What's in mini Office Publisher

This section lets you take a close look at the mini Office Publisher window and the tools you'll be using. It's essential that you spend a moment browsing the following annotated screenshots as they define the basic terminology used throughout the Europress mini Office Publisher documentation and Help.

The mini Office Publisher window

Take a look at the following screenshots and find the Status Bar and the three floating palettes ToolBox, ChangeBar, and QuickHelp. These elements will be used throughout the tour and tutorial so it's good to be familiar with them all.

Europress mini Office Publisher can be used at two different levels, Intro and Professional, each designed to give levels of power and help appropriate to different types of users. Intro level provides a simplified range of features to minimize learning time, and the full range of built-in help. The higher level provides more features, and less hand-holding. A professional or experienced DTP user would probably go straight to Pro level, while someone new to DTP or Windows would probably prefer to start at Intro level.
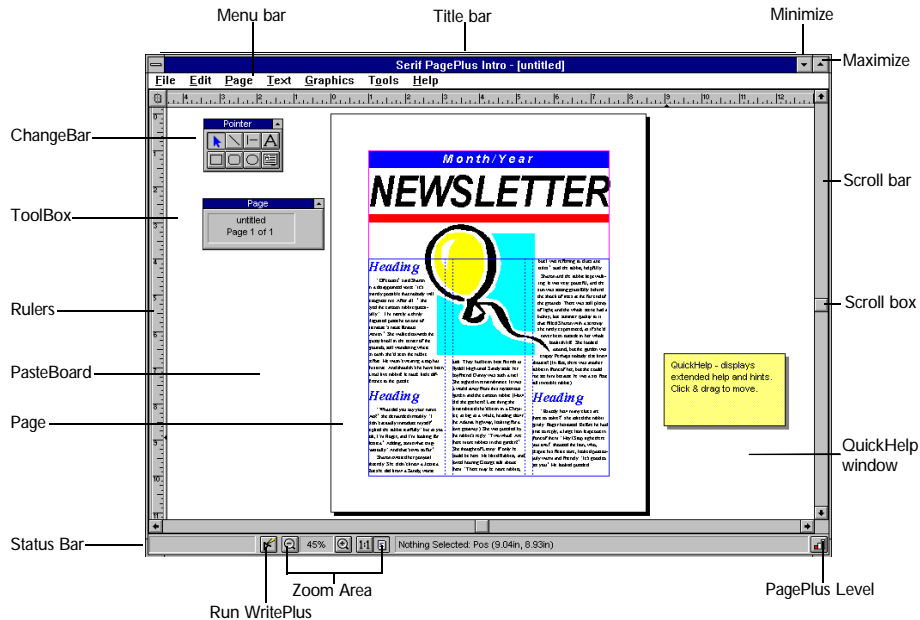
The ToolBox, ChangeBar, and Status Bar remain basically the same at each level, but additional buttons are made available.

We've included a picture of the mini Office Publisher window when operating in each of the two levels so as you can take a look a the differences for yourself.

For a quick description of the function of any button, simply hold the mouse pointer over the icon for a few seconds. A yellow ToolHint will appear.
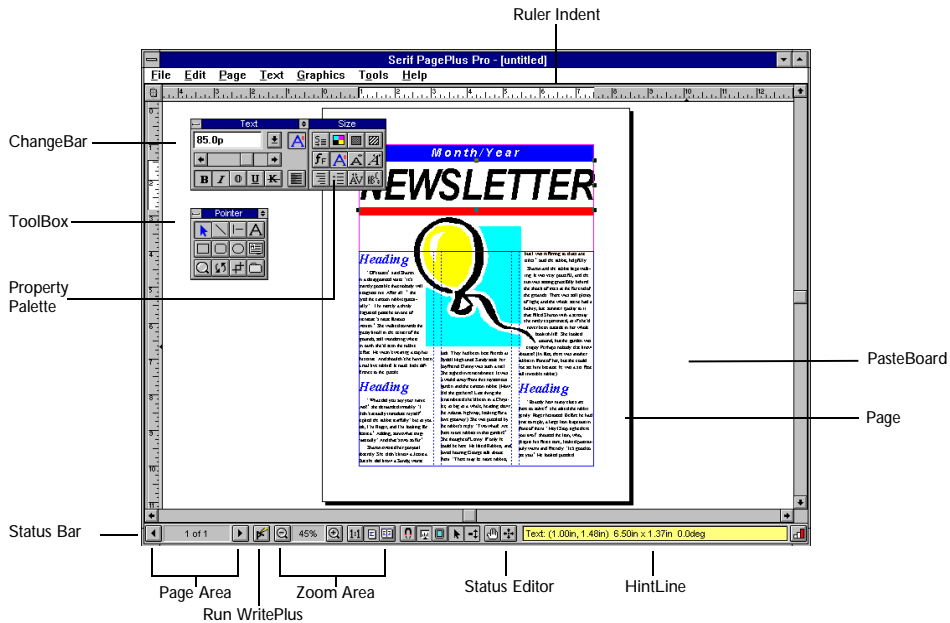
Intro Level

At Intro Level, mini Office Publisher is designed to give you the essential DTP features with maximum simplicity and help. At this level, mini Office Publisher serves as an ideal introduction for those unfamiliar with DTP and Windows. Find the ChangeBar and ToolBox and notice how the yellow QuickHelp window updates as you move the mouse pointer around the screen. QuickHelp gives you an instant hint about each element or button within mini Office Publisher so use it to explore in more detail.

Menu bar   Title bar   Minimize

Maximize

ChangeBar

ToolBox

Rulers

PasteBoard

Page

Scroll bar

Scroll box

QuickHelp - displays extended help and hints. Click & drag to move.

QuickHelp window

Status Bar

45%   Nothing Selected: Pos (9.04in, 8.93in)

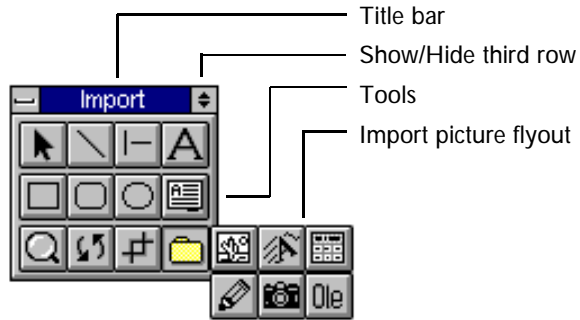PagePlus Level

Zoom Area

Run WritePlus

Professional Level

Professional Level gives you the full set of power DTP tools available in mini Office Publisher. At this level mini Office Publisher behaves like a typical high-end DTP, but is still much easier to use. The QuickHelp has been replaced by the HintLine to save screen space. Check out the extra buttons on the Status Bar. There are shortcuts for customizing the screen display and a button to access the Status Editor for super-fine object positioning.
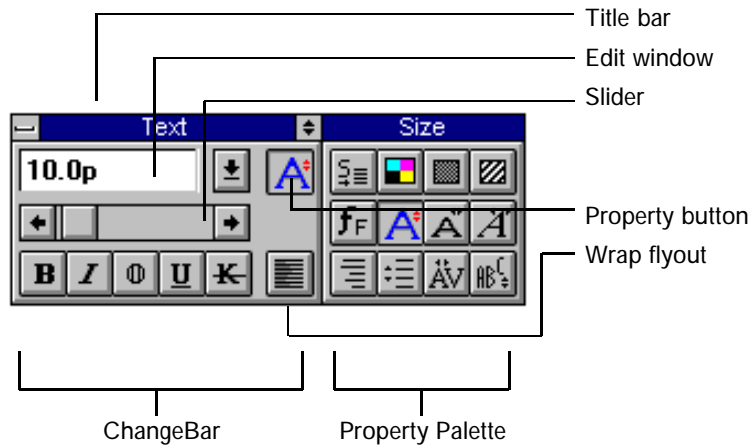
Ruler Indent

ChangeBar

ToolBox

Property Palette

PasteBoard

Page

Status Bar

Page Area

Run WritePlus

Zoom Area

Status Editor

HintLine

ToolBox

Title bar

Show/Hide third row

Tools

Import picture flyout

The ToolBox gives you instant access to tools for creating, editing and manipulating text, graphics and pictures. The screenshot shows the ToolBox from Professional Level which has three rows of tools. At Intro Level the ToolBox is simplified, with only the top two rows of tools available.

For a description of each button, hold the mouse pointer over a button for a couple of seconds until a pop-up ToolHint appears.

ChangeBar and Property Palette

Title bar
Edit window
Slider

Property button
Wrap flyout

ChangeBar   Property Palette

This screenshot shows the ChangeBar and Property Palette from Professional Level with a text object currently selected. It looks slightly different when a graphic, picture or frame is selected.

The ChangeBar allows you to apply fast, interactive changes to a property of an object instead of using menus. The Property Palette is used to choose which property to modify.

At Intro Level a simplified single property, two row, ChangeBar is available.

WritePlus

With mini Office Publisher you can import text files from your word-processor, or you can use WritePlus which provides powerful integrated word processing functions. It is used for creating, editing and proofing text within your publication. WritePlus includes a full complement of writing tools. At Professional Level, Spell Checking, Find and Replace, and Word Count are all available.

Style Combo Box

Selected Text

Style Names

Maximize

ToolBar

Text Entry Window

HintLine

Cancel changes

Accept changes

Serif WritePlus - sample.wri

BodyText

BodyText

"Of course" said Sharon in a disappointed voice "it's entirely possible that nobody will recognize me. After all..." she eyed the cartoon rabbit quizzically "...I'm merely a thinly disguised pastiche on one of literature's most famous women." She walked towards the grassy knoll in the center of the grounds, still wondering where on earth she'd seen the rabbit before. He wasn't wearing a top hat this time. And shouldn't he have been a real live rabbit? It made little difference to the puzzle...

BodyText

"What did you say your name was?" she demanded irritably. "I didn't actually introduce myself" replied the rabbit tearfully "but as you ask, I'm Roger, and I'm looking for Jessica." Adding, somewhat enigmatically "And that makes two so far."

BodyText

Sharon twisted her ponytail absently. She didn't know a Jessica... But she did know a Sandy, worse luck. They had been best friends at Rydell High until Sandy stole her boyfriend. Danny was such a rat! She sighed in remembrance. It was a world away from

HintLine

Key Features of mini Office Publisher?

User Interface

The ToolBox and ChangeBar are central to mini Office Publisher. They include all the tools necessary for creating, editing and manipulating objects. There's also plenty of neat shortcuts designed to make your DTP work simple and fast. The entire user interface has a two level approach to simplify learning and give you the right balance of available power and assistance.

Help, Demos, Hints, Assistants and more

A HintLine on the Status Bar can be expanded into the QuickHelp window which gives appropriate advice. ToolHints automatically pop-up from each button for a quick explanation. Extensive Hints and Tips provide further discussion of new concepts, and power features. Help in dialogs and context-sensitive cursors also make a welcome appearance.

Graphics Manipulation

mini Office Publisher supports colorize, flip, crop or rotate for graphics and OLE objects. AutoWrap automatically creates an irregular text wrap shape for a graphic.

TrueType

Europress mini Office Publisher works with all Windows supported fonts, and uses TrueType (the font scaling technology included as standard with Windows 3.1) as its own internal font format.

Full Color Publishing

To allow high-end quality color work, mini Office Publisher supports "image sub-sampling" for very large images, pre-separated files, automatic trapping, and Aldus OPI specification. Full color (24-bit) pictures can be imported and color separated.

Text Control

An integrated word processor, WritePlus, is included with Europress mini Office Publisher. It gives a range of writing tools including Spelling, Find and Replace, and Word Count. Text formatting includes slanting, auto and manual kerning, auto-hyphenation for all languages, and smart quotes. Text can be made to flow around or *inside* complex shaped graphics.

Styles

Libraries of styles can easily be created to quickly apply formatting and ensure consistency for both text and graphics.

Precision Placement and Rotation

You can rotate all objects (text, graphics and images) in 0.01 degree steps. You can now place and size objects (text, graphics and images) to 0.001 of an inch. And using the pop-up Status Editor you can directly enter values for position, size and rotation.

Import and Export

mini Office Publisher can import pre-separated TIFFs, JPEG, GIF and Kodak PhotoCD pictures. Directly scan into mini Office Publisher using TWAIN. Include illustrations directly from CorelDRAW! in .CDR format. The latest WP formats, including Microsoft Word 6.0, are supported. You can create logos, headlines or complete pages and then save them as a graphic which can be pasted into any other application.

Templates

Templates are "instant publications" we've included for typical DTP projects. They'll save you time, and give your publications the designer look. You can also create templates for commonly used documents. For example, you could create a newsletter template as the starting point for each issue.

What next?

You now know about the general structure and naming conventions of the mini Office Publisher interface. For a quick recap of terminology while using mini Office Publisher, take a look at **Help/Introduction to mini Office Publisher**.