

RANGE

This group of options affects the maximum and minimum values of the selected axis, as well as the point of intersection with other axes. If you select the option “Automatic,” RagTime will set the range to fit exactly the maximum and minimum values occurring in the graph. For information about axis range, refer to the topic ► [Axis](#) [p. 98]. For information about steps, refer to the topic ► [Axis Tick Marks and Steps](#) [p. 100].

**LABELS AT EVERY NTH STEP**

Labels show the values at specified points along the axis. You can display them at every “nth” major step. Enter the step size in the box.

**BARS AND AREAS START AT AXIS****BARS AND AREAS START AT ZERO (WITHIN RANGE)**

Specify whether bars, areas or similar series types fill the space between the values and the position of the category axes. The difference is apparent when the category axis does not intersect the value axis at zero.

**VALUE AND TIME SPAN AXES****MAJOR STEP WIDTH**

Enter the distance at which major steps should be made in the unit of the selected axis.

**MINOR STEPS**

Major steps can be divided in equal intervals called minor steps. You can display tick marks at minor steps. Enter the number of minor steps occurring in a major interval. A value of “2,” for example, results in two steps with one minor tick mark appearing between two major tick marks.

**DATE AXES****MAJOR INTERVAL WIDTH**

Enter the time span determined by major steps on the selected axis.

**MINOR INTERVAL WIDTH**

Enter the time span determined by minor steps on the selected axis.

19.20 AXIS SCALING (COMMAND)

The command “Axis Scaling,” appears in the Graph menu, which is available when a graph is selected. This command sets the type of values used along a numerical axis. Scale types include linear, logarithmic as well as various circular and time scales.

You can set ranges for axes and the size of steps between tick marks in the ► [axis panel](#) [p. 214] of the graph information dialog box.

19.21 BÉZIER CURVE TOOL

When a Bézier curve is selected, selection handles appear on the sides and corners of a ► [bounding box](#). You can create open or closed Bézier curves.

**To draw a Bézier curve**

1 Click the Bézier curve tool button.



The pointer will change to a crosshair.

- Tool buttons for drawing objects, which can take components, are marked with a ▶. To create a component and install it in a new drawing object, select a component type from the menu that appears after you have held the tool button depressed for a while.
- 2 Position the crosshair where you want an end point of the curve to be. Drag without releasing the mouse button if you want to create a tangent at the first anchor point.
- 3 Press the mouse button at the point where you want the next anchor point to appear.
A line appears between the two points.
- 4 Drag the pointer in any direction to shape the curve and release.
- 5 Click at the next point where you want an anchor point to be and repeat the process.
- 6 Double-click to create the end point, or click at the starting point to make a closed curve.
The figure is selected.

See also ▶ [Keys and Modifier Keys in Drawings](#) [p. 423]
 ▶ [Editing Polygons and Curves](#) [p. 44]
 ▶ [Drawing Objects](#) [p. 37]

19.22 BORDERS (COMMAND)

Choosing the command “Borders” in the Spreadsheet menu, which is available when a spreadsheet is active, opens a dialog box in which you can create and format borders of the selected cells.

To edit cell borders

- 1 ▶ [Select a cell or range](#) [p. 83].
- 2 Choose “Borders.”
In the dialog box which opens, set the options as you wish.
- ...BORDERS
Clicking a checkbox turns the specified borders on or off. A “-” indicates that the borders of the selection have ▶ [mixed](#) settings.
Click the name of the border to display its current settings.
⇧-click additional borders to select them.
- NEW BORDERS (the last item in the list) enables you to preset the line style for new borders in the current spreadsheet component.
- Settings are displayed only if the corresponding checkbox is also checked.
- LINE STYLE SHEET
Choose a line style sheet defining fill, dashing, width and more.

WIDTH

**LINE WIDTH**

Enter the width of lines here.

POSITION

**LEFT/OUTSIDE, CENTERED, RIGHT/INSIDE**

Determine with the buttons if lines are drawn left/outside, centered or right/inside relative to their coordinates. See ► [right and left](#) [p. 439] for details.

DASHES

**DASHES**

Choose a type of dash or “Other” if you want to open the ► [dash editor](#) [p. 246].

**FILL STYLE SHEET**

The fill style sheet determines the color, and if possible, pattern or gradient.

**FIRST COLOR**

The current color will be displayed. Click to open the ► [Color window](#) [p. 227]. If you want to change the color, select a color or TRANSPARENT or OTHER.

**TINT**

Enter a percentage for the tint of the color here.

**SECOND COLOR**

The current color will be displayed. Click to open the ► [Color window](#) [p. 227]. If you want to change the color, select a color or TRANSPARENT or OTHER.

**TINT**

Enter a percentage for the tint of the color here.



The second color is used for patterns or gradient fills only.



The first and second color should always be defined in the same color space. RagTime 5 normally uses the RGB color space, however you can also use the CMYK color model (see ► [Setting Other Color \(command\)](#) [p. 372]).

**PATTERN**

The current pattern is displayed in a small square. Click it to open the pattern menu. Choose a pattern or “None” or choose “Other” to open the ► [pattern editor](#) [p. 340].

**PRINTING**

Turn on this option if the fill is to be printed; otherwise it appears only on the screen.

**LOWER THIRD ONLY**

Specify whether vertical borders are to be drawn in only the lower third of cells.



APPLY

Applies all the settings in this dialog box to the selection without closing the box. Please note that subsequently clicking “Cancel” affects only the changes made after using “Apply”.



CANCEL

Reverses the changes which you have made in this dialog box and closes the box.



OK

Confirms the settings in this dialog box and closes the box.

19.23 BUTTON (MENU)

☞ ▶ [GET INFO, BUTTON COMPONENT \(COMMAND\)](#) [p. 282]

See also ▶ [Buttons](#) [p. 103]

19.24 CALCULATE ALL (COMMAND)

The command “Calculate All” appears in the submenu ▶ [Calculation](#) [p. 218].

When you choose this command, all formulas in all components of the document are calculated. You can exclude components from calculation by choosing the option “Recalculated Only On Demand” in the “general” panel of the information dialog box.

19.25 CALCULATE THIS COMPONENT (COMMAND)

The command “Calculate This Component” appears in the submenu ▶ [Calculation](#) [p. 218].

Choosing this command forces RagTime to calculate all the formulas in the selected component, even when the option “Recalculated Only On Demand” has been selected in the “general” panel of the information dialog box.

19.26 CALCULATION (MENU)

The submenu “Calculation” appears in the Extras menu. It includes commands for the entry and the calculation of formulas.

☞ ▶ [FUNCTIONS](#) [p. 267]

☞ ▶ [TRANSFORM REFERENCE](#) [p. 389]

☞ ▶ [CALCULATE ALL](#) [p. 218]

☞ ▶ [CALCULATE THIS COMPONENT](#) [p. 218]

19.27 CALCULATION PANEL, DOCUMENT SETTINGS

To view this panel, choose the command DOCUMENT SETTINGS from the menu EXTRAS and select the ► [panel](#) CALCULATION.

CALCULATION

- AUTOMATIC RECALCULATION
Formulas are recalculated as necessary, that is, when formulas or values referred to in them change.
- RECALCULATION ON DEMAND
Formulas are only recalculated, when you use the ,Calculate All or the CALCULATE THIS COMPONENT command.

ITERATION

- OFF
Formulas will only be recalculated once even if they are interdependent.
 - ON UNTIL AT LEAST ONE STOP CRITERION IS REACHED
Interdependent formulas are recalculated until one of the following conditions is met.
 - NUMBER OF CYCLES GREATER THAN
The maximum permissible number recalculations of interdependent formulas.
 - MAXIMAL ABSOLUTE CHANGE LESS THAN OR EQUAL TO
The maximum absolute change between two calculation cycles of all interdependent formulas.
 - MAXIMAL RELATIVE CHANGE LESS THAN OR EQUAL TO
The maximum relative change between two calculation cycles of all interdependent formulas.
-
- RESET SEPARATORS AND CALENDAR NAMES
Resets the decimal and thousands separators and the calendar text (names of the months and weekdays) to the settings of the operating system. These values are taken over from the system and saved when a new RagTime 5 document is created.
 - You will find the corresponding settings under MY COMPUTER| CONTROL PANEL | REGIONAL SETTINGS
 - You will find the corresponding settings in the Control Panels DATE AND TIME and NUMBER FORMAT.

See also ► [Calculate All \(command\)](#) [p. 218]
 ► [Calculate This Component \(command\)](#) [p. 218]

19.28 CALCULATION PANEL, SETTINGS

To view this panel, choose the command **SETTINGS** from the menu **EXTRAS** and select the **panel CALCULATION**.

REFERENCE DISPLAY

Choose **▶ A1 or R1C1** [p. 78] notation for spreadsheets.

DECIMAL AND THOUSANDS SEPARATORS ENTRY

Depending on the country, operating system software may use the comma and point differently in numbers.

- USE SEPARATORS AS DEFINED BY THE SYSTEM SOFTWARE**
If this option is selected, you can type the thousands and decimal separators and RagTime interprets the entry as a number.
- INTERPRET “,” OR “.” AS DECIMAL SEPARATOR**
If this option is selected, both commas and points are interpreted as decimal separators, but if you type a thousands separator, the entry is interpreted as text.

See also **▶ Entering Numbers** [p. 161]

19.29 CANCEL LINK TO FILE (COMMAND)

The **CANCEL LINK TO FILE** command is found in the **Picture List** and **Picture** menu and is available whenever a picture is selected, which is linked to its source file.

-  A link is created when you import a picture.
-  A link is created when you subscribe to a picture. It will cancel the link between the selected picture component and the source file. The picture data must be copied into the document.
-  To use this command, the source file must still be available.

See also **▶ Data Exchange, Pictures** [p. 185]
▶ About Linked Imports [p. 181]
▶ Picture List (command) [p. 343]

19.30 CAPITALIZATION (COMMAND)

This command specifies whether characters should be **displayed** in upper or lower case characters.

-  The characters stored are not changed. So you can always distinguish the original case of the letters e.g. for search and replace.
-  **CASE AS TYPED**
The characters will be displayed in the case they are typed in.

- ⌘ UPPER CASE
All characters will be in upper case.
- ⌘ LOWER CASE
All characters will be in lower case.
- ⌘ UPPER CASE INITIALS
The first letter of each word will be in upper case, the others in lower case.

See also [▶ Small Caps](#) [p. 123]

19.31 CATEGORIES PANEL, GRAPH INFORMATION

When a graph component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the [▶ panel CATEGORIES](#).

RagTime calculates a width for columns each time the space available for columns or the number of columns changes. You can change both the width of columns and the space between categories by dragging the handles in the figure or by changing the settings in the boxes described here. The figure depicts the changes which will appear in the graph.

- CATEGORY TITLES
The names of the categories appear here. You can select and edit individual names. If the data in the graph have been pasted or dragged from a spreadsheet, a reference to the spreadsheet range appears here.
[▶ Axis labeling](#) [p. 99] determines the display of category titles.
 - POSITION BETWEEN TICKS/AT TICKS
Specify if category titles should be drawn between or on the axis tick marks.
-
- SPACING**
- SPACE BETWEEN CATEGORIES
The setting is a percentage of the column width, which is determined by RagTime.
 - COLUMNS
The setting is a percentage of the column width determined by RagTime.
-
- SERIES STACKING**
- STACKED SERIES
The series within each category are stacked in a single column. Values are expressed in the units of the value (y) axis.
 - STACKED TO 100%
The value axis has a range of 100 %. Each stacked column is the height of the graph and each series value is expressed as a percentage of the total of all values in the category.

- USE COLUMN SPACING FOR STACKED SERIES
Columns are spaced according to the gaps and widths set in the “Spacing” options, when the option “Stacked Series” is also set.

19.32 CELL CONTENTS PANEL, SPREADSHEET INFORMATION

When a spreadsheet component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the [panel CONTENTS](#).

CONTENTS



PRESET TYPE

Specify if RagTime should automatically recognize the type of the cell contents (text, number, date and so on) or set the type to text or multiline text.



CURRENT TYPE

The current type of the cell contents is displayed.



COMPONENT

If a component is installed in a cell, the component name is displayed.



FORMULA PRESERVED WHEN ENTERING VALUES

If you do not want the formula in a cell to be lost when a value is entered, as is usual, select this checkbox.



When the formula is recalculated, the result appears in the cell.



PROTECTION

Specify which [cell parts](#) [p. 76] are to be protected. (See [Protection \(menu\)](#) [p. 354]; [Protecting Cells, Formats and Formulas](#) [p. 35])

FORMAT



VALUE FORMAT

The format used to display numbers, dates and timespans (see [About Value Formats](#) [p. 163]).



In text components, the value format only affects the text calculated by formulas.



PRECISION AS FORMATTED

If you want to use only the number of decimals determined by the [value format](#) [p. 163] when the content of a cell is used in a calculation, turn on this option. Otherwise, [all the decimal places in the value](#) [p. 163] are used.



ZERO VALUES HIDDEN

The cell content is hidden if its value equals “0”.

VISIBILITY



ON SCREEN AND IN PRINT



ON SCREEN



NOWHERE

Specify if and where the cell contents should be visible.

19.33 CHARACTER FORMATS (COMMAND)

The CHARACTER FORMATS command opens an information dialog that is reduced to the appropriate panels.

Panels▶ **Typography [p. 391]**

Font, size, language, color, style, superscript and subscript

▶ **Typography 2 [p. 390]**

Stretching, scaling, kerning, character spacing, display



APPLY

Applies all the settings in this dialog box to the selection without closing the box. Please note that subsequently clicking “Cancel” affects only the changes made after using “Apply”.



CANCEL

Reverses the changes which you have made in this dialog box and closes the box.



OK

Confirms the settings in this dialog box and closes the box.

19.34 CHARACTER STYLE SHEET (COMMAND)

The command “Character Style Sheet,” which appears in the Format menu, opens a submenu listing the character style sheets in the inventory. If the listed Character Style Sheets exceed a specific number, the remaining items are accessible under the item MORE....

**To apply a character style sheet**

- 1 ▶ [Select some text \[p. 62\]](#).
- 2 Choose “Character Style Sheet.”
A submenu pops up.
- 3 Choose a character style sheet from the list.

See also ▶ [Character Style Sheets \(command\) \[p. 223\]](#)
 ▶ [About Style Sheets \[p. 134\]](#)
 ▶ [Using Character Style Sheets \[p. 138\]](#)

19.35 CHARACTER STYLE SHEETS (COMMAND)

CHARACTER STYLE SHEETS appears in the submenu AUXILIARIES. If the command is selected, a window appears in which you can create and edit character style sheets.

Character style sheets also appear in the submenu of the ► [Character Styles](#) [p. 223] command and can be applied from there.

→ You can open the window for editing auxiliaries by double-clicking on the **Auxiliary Group** in the inventory. If you double-click an **auxiliary** in the inventory, the editing window will open with the auxiliary, which was clicked on, selected.

For general information on the use of style sheets, see ► [Editing style sheets](#) [p. 135].

Character style sheets are presented in hierarchical lists.



CREATE

Creates a style sheet.



CREATE FROM SELECTION

Creates a style sheet using the settings of the current selection in the document.



SET TO SELECTION

Overwrites the settings of the selected style sheet with those of the current selection in the document.



DELETE

Deletes the selected style sheet.

Panels

► [General Panel, Character Style Sheet Editor](#) [p. 269]

Font, size, style

► [Styles Panel, Character Style Sheet Editor](#) [p. 380]

Color, printing, value format, strike through and underlining

► [Positioning Panel, Character Style Sheet Editor](#) [p. 347]

Character stretching and spacing, superscript and subscript, case, small caps

► [Linguistics Panel, Character Style Sheet Editor](#) [p. 312]

Language, hyphenation

DESCRIPTION

Shows the current attributes of the selected style sheet. If there is a parent style sheet, it will be named and the modifications listed individually.

EXAMPLE

Here an example will illustrate the results of the settings.

See also

- [About Style Sheets](#) [p. 134]
- [Using Character Style Sheets](#) [p. 138]
- [About Formatting Characters](#) [p. 120]
- [About the Inventory](#) [p. 31]
- [Hierarchical Lists](#) [p. 418]
- [Inherit](#) [p. 134]

19.36 CHECK SPELLING (COMMAND)

The command “Check Spelling” appears in the Extras menu. Choosing “Check Spelling” opens a dialog box in which you can select the part of the document to be checked, choose a ► [personal dictionary](#) [p. 154] and make corrections. RagTime checks the specified area for misspelled words, displays them and suggests corrections, if it finds any in the available dictionaries.



CHECK SPELLING IN

You can choose the ► [scope](#) which is to be checked. The choices range from the current selection to all open documents.



STATUS

RagTime displays the current word and a message.



SUGGESTION

RagTime displays a suggested correction, or repeats a word which it could not find in an internal dictionary or the selected personal dictionary. You can type a correction here.



SUGGESTION LIST

RagTime lists suggestions from the internal and personal dictionaries. You can click a suggestion to enter it in the “Suggestion” box.



CHANGE

Click this button to replace the word found in the text with the word in the suggestion box.



START/SKIP

Before you begin to check spelling, the button is labeled “Start.” After you click it to start checking, the name of the button changes to “Skip.” Click this button if you do not want RagTime to change the current word.



CHANGE ALL

Click this button to change all occurrences of the current word in the text to the word displayed in the “Suggestion” box.



IGNORE ALL

Click this button if you do not want RagTime to make any changes in the current word, and do not want RagTime to find other occurrences of the word. This option is valid until you quit RagTime



PERSONAL DICTIONARY



DICTIONARY

This pop-up menu lists all open personal dictionaries, as well as some options. RagTime uses all the dictionaries in the list when checking spelling or hyphenating word, but enters new words in the current dictionary.



SESSION DICTIONARY

is a temporary dictionary which holds a list of the words until you quit RagTime.

- OPEN PERSONAL DICTIONARY
opens a directory dialog box in which you can select additional dictionaries to open. RagTime can open RagTime dictionaries located anywhere in the network, if your computer is in one.
- NEW PERSONAL DICTIONARY
opens a directory dialog box in which you can name a new dictionary.
- CLOSE
closes the current dictionary.
-  ADD
Click “Add” to add the word in the “Suggestion” box to the personal dictionary chosen in the pop-up menu.

See also ▶ [Checking Spelling](#) [p. 157]

19.37 CLEAR (COMMAND)

The command “Clear,” which appears in the Edit menu, deletes the selection.

In a spreadsheet, the values and formulas in selected cells are deleted, but the cell and its format remain. There are commands in the spreadsheet menu to remove cells, rows, columns and planes entirely from a spreadsheet.

19.38 CLOSE (COMMAND)

This command closes the window in front. If this is also the last open window of the document, the document will also be closed.

→ You can also close the active window by clicking the close box.

See also ▶ [Closing Documents](#) [p. 23]
▶ [Saving Documents](#) [p. 23]
▶ [File \(menu\)](#) [p. 257]

19.39 CLOSE DOCUMENT (COMMAND)

This command closes the active document and all its windows.

→ If the document contains changes which have not yet been saved, RagTime will ask whether these changes should be saved before closing the document.

- See also*
- ▶ [Closing Documents](#) [p. 23]
 - ▶ [Saving Documents](#) [p. 23]
 - ▶ [File \(menu\)](#) [p. 257]

19.40 CLOSED CURVE (COMMAND)



Specifies that the last and first anchor points of selected polygons or Bézier curves are connected by a segment.



If the inner or outer line position of a curve is used, it is possible that the line may spring to the opposite side when the curve is opened or closed (see ▶ [Left and Right of Axes and Lines](#) [p. 439]). Correct this, if necessary, using the settings in the Information dialog (▶ [Lines Panel, Information](#) [p. 311]).

- See also*
- ▶ [Editing Polygons and Curves](#) [p. 44]
 - ▶ [Edit Curve \(command\)](#) [p. 254]
 - ▶ [Bézier Curve Tool](#) [p. 215]
 - ▶ [Polygon Tool](#) [p. 346]

19.41 COLOR (COMMAND)

The COLOR command provides you with a hierarchical menu featuring a variety of colors that can be applied to your selection.

The list starts off with the active document's **Named Colors**, followed by those of the "RagTime 5 Auxiliaries". You can edit this list and add colors to it (see ▶ [Color Editor \(command\)](#) [p. 228]).

Next on the list are the **Standard RGB Colors**.

- Select OTHER in the color menu.
- Click in the color palette's color sample (see ▶ [Color Editor \(command\)](#) [p. 228]).

RagTime 5 supports your operating system's color-setting methods for color picking. Please consult your computer's documentation for details.



TRANSPARENT

Makes the selection transparent.



CYCLIC

Sets the automatic assignment of colors for series in business graphs (see ▶ [Color of Graph Elements](#) [p. 93]).

The Color Palette

You can ▶ [tear off](#) the color menu and use it as a palette. Using the color palette, you can colorize elements not accessible via the menu,

for example, the border lines of drawing objects: Drag a color from the palette and drop it on the desired element.

The color palette contains additional pop-up menus for the exact specification of the object of which the color should be edited in the palette:



ELEMENT

Specify the element to colorize. The contents of the menu changes with the active environment; in a text component, for example, you can choose from Text, Column Rulers, Footnote Separator, etc.



FOREGROUND/BACKGROUND

Choose Foreground or Background for elements with patterns or gradients.



TINT

The tint of the color (see ► [Tint \(command\)](#) [p. 389]).



Named and standard RGB colors are not displayed simultaneously in order to keep the torn-off palette from becoming too big.



Select the corresponding ► [Panel](#).



Choose from the pop-up menu.

See also ► [Color Separation](#) [p. 141]

► [Color](#) [p. 118]

► [Using Fill Style Sheets](#) [p. 136]

► [Fill Panel, Information](#) [p. 259]

► [Format \(menu\)](#) [p. 265]

19.42 COLOR EDITOR (COMMAND)

The command COLOR EDITOR appears in the sub-menu AUXILIARIES. Here you can create, name and edit colors. Colors also appear in the sub-menu of the command ► [Color](#) [p. 227] and can also be applied in this manner.



You can open the window for editing auxiliaries by double-clicking on the **Auxiliary Group** in the inventory. If you double-click an **auxiliary** in the inventory, the editing window will open with the auxiliary, which was clicked on, selected.

Colors are displayed in a ► [hierarchical list](#) [p. 418].

Certain colors are permanently available. Some of them cannot be modified at all, while others have limited modification possibilities.

- The four pure process colors that comprise the CMYK color space, i.e. cyan, magenta, yellow and black.
- The alignment color that has a black output on all color-separated plates.
- Transparent.

The list also contains spot colors added as a result of importing EPS files. These colors cannot be modified. They can be applied to other objects within your document and combined with other spot colors on plates.

Once you have picked a color from the list, you can review its properties and edit them.

COLOR TYPE

Every color belongs to a group that determines how the color is treated when output to a printer or files (e.g. PDF or EPSF).

- PROCESS COLOR
Specifies that the color, broken down in its CMYK parts, appears on **separate plates** of color-separated output.
- SPOT COLOR
Specifies that the color appears on its **own plate** of color-separated output.
- REGISTRATION COLOR
Specifies that the color appears on **every plate** of color-separated output.
- TRANSPARENT
Objects in this “color” are not printed.
→ TRANSPARENT is included exactly once in every document and can neither be modified, nor deleted.
- OVERPRINTING
Specifies whether objects lying behind objects in this color are output and overprinted with this color when creating color-separated output. Otherwise, areas of objects in the background covered by this color are output in white.
→ Is always on for “process black”, which exists always and cannot be modified. In the rare event that you may need non-overprinting black, you can create an additional black in the CMYK color model.



COLOR

A list of commonly used colors that can be selected for fine-tuning. The color is activated along with its corresponding color model.

Choose from 256 fields with common colors. The color of the selection is marked by a frame; in case of multiple colors in the selection, an appropriate number of fields is framed.

- Select OTHER in the color menu.
- Click in the color palette’s color sample (see ► [Color Editor \(command\)](#) [p. 228]).

RagTime 5 supports your operating system’s color-setting methods for color picking. Please consult your computer’s documentation for details.

**COLOR MODEL**

The model in which the color is defined. You can determine the color by varying its portions depending on the model.



Select the panel that features your desired color model.



Choose the desired color model from the pop-up menu.



When switching from one color model to the next, RagTime 5 converts the color into the selected model in line with the color management settings. The conversion may result in certain deviations since certain color models cannot handle certain colors.

COLOR MODEL CMYK (CYAN, MAGENTA, YELLOW, BLACK)

CYAN



MAGENTA



YELLOW



BLACK

The portion accounted for by the color as a percentage.

COLOR MODEL LAB

L

The color's brightness in the ► [Interval](#) [0; 100].



A



B

The color's share of a and b in the ► [Interval](#) [-127; +128].

COLOR MODEL RGB (RED, GREEN, BLUE)

RED



GREEN



BLUE

The portion accounted for by the color as a percentage.



ORIGINAL



NEW

The edited color in its original and altered state.

**CONFIRM COLOR**

Confirms modifications made to the color.



If you haven't changed the color's name, RagTime 5 names the color based on the modified color (color model and components). User-defined color names are never changed.

**NEW**

Creates a new color. You can edit the color's name. If you don't change the color's name, RagTime 5 suggests a name and adapts it to reflect changes made later on. RagTime 5 does not modify names you have edited.

-  **CREATE PLATE**
Generates a new color plate to compile several spot colors for color-separation print jobs. You can drag and drop existing spot colors from the list to the new plate.
-  This does not change the way the color is displayed during normal printing or on your screen.
-  **COLLECT DOCUMENT COLORS**
Collects all the colors used in the document, generates names for the colors and includes them in the list.
-  **DELETE**
Removes the selected color from the list of named colors. The affected objects remain unchanged if the color is being used in the document.

See also

- ▶ [Printing](#) [p. 139]
- ▶ [Color Separation](#) [p. 141]
- ▶ [PDF Converter](#) [p. 192]
- ▶ [Color Management Panel, Settings](#) [p. 231]
- <<http://www.color.org>> (International Color Consortium)
- <<http://www.eci.org>> (European Color Initiative)

19.43 COLOR MANAGEMENT PANEL, SETTINGS

To view this panel, choose the command **SETTINGS** from the menu **EXTRAS** and select the ▶ **panel COLOR MANAGEMENT**.

- ICC COLOR MANAGEMENT FOR RASTER IMAGES**
Specifies whether the display and output of raster images (TIFF, JPEG, BMP etc.) will be color corrected with ICC profiles.

ICC PROFILES

Permits you to set the method and profile to be used for color correction for the various peripherals. Select a profile from an external profile file or choose one of the profiles delivered with RagTime 5.

-  If color management is switched off, these settings are not available.

- MONITOR**
( only)
The ICC profile for the monitor.
-  **SYSTEM PROFILE, FILE**
( only)
Displays the name and the file of the system profile used for the monitor. Please make the selection in the Control Panel **COLORSYNC SYSTEM PROFILE**.

- PRINTER**
The ICC profile for the printer.

- SIMULATE COLORS OF PRINTER ON MONITOR**
Specifies whether the colors for the display on the monitor should be corrected so that they match those of the printout.
- SIMULATE COLORS OF PRINTER ON PROOF PRINTER**
Specifies whether the colors of the printout on the proof printer should be corrected so that they match those of the printout on the final printer.
- PROOF PRINTER**
The ICC profile for the printer.

DEFAULT ICC-PROFILES FOR NEW PICTURES

Permits you to specify which ICC profile should be used for new pictures taken into RagTime 5 documents, if they do not include a profile.

- RGB PICTURES**
The profile to be used for new pictures in the red-green-blue color model. Select a profile from an external profile file or choose one of those delivered with RagTime 5.
 - CMYK PICTURES**
The profile to be used for new pictures in the cyan-magenta-yellow-black color model. Select a profile from an external profile file or choose one of those delivered with RagTime 5.
- Should you have access to the Worldwide Web, you can find further information under e.g. <<http://www.fogra.org/WEBlinks/web.html>> or <<http://www.colorinfo.com>>
- If you prefer to read a book, we can recommend e.g. Jan-Peter Homann (1998): *Digitales Colormanagement. Farbe in der Publishing-Praxis.* (Berlin, New York, Springer Verlag)

19.44 COLOR PANEL, PDF EXPORT SETTINGS

- COMPOSITE COLOR**
All colors are sent to the printer as specified in the component being printed. The printer software converts them into gray tones if the printer does not support colors.
-
- COLOR SEPARATION**
Breaks down the colors of the component being printed into their elements and outputs them to color plates.
- Only available for PostScript output.

POSTSCRIPT PRINTER DESCRIPTION (PPD)

**PPD FILE**

The current PPD file.



Color-separated PDF exports are only possible if a PPD file has been specified.

**OTHER**

Opens a dialog box in which you can specify a PPD file.

**RECOMMENDED SCREENINGS**

The list of screenings recommended for the active printer. RagTime 5 obtains this list from the printer's PPD file. Making a selection from the list sends the corresponding information to the list of color plates.

PLATES TO PRINT

This list contains information on the color plates to be generated. The number and types of colors used in the document determine the number and names of the plates (see ► [Color Editor \(command\)](#) [p. 228]).

**CREATE PLATE**

Specifies whether the corresponding plate is actually output. This lets you suppress undesired plates or create individual plates if something has gone wrong.

**PLATE NAME**

The name of the color plate.

**ANGLE**

The color plate's screening angle in degrees. You can overwrite the value obtained from the PPD file.

**FREQUENCY LINES/INCH**

Spacing of the color plate's screening in lines per inch. You can overwrite the value obtained from the PPD file.

**CONVERT SPOT TO PROCESS COLORS**

Specifies whether spot colors are broken down into their elements and integrated into process colors instead of being sent to their own plates.

**CONVERT PROCESS COLORS TO GRAY**

Specifies whether process colors are combined on a grayscale plate (process black) in line with their luminance.



If you want to convert spot **and** process colors to gray tones, please use the grayscale output option instead of the color-separation option.

**COLOR AS GRAY**

RagTime 5 converts all colors to gray tones prior to the output. This lets you generate monochrome printouts on color printers. It reduces the volume of data sent and accelerates output.

COLOR MANAGEMENT**ICC PROFILE**

Select an ICC output profile for color management.

Warnings

For color-separated output, RagTime 5 writes the necessary screening and transfer mode settings to the PostScript files that are used to generate PDF documents. However, these settings only take effect under the following conditions:

-  **ALLOW POSTSCRIPT FILE TO OVERRIDE JOB OPTIONS** must be turned on in Acrobat Distiller. The switch is located in the Distiller settings' **ADVANCED** panel.
-  For details, refer to chapter “Setting the Advanced Job Options” in the “Adobe Acrobat 4.0 User Guide”.

Acrobat 4

-  **USE PRINTER HALFTONE SCREENS** must be **Off at all costs** when outputting a PDF file with Acrobat or Acrobat Reader. The switch's factory setting is ON.
The switch is located in the dialog box that the Acrobat command **PRINT** opens.
-  Please use the **ACROBAT** panel if your printer software uses panels in this dialog box.
-  For details, refer to the chapter entitled “Printing PDF Documents” in the “Adobe Acrobat 4.0 User Guide”.

Acrobat 5

-  **EMIT HALFTONES** must be **On at all costs** when outputting a PDF file with Acrobat or Acrobat Reader. The switch's factory setting is OFF.
You will find the switch via  **ADVANCED** in the dialog box that the Acrobat command **PRINT** opens.
-  Please use the panel **ACROBAT** if your printer software uses panels in this dialog box.
-  For details, refer to the chapter entitled “Printing PDF Documents” in the “Adobe Acrobat Help”.

See also [► PDF Export Settings](#) [p. 341]

19.45 COLOR PANEL, PRINTING MAC OS

This panel is only available under Mac OS and only for PostScript output.

- RECOMMENDED SCREENINGS**
The list of screenings recommended for the active printer. RagTime 5 obtains this list from the printer's PPD file. Making a selection from the list sends the corresponding information to the list of color plates.
- **PLATES TO PRINT** —
This list contains information on the color plates to be generated. The number and types of colors used in the document determine the number and names of the plates (see ► [Color Editor \(command\)](#) [p. 228]).
- CREATE PLATE**
Specifies whether the corresponding plate is actually output. This lets you suppress undesired plates or create individual plates if something has gone wrong.
- PLATE NAME**
The name of the color plate.
- ANGLE**
The color plate's screening angle in degrees. You can overwrite the value obtained from the PPD file.
- FREQUENCY LINES/INCH**
Spacing of the color plate's screening in lines per inch. You can overwrite the value obtained from the PPD file.
- CUTMARKS**
Cutmarks are marks printed on a sheet outside the page area to guide you in trimming paper or aligning films, especially when colors are output separately or several sheets are output per page.
- **ALL MARKS ARE OUTPUT IN BLACK**
All marks are output in black and appear on all plates for color-separated outputs.
- CONVERT SPOT TO PROCESS COLORS**
Specifies whether spot colors are broken down into their elements and integrated into process colors instead of being sent to their own plates.
- CONVERT PROCESS COLORS TO GRAY**
Specifies whether process colors are combined on a grayscale plate (process black) in line with their luminance.
- **IF YOU WANT TO CONVERT SPOT AND PROCESS COLORS TO GRAY TONES**
If you want to convert spot **and** process colors to gray tones, please use the grayscale output option instead of the color-separation option.

See also ► [Color Editor \(command\)](#) [p. 228]
 ► [Print \(command\)](#) [p. 348]
 ► [Color Separation](#) [p. 141]

19.46 COLOR PANEL, PRINTING WINDOWS

 This panel is only available under Windows and only for PostScript output.

COMPOSITE COLOR

All colors are sent to the printer as specified in the component being printed. The printer software converts them into gray tones if the printer does not support colors.

COLOR SEPARATION

Breaks down the colors of the component being printed into their elements and outputs them to color plates.

→ Only available for PostScript output.

RECOMMENDED SCREENINGS

The list of screenings recommended for the active printer. RagTime 5 obtains this list from the printer's PPD file. Making a selection from the list sends the corresponding information to the list of color plates.

PLATES TO PRINT

This list contains information on the color plates to be generated. The number and types of colors used in the document determine the number and names of the plates (see ► [Color Editor \(command\)](#) [p. 228]).

CREATE PLATE

Specifies whether the corresponding plate is actually output. This lets you suppress undesired plates or create individual plates if something has gone wrong.

PLATE NAME

The name of the color plate.

ANGLE

The color plate's screening angle in degrees. You can overwrite the value obtained from the PPD file.

FREQUENCY LINES/INCH

Spacing of the color plate's screening in lines per inch. You can overwrite the value obtained from the PPD file.

CONVERT SPOT TO PROCESS COLORS

Specifies whether spot colors are broken down into their elements and integrated into process colors instead of being sent to their own plates.

CONVERT PROCESS COLORS TO GRAY

Specifies whether process colors are combined on a grayscale plate (process black) in line with their luminance.

→ If you want to convert spot **and** process colors to gray tones, please use the grayscale output option instead of the color-separation option.

COLOR AS GRAY

RagTime 5 converts all colors to gray tones prior to the output. This lets you generate monochrome printouts on color printers. It reduces the volume of data sent and accelerates output.

See also [► Color Editor \(command\)](#) [p. 228]
[► Print \(command\)](#) [p. 348]
[► Color Separation](#) [p. 141]

19.47 COMMANDS AND SCRIPTS (COMMAND)



“AppleScript” is a part of the operating system and thus supported by RagTime 5 under Mac OS only.

The command “Commands and Scripts” appears in the Extras menu. Choosing this command opens a dialog box in which you can

- write or record a new [► script](#) [p. 195]

Or

- edit existing scripts

Or

- create or change keyboard shortcuts.

Commands that you create appear in the submenu of the command [► Scripts](#) [p. 364].

COMMANDS

Use these buttons to create, edit or delete scripts. Clicking “Create” opens the script editing dialog box. The “Delete” and “Edit” buttons are available only if a script is selected.



CREATE

Creates an element.



DELETE

Deletes the selected element.



EDIT

Click this button to display the selected script in the script editing dialog box.



NAMES LIST

Existing commands appear in an [► hierarchical list](#) [p. 418]. RagTime commands appear under the heading “Built-in Commands.” Scripts available to all RagTime documents appear under the heading “RagTime 5 Auxiliaries”. Those available only to the active document appear under the name of the document.



COMMAND DESCRIPTION

A short description of the command or script appears here. You can add a description to your script in the script editor.



To create a new command

- 1 Click CREATE.
The script editor opens.
- 2 [► Record](#) [p. 197] or [► write](#) [p. 197] a script.

After you create a script with the script editor, you can execute the command by clicking  RUN in the script editor or by choosing the command from the Scripts menu or installing it in a [▶ button component](#) [p. 107].

 **To edit a command**

- 1 Select the name of a command from one of the scripts lists.
- 2 Click  EDIT.
The [▶ script editor](#) [p. 363] opens.
- 3 Modify the script as desired.

KEYBOARD SHORTCUTS

 **To create a keyboard shortcut**

- 1 Select the name of a command from the “Names” list.
- 2 Click  CREATE.
You can type the desired key combination in the dialog box which opens.
- 3 The combination appears in the “Keys” list.
To the right of the new combination, a pop-up menu appears in the “Display” list. The pop-up specifies when the shortcut should appear with the command name in the pull-down menu.
- 4 Choose the desired display setting from the pop-up menu.

REVERT ALL SHORTCUTS

You can restore all shortcuts, deleting any changes which you have made, by clicking  TO DEFAULTS or  TO LAST SAVED, as appropriate.

19.48 CONNECT CONTAINER AND CONTENTS (COMMAND)

The command “Connect Container and Contents” appears in the Picture menu, which is available when a picture is selected. This command joins a picture component to the container border. If the size of the container is changed, the picture will be scaled again to suit and vice versa. When a picture and container are connect the move and scale tool or align command will only affect the picture but not the container. Using the command [▶ Scale](#) [p. 362] affects the container as well.

- See also*
- ▶ [Fit Picture to Container \(command\)](#) [p. 262]
 - ▶ [Fit Picture to Container Keeping Proportion \(command\)](#) [p. 262]
 - ▶ [Fit Container to Picture \(command\)](#) [p. 262]
 - ▶ [Scaling Pictures](#) [p. 70]
 - ▶ [Move Tool](#) [p. 318]
 - ▶ [Scaling Tool](#) [p. 362]
 - ▶ [Align \(menu\)](#) [p. 201]

19.49 CONTENTS TYPE (COMMAND)

Choosing the command “Contents Type” from the Drawing, Text or Spreadsheet menu opens a ► **tear-off** submenu of component types.

To set the type of contents

- 1 Select one or more drawing objects.
If a spreadsheet is active, select one or more cells.
If a text component is active, position the insertion marker where you want the ► **flowing component** [p. 62] to appear.
- 2 Choose “Contents Type” and choose a component type from the submenu, or choose None to delete the contents.
A new component is created.

When you change the contents type, the current contents are deleted. However, they may still be available in the ► **inventory** [p. 31], depending on the setting for ► **automatic deletion** [p. 30].

→► ► **Dragging** [p. 182] a component or file onto a drawing object installs it in the drawing object.

19.50 COORDINATES PANEL, DRAWING INFORMATION

To view this panel, select a drawing object, choose the command GET INFO from the menu DRAWING and select the ► **panel COORDINATES**.

COORDINATES

The current distances are shown in boxes. You can change them by entering new values in the boxes.



HORIZONTAL POSITION

Specify with the horizontal position buttons if you want to see or edit the position of the left edge, the center or the right edge.



VERTICAL POSITION

Specify with the vertical position buttons if you want to see or edit the position of the top edge, the center or the bottom edge.



LEFT/TOP

Distance of the “left side” of the object to the left page edge and “top” of the object to the top of the page. Changing the top or left border also changes the width.



RIGHT/BOTTOM

Distance of the “right side” of the object to the left page edge and “bottom” of the object to the top of the page. Changing the bottom or right border also changes the width.



SIZE

“Width” and “height” of the object.

Changing the width or height also changes the bottom or right border.

For more information, see the topics ► [Positioning Objects](#) [p. 42] and ► [Resizing Objects](#) [p. 43].

ROUNDED RECTANGLES



CORNER CURVES

You can enter values separately for “horizontal and vertical radii” for the corner curves.

ARCS AND SECTORS



START

Enter a value for the starting angle or choose one from the pop-up menu. The value is expressed in degrees from “12 o’clock.” Positive values are clockwise, and negative values, counterclockwise.



LENGTH

Enter a value for the size of the arc or choose one from the pop-up menu. The value is expressed in degrees from the starting point. Positive values move clockwise and negative, counterclockwise.

TRANSFORMATION



SCALING (HORIZONTAL/VERTICAL)

Change scaling by entering a new value for horizontal or vertical scaling. The value is expressed in percentage of the original object dimensions. Negative values invert the object and its contents.



SKEWING (HORIZONTAL/VERTICAL)

Change skewing by entering a new values for horizontal or vertical skewing.

The value is expressed is the tangent of the corner angle (the ratio of the length of side adjacent to the height of the parallelogram). Positive values move the top horizontally to the left or the left side up. Negative values move the top horizontally to the right or the left side down.



ROTATION

Change rotation by entering a new value for rotation or choose one from the pop-up menu.

The value is expressed in degrees measured from “12 o’clock.” Positive values are measured clockwise, and negative values, counterclockwise.



Skewing and rotation are closely related. When you enter a value for vertical skewing and press  APPLY or  OK, RagTime always sets the vertical skew value to zero and calculates horizontal skewing and rotation which would produce the same transformation.



RESET TRANSFORMATION

Resets all values back to zero (see ► [Transformation \(menu\)](#) [p. 390]).

See also ► [Scaling, Skewing, and Rotating Drawing Objects](#) [p. 46]
 ► [Get Info, Drawing \(command\)](#) [p. 282]

19.51 COPY (COMMAND)

The COPY command places a duplicate of the selection in the clipboard.

- See also*
- ▶ [Cut \(command\)](#) [p. 245]
 - ▶ [Paste \(command\)](#) [p. 339]
 - ▶ [Paste Special \(command\)](#) [p. 339]
 - ▶ [Basic Commands \(Palette\)](#) [p. 403]
 - ▶ [Edit \(menu\)](#) [p. 253]

19.52 CREATE UNION (COMMAND)

The command “Create Union” creates a union of the selected range of cells. The data in the upper left cell of the range are placed in the union, while the data from other selected cells are deleted. A union is a cell range which behaves like a single cell.

- See also*
- ▶ [To select a cell range](#) [p. 84]
 - ▶ [Spreadsheet Commands \(Palette\)](#) [p. 405]
 - ▶ [Spreadsheet \(menu\)](#) [p. 376]

19.53 CROP PICTURE (COMMAND)

The command “Crop Picture” appears in the Picture menu, which is available when a picture is selected.

Cropping a picture deletes any picture data exceeding the boundaries of the container in which the picture is cropped. This crops the component; its display in other containers is cropped accordingly. If you want to use only a portion of a picture in your document, you can save memory and reduce the document size by cropping the picture.

**To crop a picture**

- 1 Select a picture.
- 2 Choose “Crop Picture.”

- See also*
- ▶ [Toolbars for Pictures](#) [p. 410]
 - ▶ [Picture \(menu\)](#) [p. 342]

19.54 CURVE POINT INSERTION TOOL

Use the curve point insertion tool to insert anchor points when editing polygons or Bézier curves. To reinsert a control point removed from the anchor point of a Bézier curve, click on the anchor point and drag.

-  **To insert a curve point**
-  **1** Click on the tool button.
-  The pointer changes to a plus (+) in a frame.
- 2** Move the pointer over the location on a polygon or Bézier curve segment, where you wish to insert an anchor point.
-  When over an appropriate point, the pointer's frame disappears.
- 3** To insert a point, click the mouse.

-  **To insert a control point at a Bézier curve anchor point**
-  **1** Click on the tool button.
-  The pointer changes to a plus (+) in a frame.
- 2** Move the pointer over the Bézier curve anchor point where you wish to insert a control point.
-  When over an appropriate point, the pointer's frame disappears.
- 3** Drag the control point out of the anchor point.

See also

- ▶ [Editing Polygons and Curves](#) [p. 44]
- ▶ [Edit Curve \(command\)](#) [p. 254]
- ▶ [Bézier Curve Tool](#) [p. 215]
- ▶ [Polygon Tool](#) [p. 346]

19.55 CURVE POINT KINK TOOL

The Curve Point Kink tool is used to convert between “smooth” or “cusp” anchor points when editing Bézier curves. In other words: The connection between control-anchor-control point forms a straight line or an angle.

-  **To kink a Bézier curve at a smooth anchor point**
-  **1** Click on the tool button.
-  The pointer changes to a Bézier corner in a frame.
- 2** Move the pointer over a control point of the anchor point you wish to change.
- If the control point is not marked, select the anchor point by clicking on it.
-  When over an appropriate point, the pointer's frame disappears.
- 3** Drag a control point.
- The other anchor points remain unchanged, and the Bézier curve will be kinked.

**To smooth a Bézier curve at a kinked anchor point**

1 Click on the tool button.



The pointer will change to a Bézier corner in a frame.

2 Move the pointer over a control point of the anchor point you wish to change.

If the control point is not marked, select the anchor point by clicking on it.



When over an appropriate point, the pointer's frame disappears.

3 Drag a control point.

The other anchor point will be moved so that the anchor and the dragged control point are all on a straight line, and the Bézier curve is smooth.

See also [▶ Editing Polygons and Curves](#) [p. 44]
[▶ Edit Curve \(command\)](#) [p. 254]
[▶ Bézier Curve Tool](#) [p. 215]
[▶ Polygon Tool](#) [p. 346]

19.56 CURVE POINT REMOVAL TOOL

Use the curve point removal tool to delete anchor or control points while editing polygons or Bézier curves.

**To remove a curve point**

1 Click on the tool button.



The pointer will change to a minus (-) in a frame.

2 Move the pointer over the anchor or control point you wish to remove.



When over an appropriate point, the pointer's frame disappears.

3 To remove the point, click the mouse.

See also [▶ Editing Polygons and Curves](#) [p. 44]
[▶ Edit Curve \(command\)](#) [p. 254]
[▶ Bézier Curve Tool](#) [p. 215]
[▶ Polygon Tool](#) [p. 346]

19.57 CURVE SPLITTING TOOL

Use the curve splitting tool to split polygons or Bézier curves at existing anchor points or along segments. If necessary, the curve will be selected and prepared for editing.

-  **To split a curve**
-  **1** Click on the tool button.
 -  The pointer changes to a knife.
 - 2** Move the pointer to the place where the curve should be split.
 -  When over an appropriate place, the pointer changes to a knife with a small circle.
 - 3** To split the curve, click the mouse.
-  Objects with installed components cannot be split.

See also

- ▶ [Editing Polygons and Curves](#) [p. 44]
- ▶ [Edit Curve \(command\)](#) [p. 254]
- ▶ [Bézier Curve Tool](#) [p. 215]
- ▶ [Polygon Tool](#) [p. 346]

19.58 CUSTOM PAGE SETUP (COMMAND)

The CUSTOM PAGE SETUP command is only available for layout and master layout components in which pages have been selected. It is very similar to the ▶ [Page Setup \(command\)](#) [p. 328] command and allows one to specify formats for the selected pages that deviate from those of the component.

 The ▶ [Page Tab](#) is highlighted if custom formats have been specified for the page.

Available settings depend on the properties of the RagTime 5 component, operating system and printer. Please consult your operating system and printer manuals for further information as well.

 A dialog box is opened.

Panels

▶ [Page and Paper Size](#) [p. 326]

-  CANCEL
Reverses the changes which you have made in this dialog box and closes the box.
 -  OK
Confirms the settings in this dialog box and closes the box.
 -  REMOVE CUSTOM SETUP
Removes the custom page setup for the selected pages. The pages are assigned the component's page format.
-  Only available if a custom page setup was specified beforehand.

-
-  Your printer's standard dialog box opens up. RagTime 5 adds settings to this dialog box in an additional panel and at the bottom.
 - PAGE SIZE AS PAPER SIZE**
Specifies whether the printer's paper size is identical with the layout's page size.
 -  **PAGE SIZE**
Opens a dialog box containing settings for page sizes, sheet sequences, cutmarks, sheet overlaps, etc. (see ▶ [Page Size Panel, Page Setup Mac OS](#) [p. 334])
 - Only available if **PAGE SIZE AS PAPER SIZE** is not checked.
 -  **REMOVE CUSTOM SETUP**
Removes the custom page setup for the selected pages. The pages are assigned the component's page format.
 - Only available if a custom page setup was specified beforehand.

See also ▶ [Selecting Pages](#) [p. 53]
 ▶ [Page Setup \(command\)](#) [p. 328]
 ▶ [Printing](#) [p. 139]
 ▶ [File \(menu\)](#) [p. 257]

19.59 CUT (COMMAND)



The Cut command cuts the selection out of the document and places it in the clipboard.

See also ▶ [Copy \(command\)](#) [p. 241]
 ▶ [Paste \(command\)](#) [p. 339]
 ▶ [Paste Special \(command\)](#) [p. 339]
 ▶ [Basic Commands \(Palette\)](#) [p. 403]
 ▶ [Edit \(menu\)](#) [p. 253]

19.60 CUT PIPELINE (COMMAND)

The command “Cut Pipeline,” which appears in the Extras menu, is available when a pipeline exists. When you choose “Cut Pipeline,” a dialog box opens in which you can check options for vertical or horizontal pipelines, which are available only if the appropriate pipeline exits the object. Set the desired options and click the “OK” button to cut the pipeline(s).

→ You can also cut pipelines with the ▶ [cut pipeline](#) [p. 57] tool.

19.61 DASH (COMMAND)

Choosing the command “Dash” from the Format menu opens a submenu of dashes plus the choice “Other.” Dashes affect lines and borders.

☞ **To add dashing to a line or border**

- 1 ▶ [Select one or more drawing objects](#) [p. 40].
- 2 Choose a dash pattern or “Other” from the submenu. Dashing is added to the selected objects. “Other,” opens the ▶ [dash editor](#) [p. 246], in which you can create a dash pattern.

You can also ▶ [change the dashing](#) [p. 129] used for new lines and borders.

- Setting the option “Platform Independent Drawing” in the ▶ [drawing](#) [p. 252] panel of the document settings dialog box will frequently improve display and print quality.

Dashes Palette

You can ▶ [tear off](#) the submenu to create a palette. Having the dashes palette open on the desktop allows you to ▶ [drag](#) [p. 182] a dash pattern from the palette to an element. Clicking the selected pattern at the top of the palette opens the dash editor.

19.62 DASH EDITOR

The dash editor enables you to define a dash pattern with several different segment and gap lengths.

You can open the dash editor by choosing “Other” from the submenu of the command ▶ [Dash](#) [p. 246] or from the list in the pop-up menu. If the palette is open, click the top dash in the list.

☞ **To edit a dash**

- 1 Open the dash editor. A sample line appears in the editing area with one or more vertical lines, or handles, attached to it.
- 2 Drag the handles to change the length of the line or the gap between lines. You can create additional segments by dragging the rightmost segment to the left.

When you click a handle, the length of the segment appears in an entry field. You can type a new value.

See also ▶ [Line Style Sheet Editor \(command\)](#) [p. 306]

19.63 DELETE LEFT MASTER PAGE (COMMAND)

The DELETE LEFT MASTER PAGE command appears in the Layout menu and is available whenever a double-sided master page is selected in a master layout component.

To delete the left side of a double-sided master page

- 1** Select a double-sided master page.
- 2** Select DELETE LEFT MASTER PAGE

The left side of the double-sided master page will be deleted with the result that the master page will cease to be double-sided.

See also ▶ [Double-Sided Layout](#) [p. 54]
▶ [Delete Right Master Page \(command\)](#) [p. 247]

19.64 DELETE RIGHT MASTER PAGE (COMMAND)

The DELETE RIGHT MASTER PAGE command appears in the Layout menu and is available whenever a double-sided master page is selected in a master layout component.

To delete the right side of a double-sided master page

- 1** Select a double-sided master page.
- 2** Select DELETE RIGHT MASTER PAGE

The right side of the double-sided master page will be deleted with the result that the master page will cease to be double-sided.

See also ▶ [Double-Sided Layout](#) [p. 54]
▶ [Delete Left Master Page \(command\)](#) [p. 247]

19.65 DIMENSIONS OF GRAPH (COMMAND)

The command “Dimensions of Graph” appears in the Graph menu when a graph is selected. You can use this command to change the display of category, pie and XYZ-axis graphs.

When you choose “Dimensions of Graph,” a submenu appears displaying options for number of dimensions, depth and perspective.

You can change rotation, view point and light source for 2-d with perspective and 3-d.

19.66 DISPLAY SCALE (COMMAND) OTHER

Opens a dialog for setting the display scale.

 10 % ...

A list of common scales for quick selection.

 ZOOM TO FIT

Adjusts the scaling of the content to suit the size of the window.

 ZOOM IN/ZOOM OUT

Changes the scaling by a factor of 2.



You can also zoom using the magnifying glass: Select the tool and click on the location to be enlarged. To zoom out, press and hold the  or . (A “-” appears in the magnifying glass tool).

You can also use the magnifying glass to enlarge to factors other than two. Drag a box around the appropriate area.



RagTime enlarges the enclosed area to fit the window while maintaining the original proportions.



The maximum display scale and the size of an open drawing are mutually limiting. A drawing with a large area displayed in a window may not be enlarged as much as a smaller drawing; likewise, the area of a drawing scaled to 200 % and displayed in a window cannot be enlarged as much as that of a drawing displayed at 100 percent.

See also [▶ About Palettes and Toolbars](#) [p. 402]
[▶ Windows \(menu\)](#) [p. 398]

19.67 DOCUMENT PANEL, DOCUMENT SETTINGS

To view this panel, choose the command DOCUMENT SETTINGS from the menu EXTRAS and select the [▶ panel](#) DOCUMENT.

 TORN OFF COMPLETELY

Specifies that copies torn from stationery documents include all components regardless of whether they are installed in any container. If switched off, you must specify in their respective information dialog boxes that the desired components are torn off even if they are not installed in any container (see [▶ Creating Stationery Pads](#) [p. 25]).

 EDITION BORDERS VISIBLE

Click this option to draw heavy lines as [▶ edition borders](#) [p. 181]  only).

 LINKED IMPORTS MARKED ON SCREEN

Determines whether files imported with a link to the original file are marked on screen.

- SAVE FONT METRICS IN THE DOCUMENT**
Setting this option saves information used to space letters on a line. If the document is intended to be opened on other computers which may have fonts with the same names but from other authors, or if the fonts may not be available, this option preserves line breaks. If you do not select this option, the document will be somewhat smaller.
- DOCUMENT DATE**
When you create a new document, RagTime enters the current date here. This date is used by the function “DocumentDate.” You can change the date by typing a new one in the entry field.
-
- STANDARD DISPLAY UNITS**
- Specify which units of length are to be used for various measurements.
- You can enter measures in all available units; this setting affects only the display.
- TEXT SIZES**
The display unit for character size and spacing.
- LINE WIDTHS**
The unit for displaying line width.
- Other measures, for example, the height and width of picture, are displayed in the units of the ruler used in the respective window.
-
- DEFAULT RULERS FOR NEW WINDOWS**
- HORIZONTAL, VERTICAL**
Choose a ruler which is to be used for new windows.
- The units of the selected ruler are also used for displaying units of length in windows which have no rulers, for example, the paragraph style sheet editor.

19.68 DOCUMENT SETTINGS (COMMAND)

The command “Document Settings” appears in the Extras menu. You can set a large number of ▶ [default values](#) for options which affect RagTime documents. You can set default values for options that affect the application in the ▶ [settings](#) [p. 373] dialog box.

Panels

▶ **Document** [p. 248]

Edition borders, resolution, text units, rulers, document date

▶ **Fill** [p. 258]

Fill style sheet, color, tint, pattern, printing

▶ **Lines** [p. 308]

Line style sheet, attributes, fill

▶ **Calculation** [p. 219]

Automatic or on demand, iteration

- ▶ **Printing [p. 352]**

Screening and Clipping

- ▶ **Drawing [p. 251]**

Darstellung, neue Objekte

- ▶ **Graph [p. 290]**

Graph type, series type, use of color

- ▶ **Layout [p. 303]**

Baseline grid, number of first page

- ▶ **Movies [p. 319]**

Badges, poster frame

- ▶ **Pictures [p. 343]**

Connect contents and container, links to files, screen representation, OPI.

- ▶ **Sound [p. 375]**

Recording quality

- ▶ **Spreadsheet [p. 376]**

Contents, values, cell grid lines

- ▶ **Text [p. 386]**

Columns, paragraph spacing, line flow, footnotes

- ▶ **Multigon [p. 319]**

Number of sides, starting angle

19.69 DOUBLE-SIDED MASTER PAGE (COMMAND)

The command “Double-Sided Master Page” appears in the Layout menu, which is available when a page in a layout or master layout component is selected. You can select a page by clicking ▶ [page tag](#).



To create a double master page

- 1 Choose “Double-Sided Master Page.”

A left page is created and objects from the original page are created in a mirror image.

See also ▶ [Double-Sided Layout \[p. 54\]](#)

19.70 DRAFT MODE (COMMAND)

“Draft Mode” appears in the Text menu, which is available when a text component is active.

When “Draft Mode” is on, text is displayed on the screen in one font and size without formatting. It is handy when you are editing text and increases speed when you are working with very large documents.

19.71 DRAWING (MENU)

- ⌘ ▶ [GET INFO](#) [p. 282]
- ⇧ ▶ [CONTENTS TYPE](#) [p. 239] ▶

- ⌘ ▶ [ARRANGE OBJECTS](#) [p. 204]
- ⇧ ▶ [STACKING ORDER](#) [p. 378] ▶
- ⇧ ▶ [TRANSFORMATION](#) [p. 390] ▶

- ⌘ ▶ [GROUP OBJECTS](#) [p. 293]
- ⌘ ▶ [UNGROUP](#) [p. 293]

- ⌘ ▶ [EDIT CURVE](#) [p. 254]

- ⇧ ▶ [OBJECT KIND](#) [p. 322] ▶

- ⌘ ▶ [EQUALIZE OBJECTS](#) [p. 254]

See also ▶ [Drawing Objects](#) [p. 37]
 ▶ [Drawings](#) [p. 38]

19.72 DRAWING PANEL, DOCUMENT SETTINGS

To view this panel, choose the command DOCUMENT SETTINGS from the menu EXTRAS and select the ▶ [panel DRAWING](#).

- PLATFORM-INDEPENDENT DRAWING
 If you choose this option, RagTime draws objects as precisely as possible, regardless of the operating system and hardware. The results are often better than platform-dependent drawing but take more time. This option does not affect print quality.
- USE ALL COLORS FOR GRADIENTS ON SCREEN
 Depending on the number of colors occurring in a gradient and the color capabilities of your monitor, selecting this option provides smoother color transition. If the option is not checked, RagTime relies more on patterns to represent gradients. This option does not affect the print quality.

- NEW OBJECTS**
- ROUNDED RECTANGLE CORNER CURVES (HORIZONTAL/VERTICAL)
 Specify the diameters of the corner-rounding oval (see ▶ [Rounded Rectangle Tool](#) [p. 358]).
- DISTANCE OF CONTENTS TO BORDER (HORIZONTAL/VERTICAL)
 Specify the distance between installed components and the borders of drawing objects.
- ARROWHEADS FOR OPEN OBJECTS (AT BEGINNING, AT END)
 If you click either or both of these buttons, new lines have the respective arrow heads.

TEXT FLOWS AROUND

If text in objects behind new objects in layout components should flow around the new objects, turn on this option.

 TATEGAKI FOR GRAPHIC TEXT

Specifies that the text in graphic text flows according to far-eastern (Japanese/Korean/Chinese) habits, that is, from top to bottom and from right to left instead of the left-to-right and top-to-bottom flow of Roman text.

Characters are placed one under the other: far-eastern characters in their normal orientation and interspersed characters from other script systems like Roman, Greek or Cyrillic rotated 90° clockwise.

 GUIDE LINE COLOR

Choose a color for new [▶ guide lines](#) [p. 417].

19.73 DRAWING PANEL, SETTINGS

To view this panel, choose the command SETTINGS from the menu EXTRAS and select the [▶ panel DRAWING](#).

 GET INFO ON DOUBLE CLICK FOR ALL OBJECT KINDS

Usually, double-clicking a drawing object opens the information dialog box. However, some types of objects, such as polygons or graphic text are readied for editing. If you want the information dialog box to open when you double-click these types of objects, turn on this option.

 DRAW FROM CENTER

Usually, drawing objects are created by dragging a diagonal. If you want to begin at the center and drag to a corner, turn on this option.

DUPLICATION OFFSET HORIZONTAL, VERTICAL

Enter how far an object should be offset when [▶ duplicated](#) [p. 252].

19.74 DUPLICATE (COMMAND)

The command “Duplicate,” which appears in the Edit menu, is available when drawing objects are selected.

 **To duplicate items**

1 [▶ Select the objects](#) [p. 40] to be duplicated.

2 Choose “Duplicate.”

A new object appears offset from the original.

 You can set the offset in the [▶ drawing](#) [p. 252] panel of the settings dialog box.

- 3 Drag it to a new location or enter a new position in the ▶ [object coordinates](#) [p. 404] palette.
- If you reposition the new object while it is still selected for the first time, RagTime will note the offset and use it if you immediately choose “Duplicate” again.
- Duplicating a drawing objects with a component installed duplicates the ▶ [component](#) [p. 25] in it as well. The new component appears in the ▶ [inventory](#) [p. 31].

19.75 EDIT (MENU)

- ⌘ ▶ [UNDO](#) [p. 394]

- ⌘ ▶ [CUT](#) [p. 245]
- ⌘ ▶ [COPY](#) [p. 241]
- ⌘ ▶ [PASTE](#) [p. 339]
- ⌘ ▶ [PASTE SPECIAL](#) [p. 339]
- ⌘ ▶ [CLEAR](#) [p. 226]

- ⌘ ▶ [SWAP TWO CHARACTERS](#) [p. 381]
- ⇧ INSERT SPECIAL TEXT ▶
 - ⌘ ▶ [PAGE NUMBER](#) [p. 300]
 - ⌘ ▶ [NUMBER OF FOLLOWING PAGE](#) [p. 300]
 - ⌘ ▶ [NUMBER OF PAGES](#) [p. 300]

- ⌘ ▶ [DOCUMENT DATE](#) [p. 297]
- ⌘ ▶ [AUTOMATIC DATE](#) [p. 297]
- ⌘ ▶ [AUTOMATIC TIME](#) [p. 297]
- ⌘ ▶ [DATE STAMP](#) [p. 297]
- ⌘ ▶ [TIME STAMP](#) [p. 297]

- ⌘ ▶ [INSERT SOFT HYPHEN](#) [p. 300]
- ⌘ ▶ [INSERT NONBREAKING HYPHEN](#) [p. 299]
- ⌘ ▶ [INSERT NEW LINE](#) [p. 299]

- ⌘ ▶ [SELECT ALL](#) [p. 367]
- ⌘ ▶ [DUPLICATE](#) [p. 252]

- ⌘ ▶ [SEARCH AND REPLACE](#) [p. 364]
- ⌘ ▶ [SEARCH FOR SELECTION](#) [p. 366]
- ⌘ ▶ [SEARCH AGAIN](#) [p. 364]
- ⌘ ▶ [REPLACE AND SEARCH](#) [p. 356]

19.76 EDIT CURVE (COMMAND)

This command specifies whether the anchor points of a Bézier curve or polygon can be edited. In other words, whether the handles of the enclosing ► **bounding box** or the the object’s anchor and control points appear.

- As soon as the handles appear, you can edit the curve or polygon.
- When a curve or polygon is selected, you can also toggle between the two operating states with **x**.
- Curves can also be prepared for editing by double-clicking on them; however, you can switch of this behaviour (see ► **Drawing Panel, Settings** [p. 252]).

See also ► **Editing Polygons and Curves** [p. 44]

19.77 EDITION BORDERS (COMMAND)

“Publish and Subscribe” is a part of the operating system and thus supported by RagTime 5 under Mac OS only. The command “Edition Borders” appears in the submenu of the command “Show.”

Choose this command to show special borders around a ► **publisher or subscription** [p. 181].

19.78 EQUALIZE OBJECTS (COMMAND)

The command EQUALIZE OBJECTS appears in the Drawing menu. You can distribute the attributes or even the existence of **one** selected object on other pages of the same layout or master layout.

**To equalize objects**

- 1 ► **Select an object** [p. 40].
- 2 Choose EQUALIZE OBJECTS.

A dialog box appears in which you can set additional criteria for equalizing objects.

OBJECT SELECTION

Here you can determine how equivalent objects on different pages are to be identified. Check at least one condition. The data for the selected object are displayed for your information.

**NAME**

The object names must be the same. Because it is the surest condition, it is recommended.

- If the selected object is not named, an entry box appears and you must enter a name.

- POSITION
The position of the objects must be the same.
- OBJECT KIND
The [▶ object kind](#) [p. 322] must be the same.
- CONTENTS TYPE
The [▶ contents type](#) [p. 239] of the objects must be the same.
- INSTALLED COMPONENT
The same component must be installed in the objects.

PAGE SELECTION

Here you can determine on which pages objects should be equalized.

- ALL
Objects should be equalized on all pages.
- FROM
- To
- FIRST/LAST PAGE
Objects are to be equalized on some pages only. Enter the numbers of the first and last pages in the appropriate boxes. For **one** particular page, enter its number in both boxes.
- OMIT LEFT PAGES
- OMIT RIGHT PAGES
Check the appropriate box if you do not want to equalize objects on the left or right pages of a double-paged layout. In the case of master layouts with mixed single and double pages, it can also make sense to check both boxes.

ACTIONS

Here you can determine what is to happen to equivalent objects.

- COPY OBJECT PROPERTIES
Object properties such as fill, line style sheet, size and position are to be equalized.
- CREATE NEW OBJECTS
On pages on which no equivalent object is found, an appropriate object is to be created.
- CONTENTS
Choose what is to happen to the contents of equivalent objects. The choices include DON'T CHANGE, INSTALL THE SAME COMPONENT or INSTALL DUPLICATES OF THE COMPONENT.

19.79 ERASE SOUND (COMMAND)

The command “Erase Sound” appears in the Sound menu, which is available when a sound is selected. Use this command to delete the selected recording.



The empty component continues to exist, and the record sound button appears in it.

19.80 EXPORT (COMMAND)

This command opens a dialog box to permit exporting the selection in any of a variety of file or document formats.

The Export dialog box presents you with the usual lists, switches, etc. Use them to select the folder and file into which you would like to export the data. For more information on selecting folders and files, please consult your operating system's documentation.

RagTime 5 supplements the dialog box to let you determine what is exported and in which format it is exported.



FILE TYPE



EXPORT AS

Choose the format into which you want to export the data. The list of alternatives depends on the selection made in the RagTime 5 document and the installed converters (see ► [Converters](#) [p. 186]).



EXPORT

Determine what you would like to export. The alternatives depend on the current selection in the RagTime document and can include the entire layout, the active component, or merely the selection.



SETTINGS

Opens a dialog box with the export converter's settings.



With some converters, no further settings need to be specified.



SETTINGS

The export converter's settings are summarized for your information.

See also ► [PDF Export Settings](#) [p. 341]
 ► [About Data Exchange](#) [p. 180]
 ► [File \(menu\)](#) [p. 257]

19.81 EXTRAS (MENU)

⌘ ► [DOCUMENT SETTINGS](#) [p. 249]

⌘ ► [SETTINGS](#) [p. 373]

⌘ ► [COMMANDS AND SCRIPTS](#) [p. 237]

⌘ ► [SCRIPTS](#) [p. 364] ►► (⌘ only)

⌘ ► [PROTECTION](#) [p. 354] ►

⌘ ► [CALCULATION](#) [p. 218] ►

⌘ ► [UPDATE ALL LINKED IMPORTS](#) [p. 395]

- ⌘ ▶ GO TO SELECTION [p. 289]
- ⌘ ▶ GO TO PAGE [p. 289]
- ⌘ ▶ ADD PAGE [p. 200]
- ⌘ ▶ CUT PIPELINE [p. 245]

- ⌘ ▶ MARK FOR INDEX [p. 316]
- ⌘ ▶ GENERATE INDEX [p. 280]
- ⌘ ▶ GENERATE TABLE OF CONTENTS [p. 281]

- ⌘ ▶ CHECK SPELLING [p. 225]
- ⌘ ▶ HYPHENATE [p. 294]
- ⌘ ▶ PERSONAL DICTIONARY EDITOR [p. 341]

- ⌘ ▶ WHY [p. 398]

19.82 FILE (MENU)

- ⌘ ▶ NEW DOCUMENT [p. 321]
- ⇧ ▶ NEW BEGINNING WITH [p. 321] ▶
- ⌘ ▶ OPEN DOCUMENT [p. 324]
- ⇧ RECENT DOCUMENTS ▶
- 📄 A list of the documents used most recently.
- ⌘ ▶ IMPORT [p. 295]
- ⇧ ▶ SCANNER AND CAMERAS [p. 363] ▶

- ⌘ ▶ CLOSE [p. 226]
- ⌘ ▶ CLOSE DOCUMENT [p. 226]
- ⌘ ▶ SAVE DOCUMENT [p. 362]
- ⌘ ▶ SAVE AS [p. 360]
- ⌘ ▶ EXPORT [p. 256]

- ⌘ ▶ SELECT LIBRARY [p. 367]
- ⌘ ▶ OPEN CURRENT LIBRARY [p. 324]

- ⌘ ▶ PAGE SETUP [p. 328]
- ⌘ ▶ CUSTOM PAGE SETUP [p. 244]
- ⌘ ▶ PRINT [p. 348]
- ⌘ ▶ PRINT ONE [p. 350]

- 📄 The files used most recently are listed here.

- ⌘ ▶ QUIT/EXIT [p. 354]

19.83 FILL FORMATS (COMMAND)

The FILL FORMATS command opens an information dialog that is reduced to the appropriate panels.

Panels**► Fill [p. 259]**

Style, Color, Tint, Pattern



APPLY

Applies all the settings in this dialog box to the selection without closing the box. Please note that subsequently clicking “Cancel” affects only the changes made after using “Apply”.



CANCEL

Reverses the changes which you have made in this dialog box and closes the box.



OK

Confirms the settings in this dialog box and closes the box.

19.84 FILL PANEL, DOCUMENT SETTINGS

To view this panel, choose the command DOCUMENT SETTINGS from the menu EXTRAS and select the ► panel FILL.



FILL STYLE SHEET

The fill style sheet determines the color, and if possible, pattern or gradient.



FIRST COLOR

The current color will be displayed. Click to open the ► [Color window](#) [p. 227]. If you want to change the color, select a color or TRANSPARENT OR OTHER.



TINT

Enter a percentage for the tint of the color here.



SECOND COLOR

The current color will be displayed. Click to open the ► [Color window](#) [p. 227]. If you want to change the color, select a color or TRANSPARENT OR OTHER.



TINT

Enter a percentage for the tint of the color here.



The second color is used for patterns or gradient fills only.



The first and second color should always be defined in the same color space. RagTime 5 normally uses the RGB color space, however you can also use the CMYK color model (see ► [Setting Other Color \(command\)](#) [p. 372]).



PATTERN

The current pattern is displayed in a small square. Click it to open the pattern menu. Choose a pattern or “None” or choose “Other” to open the ► [pattern editor](#) [p. 340].

- PRINTING
Turn on this option if the fill is to be printed; otherwise it appears only on the screen.

EXAMPLE

Here an example will illustrate the results of the settings.

19.85 FILL PANEL, INFORMATION

When a drawing object, spreadsheet or graph component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the **panel FILL**.

- FILL STYLE SHEET
The fill style sheet determines the color, and if possible, pattern or gradient.
- FIRST COLOR
The current color will be displayed. Click to open the **Color window** [p. 227]. If you want to change the color, select a color or TRANSPARENT or OTHER.
- TINT
Enter a percentage for the tint of the color here.
- SECOND COLOR
The current color will be displayed. Click to open the **Color window** [p. 227]. If you want to change the color, select a color or TRANSPARENT or OTHER.
- TINT
Enter a percentage for the tint of the color here.
- The second color is used for patterns or gradient fills only.
- The first and second color should always be defined in the same color space. RagTime 5 normally uses the RGB color space, however you can also use the CMYK color model (see **Setting Other Color (command)** [p. 372]).
- PATTERN
The current pattern is displayed in a small square. Click it to open the pattern menu. Choose a pattern or “None” or choose “Other” to open the **pattern editor** [p. 340].
- PRINTING
Turn on this option if the fill is to be printed; otherwise it appears only on the screen.

19.86 FILL STYLE SHEET (COMMAND)

The command “Fill Style Sheet,” which appears in the Format menu, opens a submenu listing the ► [fill style sheets](#) [p. 136] in the inventory. Fill style sheets may be applied to, for example, fill of objects, lines and text. If the listed Fill Style Sheets exceed a specific number, the remaining items are accessible under the item MORE....

You can create or modify fill style sheets with the ► [fill style sheet editor](#) [p. 260].

 **To apply a fill style sheet**

- 1 Make a selection.
- 2 Choose “Fill Style.”
A submenu pops up.
- 3 Choose a style sheet from the list.

 **To apply fill style sheets to borders of drawing objects**

- You can apply style sheets by dragging them from the inventory or editing window and drop them on the corresponding element (see ► [Drag and Drop](#) [p. 182], ► [About the Inventory](#) [p. 31] and ► [Fill Style Sheet Editor \(command\)](#) [p. 260])
- You can create or modify fill style sheets in the ► [fill style sheet editor](#) [p. 260].

19.87 FILL STYLE SHEET EDITOR (COMMAND)

“Fill Style Editor” appears in the “Auxiliaries” submenu. Choosing it opens an editor in which you can create and modify fill ► [style sheets](#) [p. 135]. Fill style sheets also appear in the submenu of the command ► [Fill Style](#) [p. 260] and can be applied from there.

- You can open the window for editing auxiliaries by double-clicking on the **Auxiliary Group** in the inventory. If you double-click an **auxiliary** in the inventory, the editing window will open with the auxiliary, which was clicked on, selected.

Existing style sheets are displayed in a ► [hierarchical list](#) [p. 418].



CREATE

Creates a style sheet.



CREATE FROM SELECTION

Creates a style sheet using the settings of the current selection in the document.



SET TO SELECTION

Overwrites the settings of the selected style sheet with those of the current selection in the document.

 DELETE

Deletes the selected style sheet.



► [INHERIT](#) [p. 134]



FIRST COLOR

The current color will be displayed. Click to open the ► [Color window](#) [p. 227]. If you want to change the color, select a color or TRANSPARENT or OTHER.



TINT

Enter a percentage for the tint of the color here.



SECOND COLOR

The current color will be displayed. Click to open the ► [Color window](#) [p. 227]. If you want to change the color, select a color or TRANSPARENT or OTHER.



TINT

Enter a percentage for the tint of the color here.



The second color is used for patterns or gradient fills only.



The first and second color should always be defined in the same color space. RagTime 5 normally uses the RGB color space, however you can also use the CMYK color model (see ► [Setting Other Color \(command\)](#) [p. 372]).



PATTERN

The current pattern is displayed in a small square. Click it to open the pattern menu. Choose a pattern or “None” or choose “Other” to open the ► [pattern editor](#) [p. 340].



PRINTING

Turn on this option if the fill is to be printed; otherwise it appears only on the screen.

GRADIENT

After choosing either linear or, radial you can set the second color for the gradient.



NORMAL



DIRECTION

A linear gradient has the first color along a line and progresses to the right to the second color. Enter a value in degrees for the direction of the gradient in the box. A value of 90 degrees, for example, causes the gradient to move from the top down, and a value of 180 degrees, from right to left.



RADIAL

A radial gradient has the first color at a single point and the gradient develops outward from it. You can set the center point of the gradient by moving a marker on the grid or by entering values in percentage of the height and width of the fill area in the boxes.

● NONE

This option sets the fill to a single color.

- Depending on the number of colors occurring between the ones you use, you may get a better screen representation by setting the option “Use All Colors in Gradients” in the ► [drawing](#) [p. 251] panel of the document settings dialog box. This setting affects the screen representation of all objects in a document and has no effect on the printed document

EXAMPLE

Here an example will illustrate the results of the settings.

- See also* ► [About Style Sheets](#) [p. 134]
 ► [Using Fill Style Sheets](#) [p. 136]

19.88 FIT CONTAINER TO PICTURE (COMMAND)

The FIT CONTAINER TO PICTURE command is found in the Picture menu and is available whenever a picture is selected.

The container will be enlarged or reduced to exactly fit the content without changing the scaling of the content.

- See also* ► [Fit Picture to Container \(command\)](#) [p. 262]
 ► [Fit Picture to Container Keeping Proportion \(command\)](#) [p. 262]
 ► [Connect Container and Contents \(command\)](#) [p. 238]
 ► [Scaling Pictures](#) [p. 70]

19.89 FIT PICTURE TO CONTAINER (COMMAND)

The FIT PICTURE TO CONTAINER command is found in the Picture menu and is available whenever a picture is selected.

The picture will be enlarged or reduced to exactly fit the container.

- See also* ► [Fit Picture to Container Keeping Proportion \(command\)](#) [p. 262]
 ► [Fit Container to Picture \(command\)](#) [p. 262]
 ► [Connect Container and Contents \(command\)](#) [p. 238]
 ► [Scaling Pictures](#) [p. 70]

19.90 FIT PICTURE TO CONTAINER KEEPING PROPORTION (COMMAND)

The FIT PICTURE TO CONTAINER KEEPING PROPORTION command is found in the Picture menu and is available whenever a picture is selected.

While retaining its proportions (height/width ratio), the picture will be enlarged or reduced to fit into the container. If the proportions of the picture and container are different, the picture will be reduced and centered in the container.

- See also*
- ▶ [Fit Picture to Container \(command\)](#) [p. 262]
 - ▶ [Fit Container to Picture \(command\)](#) [p. 262]
 - ▶ [Connect Container and Contents \(command\)](#) [p. 238]
 - ▶ [Scaling Pictures](#) [p. 70]

19.91 FIXED (COMMAND)

The command “Fixed,” which appears in the submenu ▶ [Protection](#) [p. 354], ▶ [fixes selected objects](#) [p. 36] so that they cannot be altered with the mouse.



To fix an item

- 1 Select one or more items.
 - 2 Choose “Fixed.”
-  When over a fixed object, the pointer is decorated with a pushpin.

- See also* ▶ [About Protection](#) [p. 34]

19.92 FLOWING OBJECTS PANEL, TEXT INFORMATION

When a text component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the ▶ [panel FLOWING OBJECTS](#).



SIZE (HORIZONTAL, VERTICAL)

The width and height of flowing objects.



NAME

The name of the component installed in the flowing object is displayed.



BACKGROUND'S FILL STYLE SHEET

Select a style sheet for the flowing object's fill.



BORDER'S LINE STYLE SHEET

Select a style sheet for the flowing object's border.

- See also* ▶ [Objects Flowing in Text](#) [p. 62]

19.93 FONT (COMMAND)

Use the command “Font” in the Format menu to change the font of selected text or to set the font for new text. The font submenu lists the fonts installed in your operating system or used in the document. Fonts in the document which are not installed are listed in italics. If the listed Fonts exceed a specific number, the remaining items are accessible under the item MORE....

 **To change font**

- 1** Choose “Font” from the Format menu.
A submenu pops up displaying the fonts available on your computer.
 - 2** Choose a font from the submenu.
If ► [text is selected](#) [p. 62], that text is changed. If no text is selected, text typed at the current insertion point is formatted with the chosen font.
- You can specify where to list fonts used in documents (see ► [Application Panel, Settings](#) [p. 203]).
If you display or print a document containing fonts not available to your computer, RagTime spaces characters correctly to preserve line breaks. However, the appearance of text will differ from the original font.

See also ► [About Formatting Characters](#) [p. 120]
► [Character Style Sheets \(command\)](#) [p. 223]

19.94 FONTS USED PANEL, PICTURE INFORMATION

When a picture component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the ► [panel FONTS USED](#).

This panel displays a list of fonts used in EPSF or PICT files. These fonts must be resident in the printer or your computer so that they may be downloaded at the time of printing, or the printer will substitute fonts, which may produce unwanted results. The comment “Supplied” means that the font is in the EPS file and does not have to be resident in the computer or printer.

19.95 FOOTNOTES PANEL, TEXT INFORMATION

TextWhen a text component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the ► [panel FOOTNOTES](#).

CUSTOM MARKER

Type the character here to be used as marker for a selected footnote marker. This option affects only selected footnote markers.

AUTOMATIC MARKERS

 NUMERICAL

RagTime numbers footnotes sequentially throughout the selected text component.

 CYCLE THROUGH LIST LIST

You can type a list of footnote markers in the text entry field. Separate markers with a semicolon. RagTime marks footnotes sequentially using the list. If you create more footnotes than there are markers in the list, RagTime repeats the list.

NUMBERING

 IS CONTINUOUS IN THIS COMPONENT/RESTARTS IN EACH CONTAINER

RagTime can number footnotes sequentially throughout a component or begin a new sequence in each container.

Or

POSITION

 AT END OF CONTAINERS/AT END OF COMPONENT

Footnotes may be placed at the bottom of the page on which the annotated word appears. Text reflows when either the body or the note are modified. Notes can also be collected at the end of the text component. The setting affects all notes for a component.

SEPARATOR LINE

 LENGTH (PERCENTAGE OF CONTAINER WIDTH)

To separate text from footnotes, a line may be inserted above the first footnote. You can specify the length of this line relative to the container's width.

 VERTICAL MARGINS (RELATIVE TO LINE WIDTH)

You can position the line vertically by changing this value.

 LINE STYLE SHEET

Choose a line style sheet defining fill, dashing, width and more. If no separator line should be inserted, choose "No Separator."

19.96 FORMAT (MENU)

The menu **FORMAT** contains the most common commands for formatting objects, no matter which kind of object or in which component, grouped in the sections **Characters**, **Paragraphs**, **Fill**, and **Lines**. The last command of each section opens a dialog box containing all the settings of the section. All format settings are accessible in the **Information** dialog boxes of the different components as well, combined with all the other settings of the component.

- ▣ ▶ [FONT](#) [p. 264] ▶
- ▣ ▶ [SIZE](#) [p. 374] ▶
- ▣ [STYLE](#) ▶
 - ⌘ ▶ [PLAIN STYLE](#) [p. 379]
 - ⌘ ▶ [BOLD](#) [p. 379]
 - ⌘ ▶ [ITALIC](#) [p. 379]

 - ⌘ ▶ [NO UNDERLINE](#) [p. 121]
 - ⌘ ▶ [SINGLE UNDERLINE](#) [p. 121]
 - ⌘ ▶ [DOUBLE UNDERLINE](#) [p. 121]
 - ⌘ ▶ [UNDERLINE WORDS](#) [p. 121]
 - ⌘ ▶ [STRIKE THROUGH](#) [p. 121]

 - ▣ ▶ [CASE](#) [p. 220] ▶
 - ⌘ ▶ [SMALL CAPS](#) [p. 123]
 - ⌘ ▶ [OUTLINED](#) [p. 379]
 - ⌘ ▶ [SHADOW](#) [p. 379]
 - ⌘ ▶ [KUROMARU](#) [p. 123]

 - ▣ ▶ [KERNING AND POSITIONING](#) [p. 301] ▶
- ▣ ▶ [LANGUAGE](#) [p. 302] ▶
- ▣ ▶ [VALUE FORMAT](#) [p. 396] ▶
- ▣ ▶ [CHARACTER STYLE SHEET](#) [p. 223] ▶
- ⌘ ▶ [CHARACTER FORMATS](#) [p. 223]

- ▣ ▶ [ALIGNMENT](#) [p. 201] ▶
- ▣ ▶ [START OF PARAGRAPH](#) [p. 378] ▶
- ▣ ▶ [PARAGRAPH STYLE SHEET](#) [p. 337] ▶
- ⌘ ▶ [PARAGRAPH FORMATS](#) [p. 336]

- ▣ ▶ [COLOR](#) [p. 227] ▶
- ▣ ▶ [TINT](#) [p. 389] ▶
- ▣ ▶ [PATTERN](#) [p. 340] ▶
- ▣ ▶ [FILL STYLE SHEET](#) [p. 260] ▶
- ⌘ ▶ [FILL FORMATS](#) [p. 257]

- ▣ ▶ [LINE WIDTH](#) [p. 307] ▶
- ▣ ▶ [DASH](#) [p. 246] ▶
- ▣ ▶ [LINE STYLE SHEET](#) [p. 305] ▶
- ⌘ ▶ [LINE FORMATS](#) [p. 304]

19.97 FORMULA BORDERS IN TEXT (COMMAND)

The command “Formula Borders in Text” appears in the submenu of the command “Show.”

Use this command to show borders around the results of ▶ [formulas](#) [Formulas and Functions] in text.

19.98 FUNCTIONS (COMMAND)

This command opens a dialog box, containing a commented list of all the available functions and their argument combinations. The command is available only if a formula can be inserted at the selection.

**GROUP**

The structure of the functions list.

- ALL FUNCTIONS
All functions in alphabetic order.
- CATEGORIES
Related functions in groups.
- COLLECTIONS
Built-in and external functions.

DESCRIPTION

Displays a description of the function or function group selected in the list.

ARGUMENTS

Displays the argument combinations for the function selected in the list.

**INSERT WITH ARGUMENTS**

Determines whether the names of the arguments are also inserted when the function selected in the list is inserted.

**CANCEL**

Closes the function list without transferring its settings.

**INSERT**

Closes the function list and inserts the selected function in the formula.

**To insert a function**

- 1** Select a spreadsheet cell or place the insertion marker in a text component or a formula entry field of a graph.
- 2** Choose “Functions.”
- 3** Click the name of a function in the list.
Quickly typing a few letters selects the first function beginning with that letter combination.
- 4** Click the variation you want to use.
- 5** Click INSERT.

The **► formula palette** [p. 404] opens and the function appears. If you are working with a formula entry field, the function appears in it.

Edit the formula further, if desired. Functions can take one or more arguments which are entered in parentheses after the function name. Arguments are separated by semicolons (;). Parentheses can be omitted if functions have no arguments.

- See also*
- ▶ [Formulas \(Palette\)](#) [p. 404]
 - ▶ [About Palettes and Toolbars](#) [p. 402]
 - ▶ [Hierarchical Lists](#) [p. 418]
 - ▶ [About Add Ons](#) [p. 32]

19.99 GALLERY (COMMAND)

When you choose the command “Gallery” from the Graph menu, a dialog box opens. The gallery contains a number of panels displaying icons for selecting preformatted graphs. Browsing through the gallery will give you a good idea of what graph and series types may be appropriate for your data.

Click the icon representing the dimensional style you want: 2-d, 3-d and so on. The panel displays a number of formatted graphs. Click one to format your graph. You can further modify the format to suit your needs.

- See also*
- ▶ [Choosing Graph and Series Type](#) [p. 90]

19.100 GENERAL PANEL, BUTTON INFORMATION

When a button component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the ▶ [panel GENERAL](#).



NAME

The component name is shown here for your information. You can edit the name in the inventory.



RECALCULATED ONLY ON DEMAND

Check this box if this component should not be recalculated automatically. If you set this option, RagTime calculates formulas in the component only when you use the command ▶ [Calculate This Component](#) [p. 218].



TORN OFF EVEN IF NOT INSTALLED IN ANY CONTAINER

Check this box if this component is to be included in copies of the stationery pad. Regardless of this setting, a component is torn off if it is installed in another component which is torn off.

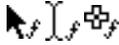


TYPE

Choose the type of button you want from this pop-up menu. The kind of button you choose depends on what you want to do with it. See the topic ▶ [About Buttons](#) [p. 104].

TITLE

These options determine the titles of the buttons.

**FORMULA**

Specifies that RagTime interprets the input as formula instead of text. During formula editing, the pointer is decorated by a small *f*. You can create references to, for example, spreadsheet cells by clicking or dragging across a range.

**LIST OF TITLES**

Enter the button titles in this field. You can enter several titles separated by \leftarrow . The first line in the list is used for the title of push buttons or checkboxes. For each line in the list, a button is created for radio buttons, or a menu item is created for pop-up menus.

**FUNCTIONS**

To open the Functions dialog and insert a function, click the Functions button (see [► Functions \(command\)](#) [p. 267]).

PUSH BUTTONS

These options determine what happens when a push button or invisible button is clicked.

**COMMAND****FORMULA**

A push button may activate a command (or script) or calculate a formula.

**COMMAND OR FORMULA**

Enter, depending upon the setting, the name of the command which is to be performed or the formula which is to be calculated.

**FUNCTIONS**

To open the Functions dialog and insert a function, click the Functions button (see [► Functions \(command\)](#) [p. 267]).



You can [► drag](#) [p. 182] the name of the command or script [► command editor](#) [p. 237].



The result of a function will not be used. However, you can [► use a function to set the value of a spreadsheet cell](#) [p. 105].

RADIO BUTTONS AND POP-UP MENUS**RETURN THEIR INDEX****RETURN THEIR TITLE**

Radio buttons and pop-up menus can [► return](#) either their titles or their indexes (the number indicating the position in the list).

19.101 GENERAL PANEL, CHARACTER STYLE SHEET EDITOR[► INHERIT](#) [p. 134]**FONT AND EXISTING STYLES****FONT**

Specifies which of the fonts installed on your system should be used.

- The list shows the styles available for the font selected in the popup menu, in other words the styles delivered by the font designer.

→ It is true that you can also use a style that is not available such as italics, however, since the style is, in this case, calculated from a style you have it is generally not as elegant as one developed by a font designer.

STYLE

Here you can select which styles will be used in displaying the text - bold, italic, outline, shadow or Kuromaru.



BOLD



ITALIC



OUTLINE



SHADOW



KUROMARU

The setting “Kuromaru” only functions, when your computer is equipped to display Japanese characters.



SIZE

The height of the characters.



The relationship between the actual height and this value is set by the designer of the font. Generally the characters are smaller than the value given here, since space is reserved for descenders and characters with diacritical marks.

See also [▶ About Formatting Characters](#) [p. 120]

19.102 GENERAL PANEL, DRAWING INFORMATION

To view this panel, select a drawing object, choose the command GET INFO from the menu DRAWING and select the [▶ panel GENERAL](#).

DRAWING



NAME

The component name is shown here for your information. You can edit the name in the inventory.



VISIBLE ON SCREEN ONLY WHEN SELECTED

When you check this box, the component is shown only while you are working with it. Not showing the component increases speed when RagTime scrolls or redraws the window. Information about the component appears on screen instead of the component.



This setting does not affect printing.



TORN OFF EVEN IF NOT INSTALLED IN ANY CONTAINER

Check this box if this component is to be included in copies of the stationery pad. Regardless of this setting, a component is torn off if it is installed in another component which is torn off.

- RECALCULATED ONLY ON DEMAND**
Check this box if this component should not be recalculated automatically. If you set this option, RagTime calculates formulas in the component only when you use the command [► Calculate This Component](#) [p. 218].

The “recalculate” option affects formulas in graphic text.

SPACE BETWEEN PARAGRAPHS

You can specify the heights of blank spaces which precede and follow every paragraph in the [► margins](#) [p. 384] panel of the information dialog box or the [► margins](#) [p. 379] panel of the paragraph style sheet editor. Here you can control for the entire component how spacing between paragraphs is determined.

- SUM**
The space following one paragraph and the space preceding the next paragraph are added.
- MAXIMUM**
The greater of the two spaces, the space below the first paragraph and the space above the second, is used. (This option affects graphic text.)

See also [► Get Info, Drawing \(command\)](#) [p. 282]

19.103 GENERAL PANEL, GRAPH INFORMATION

When a graph component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the [► panel](#) GENERAL.

- NAME**
The component name is shown here for your information. You can edit the name in the inventory.
- VISIBLE ON SCREEN ONLY WHEN SELECTED**
When you check this box, the component is shown only while you are working with it. Not showing the component increases speed when RagTime scrolls or redraws the window. Information about the component appears on screen instead of the component.
→ This setting does not affect printing.
- TORN OFF EVEN IF NOT INSTALLED IN ANY CONTAINER**
Check this box if this component is to be included in copies of the stationery pad. Regardless of this setting, a component is torn off if it is installed in another component which is torn off.
- RECALCULATED ONLY ON DEMAND**
Check this box if this component should not be recalculated automatically. If you set this option, RagTime calculates formulas in the com-

ponent only when you use the command ► [Calculate This Component](#) [p. 218].

HIGHLIGHT ALL SERIES CUTS

If you have defined the axis range in the ► [axis](#) [p. 214] panel, some values may exceed the range, and RagTime cuts the column. You can choose to highlight the cut columns in graphs having depth or three dimensions to make it clear that the column does not correctly represent the value.

HIGHLIGHT CATEGORY SERIES BOTTOM

When you have a graph which may be rotated, you can choose to highlight the bottom of columns to make it more obvious that the graph is displayed from below.

DIFFERENTIATION OF SERIES

SERIES USE COLORS/PATTERNS

This setting affects all series in a graph. You may choose between colors or patterns.

SPACE BETWEEN PARAGRAPHS

You can specify the heights of blank spaces which precede and follow every paragraph in the ► [margins](#) [p. 384] panel of the information dialog box or the ► [margins](#) [p. 379] panel of the paragraph style sheet editor. Here you can control for the entire component how spacing between paragraphs is determined.

SUM

The space following one paragraph and the space preceding the next paragraph are added.

MAXIMUM

The greater of the two spaces, the space below the first paragraph and the space above the second, is used.

19.104 GENERAL PANEL, LAYOUT INFORMATION

When a layout component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the ► [panel GENERAL](#). You can select a page by clicking ► [page tag](#).

LAYOUT

NAME

The component name is shown here for your information. You can edit the name in the inventory.

DOUBLE-SIDED

Use this option to create left and right layout pages.

MASTER LAYOUT

You can specify the master layout on which a layout is based.

PAGE NUMBERS



NUMBER OF FIRST PAGE

You can enter a positive integer or zero. You can also have a formula calculate the number, for example with the `EndingPageNumber` of another layout (see ► [Numbering Pages](#) [p. 53]).



VALUE FORMAT

Choose a ► [value format](#) [p. 163] to be applied to page numbers in ► [tables of contents](#) [p. 150] or ► [indexes](#) [p. 151] generated by RagTime.

BASELINE GRID

The pages of a layout have a ► [baseline grid](#) [p. 65] on which the baselines of text in all components installed on that page are aligned.



Lines of text snap to the grid only if you turn it on in the ► [text margins](#) [p. 384] panel of the information dialog box.



SHOW

Specify if grid lines appear on the document page. (The lines do not print.)



START FROM TOP OF THE PAGE

Enter distance from the top of the page to the first line of the grid.



DISTANCE BETWEEN BASELINES

Enter the distance between grid lines.

TEAR-OFF OPTIONS



ALL PAGES

Stationery created from the document contains all pages.



FROM/TO



FIRST/LAST PAGE

Documents which are torn from stationery pads begin with the specified page. To have **one** particular page, enter its number in both boxes. Additional pages will be added as needed. See the topic ► [Automatic Page Generation](#) [p. 51].



TORN OFF EVEN IF NOT INSTALLED IN ANY CONTAINER

Check this box if this component is to be included in copies of the stationery pad. Regardless of this setting, a component is torn off if it is installed in another component which is torn off.

19.105 GENERAL PANEL, MOVIE INFORMATION

“QuickTime” is a part of the operating system and thus supported by RagTime 5 under Mac OS only.

When a movie component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the ► [panel GENERAL](#).

**NAME**

The component name is shown here for your information. You can edit the name in the inventory.

**VISIBLE ON SCREEN ONLY WHEN SELECTED**

When you check this box, the component is shown only while you are working with it. Not showing the component increases speed when RagTime scrolls or redraws the window. Information about the component appears on screen instead of the component.



This setting does not affect printing.

**TORN OFF EVEN IF NOT INSTALLED IN ANY CONTAINER**

Check this box if this component is to be included in copies of the stationery pad. Regardless of this setting, a component is torn off if it is installed in another component which is torn off.

**POSTER FRAME DISPLAYED WHILE NOT SELECTED**

The poster frame is the frame designated by the creator of the movie to be shown when the movie is not playing. It is usually the first frame of the movie.

DURATION

The elapsed time at the current frame and the total length of a movie are displayed here. The time is relative to the original duration, regardless of the current playing speed.

SCALING**SCALING (HORIZONTAL/VERTICAL)**

The size of the movie is shown as a percentage of the original size.

**ACTUAL SIZE (HORIZONTAL/VERTICAL)**

The dimensions of the movie are displayed here. You can resize the container by entering new values in the entry field.

**ORIGINAL SIZE (HORIZONTAL/VERTICAL)**

The movie dimensions in the source file are displayed here.

**MEMORY USAGE**

The memory requirements for the movie are displayed here.

19.106 GENERAL PANEL, PARAGRAPH STYLE SHEET EDITOR**INHERIT [p. 134]****CHARACTER STYLE SHEET**

This is the character style sheet that serves as the basis for all the character formats used here.

**LOOSE CHARACTER SPACING FOR SINGLE-WORD JUSTIFICATION**

Specifies that justification may be achieved in lines without blank spaces (with a single word) by increasing the space between characters.



Paragraphs for which the alignment is not set to justified are not affected by this setting.

- WORD SPACING (MINIMUM, OPTIMUM, MAXIMUM)**
Specify the limit for the width of spaces between words available to RagTime when distributing words in a line. The settings are relative to the width of the normal blank space of the font in use.
Reduce the minimum to have an extra word in a line in borderline cases.
Change the optimum if you do not like the width of a normal blank space.
Raise the maximum to have one word fewer in a line, thereby avoiding a hyphen in borderline cases.

→ These settings are only applied to justified text (see ► [Alignment \(command\)](#) [p. 201]).

BREAKS

The following options determine how paragraphs in containers joined with ► [pipelines](#) [p. 55] are handled at the borders of pages.

- START**
Specify if the ► [the paragraph starts](#) [p. 378] on the same or a different, for example, the next odd or even, page.
- MINIMUM LINES IN ORPHANS**
Specify the minimum number of lines at the must remain together at the beginning of a paragraph before the entire paragraph is moved to the next place available in the pipeline.
- MINIMUM LINES IN WIDOWS**
Specify the minimum number of lines which must remain together at the end of a paragraph before the entire paragraph is moved to the next place available in the pipeline.
- Entering the value 0 in both fields prevents paragraphs from breaking at all.
- STYLE OF NEXT PARAGRAPH**
This option determines the paragraph style sheet which RagTime will apply when you create a new paragraph by pressing ↵.

19.107 GENERAL PANEL, PICTURE INFORMATION

When a picture component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the ► [panel](#) GENERAL.

- NAME**
The component name is shown here for your information. You can edit the name in the inventory.
- VISIBLE ON SCREEN ONLY WHEN SELECTED**
When you check this box, the component is shown only while you are working with it. Not showing the component increases speed when RagTime scrolls or redraws the window. Information about the component appears on screen instead of the component.

- This setting does not affect printing.
- TORN OFF EVEN IF NOT INSTALLED IN ANY CONTAINER**
Check this box if this component is to be included in copies of the stationery pad. Regardless of this setting, a component is torn off if it is installed in another component which is torn off.
- KIND**
- COLOR SPACE**
- SIZE**
- RESOLUTION (HORIZONTAL, VERTICAL)**
The kind, color space, size and resolution of the picture are displayed. Some of this information is not available for all types of pictures.
- IMAGE PROFILE**
The ICC color profile that will be used for the color management of the selected picture. Select one of the profiles delivered with RagTime 5 or one from an external profile file.

See also

- ▶ [Picture List \(command\)](#) [p. 343]
- ▶ [Data Exchange, Pictures](#) [p. 185]
- ▶ [About Linked Imports](#) [p. 181]

19.108 GENERAL PANEL, PRINTING WINDOWS

PRINT

- ALL PAGES**
Specifies that all pages are output.
- FROM**
Specifies that only the pages entered in the following fields are output.
- FROM**
The number of the first page to be printed.
- To**
The number of the last page to be printed.
- COPIES**
The number of copies to be printed.
- COLLATED COPIES**
Specifies that all the pages of the first copy are printed before those of the second copy, etc. when printing several copies. Otherwise, all the copies of the first page are printed, followed by those of the second page, etc.
- Most printers are faster at outputting uncollated copies.
- FIT TO PAPER**
Specifies whether the page size should be fit to the paper size. The pages' width-to-height ratio is maintained.

- PRINT BACKWARDS**
Specifies whether the pages are printed in reverse order. This is useful for printers that output sheets with the printed side facing upward.
- DOUBLE-SIDED PRINTING**
Specifies whether both sides of the paper should be printed.
- It is important that you take note of the comments in topic [▶ Printing Sequences](#) [p. 143].

PRINTER

- PRINTER**
The list of printers available on your computer.
- PROPERTIES**
Opens a system dialog box that allows you to specify the settings for the selected printer. Information on these settings can be found in the documentation supplied with the printer and print driver.
- PRINT TO FILE**
Specifies whether the print output is sent to a file instead of to the printer.
- 7-BIT ASCII POSTSCRIPT**
Normally, place-saving binary data are sent to the printer. This process is not supported by all printers or spoolers. Turn this option on if you are using such a printer.
- NAME**
The printer's name.
- STATUS**
The printer's status (online, busy, out of paper, etc.).
- TYPE**
The type of printer.
- WHERE**
The printer's location.
- COMMENT**
Comments on the printer.
- The location and comments can only be displayed if they were entered when the printer was installed.

See also [▶ Print \(command\)](#) [p. 348]

19.109 GENERAL PANEL, SPREADSHEET INFORMATION

When a spreadsheet component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the [▶ panel GENERAL](#).

**NAME**

The component name is shown here for your information. You can edit the name in the inventory.

**VISIBLE ON SCREEN ONLY WHEN SELECTED**

When you check this box, the component is shown only while you are working with it. Not showing the component increases speed when RagTime scrolls or redraws the window. Information about the component appears on screen instead of the component.



This setting does not affect printing.

**TORN OFF EVEN IF NOT INSTALLED IN ANY CONTAINER**

Check this box if this component is to be included in copies of the stationery pad. Regardless of this setting, a component is torn off if it is installed in another component which is torn off.

**RECALCULATED ONLY ON DEMAND**

Check this box if this component should not be recalculated automatically. If you set this option, RagTime calculates formulas in the component only when you use the command ► [Calculate This Component](#) [p. 218].

CELL GRID LINES

**ON SCREEN: HORIZONTAL/VERTICAL**

Click the grid lines that you want to see on the screen.

**IN PRINT: HORIZONTAL/VERTICAL**

Click the grid lines that you want to have printed.

CELL BORDER DRAWING

**LINES IN FRONT: HORIZONTAL, VERTICAL**

Specify whether the horizontal or the vertical borders are in front, if they are drawn. A difference becomes apparent only where intersecting horizontal and vertical lines have different colors or patterns.)

SPACE BETWEEN PARAGRAPHS

You can specify the heights of blank spaces which precede and follow every paragraph in the ► [margins](#) [p. 384] panel of the information dialog box or the ► [margins](#) [p. 379] panel of the paragraph style sheet editor. Here you can control for the entire component how spacing between paragraphs is determined.

**SUM**

The space following one paragraph and the space preceding the next paragraph are added.

**MAXIMUM**

The greater of the two spaces, the space below the first paragraph and the space above the second, is used. This option affects all multiline cells in the selected spreadsheet.

PRINT

- ENTIRE SPREADSHEET
- RANGE OF CELLS

You can print an entire spreadsheet or only a selection. You can enter a range by typing or selecting in the spreadsheet. This option has an effect only when you print from an [▶ open spreadsheet](#) [p. 323].

See also [▶ Printing](#) [p. 139]

19.110 GENERAL PANEL, TEXT INFORMATION

When a text component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the [▶ panel GENERAL](#).

① NAME

The component name is shown here for your information. You can edit the name in the inventory.

 VISIBLE ON SCREEN ONLY WHEN SELECTED

When you check this box, the component is shown only while you are working with it. Not showing the component increases speed when RagTime scrolls or redraws the window. Information about the component appears on screen instead of the component.

→ This setting does not affect printing.

 TORN OFF EVEN IF NOT INSTALLED IN ANY CONTAINER

Check this box if this component is to be included in copies of the stationery pad. Regardless of this setting, a component is torn off if it is installed in another component which is torn off.

 RECALCULATED ONLY ON DEMAND

Check this box if this component should not be recalculated automatically. If you set this option, RagTime calculates formulas in the component only when you use the command [▶ Calculate This Component](#) [p. 218].

 TATEGAKI

Specifies that the text in the text component flows according to far-eastern (Japanese/Korean/Chinese) habits, that is, from top to bottom and from right to left instead of the left-to-right and top-to-bottom flow of Roman text.

Characters are placed one under the other: far-eastern characters in their normal orientation and interspersed characters from other script systems like Roman, Greek or Cyrillic rotated 90° clockwise.

COLUMNS **RULE LINE STYLE SHEET**

Choose a line style sheet if lines are to be drawn between columns.

**BALANCE OF LAST PARAGRAPH**

Use the buttons to specify if columns at the end of a text are equal in length or if the columns are to be filled from left to right. (See also [► Column Format](#) [p. 64])

LINES FLOWING AROUND OBJECTS

The settings in this group determine how to break text when it lies behind objects for which the option [► Text Flows Around](#) [p. 322] is set.

- TEXT IN WIDEST AREA ONLY**
Lines of text are not distributed over all uncovered areas.
- ALLOW HYPHENS BEFORE EACH OBJECT**
- ALLOW HYPHENS AT THE END ONLY**
Specify whether you want hyphenation before objects or at the end of the line only.

SPACE BETWEEN PARAGRAPHS

You can specify the heights of blank spaces which precede and follow every paragraph in the [► margins](#) [p. 384] panel of the information dialog box or the [► margins](#) [p. 379] panel of the paragraph style sheet editor. Here you can control for the entire component how spacing between paragraphs is determined.

- SUM**
The space following one paragraph and the space preceding the next paragraph are added.
- MAXIMUM**
The greater of the two spaces, the space below the first paragraph and the space above the second, is used.
- SHIFT BASELINE AT START OF TEXT**
Specifies that the first baseline of the selected component is slightly offset.
This feature is set by RagTime automatically when opening RagTime 3 documents to make the new document resemble the original as closely as possible.
You should not use this setting for new documents.

19.111 GENERATE INDEX (COMMAND)

The command “Generate Index” appears in the Extras menu. Use “Generate Index” to create or update an index for your document. An index may include entries from various layouts in a document.

Before creating an index, [► mark the words](#) [p. 316] in the document that you want to include.

**To create an index**

- 1 Choose “Generate Index.”

A dialog box opens listing the layout components in the document.

- 2 Choose one or more layouts.
Select a layout by clicking, further layouts with
-  ⬆-click
 ⌘-click

The first time you choose “Generate Index,” a new text component named “Index” is created and included in the inventory. The items are formatted with the ▶ [index style sheet](#) [p. 129]. Using the command again replaces the contents of the existing component. If you want to save the existing data, create a copy of the component in the inventory.

See also ▶ [Index](#) [p. 151]
▶ [About the Inventory](#) [p. 31]

19.112 GENERATE TABLE OF CONTENTS (COMMAND)

The command “Generate Table of Contents” appears in the Extras menu. You can use “Generate Table of Contents” to create or update a table of contents for your document. A table of contents may include entries from multiple layouts in a document. Paragraphs which are in text components and are marked with paragraph style sheets from the ▶ [Headline](#) [p. 129] family are included.

To create a table of contents

- 1 Choose “Generate Table of Contents.”
A dialog box opens in which you can choose a layout for which the table of contents is to be generated.
- 2 Choose one or more layouts.
Select a layout by clicking, further layouts with

 ⬆-click
 ⌘-click

A text component named “Table of Contents” is created in the inventory. The items are formatted with the ▶ [TOC style sheets](#) [p. 129]. You can create additional tables in a document, but first duplicate the existing table in the inventory, because RagTime always writes the results of generating a table in the same component.

See also ▶ [Table of Contents](#) [p. 150]
▶ [About the Inventory](#) [p. 31]

19.113 GET INFO, BUTTON COMPONENT (COMMAND)

The GET INFO command opens a dialog box to allow you to inspect and edit all properties of the selection.

Panels

► **General Panel, Button Information** [p. 268]

► **Arrangement Panel, Button Information** [p. 205]

► **Typography** [p. 391]

Font, size, language, color, style, superscript and subscript

► **Typography 2** [p. 390]

Stretching, scaling, kerning, character spacing, display



APPLY

Applies all the settings in this dialog box to the selection without closing the box. Please note that subsequently clicking “Cancel” affects only the changes made after using “Apply”.



CANCEL

Reverses the changes which you have made in this dialog box and closes the box.



OK

Confirms the settings in this dialog box and closes the box.

See also

► **Basic Commands (Palette)** [p. 403]

► **Toolbar for Layouts, Master Layouts, Buttons, Movies** [p. 407]

► **Button (menu)** [p. 218]

19.114 GET INFO, DRAWING (COMMAND)

The GET INFO command opens a dialog box to allow you to inspect and edit all properties of the selection.



Double-clicking most drawing objects opens the information dialog box, but in some cases, as for polygons or Bézier curves, the object becomes available for editing. You can set an option to open the information dialog box with a double-click for all objects in the ► **drawing** [p. 252] panel of the settings dialog box.

Panels

► **General** [p. 270]

Name, contents visible, tear-off, recalculation, paragraph spacing

► **Objects** [p. 322]

Name, protection, printing, arrow heads, text flow around objects, component type, inner margin, slave options

► **Coordinates** [p. 239]

Size, position, rounded corners, arc, transformation

► **Fill [p. 259]**

Style, Color, Tint, Pattern

► **Lines [p. 311]**

Style sheet, width, caps, joints, miter limit, dashes, line fill

► **Text Arrangement [p. 382]**

Paragraph and character style sheets, breaks, drop initials, character size, spacing

► **Text Margins [p. 384]**

Paragraph style sheet, margins, text alignment, line spacing, snap baselines to grid, tab stops, columns

► **Typography [p. 391]**

Font, size, language, color, style, superscript and subscript

► **Typography 2 [p. 390]**

Stretching, scaling, kerning, character spacing, display

► **Multigons [p. 319]**

Number of corners and starting angle.

► **Polygons [p. 347]**

Smooth polygon

► **Linked Import [p. 313]**

Original and scheduled updates (only for linked imports included in the selection)



APPLY

Applies all the settings in this dialog box to the selection without closing the box. Please note that subsequently clicking “Cancel” affects only the changes made after using “Apply”.



CANCEL

Reverses the changes which you have made in this dialog box and closes the box.



OK

Confirms the settings in this dialog box and closes the box.

- See also*
- [Basic Commands \(Palette\) \[p. 403\]](#)
 - [Toolbar for Drawings \[p. 405\]](#)
 - [Drawing \(menu\) \[p. 251\]](#)

19.115 GET INFO, GRAPH (COMMAND)



The GET INFO command opens a dialog box to allow you to inspect and edit all properties of the selection. Some panels contain settings which are applicable only to certain graph types like 3-D or pie graphs. Such panels are available only under the appropriate circumstances.

☑ SELECT

☑ PART

These pop-up menus enable you to change the selection without first closing the dialog box. The “Select” menu lists the elements of the graph. If the selected element consists of parts which can be selected independently, those parts are listed in the pop-up menu, “Part.”

Panels

► **General [p. 271]**

Visibility, tear off, calculation, highlights, color

► **3-D [p. 200]**

View point, light point, rotation, visible walls, base plane, 2-d with depth

► **Arrangement [p. 206]**

Position of graph, title, legend, swap axes, tick marks, text offset

► **Axis [p. 214]**

Axis name, range, major and minor steps

► **Axis 2-D [p. 212]**

Grid, tick marks, title, labels

► **Axis 3-D [p. 213]**

Grid, tick marks, plane for lettering, title, labels

► **Categories [p. 221]**

Titles, column spacing

► **Fill [p. 259]**

Style, Color, Tint, Pattern

► **Line Series [p. 304]**

Show lines, add symbols, stripe thickness, Min-max and candle series representation

► **Lines [p. 309]**

Line width, position, dashing, line style, fill style

► **Pie Charts [p. 345]**

Starting angle, series number, sector outset

► **Series Data [p. 368]**

Series name, values, order, overlay

► **Series Drawing [p. 369]**

Unusable values, labels, data markers

► **Text Arrangement [p. 382]**

Paragraph and character style sheets, breaks, drop initials, character size, spacing

► **Text Margins [p. 384]**

Paragraph style sheet, margins, text alignment, line spacing, snap baselines to grid, tab stops, columns

► **Typography [p. 391]**

Font, size, language, color, style, superscript and subscript

► **Typography 2 [p. 390]**

Stretching, scaling, kerning, character spacing, display

▶ **Linked Import [p. 313]**

Original and scheduled updates (only for linked imports included in the selection)



APPLY

Applies all the settings in this dialog box to the selection without closing the box. Please note that subsequently clicking “Cancel” affects only the changes made after using “Apply”.



CANCEL

Reverses the changes which you have made in this dialog box and closes the box.



OK

Confirms the settings in this dialog box and closes the box.

See also ▶ [Basic Commands \(Palette\) \[p. 403\]](#)
 ▶ [Toolbar for Graphs \[p. 406\]](#)
 ▶ [Graph \(menu\) \[p. 290\]](#)

19.116 GET INFO, LAYOUT AND MASTER LAYOUT (COMMAND)



The GET INFO command opens a dialog box to allow you to inspect and edit all properties of the selection.

Panels

▶ **General [p. 272]**

Component name, double-sided, page numbers, baseline grid, Tear-off options

▶ **Master Pages [p. 316]**

Page name, when to use the page

▶ **Pages [p. 335]**

Page name, number, origin



APPLY

Applies all the settings in this dialog box to the selection without closing the box. Please note that subsequently clicking “Cancel” affects only the changes made after using “Apply”.



CANCEL

Reverses the changes which you have made in this dialog box and closes the box.



OK

Confirms the settings in this dialog box and closes the box.

- See also*
- ▶ [Basic Commands \(Palette\)](#) [p. 403]
 - ▶ [Toolbar for Layouts, Master Layouts, Buttons, Movies](#) [p. 407]
 - ▶ [Layout \(and Master Layout\) \(menu\)](#) [p. 303]

19.117 GET INFO, MOVIE (COMMAND)



“QuickTime” is a part of the operating system and thus supported by Mac OS only.



The GET INFO command opens a dialog box to allow you to inspect and edit all properties of the selection.

Panels

▶ [General](#) [p. 273]

Sets name, kind, text flow, lock.

▶ [Playing](#) [p. 346]

Sets type, component, hiding, protection.



APPLY

Applies all the settings in this dialog box to the selection without closing the box. Please note that subsequently clicking “Cancel” affects only the changes made after using “Apply”.



CANCEL

Reverses the changes which you have made in this dialog box and closes the box.



OK

Confirms the settings in this dialog box and closes the box.

- See also*
- ▶ [Basic Commands \(Palette\)](#) [p. 403]
 - ▶ [Toolbar for Layouts, Master Layouts, Buttons, Movies](#) [p. 407]
 - ▶ [Movie \(menu\)](#) [p. 318]

19.118 GET INFO, PICTURE (COMMAND)



The GET INFO command opens a dialog box to allow you to inspect and edit all properties of the selection.

Panels

▶ [General](#) [p. 275]

Shows component name, file information

▶ [Arrangement](#) [p. 207]

Set position, scaling, rendering

▶ [Used Fonts](#) [p. 264]

List of fonts used in EPS pictures

▶ [Printing](#) [p. 352]

Set screening attributes, highlight, shadow

-  **APPLY**
Applies all the settings in this dialog box to the selection without closing the box. Please note that subsequently clicking “Cancel” affects only the changes made after using “Apply”.
-  **CANCEL**
Reverses the changes which you have made in this dialog box and closes the box.
-  **OK**
Confirms the settings in this dialog box and closes the box.

See also [▶ Basic Commands \(Palette\) \[p. 403\]](#)
[▶ Toolbars for Pictures \[p. 410\]](#)
[▶ Picture \(menu\) \[p. 342\]](#)

19.119 GET INFO, SOUND (COMMAND)



The GET INFO command opens a dialog box to allow you to inspect and edit all properties of the selection.

Panels

-  **NAME**
The component name is shown here for your information. You can edit the name in the inventory.
 -  **QUALITY**
The quality with which the sound was recorded.
 -  **MEMORY**
The size of the sound component is displayed here.
 - TORN OFF EVEN IF NOT INSTALLED IN ANY CONTAINER**
Check this box if this component is to be included in copies of the stationery pad. Regardless of this setting, a component is torn off if it is installed in another component which is torn off.
-

-  **APPLY**
Applies all the settings in this dialog box to the selection without closing the box. Please note that subsequently clicking “Cancel” affects only the changes made after using “Apply”.
-  **CANCEL**
Reverses the changes which you have made in this dialog box and closes the box.
-  **OK**
Confirms the settings in this dialog box and closes the box.

- See also*
- ▶ [Recording Sound](#) [p. 110]
 - ▶ [Sound](#) [p. 109]
 - ▶ [Basic Commands \(Palette\)](#) [p. 403]
 - ▶ [Toolbar for Sound](#) [p. 407]
 - ▶ [Sound \(menu\)](#) [p. 375]

19.120 GET INFO, SPREADSHEET (COMMAND)



The GET INFO command opens a dialog box to allow you to inspect and edit all properties of the selection.

Panels

▶ **General** [p. 277]

Display, calculation, display and printing of grid lines and borders, paragraph spacing, printing

▶ **Arrangement** [p. 209]

Alignment and rotation of contents, row height, column width, margins, baseline, decimal tab position

▶ **Cell Contents** [p. 222]

Cell and contents type, component name, protection, value format, visibility on screen and print

▶ **Fill** [p. 259]

Style, Color, Tint, Pattern

▶ **Typography** [p. 391]

Font, size, language, color, style, superscript and subscript

▶ **Typography 2** [p. 390]

Stretching, scaling, kerning, character spacing, display

▶ **Text Arrangement** [p. 382]

Paragraph and character style sheets, breaks, drop initials, character size, spacing

▶ **Text Margins** [p. 384]

Paragraph style sheet, margins, text alignment, line spacing, snap baselines to grid, tab stops, columns



APPLY

Applies all the settings in this dialog box to the selection without closing the box. Please note that subsequently clicking “Cancel” affects only the changes made after using “Apply”.



CANCEL

Reverses the changes which you have made in this dialog box and closes the box.



OK

Confirms the settings in this dialog box and closes the box.

- See also*
- ▶ [Basic Commands \(Palette\)](#) [p. 403]
 - ▶ [Toolbar for Spreadsheets](#) [p. 408]
 - ▶ [Spreadsheet \(menu\)](#) [p. 376]

19.121 GO TO MOVIE POSTER (COMMAND)



“QuickTime” is a part of the operating system and thus supported by QuickTime 5 under Mac OS only.

The command “Go to Movie Poster” appears in the Movie menu, which is available when a movie component is selected.

The movie poster is a picture which can be displayed when the movie is not playing. It is usually, but not always, the first frame of the movie.

Choosing this command displays the poster.

19.122 GO TO PAGE (COMMAND)

The command “Go to Page” appears in the “Extras” menu. It opens a dialog in which you can select a page in the active layout to be displayed.

The number of the first page visible in the window is displayed above the vertical scrollbar on the right side of the window.



To go to a different page

1. Do one of the following:

- Choose “Go to Page”

Or

- Click the page number above the vertical scrollbar.

A dialog box opens.

- 2 Enter a ▶ [page number or page name](#) [p. 53] and click the “OK” button.



To scroll page by page

- Click the arrow above or below the page number above the scrollbar. One page is scrolled in the direction of the arrow clicked.

19.123 GO TO SELECTION (COMMAND)

The command “Go to Selection” appears in the Extras menu. If the current selection is not visible in the active window, choosing this command changes the view.

19.124 GRAPH (MENU)

- ⌘ ▶ [GET INFO](#) [p. 283]

- ⌘ ▶ [GALLERY](#) [p. 268]
- ⌘ ▶ [APPEND SERIES](#) [p. 202]

- ⇧ ▶ [GRAPH TYPE](#) [p. 290] ▶
- ⇧ ▶ [DIMENSIONS OF GRAPH](#) [p. 247] ▶
- ⇧ ▶ [SERIES TYPE](#) [p. 370] ▶
- ⇧ ▶ [AXIS SCALING](#) [p. 215] ▶

See also ▶ [Graphs](#) [p. 89]

19.125 GRAPH PANEL, DOCUMENT SETTINGS

To view this panel, choose the command DOCUMENT SETTINGS from the menu EXTRAS and select the ▶ [panel GRAPH](#).

DEFAULT GRAPH

SELECT FROM THE GALLERY

Clicking this button opens the ▶ [gallery](#) [p. 268]. You can set the default graph and series types for new graphs by selecting a model in this panel.

DIFFERENTIATION OF SERIES

- SERIES USE COLORS / SERIES USE PATTERNS

Here you can specify whether new series are differentiated by color or pattern.

19.126 GRAPH TYPE (COMMAND)

The command “Graph Type” appears in the Graph menu, which is available when a graph component is selected. When you choose this command, a submenu appears listing the available graph types.

Category and Value Axes

A category graph has two axes, one having categories and one having numbers. Representing a point requires one value. Some series types require additional values.

Although you can include category names when you ▶ [transfer data from a spreadsheet](#) [p. 91], they are actually a part of the category axis in a graph component.

 **To add or edit category names**

- 1 Select the category axis.
- 2 Open the ► [categories](#) [p. 221] panel of the information dialog box.
- 3 Type in category names, using quotation marks, separated by semi-colons. You can add new categories simply by typing them. You can also use references or formulas.

X-Y

An X-Y graph has two numerical axes. Representing a point requires two values. Some series types require additional values.

X-Y-Z

An X-Y-Z graph has three numerical axes. Representing a point requires three values. Some series types require additional values.

Pie

A pie graph is circular and has no axis. Each value in a series is represented by a single number. Values are mapped as sectors proportional to the total of all values.

You can change all of the following settings in the ► [pie charts](#) [p. 345] panel of the information dialog box:

If a graph contains several series, RagTime uses the first unless you specify a different one.

If no other setting is given, RagTime starts the first category in a pie chart at 12 o'clock and proceeds clockwise around the chart.

You can set selected sectors apart from the rest of the chart. You can move any number of sectors in a pie chart by dragging a sectors away from the center of the chart.

 If you move a pie sector from the information dialog box or the formula palette, you cannot drag sectors with the mouse.

Ternary

The ternary graph has three axes arranged in an equilateral triangle, scaled from zero to 1. Representing a point requires three values. Some series types require additional values.

Polar

The polar graph has two axes, one circular for representing angles, and the other linear, for representing radii. The linear scale is represented in concentric rings. Each value in a series is represented by two numbers. Some series types require additional values.

Multiple Value Axes

The multiple value axis permits any number of axes arranged radially around a center point. Each value in a series is represented by a single number. Some series types require additional values.

See also ▶ [Choosing Graph and Series Type](#) [p. 90]

19.127 GRAPHIC TEXT TOOL

The graphic text tool enables you to place text anywhere quickly and easily. ▶ [Graphic text](#) [p. 60] is intended for smaller text items which do not need to be listed in the inventory. You can set the width of the text; the height adjusts to accommodate the amount of text.

Graphic text items may be converted to drawing objects with text components by choosing a drawing object type from the command ▶ [Object Kind](#) [p. 322].

**To use the graphic text tool**

- 1 Click the graphic text tool button.
-  The pointer changes in appearance.
- 2 Position the I-beam where you want to begin typing text.
- 3 If you wish, drag the pointer to set the width of the text.
You can set the width at anytime after by selecting the text and dragging a selection handle.
- 4 Begin typing. To end
 - press **⌘**.

Or

Select a different object.

**Selecting Graphic Text**

- Clicking once selects the graphic text and shows selection handles.
- The text is selected for editing by double-clicking on the graphic text or pressing **⌘**.
-  The pointer changes to a text pointer, and the insertion marker appears at the end of text.
- Clicking a graphic text with the graphic text tool positions the insertion marker at the end of the text.
- You can ▶ [select](#) [p. 62] and edit text as you do in a text component.

See also ▶ [Drawing Objects](#) [p. 37]

19.128 GROUP/UNGROUP OBJECTS (COMMAND)

The commands “Group Objects” and “Ungroup” appear in the Drawing menu, which is available when a drawing, layout or master layout is active.

Group

Grouped objects behave as a single object. A group containing even one fixed or protected object is also fixed or protected. You can also apply “Group Objects” and “Ungroup” with buttons in the ► [drawing commands](#) [p. 404] palette.



GROUP OBJECTS/UNGROUP

**To group objects**

- 1 ► [Select two or more objects](#) [p. 40].
- 2 Choose “Group Objects.”

A ► [bounding box](#) appears around the entire group.



When a group is scaled, skewed or rotated, values for these transformations cannot be displayed in the ► [object coordinates](#) [p. 404] palette.

**To ungroup a group of objects**

- 1 ► [Select one or more groups](#) [p. 40].

A bounding box with selection handles appears around each group.

- 2 Choose “Ungroup.”

The individual objects are selected.



If a group contains other groups, “Ungroup” leaves the contained groups intact.

See also ► [Drawing Objects](#) [p. 37]

19.129 HTML PRINTING PANEL, DOCUMENT SETTINGS

To view this panel, choose the command DOCUMENT SETTINGS from the menu EXTRAS and select the ► [panel HTML PRINTING](#).

DOCUMENT PAGES

Here you will find settings for HTML pages which will be created from your RagTime 5 document when you choose the command ► [Print to HTML](#) [p. 350].



IMAGING QUALITY (COMPRESSION)

The quality, as a number between 10 (very compressed) and 100 (best quality, no compression), of the JPEG images which will be created.

Better quality results in larger picture files. The standard value of 75 is an acceptable compromise between file size and picture quality.

- NAVIGATION BUTTONS AT THE BOTTOM OF PAGES**
Specifies whether [▶ navigation buttons](#) [p. 147], which simplify leafing between the document pages in a browser, will be created at the bottoms of pages.

FRAME WITH TABLE OF CONTENTS

The settings for the optional table of contents are grouped here.

- FRAME WITH TABLE OF CONTENTS**
Specifies whether a frame with a table of contents is created to the left of the document page's frame.
The frame contains hyperlinks to all document pages to simplify leafing between pages in a browser.
If you have named the pages in your RagTime 5 document, the page names are used for the hyperlinks. Otherwise the word "Page" and the page number are used.

The following settings are available only when FRAME WITH TABLE OF CONTENTS is checked.

- HEADING**
The title of the frame of the table of contents. It appears above the hyperlinks to the document pages.
- TEXT COLOR, BACKGROUND COLOR**
- HYPERLINK COLOR (NORMAL, ACTIVE, VISITED)**
Here you can set the colors for the listed elements in the table of contents frame.
Choose a color from the pop-up menu or choose OTHER if you would like to edit a color. Choose TRANSPARENT to display the respective elements in the browser's standard color. The chosen color is displayed in a box.
- ADDRESS OF BACKGROUND IMAGE (URL)**
If you want to use a picture as the background for the frame of table of contents, enter its URL (Uniform Resource Location) here.
- If you enter a common file name, a local HTML reference is created. In order for this to be resolved, subsequent to the HTML printing, you must copy the background picture to the folder in which the transformed files are collected.

See also [▶ Document Settings \(command\)](#) [p. 249]

19.130 HYPHENATE (COMMAND)

When you choose the command "Hyphenate" in the Extras menu, a dialog box opens.

- HYPHENS IN
Choose from the pop-up menu the ► [scope](#) in which you want to hyphenate. The choices range from the current selection to all open documents.
- REMOVE HYPHENS
Click this button to remove hyphens.
- HYPHENATE
Click this button to hyphenate words in the scope.
RagTime hyphenates text according to the rules of the ► [language](#) [p. 154] of the characters.

See also ► [Hyphenating Text](#) [p. 156]

19.131 IMPORT (COMMAND)

This command opens a system dialog box that lets you choose a file whose content you want to import into the active RagTime 5 document.

- FILE TYPE/SHOW
A list of importable file types that lets you choose which files should be displayed.
The list's content depends on the installed converters (see ► [Converters](#) [p. 186]) and on the selection made in the RagTime document. For example, it only shows picture types if a picture component has been selected.
- ALL AVAILABLE
Files of all importable types are displayed, irrespective of the selection.
- ALL AS TEXT
Files of all types are shown and treated as text files when they are imported.
- LINKED TO FILE
Determines whether RagTime should store information on the imported file for future updates (see ► [About Linked Imports](#) [p. 181]).
- ONLY SCREEN REPRESENTATION IN DOCUMENT
Specifies that the picture is not completely saved in the document, rather only to the extent necessary for the display on the screen.
→ If the picture is to be displayed or printed in another size, the source file will be needed since the data must be reloaded.
- COMPLETE DATA IN DOCUMENT
Specifies that the entire picture should be saved in the document.
→ These settings only work for linked imported picture files.

See also ► [About Linked Imports](#) [p. 181]
► [Linked Import Panel, Information](#) [p. 313]

- ▶ [About Data Exchange](#) [p. 180]
- ▶ [File \(menu\)](#) [p. 257]

19.132 INDEX ENTRIES EDITOR (COMMAND)

“Index Entries Editor” appears in the “Auxiliaries” submenu. Choosing “Index Entries Editor” opens a dialog box in which you can change the term, or add terms, under which an index word appears. These new terms are called “synonyms.” Features of the editor are described below. For details about creating synonyms, refer to the topic ▶ [Creating Index Synonyms](#) [p. 152].



NEW SYNONYM

Click this button to create a synonym for the selected entry.



DELETE

Click this button to delete the selected entry. Deleting the indexed word deletes all synonyms as well.



SHOW SOURCE

Click this button to display the location of the selected index entry. If necessary, the component window will be opened or brought to the front and scrolled to the appropriate place.



INDEX ENTRY

This ▶ [hierarchical list](#) [p. 418] lists the items marked for index according to component. Synonyms are added to a level below the index entries.



LISTED UNDER

Enter the word under which the entry should appear in the index.



You can attach a sort key in <brackets> to every expression under INDEX ENTRY and LISTED UNDER. The expression will, of course, be written in the index as entered, but will be alphabetically ordered in the place specified by the sort key. For example, the entry “Ω particle<Omega particle>” has the effect that “Ω particle” appears in the index where “Omega particle” would appear, not under special characters. In the same manner, Japanese ideographs can be sorted according to their pronunciation.

See also ▶ [Index](#) [p. 151]

19.133 INFO (MENU)



“The Info menu” is a part of the operating system and thus supported by RagTime 5 under Windows only.

(This menu presents a list of various parts of the RagTime 5 on-screen documentation and any installed extensions.)

⌘ WHAT'S THIS?
Puts the program in the help mode which is indicated by a question mark next to the pointer. When you click on an object, such as a menu entry, a brief explanation of this object will be displayed.

⌘ ABOUT RAGTIME
Opens a dialog with information about your copy of RagTime 5 (program version, serial number etc.) from which you can also perform the entry of the authorization code.

See also ▶ [Authorization \(command\)](#) [p. 211]

19.134 INSERT CELLS (COMMAND)



The command “Insert Cells” Inserts new cells at the selection. You can specify in a dialog box where to move existing cells and their contents: to the right, downward or to a back plane.



The formula references to the moved cells will be updated.

See also ▶ [To select a cell range](#) [p. 84]
▶ [Spreadsheet Commands \(Palette\)](#) [p. 405]
▶ [Spreadsheet \(menu\)](#) [p. 376]

19.135 INSERT COLUMNS/INSERT ROWS (COMMAND)



The commands “Insert Columns” and “Insert Rows” open a dialog box for specifying the number of columns or rows to be inserted before the selection. The number of columns or rows in the selection is used as the default value. You can use these commands while arbitrary ranges of cells, even incomplete rows or columns, are selected or while a row or column separator line is selected (click between two rows or columns in the row or column titles at the ruler).



The formula references to the moved cells will be updated.

See also ▶ [To select a cell range](#) [p. 84]
▶ [Spreadsheet Commands \(Palette\)](#) [p. 405]
▶ [Spreadsheet \(menu\)](#) [p. 376]

19.136 INSERT DATES AND TIMES (COMMAND)

The commands for inserting dates and times appear in the submenu INSERT SPECIAL TEXT.

They insert at the selection a formula that returns a point in time. The result of the formula is formatted with a value format which is created as needed.

⌘ DOCUMENT DATE

Inserts the formula `DocumentDate()`. It returns the document date, which can be inspected and changed in the “Document Settings” dialog box. Unless changed by the user, it is the creation date of the document.

⌘ AUTOMATIC DATE

Inserts the formula `Today()`. It returns the current date, which is updated each time the document is opened.

⌘ AUTOMATIC TIME

Inserts the formula `Minute()`. It returns the current time, which is updated every minute and each time the document is opened.

⌘ DATE STAMP

⌘ TIME STAMP

Insert the current point in time as a constant formula.

For times, the value format `TEXT TIME` is used, for dates, one of the formats `TEXT DATE (LONG)` or `TEXT DATE (SHORT)`. If value formats with these names exist in the active document, they will be used; otherwise, they will be created.

→ You can adapt these value formats to your needs, whereby all the places where these formats are used are adapted. As long as you do not change the format name, dates and times inserted with the commands described here will also be displayed according to the modified value format.

→ You can have formula borders mark calculated text on the screen.

See also [▶ About Value Formats](#) [p. 163]
[▶ Formula Borders in Text \(command\)](#) [p. 266]
[▶ Formulas and Functions](#) [Formulas and Functions]

19.137 INSERT FOOTNOTE (COMMAND)



The `INSERT FOOTNOTE` command places an footnote marker in the text at the position of the insertion marker and places a corresponding marker at the end of the container or at the bottom of the page. The insertion marker appears in the footnote area.

The note is formatted in the [▶ footnote style sheet](#) [p. 129], which you can modify, or you can apply a different style sheet.

`RagTime` assigns numbers or symbols to footnotes sequentially. When you add or delete notes, numbers or symbols for other notes in the text component are reassigned. You can set options for footnotes in the [▶ text](#) [p. 386] panel of the document settings dialog box or, for

a selected footnote, in the ► [footnotes](#) [p. 264] panel of the information dialog box.

See also ► [Adding Footnotes](#) [p. 65]
 ► [Toolbar for Text](#) [p. 409]
 ► [Text \(menu\)](#) [p. 382]

19.138 INSERT NEW LINE (COMMAND)

The command “Insert New Line” appears in the submenu “Insert.” Choosing this command starts a new line at the insertion marker without beginning a new paragraph.

19.139 INSERT NONBREAKING HYPHEN (COMMAND)

The command “Insert Nonbreaking Hyphen” appears in the submenu of the command “Insert.” Choosing this command inserts a hyphen at the insertion point. RagTime will not divide the word at that point, should it be at the end of a line.

If you want the word to break at other points, you can insert ► [insert a soft hyphen](#) [p. 300].

See also ► [Specifying Hyphenation Breaks](#) [p. 156]
 ► [Hyphenating Text](#) [p. 156]

19.140 INSERT PAGE BREAK (COMMAND)

The command “Insert Page Break” is available when an open spreadsheet component is active and a column or row is selected.



To set a page break

- 1 ► [Select a column or row](#) [p. 85].
- 3 Choose “Insert Page Break.”

A page break, indicated by a broken grid line, appears to the left of the column or above the row. When you print the spreadsheet, RagTime uses the page breaks to determine what is printed on each page.



Page breaks are marked when “Page Boundaries” in the submenu ► [Show](#) [p. 398] is set.

19.141 INSERT PAGE NUMBERS (COMMAND)

The commands PAGE NUMBER, NUMBER OF FOLLOWING PAGE and NUMBER OF PAGES appear in the submenu INSERT SPECIAL TEXT.

They insert the formula `Page()`, `Page()+1` or `NoOfPages()` at the selection.

The results of the formulas are updated when the number of pages changes, text flows to another page and so on.

See also [▶ Numbering Pages](#) [p. 53]
[▶ Formulas and Functions](#) [Formulas and Functions]

19.142 INSERT SOFT HYPHEN (COMMAND)

The command “Insert Soft Hyphen” appears in the submenu of the command “Insert.” Choosing this command allows a word to be hyphenated at the point of the insertion marker, even if no hyphen is defined for the word in any dictionary.

See also [▶ Specifying Hyphenation Breaks](#) [p. 156]
[▶ Hyphenating Text](#) [p. 156]

19.143 JOB PANEL, PDF EXPORT**DISTILL IMMEDIATELY**
 DISTILL IMMEDIATELY

Specifies that RagTime 5 launches Acrobat Distiller and sends the program output files for processing. You can tweak distillation with the following settings.

 JOB OPTIONS

The list of distillation settings defined in Acrobat Distiller (job option files)

 AS SET IN DISTILLER

Specifies that Distiller’s current settings are used.

 NOTIFY IN CASE OF ERROR

You are notified if an error occurs in the distillation process.

 NOTIFY IN ANY CASE

You are notified on completion of the distillation process.

 OPEN PDF DOCUMENT WITH ADOBE ACROBAT

The distilled PDF file is opened with Adobe Acrobat.

PREPARE POSTSCRIPT FILE FOR DEFERRED DESTILLATION

- **PREPARE POSTSCRIPT FILE FOR DEFERRED DESTILLATION**
Specifies that RagTime 5 generates a PostScript file using the output data. You can subsequently launch Acrobat Distiller and turn this PostScript file into a PDF file, possibly together with additional files.
 - You can make use of this option if your computer does not have enough memory to run RagTime 5 and Distiller simultaneously.
 - You can make use of this option if you wish to distill on a server in your network instead of on your computer.
 - You can make use of this option if you wish to use alternative software instead of Acrobat Distiller such as GhostScript to generate a PDF file.
- USE DISTILLER'S "WATCHED FOLDER"**
Specifies whether RagTime 5 stores the PostScript file in a folder that is monitored by Acrobat Distiller. The file is processed the next time Acrobat Distiller searches the folder.
-  **SELECT**
Opens a dialog box for specifying the folder in which RagTime 5 is to store the PostScript file.
-  **CURRENT FOLDER**
The path of the folder in which RagTime 5 stores the PostScript file is shown here.

PAGES

- **ALL PAGES**
Specifies that all pages are output.
- **FROM**
Specifies that only the pages entered in the following fields are output.
- FROM**
The number of the first page to be printed.
- To**
The number of the last page to be printed.

See also [▶ PDF Export Settings \[p. 341\]](#)

19.144 KERNING AND POSITIONING (MENU)

- ⌘ [▶ USE KERNING PAIRS \[p. 122\]](#)
Kerning pairs close the gap between certain pairs of characters.

A group of settings influencing the horizontal distance between characters (see [▶ Spacing \[p. 122\]](#)).

- ⌘ **OTHER (0%)**
Opens a dialog box in which you can enter a different distance numerically.

- ⌘ TIGHT SPACING
- ⌘ NORMAL SPACING
- ⌘ LOOSE SPACING
- ⌘ TIGHTEN SPACING

Decreases the space between selected characters by 1 pt or 12.5 %, depending on the “unit” the spacing was originally specified in.
- ⌘ LOOSEN SPACING

Increases the space between selected characters by 1 pt or 12.5 %, depending on the “unit” the spacing was originally specified in.

A group of settings influencing the vertical position of characters (see [▶ Subscript and Superscript](#) [p. 123]).
- ⌘ OTHER (0%)

Opens a dialog box in which you can enter a different position numerically.
- ⌘ SUPERSCRIPIT
- ⌘ NORMAL POSITION
- ⌘ SUBSCRIPT
- ⌘ MOVE UP

Moves selected characters up by 1 pt or 12.5 %, depending on the “unit” the vertical position was originally specified in.
- ⌘ MOVE DOWN

Moves selected characters down by 1 pt or 12.5 %, depending on the “unit” the vertical position was originally specified in.

- ⌘ NORMAL SPACING AND POSITION

applies the spacing and vertical positioning defined in the font file to selected characters.

See also [▶ Style \(menu\)](#) [p. 379]
[▶ About Formatting Characters](#) [p. 120]
[▶ Character Style Sheets \(command\)](#) [p. 223]

19.145 LANGUAGE (COMMAND)

The command “Language” appears in the Format menu. [▶ Language is a character attribute](#) [p. 154]. RagTime checks spelling and hyphenates words according to the rules of a particular language.

When you choose the command, if [▶ text is selected](#) [p. 62], that text is changed. If no text is selected, new text has the chosen language.

To change language

- 1 [▶ Select some text](#) [p. 62] or position the insertion marker in text.
- 2 Choose a language from the submenu of “Language.”

See also ▶ [About Formatting Characters](#) [p. 120]
 ▶ [Character Style Sheets \(command\)](#) [p. 223]

19.146 LAYOUT (AND MASTER LAYOUT) (MENU)

- ⌘ ▶ [GET INFO](#) [p. 285]
- ⌘ ▶ [DOUBLE-SIDED MASTER PAGE](#) [p. 250]

See also ▶ [Layout and Master Layout](#) [p. 49]

19.147 LAYOUT PANEL, DOCUMENT SETTINGS

To view this panel, choose the command DOCUMENT SETTINGS from the menu EXTRAS and select the ▶ [panel LAYOUT](#).

BASELINE GRID

- START FROM TOP OF THE PAGE
Enter distance from the top of the page to the first line of the grid.
- DISTANCE BETWEEN BASELINES
Enter the distance between grid lines.

- NUMBER OF FIRST PAGE
This is the number of the first page in a new layout component.

See also ▶ [Numbering Pages](#) [p. 53]

19.148 LAYOUT PANEL, SETTINGS

To view this panel, choose the command SETTINGS from the menu EXTRAS and select the ▶ [panel LAYOUT](#).

NEW LAYOUTS

- BEGIN WITH A RECTANGLE WITH TEXT AND PIPELINE
Check this box, when you want new layouts to begin with a rectangle for text and a pipeline. This permits you to immediately begin typing in a new layout and the pipeline will ensure that new pages will be automatically appended as soon as they are needed.
- The rectangle is called (“Phoenix”) to allow it to be identified when equalizing objects on the thus generated pages.
- If a new layout is based on a master layout, this rectangle will not be created.

- See also
- ▶ [Automatic Page Generation](#) [p. 51]
 - ▶ [Pipelines and Automatic Page Generation](#) [p. 57]
 - ▶ [Equalize Objects \(command\)](#) [p. 254]
 - ▶ [About Master Layout](#) [p. 50]

19.149 LINE FORMATS (COMMAND)

The LINE FORMATS command opens an information dialog that is reduced to the appropriate panels.

Panels

▶ [Lines](#) [p. 311]

Style sheet, width, caps, joints, miter limit, dashes, line fill



APPLY

Applies all the settings in this dialog box to the selection without closing the box. Please note that subsequently clicking “Cancel” affects only the changes made after using “Apply”.



CANCEL

Reverses the changes which you have made in this dialog box and closes the box.



OK

Confirms the settings in this dialog box and closes the box.

19.150 LINE SERIES PANEL, GRAPH INFORMATION

When a graph component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the ▶ [panel](#) LINE SERIES.

LINES



SERIES LINES DRAWN

Select this option if you want RagTime to draw lines between the data points of a series.

SYMBOLS



SYMBOL

“Symbols” are the symbols used to mark the position of a data point in a graph. The current symbol is shown. Click it to open a palette from which you can choose a different symbol.



SYMBOLS DRAWN PARALLEL TO

If you display a graph in three dimensions or two dimensions with perspective, you can choose the plane in which symbols are drawn.

STRIPES

“Stripes” are a series type which you must choose from the submenu of the command [► Series Type](#) [p. 370] before the options you set here can have an effect. Stripes are much like lines, but depict height and width.

- EQUAL THICKNESS FOR STRIPE SERIES**
Each stripe may have either a uniform thickness or vary according to the slope of the stripe
- THICKNESS RELATIVE TO WIDTH OF CATEGORIES**
Enter the thickness of stripes as percentage of the width.

MIN-MAX STYLE

Specify how the range between the minimum and maximum of a min-max series is to be displayed: as lines or as lines with markers on one or both sides.

CANDLE STYLE

Specify who the range between the minimum and maximum and the markers of a candle series are to be displayed: as lines, as lines with markers on one or both sides, as hollow or filled candles or as candles with fill dependent on positive or negative value.

See also [► Series Type \(command\)](#) [p. 370].

19.151 LINE STYLE SHEET (COMMAND)

The command “Line Style Sheet,” which appears in the Format menu opens a submenu listing the line style sheets in the inventory. If the listed Line Style Sheets exceed a specific number, the remaining items are accessible under the item MORE....

-  **To apply a line style sheet**
- 1** [► Select one or more objects](#) [p. 40].
Selection handles appear on selected objects.
- 2** Choose “Line Style Sheet.”
A submenu pops up.
- 3** Choose a style sheet from the submenu.
-  You can create or modify line style sheets with the [► line style sheet editor](#) [p. 306].

See also [► Using Line Style Sheets](#) [p. 136]
[► Setting Default Values](#) [p. 129]
[► Editing Lines and Borders](#) [p. 119]

19.152 LINE STYLE SHEET EDITOR (COMMAND)

“Line Style Sheet Editor” appears in the “Auxiliaries” submenu. Choosing it opens an editor in which you can create and modify [▶ line style sheets](#) [p. 135]. Line style sheets also appear in the submenu of the command [▶ Line Style Sheet](#) [p. 305] and can be applied from there.

→ You can open the window for editing auxiliaries by double-clicking on the **Auxiliary Group** in the inventory. If you double-click an **auxiliary** in the inventory, the editing window will open with the auxiliary, which was clicked on, selected.

Existing style sheets are displayed in a [▶ hierarchical list](#) [p. 418].



▶ INHERIT [p. 134]



CREATE

Creates a style sheet.



CREATE FROM SELECTION

Creates a style sheet using the settings of the current selection in the document.



SET TO SELECTION

Overwrites the settings of the selected style sheet with those of the current selection in the document.



DELETE

Deletes the selected style sheet.



WIDTH

Enter the width of lines here.



FILL STYLE SHEET

The fill style sheet determines the color, and if possible, pattern or gradient.



POSITION

Use the pop-up menu to specify if lines are drawn left/outside, centered or right/inside relative to their coordinates. (see [▶ Left and Right of Axes and Lines](#) [p. 439])



CAPS

Use the pop-up to specify if line ends should be drawn with no, round or square caps.

JOINTS



JOINTS

Use the pop-up menu to specify if the corners of a polygon are drawn sharp, rounded or beveled.



MITER LIMIT

When two wide segments of a polygon join at an acute angle, the points can sometimes be impractically long. You can enter a number to set a limit for the length of such points. The number is expressed as a percentage of the line width.

 This setting is used only for sharp joints.

— **DASHES** _____



DASHES

Choose a type of dash or “Other” if you want to open the [▶ dash editor](#) [p. 246].

— **EXAMPLE** _____

Here an example will illustrate the results of the settings.

See also [▶ About Style Sheets](#) [p. 134]
[▶ Using Line Style Sheets](#) [p. 136]
[▶ Editing Lines and Borders](#) [p. 119]

19.153 LINE TOOL



To draw a line



- 1 Click the line tool button.
+ The pointer will change to a crosshair.
- 2 Position the crosshair where you want an end point of the line to be.
- 3 Drag the crosshair to the other end point.
A line appears and follows the movements of the crosshair.
- 4 Release the mouse button.
The line is selected.

See also [▶ Drawing Objects](#) [p. 37]
[▶ Keys and Modifier Keys in Drawings](#) [p. 423]

19.154 LINE WIDTH (COMMAND)

The command “Line Width,” which appears in the Format menu, defines the width of lines and borders of objects.



To change a border width

- 1 [▶ Select one or more objects](#) [p. 40].
Selection handles appear on selected objects and containers.
- 2 Choose “Line Width.”
A submenu pops up.
- 3 Choose a width from the submenu. “Other” opens a dialog box in which you can enter a value not listed.

See also [▶ Editing Lines and Borders](#) [p. 119]
[▶ Setting Default Values](#) [p. 129]

19.155 LINES PANEL, DOCUMENT SETTINGS

To view this panel, choose the command DOCUMENT SETTINGS from the menu EXTRAS and select the ► [panel LINES](#).

 LINE STYLE SHEET

Choose a line style sheet defining fill, dashing, width and more.



This option affects all drawing objects except containers in layouts.

_____ **WIDTH** _____

  LINE WIDTH

Enter the width of lines here.

_____ **DASHES** _____

 DASHES

Choose a type of dash or “Other” if you want to open the ► [dash editor](#) [p. 246].

_____ **POSITION** _____



LEFT/OUTSIDE, CENTERED, RIGHT/INSIDE

Determine with the buttons if lines are drawn left/outside, centered or right/inside relative to their coordinates. See ► [right and left](#) [p. 439] for details.

_____ **CAPS, JOINTS, MITER LIMIT** _____



NONE/ROUND/SQUARE

Use the buttons to specify if line ends should be drawn with no, round or square caps.



SHARP/ROUNDED/BEVELED

Use the buttons to specify if the corners of polygons are drawn sharp, rounded or beveled.

 MITER LIMIT

When two wide segments of a polygon join at an acute angle, the points can sometimes be impractically long. You can enter a number to set a limit for the length of such points. The number is expressed as a percentage of the line width.



This setting is used only for sharp joints.

_____ **LINE FILL** _____

 FILL STYLE SHEET

The fill style sheet determines the color, and if possible, pattern or gradient.

 FIRST COLOR

The current color will be displayed. Click to open the ► [Color window](#) [p. 227]. If you want to change the color, select a color or TRANSPARENT or OTHER.

  TINT

Enter a percentage for the tint of the color here.

- SECOND COLOR
The current color will be displayed. Click to open the [► Color window](#) [p. 227]. If you want to change the color, select a color or TRANSPARENT or OTHER.

- TINT
Enter a percentage for the tint of the color here.
 - The second color is used for patterns or gradient fills only.
 - The first and second color should always be defined in the same color space. RagTime 5 normally uses the RGB color space, however you can also use the CMYK color model (see [► Setting Other Color \(command\)](#) [p. 372]).

- PATTERN
The current pattern is displayed in a small square. Click it to open the pattern menu. Choose a pattern or “None” or choose “Other” to open the [► pattern editor](#) [p. 340].

- PRINTING
Turn on this option if the fill is to be printed; otherwise it appears only on the screen.

EXAMPLE

Here an example will illustrate the results of the settings.

- CONTAINERS IN LAYOUTS GET
Containers are drawing objects in which components may be installed. You can choose the line style for container borders in layouts from the pop-up menu.

See also [► Editing Lines and Borders](#) [p. 119]

19.156 LINES PANEL, GRAPH INFORMATION

When a graph component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the [► panel LINES](#).

- BORDER/EXTRA
Some graph parts may have one or two lines. If such a part is selected, choose the line which you want to modify. “Border” selects the main line, if two are available. “Extra” selects the other line. For example, a column series has two lines. “Border” refers in this case to the border line around each column, and “Extra” refers to [► line](#) [p. 369] data marks.
- LINE STYLE SHEET
Choose a line style sheet defining fill, dashing, width and more.

WIDTH**LINE WIDTH**

Enter the width of lines here.

DASHES**DASHES**

Choose a type of dash or “Other” if you want to open the [dash editor](#) [p. 246].

POSITION**LEFT/OUTSIDE, CENTERED, RIGHT/INSIDE**

Determine with the buttons if lines are drawn left/outside, centered or right/inside relative to their coordinates. See [right and left](#) [p. 439] for details.

CAPS, JOINTS, MITER LIMIT**NONE/ROUND/SQUARE**

Use the buttons to specify if line ends should be drawn with no, round or square caps.

**SHARP/ROUNDED/BEVELED**

Use the buttons to specify if the corners of polygons are drawn sharp, rounded or beveled.

**MITER LIMIT**

When two wide segments of a polygon join at an acute angle, the points can sometimes be impractically long. You can enter a number to set a limit for the length of such points. The number is expressed as a percentage of the line width.



This setting is used only for sharp joints.

LINE FILL**FILL STYLE SHEET**

The fill style sheet determines the color, and if possible, pattern or gradient.

**FIRST COLOR**

The current color will be displayed. Click to open the [Color window](#) [p. 227]. If you want to change the color, select a color or TRANSPARENT or OTHER.

**TINT**

Enter a percentage for the tint of the color here.

**SECOND COLOR**

The current color will be displayed. Click to open the [Color window](#) [p. 227]. If you want to change the color, select a color or TRANSPARENT or OTHER.

**TINT**

Enter a percentage for the tint of the color here.



The second color is used for patterns or gradient fills only.

- The first and second color should always be defined in the same color space. RagTime 5 normally uses the RGB color space, however you can also use the CMYK color model (see ▶ [Setting Other Color \(command\)](#) [p. 372]).
-  PATTERN

The current pattern is displayed in a small square. Click it to open the pattern menu. Choose a pattern or “None” or choose “Other” to open the ▶ [pattern editor](#) [p. 340].
- PRINTING

Turn on this option if the fill is to be printed; otherwise it appears only on the screen.

19.157 LINES PANEL, INFORMATION

When a drawing object or graph component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the ▶ [panel LINES](#).

-  LINE STYLE SHEET

Choose a line style sheet defining fill, dashing, width and more.

WIDTH _____
-   LINE WIDTH

Enter the width of lines here.

DASHES _____
-  DASHES

Choose a type of dash or “Other” if you want to open the ▶ [dash editor](#) [p. 246].

POSITION _____
- 

LEFT/OUTSIDE, CENTERED, RIGHT/INSIDE

Determine with the buttons if lines are drawn left/outside, centered or right/inside relative to their coordinates. See ▶ [right and left](#) [p. 439] for details.
- 

CAPS, JOINTS, MITER LIMIT _____

NONE/ROUND/SQUARE

Use the buttons to specify if line ends should be drawn with no, round or square caps.
- 

SHARP/ROUNDED/BEVELED

.

Use the buttons to specify if the corners of polygons are drawn sharp, rounded or beveled.
-  MITER LIMIT

When two wide segments of a polygon join at an acute angle, the points can sometimes be impractically long. You can enter a number to set

a limit for the length of such points. The number is expressed as a percentage of the line width.

→ This setting is used only for sharp joints.

LINE FILL



FILL STYLE SHEET

The fill style sheet determines the color, and if possible, pattern or gradient.



FIRST COLOR

The current color will be displayed. Click to open the ► [Color window](#) [p. 227]. If you want to change the color, select a color or TRANSPARENT or OTHER.



TINT

Enter a percentage for the tint of the color here.



SECOND COLOR

The current color will be displayed. Click to open the ► [Color window](#) [p. 227]. If you want to change the color, select a color or TRANSPARENT or OTHER.



TINT

Enter a percentage for the tint of the color here.



The second color is used for patterns or gradient fills only.



The first and second color should always be defined in the same color space. RagTime 5 normally uses the RGB color space, however you can also use the CMYK color model (see ► [Setting Other Color \(command\)](#) [p. 372]).



PATTERN

The current pattern is displayed in a small square. Click it to open the pattern menu. Choose a pattern or “None” or choose “Other” to open the ► [pattern editor](#) [p. 340].



PRINTING

Turn on this option if the fill is to be printed; otherwise it appears only on the screen.

See also ► [Editing Lines and Borders](#) [p. 119]

19.158 LINGUISTICS PANEL, CHARACTER STYLE SHEET EDITOR



► [INHERIT](#) [p. 134]



LANGUAGE

The language whose rules should be used for spell checking and hyphenation.

- AUTOMATIC HYPHENATION**
Specifies whether the selected text should be considered when RagTime hyphenates, when typing or in response to the command (► [Hyphenate \(command\)](#) [p. 294]).
- SHORTEST SYLLABLE**
The shortest length of a syllable before a hyphenation may be made.
- SHORTEST WORD**
The shortest word length before a hyphenation may be made.
- CREATE AUTOMATIC STYLE**
Automatic character style sheets are applied whenever you set text to a specified language; they cannot be applied directly. They are always subordinate to an ordinary character style sheet and cannot be renamed. Automatic style sheets are especially usefully when e.g. you have both Japanese and English text in a single document and wish to use different fonts for the two languages.
When creating an automatic style sheet you can select the language to which it should be applied in a dialog, and whether this new style sheet should be applied to characters that already exists in this language.

19.159 LINKED IMPORT PANEL, INFORMATION

The ► [Panel LINKED IMPORT](#) appears in the information dialog box if the selection contains imported data that are linked to their original files (see ► [Import \(command\)](#) [p. 295]).

SOURCE FILE

Information on the linked file is displayed here.

- FILE**
Path and name of the linked file.
 - BREAK LINK TO FILE**
Breaks the link between the imported data and their source file.
 - This command takes effect immediately, before the information dialog box is confirmed. It cannot be revoked by cancelling the information dialog box, or by using the normal undo command.
 - The picture components' source file must be available when breaking links to picture components, especially when their data have not been fully transferred to the document.
-

The following additional settings can be specified for linked imported picture components:

● ONLY SCREEN REPRESENTATION IN DOCUMENT

Specifies that the picture is not completely saved in the document, rather only to the extent necessary for the display on the screen.

→ If the picture is to be displayed or printed in another size, the source file will be needed since the data must be reloaded.

● COMPLETE DATA IN DOCUMENT

Specifies that the entire picture should be saved in the document.

— GET NEW DATA

During updates, the date of the last import and the linked file's modification date are checked to determine whether the file contains fresh data. The file is re-imported if necessary.

● UPDATE IF NEEDED WHEN DOCUMENT IS OPENED

Tells RagTime 5 to import fresh data when the RagTime 5 document is opened.

● ONLY ON DEMAND

Tells RagTime 5 to perform an update only when requested to do so.

☐ UPDATE FROM SOURCE FILE

The linked file is re-imported.

→ This command takes effect immediately, before the information dialog box is confirmed. It cannot be revoked by cancelling the information dialog box, or by using the normal undo command.

ⓘ SOURCE MODIFICATION

Date and time of the source file's latest modification as shown by the operating system.

ⓘ LAST IMPORT

The date the source file was last imported into RagTime.

See also ▶ [Picture List \(command\)](#) [p. 343]

19.160 LOCK DOCUMENT (COMMAND)

The command “Lock Document,” which appears in the submenu ▶ [Protection](#) [p. 354], activates protection items which you have ▶ [marked for protection](#) [p. 34]. After the document is locked, the command toggles to “Unlock Document.” You must unlock the document in order to edit protected items.

☞ **To lock a document**

- Choose “Lock Document.”

You can optionally enter a password in the dialog box which opens. If you use a password, you must enter it when attempting to unlock the document.

-  In locked documents the pointer changes to an arrow with a lock when it is over protected elements.

See also [► About Protection \[p. 34\]](#)

19.161 MARGINS, PAGE SETUP MAC OS

-  This paper format dialog box panel is only available under Mac OS and is not available for layout components.

A figure shows the relationship between pages' size, proportion, margins, etc.

Settings you specify anywhere within this dialog box are illustrated in this figure.



MARGINS

- USE MINIMUM MARGINS

Specifies whether to use the selected printer's minimum margins. For mechanical reasons, most printers cannot print to the edge of the paper.

-  MARGIN LEFT/TOP

-  MARGIN RIGHT/BOTTOM

The margin width along the four edges.

EXTRAS

- SCALE

The printing scale. Values below 100% shrink output (you will be able to fit more on one page), and values above 100% enlarge output.

- FIT TO PAPER

Specifies whether the page size should be fit to the paper size. The pages' width-to-height ratio is maintained.

- CUTMARKS

Cutmarks are marks printed on a sheet outside the page area to guide you in trimming paper or aligning films, especially when colors are output separately or several sheets are output per page.

-  All marks are output in black and appear on all plates for color-separated outputs.

- SHEET OVERLAP

Overlapping of neighboring sheets when pages that do not fit on a single sheet are output. Sheet overlap makes physical cutting and pasting of printed pages easier.

See also [▶ Page Setup \(command\)](#) [p. 328]

19.162 MARK FOR INDEX (COMMAND)

The command MARK FOR INDEX appears in the Extras menu. You can use this command to mark words which are later used to generate an [▶ index](#) [p. 151].



To mark a word

- 1 Select the word.
- 2 Choose “Mark for Index.”

The word is included in the index the next time that you choose the command [▶ Generate Index](#) [p. 280].

19.163 MASTER PAGES PANEL, LAYOUT INFORMATION

When a layout component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the [▶ panel MASTER PAGES](#). You can select a page by clicking [▶ page tag](#).



NAME

You can give the selected page a name which can be used in the [▶ Go To](#) [p. 289] command’s dialog box or in AppleScript references.

USAGE

This group of options enable you to specify the conditions under which a particular master page is added to a layout. If more than one master page fulfill the conditions, RagTime will use the first page it finds. Pages with one of the settings WHOSE INDEX COUNTED FROM THE START/END IS SPECIFIED have precedence. For an explanation of page numbers and index numbers, refer to the topic [▶ Numbering Pages](#) [p. 53].

- TO WHICH NO SPECIAL RULE APPLIES
RagTime will first check other pages, and if no other page has a formula specifying its use, this master page will be used.
- WHOSE NUMBER IS SPECIFIED
Enter a number, or formula resulting in a number, in the box. This master page will be used to format a layout page having this page number.
- WHOSE INDEX COUNTED FROM THE START IS SPECIFIED
Enter a number, or formula resulting in a number, in the box. This number refers to the actual sequence of pages. Entering the number “1”, for example, means that the master layout page will be used as the first layout page only.

-  **WHOSE INDEX COUNTED FROM THE END IS SPECIFIED**
 Enter a number, or formula resulting in a number, in the box. RagTime will use the master layout page when the number of the layout page counted from the end of the document equals the number in this option. Entering the number “1”, for example, means that the master layout page will be used as the last layout page only.
-  **IF THE SPECIFIED FORMULA RETURNS TRUE**
 RagTime will use this page any time that this formula returns the logical value ,TRUE.
-  **VALUE, FORMULA**
 Enter the value to which the above option is applied in this box.
-  **FUNCTIONS**
 To open the Functions dialog and insert a function, click the Functions button (see ► [Functions \(command\)](#) [p. 267]).

19.164 MOVE AND SCALE TOOL

With the move and scale tool, you can position elements of the graph such as the legend, title, axes surfaces etc. relative to each other or move them within the container and also change the size of the individual items.

To move an element of the graph

-  **1** Click on the MOVE AND SCALE TOOL.
- 2** Click on the item to be moved.
 The item will be marked with selection handles.
-  When the pointer is over the item, it will appear as an open hand.
- 3** Drag the item.
-  While dragging the pointer will appear as a grasping hand.
-  You can also move graphs elements with the arrow keys.

To scale an element of a graph

-  **1** Click on the MOVE AND SCALE TOOL.
- 2** Click the item to be scaled.
 The item will be marked with selection handles.
- +** When the pointer is over the item, it will appear as a crosshair.
- 3** Drag a corner or center handle.
-  You will find numerical data regarding the size and position of this element of the graph in the Object Coordinates palette and in the information dialog.

See also

- See also*
- ▶ [Rotate Tool](#) [p. 357]
 - ▶ [Arrangement Panel, Graph Information](#) [p. 206]
 - ▶ [Object Coordinates \(Palette\)](#) [p. 404]
 - ▶ [Toolbar for Graphs](#) [p. 406]

19.165 MOVE TOOL

With the move tool, you can move a picture within its container.



To move a picture within its container

- 1 Click on the picture in its container.
-  2 Click on the MOVE TOOL.
-  3 When over the picture, the pointer will change to an open hand.
- 3 Drag the picture within its container.
-  While dragging the picture, the pointer will appear as a grabbing hand.
-  To limit the movement to a straight line along the horizontal or vertical axis, -drag the picture.
-  You can also move the picture with the arrow keys.

- See also*
- ▶ [Modifier Keys for Pictures](#) [p. 426]
 - ▶ [Scaling, Skewing, and Rotating Drawing Objects](#) [p. 46]
 - ▶ [Scaling Tool](#) [p. 362]
 - ▶ [Toolbars for Pictures](#) [p. 410]

19.166 MOVIE (MENU)

-  “QuickTime” is a part of the operating system and thus supported by RagTime 5 under Mac OS only.
- ⌘ ▶ [GET INFO](#) [p. 286]
- ⌘ ▶ [SHOW MOVIE CONTROLLER](#) [p. 373]
- ⌘ ▶ [START/STOP](#) [p. 378]
- ⌘ ▶ [SCALE](#) [p. 362]
- ⌘ ▶ [GO TO MOVIE POSTER](#) [p. 289]
- ⌘ ▶ [USE PREFERRED MOVIE SETTINGS](#) [p. 396]

- See also*
- ▶ [Movies](#) [p. 113]

19.167 MOVIE PANEL, SETTINGS

-  “QuickTime” is a part of the operating system and thus supported by RagTime 5 under Mac OS only.

To view this panel, choose the command **SETTINGS** from the menu **EXTRAS** and select the ► **panel MOVIE**.

- MUTE ALL MOVIES**
This option mutes all movies regardless of individual sound settings.

19.168 MOVIES PANEL, DOCUMENT SETTINGS

-  “QuickTime” is a part of the operating system and thus supported by **QuickTime 5** under **Mac OS** only.

To view this panel, choose the command **DOCUMENT SETTINGS** from the menu **EXTRAS** and select the ► **panel MOVIES**.

- MOVIE BADGES SHOWN IN PRINT**
The movie badge is a small icon appearing in a movie container. You can click to display the movie controller, and it enables you distinguish movies from pictures in printed documents.
- POSTER FRAME DISPLAYED WHILE NOT SELECTED**
The poster frame is the frame designated by the creator of the movie to be shown when the movie is not playing. It is usually the first frame of the movie.

19.169 MULTIGON PANEL, DOCUMENT SETTINGS

To view this panel, choose the command **DOCUMENT SETTINGS** from the menu **EXTRAS** and select the ► **panel MULTIGON**.

You can set the number of sides and the starting angle of new multigons in the multigon panel of the document settings dialog box.

-  **NUMBER OF EDGES**
Type a number in the box or choose a value from the pop-up menu.
-  **STARTING ANGLE**
Type a number in the box or choose a value from the pop-up menu.

19.170 MULTIGON PANEL, DRAWING INFORMATION

To view this panel, select a drawing object, choose the command **GET INFO** from the menu **DRAWING** and select the ► **panel MULTIGON**.

-  **CORNERS**
Type a number in the box or choose a value from the pop-up menu.
-  **STARTING ANGLE**
Type a number in the box or choose a value from the pop-up menu.

19.171 MULTIGON TOOL

The multigon tool is an [▶ add on](#) [p. 32] which enables you to draw closed convex polygons with a predefined number of sides. The angles are uniformly distributed on an imaginary oval which encloses it.

If the file “Multigon” is located in the folder “Extensions”, the multigon tool icon appears in the tool palette and panels are added to the information and document settings dialog boxes. Double-clicking the multigon tool in the toolbar opens a dialog box in which you can also change the document settings .

**To draw a multigon**

- 1** Click the multigon tool.
 - + The pointer will change to a crosshair.
 - Tool buttons for drawing objects, which can take components, are marked with a ▶. To create a component and install it in a new drawing object, select a component type from the menu that appears after you have held the tool button depressed for a while.
- 2** Position the crosshair where you want and drag.

**To draw a regular multigon**

- Press [⇧](#) while dragging.

See also [▶ Drawing Objects](#) [p. 37]
[▶ Keys and Modifier Keys in Drawings](#) [p. 423]

19.172 NAME EDITOR (COMMAND)

The window “Name Editor” appears in the submenu “Auxiliaries.” You can name a text or spreadsheet selection here and use the name as a reference in formulas. Double-clicking a name in the editor selects the reference, opening the component if necessary.

You can use these names in AppleScripts to refer to the selections and as bookmarks: double-clicking a name selects the reference. If the component containing the reference is not open, RagTime will open it. In addition, you can use reference names in AppleScripts.



You can give objects reference names usable in AppleScript in the [▶ objects](#) [p. 322] panel of the information dialog box.



CREATE

Creates an element.



DELETE

Deletes the selected element. The “Create” button is available only if text or cells are selected.

**SHOW**

The option “Show” specifies the manner in which entries are listed. Use “By Component” to display the names of the components in which the selections occur.

**To name a selection**

- Refer to the topic [▶ Naming Elements for References](#) [p. 176].

19.173 NEW BEGINNING WITH (COMMAND)

This command creates a document that first contains a component of the given type. Other types of components can be added later. The list of component types also includes the stationery from the folder “Stationery Pads”, which you can tear off.

- See also*
- ▶ [New Document \(command\)](#) [p. 321]
 - ▶ [Creating Documents](#) [p. 22]
 - ▶ [About Components](#) [p. 25]
 - ▶ [File \(menu\)](#) [p. 257]

19.174 NEW COMPONENT (COMMAND)

The command “New Component” appears in the Windows menu. When you create a new component using this command, RagTime opens a new window and adds the component to the [▶ inventory](#) [p. 31].

**To create a new component**

- 1 Choose “New Component.”
A submenu opens.
 - 2 Choose the desired type of component from the submenu.
A window opens in which you can edit the new component.
- For some component types (e.g., Sounds or Buttons) opening a separate window is impossible.

- See also*
- ▶ [Creating Components](#) [p. 27]
 - ▶ [Deleting Components](#) [p. 29]

19.175 NEW DOCUMENT (COMMAND)

This command creates a new document in accordance with the options set in the Settings (see [▶ Application Panel, Settings](#) [p. 203]).

- See also*
- ▶ [New Beginning With \(command\)](#) [p. 321]
 - ▶ [Creating Documents](#) [p. 22]
 - ▶ [About Components](#) [p. 25]
 - ▶ [Basic Commands \(Palette\)](#) [p. 403]
 - ▶ [File \(menu\)](#) [p. 257]

19.176 NONPRINTING ITEMS (COMMAND)

The command “Show Nonprinting Items” appears in the submenu of the command “Show.”

If this command is checked, nonprinting items are displayed on the monitor. If it is not checked, the document is displayed as it will be printed. Nonprinting items include guide lines, overflow symbols in text containers and all objects for which the “Print” option is not set.

19.177 OBJECT KIND (COMMAND)

The command “Object Kind” appears in the Drawing menu. You can use it to convert the selected drawing object(s) to a different kind of object.

Objects with contents cannot be converted to lines. You must first set the object to “No Contents” with the command ▶ [Contents Type](#) [p. 239].

19.178 OBJECTS PANEL, DRAWING INFORMATION

To view this panel, select a drawing object, choose the command GET INFO from the menu DRAWING and select the ▶ [panel OBJECTS](#).

OBJECT



NAME

You can give the selected object or group a name which you can use in ▶ [AppleScript references](#) [p. 176].



KIND

The type of object is displayed here. You can change the type with the command ▶ [Object Kind](#) [p. 322].



FIXED

If this option is set, the object cannot be modified with the mouse (see ▶ [Fixing Elements](#) [p. 36]).



PROTECTED

Set this option to protect the object when ▶ [protection](#) [p. 34] is turned on.



ARROW AT START/END

Set these options to add arrowheads to ▶ [lines](#).

PRINT OBJECT

This option must be set if the object is to be printed.

 TEXT FLOWS AROUND DISTANCE

This option causes text to flow on both sides of an object placed in front of text. Type the width of side margins and upper/lower margins in the entry fields.

CONTENTS TYPE

The type of contents, if any, appears here. You can install a new component by choosing a component type in the pop-up menu.

 DISTANCE TO BORDER

This option sets the width of the vertical or horizontal margins between the container's borders and the contents. It is independent of text margins.

 SLAVE OPTIONS

This option is available in master layouts only. You can specify if the selected object on derived layout pages contains the same component as the master layout object, a copy of that component or none.

See also ▶ [Get Info, Drawing \(command\)](#) [p. 282]

19.179 OPEN COMPONENT (COMMAND)



The command “Open Component” opens a separate window for the selected or active component.



To open a component

- 1 Select the component in the inventory.
 - Use OPEN COMPONENT.

Or

- Double-click the component.



To open an installed component

- Click in the component to make it the active component.

Or

- Select the Container the component is installed in.

- 2 Use OPEN COMPONENT.



For some component types (e.g., Sounds or Buttons) opening a separate window is impossible.

- See also*
- ▶ [Component Windows](#) [p. 30]
 - ▶ [About the Inventory](#) [p. 31]
 - ▶ [Basic Commands \(Palette\)](#) [p. 403]
 - ▶ [About Palettes and Toolbars](#) [p. 402]

19.180 OPEN CURRENT LIBRARY (COMMAND)

This command opens the RagTime 5 document that is assigned to the active document as library.

The library is opened read-only in a window at a small scale. You can insert pages from the library in your document by dragging them into

- ▶ [page gaps](#).

- See also*
- ▶ [About Libraries](#) [p. 51]
 - ▶ [File \(menu\)](#) [p. 257]

19.181 OPEN DOCUMENT (COMMAND)



This command opens a system dialog box to allow the selection of a document, which will be opened and displayed in an active window. You can open RagTime documents, tear off RagTime stationery and open documents in any other format for which a converter is available.

READ ONLY



OPEN AS READ ONLY



Select this option to open a document for reading. You cannot make any changes in the document.

MODIFY STATIONERY

Select this option if you want to open stationery for editing. If you select a stationery document without checking this box, OPEN changes to TEAR OFF, and RagTime will open a copy of the document.



FILES OF TYPE



CONVERTER



Specifies which files will be displayed in the list.

- See also*
- ▶ [Opening Documents](#) [p. 23]
 - ▶ [Opening Stationery Pads](#) [p. 25]
 - ▶ [Converters](#) [p. 186]
 - ▶ [About Data Exchange](#) [p. 180]

- ▶ [Basic Commands \(Palette\)](#) [p. 403]
- ▶ [File \(menu\)](#) [p. 257]

19.182 OPEN INVENTORY (COMMAND)



The command opens the inventory.



The inventory is a palette with entries for all the open documents.



The inventory is a window with the entries for one document. A separate inventory can be opened for each open document.

- See also*
- ▶ [About the Inventory](#) [p. 31]
 - ▶ [Basic Commands \(Palette\)](#) [p. 403]
 - ▶ [About Palettes and Toolbars](#) [p. 402]
 - ▶ [Hierarchical Lists](#) [p. 418]
 - ▶ [Windows \(menu\)](#) [p. 398]

19.183 OPTIMIZE COLUMN WIDTH/ROW HEIGHT (COMMAND)

The command OPTIMIZE COLUMN WIDTH/ROW HEIGHT appears in the Spreadsheet menu, which is available when a spreadsheet component is active. The command sets the size of the selected columns or rows to the minimum necessary for their widest or heighest contents, respectively.

The command can be applied to entire rows or columns only.

- Double clicking the title of columns or rows has the same effect.
- Columns or rows having their dimensions set to automatic (see ▶ [Arrangement Panel, Spreadsheet Information](#) [p. 209]) are ignored.

19.184 OVAL TOOL

When an oval or circle is selected, selection handles appear on the sides and corners of a ▶ [bounding box](#).



To draw an oval



- 1 Click the oval tool button.
 - + The pointer will change to a crosshair.
- Tool buttons for drawing objects, which can take components, are marked with a ▶. To create a component and install it in a new drawing object, select a component type from the menu that appears after you have held the tool button depressed for a while.
- 2 Position the crosshair where you want a corner of the bounding box to be.
- 3 Drag the crosshair to the diagonal corner.

An oval appears and follows the movements of the crosshair.

- 4 Release the mouse button.
The oval is selected.

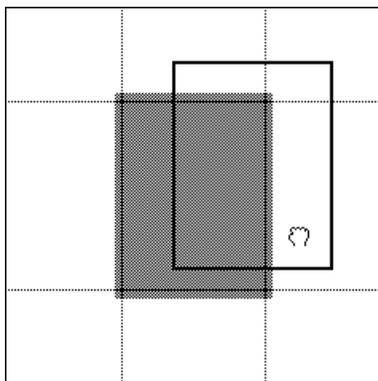
See also [▶ Drawing Objects \[p. 37\]](#)
[▶ Keys and Modifier Keys in Drawings \[p. 423\]](#)

19.185 PAGE AND PAPER SIZE PANEL, PAGE SETUP WINDOWS

 This paper format dialog box panel is only available under Windows and only for RagTime 5 layout and master layout components.

A figure illustrates the relationship between the RagTime 5 layout's page size and the sheet size of the active printer.

Settings you specify anywhere within this dialog box are illustrated in this figure.



- Grid lines designating the active printer's printable area indicate the sheet size.
 - The rectangle surrounded by a thick frame displays the RagTime 5 layout's page size. The page size usually corresponds to the paper size, but it can be set smaller or big enough to divide a page among several sheets of paper.
 - The rectangle set against a gray background represents the sheets of paper actually printed.
- You can move the page in order to change its position on the sheets of paper.
- If you would like to suppress printing for multi-sheet pages, click in the corresponding sheets.

PAPER SIZE



PAPER SIZE

The list of paper sizes supported by the selected printer.

-  PAPER WIDTH/PAPER HEIGHT
The width and height of the format selected in the paper size menu.
- PORTRAIT
Specifies whether the pages are displayed in portrait format.
 - LANDSCAPE
Specifies whether the pages are displayed in landscape format. The page's contents are rotated 90° clockwise.
- SCALE
The printing scale. Values below 100% shrink output (you will be able to fit more on one page), and values above 100% enlarge output.
- FIT TO PAPER
Specifies whether the page size should be fit to the paper size. The pages' width-to-height ratio is maintained.
-
- PAPER SOURCE**
- PAPER SOURCE
The list of the selected printer's paper sources. The list's contents and scope depend on the type of printer used. Please consult the documentation that came with your printer for further information.
-
- PAGE SIZE**
- PAGE SIZE AS PAPER SIZE
Specifies whether the layout page's size is applied to the selected sheet size. If not, you can specify the page size in the following fields.
- PAGE SIZE
A list of commonly used page sizes.
-  LANDSCAPE
Specifies whether width and height are exchanged within the page setup.
-  PAGE WIDTH/PAGE HEIGHT
The width and height of the layout page. Enter the measurements or make a selection from the list of commonly used formats.
-
- EXTRAS**
- CUTMARKS
Cutmarks are marks printed on a sheet outside the page area to guide you in trimming paper or aligning films, especially when colors are output separately or several sheets are output per page.
-  All marks are output in black and appear on all plates for color-separated outputs.
- SHEET OVERLAP
Overlapping of neighboring sheets when pages that do not fit on a single sheet are output. Sheet overlap makes physical cutting and pasting of printed pages easier.

See also [▶ Page Setup \(command\)](#) [p. 328]

19.186 PAGE BOUNDARIES (COMMAND)

The command “Page Boundaries” appears in the submenu of the command “Show.”

If the command is checked, it is active. Choosing the command toggles it between off.

When “Show Page Boundaries” is active, RagTime draws a broken line at the edge of the printable area of a layout or master layout page or in spreadsheets and drawings to show what portion of the component will fit on a sheet of paper.

19.187 PAGE SETUP (COMMAND)

The PAGE SETUP command opens a dialog box that lets you edit the page sizes, paper formats and printer settings for the active component.

Available settings depend on the properties of the RagTime 5 component, operating system and printer. Please consult your operating system and printer manuals for further information as well.

 A dialog box containing several panels pops up.

Panels**► Page and Paper Size [p. 326]**

Only for layout and master layout components

► Page Setup [p. 329]

Not for layout or master layout components

► Printer [p. 350]

For all types of components

► Layout [p. 272]

Only for layout and master layout components



CANCEL

Reverses the changes which you have made in this dialog box and closes the box.



OK

Confirms the settings in this dialog box and closes the box.



Your printer’s standard dialog box opens up. RagTime 5 adds settings to this dialog box in an additional panel and at the bottom.

- USE BEST RESOLUTION OF PRINTER**
Normally, printing is done with the printer's best possible resolution. Not all printers support this operation. If you are using such a printer, turn off this option.
- Not required or available for PostScript printers.

Layout or Master Layout Components

- PAGE SIZE AS PAPER SIZE**
Specifies whether the printer's paper size is identical with the layout's page size.
-  **PAGE SIZE**
Opens a dialog box containing settings for page sizes, sheet sequences, cutmarks, sheet overlaps, etc. (see ▶ [Page Size Panel, Page Setup Mac OS](#) [p. 334])
- Only available if PAGE SIZE AS PAPER SIZE is not checked.
-  **MORE**
Opens a dialog box containing layout settings (see ▶ [General Panel, Layout Information](#) [p. 272]).

Other Components

-  **MARGINS**
Opens a dialog box containing margin settings (see ▶ [Margins, Page Setup Mac OS](#) [p. 315]).

See also ▶ [Custom Page Setup \(command\)](#) [p. 244]
▶ [Printing](#) [p. 139]
▶ [File \(menu\)](#) [p. 257]

19.188 PAGE SETUP PANEL, PAGE SETUP WINDOWS

-  This paper format dialog box panel is only available under Windows and is not available for layout components.

A figure shows the relationship between pages' size, proportion, margins, etc.

Settings you specify anywhere within this dialog box are illustrated in this figure.



PAPER SIZE

**PAPER SIZE**

The list of paper sizes supported by the selected printer.

**PAPER WIDTH/PAPER HEIGHT**

The width and height of the format selected in the paper size menu.

**PORTRAIT**

Specifies whether the pages are displayed in portrait format.

**LANDSCAPE**

Specifies whether the pages are displayed in landscape format. The page's contents are rotated 90° clockwise.

**SCALE**

The printing scale. Values below 100% shrink output (you will be able to fit more on one page), and values above 100% enlarge output.

**FIT TO PAPER**

Specifies whether the page size should be fit to the paper size. The pages' width-to-height ratio is maintained.

PAPER SOURCE

**PAPER SOURCE**

The list of the selected printer's paper sources. The list's contents and scope depend on the type of printer used. Please consult the documentation that came with your printer for further information.

MARGINS

**USE MINIMUM MARGINS**

Specifies whether to use the selected printer's minimum margins. For mechanical reasons, most printers cannot print to the edge of the paper.

**MARGIN LEFT/TOP****MARGIN RIGHT/BOTTOM**

The margin width along the four edges.

EXTRAS

**CUTMARKS**

Cutmarks are marks printed on a sheet outside the page area to guide you in trimming paper or aligning films, especially when colors are output separately or several sheets are output per page.



All marks are output in black and appear on all plates for color-separated outputs.

**SHEET OVERLAP**

Overlapping of neighboring sheets when pages that do not fit on a single sheet are output. Sheet overlap makes physical cutting and pasting of printed pages easier.

See also [▶ Page Setup \(command\)](#) [p. 328]

19.189 PAGE SETUP PANEL, PDF EXPORT SETTINGS

 This PDF export settings panel is not available for RagTime 5 layout or master layout components.

A figure shows the relationship between pages' size, proportion, margins, etc.

Settings you specify anywhere within this dialog box are illustrated in this figure.



AS SET IN PAGE SETUP
Specifies that all the information on the dimensions and sequence of the PDF pages entered in the page format settings is applied (see [► Page Setup \(command\)](#) [p. 328]).

 All of the other settings in this panel can be changed only if the format is not applied.

PDF PAGE SIZE

You can pick the size of the PDF pages from a list, define it yourself, or let RagTime 5 do it for you.

PAGE SIZE
A list of customary page sizes.

— **AS NEEDED**
Specifies that RagTime 5 determines the page size based on the objects intended for output.

— **CUSTOM**
Allows you to determine the size by making entries in the following fields.

 **PAGE WIDTH/HEIGHT**

The width and height of the PDF page. Entries can only be made if CUSTOM has been chosen from the menu.

PORTRAIT
Specifies whether the pages are displayed in portrait format.

LANDSCAPE
Specifies whether the pages are displayed in landscape format. The page's contents are rotated 90° clockwise.

MARGINS

 **MARGIN LEFT/TOP**

 **MARGIN RIGHT/BOTTOM**

The margin width along the four edges.

**SHEET OVERLAP**

Overlapping of neighboring sheets when pages that do not fit on a single sheet are output. Sheet overlap makes physical cutting and pasting of printed pages easier.

EXTRAS**FLIP HORIZONTAL**

Specifies whether to flip the output from left to right.

**FLIP VERTICAL**

Specifies whether to turn the output upside down.

**INVERSE**

Specifies whether to swap black and white for output.

**CUTMARKS**

Cutmarks are marks printed on a sheet outside the page area to guide you in trimming paper or aligning films, especially when colors are output separately or several sheets are output per page.



All marks are output in black and appear on all plates for color-separated outputs.

See also [▶ PDF Export Settings \[p. 341\]](#)

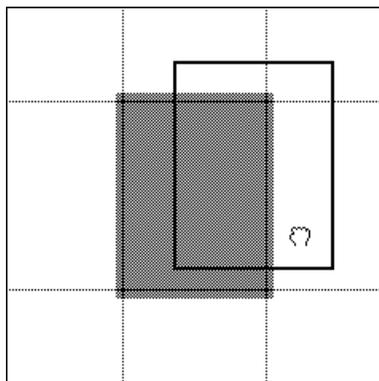
19.190 PAGE SETUP PANEL, PDF EXPORT SETTINGS LAYOUT



This PDF export settings panel is only available for RagTime 5 layout and master layout components.

A figure illustrates the relationship between the RagTime 5 layout's page size and the sheet size of the active printer.

Settings you specify anywhere within this dialog box are illustrated in this figure.



- Grid lines designating the active printer's printable area indicate the sheet size.

- The rectangle surrounded by a thick frame displays the RagTime 5 layout's page size. The page size usually corresponds to the paper size, but it can be set smaller or big enough to divide a page among several sheets of paper.
- The rectangle set against a gray background represents the sheets of paper actually printed.

PDF PAGE SIZE

- **AUTOMATIC**
One PDF page is created for each layout page. RagTime 5 sets the page's size taking custom page formats, cutmarks, color plate information, etc. into consideration.
 - **AS SET IN THE LAYOUT'S PAGE SETUP**
The layout's paper format settings are applied. If this gives rise to the need for several sheets per layout page, several PDF pages are created for each layout page. Custom page formats are taken into consideration.
→ If necessary, the paper format settings must provide space for cutmarks and other decorations.
-

The following provides you with some information on the dimensions.

- ① **FORMAT NAME**
- ① **PAGE WIDTH/HEIGHT**
- ① **ORIENTATION**
- ① **SHEET OVERLAP**
- Data displayed here are for a default page. Custom page formats specified in the layout are considered when the data are output, but are not displayed here.

EXTRAS

- FLIP HORIZONTAL**
Specifies whether to flip the output from left to right.
- FLIP VERTICAL**
Specifies whether to turn the output upside down.
- INVERSE**
Specifies whether to swap black and white for output.
- CUTMARKS**
Cutmarks are marks printed on a sheet outside the page area to guide you in trimming paper or aligning films, especially when colors are output separately or several sheets are output per page.
→ All marks are output in black and appear on all plates for color-separated outputs.

See also

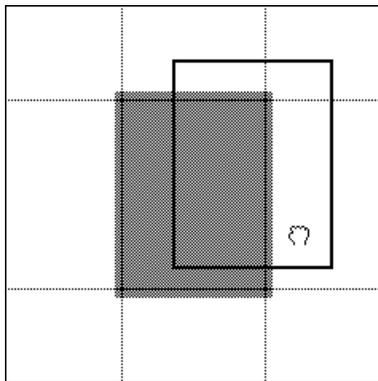
- ▶ [Page Setup \(command\)](#) [p. 328]
- ▶ [Custom Page Setup \(command\)](#) [p. 244]
- ▶ [PDF Export Settings](#) [p. 341]

19.191 PAGE SIZE PANEL, PAGE SETUP MAC OS

 This paper format dialog box panel is only available under Mac OS and only for RagTime 5 layout and master layout components.

A figure illustrates the relationship between the RagTime 5 layout's page size and the sheet size of the active printer.

Settings you specify anywhere within this dialog box are illustrated in this figure.



- Grid lines designating the active printer's printable area indicate the sheet size.
 - The rectangle surrounded by a thick frame displays the RagTime 5 layout's page size. The page size usually corresponds to the paper size, but it can be set smaller or big enough to divide a page among several sheets of paper.
 - The rectangle set against a gray background represents the sheets of paper actually printed.
-  You can move the page in order to change its position on the sheets of paper.
-  If you would like to suppress printing for multi-sheet pages, click in the corresponding sheets.
-  **PAGE SIZE**
A list of commonly used page sizes.
-  **LANDSCAPE**
Specifies whether width and height are exchanged within the page setup.
-  **PAGE WIDTH/PAGE HEIGHT**
The width and height of the layout page. Enter the measurements or make a selection from the list of commonly used formats.
-  **PAGE SIZE AS PAPER SIZE**
Enters the paper size in the page size fields.
- FIT TO PAPER**
Specifies whether the page size should be fit to the paper size. The pages' width-to-height ratio is maintained.

-
- SHEET OVERLAP**
-  SHEET OVERLAP
- Overlapping of neighboring sheets when pages that do not fit on a single sheet are output. Sheet overlap makes physical cutting and pasting of printed pages easier.
-
- PRINTING**
- CUTMARKS
- Cutmarks are marks printed on a sheet outside the page area to guide you in trimming paper or aligning films, especially when colors are output separately or several sheets are output per page.
-  All marks are output in black and appear on all plates for color-separated outputs.

See also [▶ Page Setup \(command\)](#) [p. 328]

19.192 PAGES PANEL, LAYOUT INFO

When a layout component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the [▶ panel PAGES](#). You can select a page by clicking the [▶ page tag](#).

-  PAGE
- You can give the selected page a name which can be used in the [▶ Go To](#) [p. 289] command's dialog box or in AppleScript references. Digits entered here are treated as characters.
-  NUMBER
- The number of the selected page is displayed.
-
- ORIGIN**
-  ORIGIN AUTOMATIC
-  MASTER PAGE
- If the “automatic” button is active, the layout page will be based on the master page determined by the formula in the [▶ master pages](#) [p. 316] panel of the information dialog box. If the “automatic” button is not active, the layout is always based on the page specified in the pop-up menu. Objects which you have placed on the layout page remain even when you change master pages.
-  MASTER LAYOUT
- The name of the component with the master page used.

19.193 PARAGRAPH FORMATS (COMMAND)

The PARAGRAPH FORMATS command opens an information dialog that is reduced to the appropriate panels.

Panels**► Text Arrangement [p. 382]**

Paragraph and character style sheets, breaks, drop initials, character size, spacing

► Text Margins [p. 384]

Paragraph style sheet, margins, text alignment, line spacing, snap baselines to grid, tab stops, columns



APPLY

Applies all the settings in this dialog box to the selection without closing the box. Please note that subsequently clicking “Cancel” affects only the changes made after using “Apply”.



CANCEL

Reverses the changes which you have made in this dialog box and closes the box.



OK

Confirms the settings in this dialog box and closes the box.

19.194 PARAGRAPH NUMBERS (MENU)

The submenu “Paragraph Numbers” appears in the Text menu. It contains the following choices:

- ⌘ OTHER PARAGRAPH NUMBER
- ⌘ 1 - ARABIC
- ⌘ I - ROMAN
- ⌘ A - LETTERS
- ⌘ X
- ⌘ X.X
- ⌘ X.X.X
- ⌘ X.X.X.X

Paragraph numbers are intended for numbering chapters and subsections of a document. These commands insert automatic hierarchical numbers in text. If you insert paragraph numbers between existing automatic numbers, RagTime rennumbers the following paragraphs. RagTime provides four levels of automatic numbering in the submenu, but you can create additional levels.

☞ **To insert an automatic number**

- 1 Position insertion marker where you want to have the first paragraph number (1.0).
- 2 Choose “1” or “X” from the submenu “Paragraph Numbers.”
1 always remains 1.
“X” appears as 1 if it is the first paragraph number, but is renumbered if you later insert another paragraph number before it in the text.
- 3 Position the insertion marker where you want the next number.
- 4 Choose “X” to create paragraph number 2, or “X.x” to create a sublevel.

Other Paragraph Number

Choosing OTHER PARAGRAPH NUMBER from the PARAGRAPH NUMBERS submenu opens a dialog in which you can

- enter a fixed number
- format existing numbers
- insert additional sublevels

The number format is defined by a variable:

n arabic numbers

R upper case roman numerals

r lower case roman numerals

A upper case letters

a lower case letters

Each variable must be enclosed in angular brackets:

<n> <R> <a>

Variables may be assigned values. If no value is assigned, RagTime repeats the last used value. If a plus sign “+” is used, RagTime inserts a sequential number. If a number is used, RagTime uses this value.

<n> repeats preceding value for the level.

<n+> adds one to the preceding value.

<n=2> assigns the level a value of “2.”

Each variable defines a level. A large number of levels are possible.

<n=1><n=2><n=3> appears in text as “1.2.3”.

Empty bracket pairs suppress the appearance of that level, but numbering continues internally:

<> <> <n=3> appears in text as “3”.

See also ▶ [Numbering Paragraphs](#) [p. 63]

19.195 PARAGRAPH STYLE SHEET (COMMAND)

The command “Paragraph Style Sheet,” which appears in the Format menu, opens a submenu listing the paragraph style sheets in the

inventory. If the listed Paragraph Style Sheets exceed a specific number, the remaining items are accessible under the item MORE...



To apply a paragraph style sheet

- 1 ▶ **Select** [p. 62] one or more paragraphs.
 - 2 Choose “Paragraph Style Sheet.”
A submenu pops up.
 - 3 Choose a paragraph style sheet from the list.
- You can create or modify paragraph style sheets in the ▶ [paragraph style sheet editor](#) [p. 338].

See also ▶ [About Formatting Paragraphs](#) [p. 123]
▶ [About Style Sheets](#) [p. 134]

19.196 PARAGRAPH STYLE SHEET EDITOR (COMMAND)

“Paragraph Style Sheet Editor” appears in the “Auxiliaries” submenu. Choosing it opens an editor in which you can create and modify paragraph style sheets. Paragraph style sheets also appear in the submenu of the command ▶ [Paragraph Style Sheet](#) [p. 337] and can be applied from there.

- You can open the window for editing auxiliaries by double-clicking on the **Auxiliary Group** in the inventory. If you double-click an **auxiliary** in the inventory, the editing window will open with the auxiliary, which was clicked on, selected.

Existing style sheets are displayed in a ▶ [hierarchical list](#) [p. 418].



CREATE

Creates a style sheet.



CREATE FROM SELECTION

Creates a style sheet using the settings of the current selection in the document.



SET TO SELECTION

Overwrites the settings of the selected style sheet with those of the current selection in the document.



DELETE

Deletes the selected style sheet.

Panels

▶ [General](#) [p. 274]

Character style sheet, word spacing and paragraph breaks.

▶ [Arrangement](#) [p. 207]

Text alignment, columns, drop initials

▶ [Margins](#) [p. 379]

Margins, indentation, line and paragraph spacing, baseline grid

► **Tab Stops** [p. 381]

Type, position and fill character of tab stops

DESCRIPTION

The current attributes of the selected style sheet are displayed in this box. The parent style sheet, if any, is named, and modifications are listed individually.

- See also*
- [About Style Sheets](#) [p. 134]
 - [Editing Style Sheets](#) [p. 135]
 - [Using Paragraph Style Sheets](#) [p. 137]

19.197 PASTE (COMMAND)



The PASTE command places the content of the clipboard in the document if possible.

- See also*
- [Cut \(command\)](#) [p. 245]
 - [Copy \(command\)](#) [p. 241]
 - [Paste Special \(command\)](#) [p. 339]
 - [Using Spreadsheet Data in a Graph](#) [p. 91]
 - [Basic Commands \(Palette\)](#) [p. 403]
 - [Edit \(menu\)](#) [p. 253]

19.198 PASTE SPECIAL (COMMAND)

The command PASTE SPECIAL is available in the Edit menu when spreadsheet cells are selected. A spreadsheet cell consists of three elements: data, format and formula. You can use this command when you want to paste only some of the elements.



To paste cell elements

- 1 ► [Select a cell or cell range](#) [p. 83].
- 2 Choose “Paste Special.”

A dialog box opens in which you can check boxes to specify which elements to paste.

- 3 Click OK.



You can paste text without its character format into spreadsheet cells by using only the option “Value.”

- See also*
- [Cut \(command\)](#) [p. 245]
 - [Copy \(command\)](#) [p. 241]
 - [Paste \(command\)](#) [p. 339]

► [Edit \(menu\)](#) [p. 253]

19.199 PATTERN (COMMAND)

The command “Pattern” appears in the Format menu. When you choose this command, a submenu appears containing standard patterns and the choices “Other” and “None.”

If an item which can have a ► [pattern](#) [p. 118] is selected, it is affected by the command.

You can ► [tear-off](#) the menu to create a palette.



ELEMENT

If the palette is torn off, a pop-up menu is visible. You can choose an element of the selected object to which changes in the pattern are applied.



CURRENT PATTERN

“Other” appears as a name in the submenu and is replaced in the torn-off palette with a button displaying the current selection. Clicking it opens the ► [pattern editor](#) [p. 340].



NONE

“None” appears as a name in the submenu and a button in the torn-off palette. It removes any pattern from the fill.

If the palette is torn off, you can ► [drag](#) [p. 182] a pattern to objects.

See also ► [Setting Default Values](#) [p. 129]
 ► [Using Fill Style Sheets](#) [p. 136]

19.200 PATTERN EDITOR

You can open the pattern editor by clicking the current pattern button in the pattern palette or choosing “Other” from the submenu of the ► [Pattern](#) [p. 340].



When the pointer moves over the editing area, it changes to a pencil.

Clicking individual pixels inverts their colors.



INVERT

Clicking this button inverts the first and second colors of all patterns.

See also ► [Using Fill Style Sheets](#) [p. 136]

19.201 PAUSE SOUND (COMMAND)

The command “Pause Sound” appears in the Sound menu, which is available when a ► [sound component is selected](#) [p. 110].

- ☞ **To pause a sound which is currently being played**
Choose “Pause Sound.”
Choose the command a second time to continue playing the sound.
- ➔ You can activate this command by clicking the “Pause” button in the
▶ [Sound Controls Palette](#) [p. 405].

19.202 PDF EXPORT SETTINGS

You can specify the settings for RagTime 5 to PDF exports using this dialog box. RagTime 5 works together with Acrobat Distiller Version 4 or newer and also provides access to several Distiller settings.

Panels

▶ [Job](#) [p. 300]

Distiller settings and error handling

▶ [Page Setup](#) [p. 332]

Page size, margins and mirroring (only for layout and master layout components)

▶ [Page Setup](#) [p. 331]

Page size, margins and mirroring (not for layout or master layout components)

▶ [Color](#) [p. 232]

Color output, color separation and color management

▶ [Serial Printing](#) [p. 368]

Number of copies (only if serial printing functions have been used)

- See also*
- ▶ [PDF Converter](#) [p. 192]
 - ▶ [Print Functions](#) [Formulas and Functions]

19.203 PERSONAL DICTIONARY EDITOR (COMMAND)

The command “Personal Dictionary Editor” appears in the Extras menu. Choosing it opens a dialog box in which you can create and edit ▶ [personal dictionaries](#) [p. 154].



DICTIONARY

This pop-up menu lists all open personal dictionaries, as well as some options. RagTime uses all the dictionaries in the list when checking spelling or hyphenating word, but enters new words in the current dictionary.

— SESSION DICTIONARY

is a temporary dictionary which holds a list of the words until you quit RagTime.

- OPEN PERSONAL DICTIONARY
opens a directory dialog box in which you can select additional dictionaries to open. RagTime can open RagTime dictionaries located anywhere in the network, if your computer is in one.
- NEW PERSONAL DICTIONARY
opens a directory dialog box in which you can name a new dictionary.
- CLOSE
closes the current dictionary.
- MERGE
opens a dialog box in which you can select a dictionary which is added to the current dictionary. Use this option to add RagTime 3 dictionaries to RagTime 5.
-  CREATE
Clicking “Create” adds a new entry to the list. Select the entryfield and type the word you want to enter in the dictionary.
-  DELETE
Click “Delete” to remove the selected word from the dictionary.
- ✓ AVOID
Clicking in this column before a word instructs RagTime to display occurrences of the word for your review. You can enter a word in the dictionary which is correct but which you do not want to have appear in your document and set a check mark in the column “Avoid”.

Hyphenation

- Enter an equal sign “=” at the correct place to hyphenate (“Rag=Time”).
- To disable hyphenation of this word, enter an equal sign “=” at the end of the word (“RagTime=”).

See also ▶ [Merging Dictionaries](#) [p. 155]

19.204 PICTURE (MENU)

- ⌘ ▶ [GET INFO](#) [p. 286]

- ⌘ ▶ [CROP PICTURE](#) [p. 241]

- ⇧ ▶ [SCALE](#) [p. 362] ▶
- ⌘ ▶ [CONNECT CONTAINER AND CONTENTS](#) [p. 238]
- ⌘ ▶ [FIT PICTURE TO CONTAINER](#) [p. 262]
- ⌘ ▶ [FIT PICTURE TO CONTAINER KEEPING PROPORTION](#) [p. 262]
- ⌘ ▶ [FIT CONTAINER TO PICTURE](#) [p. 262]

- ⇧ ▶ [ALIGN](#) [p. 201] ▶
- ⌘ ▶ [UPDATE FROM PICTURE FILE](#) [p. 396]

⌘ ▶ [CANCEL LINK TO FILE](#) [p. 220]

⌘ ▶ [PICTURE LIST](#) [p. 343]

See also ▶ [Pictures](#) [p. 69]

19.205 PICTURE LIST (COMMAND)

The PICTURE LIST command is found in the both the Picture menu and as an Auxiliary in the Windows menu. It opens a window to inspect the settings of the picture components in the active document (links with external files, color management etc.)

 ▶ [Update From Picture File \(command\)](#) [p. 396]

 ▶ [Cancel Link to File \(command\)](#) [p. 220]

At least one line appears in a hierarchical list for each picture component of the active document:

- Column 1 contains the name of the component.
- Column 2 contains brief remarks regarding any link or color management for the component.
- Column 3 contains information regarding the type of picture.

If a picture is linked with its source file or an ICC profile, the listing will include additional lines which you can open or close (see [▶ Hierarchical Lists](#) [p. 418]):

- Column 1 displays the type of external file.
- Column 2 displays the path and name of the file.
- Column 3 displays information regarding the state of the file.

→ Pictures with contradictory settings, external files that cannot be found or other problems will be marked in the list with a warning symbol.

See also ▶ [Data Exchange, Pictures](#) [p. 185]

▶ [About Linked Imports](#) [p. 181]

▶ [Hierarchical Lists](#) [p. 418]

19.206 PICTURES PANEL, DOCUMENT SETTINGS

To view this panel, choose the command DOCUMENT SETTINGS from the menu EXTRAS and select the [▶ panel PICTURES](#).

NEW PICTURES

- CONTAINER AND CONTENTS CONNECTED
Specifies that the portion of the selected component currently visible will be scaled to fit its container whenever the container size changes.
- PRESERVE ORIGINAL PROPORTION
Specifies whether the height/width ratio should be maintained. If necessary, the picture will be reduced and centered in the container.
- IMAGE AS NEGATIVE
This option inverts colors, creating the effect of the negative. Some image types cannot be inverted with this setting, for example EPSF images. (See also ► [Inverting Pictures](#) [p. 71])
- SCREEN REPRESENTATION
Choose the ► [bit depth](#) in which images are to be displayed on the screen. It has no effect on the print quality.
 - SAVE MEMORY
the picture will be displayed in one color, that is, in 1-bit depth.
 - COLOR COMPROMIZE
the picture will be displayed in the colors available for the monitor, but not more than 256 colors, which means in 8-bit depth.
 - BEST AVAILABLE
the picture will be displayed using all the colors available on the monitor.

FILE LINKING

- LINK WITH FILE
Specifies whether a link to the source file should be created when a picture is imported. This link is used to automatically update the picture.
 - ONLY SCREEN REPRESENTATION IN DOCUMENT
Specifies that the picture linked to the source file is not completely saved in the document, rather only to the extent necessary for the display on the screen.
 - If the picture is to be displayed or printed in another size, the source file will be needed since the data must be reloaded.
 - COMPLETE DATA IN DOCUMENT
Specifies that the entire picture, which is linked the source file, should be saved in the document.
-
- OPI COMMENTS SENT FOR ALL PICTURES IN THIS DOCUMENT
Specifies whether OPI picture data will be used when printing all the pictures in the active document. Of course, this assumes that the necessary OPI hardware and software is available.

See also ► [Picture List \(command\)](#) [p. 343]
 ► [Using OPI](#) [p. 73]

19.207 PIE CHARTS PANEL, GRAPH INFORMATION

When a graph component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the **panel** PIE CHARTS.

**STARTING ANGLE OF FIRST SECTOR**

The start angle is measured in degrees from “12:00 o’clock.” Make a choice from the pop-up menu or type a setting in the box.

**SERIES NUMBER USED**

Enter the number of the series you want to use in the pie graph. Make a choice from the pop-up menu or type a setting in the box.

**SECTOR OFFSETS**

“Offset” refers to moving a sector of the pie away from the middle to make it more prominent. Change the setting to move the selected sector. For more information about outing pie sector, please see **Pie Graphs** [p. 290].

19.208 PIPELINES (COMMAND)

The command “Pipelines” appears in the submenu of the command “Show.”

Choose this command to show **pipelines** [p. 55]

19.209 PLANES (COMMAND)

The command “Planes” appears in the Spreadsheet menu, which is available when a spreadsheet component is selected. You can use this command to change **planes** [p. 79] in a spreadsheet component containing multiple planes.

19.210 PLAY/STOP SOUND (COMMAND)

The command “Play Sound” appears in the Sound menu, which is available when a **sound component is selected** [p. 110].

- Use this command to play the selected sound. While the sound is playing, the command is checked. Choosing the command again stops playing the sound.
- You can activate this command by clicking the “Play” button in the container or the **sound controls** [p. 405] palette.

19.211 PLAYING PANEL, MOVIE INFORMATION

 “QuickTime” is a part of the operating system and thus supported by RagTime 5 under Mac OS only.

When a movie component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the ► **panel PLAYING**.

**SPEED FACTOR**

The playing speed of the movie in percentage of the speed in the original file is shown here. You can change it by entering a different value in the box or choosing one from the pop-up menu.

PLAYED BACKWARDS
Check this option to run the movie in reverse.

MOVIE PLAYED IN A LOOP
Check this option to run the movie continuously.

PALINDROME LOOPING
Check this option to run the movie in alternately in forward and reverse, if “Movie Played in a Loop” is also checked.

**SOUND VOLUME**

Type in a value as a percentage of the maximum volume, or choose a setting from the pop-up menu.

19.212 POLYGON TOOL

When a polygon is selected, selection handles appear on the sides and corners of a ► **bounding box**. Polygons can be closed or open.

**To draw a polygon**

1 Click the polygon tool button.

+

The pointer will change to a crosshair.



Tool buttons for drawing objects, which can take components, are marked with a ►. To create a component and install it in a new drawing object, select a component type from the menu that appears after you have held the tool button depressed for a while.

2 Position the crosshair where you want a corner of the polygon to be.

3 Click at the point where you want the next corner to appear.

A line appears between the two points.

4 Continue clicking at each corner.

5 Click the starting point to complete a closed polygon.

Or

Double-click at any point to complete an open polygon.

The polygon is selected.

- See also
- ▶ [Editing Polygons and Curves](#) [p. 44]
 - ▶ [Polygons Panel, Drawing Information](#) [p. 347]
 - ▶ [Keys and Modifier Keys in Drawings](#) [p. 423]
 - ▶ [Drawing Objects](#) [p. 37]

19.213 POLYGONS PANEL, DRAWING INFORMATION

To view this panel, select a drawing object, choose the command GET INFO from the menu DRAWING and select the ▶ [panel](#) POLYGONS.

- SMOOTH POLYGON
Setting the option “Smooth Polygon” smooths the corners of a polygon.

19.214 POSITIONING PANEL, CHARACTER STYLE SHEET EDITOR

-  ▶ [INHERIT](#) [p. 134]
-  SIZE
The height of the characters.
 The relationship between the actual height and this value is set by the designer of the font. Generally the characters are smaller than the value given here, since space is reserved for descenders and characters with diacritical marks.
-
- HORIZONTAL**
-  CHARACTER STRETCHING
The degree to which a character is stretched horizontally relative to its normal width.
-  CHARACTER SPACING
The distance from one character to the next as a percentage of the character width or in some other unit of length. Positive values increase the separation.
- KERNING PAIRS
Specifies whether the spacing between certain pairs of characters in the selected text will be kerned in accordance with the font definition (see ▶ [Kerning](#) [p. 122]).
The printed results generally look better than the display on the screen.
-
- VERTICAL**
-  VERTICAL POSITION (SUPERSCRIPT/SUBSCRIPT)
The vertical displacement of the character upwards (+) or downwards (-) in any available unit of length or as a percentage of the font size. If a vertical scaling of 100% is set, it will affect characters that are not on the baseline.
 The automatic line spacing will be adjusted if necessary.

**SUPER-/SUBSCRIPT SCALING**

The percentage with which superscript or subscript characters will be scaled.



This scaling factor is not applied in the case of a baseline shift.

**BASELINE SHIFT**

The distance that the baseline will be moved lower (+) or higher (-). The characters will be moved without regard for line spacing, any scaling factor applied to vertically displaced characters or container borders.

CAPITALIZATION**CASE**

Selects the rule to be used to **display** letters as upper and lower case characters (see ▶ [Capitalization \(command\)](#) [p. 220]).

**SMALL CAPS**

Specifies whether the selected lower case characters should be displayed as scaled capitals. The size is set in the “Small Caps Scaling”.

**SMALL CAPS SCALING (HORIZONTAL, VERTICAL)**

To generate small caps, upper case characters are scaled horizontally and vertically by these factors.

19.215 PRINT (COMMAND)

The **PRINT** command opens a dialog box for specifying printer settings (e.g. how many and which pages) and for printing.

Available settings depend on the properties of the RagTime 5 component, operating system and printer. Please consult your operating system and printer manuals for further information as well.



A dialog box containing several panels is opened.

Panels▶ **Serial Printing** [p. 368]

Copies and print jobs (only if serial printing functions have been used)

▶ **General** [p. 276]

Page range, scaling and printer

▶ **Color** [p. 235]

Color printing and color separation

**CANCEL**

Reverses the changes which you have made in this dialog box and closes the box.

**OK**

Confirms the settings in this dialog box and closes the box.



Your printer's default dialog box is opened. RagTime 5 adds settings to this dialog box in an additional panel or at the bottom.



A dialog box containing settings for serial printing is opened before the default dialog box if you have used serial printing functions (see ► [Serial Printing Panel](#) [p. 368]).

**FIT TO PAPER**

Specifies whether the page size should be fit to the paper size. The pages' width-to-height ratio is maintained.

**COLLATED COPIES**

Specifies that all the pages of the first copy are printed before those of the second copy, etc. when printing several copies. Otherwise, all the copies of the first page are printed, followed by those of the second page, etc.



Most printers are faster at outputting uncollated copies.

**PRINT BACKWARDS**

Specifies whether the pages are printed in reverse order. This is useful for printers that output sheets with the printed side facing upward.

**DOUBLE-SIDED PRINTING**

Specifies whether both sides of the paper should be printed.



It is important that you take note of the comments in topic ► [Printing Sequences](#) [p. 143].

**7-BIT ASCII POSTSCRIPT**

Normally, place-saving binary data are sent to the printer. This process is not supported by all printers or spoolers. Turn this option on if you are using such a printer.

COLOR HANDLING

**COMPOSITE COLOR**

All colors are sent to the printer as specified in the component being printed. The printer software converts them into gray tones if the printer does not support colors.

**COLOR AS GRAY**

RagTime 5 converts all colors to gray tones prior to the output. This lets you generate monochrome printouts on color printers. It reduces the volume of data sent and accelerates output.

**COLOR SEPARATION**

Breaks down the colors of the component being printed into their elements and outputs them to color plates.



Only available for PostScript output.

**SETTINGS**

Opens a dialog box (see ▶ [Color Panel, Printing Mac OS](#) [p. 234]) for specifying the color separation settings.



Only available if the COLOR SEPARATION is on.

See also ▶ [Print One \(command\)](#) [p. 350]
 ▶ [Printing](#) [p. 139]
 ▶ [File \(menu\)](#) [p. 257]

19.216 PRINT ONE (COMMAND)

This command immediately prints a copy of the active component using the print dialog box's most recent settings without displaying a dialog box.

See also ▶ [Print \(command\)](#) [p. 348]
 ▶ [Printing](#) [p. 139]
 ▶ [Basic Commands \(Palette\)](#) [p. 403]
 ▶ [File \(menu\)](#) [p. 257]

19.217 PRINT TO HTML (COMMAND)

The command PRINT TO HTML prints all pages of the active component in a collection of HTML files with embedded JPEG images.

For each document page, one HTML file and one JPEG image, which is displayed on the HTML page, are generated according to your settings in the ▶ [HTML Printing panel](#) [p. 293] of Document Settings.

The created files are collected in a folder which you specify. The name of the active document is suggested as the name of this folder.



If you specify an existing folder, you will be asked whether this folder should be replaced. If you confirm this, the entire contents of the folder is replaced, not, for instance, just the HTML and JPEG files which may be contained in it.

See also ▶ [Printing](#) [p. 139]
 ▶ [Print \(command\)](#) [p. 348]
 ▶ [File \(menu\)](#) [p. 257]

19.218 PRINTER PANEL, PAGE SETUP WINDOWS

This paper format dialog box panel is only available under Windows.

-
- PRINTER**
-  **PRINTER**
The list of printers available on your computer.
 - **DEFAULT PRINTER**
Specifies that RagTime 5 should use your computer's default printer. In other words, if you change your computer's default printer or use the RagTime 5 document on another computer with a different default printer, the corresponding default printer is used.
 -  **PROPERTIES**
Opens a system dialog box that allows you to specify the settings for the selected printer. Information on these settings can be found in the documentation supplied with the printer and print driver.
 - ALL SETTINGS NOT MENTIONED IN THIS DIALOG BOX ARE TAKEN FROM THE CHOSEN PRINTER**
RagTime 5 normally assumes all of the printer's default settings. You can override certain printer settings for the active RagTime 5 component (e.g. portrait, landscape, or paper source) using RagTime 5's paper format and printing dialog boxes.
If you want to specify another of your printer software's settings, e.g. a watermark or a certain output tray, you can only do this using the printer's dialog boxes accessible by pressing the aforementioned  **SETTINGS** button. Such settings cannot be specified using RagTime 5's dialog boxes.
If this box is not checked, you have specified settings in the printer's system dialog boxes that differ from the default settings. RagTime 5 would ignore future changes made to the system defaults for the active component for this printer.
 -  Check this box if you would like to restore the default settings.
 -  RagTime 5 warns you when you specify settings in the printer's dialog boxes that deviate from the defaults.
 -  If you change settings in the print dialog boxes that are also accessible via RagTime 5's dialog boxes, the changes are applied to the RagTime 5 settings.
 -  Default settings for the printer available on your computer are located under **START | SETTINGS | PRINTERS** and **MY COMPUTER | CONTROL PANEL | PRINTERS**.
 -  **NAME**
The printer's name.
 -  **STATUS**
The printer's status (online, busy, out of paper, etc.).
 -  **TYPE**
The type of printer.

- ❶ WHERE
The printer's location.
- ❷ COMMENT
Comments on the printer.
- The location and comments can only be displayed if they were entered when the printer was installed.

See also ▶ [Page Setup \(command\)](#) [p. 328]

19.219 PRINTING PANEL, DOCUMENT SETTINGS

To view this panel, choose the command DOCUMENT SETTINGS from the menu EXTRAS and select the ▶ [panel](#) PRINTING.

SCREENING

Refer to the section on ▶ [Screening](#) [p. 72] for general information.

- STANDARD SCREEN
- LINE SCREEN
- DOT SCREEN

Specify if the printer's standard method, lines or dots are to be used to represent halftones.



ANGLE

Specify the direction for the point or line grid.



FREQUENCY PER CM

Enter the number of lines or points per unit of distance.



The settings for dot and line grids are supported only by PostScript output devices; in other cases the standard of the device is used.

CLIPPING

Clipping highlights and shadows may be used to optimize the picture for a specific printing press, ink and paper combination.



HIGHLIGHT

Specify a limit for highlights. (Low values are closer to white.)



SHADOW

Specify a limit for shadows. (High values are closer to fully saturated colors.)



Highlight and shadow limits are supported only by PostScript output devices.

19.220 PRINTING PANEL, PICTURE INFORMATION

When a picture component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the ▶ [panel](#) PRINTING.

- AS SET FOR THIS DOCUMENT
Specifies that the screening and clipping settings in ► [Printing panel, Document Settings](#) [p. 352] should be applied when printing the selected picture.

SCREENING

Refer to the section on ► [Screening](#) [p. 72] for general information.

- STANDARD SCREEN
 LINE SCREEN
 DOT SCREEN

Specify if the printer's standard method, lines or dots are to be used to represent halftones.



ANGLE

Specify the direction for the point or line grid.



FREQUENCY PER CM

Enter the number of lines or points per unit of distance.



The settings for dot and line grids are supported only by PostScript output devices; in other cases the standard of the device is used.

CLIPPING

Clipping highlights and shadows may be used to optimize the picture for a specific printing press, ink and paper combination.



HIGHLIGHT

Specify a limit for highlights. (Low values are closer to white.)



SHADOW

Specify a limit for shadows. (High values are closer to fully saturated colors.)



Highlight and shadow limits are supported only by PostScript output devices.

19.221 PROTECTED, FORMULA/FORMAT/CELL PROTECTED (COMMAND)

The command “Protected,” which appears in the submenu ► [Protection](#) [p. 354], marks the selected object for protection from modification or deletion. Choosing “Protected” does not provide immediate protection. In addition, you must ► [lock the document](#) [p. 314].



In locked documents the pointer changes to an arrow with a lock when it is over protected elements.



To mark an item for protection

- 1 Select the item.
- 2 Choose “Protected.”

If spreadsheet cells are selected, ► [several levels of protection](#) [p. 35] are available.

See also ▶ [About Protection](#) [p. 34]

19.222 PROTECTION (MENU)

The submenu “Protection” appears in the Extras menu. It includes commands pertaining to protecting objects and components.

- ⌘ ▶ [FIXED](#) [p. 263]
- ⌘ ▶ [PROTECTED, FORMULA/FORMAT/CELL PROTECTED](#) [p. 353]
- ⌘ ▶ [LOCK/UNLOCK DOCUMENT](#) [p. 314]

19.223 QUIT (COMMAND)

The command “Quit” ends the application after closing any open windows. If you have changed any documents since the last time you saved them, you will have the opportunity to save them before RagTime quits.

See also ▶ [Closing Documents](#) [p. 23]
▶ [File \(menu\)](#) [p. 257]

19.224 RECORD SOUND (COMMAND)

The command “Record Sound” appears in the Sound menu, which is available when a ▶ [sound component is selected](#) [p. 110].

- Choose this command to open the recording dialog box if your computer has recording capabilities.

The standard Macintosh recording dialog box opens. Please refer to your Macintosh documentation if you need further information.

19.225 RECTANGLE TOOL



To draw a rectangle



1 Click the rectangle tool button.



The pointer will change to a crosshair.



Tool buttons for drawing objects, which can take components, are marked with a ▶. To create a component and install it in a new drawing object, select a component type from the menu that appears after you have held the tool button depressed for a while.

2 Position the crosshair where you want a corner of the rectangle to be.

3 Drag the crosshair to the diagonal corner.

A rectangle appears and follows the movements of the crosshair.

4 Release the mouse button.

The rectangle is selected.

- See also*
- ▶ [Drawing Objects](#) [p. 37]
 - ▶ [Keys and Modifier Keys in Drawings](#) [p. 423]

19.226 REMOVE CELLS (COMMAND)



The command “Remove Cells” removes the selected cells. You can specify in a dialog box which existing cells should be used to fill the gap: cells from the right of, from below or from planes behind the selection.



The formula references to the moved cells will be updated.

- See also*
- ▶ [To select a cell range](#) [p. 84]
 - ▶ [Spreadsheet Commands \(Palette\)](#) [p. 405]
 - ▶ [Spreadsheet \(menu\)](#) [p. 376]

19.227 REMOVE COLUMNS/ROWS (COMMAND)



The commands “Remove Columns” and “Remove Rows” remove the columns or rows containing selected cells.



The formula references to the moved cells will be updated.

- See also*
- ▶ [To select a cell range](#) [p. 84]
 - ▶ [Spreadsheet Commands \(Palette\)](#) [p. 405]
 - ▶ [Spreadsheet \(menu\)](#) [p. 376]

19.228 REMOVE PAGE BREAK (COMMAND)

The command “Remove Page Break” is available when an open spreadsheet component is active and a column or row is selected.



To remove a page break

- 1 ▶ [Select](#) [p. 85] the column to the right or row below the page break marker.
- 3 Choose “Remove Page Break.”
The page break is removed.

19.229 REMOVE PLANE (COMMAND)



The command “Remove Plane” removes the active spreadsheet plane. The contents of the plane is lost.

- See also*
- ▶ [Planes](#) [p. 79]
 - ▶ [Spreadsheet Commands \(Palette\)](#) [p. 405]
 - ▶ [Spreadsheet \(menu\)](#) [p. 376]

19.230 REMOVE UNION (COMMAND)



The command “Remove Union” resolves a union of cells into single cells. The contents of the union are placed in the upper left cell, the other cells are empty.

- See also*
- ▶ [Spreadsheet Commands \(Palette\)](#) [p. 405]
 - ▶ [Spreadsheet \(menu\)](#) [p. 376]

19.231 REPLACE AND SEARCH (COMMAND)

The command “Replace and Search” appears in the Edit menu. It replaces the current selection with the replacement expression in the ▶ [search and replace](#) [p. 364] window and searches for the next occurrence of the search expression.

- See also*
- ▶ [Search and Replace](#) [p. 150]

19.232 RESOLUTION PANEL, SETTINGS

To view this panel, choose the command **SETTINGS** from the menu **EXTRAS** and select the ▶ **panel RESOLUTION**.

In this panel, you can calibrate your monitor so that RagTime 5 displays your documents in the correct size. To accomplish this, you can either use standard values or measure your screen with a ruler.



SETTINGS

Shows the source of the values found under **RESOLUTION** and **SCREEN SIZE**.

— SYSTEM SETTINGS

RagTime 5 uses the settings in your computer’s operating system.



The setting is available under **MY COMPUTER | CONTROL PANEL | DISPLAY | SETTINGS | FONT SIZE**.

— MAC OS STANDARD

RagTime 5 bases the screen display on 72 dpi.

— MS-WINDOWS STANDARD

RagTime 5 bases the screen display on 96 dpi.

- CUSTOM CALIBRATION
RagTime 5 bases the screen display on the values you enter in RESOLUTION and SCREEN SIZE.
-  RESOLUTION (HORIZONTAL, VERTICAL)
The horizontal and vertical resolution in dpi (dots per inch).
-  SCREEN SIZE (HORIZONTAL, VERTICAL)
The width and height of your screen's active area in every unit known to RagTime 5.
- Resolution and screen size are interdependent. After you have entered a value in one field, RagTime 5 calculates the other value.

See also [► Units](#) [p. 414]

19.233 ROTATE TOOL

Using the rotate tool, you can rotate 2-D graphs with perspective or 3-D graphs around their spatial axes.



To rotate a graph



- 1 Click on the ROTATE TOOL.

A circle will appear around the graph.



When it is over the graph, the pointer will change to a rotation pointer.

- Drag the graph **outside** the displayed circle.
The graph will be rotated around the axis perpendicular to the screen.

Or

- Drag the graph **up/down within** the displayed circle.
The graph will be rotated around the horizontal axis at the surface of the screen.

Or

- Drag the graph **left/right within** the displayed circle.
The graph will be rotated around the vertical axis at the surface of the screen.



You can rotate the graph in space with numerical entries in the Information dialog. If you have rotated the graph too far, you can also return it to the standard settings here.

See also [► Dimensions of Graph \(command\)](#) [p. 247]
[► 3-D Panel, Graph Information](#) [p. 200]
[► Move and Scale Tool](#) [p. 317]
[► Toolbar for Graphs](#) [p. 406]

19.234 ROUNDED RECTANGLE TOOL

-  **To draw a rounded rectangle**
-  **1** Click the rounded rectangle tool button.
- +** The pointer will change to a crosshair.
-  Tool buttons for drawing objects, which can take components, are marked with a ►. To create a component and install it in a new drawing object, select a component type from the menu that appears after you have held the tool button depressed for a while.
- 2** Position the crosshair where you want a corner of the rectangle to be.
- 3** Drag the crosshair to the diagonal corner.
A rectangle appears and follows the movements of the crosshair.
- 4** Release the mouse button.
The rectangle is selected. A rounding handle appears to the lower right of the rectangle.

-  **To change the rounding of the corners**
- Click the rounding handle and drag.
Dragging down or to the right increases the rounding; up or to the left decreases it.

See also ► [Drawing Objects](#) [p. 37]
► [Keys and Modifier Keys in Drawings](#) [p. 423]

19.235 RULER AND GRID SETTINGS (COMMAND)

This command opens a dialog box with the settings for the rulers and grid in the active window.

-  **ACTIVE WINDOW**
The name of the active window to which these settings will apply.
- HORIZONTAL/VERTICAL** _____
- You can set the horizontal and vertical rulers independently of each other.
-  **RULER**
The ruler of the active window. (Setting rulers see ► [Ruler Editor \(command\)](#) [p. 359]).
- SHOW RULERS**
Determines whether the rulers along the edges of the active window are shown.
- SHOW GRID**
(not for spreadsheet windows)
Determines whether the grid defined by the rulers for the active window will be shown.

- TITLES AND WIDTH/HEIGHT SCALE
(only for spreadsheet windows)
Determines whether length scales defined by the ruler will be shown along with the column and row titles.
- SNAP TO GRID
In the case of a new object, determines whether the borders the new object will snap to the gridline nearest the pointer. In the case of an existing object, it determines whether the object will snap to the gridline nearest to itself.
- ORIGIN
The distance between the left or upper corner of the page and the origin (zero) of the ruler.

See also ▶ [Moving the Ruler Origin](#) [p. 416]

19.236 RULER EDITOR (COMMAND)

“Ruler Editor” appears in the “Auxiliaries” submenu. Choosing it or double-clicking a ruler opens a dialog box in which you can create, edit and delete rulers. Further, you can change the spacing and frequency of ▶ [grid](#) [p. 416] points. Ruler names also appear in the inventory.

A ruler and its definition appear in a line. Clicking the line selects it. Clicking a value in the selected line selects that value for editing. A box appears around it, and you can enter a new value. Some options are chosen from pop-up menus.

- CREATE
Creates an element.
- DELETE
Deletes the selected element.
- NAMES LIST
Existing rulers appear in a ▶ [hierarchical list](#) [p. 418].
- MAJOR STEP WIDTH
The value in this box specifies how many units occur between large, numbered tick marks on the ruler. Choose the units for the ruler from the pop-up menu. You can create and define units in the ▶ [unit editor](#) [p. 394].
- MINOR STEPS PER MAJOR STEP
The value in this box specifies the number of small, unnumbered tick marks between major steps. A higher number creates more, smaller, divisions.

**GRID POINTS PER MAJOR STEP**

The value in this box specifies the number of grid points per interval of the ruler. You can also choose a value from the pop-up menu. The larger the number, the more closely spaced the grid points are.

**GRID LINE AT EVERY NTH GRID POINT**

The value in this box specifies the number of grid points between grid lines. The smaller the number, the more closely spaced the grid lines are.

- See also*
- ▶ [Rulers](#) [p. 415]
 - ▶ [Rulers and Grid \(menu\)](#) [p. 360]
 - ▶ [About the Inventory](#) [p. 31]

19.237 RULERS AND GRID (MENU)

▶ [RULER AND GRID SETTINGS](#) [p. 358]

Opens a dialog box with independent settings for the grid and the left and upper rulers.



SHOW RULERS

Determines whether the rulers will be displayed along the edges of the active window.



SHOW GRID

Determines whether the grid defined by the rulers for the active window will be displayed.



SNAP TO GRID

Determines, in the case of a new object, whether the borders the new object will snap to the gridline nearest the pointer. In the case of an existing object, it determines whether the object will snap to the gridline nearest to itself. The grid for the active window is defined by the rulers.



RULERS

The rulers available in the active document and program.

- See also*
- ▶ [Rulers](#) [p. 415]
 - ▶ [Grid](#) [p. 416]

19.238 SAVE AS (COMMAND)

This command opens a dialog box to permit saving the active document under a new name or in a different folder.



Using the `RagTime 5` function `SetDocName`, you can specify a default name for saving documents, e.g. the text from a specific spreadsheet cell in a document (see ▶ [SetDocName](#) [Formulas and Functions]).

 **To save a document**

1 Choose “Save As.”

A directory dialog box opens in which you can

- name the new file
- select a folder and
- make stationery from the document.

2 Use the standard directory dialog box features to choose a folder to save the document in.

 Choose a name and format for the file you want to save.

FILE NAME

Enter the file name.

FILE TYPE

Choose one of these file types: document or stationery pad.

 Choose a name and format for the file you want to save.

NAME

Enter the file name.

FILE TYPE

Select a file type.

AS STATIONERY

determines whether the file should be saved as a stationery pad.

FILE COMPACTING WHEN CLOSING

Specifies that gaps created by deleting elements should be removed from the file when closing.

CONTINUE WORKING WITH THE NEW DOCUMENT

CONTINUE WORKING WITH THE CURRENT DOCUMENT

Choose the file with which you would like to continue working. The other file will be saved in its current state.

 When choosing a file type, you can determine whether the document is saved in RagTime 5.0 or 5.5 format. Use the 5.0 format if you want to give the file to RagTime users who haven't upgraded to version 5.5 yet.

 Some information required to take advantage of RagTime 5.5's new features is lost when documents are saved as RagTime 5.0 files using RagTime 5.

See also

- ▶ [About Stationery Pads](#) [p. 24]
- ▶ [Closing Documents](#) [p. 23]
- ▶ [Saving Documents](#) [p. 23]

19.239 SAVE DOCUMENT (COMMAND)

This command saves the active document.

**To save a document**

- Choose **SAVE DOCUMENT**.
If you have not saved the document previously, the command ▶ [Save As](#) [p. 360] will be used..

See also ▶ [Closing Documents](#) [p. 23]
▶ [Saving Documents](#) [p. 23]
▶ [Basic Commands \(Palette\)](#) [p. 403]
▶ [File \(menu\)](#) [p. 257]

19.240 SCALE (COMMAND)

“Scale,” appears in the **Picture** and **Movie** menus, which are available when the respective component is selected. A submenu appears from which you can choose from a list of standard scale sizes or open a dialog box in which you can enter a value.

**To scale contents**

- 1 Choose “Scale.”
- 2 Do one of the following:
 - Choose a predefined scale from the list.

Or

- Choose “Other”.
A dialog box opens in which you can enter a different scale value.

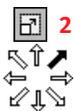
See also ▶ [Scaling, Skewing, and Rotating Drawing Objects](#) [p. 46]
▶ [Scaling Tool](#) [p. 362]

19.241 SCALING TOOL

With the scaling tool, you can scale a picture within its container.

**To scale a picture in its container**

- 1 Click on the picture in its container.
- 2 Click on the **SCALING TOOL**.



When the pointer is over the picture, it will change to an arrow which will indicate the direction the picture will be scaled. The side or corner

opposite to the direction of the arrow will serve as the fixed reference when scaling the picture.

3 Drag the image to the desired size.

→ If PRESERVE ORIGINAL PROPORTION is checked for the picture (▶ [Arrangement Panel, Picture Information](#) [p. 207]), you can scale only in direction of the diagonals of the picture.

→ If PRESERVE ORIGINAL PROPORTION is not checked, you can preserve the proportion by ↕-dragging.

See also

- ▶ [Modifier Keys for Pictures](#) [p. 426]
- ▶ [Scaling, Skewing, and Rotating Drawing Objects](#) [p. 46]
- ▶ [Move Tool](#) [p. 318]
- ▶ [Toolbars for Pictures](#) [p. 410]

19.242 SCANNER AND CAMERAS (MENU)

In this menu, you will find the commands to acquire images from scanners or digital cameras and put them into a RagTime 5 document.

⌘ SELECT SOURCE

opens a list of all the “TWAIN” or “Photoshop Acquisition” modules that are available on your computer and suitable for acquiring images from scanners, cameras or similar sources. Select the source that you wish to use with RagTime 5.

⌘ ACQUIRE DATA

opens your scanner software’s dialog(s) to enable you to transfer an image to the RagTime 5 document. If necessary, a picture component will be created.

See also

- ▶ [About Data Exchange](#) [p. 180]
- ▶ [Scanners](#) [p. 72]
- ▶ [File \(menu\)](#) [p. 257]

19.243 SCRIPT EDITOR

📄 “AppleScript” is a part of the operating system and thus supported by RagTime 5 under Mac OS only.

You can open the script editor by clicking “Create” or “Edit” button in the ▶ [command editor](#) [p. 237]. You can record or write a script in this dialog box as you do in Apple’s application “Script Editor.” Additional buttons are described below:

**TITLE**

The script name that you enter here appears in the list in the Commands dialog box and, optionally, in the submenu ▶ [Scripts](#) [p. 364].

**SHOWN IN MENU**

If this setting is on, the script name appears in the submenu ▶ [Scripts](#) [p. 364].

**KEEP**

Click this button to save the script in your document.

See also ▶ [AppleScript and RagTime 5](#) [p. 195]

19.244 SCRIPTS (MENU)



“AppleScript” is a part of the operating system and thus supported by RagTime 5 under Mac OS only.

The SCRIPTS menu is in the Extras menu and lists the available ▶ [Scripts](#).

**To run a script**

- Choose a script name from the Scripts submenu.

See also ▶ [AppleScript and RagTime 5](#) [p. 195]

19.245 SEARCH AGAIN (COMMAND)

The command “Search Again,” which appears in the Edit menu looks for the next occurrence of the ▶ [search expression](#).

See also ▶ [Search and Replace](#) [p. 150]

19.246 SEARCH AND REPLACE (COMMAND)

The command “Search and Replace,” which appears in the Edit menu, opens a window from which you can conduct a search for specific text and replace it, if desired.

▶ ▼The window is divided into two part, one with settings for searching, and the other for replacing. You can open and close the second part by clicking the triangle.

SEARCH

The search conditions are grouped here.

**FOR**

Enter the ► **search expression**. You can use special characters, for example, tab stop or new paragraph characters. A complete list appears in the pop-up menu.



Spreadsheet cells are treated as text during searches. That means that instances created through the use of, for example, value formats or formulas are also found.

**IN**

Specify the ► **scope** of the search (selection, component, document and so on).

**PARTIAL WORD****WHOLE WORD**

Specify if every instance of the search expression is to be found, or only those in which the expression is isolated from other characters.

**CASE SENSITIVE SEARCHING**

Specifies whether RagTime should distinguish between upper and lower case letters.

**IGNORE CHARACTER WIDTH (FULL/HALF) IN FAR EASTERN TEXT**

Specify if the difference between wide and narrow (single-byte and double-byte) characters, for example Katakana, should be ignored when searching in Far Eastern text.



This setting is available only if a double-byte script system, for example, Japanese, is installed on your computer.

**BACKWARDS**

Check this option to search toward the beginning of the scope.

**SEARCH FROM START**

Click this button to search from the start of the scope.

**SEARCH**

Click this button to start searching at the current position.

REPLACE

Specifications for the replacement are grouped here.

**TEXT**

Enter the replacement text. You can also use special characters.

**REPLACE AND SEARCH**

Replaces the currently selected occurrence of the search string and searches for the next occurrence.

**REPLACE**

Replaces the currently selected occurrence of the search string.

**REPLACE ALL**

Replaces all occurrences of the search expression without displaying each for your review. This is fast, but caution is recommended.



Contents of spreadsheet cells which were created through the use of, for example, value formats or formulas, are not replaced.

FORMATS

You can specify character and paragraph format which are to be considered during searching and replacing.

**DESCRIPTION**

If formats are specified, they are displayed in this box. If you have included numerous formats, it is possible that not all settings can be displayed. Nevertheless, all are used during searching and replacing.

**SPECIFY**

Clicking this button opens a dialog box in which you can specify formats in the panels ▶ [Typography](#) [p. 393], ▶ [Text Arrangement](#) [p. 382] and ▶ [Text Margins](#) [p. 384].



Formats set to ▶ [mixed](#) are ignored during searching and replacing.

**CLEAR**

Clears all format restrictions.

See also ▶ [Search and Replace](#) [p. 150]

19.247 SEARCH FOR SELECTION (COMMAND)

The SEARCH FOR SELECTION command is found in the Edit menu, and searches for the next occurrence of the selected text. This search command ignores format.

See also ▶ [Search and Replace](#) [p. 150]

19.248 SECTOR TOOL

Unlike ▶ [arcs](#) [p. 203], sectors can contain components. When a sector is selected, selection handles appear on the sides and corners of a ▶ [bounding box](#).

**To draw a sector**

1 Click the sector tool button.



The pointer will change to a crosshair.



Tool buttons for drawing objects, which can take components, are marked with a ▶. To create a component and install it in a new drawing

object, select a component type from the menu that appears after you have held the tool button depressed for a while.

- 2 Position the crosshair where you want a corner of the bounding box to be.
- 3 Drag the crosshair to the diagonal corner.
A sector appears and follows the movements of the crosshair.
- 4 Release the mouse button.
The sector is selected.

 **To change the starting point and arc length of a sector**

- 1 Click the starting or end point handles.
- 2 Drag.

See also [▶ Drawing Objects \[p. 37\]](#)
[▶ Keys and Modifier Keys in Drawings \[p. 423\]](#)

19.249 SELECT ALL (COMMAND)

The command “Select All” appears in the Edit menu. Its effect depends on the environment:

Text, Spreadsheet and Graph

Selects the entire component.

Drawing objects

Selects all drawing objects on the page or in the drawing component.

Layout and Master Layout

Selects all pages.

Entry fields in dialog boxes and palettes

Selects all characters in the entry field.

19.250 SELECT LIBRARY (COMMAND)

This command opens a system dialog, in which a RagTime 5 document can be assigned to the active document as a library and then opened.

See also [▶ About Libraries \[p. 51\]](#)
[▶ File \(menu\) \[p. 257\]](#)

19.251 SERIAL PRINTING PANEL

Settings for serial print jobs can be specified here. These settings are available only if you have made use of the functions that trigger serial print jobs.

PRINT

- ALL COPIES
Specifies that all copies resulting from the execution of serial printing formulas are output.
- FROM
Specifies that only the copies specified in the following fields are output.
- FROM
The number of the first copy to be output.
- To
The number of the last copy to be output.

- SEPARATE PRINT JOBS
Specifies whether each copy of the serial print job is sent to the printer separately. Otherwise, the copies are collected and output together.
 - This switch makes it easier to edit large serial print jobs.
 - A separate file is created for every copy if the output is sent to a file.
 - Your serial print job may be interspersed with print jobs sent from other users if you are sharing a network printer with other users.

See also [▶ Printing Functions](#) [Formulas and Functions]
[▶ Print \(command\)](#) [p. 348]

19.252 SERIES DATA PANEL, GRAPH INFORMATION

When a graph component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the [▶ panel SERIES DATA](#).

SERIES DATA

- NAME
You can specify the series name using a [▶ formula](#) [Formulas and Functions] or enter it directly. In the latter case, text must be enclosed in quotation marks. The series name appears, for example, in the [▶ legend](#) [p. 95].
- VALUES
The list includes the values or [▶ formulas](#) [Formulas and Functions] of the selected series. The values for the selected [▶ type of series](#) [p. 370] depend on the [▶ series and graph types](#) [p. 90]. For example, “Columns” have only y values, “lines” have x and y values, “ballons” have x, y,

and balloon values. The values for each data point are separated by semicolons (;). Texts must be enclosed in quotation marks.



(VALUE FORMAT)

You can choose a value format for series labels. This format is applied only if the appropriate settings are made under “Labels” in the ► [series drawing](#) [p. 369] panel.

SERIES ORDERING

The “Series Ordering” box lists the series of the graph. Series are drawn in the order in which they are listed here. You can change the order by dragging names up or down in the list.

Series belonging to the main graph are listed at the top and series belonging to the ► [overlay](#) [p. 98] are listed below the heading “OVERLAY.” You can drag series names to move them back and forth between the main and the overlay graph.

Depending on the series type, the graph type and the possibility of identical values occurring in different series, some data points may be hidden.



SMARTSORT

Select this option if you want RagTime to order the series to make them best visible. If the graph uses area series, RagTime sets this option automatically.



REVERSED SERIES ORDER

Select this option if you want RagTime to draw the series in reverse order.



USE OVERLAY

If you move a series name below the “Overlay” divider, RagTime sets this option automatically.



OVERLAY PLACEMENT

This option allows the user to specify if series in the overlay chart of a category graph are placed in front of or next to series in the main chart.

19.253 SERIES DRAWING PANEL, GRAPH INFORMATION

When a graph component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the ► [panel](#) SERIES DRAWING.



UNUSABLE VALUES

“Unusable values” are those which, for some reason, cannot be displayed in the graph. For example, a reference to a cell might return text where a number is needed. Choose an item from the pop-up menu to specify how RagTime should handle unusable values.

LABELS

Labels can display values, names or other information at each data point.

**POSITION**

Choose an option from the pop-up menu to specify where labels should appear or choose “No Labels” if you do not want them to be drawn.

**TEXT**

Labels may contain different sorts of information, for example, a value or a category name. Other options are available. Choose one from the pop-up menu.

**LABELS**

You can enter a formula to specify labels for series values. Separate individual values with semicolons.

**VALUE FORMAT**

The format used to display numbers, dates and timespans (see ► [About Value Formats](#) [p. 163]).



In text components, the value format only affects the text calculated by formulas.

**LABEL FORMAT**

You can display labels in a number of formats, for example in parentheses or square brackets.

**ROTATION**

You can rotate the drawing of the label. Enter a setting in the box or choose one from the pop-up menu.

DATA MARKERS

Data markers are graphics which project the values of data points onto the axes of graphs.

**TYPE**

X/CATEGORY AXIS, Y/VALUE AXIS, Z/SERIES AXIS

You can have data markers which indicate the value of data points appear on the axis. Select one or more checkboxes to specify on which axes the data marker appear.

**NUMBER OF FACETS USED TO RENDER CYLINDERS AND CONES**

Specify the number of facets three-dimensional series renderings should have. More facets result in slower drawing but better representation.

19.254 SERIES TYPE (COMMAND)

The command “Series Type” appears in the Graph menu, which is available when a graph is selected.

When you choose this command, various types of series appear in the submenu. Choose one to format the selected series. Some series types are available only for specific graph types.

Line, Stripe Series

The line or stripe series can be used in **two-** or **three-dimensional** graphs to connect data points, which may have **two** or **three** values, depending on the number of dimensions in the graph. Data points may be represented with a number of symbols and lines may be drawn to connect them. Stripes are available in three-dimensional category graphs.

You can set options specific to lines and stripes in the ► [line series](#) [p. 304] panel of the information dialog box.

Column, Cylinder, Cone, Pyramid Series

Column, cylinder, cones and pyramid types can be used in category graphs. Data points have **two** values. Cones and cylinders are available only in graphs having perspective; otherwise, they are drawn as pyramids and columns, respectively. You can set the number of facets of columns, cylinders and pyramids in the ► [series drawing](#) [p. 369] panel of the information dialog box.

RagTime calculates the basic column width based on axis length. However, you can make columns wider or narrower, overlap them and control the space between categories.

You can stack the values of a series in a single column. If you set this option, you can also choose to have the y-axis show percentage of the total value instead of numerical values.



To change the column width, spacing or stacking

- 1 ► [Select the category axis](#) [p. 100].
- 2 Use the ► [categories](#) [p. 221] panel of the information dialog box.

Step Area, Area Series

Step area, available for category graphs, and area series types can be used to fill the space between values and an axis. When the step area series is used, RagTime draws lines parallel to the axis and connects values with sloping lines for the area series. In an X-Y graph, **two** values per data point are needed; in a category graph, only **one** value is needed.

Bubble Series

Bubble series can be used in a variety of graph types and require an additional value which determines the diameter of the bubble.

If you ► [display the legend](#) [p. 95], the range of the bubble values is depicted on a bubble axis. You can format the bubble axis in the ► [Axis 2-D](#) [p. 212] or the ► [Axis 3-D](#) [p. 213] panels of the information dialog box.

Min-Max, Candle Series

For each X value, the “min-max” series has **three** values mapped on the Y-axis: a Y value as well as maximum and minimum range values. You can set options for drawing min-max series in the ► [line series panel](#) [p. 304] of the Information dialog box.

For each X value, the “candle” series has **four** values mapped on the Y-axis: “opening,” “minimum,” “maximum” and “closing” values. You can set options for drawing min-max series in the ► [line series panel](#) [p. 304] of the information dialog box.

See also ► [Choosing Graph and Series Type](#) [p. 90]

19.255 SETTING OTHER COLOR (COMMAND)

RagTime 5 supports the color specification methods of the operating system for the manual specification of colors. Please refer to the documentation of your computer for details.

You can open the color specification window wherever colors can be set:

- Choose OTHER from the Color menu or pop-up menu.
- Click the color example area of the Color Palette

CMYK Color

You can use CMYK colors for your RagTime 5 document instead of the RGB colors used by default. They will be passed to appropriate peripherals via the PostScript command “setcmykcolor”.

- ☞ Press **⌘** when opening the color specification window.
- ☞ Press **⌘** color specification window. The Apple Color Picker 2.1 and ColorSync 2.0 or later versions are required for this method.
- ☞ RagTime 5 remembers whether a color was specified in the CMYK color space. You don’t need to press a key when you re-open the color specification window. If you do press a key nevertheless, the definition space of the color will be reset to RGB.
- ☞ Please consider whether you need colors specified manually as an exception or again and again. Often, it pays to create a Fill Style Sheet with the desired color and to apply it to the objects to be colored. Thus you save the manual specification for each individual object, and you can assign a meaningful name to the Fill Style Sheet.

See also ► [Color](#) [p. 118]
 ► [Color Separation](#) [p. 141]
 ► [Using Fill Style Sheets](#) [p. 136]
 ► [Fill Style Sheet Editor \(command\)](#) [p. 260]

19.256 SETTINGS (COMMAND)

The command “Settings” appears in the Extras menu. You can set a number of ▶ [default values](#) for RagTime in the Settings dialog box. “Settings” options affect the way RagTime works with all documents. ▶ [Document Settings](#) [p. 249] options affect the way a particular document is treated.

Panels▶ [Application Panel, Settings](#) [p. 203]

Creation of Documents, Warnings, Show Fonts Used in Documents, Smart Quote Pairs, Printing.

▶ [Calculation Panel, Settings](#) [p. 220]

Reference Display, Decimal and Thousands Separators Entry.

▶ [Resolution Panel, Settings](#) [p. 356]

Monitor Resolution and Screen Size.

▶ [Color Management Panel, Settings](#) [p. 231]

ICC Profiles for New Pictures and Peripherals.

▶ [Drawing Panel, Settings](#) [p. 252]

Draw from Center, Duplication Offset, Get Info on Double Click for All Object Kinds.

▶ [Movie Panel, Settings](#) [p. 318]

Mute All Movies.

▶ [Text Panel, Settings](#) [p. 387]

Hyphenation when Importing and Exporting, Greek Screen Text, Input Method.

▶ [Layout Panel, Settings](#) [p. 303]

Begin with a Rectangle with Text and Pipeline.

19.257 SHOW MOVIE CONTROLLER (COMMAND)

“QuickTime” is a part of the operating system and thus supported by RagTime 5 under Mac OS only.

The command “Show Movie Controller” appears in the Movie menu, which is available when a movie is selected.

This command displays the standard ▶ [movie controller](#) [p. 115].



You can also display the movie controller by clicking the movie badge.

See also ▶ [Playing Movies](#) [p. 114]

19.258 SHOW OBJECT NAMES (COMMAND)

The command SHOW OBJECT NAMES appears in the submenu SHOW.

Specify if the names of drawing objects are to be displayed in their centers.

19.259 SHOW SPECIAL CHARACTERS (COMMAND)

Some characters, such as tab stops, blanks and returns (paragraph ends) are not visible. They can be represented with symbols when you choose “Special Characters” from the submenu ▶ [Show](#) [p. 398].

19.260 SHOW/HIDE TOOLBAR (COMMAND)

The command SHOW/HIDE TOOLBAR appears in the Windows menu.

Use it to make the ▶ [toolbar](#) [p. 402] at the top of the screen visible or invisible.

19.261 SIZE (MENU)

The command “Size” appears in the Format menu. Use “Size” to change the font size of selected text or to set the font size for new text.

**To change size****1** Choose “Size.”

A submenu pops up displaying a variety of common sizes and other commands for choosing a size.

2 Choose a size from the submenu. Choosing “Increase Text Size” or “Decrease Text Size” selects the next smaller or larger point size. Choosing “Other” opens a dialog box in which you can enter a value for a different size.

You can change the ▶ [default value](#) [p. 129] for font size.

See also ▶ [About Formatting Characters](#) [p. 120]
▶ [Character Style Sheets \(command\)](#) [p. 223]

19.262 SORT (COMMAND)

The command “Sort” opens a dialog box for sorting the selected spreadsheet range.

SORT BY ROWS/BY COLUMNS

Click a button to specify how you want the selection sorted.

 INCLUDE CELL FORMATS

Select this option if you want cell formats to be moved with the values.

 SMARTREFERENCES

If “SmartReferences” is checked, RagTime preserves specific cell references in formulas when sorting, and the results of formulas remain the same. Otherwise, the effect of sorting depends on whether they

are ► [relative or absolute](#) [p. 170]. This setting affects only references between the range which is to be sorted and the rest of the spreadsheet; references within the range are not affected.

SORT KEYS

A sort key is the row or column by which the selection is sorted. The sort key must be a cell name, for example “A1” or “R3C5.” You can select a sort key by typing in a cell name or clicking a cell in the selection.

If you sort by rows, the sort key is a column. If you sort by columns, the sort key is a row. The values in the sort key may be sorted in ascending (smallest to largest) or descending order.

GROUPS

Several rows or columns may be combined in groups which remain together during the sorting process. Groups are sorted on the basis of the first row, and rows or columns within the group are not sorted.

- **HAVE A FIXED NUMBER OF MEMBERS**
Select this option if all groups are to be the same size. To sort each line, set the group size to “1.”
- **BEGIN AT NONEMPTY KEY CELLS**
If you select this option, groups may have different sizes. A new group begins at each row or column in which the key cell is not empty.
- **BEGIN AT CELLS USING**
If you select this option, groups may have different sizes. A new group begins at each row or column in which the key cell has the character style sheet specified here.

See also ► [Spreadsheet Commands \(Palette\)](#) [p. 405]
 ► [Spreadsheet \(menu\)](#) [p. 376]

19.263 SOUND (MENU)

- ⌘ ► [GET INFO](#) [p. 287]
- ⌘ ► [PLAY/STOP SOUND](#) [p. 345]
- ⌘ ► [PAUSE SOUND](#) [p. 340]
- ⌘ ► [RECORD SOUND](#) [p. 354]
- ⌘ ► [ERASE SOUND](#) [p. 255]

19.264 SOUND PANEL, DOCUMENT SETTINGS

To view this panel, choose the command DOCUMENT SETTINGS from the menu EXTRAS and select the ► [panel SOUND](#).

RECORDING QUALITY

The recording quality to be used when making a new recording.

See also ▶ [Recording Sound](#) [p. 110]

19.265 SPREADSHEET (MENU)

- ⌘ ▶ [GET INFO](#) [p. 288]
- ⌘ ▶ [BORDERS](#) [p. 216]
- ⇧ ▶ [CONTENTS TYPE](#) [p. 239] ▶

- ⌘ ▶ [SORT](#) [p. 374]

- ⌘ ▶ [INSERT CELLS](#) [p. 297]
- ⌘ ▶ [INSERT COLUMNS/INSERT ROWS](#) [p. 297]

- ⌘ ▶ [REMOVE CELLS](#) [p. 355]
- ⌘ ▶ [REMOVE COLUMNS/REMOVE ROWS](#) [p. 355]

- ⌘ ▶ [OPTIMIZE COLUMN WIDTH/ROW HEIGHT](#) [p. 325]

- ⌘ ▶ [HIDE ROWS/COLUMNS](#) [p. 394]
- ⌘ ▶ [UNHIDE ROWS/COLUMNS](#) [p. 394]

- ⌘ ▶ [CREATE UNION](#) [p. 241]
- ⌘ ▶ [REMOVE UNION](#) [p. 356]

- ⌘ ▶ [PLANES](#) [p. 345]
- ⌘ ▶ [APPEND PLANE](#) [p. 202]
- ⌘ ▶ [REMOVE PLANE](#) [p. 355]

- ⌘ ▶ [INSERT PAGE BREAK](#) [p. 299]
- ⌘ ▶ [REMOVE PAGE BREAK](#) [p. 355]

See also ▶ [Spreadsheets](#) [p. 75]

19.266 SPREADSHEET PANEL, DOCUMENT SETTINGS

To view this panel, choose the command DOCUMENT SETTINGS from the menu EXTRAS and select the ▶ [panel SPREADSHEET](#).

CONTENTS



FILL STYLE SHEET

The fill style sheet determines the color, and if possible, pattern or gradient.



PROTECTION

Specify which ▶ [cell parts](#) [p. 76] are to be protected. (See ▶ [Protection \(menu\)](#) [p. 354]; ▶ [Protecting Cells, Formats and Formulas](#) [p. 35])

- FORMULA PRESERVED WHEN ENTERING VALUES**
If you do not want the formula in a cell to be lost when a value is entered, as is usual, select this checkbox.

→ When the formula is recalculated, the result appears in the cell.

VALUES

- PRESET TYPE**
Specify if RagTime should automatically recognize the type of the cell contents (text, number, date and so on) or set the type to text or multiline text.

- VISIBILITY**
Specify if and where the cell contents should be visible.

- VALUE FORMAT**
The format used to display numbers, dates and timespans (see ► [About Value Formats](#) [p. 163]).

→ In text components, the value format only affects the text calculated by formulas.

- PRECISION AS FORMATTED**
If you want to use only the number of decimals determined by the ► [value format](#) [p. 163] when the content of a cell is used in a calculation, turn on this option. Otherwise, ► [all the decimal places in the value](#) [p. 163] are used.

- ZERO VALUES HIDDEN**
The cell content is hidden if the its value equals “0”.

CELL GRID LINES

- LINE STYLE SHEET FOR NEW BORDERS**
Choose a line style sheet to be used for new ► [borders](#) [p. 216].
- HORIZONTAL BORDER LINES IN FRONT**
Specify whether the horizontal or the vertical borders are in front, if they are drawn. A difference becomes apparent only where intersecting horizontal and vertical lines have different colors or patterns.)
- ON SCREEN: HORIZONTAL/VERTICAL**
Click the grid lines that you want to see on the screen.
- IN PRINT: HORIZONTAL/VERTICAL**
Click the grid lines that you want to have printed.

19.267 STACK WINDOWS (COMMAND)

This command arranges all the document windows offset one above the other down to the lower right across the screen.

-  Maximized windows will be reduced to suit.

19.268 STACKING ORDER (MENU)

When created, an object will initially be placed in front of all the other objects. You can however change the stacking order of the objects.



BRING TO THE FRONT

Brings the selected objects to the front.



BRING FORWARD

Brings the selected objects forward by one step.



SEND BACKWARD

Sends the selected objects backward by one step.



SEND TO THE BACK

Sends the selected objects to the back.

See also ▶ [Stacking Drawing Objects](#) [p. 42]

19.269 START OF PARAGRAPH (COMMAND)

The command “Start of Paragraph,” which appears in the Format menu, determines the container in which a paragraph should begin. A pipeline connecting the current container to the target container is a required for this setting to work.

**To apply the command**

- 1 ▶ [Select](#) [p. 62] one or more paragraphs.
- 2 Choose “Start of Paragraph.”

A submenu appears in which you can choose a place to begin the paragraph.

See also ▶ [About Formatting Paragraphs](#) [p. 123]

19.270 START/STOP MOVIE (COMMAND)

“QuickTime” is a part of the operating system and thus supported by RagTime 5 under Mac OS only.

The command “Start Movie” appears in the Movie menu, which is available when a movie component is active. If a movie is running, the command toggles to “Stop Movie.”

Choosing this command plays the movie according to the options you have set in the ▶ [playing](#) [p. 346] panel of the information dialog box.

See also ▶ [Playing Movies](#) [p. 114]

19.271 STYLE (MENU)

The menu **STYLE** appears in the menu **FORMAT**. It offers character styles and the submenus ▶ [Case](#) [p. 220] and ▶ [Kerning and Positioning](#) [p. 301]. Most styles are self-explanatory, others are explained under ▶ [About Formatting Characters](#) [p. 120].

**To change the style**

- 1** Select text.
If no text is selected, the style will be used for new text entered at the insertion marker.
- 2** Choose a style from the menu or from one of the submenus.

See also ▶ [About Formatting Characters](#) [p. 120]
 ▶ [Character Style Sheets \(command\)](#) [p. 223]
 ▶ [Selecting Text](#) [p. 62]

19.272 STYLE SHEET EDITOR

▶ [INHERIT](#) [p. 134]

MARGINS

LEFT MARGIN

The blank space to the left of a paragraph.



FIRST LINE INDENT

The blank space to the left of the first line of a paragraph.



RIGHT MARGIN

The blank space to the right of a paragraph.



HANGING PUNCTUATION

Punctuation marks at the margins may be placed on or outside the margin. Allowing punctuation marks to “hang” outside the margin results in a visually more appealing margin.

LINE SPACING

You can make the space between lines and paragraphs absolute (for example, 4 points) or relative (for example, 150 % = one and a half lines). Relative settings are based on the “automatic line height”, which is determined by the highest character occurring in a line. In addition, you can specify an absolute increase or reduction of a relative setting, for example, line height 150 % ± 1 point.



SPACE ABOVE, ±

Space preceding the paragraph.



LINE SPACING, ±

The distance between lines measured from baseline to baseline.

- SPACE BELOW, ±**
Space following the paragraph.
- The distances above and below a paragraph are ignored at the beginning and end of containers.
- Additional settings for spacing between paragraphs in the ► [general panel](#) [p. 279] of the information dialog box of each component.
- SNAP BASELINES TO GRID**
The baselines of all texts on a layout page can be aligned on a common ► [baseline grid](#) [p. 65].

See also ► [General Panel, Layout Information](#) [p. 272] (Baseline Grid Setting)

19.273 STYLES PANEL, CHARACTER STYLE SHEET EDITOR

- [INHERIT](#) [p. 134]
- **DISPLAY** _____
- FILL STYLE SHEET**
The fill style sheet determines the color, and if possible, pattern or gradient.
- COLOR**
The current color will be displayed. Click to open the ► [Color window](#) [p. 227]. If you want to change the color, select a color or TRANSPARENT or OTHER.
- TINT**
Enter a percentage for the tint of the color here.
- PRINTING**
Turn on this option if the fill is to be printed; otherwise it appears only on the screen.
- VALUE FORMAT**
The format used to display numbers, dates and timespans (see ► [About Value Formats](#) [p. 163]).
- In text components, the value format only affects the text calculated by formulas.
- **LINES** _____
- UNDERLINE**
The underlining of characters: none, single or double.
- STRIKE THROUGH**
Specifies whether to strike through the characters.
- WORDS**
Specifies whether the underline or strike through should only apply to words or also the spaces between the selected words, when this style is set.

- LINE STYLE SHEET
Specifies the line style sheet to be applied for underlines and strike-throughs.

See also [▶ Underlining and Strike-Through Style](#) [p. 121]

19.274 SWAP TWO CHARACTERS (CHARACTERS)

The command “Swap Two Characters” appears in the Edit menu and is available when the insertion marker is in text. It reverses the order of the two characters on either side of the insertion marker.

If there is a space to the right of the insertion marker or the insertion marker is at the end of the component, the two characters to the left of the insertion marker are swapped.

You can also apply this command to exactly two selected characters.

19.275 TAB STOPS PANEL, PARAGRAPH STYLE SHEET EDITOR



[▶ INHERIT](#) [p. 134]

TAB STOPS

The fields in each line of the table display the data for a tab stop. If you click in the table, an entry field appears in which you can edit the value.



Tab stop options are not available for Search and Replace.

The first tab stop in the list is the [▶ automatic tab stop](#) [p. 125]. It can be edited but not deleted.



CREATE

Creates an element.



DELETE

Deletes the selected element.



EVERYWHERE

A checkmark in this column indicates that the tab stop described in this line occurs in all the selected paragraphs. Tab stops which do not occur in all selected paragraphs can be set for the selection by clicking here.



POSITION

The position of the tab stop. Positive values are relative to the left, negative, to the right margin.

In the case of automatic tab stops, stops are repeated from the last manual stop to the right margin at intervals specified here.



KIND

Choose a [▶ kind of tab stop](#) [p. 126].

 ... (FILL CHARACTER)

Enter whatever you want to fill the space before the tab stop. Usually a blank space is used.

19.276 TEXT (MENU)

- ⌘ ▶ GET INFO [p. 383]
- ⇧ ▶ CONTENTS TYPE [p. 239] ▶

- ⇧ ▶ PARAGRAPH NUMBERS [p. 336] ▶
- ⌘ ▶ INSERT FOOTNOTE [p. 298]

- ⌘ ▶ DRAFT MODE [p. 250]

- ⌘ ▶ TEXT STATISTICS [p. 388]

See also ▶ Text [p. 59]

19.277 TEXT ARRANGEMENT PANEL, INFORMATION

When a text, spreadsheet, drawing or graph component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the ▶ panel TEXT ARRANGEMENT.

These options are also available for specifying formats for the command “Search and Replace.”

 PARAGRAPH STYLE SHEET

Select a paragraph style sheet to specify margins, line spacing and so on.

  WORD SPACING (MINIMUM, OPTIMUM, MAXIMUM)

Specify the limit for the width of spaces between words available to RagTime when distributing words in a line. The settings are relative to the width of the normal blank space of the font in use.

Reduce the minimum to have an extra word in a line in borderline cases. Change the optimum if you do not like the width of a normal blank space. Raise the maximum to have one word fewer in a line, thereby avoiding a hyphen in borderline cases.

→ These settings are only applied to justified text (see ▶ Alignment (command) [p. 201]).

LOOSE CHARACTER SPACING FOR SINGLE-WORD JUSTIFICATION

Specifies that justification may be achieved in lines without blank spaces (with a single word) by increasing the space between characters.

→ Paragraphs for which the alignment is not set to justified are not affected by this setting.

DROP INITIALS

For information about using drop initials, refer to the topic [► Drop Initials](#) [p. 128].



NUMBER OF CHARACTERS

Enter the number of characters to be affected by the following settings.



HEIGHT IN LINES

Enter the height of the initial in lines.



SCALING

You can scale the drop initials to make their top flush with the first line of text.



FIRST LINE WITH TEXT

Enter the number of the line in which body text is to begin.

BREAKS

The following options determine how paragraphs in containers joined with [► pipelines](#) [p. 55] are handled at the borders of pages.



START

Specify if the [► the paragraph starts](#) [p. 378] on the same or a different, for example, the next odd or even, page.



MINIMUM LINES IN ORPHANS

Specify the minimum number of lines at the must remain together at the beginning of a paragraph before the entire paragraph is moved to the next place available in the pipeline.



MINIMUM LINES IN WIDOWS

Specify the minimum number of lines which must remain together at the end of a paragraph before the entire paragraph is moved to the next place available in the pipeline.



Entering the value 0 in both fields prevents paragraphs from breaking at all.



PARAGRAPH STYLE SHEET FOR THE FOLLOWING PARAGRAPH

This option appears only when you are defining formats for Search and Replace.

See also [► Get Info, Drawing \(command\)](#) [p. 282]
[► Search and Replace \(command\)](#) [p. 364]

19.278 TEXT INFORMATION (COMMAND)

The GET INFO command opens a dialog box to allow you to inspect and edit all properties of the selection.

Panels

[► General](#) [p. 279]

Component name, columns, line breaks, paragraph spacing

► **Flowing Objects** [p. 263]

Dimensions of containers for flowing components

► **Text Arrangement** [p. 382]

Paragraph and character style sheets, breaks, drop initials, character size, spacing

► **Text Margins** [p. 384]

Paragraph style sheet, margins, text alignment, line spacing, snap baselines to grid, tab stops, columns

► **Typography** [p. 391]

Font, size, language, color, style, superscript and subscript

► **Typography 2** [p. 390]

Stretching, scaling, kerning, character spacing, display

► **Footnotes** [p. 264]

Markers, numbering, position, separator line



APPLY

Applies all the settings in this dialog box to the selection without closing the box. Please note that subsequently clicking “Cancel” affects only the changes made after using “Apply”.



CANCEL

Reverses the changes which you have made in this dialog box and closes the box.



OK

Confirms the settings in this dialog box and closes the box.

See also ► **Basic Commands (Palette)** [p. 403]

► **Toolbar for Text** [p. 409]

► **Text (menu)** [p. 382]

19.279 TEXT MARGINS PANEL, INFORMATION

When a text, spreadsheet, drawing or graph component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the ► **panel** TEXT MARGINS.

Most of these options are also available for specifying formats for the command “Search and Replace.”



PARAGRAPH STYLE SHEET

Select a paragraph style sheet to specify margins, line spacing and so on. (Not available for “Search and Replace.”)

**ALIGNMENT**

Specify how the lines of a paragraph are arranged, for example, flush left, flush right or centered. (See also ► [Alignment \(command\)](#) [p. 201])

**LEFT MARGIN**

The blank space to the left of a paragraph.

**FIRST LINE INDENT**

The blank space to the left of the first line of a paragraph.

**RIGHT MARGIN**

The blank space to the right of a paragraph.

**HANGING PUNCTUATION**

Punctuation marks at the margins may be placed on or outside the margin. Allowing punctuation marks to “hang” outside the margin results in a visually more appealing margin.

You can make the space between lines and paragraphs absolute (for example, 4 points) or relative (for example, 150 % = one and a half lines). Relative settings are based on the “automatic line height”, which is determined by the highest character occurring in a line. In addition, you can specify an absolute increase or reduction of a relative setting, for example, line height 150 % ± 1 point.

**SPACE ABOVE, ±**

Space preceding the paragraph.

**LINE SPACING, ±**

The distance between lines measured from baseline to baseline.

**SPACE BELOW, ±**

Space following the paragraph.



The distances above and below a paragraph are ignored at the beginning and end of containers.



Additional settings for spacing between paragraphs in the ► [general panel](#) [p. 279] of the information dialog box of each component.

**SNAP BASELINES TO GRID**

The baselines of all texts on a layout page can be aligned on a common ► [baseline grid](#) [p. 65].

COLUMNS**NUMBER**

This option specifies the number of columns appearing in a paragraph.

**GAP**

This option specifies the space between columns.

TAB STOPS

The fields in each line of the table display the data for a tab stop. If you click in the table, an entry field appears in which you can edit the value.



Tab stop options are not available for Search and Replace.

The first tab stop in the list is the ► [automatic tab stop](#) [p. 125]. It can be edited but not deleted.

**CREATE**

Creates an element.

**DELETE**

Deletes the selected element.

**EVERYWHERE**

A checkmark in this column indicates that the tab stop described in this line occurs in all the selected paragraphs. Tab stops which do not occur in all selected paragraphs can be set for the selection by clicking here.

**POSITION**

The position of the tab stop. Positive values are relative to the left, negative, to the right margin.

In the case of automatic tab stops, stops are repeated from the last manual stop to the right margin at intervals specified here.

**KIND**

Choose a [▶ kind of tab stop](#) [p. 126].

**... (FILL CHARACTER)**

Enter whatever you want to fill the space before the tab stop. Usually a blank space is used.

See also [▶ Get Info, Drawing \(command\)](#) [p. 282]
[▶ Search and Replace \(command\)](#) [p. 364]

19.280 TEXT PANEL, DOCUMENT SETTINGS

To view this panel, choose the command DOCUMENT SETTINGS from the menu EXTRAS and select the [▶ panel](#) TEXT.

COLUMNS

**RULE LINE STYLE SHEET**

Choose a line style sheet if lines are to be drawn between columns.

**BALANCE OF LAST PARAGRAPH**

Use the checkbox to specify if columns at the end of a text are equal in length or if the columns are to be filled from left to right. (See also

[▶ Column Format](#) [p. 64])

**ADDITIVE PARAGRAPH SPACING**

Paragraphs are preceded and followed by a blank space of a specified size. Check this option if you want RagTime to add blank spaces to determine the distance between two paragraphs. If you do not check this option, RagTime uses the greater of the two values.

LINES FLOWING AROUND OBJECTS

The settings in this group determine how to break text when it lies behind objects for which the option ▶ [Text Flows Around](#) [p. 322] is set.

- TEXT IN WIDEST AREA ONLY**
Lines of text are not distributed over all uncovered areas.
- MULTIPLE HYPHENS IN LINES FLOWING AROUND OBJECTS**
Specify whether you want hyphenation before objects or at the end of the line only. This setting corresponds to “Allow Hyphens: Before Each Object/At the End Only” in der ▶ [general](#) [p. 279] panel of the information dialog box.

FOOTNOTES

- USE FOOTNOTE SUBSTITUTION**
- LIST OF FOOTNOTE MARKERS**
You can type a list of footnote markers in the text entry field. Separate markers with semicolons. RagTime marks footnotes sequentially using the list. If you create more footnotes than there are markers in the list, RagTime repeats the list.
- COLLECT FOOTNOTES AT END OF TEXT**
Footnotes may be placed at the bottom of the page on which the annotated word appears. Text reflows when either the body or the note are modified. Endnotes cause all annotations to appear at the end of the text component. Set this option if you want to have endnotes. The setting affects all notes for a text component; you cannot have both endnotes and footnotes in a single component.
- RESTART FOOTNOTE COUNTER IN EACH CONTAINER**
Set this option if you want footnote numbering to restart on each page. Otherwise, RagTime numbers footnotes continuously throughout the component.
- SEPARATOR LINE STYLE SHEET**
To separate text from footnotes, a line may be inserted above the first footnote. Choose a line style sheet from the pop-up menu or “No Separator” if no separator line should be inserted.
- SEPARATOR LENGTH AND MARGINS**
Specify the length of the separator line as a percentage of the container width. You can position the line vertically by changing the “Margins” value.

19.281 TEXT PANEL, SETTINGS

To view this panel, choose the command **SETTINGS** from the menu **EXTRAS** and select the ▶ [panel TEXT](#).

- PRESERVE HYPHENS WHEN IMPORTING OR PASTING TEXT**
When you insert text in RagTime 5 whether from the clipboard, by “Drag and Drop” or by import, RagTime 5 can hyphenate it as when you type. When hyphenating the text, RagTime 5 uses the rules in its appropriate dictionaries and your personal dictionaries. If the inserted text already contains hyphenation which you entered manually or which was determined by the dictionaries of other applications, it is replaced. This may result in undesired line breaks.
Check this box if you do not want RagTime 5 to rehyphenate the text.
- GREEK SCREEN TEXT FOR SIZES NOT GREATER THAN**
The maximum font size which may be represented with a bar instead of individual letters. It has no affect on printing.
- ADJUST INPUT METHOD TO THE SCRIPT SYSTEM OF THE SELECTION**
If multiple script systems are installed on your computer, you can specify if the keyboard layout and the input method should be adapted to the script system of the selection.

19.282 TEXT STATISTICS (COMMAND)

The command “Text Statistics” appears in the Text menu, which is available when a text component is active. Choosing the command “Text Statistics” opens a dialog box displaying the number of characters, words, lines and paragraphs in the current selection. If the selection is empty, information for the active component is calculated.

- If the active component is installed in multiple containers of different sizes, the number of lines can not be determined reliably.

19.283 TILE WINDOWS HORIZONTALLY (COMMAND)

This command arranges all the document windows one below the other down the screen.

- ☰ Maximized windows will be reduced to suit.

19.284 TILE WINDOWS VERTICALLY (COMMAND)

This command arranges all the document windows next to each other across the screen.

- ☰ Maximized windows will be reduced to suit.

19.285 TINT (COMMAND)

The command “Tint” appears in the Format menu. Tint affects the saturation of a color.

 **To change the tint of a color**

- 1 Make a selection.
- 2 Choose “Tint.”

The submenu which opens contains percentages in increments as well as the choices “No Tint” and “Other.”

The option “No Tint” means that no new value for tint is applied.

“Other” opens a dialog box in which you can enter a value not listed.

→ You can also change the tint of many elements in the appropriate editors and information panels.

→ If you apply a fill style sheet with “No Tint,” the tint of the object is used.

See also [▶ Color \[p. 118\]](#)
[▶ Using Fill Style Sheets \[p. 136\]](#)

19.286 TRANSFORM REFERENCE (COMMAND)

The command “Transform Reference” appears in the submenu [▶ Calculation \[p. 218\]](#). Use this command to change references between [▶ relative or absolute \[p. 170\]](#).

 **To transform a reference**

- 1 Select the reference in the formula entry field.
- 2 Choose Transform Reference.

The row and column values toggle among the alternative combinations of absolute and relative.

If several references of different types are selected together, RagTime converts all selected references to the same type as the first.

→ You can change plane references in A1 notation by typing a dollar sign (\$), or deleting it from, in front of the plane reference. You can transform plane references in RC notation by typing square brackets ([]) around, or deleting them from, the plane reference. For examples, please refer to the topic [▶ Table of Reference Notation \[p. 172\]](#).

See also [▶ About Absolute and Relative References \[p. 170\]](#)

19.287 TRANSFORMATION (MENU)**ROTATE 90° COUNTERCLOCKWISE**

Rotates the selected object 90° counter-clockwise.

**ROTATE 90° CLOCKWISE**

Rotates the selected object 90° clockwise.

**FLIP TOP <-> BOTTOM**

Flips the selected object around its central horizontal axis.

**FLIP LEFT <-> RIGHT**

Flips the selected object around its central vertical axis.

**RESET TRANSFORMATION**

Resets the transformation of the selected object to the standard values: Rotation and skewing to 0 and scaling to 100%.

**REMOVE TRANSFORMATION**

Removes the transformation (scaling, rotation, skewing) of the selected objects, without changing their shape or orientation. If necessary, the objects will be converted to the appropriate polygons or Bézier curves.



Transformation of objects with installed components affects the objects and their contents.

See also [▶ Scaling, Skewing, and Rotating Drawing Objects](#) [p. 46]
[▶ Drawing Commands \(Palette\)](#) [p. 404]

19.288 TYPOGRAPHY PANEL 2, INFORMATION

When a Text, spreadsheet, graph, drawing or button component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the [▶ panel](#) TYPOGRAPHY 2.

**CHARACTER STYLE SHEET**

This is the character style sheet that serves as the basis for all the character formats used here.

**SIZE****SIZE**

The height of the characters.



The relationship between the actual height and this value is set by the designer of the font. Generally the characters are smaller than the value given here, since space is reserved for descenders and characters with diacritical marks.

**CHARACTER STRETCHING**

The degree to which a character is stretched horizontally relative to its normal width.

SMALL CAPS SCALING (HORIZONTAL, VERTICAL)

To generate small caps, upper case characters are scaled horizontally and vertically by these factors.

POSITIONING

 CHARACTER SPACING

The distance from one character to the next as a percentage of the character width or in some other unit of length. Positive values increase the separation.

 USE KERNING PAIRS

Specifies whether the spacing between certain pairs of characters in the selected text will be kerned in accordance with the font definition (see [► Kerning \[p. 122\]](#)).

The printed results generally look better than the display on the screen.

 BASELINE SHIFT

The distance that the baseline will be moved lower (+) or higher (-). The characters will be moved without regard for line spacing, any scaling factor applied to vertically displaced characters or container borders.

DISPLAY

 VALUE FORMAT

The format used to display numbers, dates and timespans (see [► About Value Formats \[p. 163\]](#)).

→ In text components, the value format only affects the text calculated by formulas.

 PRINTING

Specifies whether the font should be printed or only displayed on the screen.

 UNDERLINE LINE STYLE SHEET

Here you select the line style sheet to be used for underlining and strike throughs.

HYPHENATION

You can set the minimum number of letters that must be in a syllable or word before an automatic soft hyphenation will be made.

 SHORTEST SYLLABLE

The shortest length of a syllable before a hyphenation may be made.

 SHORTEST WORD

The shortest length of word before a hyphenation may be made.

19.289 TYPOGRAPHY PANEL, INFORMATION

When a Text, spreadsheet, graph, drawing or button component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the [► panel TYPOGRAPHY 1](#).

 CHARACTER STYLE SHEET

This is the character style sheet that serves as the basis for all the character formats used here.

FONT AND EXISTING STYLES

The first list shows all the fonts installed on your computer. Here you can choose which font should be used for the selected characters.

The second list shows the styles available for the font selected in the first list, in other words the styles delivered by the font designer.

→ It is true that you can also use a style that is not available such as italics, however, since the style is, in this case, calculated from a style you have it is generally not as elegant as one developed by a font designer.

STYLE AND COLOR



Specifies that the selected characters should be left plain with no special style. Selecting this button switches off all other styles.



Specifies, whether the selected text should be set in bold, italic, small caps, outlined, shadow or Kuromaru.

→ The setting “Kuromaru” only functions, when your computer is equipped to display Japanese characters.



Selects the underlining for the selected character: none, single or double.



Specifies whether the selected character should be struck through.



Specifies whether just the selected words or also the spaces between them should be underlined or struck through, when this style is set.

→ The line style sheet, which should be used for the underlining and strike through, can be set in ► [Typography Panel 2](#) [p. 390].

 COLOR

The current color will be displayed. Click to open the ► [Color window](#) [p. 227]. If you want to change the color, select a color or TRANSPARENT or OTHER.



TINT

Enter a percentage for the tint of the color here.

 CASE

Selects the rule be used to **display** letters as upper and lower case characters (see ► [Capitalization \(command\)](#) [p. 220]).



SIZE

The height of the characters.

→ The relationship between the actual height and this value is set by the designer of the font. Generally the characters are smaller than the value given here, since space is reserved for descenders and characters with diacritical marks.

-   VERTICAL POSITION (SUPERSCRIPT/SUBSCRIPT)
The vertical displacement of the character upwards (+) or downwards (-) in any available unit of length or as a percentage of the font size. If a vertical scaling of 100% is set, it will affect characters that are not on the baseline.
-  The automatic line spacing will be adjusted if necessary.
-   SUPER-/SUBSCRIPT SCALING
The percentage with which superscript or subscript characters will be scaled.
-  This scaling factor is not applied in the case of a baseline shift.
-
- HYPHENATION, LANGUAGE**
- AUTOMATIC HYPHENATION
Specifies whether the selected text should be considered when RagTime hyphenates, both while typing or by command (► [Hyphenate \(command\)](#) [p. 294]).
-  LANGUAGE
The language whose rules should be used for spell checking and hyphenation.
-
- EXAMPLE**
- Here an example will illustrate the results of the settings.

19.290 TYPOGRAPHY PANELS, INFORMATION

When a text, spreadsheets, graphs, drawings or buttons component is active, a menu of the same name appears in the menu bar. You can open this dialog box by choosing the command GET INFO from that menu and selecting the ► [panel](#) TYPOGRAPHY OR TYPOGRAPHY 2.

All the settings for formatting characters are found in the typography panels.

► [Typography](#) [p. 391]

Contains the fundamental settings that include font, size, color, style, superscript, and subscript.

► [Typography 2](#) [p. 390]

Contains the somewhat less commonly needed settings for stretching, scaling, kerning, and character spacing.

- See also*
- [Text Information \(command\)](#) [p. 383]
 - [Get Info, Drawing \(command\)](#) [p. 282]
 - [Get Info, Spreadsheet \(command\)](#) [p. 288]
 - [Get Info, Graph \(command\)](#) [p. 283]
 - [Get Info, Button component \(command\)](#) [p. 282]
 - [Search and Replace \(command\)](#) [p. 364]

19.291 UN/HIDE ROWS/COLUMNS (COMMAND)

The commands HIDE ROWS/COLUMNS and UNHIDE ROWS/COLUMNS appear in the Spreadsheet menu, which is available when a spreadsheet component is active. Both commands can be applied to entire rows or columns only.

HIDE ROWS/COLUMNS hides the selected spreadsheet rows or columns.

→ The contents of hidden rows or columns remain intact and can, for example, be referenced in formulas.

UNHIDE ROWS/COLUMNS unhides hidden spreadsheet rows or columns in the selection.

→ You can select a single hidden column or row by entering its reference (e.g. A:A for column A) in the toolbar.

See also ▶ [Toolbar for Spreadsheets](#) [p. 408]

19.292 UNDO (COMMAND)

The UNDO command reverses the last action, if that is possible.

You can reverse most of the actions you perform in RagTime. If you make a change that you would like to reverse, **before you do anything else**, choose “Undo.”

See also ▶ [Basic Commands \(Palette\)](#) [p. 403]

▶ [Edit \(menu\)](#) [p. 253]

19.293 UNIT EDITOR (COMMAND)

“Units Editor”, which appears in the ▶ [Auxiliaries](#) [p. 398] submenu, opens a dialog box in which you can create and edit units of measure which are used in rulers. Unit names also appear in the inventory.

A unit and its definition appear in a line. Clicking the line selects it. Clicking a value in the selected line selects that value for editing. A box appears around it, and you can enter a new value. Some options are chosen from pop-up menus.



CREATE

Creates an element.



DELETE

Deletes the selected element.

NAMES

The names of existing units appear in a ► [hierarchical list](#) [p. 418].

You can define a new unit relative to a base unit by entering how many of the new unit should correspond to a given number of the base unit.

**NEW UNIT**

Select the number and type in a value to specify the number of new units. Select the an abbreviation for the dimension and type a new one (in, cm, pt and so on).

**BASE UNIT**

Select the number and type in a value to specify a number of base units and choose a dimension from the pop-up menu.

It is possible to have a different unit type to express fractional values. For example, you might specify units in feet and inches.

**CHECK MARK**

Click to the right of the base unit pop-up menu to make the secondary unit pop-up menu available. A check mark appears to show that the option has been selected.

**SECONDARY UNIT**

Select a dimension from the pop-up menu.

**DECIMAL PLACES**

Enter the number of places to the right of the decimal to use in expression units. If no secondary unit is used, the first unit may be expressed as a decimal fraction. If a secondary unit is used, the first unit is expressed in integers, and the secondary unit may be expressed as a decimal fraction.

See also ► [Units](#) [p. 414]

19.294 UPDATE ALL LINKED IMPORTS (COMMAND)

The UPDATE ALL LINKED IMPORTS command appears in the Extras menu and checks whether the state of a linked imported file still corresponds to that of the original by comparing the date of the last import with the original's modification date. The import routine is repeated if necessary.

See also ► [Linked Import Panel, Information](#) [p. 313]
 ► [About Linked Imports](#) [p. 181]
 ► [Update From Picture File \(command\)](#) [p. 396]
 ► [Cancel Link to File \(command\)](#) [p. 220]

19.295 UPDATE FROM PICTURE FILE (COMMAND)

The UPDATE FROM PICTURE FILE command is found in the Picture List and Picture menu and is available whenever a picture is selected, which is linked to its source file.

-  A link is created when you import a picture.
-  A link is created when you subscribe to a picture. It checks whether the content of the picture component still corresponds to that of the file and if necessary updates the component.
-  To use this command, the source file must still be available.

See also ▶ [Data Exchange, Pictures](#) [p. 185]
 ▶ [About Linked Imports](#) [p. 181]

19.296 USE PREFERRED MOVIE SETTINGS (COMMAND)

-  “QuickTime” is a part of the operating system and thus supported by RagTime 5 under Mac OS only.

The command “Use Preferred Movie Settings” appears in the Movie menu, which is available when a movie component is selected.

A movie document contains information about playing speed, loop and so on, which you can view and change in the ▶ [playing](#) [p. 346] panel of the information dialog box.

When you choose “Use Preferred Movie Settings,” RagTime plays the movie with the the settings stored in the movie and resets the options in the information dialog box.

19.297 VALUE FORMAT (COMMAND)

The command “Value Format” appears in the Format menu. It is available when an item which can include numbers, dates or time spans is selected, for example, a spreadsheet, text or some graph parts. If the listed Value Formats exceed a specific number, the remaining items are accessible under the item MORE....

The value format determines the way numbers, dates and times appear in a document—for example

“1234” or “\$1,234.56”
 “1/31/96” or “Jan 1, 1996”
 “2 minutes 11 seconds” or “131 seconds”
 and so on.

-  **To apply a value format**

Do one of the following:

- 1 Select a number, spreadsheet range or text.
 - 2 Choose “Value Format.”
A submenu appears.
 - 3 Choose the desired format from the list.
- You can create your own value formats in the ► [value format editor](#) [p. 397].

See also ► [About Formatting Characters](#) [p. 120]
 ► [Character Style Sheets \(command\)](#) [p. 223]
 ► [About Value Formats](#) [p. 163]

19.298 VALUE FORMAT EDITOR (COMMAND)

“Value Format Editor” appears in the “Auxiliaries” submenu.

A value format is used to determine the appearance of numbers, dates and time spans. A single value format may have a large number of number formats and one format for dates and time spans. This topic describes the functions of the value format editor. For details about editing value formats, please refer to the topic ► [Editing Value Formats](#) [p. 164].



CREATE

Creates an element.



DELETE

Deletes the selected element.



APPLY

Click this button to apply the current settings to the selection without closing the dialog box..

EXAMPLE

Here an example will illustrate the results of the settings.

Value formats appear in a ► [hierarchical list](#) [p. 418].

- Click anywhere in the line to select a value format.
- Click the name or the format definition a second time to select it for editing.



NUMBER SPECIFIERS

The pop-up menu “Number Specifiers” lists the symbols which RagTime recognizes for ► [creating number formats](#) [p. 167]. Choosing an item from this list enters it in the selected value format at the position of the insertion marker.



DATE AND TIME SPECIFIERS

The pop-up menu “Date and Time Specifiers” lists the symbols which RagTime recognizes for ► [creating date, time and time span formats](#) [p. 168]. Choosing an item from this list enters it in the selected value format at the position of the insertion marker.

You can also type symbols from the lists directly in the editing area.

- See also*
- ▶ [About Value Formats](#) [p. 163]
 - ▶ [Applying Value Formats](#) [p. 166]
 - ▶ [Value Formats and Character Style Sheets](#) [p. 166]
 - ▶ [Value Format \(command\)](#) [p. 396]

19.299 WHY (COMMAND)

The command “Why” appears in the Extras menu. Choosing the command Why displays the reason why the last action which was not performed could not be performed.

19.300 WINDOWS (MENU)

- ☰ ▶ [PALETTES](#) [p. 402] ▶
- ☰ AUXILIARIES ▶
 - ⌘ ▶ [NAME EDITOR](#) [p. 320]
 - ⌘ ▶ [VALUE FORMAT EDITOR](#) [p. 397]
 - ⌘ ▶ [UNITS EDITOR](#) [p. 394]
 - ⌘ ▶ [RULER EDITOR](#) [p. 359]
 - ⌘ ▶ [INDEX ENTRIES EDITOR](#) [p. 296]
 - ⌘ ▶ [CHARACTER STYLE SHEET EDITOR](#) [p. 223]
 - ⌘ ▶ [PARAGRAPH STYLE SHEET EDITOR](#) [p. 338]
 - ⌘ ▶ [FILL STYLE SHEET EDITOR](#) [p. 260]
 - ⌘ ▶ [LINE STYLE SHEET EDITOR](#) [p. 306]
 - ⌘ ▶ [PICTURE LIST](#) [p. 343]

- ☰ ▶ [NEW COMPONENT](#) [p. 321] ▶
- ⌘ ▶ [OPEN COMPONENT](#) [p. 323]
- ⌘ ▶ [OPEN INVENTORY](#) [p. 325]

- ☰ ▶ [DISPLAY SCALE](#) [p. 248] ▶
- ☰ ▶ [RULERS AND GRID](#) [p. 360] ▶
- ☰ SHOW ▶
 - ⌘ ▶ [NONPRINTING ITEMS](#) [p. 322]
 - ⌘ ▶ [PAGE BOUNDARIES](#) [p. 328]
 - ⌘ ▶ [EDITION BORDERS](#) [p. 254]
 - ⌘ ▶ [SPECIAL CHARACTERS](#) [p. 374]
 - ⌘ ▶ [FORMULA BORDERS IN TEXT](#) [p. 266]
 - ⌘ ▶ [PIPELINES](#) [p. 345]
 - ⌘ ▶ [OBJECT NAMES](#) [p. 373]
 - ⌘ ▶ [SHOW/HIDE TOOLBAR](#) [p. 374]

-
- ⌘ ▶ [STACK WINDOWS](#) [p. 377]
 - ⌘ ▶ [TILE WINDOWS HORIZONTALLY](#) [p. 388]
 - ⌘ ▶ [TILE WINDOWS VERTICALLY](#) [p. 388]
-

(All open windows are listed here.)

→ Having only necessary palettes open improves RagTime's speed.

CHAPTER 20

Palettes and Toolbars

In this chapter, you will find an overview of all the RagTime 5 tool bars and palettes. Each element of the toolbars and palettes is shown together with a reference to the corresponding command, a description of which can be found in the chapter “Alphabetic Reference”. Palettes created by tearing off menus are not described in this chapter. For details regarding these palettes, please refer to the description of the corresponding menu.

20.1 ABOUT PALETTES AND TOOLBARS

RagTime 5 has a whole series of floating palettes which provide easy access to frequently used commands and attributes.

A number of palettes are accessible via the Windows menu, but in addition to these you can also ▶ **tear off** many normal submenus to use them as palettes (e.g. ▶ **NEW BEGINNING WITH (COMMAND)** [p. 321], ▶ **COLOR (COMMAND)** [p. 227], ▶ **FONT (COMMAND)** [p. 264] or ▶ **VALUE FORMAT (COMMAND)** [p. 396]).

- ▶ **Basic Commands (Palette)** [p. 403]
- ▶ **Drawing Commands (Palette)** [p. 404]
- ▶ **Formulas (Palette)** [p. 404]
- ▶ **Object Coordinates (Palette)** [p. 404]
- ▶ **Sound Controls (Palette)** [p. 405]
- ▶ **Spreadsheet Commands (Palette)** [p. 405]
- ▶ **Tools (Palette)** [p. 410]
- ▶ **Curve Editing (Palette)** [p. 403]
- ▶ **Typography (Palette)** [p. 411]
- ▶ **About the Inventory** [p. 31] (☰ only)

Palettes float on top of every other window and are thus always directly accessible while you work. A few Palettes can be “docked”. In this case, they no longer float over the other windows, and the space that they occupy will not be used by RagTime 5 for other windows.



To “dock” a palette, drag it to the edge of the RagTime 5 window or double-click on the title of the palette.



To “dock” **one** palette below the menubar click the Zoom box.

The toolbar is a palette whose contents vary according to the context. Its selection of tools varies to suit the currently active component: When working on spreadsheet components, you see buttons that are useful for working with spreadsheets and other appropriate tools when working with business graphs.

- ▶ **Toolbar for Drawings** [p. 405]
- ▶ **Toolbar for Graphs** [p. 406]
- ▶ **Toolbars for Pictures** [p. 410]
- ▶ **Toolbar for Sound** [p. 407]
- ▶ **Toolbar for Spreadsheets** [p. 408]
- ▶ **Toolbar for Text** [p. 409]
- ▶ **Toolbar for Layouts, Master Layouts, Buttons, Movies** [p. 407]

See also ▶ **Windows (menu)** [p. 398]

20.2 BASIC COMMANDS (PALETTE)

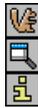
The Basic Commands palette includes that basic and frequently needed commands that are not limited to specific types of components.



- ▶ [NEW DOCUMENT \(COMMAND\)](#) [p. 321]
- ▶ [OPEN DOCUMENT \(COMMAND\)](#) [p. 324]
- ▶ [SAVE DOCUMENT \(COMMAND\)](#) [p. 362]
- ▶ [PRINT ONE \(COMMAND\)](#) [p. 350]
- ▶ [COPY \(COMMAND\)](#) [p. 241]
- ▶ [CUT \(COMMAND\)](#) [p. 245]
- ▶ [PASTE \(COMMAND\)](#) [p. 339]
- ▶ [UNDO \(COMMAND\)](#) [p. 394]



You will find the following standard elements under  Windows in the Basic Commands palette and under  Mac OS in the toolbar.



- ▶ [OPEN INVENTORY \(COMMAND\)](#) [p. 325]
- ▶ [OPEN COMPONENT \(COMMAND\)](#) [p. 323]

To open the information dialog for the active component

- ▶ [GET INFO, DRAWING \(COMMAND\)](#) [p. 282]
- ▶ [TEXT INFORMATION \(COMMAND\)](#) [p. 383]
- ▶ [GET INFO, SPREADSHEET \(COMMAND\)](#) [p. 288]
- ▶ [GET INFO, BUTTON COMPONENT \(COMMAND\)](#) [p. 282]
- ▶ [GET INFO, PICTURE \(COMMAND\)](#) [p. 286]
- ▶ [GET INFO, GRAPH \(COMMAND\)](#) [p. 283]
- ▶ [GET INFO, LAYOUT AND MASTER LAYOUT \(COMMAND\)](#) [p. 285]
- ▶ [GET INFO, SOUND \(COMMAND\)](#) [p. 287]
- ▶ [GET INFO, MOVIE \(COMMAND\)](#) [p. 286]



TOOLBOX to select the outermost nested container in which the active component is installed.



- ▶ [FORMULAS \(PALETTE\)](#) [p. 404]
- ▶ [FUNCTIONS \(COMMAND\)](#) [p. 267]

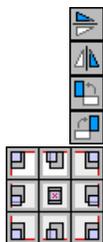
20.3 CURVE EDITING (PALETTE)



- ▶ [CURVE SPLITTING TOOL](#) [p. 243]
- ▶ [CURVE POINT INSERTION TOOL](#) [p. 241]
- ▶ [CURVE POINT REMOVAL TOOL](#) [p. 243]
- ▶ [CURVE POINT KINK TOOL](#) [p. 242]
- ▶ [CLOSED CURVE \(COMMAND\)](#) [p. 227]
- ▶ [EDIT CURVE \(COMMAND\)](#) [p. 254]

See also ▶ [Editing Polygons and Curves](#) [p. 44]

20.4 DRAWING COMMANDS (PALETTE)



- ▶ FLIP TOP <-> BOTTOM [p. 390]
- ▶ FLIP LEFT <-> RIGHT [p. 390]
- ▶ ROTATE 90° COUNTERCLOCKWISE [p. 390]
- ▶ ROTATE 90° CLOCKWISE [p. 390]

Arrange: When you click a button, the selected objects will be arranged with the edges aligned as shown on the button.



- ▶ ARRANGE OBJECTS (COMMAND) [p. 204]



The arrange buttons are only enabled when at least two drawing objects are selected.



- ▶ GROUP/UNGROUP OBJECTS (COMMAND) [p. 293]
- ▶ ADDING ARROWHEADS TO LINES [p. 45]
- ▶ BRING TO THE FRONT [p. 378]
- ▶ BRING FORWARD [p. 378]
- ▶ SEND BACKWARD [p. 378]
- ▶ SEND TO THE BACK [p. 378]

20.5 FORMULAS (PALETTE)

In the Formulas palette, you can examine and edit formulas. While editing the formula in the palette's large entry field, you can create references to spreadsheet cells by clicking or highlighting several cells.



- ▶ FUNCTIONS (COMMAND) [p. 267]
- ▶ TRANSFORM REFERENCE (COMMAND) [p. 389]

Quits editing without saving changes.

Completes the entry of the formula. All changes are confirmed.

FORMULA TARGET

If the active component can take a formula in several places, for example in a business graph component, a popup menu will be displayed in which you can select the place where this value or formula should be used.

See also ▶ [Formulas and Functions](#) [Formulas and Functions]

20.6 OBJECT COORDINATES (PALETTE)



NAME

The name of the selected object.

For drawing objects, the settings in this palette correspond to those under ▶ [Coordinates Panel, Drawing Information](#) [p. 239] If other components are active, their applicable values will be displayed and can be modified. Some examples of such values are the scaling of pictures or the column width and row height in spreadsheets.

See also ▶ [Drawing Objects](#) [p. 37]

20.7 SOUND CONTROLS (PALETTE)



- ▶ [ERASE SOUND \(COMMAND\)](#) [p. 255]
- ▶ [RECORD SOUND \(COMMAND\)](#) [p. 354]
- ▶ [PLAY/STOP SOUND \(COMMAND\)](#) [p. 345]
- ▶ [PAUSE SOUND \(COMMAND\)](#) [p. 340]
- ▶ [PLAY/STOP SOUND \(COMMAND\)](#) [p. 345]

20.8 SPREADSHEET COMMANDS (PALETTE)



- ▶ [SORT \(COMMAND\)](#) [p. 374]

Using the first column as the key, sort the selected range in ascending/descending order.



- ▶ [INSERT CELLS \(COMMAND\)](#) [p. 297]
- ▶ [INSERT COLUMNS/INSERT ROWS \(COMMAND\)](#) [p. 297]
- ▶ [REMOVE CELLS \(COMMAND\)](#) [p. 355]
- ▶ [REMOVE COLUMNS/ROWS \(COMMAND\)](#) [p. 355]
- ▶ [APPEND PLANE \(COMMAND\)](#) [p. 202]
- ▶ [REMOVE PLANE \(COMMAND\)](#) [p. 355]
- ▶ [CREATE UNION \(COMMAND\)](#) [p. 241]
- ▶ [REMOVE UNION \(COMMAND\)](#) [p. 356]

20.9 TOOLBAR FOR DRAWINGS



You will find the following standard elements under  Windows in the Basic Commands palette and under  Mac OS in the toolbar.



- ▶ [OPEN INVENTORY \(COMMAND\)](#) [p. 325]
- ▶ [OPEN COMPONENT \(COMMAND\)](#) [p. 323]

To open the information dialog for the active component

- ▶ [GET INFO, DRAWING \(COMMAND\)](#) [p. 282]
- ▶ [TEXT INFORMATION \(COMMAND\)](#) [p. 383]
- ▶ [GET INFO, SPREADSHEET \(COMMAND\)](#) [p. 288]
- ▶ [GET INFO, BUTTON COMPONENT \(COMMAND\)](#) [p. 282]
- ▶ [GET INFO, PICTURE \(COMMAND\)](#) [p. 286]

- ▶ GET INFO, GRAPH (COMMAND) [p. 283]
- ▶ GET INFO, LAYOUT AND MASTER LAYOUT (COMMAND) [p. 285]
- ▶ GET INFO, SOUND (COMMAND) [p. 287]
- ▶ GET INFO, MOVIE (COMMAND) [p. 286]



TOOLBOX to select the outermost nested container in which the active component is installed.



▶ FORMULAS (PALETTE) [p. 404]



▶ FUNCTIONS (COMMAND) [p. 267]



▶ MAGNIFYING GLASS (DISPLAY SCALE) [p. 248]



▶ MAKING PIPELINES [p. 56] (Vertical)



▶ MAKING PIPELINES [p. 56] (Horizontal)



▶ REMOVING PIPELINES [p. 57]



▶ RECTANGLE TOOL [p. 354]



▶ ROUNDED RECTANGLE TOOL [p. 358]



▶ OVAL TOOL [p. 325]



▶ SECTOR TOOL [p. 366]



▶ ARC TOOL [p. 203]



▶ LINE TOOL [p. 307]



▶ POLYGON TOOL [p. 346]



▶ BÉZIER CURVE TOOL [p. 215]



▶ GRAPHIC TEXT TOOL [p. 292]



▶ MULTIGON TOOL [p. 320]



Tool buttons for drawing objects, which can take components, are marked with a ▶. To create a component and install it in a new drawing object, select a component type from the menu that appears after you have held the tool button depressed for a while.



▶ CONTENTS TYPE (COMMAND) [p. 239]

20.10 TOOLBAR FOR GRAPHS



You will find the following standard elements under Windows in the Basic Commands palette and under Mac OS in the toolbar.



▶ OPEN INVENTORY (COMMAND) [p. 325]



▶ OPEN COMPONENT (COMMAND) [p. 323]



To open the information dialog for the active component

- ▶ GET INFO, DRAWING (COMMAND) [p. 282]
- ▶ TEXT INFORMATION (COMMAND) [p. 383]
- ▶ GET INFO, SPREADSHEET (COMMAND) [p. 288]
- ▶ GET INFO, BUTTON COMPONENT (COMMAND) [p. 282]
- ▶ GET INFO, PICTURE (COMMAND) [p. 286]
- ▶ GET INFO, GRAPH (COMMAND) [p. 283]
- ▶ GET INFO, LAYOUT AND MASTER LAYOUT (COMMAND) [p. 285]

- ▶ GET INFO, SOUND (COMMAND) [p. 287]
- ▶ GET INFO, MOVIE (COMMAND) [p. 286]



TOOLBOX to select the outermost nested container in which the active component is installed.



- ▶ FORMULAS (PALETTE) [p. 404]
- ▶ FUNCTIONS (COMMAND) [p. 267]



- ▶ MOVE AND SCALE TOOL [p. 317]
- ▶ ROTATE TOOL [p. 357]



Use both popup menus to select graph elements. Select an element in the first menu. If it contains subelements, these will be available in the second popup menu.

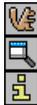


- ▶ APPEND SERIES (COMMAND) [p. 202]

20.11 TOOLBAR FOR LAYOUTS, MASTER LAYOUTS, BUTTONS, MOVIES



You will find the following standard elements under Windows in the Basic Commands palette and under Mac OS in the toolbar.



- ▶ OPEN INVENTORY (COMMAND) [p. 325]
- ▶ OPEN COMPONENT (COMMAND) [p. 323]

To open the information dialog for the active component

- ▶ GET INFO, DRAWING (COMMAND) [p. 282]
- ▶ TEXT INFORMATION (COMMAND) [p. 383]
- ▶ GET INFO, SPREADSHEET (COMMAND) [p. 288]
- ▶ GET INFO, BUTTON COMPONENT (COMMAND) [p. 282]
- ▶ GET INFO, PICTURE (COMMAND) [p. 286]
- ▶ GET INFO, GRAPH (COMMAND) [p. 283]
- ▶ GET INFO, LAYOUT AND MASTER LAYOUT (COMMAND) [p. 285]
- ▶ GET INFO, SOUND (COMMAND) [p. 287]
- ▶ GET INFO, MOVIE (COMMAND) [p. 286]



TOOLBOX to select the outermost nested container in which the active component is installed.



- ▶ FORMULAS (PALETTE) [p. 404]
- ▶ FUNCTIONS (COMMAND) [p. 267]

For the components layouts, master layouts, buttons and movies, there are no further buttons in the toolbar.

20.12 TOOLBAR FOR SOUND



You will find the following standard elements under Windows in the Basic Commands palette and under Mac OS in the toolbar.



▶ OPEN INVENTORY (COMMAND) [p. 325]



▶ OPEN COMPONENT (COMMAND) [p. 323]



To open the information dialog for the active component

- ▶ GET INFO, DRAWING (COMMAND) [p. 282]
- ▶ TEXT INFORMATION (COMMAND) [p. 383]
- ▶ GET INFO, SPREADSHEET (COMMAND) [p. 288]
- ▶ GET INFO, BUTTON COMPONENT (COMMAND) [p. 282]
- ▶ GET INFO, PICTURE (COMMAND) [p. 286]
- ▶ GET INFO, GRAPH (COMMAND) [p. 283]
- ▶ GET INFO, LAYOUT AND MASTER LAYOUT (COMMAND) [p. 285]
- ▶ GET INFO, SOUND (COMMAND) [p. 287]
- ▶ GET INFO, MOVIE (COMMAND) [p. 286]



TOOLBOX to select the outermost nested container in which the active component is installed.



▶ FORMULAS (PALETTE) [p. 404]



▶ FUNCTIONS (COMMAND) [p. 267]



▶ ERASE SOUND (COMMAND) [p. 255]



▶ RECORD SOUND (COMMAND) [p. 354]



▶ PLAY/STOP SOUND (COMMAND) [p. 345]



▶ PAUSE SOUND (COMMAND) [p. 340]



▶ PLAY/STOP SOUND (COMMAND) [p. 345]

20.13 TOOLBAR FOR SPREADSHEETS



You will find the following standard elements under Windows in the Basic Commands palette and under Mac OS in the toolbar.



▶ OPEN INVENTORY (COMMAND) [p. 325]



▶ OPEN COMPONENT (COMMAND) [p. 323]



To open the information dialog for the active component

- ▶ GET INFO, DRAWING (COMMAND) [p. 282]
- ▶ TEXT INFORMATION (COMMAND) [p. 383]
- ▶ GET INFO, SPREADSHEET (COMMAND) [p. 288]
- ▶ GET INFO, BUTTON COMPONENT (COMMAND) [p. 282]
- ▶ GET INFO, PICTURE (COMMAND) [p. 286]
- ▶ GET INFO, GRAPH (COMMAND) [p. 283]
- ▶ GET INFO, LAYOUT AND MASTER LAYOUT (COMMAND) [p. 285]
- ▶ GET INFO, SOUND (COMMAND) [p. 287]
- ▶ GET INFO, MOVIE (COMMAND) [p. 286]



TOOLBOX to select the outermost nested container in which the active component is installed.



▶ FORMULAS (PALETTE) [p. 404]

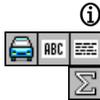


▶ FUNCTIONS (COMMAND) [p. 267]



▶ [PLANES \(COMMAND\)](#) [p. 345]

The reference of the active cell. To select another cell, enter its reference here.



DATA TYPE OF THE SELECTED CELLS

▶ [DATA TYPE RECOGNITION](#) [p. 77]

Creates, if possible, a sum formula below or to the right of the selected cells.



CONTENT OF THE ACTIVE CELL

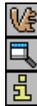
If the content is calculated in a formula, this is the result of the calculation.

The contents of multiline text cells are not accessible here.

20.14 TOOLBAR FOR TEXT



You will find the following standard elements under Windows in the Basic Commands palette and under Mac OS in the toolbar.



▶ [OPEN INVENTORY \(COMMAND\)](#) [p. 325]

▶ [OPEN COMPONENT \(COMMAND\)](#) [p. 323]

To open the information dialog for the active component

- ▶ [GET INFO, DRAWING \(COMMAND\)](#) [p. 282]
- ▶ [TEXT INFORMATION \(COMMAND\)](#) [p. 383]
- ▶ [GET INFO, SPREADSHEET \(COMMAND\)](#) [p. 288]
- ▶ [GET INFO, BUTTON COMPONENT \(COMMAND\)](#) [p. 282]
- ▶ [GET INFO, PICTURE \(COMMAND\)](#) [p. 286]
- ▶ [GET INFO, GRAPH \(COMMAND\)](#) [p. 283]
- ▶ [GET INFO, LAYOUT AND MASTER LAYOUT \(COMMAND\)](#) [p. 285]
- ▶ [GET INFO, SOUND \(COMMAND\)](#) [p. 287]
- ▶ [GET INFO, MOVIE \(COMMAND\)](#) [p. 286]



TOOLBOX to select the outermost nested container in which the active component is installed.



▶ [FORMULAS \(PALETTE\)](#) [p. 404]

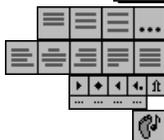
▶ [FUNCTIONS \(COMMAND\)](#) [p. 267]



▶ [CHARACTER STYLE SHEET \(COMMAND\)](#) [p. 223] (only, under in the Typography palette.)



▶ [PARAGRAPH STYLE SHEET \(COMMAND\)](#) [p. 337]



▶ [ADJUSTING LINE SPACING](#) [p. 127]

▶ [ALIGNMENT \(COMMAND\)](#) [p. 201]

▶ [TAB STOPS AND TAB FILL](#) [p. 125]

▶ [INSERT FOOTNOTE \(COMMAND\)](#) [p. 298]

20.15 TOOLBARS FOR PICTURES

→ You will find the following standard elements under  Windows in the Basic Commands palette and under  Mac OS in the toolbar.



▶ OPEN INVENTORY (COMMAND) [p. 325]



▶ OPEN COMPONENT (COMMAND) [p. 323]



To open the information dialog for the active component

- ▶ GET INFO, DRAWING (COMMAND) [p. 282]
- ▶ TEXT INFORMATION (COMMAND) [p. 383]
- ▶ GET INFO, SPREADSHEET (COMMAND) [p. 288]
- ▶ GET INFO, BUTTON COMPONENT (COMMAND) [p. 282]
- ▶ GET INFO, PICTURE (COMMAND) [p. 286]
- ▶ GET INFO, GRAPH (COMMAND) [p. 283]
- ▶ GET INFO, LAYOUT AND MASTER LAYOUT (COMMAND) [p. 285]
- ▶ GET INFO, SOUND (COMMAND) [p. 287]
- ▶ GET INFO, MOVIE (COMMAND) [p. 286]



TOOLBOX to select the outermost nested container in which the active component is installed.



▶ FORMULAS (PALETTE) [p. 404]



▶ FUNCTIONS (COMMAND) [p. 267]



▶ MOVE TOOL [p. 318]



▶ SCALING TOOL [p. 362]



▶ CROP PICTURE (COMMAND) [p. 241]



▶ ALIGN (MENU) [p. 201]

20.16 TOOLS (PALETTE)



▶ MAGNIFYING GLASS (DISPLAY SCALE) [p. 248]



▶ MAKING PIPELINES [p. 56] (Vertical)



▶ MAKING PIPELINES [p. 56] (Horizontal)



▶ REMOVING PIPELINES [p. 57]



▶ RECTANGLE TOOL [p. 354]



▶ ROUNDED RECTANGLE TOOL [p. 358]



▶ OVAL TOOL [p. 325]



▶ SECTOR TOOL [p. 366]



▶ ARC TOOL [p. 203]



▶ LINE TOOL [p. 307]



▶ POLYGON TOOL [p. 346]



▶ BÉZIER CURVE TOOL [p. 215]



▶ GRAPHIC TEXT TOOL [p. 292]



▶ [MULTIGON TOOL](#) [p. 320]



Tool buttons for drawing objects, which can take components, are marked with a ▶. To create a component and install it in a new drawing object, select a component type from the menu that appears after you have held the tool button depressed for a while.

20.17 TYPOGRAPHY (PALETTE)



▶ [CHARACTER STYLE SHEET \(COMMAND\)](#) [p. 223]



▶ [FONT \(COMMAND\)](#) [p. 264]



▶ [SIZE \(MENU\)](#) [p. 374]



Specifies, whether the selected text should be set in bold, italic, small caps, outlined, shadow, or Kuromaru.



The setting “Kuromaru” only functions, when your computer is equipped to display Japanese characters.



Selects the underlining for the selected character: none, single or double.



Specifies whether the selected character should be struck through.

Specifies whether just the selected words or also the spaces between them should be underlined or struck through, when this style is set.



▶ [SUPER-/SUBSCRIPT](#) [p. 301]



▶ [CAPITALIZATION \(COMMAND\)](#) [p. 220]

See also ▶ [Typography Panels, Information](#) [p. 393]

CHAPTER

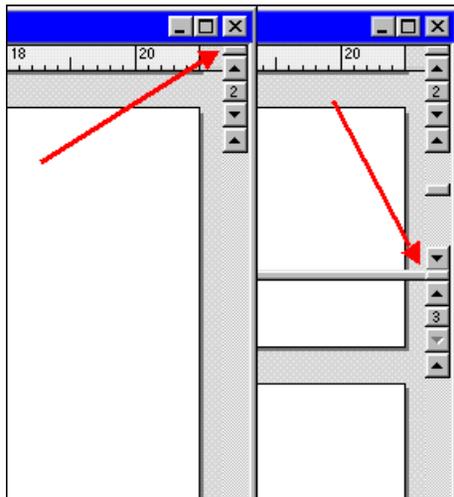
21

Windows

In this chapter, you will find information about RagTime 5 windows. A detailed description of the menus, commands and tools mentioned here will be found in the chapter “Alphabetic Reference”.

21.1 SPLITTING WINDOWS

If a split bar is available in the scroll bar, you can split a window in that direction to create multiple panes to enable you to view different regions of the window.



You can repeat the process to further divide a pane.

To split a window

- Double-click the split bar.
This divides the section into two equal parts.

Or

- Drag the split bar from the corner of the window along the scroll bar.

To remove a split bar

- Drag it to the corner.

Or

- Double-click it.
- When you click in a pane, the border is highlighted, indicating that it is the current pane.
- **► Display Scale** [p. 248] only affects the currently active pane, if when using the command you hold down

-  .
-  .

21.2 UNITS

Units are used to define the size of elements; you can use various units for rulers, font size, page size line width and so on.

You can create and define units in the [▶ unit editor](#) [p. 394]. Units can be different for the integral and the fractional part of a measure. For example, you can define the English unit “feet” in feet and inches. Fractions of a foot are displayed in inches.

You can specify which units to use in rulers in the [▶ ruler editor](#) [p. 359].

You can specify the default units for the current and new documents in the [▶ document](#) [p. 248] panel of the document settings dialog box.

See also [▶ Drawing Objects](#) [p. 37]

21.3 RULERS

Rulers are available in those components which can use them and may be displayed along the top or left side of the window. A [▶ grid](#) [p. 416] is defined for each ruler. [▶ Guide lines](#) [p. 417] can only be created if a ruler is visible.

Rulers are the basis for the drawing tools: The coordinate values of drawing objects are based on the [▶ origin](#) [p. 416] of each ruler. In addition, [▶ tab stops](#) [p. 125] and [▶ text margins](#) [p. 124] for selected paragraphs appear in a tab bar attached to the horizontal ruler when text is active.

Creating and Editing Rulers

You can create a number of rulers in a single document with the [▶ ruler editor](#) [p. 359]. Each ruler has a name and a unit (centimeter, point, inch and so on). You can also specify the size of the divisions on the ruler. You can set different rulers in each window, or for horizontal and vertical measure within one window.

Using Rulers

You can find commands to choose, show and hide rulers as well as affect the grid in the submenu of the command [▶ Ruler and Grid Settings](#) [p. 358].

You can specify the default rulers for new windows in the current document and new documents in the [▶ document](#) [p. 248] panel of the document settings dialog box.

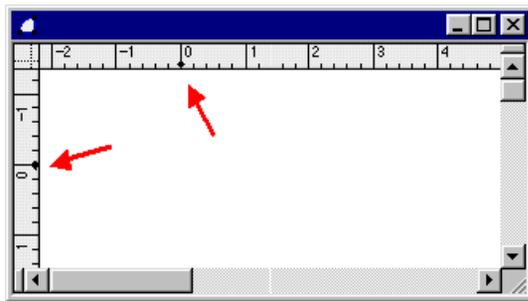
See also [▶ Windows \(menu\)](#) [p. 398]

21.4 MOVING THE RULER ORIGIN

Normally, the horizontal and vertical rulers have their zero-points, or origins, in the upper left corner. Points to the left of or above the origin have negative values.

To move both ruler origins

- 1 Both rulers must be visible (see [▸ Rulers and Grid \(menu\)](#) [p. 360]).
- 2 Drag the origin symbol, located at the intersection of the rulers to the desired position.
Lines follow the pointer and show where the new origin will be located. The origin markers indicate the new zero point of each ruler.



You can also move the origin of just one ruler by dragging the origin marker.

Double-clicking the origin symbol resets the origin to the upper left corner.

See also [▸ Ruler and Grid Settings \(command\)](#) [p. 358]
[▸ Rulers and Grid \(menu\)](#) [p. 360]

21.5 GRID

The grid serves to align objects. You can display a grid on the screen, and you can make objects snap to the nearest grid line when you drag them. You can set these features independently for horizontal and vertical grid lines, and you can define the grid spacing and the number of visible grid lines.

 The [▸ baseline grid](#) [p. 65] for text is a separate grid.

The position of grid lines is determined by the zero points of the rulers, which can [▸ moved](#) [p. 416].

To show the grid

- Choose “Show Grid” from the submenu of the command [▸ Rulers and Grid](#) [p. 360].

Both the horizontal and vertical grid lines are shown, and the command is checked.



To have objects snap to the grid

- Choose “Snap to Grid” from the submenu ▶ [Rulers and Grid](#) [p. 360]. Both the horizontal and vertical automatic grids are active and the command is checked.
- You can turn on and off the horizontal or vertical settings for the grid separately in the ▶ [ruler and grid settings](#) [p. 358] dialog box.



To change the grid spacing

- Use the ▶ [ruler editor](#) [p. 359].
- If either ruler is visible, you can also open the ruler editor by double-clicking a ruler.

See also ▶ [Keys and Modifier Keys in Drawings](#) [p. 423]

21.6 GUIDE LINES

Guide lines are alignment tools available in layout, master layout and drawing components. You can create guide lines any time that the rulers are visible.

Guide lines are “magnetic.” When you drag an object close to a guide line, the object snaps to the guide line. When you move the object with arrow keys, it does not snap to the guide line.

You can ▶ [drop](#) [p. 182] colors from the color palette on guide lines and set the color for new guide lines in the ▶ [drawing](#) [p. 251] panel of the document settings dialog box.



To make a guide line

- 1 At least one ruler must be visible (see ▶ [Rulers and Grid \(menu\)](#) [p. 360]).
- 2 Press the mouse button on a ruler.
- 3 The pointer will change to a double-arrow.
- 3 Drag the guide line out of the ruler to the desired location and set it there.

If you drag a guide line from the ruler and release the mouse button while the pointer is over an object in which a drawing component is installed, the guide line belongs to the drawing component. You can drag a guide line from one component to the other.

You can reposition a guide line by dragging it or remove it by dragging it beyond either edge of the component until the pointer changes to a trash can. Double-clicking a guide line opens a dialog in which you can set its position and color.

21.7 HIERARCHICAL LISTS

For many purposes RagTime 5 uses lists with multiple levels, sometimes with one level only.



These lists are similar to the display of a folder hierarchy in the Explorer.



These lists are similar to the list view of folders in the Finder.

Features Common to All Lists

- Click a name once to select that item.
- Clicking some names again after a brief pause selects the name for editing.
- Double-clicking names in some lists initiates an action. For example, double-clicking the name of a component in the inventory opens a component window.

Single-Level Lists

- Items are organized alphabetically. Whenever you name or rename an item, RagTime resorts the list.

Hierarchical Lists

- A Symbol before a name indicates that a subgroup exists. Click the Symbol to hide or display the subgroup.
- When you drag an item over another item, the second is highlighted. Release the mouse button to make the dragged item subordinate to the highlighted item.

Navigation

Typing a few letters rapidly selects the first item beginning with the same combination. If no such combination exists, the next item in alphabetical order is selected. Only expanded topics in hierarchical groups are checked.

See also ▶ [Keys and Modifier Keys in Miscellaneous Commands](#) [p. 426]

CHAPTER

22

Modifier Keys

In this chapter, you will find information about the keys you can use to modify the action of commands and tools.

A detailed description of the menus, commands and tools mentioned here will be found in the chapter “Alphabetic Reference”.

22.1 KEYBOARD AND MODIFIER KEYS IN SPREADSHEETS

Navigating and Selecting in Spreadsheets

A selection in a spreadsheet consists of one or more cells, of which only one is the active cell. The active cell is marked with the “moving ants”. The following key commands activate a cell next to the active one. If the selection consists of just one cell, this neighbouring cell will also be selected.

-  or  activate the neighbouring cell to the right.
 -  or  activate the lower neighbouring cell.
 -  or  activate the neighbouring cell to the left.
 -  or  activate the upper neighbouring cell.
-  If the end of the spreadsheet, its container or the selected area is reached, the action will wrap to continue from the opposite end.



To select a cell

- Click in the cell.
-  If a component is installed in a cell, select a neighbouring cell and navigate from there with the keys.



To select a rectangular range of cells

- Drag the cells with the mouse.
- Click or drag the cells or column names.



To extend an existing selection

- If while navigating or selecting as described above you also hold  pressed, the selection will be extended to the new position.



-click begins the selection of the next section of a discontinuous range.



-click begins the selection of the next section of a discontinuous range.



To select a range spanning several planes

- 1 Select a range in one plane.
 - 2 Hold the  key down while choosing a second plane with the  **Planes** [p. 345] command or the popup menu in the  **toolbar** [p. 408].
-  If different planes in the same spreadsheet are displayed in different containers, you can create a three-dimensional selection by clicking on a cell in one container and then, while holding the  key pressed, clicking on a cell in the container with the other plane.



To select a component in a cell



Click on the cell, in the case of sounds or buttons with the  key pressed.



Click on the cell, in the case of sounds or buttons with the  key pressed.

Editing Cells



To begin entry

- Click in the active cell.

Or

- Press **x**.



To finish the entry

- Press **x**, if the cell should remain active.

Or

- Select another cell.



To finish the entry in one cell and at the same time activate neighbouring cells, you can use **→**, **←**, **↕→** or **↕←**.



In the case of multiline text cells, you must also press **^**.



In the case of multiline text cells, you must also press **⌘**.



To cancel the entry

- To cancel the entry, press **⌫**. The current cell remains active.



To insert cells



Use the context-sensitive menu.



Click or drag the cells with the **⌘**-key pressed.

⌘-click a row or column name.

Changing Column Widths or Row Heights

The procedure described is for **columns**, but an analogous method applies for **rows**.

In all changes in width or height, the active ruler's magnetic grid is also considered.



^ temporarily toggles the magnetism of the grid.



⌘ temporarily toggles the magnetism of the grid.



To change column widths

- Drag the the separator line on the right of the column.
- Double-clicking on a column title adjusts the width of the column to the minimum needed to display the content of all the cells in the column.



To proportionally adjust the width of several columns

- Drag the separator line **on the right of the selection**.



To leave the total width of a selection of several columns unchanged

- Drag a separator line **within the selection**. The total width of the selection remains unchanged. The column on the far right of the selection compensates for the change in the width of the other columns.

 **To change the width of several columns by the same amount** ⬆-drag a separator line. ⬇-drag a separator line.

See also ▶ [Spreadsheets](#) [p. 75]

22.2 MODIFIER KEYS IN GRAPHS

Selecting parts of graphs

 **To select additional parts**

- ⬆-click the items.

 **To select all similar parts**

e.g. all axes or all series

 ⬆-click an item of the desired type. ⬇-click an item of the desired type. **To select the next similar part**

- Press →|.

 **To select the previous similar part**

- Press ⬆→|

 **To suppress the dialog about the type of graphic**

- If you press and hold ⬆, while you transfer a series to a graph (via the clipboard or by Drag & Drop), the dialog, in which you are asked which type of graph, will not be displayed. In this case, the standard type of graph will be used.

See also ▶ [Keys and Modifier Keys](#) [p. 422]

22.3 KEYS AND MODIFIER KEYS

Windows and Mac OS computers have different modifier keys:

 ⬆^alt ⬆^⌘-Pressing one or a combination of these keys, while simultaneously performing other actions, often changes the results of these actions. The modifier keys available for each component type will be described in the following.

22.4 KEYS AND MODIFIER KEYS IN LAYOUT

Moving Pages

- ☞ **To drag only the left or right page of a double-sided master page**
 - ⌘-⇧-drag the page tab of the desired side.

See also ▶ [Drawing Objects](#) [p. 37]

22.5 KEYS AND MODIFIER KEYS IN DRAWINGS

Selecting Objects

- ☞ **To extend the selection**
 - ⌘-click other objects.
 - ⌘-click in page or drawing (no objects) and drag a box **completely** around other objects.
- ☞ While dragging a box, press and hold ⌘-⇧ to select all the objects **touched** by the box.
- ☞ While dragging a box, press and hold ⇧ to select all the objects **touched** by the box.

To change the selection

- If just one object is selected, pressing the →| selects the next object (in order of creation). Pressing ⌘-→| selects the objects in the reverse order.

To select the outermost of a set of nested containers

- ☞ ⌘-⇧-click in a container.
- ☞ ⇧-⇧-click in a container.

To select all the objects on a page

- ☞ Use the context-sensitive menu in the page tab.
- ☞ ⇧-click the page tab.

To toggle the magnetic grid on or off

- ☞ While editing an object, press ⌘.

Moving Objects

- An object can be moved pixel by pixel with the arrow keys.
- ☞ ⇧-arrow key moves the object in larger steps.
- ☞ ⇧-arrow key moves the object in larger steps.

 **To install an object in a component**

While dragging drawing objects above another component the highlighting on the screen indicates whether the object will be dropped above or installed into the other component, for example, as a flowing object in a text component. To toggle this behaviour,

 press **alt** while dragging the object.

 press **^⇧** while dragging the object.

 **To restrict the movement of objects to horizontal or vertical**

- Press **⇧** while dragging the object. Depending on the initial direction, the object can only move horizontally or vertically.

 **To duplicate an object and its contents**

 Press **^** while dragging the object.

 Press **⇧** while dragging the object.

Creating Objects

 **To reactivate the last-used tool**

 **^**-click in an empty area of the drawing or layout.

 **⌘**-click in an empty area of the drawing or layout.

 **To create objects with equal height and width**

- Press **⇧** while creating the object.

 **To limit the direction of a new line to 15° increments**

- Press **⇧** while drawing the line.

Editing Objects

 **To limit rotation to 15° increments**

- Press **⇧** while rotating the object.

 **To change the direction of a line in 15° increments**

 Press **alt^{gr}** while dragging a line's end point.

 Press **⇧** while dragging a line's end point.

 **To keep the same line direction**

- Press **⇧** while dragging a line's end point.

 **To change the object height and width proportionally**

- Press **⇧** while dragging on a corner handle.

 **To skew an object**

 \wedge -drag a center handle towards a corner handle.

 \curvearrowright -drag a center handle towards a corner handle.

 **To scale an object**

 \wedge -drag a center handle towards or away from the object center.

 \curvearrowright -drag a center handle towards or away from the object center.

 **To join two drawing objects**

 $\wedge\text{-alt}$ -drag the endpoint of an object over that of another object.

 $\text{\textcircled{X}}\text{-}\curvearrowright$ -drag the endpoint of an object over that of another object.

See also [▶ Drawing Objects \[p. 37\]](#)

22.6 MODIFIER KEYS IN TEXT

Moving the Insertion Marker

 $\wedge\text{-}\leftarrow$ or $\wedge\text{-}\rightarrow$ moves the insertion marker word by word.

$\text{alt-}\leftarrow$ or $\text{alt-}\rightarrow$ moves the insertion marker to the beginning or end of the line.

$\wedge\text{-alt-}\leftarrow$ or $\wedge\text{-alt-}\rightarrow$ moves the insertion marker to the beginning or end of the text.

 \curvearrowleft or \curvearrowright moves the insertion marker word by word.

$\text{\textcircled{X}}\text{-}\leftarrow$ or $\text{\textcircled{X}}\text{-}\rightarrow$ moves the insertion marker to the beginning or end of the line.

$\text{\textcircled{X}}\text{-}\curvearrowleft$ or $\text{\textcircled{X}}\text{-}\curvearrowright$ moves the insertion marker to the beginning or end of the text.

Extending a Selection

- If the \uparrow is also pressed while moving the insertion marker as described above, the selection will be extended to the new position of the insertion marker.

 \wedge -click begins the next portion of discontinuous selection.

 $\text{\textcircled{X}}$ -click begins the next portion of discontinuous selection

Changing the Left Margin without Changing the Indentation of the First Line

Normally, the margin can only be adjusted together with the indentation of the first line by moving the left margin marker.

 alt -drag the left margin marker.

 \curvearrowright -drag the left margin marker.

Proportionally Enlarging a Flowing Object

- ⌘-drag the object's lower right ▶ selection handle.

See also ▶ [Selecting Text](#) [p. 62]
 ▶ [Nesting Components](#) [p. 28]
 ▶ [Text](#) [p. 59]

22.7 MODIFIER KEYS FOR PICTURES **To make the borders and center of a picture container magnetic**

-  ⌘-drag the picture with the move tool.
-  ⌘-drag the picture with the move tool.

 **To limit the movement of pictures to horizontal and vertical**

- ⌘-drag the picture with the move tool.

 **To scale a picture while keeping its proportions**

- ⌘-drag the picture with the scaling tool.

 **To move a picture by multiple pixels with the arrow keys**

-  Press ⌘ and an arrow key.
-  Press ⌘ and an arrow key.

See also ▶ [Selecting Pictures](#) [p. 70]
 ▶ [Move Tool](#) [p. 318]
 ▶ [Scaling Tool](#) [p. 362]
 ▶ [Pictures](#) [p. 69]

22.8 KEYS AND MODIFIER KEYS IN MISCELLANEOUS COMMANDS**Zooming Out with the Magnifying Glass**

-  Use the magnifying glass with ⌘.
-  Use the magnifying glass with ⌘. A “-” appears in the magnifying glass.

Scroll Bars **To scroll the window content**

-  The configuration of the operating system determines whether the contents of the window will scroll as the scroll box is moved.
-  ⌘-dragging the scroll box caused the window content to scroll along.

 **To scroll through the entire component**

- To scroll through the maximum size of a drawing component or spreadsheet instead of just the area in use, ⌘-drag the scroll box.

Heirarchical Lists**Navigating**

alt-↓ jumps to the next entry on the same level.

alt-↑ jumps to the previous entry on the same level.

^alt-↓ jumps to the last entry in the list.

^alt-↑ jumps to the first entry in the list.



↵-↓ jumps to the next entry on the same level.

↵-↑ jumps to the previous entry on the same level.

⌘↵-↓ jumps to the last entry in the list.

⌘↵-↑ jumps to the first entry in the list.

**To show or hide levels**

→ opens all subentries and jumps to the first subentry.

← jumps to the next higher level entry and closes its subentries.



⌘→ opens all subentries.

⌘↓ opens all subentries and jumps to the first subentry.

⌘← jumps to the next higher level entry.

⌘↑ jumps to the next higher level entry and closes its subentries.

**To edit an entry**

- **↩** or **⌘**.



Some higher level list titles cannot be edited.

**To open an entry**

- Double-click.

See also ▶ [Hierarchical Lists](#) [p. 418]

APPENDIX

A

Legend

Fonts, styles, symbols and colors used in the RagTime 5 documentation are listed here.

A.1 CONVENTIONS

Fonts and Styles

COMMANDS, BUTTON NAMES AND ALL OTHER NAMES THAT APPEAR IN MENUS, DIALOG BOXES, WINDOWS, PALETTES, ETC. ARE WRITTEN IN THIS FONT.

Formulas, value formats and similar entries are written in this font.

Various Symbols



Windows



Mac OS

These symbols identify sections that refer to differences between RagTime 5 variants for Windows and Macintosh operating systems.



Remark

Pointers and remarks are highlighted by this symbol.



Warning

This symbol flags warnings that demand special attention.

References, Links and Hyperlinks

Whenever possible, references to other sections within the documentation are highlighted by underlined and/or colored text.



If you read the documentation on-screen, you are taken to the reference by clicking the highlighted text. Of course, this applies to the on-screen documentation, but it works with PDF documents as well.

▶ Reference [p. 999]

In print material and PDF documents, this symbol appears before the reference, while the corresponding page number or document is indicated after the reference. References without a page number or a document refer to terms explained in the Glossary

Formulas and Functions



Function

This symbol identifies the names of arithmetic functions.

Argument Required Argument of a Function

This style is used in the description of functions to identify arguments which must be supplied.

Argument Optional Argument of a Function

This style is used in the description of functions to identify arguments which may be omitted.



" ' Primitive quotation marks

These quotation marks are only used to identify text within formulas.



┘ Spaces

Spaces that are of special importance are represented by this symbol.

A.2 KEYBOARD SYMBOLS

 **Return, carriage return**

 **Enter**

Please note that return and enter serve different purposes in RagTime 5.

 **Tabulator**

 **Escape**

 **Up arrow**

 **Down arrow**

 **Left arrow**

 **Right arrow**

 **Page up or PgUp**

 **Page down or PgDn**

Modifier Keys

Modifier keys only work in combination with other keys or mouse clicks.

 **Alt**

 **AltGr**

 **Command or Apple**

 **Option**

 **Control or ctrl**

 **Shift**

A.3 USER INTERFACE ELEMENTS

 **Button or push button**

Identifies buttons that trigger immediate action.

 **Radio button**

Identifies a group of switches, of which only one can be turned on at a time.

 **Check box**

Identifies a switch that can only be on or off.

 **Menu**

Identifies a common menu (pull-down menu).

 **Submenu**

Identifies a hierarchical menu.

 **Submenu title**

Identifies the title of a hierarchical menu.

- ⌘ **Menu command**
Identifies an ordinary menu command.
- ✓ **Checkmark**
The checkmark identifies the menu's or palette's effective setting.
- ▼ **Menu**
Identifies menus that are coupled to tool buttons.
- ☐▼ **Pop-up menu**
Identifies a menu that pops up.
- ⓘ **Display field**
Identifies display fields containing information that cannot be altered directly.
- ☐ **Entry field**
Identifies a field in which an entry can be made.
- ☐☐▼ **Entry field with a menu, combo box**
Identifies an entry field in which you can quickly enter frequently used values from a pop-up menu.
- ▶▼ **More/less**
Identifies a switch you can use to specify whether more rarely used elements should appear in a dialog box or window.

APPENDIX

B

Glossary

The glossary provides definitions of the terms frequently used in RagTime 5 and the associated documentation.

Active Cell

The active cell is the one in which you can enter data. Information in the toolbar pertains to this cell. The active cell is highlighted and further identified by “marching ants.”

	A	B	C
1			
2			
3			
4			
5			

Add On

An Add On is an external file which extends the functionality of RagTime. An Add On might provide, for example, functions, additional capability to a component or even a new component type.

Alt key

⌘ The Alt key.

AltGr key

⌘^{gr} The AltGr key.

Argument

An argument is a value which is passed to a function and is the basis for its calculation. Arguments follow the name of a function and must be enclosed in parentheses. If a function requires two or more arguments, they must be separated by semicolons: `Sum (2; 3; 4)`. An argument can be, for example, a number, a constant, a reference or a formula.

Auxiliary

An auxiliary is a part of a RagTime document which appears in the inventory and which acts on other elements in various ways. You can create, modify and delete auxiliaries in editing dialog boxes.

Bézier Curve

A Bézier curve consists of line segments defined by end points and control points which define the tangent of a line segment on the end points.

Bit Depth

The bit depth is the number of bits used to define the color of a single pixel. A larger bit depth allows more colors but uses more memory and makes the file larger.

Bitmap

A bitmap image defines a specific color for each pixel. Bitmap images may be monochrome, gray scale or color.

Border

A border is the line defining the edges of a drawing object.

Bounding Box

A bounding box is a rectangle with selecting handles enclosing curves and curved, transformed or irregular shapes. When you move or resize a bounding box, the object is moved or resized accordingly.

**Cell Value**

The cell value is the content of a cell. This can be text, a number, a date, time span or an error value. The cell value may be entered manually or be calculated by a formula.

CIRC! (Error Value)

A formula contains a reference to itself or is in a chain of formulas which refers to itself at the “end”. This error value does not appear when iteration is turned on. (► [error value](#))

Circular Reference

A circular reference in a formula is one that directly or indirectly refers to the cell in which the formula containing the reference is located.

Command key

⌘ The Macintosh Command key, which is also labeled with an Apple on some keyboards.

COMPLEX! (Error Value)

The formula is too complex; it contains too many embedded parentheses or calls to subfunctions. (► [error value](#))

Component

Components include layouts, master layouts, text, spreadsheets, graphs, drawings, pictures, sound, movies and buttons. The components of a document are listed in the inventory and can be displayed in windows or installed in various objects.

Container

A container is an area, for example a drawing object, in which a component, for example, a text, may be installed, viewed and edited.

Contents

The term “contents” refers to a component installed in a container.

Control key

^ The Control key. It is labeled as “Ctrl” on some keyboards.

Converter

A converter (also called filter or translator) is a document containing special information needed to import documents created with other applications. Converters cannot be opened.

Data

Data is information which you enter into your computer. Data may be, for example, words, numbers, dates, pictures, graphics and so on.

Date

A date is a specific point in time. In RagTime, a date consists of a year, month day, hour, minute, and second. A date can be formatted so that only some of these parts are displayed (3.4.1995 9:30:04; 3. April 1995; 03.04.95; 9:30; 9:30:04).

Dates in the range from 1/1/0001 to 12/31/29999 are valid. An error value is displayed when you use dates outside this range.

Because the Gregorian calendar, which is the basis for RagTime’s date functions, was introduced in 1582, calculations with earlier dates have limited meaning. Please be also be aware that some countries introduced the Gregorian calendar significantly later.

DATE! (Error Value)

A date is outside the supported range, or a part of a date has an invalid value, for example 13 as month. (► [error value](#))

Default Value

A default value is a value, action or setting that RagTime assumes until you give it a different instruction. A default value is also called a pre-set value. You can set default values in the “document settings” or “settings” dialog boxes.

Discontinuous Cell Range

A discontinuous range consists of two or more cells or ranges not sharing a common boundary.

	A	B	C	D
1				
2				
3				
4				
5				

DIV/0! (Error Value)

Division by zero was attempted. (▶ [error value](#))

Down arrow key

↓ The key with the arrow pointing down.

Enter key

⌘ The Enter key is often shortened to simply “Enter”. It is frequently confused with the Return key (↵). In RagTime however, these two keys frequently have different functions.

Error Value

An error value is the result of an erroneous, undefined or impermissible calculation. Error values propagate themselves in the results of all formulas in which an error value is used as an argument or operator. Error values are always displayed in upper case letters followed by an exclamation mark.

ERROR! (Error Value)

An error which does not fit in any other category. (▶ [error value](#))

Escape key

⌘ The Escape key.

EVAL! (Error Value)

The formula uses the result of a calculation which returned the error value CIRC!. (▶ [error value](#))

Export

To export means to save a selection in the form of an exchange format file, such as plain text, to make it available to other programs.

File

A file is any named collection of information stored on a disk. For example, documents created with RagTime are files.

Fill

The fill is the area of a drawing object, spreadsheet cell or graph label or title. A fill may have a color, a pattern or a gradient or be transparent.

Format

The “format” describes the appearance of data. A character format, for example, specifies font, size, color and style and so on. A spreadsheet cell format specifies dimensions, color, margins and so on, as well as character format.

Formula

A “formula” is a rule for calculating a value. Formulas, which you can enter in the formulas palette, can be used in various components. A formula may be complex or as simple as a cell reference or “1+1”. Formulas can, but need not, include functions.

Function

A function is a predefined set of actions that perform a calculation using values you specify or supply.

Functions can be inserted in formulas to do mathematical, text, date, search, print and other operations.

ILLEGAL! (Error Value)

The formula uses a function which is not installed. (► [error value](#))

Import

To import material means to insert the data in one document into a second document.

Insertion Marker

The insertion marker is a blinking line indicating where text will be inserted in a document. You can position the insertion marker by clicking the pointer over text.

|

Interval

An interval describes a limited set of values. The lower and upper limits are given in square brackets: $[-1; +1]$.

If the bracket opens away from the value, it is not included in the interval. For example, $[0; 1[$ includes all numbers equal to or greater than 0 to and less than 1.

Inventory

The inventory is a list of components, style sheets and certain other elements, such as rulers and units, contained in a document. You can open components and style sheet editors by double-clicking the name in the inventory list or drag items onto document pages or to other documents.

Left and Right of Axes and Lines

Because lines and axes may be rotated, “left” and “right” are defined in terms of the “direction of motion.” For lines, the direction is defined to be from the starting point to the end point. For value axes, the direction is defined to be in the direction of ascending values; for category axes, the sequence of the categories.

For closed drawing objects, left is the equivalent of outside and right, inside. Consequently, when you open or close a polygon or Bézier curve, the line may be drawn in a different position.

Left arrow key

← The key with the arrow pointing left.

Line

Straight lines and arcs are lines. Lines cannot contain components. Open polygons and Bézier curves are lines in the sense that they can have arrowheads, but they are not lines in the sense that they can contain components.

Line Spacing

Line spacing is the vertical space between lines of text measured from baseline to baseline.

List

A list consists of one or more values (constants or references, including references to ranges). In formulas, the elements in a list are separated with semicolons (for example, 47; 11; 8; 15 or A1; B7; C1:D3 or Z1S1; Z7S2; Z1S3:Z3S4).

Magnetic Grid

The magnetic grid helps size and align objects precisely on the page. When you drag or create an object, its borders snap to the nearest grid lines. You can use the magnetic grid whether or not the grid is visible.

Mixed

If the selection includes more than one variation for a single attribute, the setting for that attribute is “mixed.” For example, if a single text selection includes Chicago and Geneva fonts, the setting for fonts is “mixed.”

Multiline Text

Multiline text is broken at the end of a line in a spreadsheet cell.

NA! (Error Value)

A value is not available because, for example, it could not be found in a spreadsheet, or an operand or argument has the constant value “NA”.

(▶ [error value](#))

NAME! (Error Value)

This error is never caused by RagTime and can only occur in spreadsheets imported from Excel. The error is supported to provide compatibility with Excel. (▶ [error value](#))

NULL! (Error Value)

This error is never caused by RagTime and can occur in spreadsheets imported from Excel. The error is supported to provide compatibility with Excel. RagTime Connect returns this error value for database fields containing no data. (▶ [error value](#))

NUM! (Error Value)

An undefined operation was attempted, or the result is outside the range of numbers possible in RagTime. (▶ [error value](#))

Number

A number is a numerical amount. RagTime can work with positive and negative integers and decimal fractions. In addition to the common forms of notations, RagTime supports exponential notation and thousands separators (42; -4711; 123.45; -2,987.65; 1.41e8).

Object

In the most general sense, an object is any element that you can select. Often, the term “object” is used as a short form of “drawing objects,” for example, lines, rectangles and so on.

Operand

An operand is a value acted on to perform a calculation in a formula. In the equation “1+2=3” “1” and “2” are operands.

Operators

Operators are symbols used in a formula to define the action to be performed, for example “+” for addition.

Option key

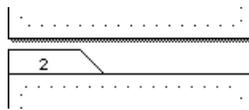
⌘ The Option key.

Page Down key

⌵ The Page Down key.

Page Gap

A page gap is the space above the first page, between pages and after the last page of a document.



Click anywhere in this gap to select it. A new page may then be inserted in or appended at that particular place, or a copied page may be pasted.

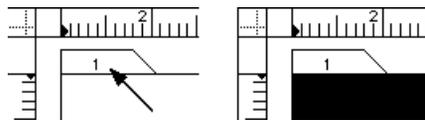
You can also drag pages from other documents to the page gap.

Page Size

The page size is the area defined for each page of the document. Document pages larger than the available paper size can be printed on several sheets of paper.

Page Tag

A page tag is a small extension at the top of a page displaying the page number and name, if any. Click this tag to select the entire page and activate the layout component.



Page Up key

⌶ The Page Up key.

Palette

A palette is a window which is always in front of other windows. Tool palettes make frequently used commands quickly accessible. You can tear off some submenus to create palettes which stay open while you are working on a document. In the submenu of the command “Palettes” in the Windows menu, you can find a number of tool palettes.

Panel

Panels are subdivisions of extensive dialog boxes or windows in which related settings are grouped.



Panel names are displayed on tabs above the current panel.



Icons with the panel names appear in a list on the left side of the dialog box.

Range

A range is a contiguous, rectangular group of spreadsheet cells. In formulas, a range is defined by its upper left and lower right cells separated with a colon (for example B2:C4, Z2S2:Z4S3 or [1]A1:[3]D4).

	A	B	C
1			
2			
3			
4			
5			

RANGE! (Error Value)

A value is outside the permitted range. (▶ [error value](#))

REF! (Error Value)

A formula uses a reference to a nonexistant object. Generally, the referenced object has been deleted after the formula was entered.

(▶ [error value](#))

Return

Calculating a function or a formula results in a value. The function or formula “returns” this value, which may then appear, for example, in a spreadsheet, or be used in calculating another function or a formula.

Return key

↵ The Return key is also known as the carriage return. It is often confused with the Enter key (↵). In RagTime however, these two keys frequently have different functions. Only use this key at the end of a paragraph not at the end of lines.

Right arrow key

→ The key with the arrow pointing right.

Rotation Point

The rotation point is a small circle which appears in the center of a selected drawing object. When the pointer moves over it, it changes to the rotation tool pointer.

**Scope**

The scope is the region in which certain operations, for example, search and replace or checking spelling, are performed. Possible scopes are components, layouts, windows, all open documents and so on.

Screening

Screening is a process for printing pictures on a black-and-white printer in which gray tones are reproduced by a pattern of black dots or lines on white paper. If the dots are small enough, they will seem gray from a normal viewing distance.

Script

A script is a set of commands which you can activate with a single command. You can use scripts to automate repetitive tasks. Scripts allow numerous programs to work together.

Search Expression

A search expression is understood as the characters, words or special characters that should be found using the command SEARCH. It is also possible to consider the format when searching.

Selection Handles

Selection handles are black squares appearing on the border of a drawing object, a bounding box or the ends of a line when an object is selected. Drag them to change the size or form of the object.

**Shift key**

⇧ The Shift key.

Special Character

Special characters are not normally visible in text, but influence the appearance of text, for example, blank spaces, tabulators and paragraph ends.

Tab key

→| The Tab key.

Tearing Off Menus

To create a palette by tearing off a submenu, move the pointer up, down or to the right through the submenu.

Text

A text is a sequence of letters and other characters.

In formulas, text must be enclosed in single or double quotation marks (for example, 'This is a text' or "Oh no!*2\$%&#@").

Time Span

A time span is a period of time.

In formulas, a time span can be given in the units day [d], hour [h], minute [m], and second [s] (for example 3d 5h 2m 28s).

At least two units must be given in order for a time span to be recognized. If necessary, use a 0 as the second value: 5h 0m.

Transform

To transform a drawing object means to modify it by rotating, skewing or scaling.

Truth Value

A truth value is either `True` or `False`.

When converted to numerical values, `False` has the value 0 and `True`, 1. If numbers are converted to truth values, 0 has the value `False` and all numbers $\neq 0$ are `True`.

Up arrow key

↑ The key with the arrow pointing up.

Value

A value is a number, a text, a reference, a date, a truth value, or an error value. In other words, this expression includes all possible sorts of arguments for functions that RagTime supports.

VALUE! (Error Value)

An operator or argument has the wrong type, for example, a date instead of a number. (► [error value](#))



APPENDIX

Selected Readings

In this chapter, you will find selected readings on RagTime and its accessories.

C.1 BUSINESS PUBLISHING

Business Publishing mit RagTime (in German)

Thomas Maschke (2001): Business Publishing mit RagTime 5.5 (Macintosh/Windows Version).- XIV + 298 S. 245 Abb., 1 CD-ROM; Berlin/Heidelberg (Springer-Verlag) ISBN: 3-540-66438-6.
<<http://www.springer.de>>

Handbuch der Printmedien (in German)

Helmut Kipphan (2000): Handbuch der Printmedien. Technologien und Produktionsverfahren. XVIII + 1246 S. 1274 Abb., 85 Tab., mit CD-ROM. Geb.; Berlin/Heidelberg (Springer-Verlag) ISBN: 3-540-66941-8.
<<http://www.springer.de>>

Digitales Colormanagement (in German)

Jan-Peter Homann (2000): Digitales Colormanagement. Farbe in der Publishing-Praxis. (Macintosh/Windows Version).- 2. erw. Auflage. 267 S. 200 Abb., 130 in Farbe, 1 CD-ROM; Berlin/Heidelberg (Springer-Verlag) ISBN: 3-540-66274-X.
<<http://www.springer.de>>



Index

General index entries usually refer to a section of text, i.e. the page number refers to a section's header (light typeface against a dark background). If a section carries over onto the subsequent page, the entry may also appear on the subsequent page.

Commands, buttons, menu entries, etc. are listed in the index in the order in which they appear in the application and documentation. The entries are highlighted using fonts, styles and symbols that are summarized in the ► [Legend](#) [p. 429].

Many key words are listed alphabetically as well as under the following categories: commands, definitions, document settings, entry fields, functions, basic settings, buttons, menus, palettes, panels, overviews, style sheets, tools and tool bars.

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