

in

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Chapter 1

in

1.1 ProPage 4.1 Help - Author Alan Martin, 1996. © LHPublishing 1996.

Professional Page 4.1 Help Pages.

Welcome to the help pages utility. This is not the complete reference manual, but a help line designed to get you going again should you become stuck whilst using ProPage. You can either click on the Index button at the top of this screen or alternatively use one of the buttons below to go to a particular chapter.

Professional Page 4.1 Beginners Tour
ProPage's Toolbox
Project Menu
Page Menu
Box Menu
Group Menu
Tag Menu
Type Menu
Edit Menu
Draw Menu
Preferences Menu

This program is copyright, please observe the usual protocol. All queries should be directed through Em magazine (LH Publishing).

1.2 Your tour starts here...

The Art Board	* Your drawing board
The Page	* According to ProPage
Quick Tutorial	* A Quick Tutorial, if you need it!

1.3 ProPage's Toolbox

* Some of the selected tools (Box Create for example) will stay selected until you specifically select another tool. Also the mouse pointer will change to reflect the tool that you are using.

1	Page Number Gadget	11	Next Linked Box
2	Box Tools	12	Previous Linked Box
3	Null Pointer	13	Link Text Boxes
4	Make Group	14	Unlink Text Boxes
5	Genies Tool	15	Line Tool
6	Undo	16	Rectangle Tool
7	Post-it Notes	17	Ellipse Tool
8	Text	18	Bezier Curve
9	Page Position Gadget	19	Freehand Drawing
10	Box To Front/Back Tool	20	Polygon

1.4 Project Menu

In ProPage, Project menu shortcuts may be activated by pressing the Right Amiga key and the letter shown after each button.

1	New	(N)
2	Open	(O)
3	Save	(S)
4	Save As	(Z)
5	Information	(I)
6	Import Text	(T)
7	Import Graphic	(G)
8	Output/Dot-Matrix	(M)
9	Postscript	(P)
10	Thumbnail	(X)
11	About	(U)
12	Quit	(Q)

1.5 Page Menu

This menu deals with operations affecting the document pages themselves, this include Template pages as well. Templates are created separately to allow different margins, Eg: The left page will need a larger margin on the right side of the page to allow for binding.

The majority of these menu items have the keyboard shortcut Ctrl key followed by the letter give after each button; except where indicated.

1	Create From Template	(T)
2	Create From Default	(N)
3	Create From Genie	(Q)
4	Load	(C=Current/E=Even/O=Odd)
5	Save	(Shift-C=Current/E=Even/O=Odd)
6	Delete	(D)

6	Alter Current	(Alt-C)
7	Alter Templates	(Alt-E=Even/O=Odd/Z=Default)
8	Make Templates	(Shift Y=Even/Shift Z=Odd)
9	Visible	(V)
10	Sort	(H)

1.6 Box Menu

The Box menu contains functions for performing operations on individual boxes in a document. Because boxes are created using the Box tool, options for creating boxes are not present in this tool. This menu is used to alter, delete or duplicate boxes, but as you can select Alter/Active by double-clicking on a box you may find that you do not use this menu much at all.

1	Show Active	(Alt-X)
2	Clone Active	(Alt-K)
3	Delete Active	(Shift-Del)
4	Delete Contents	(Alt-Del)
5	Alter Active/Default	(Alt-A=Active/Alt-B=Default)

1.7 Group Menu

Groups are made by using the Make Group Tool (Main Toolbox). A group is a collection of boxes either on a page or on the art board. Once a group is selected, the boxes within can be treated as a unit. The group can be moved, cloned, deleted or aligned. If a group is moved so much that there are boxes on and off the page, the boxes off the page will drop to the art board and the boxes on the page will remain as a group. If the entire group is moved to the art board the group remains intact. To move a group, first hold down the Shift key. Then using the mouse with the Null Pointer sitting over an element within the group, drag the group to a new location.

1	Clone	Shift-K
2	Forget (Ungroup)	Shift-G
3	Delete	CTRL-Del
4	Align	See page concerned
5	Centre	for short-cuts
6	Merge	Shift-A

1.8 Tag Menu

Tags are used to apply a set of attributes to a piece of text. They can be applied to a highlighted block of text or selected for use before you start typing. The advantage of adding tags is that once they have been set they allow changes to be made to the whole document in one go. Style tags may be applied to blocks of text, sub heads, headlines and bulleted items.

Paragraph Tags can be set for normal, bulleted hanging indents, right and left indented margins and special tabs for a table.

The drop down menu consists of only two items which in turn have a number of sub-menu items.

Keyboard short-cuts for Style Tags are Shift plus the letter after each button. For Paragraph tags use Alt plus the letter given.

1	Style Tag/Add New	(U)	6	Paragraph Tag/Add New	Alt (U)
2	Style Tag/Modify	(M)	7	Paragraph Tag/Modify	(M)
3	Style Tag/Delete	(D)	8	Paragraph Tag/Delete	(D)
4	Style Tag/Load	(L)	9	Paragraph Tag/Load	(L)
5	Style Tag/Save	(S)	10	Paragraph Tag/Save	(S)

1.9 Type Menu

Within the Type menu there are several sub menus which in turn contain the typographic controls for the program. There are two ways in which ProPage assigns typesetting parameters to text. First, when text is created in a word processor you embed special codes which ProPage interprets when the text is imported. Second, is through the use of the formatting tools in the Type menu. To enter the text edit mode, select the Text tool. The items in the Type menu work in conjunction with marked (selected) blocks of text. If text is marked, any changes made through the Type menu will affect the entire block. If no block is marked, any changes will take affect at the next typed character. The keyboard short cut is Right Amiga (except where indicated) plus the letter after each button:

1	Typface	(F)	8	Kerning	(K)
2	Size	(.)	9	Tracking	(W)
3	Style	See Text	10	Line Spacing	(Y)
4	Colour	(C)	11	Baseline	(B)
5	Fill Pattern	Ctrl-F9	12	Hyphenation	(H)
6	Style Tag	(A)	13	Justification	See
7	Paragraph Tag	(V)	14	Paragraph Indent	Text

1.10 Edit Menu

1	Cut	
2	Copy	
3	Paste	
4	Unmark Block	See text for
5	Save Block	details of
6	Select Box	keyboard short-cuts.
7	Select All	
8	Find	
9	Replace	
10	Find Next	
11	Replace Next	
12	Article Editor	

1.11 Draw Menu

1	Line Colour	
2	Fill Colour	
3	Line Weight	See text for
4	Line Patterns	details of
5	Fill Patterns	keyboard short-cuts.
6	PDraw Link	
7	Paint	

1.12 Preferences Menu

1	Magnification
2	Layout tools
3	Text Formats
4	Page/Date Formats
5	Hyphenation Control
6	Text Greeking Control
7	Kerning Control
8	Quickmove
9	Wireframe Graphics
10	Black and White
11	Screenmode
12	Facing Page Layout
13	Interruptible Refresh
14	Workbench
15	Colour Dithering

1.13 The Art Board...

The art board can be used to store boxes that you do not require on the page, as well as to create boxes and place text, graphics and drawings within them. These boxes can be manipulated in just the same way as when they are on the page.

ProPage will let you know if you are over the art board or the page by changing it's pointer. If you move a box on the page, the pointer changes to a hand. If you move a box over to the art board, the pointer change to a thumb tack.

* At magnification levels over 80% (A4 page), you may not see any part of the art board. You may still place a box on it though. Here's how:-)

1. Create a box
2. Grab the box & drag it slowly over the ruler at the edge of the page.
3. As the hand pointer moves over the ruler it will change to a thumb tack. If you place the box on the ruler, the box is placed off the page, & onto the art board. This can be confirmed by switching back to a lower magnification level where you can see the art board.

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1.14 The page according to ProPage...

* Menus.

The menus at the top of the page contain many commands that can be accessed via both the mouse (press the right mouse button to show them) and keyboard short-cuts.

* Artboard.

Just like a real one, this can be used for storing unwanted elements while scrolling through the pages.

* Bounding Box.

With ProPage both text & graphics must be placed within a box.

* Box Handles.

Each box has eight handles (small solid black squares) which are used to alter the size of the box. The middle one on the bottom edge of a box changes to a triangle when the box is linked to another one.

* Pages.

You can have up to 999 pages, these can be created in a number ways, individually, or based on odd & even templates. Pairs of pages (ie 2 & 3) can be edited facing each other. Pages may also be of different sizes & as big as 48 x 48 inches. You can save pages to disk and then load them into different documents.

* The Page.

ProPage is flexible when it comes to page handling. You may for example require two A5 pages flanked by an A4 landscape one. No problems here. A page may be portrait or landscape and have columns for placing your text or graphics in.

There are two sorts of pages in ProPage. These are templates which can be odd or even; and there are normal pages you use to create your document. Before you can create a document, a new page must have to be made whether it's just one or a whole bunch of them. Any page may be used as the basis of a template & vice versa.

* Page Numbers.

At the top right hand corner of the screen can be found the page number indicator, there is also an up arrow and a down arrow for scrolling through the pages.

* Column Guides.

These guides are used for creating columns of text or as guides for other elements on the page. They are only guides on screen & are not printed out on your finished page. By clicking in a column with the text tool whilst holding down the Control key, you can create "Autoboxes" to hold your text. Columns are controlled via the Layout Tools in the Preference menu.

* The Toolbox.

Inside the Toolbox are the most frequently used tools, these allow grouping and altering the position of boxes, tools for drawing shapes & lines. The exciting Genie tool is also located here. This one opens up a whole new group of tools which may even be created by you!

The Toolbox also holds the page indicator thus allowing you to scroll

around the whole page in any direction. This is more versatile than the usual right and bottom scroll bars.

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Contents

1.15 A Quick Tutorial

If you have got this far you will probably already know the following information, but it will serve as a recap.

To create a document you will first need to create a page, this is done by pressing the right mouse button and choose "Page/Create/From Default". This will bring forth a requester which will allow you to make several alternative settings:

- * How many pages you want created.
- * If you want to create auto boxes.
- * The page size. For landscape swap the x & y figures.
- * The number of columns required.
- * Automatically Link Columns.

When you have made your choices click on the OK button and a page will appear on the artboard.

To save a document you will start by choosing "Project/Save As" menu and choose a drawer & filename for your document.

To create a box simply click (with the left mouse button) once on the box creation icon, (the top left one under the page number indicator). Place the pointer over your page, press down the left mouse button to start the box, continue to press down the mouse button as you drag out a box. To abort the operation at any time, press the Esc key.

With the box drawn, click on the "Null Pointer" in the toolbox, (it's the one with the arrow, next to the create box icon). With the pointer over your box, hold down the left mouse button, the pointer will change into a hand. Continue to hold down the mouse button and drag the box to another position on the page, let go of the button & the box will remain there.

To enter text, click on the "Text Tool" with the left mouse button, (third icon down on the left). Move the pointer over your page & it will change into an I-Beam, now click the left mouse button over the box. You can now type some text, (if you cannot see it clearly press Right Amiga 2 to make the page larger).

To format your text place the I-Beam cursor in front of the first word, this can be done by using the cursor keys (the four arrows between the numeric & main keyboards). Hold down the left mouse button and drag the I-Beam over the text. Choose Type/Typeface/New or press Right Amiga F. A requester will pop up showing the various fonts available. Choose one by clicking on it (left mouse button) and then click the OK button. With the text still highlighted you can change the size of font by using the Point Size requester (press Right Amiga Full Stop). After typing in the number representing your point size, ie 12, press return.

To import a picture, draw a box and select the "Null Pointer". Press

"Right Amiga G" which is the short cut for the menu item Project/Import/Graphic. Using this file requester select an IFF-ILBM picture. A busy pointer will appear whilst the image is being imported to the box.

To insert an Automatic Page Number and have it automatically updated when the page is moved in the document, create a box, choose the "Text Tool", place the I-Beam/Cursor within the box. Press CTRL 2 to insert the current page number.

To insert the date, create a box and press CTRL 5. (This inserts the systems date, unless you have a battery backed clock this will have to be changed through Workbench preferences at the start of your session). The date is automatically updated every time the document is loaded.

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1.16 Page Number Gadget

The page number gadget is the top most icon in Pro Page's toolbox, it shows the current page and also lets you move from page to page.

Usage

1. Press the top arrow with your pointer and you will go to the next page in the document.
2. Press the bottom arrow with your pointer and you will go to the previous page.
3. Press the down arrow whilst viewing the first page brings up the "Even Template"* page, & if pressed again, the "Odd Template"* page.

* See Note at bottom of the page.

4. The text in the middle of the Page Number text Gadget displays the current page. To go directly to another page, delete the current page number, type in the number of the page you wish to view and press RETURN.

5. You can also use the keyboard to move between pages. Press the Shift key and either of the <> keys (next to the M key). Pressing Shift> will advance you one page while pressing Shift< will take you back a page.

Note

Template pages can be edited just like any other page but not printed.

Toolbox
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1.17 Box Related Tools

The Box Create icon is the one on the left under the page down arrow.

Boxes are used to hold all text, bitmap images or structured drawings. They may be any size and as their name implies, are rectangular in shape. But a box is more than just a defined holding area.

Example

A box may have a border, or be filled with a colour which can be printed. It can also have internal margins to keep text away from the border. It can also serve as a window for graphics thus allowing you to crop the graphic to any size that you may require.

Create Box
Active Box
Moving a Box
Handles
Deleting a Box
Changing Attributes
Auto Box Function
Moving An Object
Box Breaks
Linking Boxes

Toolbox
Contents

1.18 How to create a box.

1. Click on the box create icon, this turns on the create mode. The pointer turns into crosshairs on screen.
2. Click the left mouse button on the page and drag the pointer to create a box the desired size (you can create more by clicking and dragging each box in turn).
3. Make sure that you return to the toolbox and exit from the Box Create mode by clicking on the 'Null Pointer' icon or another Tool icon (Null Pointer is the one with a large arrow to the right of the Box Create icon).

If when you create a box you do not see anything on the page, you may have Box Outlines turned off. You need to turn outlines on. This may be done in two ways:

1. Go to Preferences/Layout Tools (ALT-T) and turn on Box Outlines, make sure the outlines button is selected (Black).
2. The keyboard short-cut is CTR-B, this will toggle the outlines on/off.

Toolbox Contents

1.19 Active Box.

As it's name implies the Active Box is the one you are currently working on. It is recognised by it's solid outline. To work on another box simply click on the desired box to make it active. To quickly locate the Active Box:

1. Select Show Active (Alt-X) item in the Box menu.
2. ProPage will position the page so that Active Box is showing on screen (even if it's on a different page to the one you are working on), and flash the outline of your Active Box.

Toolbox Contents

1.20 Moving a Box

Having created a box, it's position may be easily changed. To move a box:

1. Press and hold down the left mouse button (Null Pointer selected) anywhere in the inside of the box. The pointer changes to a hand shape.
2. Move the mouse to reposition the box. You will notice the outline of the box moving as you move your mouse. The co-ordinates of the top left-hand corner of the box appear in the right side of the title bar in the unit measurement currently being used.
3. Release the mouse button to let go of the box.

Toolbox Contents

1.21 Handles

Box outlines have 8 'handles', one on each corner, and one in the middle of each side. If the handles are not visible on the page, you need to turn them on using Preferences/Layout Tools or press Ctrl-B.

To resize a box:

1. Move the Null Pointer so it sits on top of a handle. Which one depends on which dimensions you are changing. For example, to make the bottom of the box lower, grab the middle box on the bottom of the box outline.
 2. Hold down the left mouse button and drag the handle downwards. To make the lower part of the box higher you would move the handle upwards.
 3. By grabbing a corner handle you can increase/decrease the height and the width of a box in one go.
 4. For precision control of positioning and resizing of boxes,
-

choose the Box/Alter/Active sub-menu item (Alt-A) and enter the required size and position of the box into the appropriate text gadgets.

Toolbox Contents

1.22 Deleting a Box

First make the box you want to delete active. Then select the Box/"Delete Active" item from the Box menu or press Shift-Delete keys.

Toolbox
Contents

1.23 Changing Attributes

You can alter many aspects of a box, such as background colour, border style and margins etc.

To change the Top Margin:

1. Double click on the box or select the Box/Alter/Active (Alt-A) menu item.
2. Place the cursor in the Margins:Top text gadget and change the value for example to 0.25.
3. Select the OK gadget. Any text in that box will be pushed 0.25 of an inch (presuming inches are your currently selected units) from the top of the box.

Toolbox
Contents

1.24 AutoBox Function

There will be times when it's more convenient to create boxes automatically, such as when you have a number of columns on your page and you want to create boxes of the same dimensions.

Creating an AutoBox:

1. Create a page with three columns. (See Page/Create/from Default for details).
2. Choose the Box Create tool, hold down the CTRL key and click in each column.

Another method of Auto Box Creation is to carry out the above method but clicking on the Text tool gadget instead of Box Create tool.

Page Create from Default

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1.25 Moving an Object Within a Box

Say for example you have a box two inches wide but place a graphic in it three inches wide. By moving the graphic around inside the frame you can selectively crop the picture.

To move a graphic:

1. Move the Null Pointer over a graphic box.
2. Hold down the ALT key, press the left mouse button and keep it pressed.
3. Moving the pointer, you will notice you can move the graphic around inside the box without changing the position of the box. To move the graphic more accurately, you may have to turn off the Snap to Grid (if it's turned on) via Preferences/Layout Tools.
4. Release the button when you are satisfied with the position of the graphic.

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1.26 Box Breaks

If you have several boxes filled with text that are linked, you may want to force text in one box to go to the top of the next box in a linked chain. To do this, hit Return while holding down the CTRL key. The text after this will appear at the beginning of the next box in the link.

NB:

Your page may look a bit messy after using this tool. Choose the Null Pointer to force a screen refresh and clean up the display.

Toolbox
Contents

1.27 Null Pointer

This is the Icon to the right of Box Create Tool in ProPage's Toolbox. The Null Pointer is used to move and size objects. Choosing this gadget turns off the currently selected tool like the Text or Box Create tools. The mouse pointer changes to an arrow.

Toolbox
Contents

1.28 Make Group

This tool allows you to group one or more boxes (known as Marquee). After a group has been created, the Group tool is automatically turned off, and you are returned to the Null Pointer mode.

- Make and Move a Group
- Rearrange Boxes Within
- Adding Boxes to a Group
 - Removing a Box
 - Deleting a Group

- Toolbox
- Contents

1.29 Making and Moving Groups

To demonstrate this tool make sure you have three or four boxes drawn close together on your page.

1. Choose the Group Tool (under the Box Create Icon), hold down the left mouse button and drag a 'net' around these boxes, enclosing completely every box.

NB:

Only one group can be active at a time, this is different from Pro-Draw where you can have any number of groups.

To Move a Group:

1. To move a complete group hold down the SHIFT key, click and hold down the left mouse button while the pointer is over the top of a box within that group.
2. Move the mouse and the grouped boxes will move together.
3. Release the buttons when you are satisfied with the position of the group.

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1.30 Rearranging Boxes Within Groups

It is possible to rearrange the boxes whilst keeping the group intact.

1. Grab the box that you wish to move within the selected group and move it as if you were to move a box on its own. Do Not use the SHIFT key.
 2. Now move the group as previously outlined. All the boxes should still be grouped.
-

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Contents

1.31 Adding a Box

You can add boxes to an established group at any time.

1. Press the SHIFT key and click on that box you wish to add to the group.
2. The new box is now part of the group. This can be verified by moving that group.

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1.32 Removing a Box

To remove a box from within a group but not delete it.

1. Press the CTRL key and click (using the left mouse button) on the box that you wish to remove from the group.

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1.33 Deleting a Group

To delete all the boxes in a group (and their contents), choose the Group/Delete menu item (CTRL-DEL).

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Contents

1.34 Genies Tool

The Genie Icon is the one that looks like a magic lamp. The Genie facility will make your life a lot easier regarding ProPage, in short it will do a lot of the common operations automatically. For example copying boxes to all the pages in your document, or changing the size of your pages.

Using a Function Genie

About	-
Define and Modify	
Import	- These buttons appear on the Genie

Delete | Requester, after executing the
Key - Genie Function Tool.
Obtaining More Genies How to get more.

Toolbox
Contents

1.35 Executing a Genie Function

When you select the Genie Function Tool a requester will appear with a list of available Genies. To use a Genie double-click on the one required from the list or, single click on the one you want and then click on the execute button. Some Genies will place a message in the title bar (at the top of the page) asking you to do something.

Toolbox
Contents

1.36 About

Clicking on this button will give you information about a Genie you have selected. For example:

This Genie draws pie charts. You must have gdarexxsupport.library in your libs: directory (normally installed with PPage 3).

Written by Don Cox May '92. Percent conversion, July '94.

Toolbox
Contents

1.37 Define & Modify

New Function Genies may be created by clicking on the Define button. This will bring up the Genie Editor so that you can enter the ARexx scripts for your Function Genie. You can also edit existing scripts by selecting one from the list and clicking on the Modify button.

When you have finished editing your Genie in the Editor, save the file and select Project/Return (Right Amiga-/) to return to Professional Page. The Genie will automatically be saved to the Rexx: directory. ProPage will automatically add the required ".pprx" extension to the file.

Toolbox
Contents

1.38 Import

When the Genie tool is selected, a requester pops up with a list of available Genies. If however you have more Genies stored in another directory, say for example, on a floppy disk you can still access them by clicking on the Import button which will bring up a file requester enabling you to choose a Genie not in the Rexx: directory.

Toolbox
Contents

1.39 Delete

Clicking on the button does exactly what it says. Deleted files are NOT recoverable.

Toolbox
Contents

1.40 Key

Genie Function keys may be assigned to a short-cut by clicking on the desired Genie and clicking on the Keys button. The short cut must be the Alt key in conjunction with one of the Function keys or Alt-Shift in conjunction with a Function key.

Here's how its done:

1. Select the required Genie by clicking the left mouse button once on the Genie.
2. Click once on the Keys button.
3. You will be promoted to press your keyboard combination via a message in the Genie requester title bar.
4. Press the keys you require such as Alt-F1. Now when you want that Genie, you can press Alt-F1 without having to open the Genie requester.

NB

If ARexx encounters a problem when a Function Genie is executed, the result will pop up in the ARexx Command screen to allow you to read the messages and/or any errors generated by the execution of the Genie Function. You may close the screen by pressing the 'Q' key, the Return key or by pressing the right mouse button.

Toolbox
Contents

1.41 Obtaining more Genies

To get hold of more Genies simply phone or write to LH Publishing and Larry will inform you of what's available and what cost is involved.

For a full listing of what Genies are included with ProPage see page 44 of the Professional Page Manual (not Step-by-Step with ProPage).

LH Publishing.
13, Gairloch Ave.
Bletchley MK2 3DH
Tel: 01908 370 230

Toolbox
Contents

1.42 Undo

This tools icon is directly under the Null Pointer icon, and as it's name implies allows you to undo certain tasks. For example if you delete a box or move an element by pressing Esc or clicking on Undo, the deleted box will reappear and the moved element will go back to it's original place. The following operations may be undone:

- * Changes made via the box attributes requester
- * Changes made to the border of a box
- * Changes to the cropping of a box
- * Deletion of a box
- * Deletion of the contents of a box
- * Repositioning of a box
- * Reordering of a box (box to front/back)
- * Rotation of a box
- * Scaling of a box
- * Aligning a group
- * Centering a group
- * Deleting a group
- * Moving a group

When an Undo operation is able to be used, the Undo button is active (NOT GHOSTED). When it's not activated, the Undo tool IS GHOSTED. Undo will only work on the most recent operation. Also some operations will cancel the pending Undo. These are:

- * Box Clone
- * Box Import
- * Box Link
- * Box Unlink
- * Create Box
- * Edit Text
- * Clone Group
- * Forget Group
- * Make Group
- * Merge Group
- * Delete Page

Toolbox
Contents

1.43 Stick-On Notes

This tool is located just below the Genie icon, in colour mode it is yellow and can easily be seen, in black & white mode it is white and is not so easily seen. It may be used to leave yourself a reminder note if you have not finished a project when you have to leave it, or if someone

else has to to work on a document.

To use it click on the gadget, when you move the mouse pointer over the page you will be dragging a square outline of a box with it. Click on the page where you want to paste the note. A text cursor will appear within the box, you can now type in a non-printing memo. You can move the note by clicking and dragging it to a new position.

It can be deleted by pressing Shift-Del (whilst it is active).

Toolbox
Contents

1.44 Text

The text tool resides alongside the Genie icon and must be activated before ProPage allows you to enter any text into your document. When this tool is activated the pointer changes from an arrow to an I-Beam.

Text Tool	Usage
Selecting Text	Creating a text block
Unmark Block	(Deselect)
Save Block	Plus some useful tips
Move Text	In a block
Delete a Block	How to
Changing Fonts	Also point size, Style & Justification
Fonts & ProPage	Bitmaps & Compugraphic

1.45 Using the Text Tool

To create some text, follow these instructions:

1. Have an open page with at least one box on it.
2. Select the Text tool by clicking on it once.
3. Select a box by clicking in that box.
4. Start typing your text as you would in a word processor.

Toolbox
Contents

1.46 Selecting your text

There are a number of ways to select text:

1. Dragging. Place the I-Beam at the start of the text you want to select, hold down the left mouse button and drag the I-Beam over the text you want to select.
2. Extended Selection. Place the I-Beam at the start of the text

and let go of the left mouse button. Go to the last word in the text you want to select, hold down the Shift key and click the I-Beam after the last word. The text in between the first and last words will be selected. This method can be used to select text in more than one box on more than one page.

3. Select Box. Click the I-Beam in the text box and press F4 (Edit/Select Box). All the text in that box will be selected.

4. Select All. Click in the box containing the text. Press Shift-F4 and all the text will be selected in that box and any other boxes linked to that box.

5. Double Clicking. A single word can be selected by double clicking the left mouse on the word in question while the I-Beam is active.

Toolbox
Contents

1.47 Unmark Block

To unmark or, deselect a block of text select Edit/Unmark Block or simply click the text cursor anywhere inside a text box.

Toolbox
Contents

1.48 Save Block

Selecting Edit/Save Block (F5) saves the marked block to disk as an ASCII text file. All formatting commands are contained within the saved file.

Here's a number of tips to remember when using text blocks.

1. When a text block is selected, anything you type will replace the marked block. For example, to change a word in your text, double-click on the old word to mark it as a block and type in the new one. The old word will disappear as soon as you type the first character of the new word. The block that disappears is not lost, press the Esc key to bring the old word back again. It will appear after your new word.

2. You can also use text blocks to re-arrange your text. If you select Edit/Cut (or Shift-F1), the marked block is removed from the text and is placed in the 'Paste Buffer'. Whatever is in the paste buffer can be repositioned by inserting the I-Beam in a different box or position within the same box and then selecting Edit/Paste (or F1).

NB

When a block is marked, the cursor keys no longer move the text cursor, but adjusts the tracking and baseline of the blocked text.

Toolbox
Contents

1.49 Moving a Block of Text

To move a block of text:

1. Mark a text block
2. Select Edit/Cut (Shift-F1)
3. Move the cursor to a new position
4. Select Edit/Paste (F1)

If you select Edit/Copy instead of Edit/Cut, the text block is copied to the paste buffer without deleting the selected text. This lets you paste a copy of a block of text anywhere in your document.

Toolbox
Contents

1.50 Deleting a Text Block

A marked block is deleted by doing one of the following:

1. Press the backspace key
2. Type a character
3. Use the Paste operation

To get the deleted block back, place the text cursor and press the Esc key and the deleted block will be placed in front of the cursor.

Toolbox
Contents

1.51 Changing Point Size, Typeface, Style & Justification

To change your text:

1. Select your text
2. Press Right Amiga-F or choose using the mouse the Type/Typeface/New sub-menu item. A requester will display all the available typefaces in the CGFonts/Fonts directory. Select the one you want and click OK. If you want a preview of the font, click on Preview before clicking OK.

3. To change point size, select the Type/Size/New sub-item or press Right Amiga-Full Stop ("."). If you type 48 into the requester's text line, any selected text will now be 48 point.
4. To change the style of the text, select the Type/Style/Bold sub menu item. This will only work on AGFA Compugraphic fonts from Gold Disk.
5. To change the Justification, choose Type/Justification/Centre sub menu item. The text will now be centred in the box.
6. Select the Null Pointer to exit Text mode.

Toolbox
Contents

1.52 Fonts & ProPage

Text in ProPage can be formatted using either bitmap or Compugraphic fonts. Bitmap fonts are really only used when using a PostScript device. For example, if the bitmap font Palatino is used on screen and the page is sent to a PostScript printer, the bitmap font is replaced by the PostScript one in the printer.

To get the best quality from non PostScript printers, use the Compugraphic (CG) fonts on-screen. Compugraphic Fonts are special "outline" fonts that will print at the maximum resolution of your output device, whether that's your monitor or printer. In other words even a dot-matrix printer will produce good looking typeset documents. Another benefit of using CGFonts is that text in these fonts will appear perfectly formed on the screen as well.

Warning

Compugraphic fonts are notorious for crashing software, especially ProPage. This usually happens on exiting the program, and so can be prevented by simply performing a soft reset to your Amiga when you have finished creating/printing your document. Badly created PD fonts and also low memory can cause unexpected crashes. The best advice is to regularly save your document to avoid losing your work.

Toolbox
Contents

1.53 Page Position Gadget

This gadget is located under the Genie & Text icons, it's use is to allow you to scroll around the page when can see only part of it on screen. This will happen when you magnify your page to 100% or greater. The gadget shows a white positioning rectangle, which represents the part

of the page visible on screen, inside a larger black rectangle which indicates the entire page. To change the part of the visible on-screen, drag the smaller (white) rectangle around using the left mouse button within the representation of the full screen. You may also use the cursor keys to scroll around the page if you prefer.

Toolbox
Contents

1.54 Box to Front/Back Tools

These tools are located under the the Page Position Gadget, (Box to top is on the left, Box to Bottom on the right) they are designed to re-order the layering of overlapping boxes which are normally layered in the order they were created. For example, each box is created in front of all the other boxes which were laid down before it.

You can change the order of the boxes by bringing the "active" box to the front or sending it to the back. A box with text runaround active, will only displace the text in boxes behind (or below) it, if so you can't get text to flow around a box, try using these tools to move the text box so it's behind the box with Text runaround turned on.

Toolbox
Contents

1.55 Next Linked Box

This tool is located on the left under Box to Front gadget. If the active box is in a text chain (linked to other text boxes), clicking on the "Next Linked Box" gadget will activate the next box in the chain. The page on-screen will shift to show the next box (and the page it's on, if different), if it was not previously visible.

Previous Linked Box
Toolbox
Contents

1.56 Previous Linked Box

Like the "Next Linked Box" gadget, the "Previous Linked Box (to the right of the 'NLBox') gadget will activate the previous box in the current chain of text boxes.

NB

These gadgets will only work on text boxes that are linked to other boxes.

Toolbox
Contents

1.57 Linking Boxes

The Link tool is directly under the "Next Link Box" gadget, it's used to link boxes together so that text will flow from one box to another. This way, if you should make changes to your text such as adding or deleting more text, the text will flow from box to box as the changes are made.

If a text box is full, you will see at the bottom right hand corner of the box, an upside down 'L'. This is ProPage's way of telling you that not all of the text from the file will fit in the first box that you specified. You can decrease the amount of text, or make the box bigger or you can link the box with another/others.

To link boxes follow these steps, but make sure that the active box is one of the following: A) Contains Text or is Empty.

B) Is Not Linked or is at The End of a Chain.

Linking Two Boxes:

1. Create two new boxes.
2. Make sure the first box is active.
3. Select the Link tool. The pointer will change.
4. Click the left mouse button in the second box that you want to add to the chain.
5. Text that is placed or already contained in the first box, will now flow into the second box.
6. Select the Null Pointer to exit the Link mode.

Adding To a Chain:

1. Make sure that the last box in the chain is active.
2. Select the Link tool.
3. Click the left mouse button in the box you want to add to the chain.
4. Text that is placed or already contained in the original chain, will now flow into the new box.
5. Select the Null Pointer to exit the Link mode.

Box Related Tools Return to...

Toolbox

Contents

1.58 Unlinking Boxes

Unlink (to the right of Link gadget) breaks a chain of text boxes,

here's how:

1. Select the Unlink tool. Click in the box you wish to unlink. The chain will be broken at the beginning (the top) of this box. This box will now become the first box in a new chain that contains the rest of the previous chain or isolated on its own.

Toolbox
Contents

1.59 Line Drawing Tool

The line tool is located under the Link gadget, it enables you to draw straight lines:

1. Click once on the Line tool. The pointer changes to a cross hair
2. Click and hold down the left mouse button. This starts the line.
3. Using the mouse drag the line out in the direction you want the line to be.
4. To end a line, let go of the mouse button.

NB

To create a straight line hold down the ALT-key before you put down the first point of your line, it will be constrained to the nearest 45\textdegree \leftrightarrow {}.

Toolbox
Contents

1.60 Rectangle Tool

This tool is next to the Line gadget, to create rectangles or squares:

1. Click once on the Rectangle tool.
2. Click and hold the left mouse button. This anchors one corner of the rectangle.
3. Drag the mouse to create the rectangle.
4. When you have created the required shape, let go of the mouse button.

NB

To constrain the box to be a square depress the ALT-key before you begin.

Toolbox
Contents

1.61 Ellipse Tool

This one is under the Line gadget, to draw an ellipse:

1. Click once on the Ellipse tool.
2. Click on the page and hold down the left mouse button, this is the centre of the ellipse.
3. Drag the mouse to the size of the ellipse you require.
4. Let go of the mouse button.

NB

To constrain the ellipse to a circle first press the ALT-key before you click the left mouse button.

Toolbox
Contents

1.62 Bezier Curve

This tool is located next to the Ellipse gadget, it will allow you to draw curves in a manner similar to the "rubber band" curves you can create in programs like Deluxe Paint.

1. Select the Bezier Curve tool by clicking on it once with the left mouse button.
2. Hold down the left mouse button while the pointer is over the page and drag out a line.
3. When you have the length of the line right, release the mouse button.
4. Now when you move the mouse about, the line will act like a rubber band. When the shape of the curve is right, click the left mouse button again.

NB

If you do not hold down the left mouse button, the tool will draw a straight line. Holding the ALT-key, before drawing the initial line constrains it to be at the nearest 45\textdegree{}

Toolbox
Contents

1.63 Freehand Drawing

The Freehand drawing tool is located under the Ellipse gadget and it allows you to draw freehand shapes:

1. Click on the Freehand tool.
2. Press the left mouse button over the page. As long as you keep it depressed, you will draw wherever the mouse moves.
3. As you release the button, everything drawn is placed in a single box.

Toolbox
Contents

1.64 Polygon

This last drawing tool is placed next to the "Freehand" gadget, the function of this tool is to draw straight-line polygonal shapes:

1. Select the Polygon tool.
2. Click and release the left mouse button to start the first line in the polygon. Move the mouse to the next point and click the left mouse button to create a second point. Draw as many lines as you need. Double-clicking the left button after drawing the last line segment, ends the polygon.

NB

Holding down the ALT-key before drawing the initial point, will close the polygon regardless of where the last point is.

Toolbox
Contents

1.65 New Document

New creates an environment for a new document.

- * Clears the existing documents from memory. There can only be one document open at a time (though it may have many pages).
- * New is automatically executed upon start-up.
- * The name of a new document is "Untitled".
- * Any material located on the art board (off the page) is deleted.

Project Menu
Contents

1.66 Open Document

Opens an existing Professional Page document.

- * Open deletes the document in memory. If the document has been modified since the last save, a warning requester appears to confirm that the current document should be deleted.

- * Opens a file requester to allow you to enter the name of the document to be entered or use the mouse to select the document of your choice.

- * If the document being loaded contains EPSF or bitmap graphics, you will be asked if you want them loaded immediately. Click No to conserve memory. You can use the Ungreek Boxes Genie to show all the images or press Ctrl-X on a single box to show an individual image that is hidden.

- * Press the right mouse button to reveal recently saved documents.

Project Menu
Contents

1.67 Save Document

Saves the document you are currently working on, using the current document name as the Filename. If no name has been specified, a requester will appear asking you to give the file a name. Select Save frequently while working on a document to prevent the loss of data because of a power failure or a system crash. The art board is saved as part of the document.

Project Menu
Contents

1.68 Save As

Lets you save the document under a new name. A file requester is used so you can choose the drawer where you want to save the file and also type in the new name. The art board is also saved as part of the document. The new filename becomes the document name.

Project Menu
Contents

1.69 Information

This displays information relating to the current document.
This includes:

- * User-definable text lines for the document name (file name).

- * The author's name, any comments, and a revision number.
- * Changes made with this requester are saved with the document.
- * Two dates/times are saved with each document: the date/time it was first created and the date/time it was last saved. These are both displayed but are not user-definable.
- * The "Bitmap Files" button calls up another requester which shows a list of the bitmap pictures used by the document and their location on disk. Use this feature to know which files to copy if you want to move documents from one machine to another. Similar buttons exist for EPSF files and the name of the fonts used.

Project Menu
Contents

1.70 Import/Text

This allows you to import text generated by various word processors or text editors. The different types of format supported by ProPage are:

- | | |
|----------------|------------------|
| * ASCII | * Kindwords |
| * Excellence! | * ProWrite |
| * Scribble! | * TransWrite- AE |
| * Word Perfect | * Wordworth |

It is advisable to anyone importing text, to export it from your word processor as ASCII and import that into ProPage. Another option is to use ProPage's integral word processor, AE or the Article Editor. This is a cut down TransWrite and lets you type the text in quickly, as well as spell checking it before placing the text on the page. Pictures from Final Copy /Writer or Wordworth files will not be included in the imported file. To import text:

1. Choose the Text tool.
2. Place it in a box for the text being imported.
3. Choose Project/Import/Text or press Right Amiga-T.
4. Press F1 or choose Edit/Paste to paste the text from the paste buffer into the box.

Project Menu
Contents

1.71 Importing Graphics

Use this tool for importing pictures into a box on your page. ProPage automatically recognizes the format of the graphic and uses the appropriate filter. If for some reason the format isn't recognized, a list requester will appear asking which import filter you would like to use. The recognized formats are:

- * Adobe Illustrator
- * Aldus Freehand EPS
- * EPS (displays the TIFF header bar, if it exists)
- * TIFF
- * GIF
- * PCX
- * BMP
- * IFF

NB

Once you have imported Illustrator or Freehand EPS files, they can be sent to ProDraw for editing, through the ProDraw hot link. To import a graphic:

1. Draw or click on a box in which you will be placing the graphic.
2. Choose Project/Import/Graphic or press Right Amiga-G, select the image you require, click on OK and the graphic will be imported to your chosen box.

Imported Size Cropping Pictures Usage of Other Formats

Project Menu
Contents

1.72 Imported Size

When a graphic is imported, it will be scaled as closely as possible to the size of the host box, while preserving the picture's aspect ratio (ratio of height & width). The graphic can be rescaled or, resized a number of ways:

1. Once your picture has loaded, select the Null Pointer.
2. Press and hold down the Alt-key.
3. Press and hold the left mouse button while the pointer is over a handle on the box.
4. Move the mouse to make the box bigger. Then release the mouse button.

Another way, try this:

1. Double click on a box containing a picture. This brings up the Box/Alter/Active box requester.

2. At the bottom of the requester there are two rows of text gadgets, one labelled Scale and the other Offset.

3. To make the picture bigger, delete the current figures in the Scale X & Y gadgets and type in new ones. Eg. If the scale of the image was 0.500 in both X & Y and you increased that to 1.000 in both gadgets the image would be twice as big.

Import Graphic
Project Menu
Contents

1.73 Cropping Pictures

By using the handles on a box, you can adjust the box to cover or reveal as much of the picture as you wish. If you need the picture to move around in it's own box, drag it around with the Null pointer while holding down the Alt-key. You can also move the picture around numerically, using the Offset gadgets in the Box/Alter/Active box requester. Select Box/Alter/Active or double-click on the box to reveal the requester and type in new figures in the Offset gadget, then click on OK.

NB

Memory can be conserved when using bitmaps, which can be useful if you are running low on memory, or if you are using large bitmap files. When you open a ProPage file that contains bitmap graphics, a "Load Bitmap Files Immediately?" requester pops up to give you the option of loading the bitmap into memory. If you select NO, your screen refresh will be faster, and less Ram will be used.

You can also hide a bitmap after loading by double-clicking on the graphic box, which activates a requester then select the Hide gadget. When this is selected, the graphic is not held in Ram, and its box is displayed with an X through it.

You can save more memory by working in the Black and White mode and /or the Non-Interlace mode.

Import Graphic
Project Menu
Contents

1.74 Usage of Other formats

Any IFF-ILBM graphics, including Ham-8 and 24-bit, can be loaded into Pro Page with any number of colours, from two to 16.7 million. All resolution modes are supported. A bitmap picture can be any size, up to the limits of the system memory (and beyond, when using PostScript to print).

Pictures are displayed using the colours available in the colour palette of the screen selected. This means in two colour (black & white), any colour other than black will be dithered, (this is the fastest mode) and

although displayed in black and white (or colour when using colour mode), the images's original colour information, however, is retained in the graphic's original data and will be used when you print or colour separate the page.

Since colour must be converted into grey levels for display, a large bitmap may take some time to load. A two colour image for example is converted to 8-bit (256 colours) which is why these consume so much memory and depending on how much memory you have in your Amiga, you may face limits on how many graphics you can have in a document.

Usage-ProClips

A Pro-Clip is a drawing created with ProDraw (saved as a clip, not a folio). After a ProDraw clip has been placed on your page, it can be treated like any other structured object. For example, it can be rotated, re-sized, cropped, moved, or laid on top of text or bitmapped graphics. The image however cannot be edited. To do this it would have to be placed back in ProDraw.

Usage-EPS

ProPage can import a number EPS formats including those from Art Expression and Illustrator. These can be edited in ProDraw, this is done by using the import graphics filters to convert the image to the ProClip format as used by both ProDraw and ProPage. Here's how to import an Illustrator 88 image into ProPage:

1. Draw a box on your page for the graphic.
2. Press Shift Right Amiga-G or choose Project/Import/Graphic. The pressing of the Shift key tells ProPage you want to choose manually the import filter used for this image.
3. Use the file requester to choose your image.
4. A list of available filters will pop up. Select the one for Illustrator 88 files.
5. There will be a small delay while the file is converted. Once it appears on the page, you can run ProDraw and use the Draw/PDraw menu item to send the image to ProDraw for editing. The short cut is Right Amiga-\

NB

Raw EPSF PostScript files such as those produced by ProDraw and Pro Page can only be printed to PostScript devices. ProPage can import any EPS file, but only some will be converted to clips and thus editable and printable on non-PostScript printers, while others will appear as Grey boxes.

Import Graphics
Project Menu
Contents

1.75 Output - Dot Matrix

The term Dot Matrix refers not only to impact pin printers, but all printers that are not PostScript capable or are running in a non-PostScript mode. ProPage sends its output through the Amiga's Printer Preferences. This means it will support any printer that there is a driver for on the Amiga.

All of the items that effect dot matrix output are consolidated into one panel. This can be made to appear by pressing Right Amiga-M or by choosing Project/Output/DotMatrix menu item. Before printing make sure you have the correct printer driver selected and that all external elements are available to ProPage. The various options for printing are:

From Page/To page

Selects a range of pages for printing, Eg. 1 to 5, even if the document has more than that.

Current

This will allow you to print the page that's on-screen (current page). Click on this button so it's filled.

Document

Clicking on this button will print the whole document.

Copies

Typing in the number of copies you require in this gadget, that will be the number of copies printed.

Output Scale

By changing these you can make the page bigger or smaller. You have the option of sizing the page in either direction individually or both at once.

Offset

Some printers don't place the image of the page in the right place on your paper. These gadgets will allow you to offset the page so that the position of the elements on the page on-screen matches the elements on the paper. Eg. You print an image of a box one inch from the left, but it comes out 1.5 inches from the left on your paper. By setting the "X" offset to -0.5 the page will be repositioned on the paper so your box prints one inch from the left.

Eject Page

Tells the printer to eject the page after printing.

Landscape

Turns the page 90\textdegree{}. But be warned printing in landscape takes a lot longer than Portrait.

Driver

Tells you the name of the currently selected driver.

Density

Density controls the resolution (in dots per inch - dpi) of the output with up to seven levels. The left most button represents the lowest density ie. 75, whilst the right most button represents the highest density available, ie 600.

Dither & Colour Selection

You have three choices of colour Black & White, GreyScale and Colour. The quickest output is Black & White, OK for text only or two colour line drawings. If you have greyscale or coloured images on the page, choose greyscale or colour.

The Dither you choose will vary depending on your elements. For photographic pictures, you'll need a package like Studio 2 to print more than 16 shades of grey/colour per RGB (Red, Green, Blue).

Colour Correction

This is a function to assist in making the colour output of a printer more closely match the ProPage screen image colour representation.

Auto-Tiling

This function allows you to produce output larger than your printer's physical page size. You can define a page up to 48" x 48". ProPage will output the oversize page in segments on a series of standard printer pages.

Project Menu

Contents

1.76 PostScript Printer Output

To bring up the Print to PostScript panel, choose "Project/Output/Post-Script" or press Right Amiga-P.

The first few options have already been covered in the previous page Dot Matrix Printer Output. Click on that button if you need a recap.

- * From Page/ToPage
- * Current Page
- * Document
- * Copies

Output

This feature allows you to select where the file will be sent for printing. The default is to the serial port (SER:), but if your printer is connected to the parallel port just click on PAR: You also have the option to print your file to disk, (useful if you don't have a PostScript printer but know a man who does), he/she can then print the file for you.

EPSF

Stands for Encapsulated PostScript Format.

Selecting this gadget will allow you to Import/Export PostScript information in a way that can be used by different PostScript based software, even on different computers. Ie. If you have created a document that is saved in ProPage as an EPSF file, you can load that file onto any other application that supports the format.

Draft

This option will cause your page/s to be printed out without bitmap or structured graphics. The boxes containing the graphics are printed as an empty rectangle with an X through them. Printing this way is much quicker, this is usually used for checking the typography and overall layout.

Proof

Selecting this will print all structured graphics and print bitmaps at half resolution. Again, good for previewing the layout before final printing.

Final

Clicking on this button will print all elements at the final resolution of the output device.

Negative

The Negative gadget will allow you to print a negative image on film. Thus eliminating the need to shoot a negative in order to burn a printing plate. Negative film output is called "Plate Ready" output, as it's in a form ready to burn a plate.

Mirror

This gadget allows you to select "Emulsion Up/Down", depending on the requirements for making a plate for a job that is to go on a printing press. When mirror is selected, the output is printed emulsion down.

Override Custom Specs

This will cause ProPage to ignore any specific instructions you have applied using the Page/Alter/PostScriptOutput Specs requester.

Roll Paper

This gadget tells ProPage that you are sending your PostScript file to a printer that uses paper or film from a roll, (Usually an image-setter as used by your printing bureau). If this is the case and you do not set this gadget your file will not print!

Width

This text string allows you to specify the width of the roll of paper being used by your bureau, so check first!

8 Bit Bitmaps

If you are printing 8-Bit greyscale or 24-bit images, make sure this button is selected. If you don't you will find the rendering of the images severely contoured.

Process-Black & White

If you intend to print a single colour (Black & White/Geyscale) to PostScript, click on the "Process Black" button, (default).

Density (Halftone Screen)

One for each process colour (CMYK). Screen density affects the quality of grey-scales in the output. Type in the screen density for your output by clicking in the Density/black text string. The default is 60 Lines Per Inch, this can be changed by deleting these

and typing in new ones. If printing Black & White, the other colours (CMY) will be ghosted. If printing in 3/4 Colour, check with your bureau for these settings.

(Dot) Angle

The default angle or pitch for Black & White work is 45\textdegree{}. To ← change

it click on Angle/Black text string, delete the default and type in the new one. Do not change the settings for colour work unless you have the recommended figures for a specific printing device!!

Colour Separation Features

For details on using these features please consult the book Step-by-Step with ProPage, or contact LH Publishing

Include Downloadable Fonts

This is a very heavy subject and one that requires more space than available here. Basically PostScript sends your file to the printer in ASCII form and the file gives the printer the necessary details of which font to use for which piece of text. The printer uses internal fonts to render the text inside its own memory. So you have ProPage to download the fonts to the printer when it renders the page. The type of fonts needed are ".psfonts generated by the Font Manager program.

Project Menu

Contents

1.77 Thumbnail Output (PostScript)

By using this from the drop down Output menu, you can select whether you want the pages printed 2 by 2 on a sheet, 3 by 3 or 4 by 4. The thumbnail is a good way of seeing the overall layout of an article by viewing several pages at once. (PostScript only though).

Project Menu

Contents

1.78 About

This menu simply gives you some information about ProPage.

Ie: Version

People involved in its design & development

Who the font designs belong to.

Project Menu

Contents

1.79 Quit

This one lets you quit ProPage, if there have been any change to the document since it was last saved a requester pops up asking you what you want to do next.

Project Menu
Contents

1.80 Create/From Template

Pages created from the current templates will take on their attributes including any elements. These pages can be altered if required, including deleting/adding elements that were copied from a template page. When selected, a requester will prompt for the page range and for the desired action. The options are as follows:

Automatically Linked Boxes

This option is On by default, it is tuned off by clicking on it. When On it causes text boxes to be automatically created on the new page in the page columns. The boxes are all linked to let you create a number of pages without having to create and link boxes on every page.

Use Even Template

All pages will be created using only the Even template.

Use Odd Template

All pages will be created using only the Odd template.

Use Page Number

Pages will be created using the Odd or Even template, depending on whether the page number is odd or even.

Lock Boxes

This is turned On by default, but is turned off by clicking on it. When On all of the boxes on the new page will in position, thus allowing accidental alterations to their size, position etc. They can be unlocked anytime by pressing CTR-L.

Page Menu
Contents

1.81 Create/From Default

This enables you to add one or more pages using the settings in the New Page Format requester.

From Page To Page

These text gadgets allow you to enter the first and last page numbers of the range you wish to create. By default, these numbers will both be set to the next page in your document. Increase the "To Page" value to create as many new pages as you will require, or

change the "From Page" value to insert the new pages in the middle of the existing document.

Automatically Links Columns

This works in the same way as in Page/Create/From Template. It causes text boxes to be automatically created on the new page in page columns (in the same manner as "Autoboxes"). The boxes are linked.

Size

The default page size is A4, you can change this by clicking on the various buttons below the size button. If you replace the first size figure with the second and vice versa you will create an A4 Landscape page. Also by typing in the sizes you can create custom size pages, up to 48" X 48".

Margins

Page margins are used in the creation of auto-boxes. These are created when a new page is created using the Automatically Link columns feature, or when you click on the page with the Box tool while holding down the CTRL key. An auto box is as large as is possible, while fitting within the page margins specified. The default is an inch on all sides.

Columns & Gutter

These settings are also used in the creation of auto-boxes. You can simply type in the number of columns required across the page, resulting in several auto-boxes being placed on the page, and Gutter specifies the amount of space between the columns.

PostScript Output Specs

Click this button to bring up a requester allowing you to position, scale, rotate or add crop marks to individual pages. By selecting "No Eject" you can overlay several pages onto one page. A representation of your output page, with new position, scale and rotation applied, is shown as a rectangle superimposed over the regular printed page. Use this to see if the page will be large enough to accommodate your modifications. This only affects PostScript output. Type in the numerical values for Position, Scale and Rotation into the appropriate text lines, pressing Return after each entry. The outline of your modifications will be superimposed over the white rectangle of the printer's output dimensions. From this you can see how your document page fits on the output page.

Position

Changing the X & Y values (either positive or negative) shifts the page left, right, up, or down. The defaults are zero, which will overlay the document page exactly over the printed page.

Scale

Changing the X & Y values from the default of 100% makes the page larger/smaller in one or both directions.

Portrait/Landscape

Portrait orients the page vertically, in the normal fashion (zero degree rotation). Clicking on Landscape positions the page

horizontally (270 degree rotation). If you are printing on A4 page and set your page size (in the Alter Page requester) from 8.3 x 11.7 to 11.7 x 8.3, you could use the Landscape mode and make a Landscape page.

Rotation

Use this to rotate the document page on the output page, at any angle. The number gives the angle, in degrees, to rotate counter-clockwise.

Centering

Clicking on this gadget adjusts the the Position values to immediately centre the document page, regardless of it's angle or scale.

Output Page Size

Use this to alter the size of the output page in the current units of measurement. The page size for a laser sheet-fed printer (A4) is usually 8.3 by 11.7. For an imagesetting machine you can set the size larger as the output is usually printed sideways on a roll of paper.

Crop Marks

Crop Marks are used to mark pages that are to be joined together to create one large page, Ie. A poster. They indicate the edge of the document page on the output page. For crop marks to show on your paper, the paper needs to be larger than your document page on-screen. Crop marks are optional and are activated by clicking on the Crop Mark gadget. Their setting can also be altered, eg. Their length is 1/2" by default, but by typing in a new figure the length is altered.

Auto Boxes

Page Menu

Contents

1.82 Create/Genie

Page Genies provide you with a facility for automatically creating pages. Upon selection you will be able to choose from various styles of documents that have already been pre-defined. When you Double-click on the desired type, a list of sub items is presented. Select the desired sub item and follow the instructions for that particular Page Genie.

The types of Page Genies included in ProPage are:

1. Avery Labels
2. Business Report
3. Envelope
4. Full Page Ads
5. Traditional Newsletter
6. Two Fold Brochure

Page Menu

Contents

1.83 Load

This loads a saved page as the Even or Odd template or directly into the document as the current page. Pages can be loaded or saved as separate files, but these are not the same as ProPage document files. You cannot load a document as a page and vice versa.

- * Loading a page file into either an Odd or Even template replaces the existing template with the page just loaded.

- * Loading a page file into a current document adds that page to the end of the document.

Page Menu
Contents

1.84 Save

Saves a specific page separately from the rest of the document. The save item has three sub-items: Current, Even Template, Odd Template. A page file only holds one page at a time; it does not contain any information on the page number or art board. It's a good idea to give your page file a suffix like ".page", ".even", ".odd" so that it is easier to find them at a later date.

Page Menu
Contents

1.85 Delete

Removes the current page from the document.

- * If there are boxes on the page, you will be asked whether you want to continue or abort the deletion.

- * If any of the deleted boxes contain text which is linked to boxes on other pages, the text is not deleted, but it flows into the next linked box. If all of the linked boxes are on the deleted page, however, the text is deleted along with the page.

- * Pages are re-sequenced after the current page is deleted.

Page Menu
Contents

1.86 Alter/Current

Alters the parameters of the current page. This requester is similar to the New Page Format requester in that you can change the page size, the

page number, the width of the the gutter between columns, and the margins of the page.

You can also access the "PostScript Output Specs" requester from this sub menu to rotate or scale the page etc.

When you change the attributes of the current page, only one page is affected (this does not include any changes made to PostScript Output Specs). Therefore, you can have different page formats within the one document.

The Alter/Current Page is similar to the Create/From Default requester with the following changes.

- * There are no "From Page" and "To Page" string gadgets, and the Automatically Link Columns has gone.
- * There are two new gadgets, the first is the "Offset" gadget, this allows you to enter a value for the actual page number to be used for this page rather than the document sequential page number.
- * The second gadget is for the document "page number" string and button arrows. To move a page within the document, change the Page Number gadget. Pages are re-sequenced after the move.

Page Menu
Contents

1.87 Alter/Even Template, Odd/Template, Default

Changes the parameters of the default, the even or the odd template page (which will be used to create new pages). A page format requester pops up almost identical to the Alter/Current Page format requester in appearance and operation. The only difference is that it lacks a page number gadget and name of the page is ghosted.

Page Menu
Contents

1.88 Make Template/Even/Odd

Template pages are useful if many pages share common design elements such as headers, footers, and page numbers. Once you have created a template page, then new pages can be created with all of the template's design elements already on them. There can be two template pages in a document, one for odd-numbered pages and one for even-numbered pages.

The Make Template item replaces either the odd or even template page with a copy of the current page, including all boxes and links. But any links with boxes on another page are broken. You can create a template by designing a page, then selecting one of these options to store the page as either an Odd or Even template.

Page Menu
Contents

1.89 Visible

Temporarily hides the current page from view, thus allowing you to work on the section of art board "underneath" the page. To see the page again simply re-select Visible.

Page Menu
Contents

1.90 Sort (Iconic Page Sorter)

The Page/Sort menu allows you to see all of the pages in your document as icons in this window. You can click on a page icon and drag it to another position to rearrange the pages. When you have finished rearranging the pages you can click on the OK button, or if you change your mind click on the cancel button.

Page Menu
Contents

1.91 Show Active

By selecting this tool you can quickly track down which is the "Active" box. The box flashes and if need be the view of the current page is repositioned so that the active box is visible.

Box Menu
Contents

1.92 Clone Active

This makes a duplicate of the active box. All of the box's attributes and contents are retained, except its position. The clone is slightly to the right and lower than the active box and can be positioned by dragging it with the mouse.

Box Menu
Contents

1.93 Delete Active

This deletes the active box. If this is part of a chain of linked boxes, the box will disappear, but its text contents are distributed to the next box in the series.

Box Menu
Contents

1.94 Delete Contents

By using this you can delete the contents of a box or series of linked boxes without deleting the frame.

Box Menu
Contents

1.95 Alter Active or Default

This tool alters the attributes of the active box. The various attributes are set in a requester. Alter/Active is a common operation, since you use it to set the box size and position it numerically, it has a simple short cut - double-click on any box. The requester has a lot of settings that can be altered to suit your requirements.

Lock
Locks the box so that it cannot be moved.

Hide Contents
Greeks text or crosses out pictures.

Transparent
Makes the box transparent if placed over the top of another object. This is not the case if you have an object in the box or have it filled with a solid colour.

Box Frame
Lets you place a border and a fill in the box enabling you to place a tint behind text and so on. Eg. White text on a black box.

Below these buttons are seven others for text wrap.

None
This will not displace any text.

Rectangle
This will force the text to be displaced by the frame of the box and not the contents in it.

Irregular
This will force the text to flow around any structured graphic contained within the box. When this option is selected, another set of options come into play. They are: Widest, Left, Right, Exclude.

Widest
This will allow text to flow around a structured graphic on whichever side there is most room.

Left and Right
These will flow text around specified side of a box.

Exclude
This will not allow any text on either side of a box. Text will flow

to the top of the box and then continue below the box bottom.

Rotation Angle

The default for this is Zero, to set a box at an angle simply delete zero and type in the angle you require. Positive numbers set the rotation in an anti-clockwise, negative numbers set it in a clockwise direction. A box will only rotate around its centre. It may be rotated also by holding down the Control key and using the Null Pointer to drag any box handle.

Margins

Enables you to set a margin within the box so that text will not touch the edges. The margins may be set for the top, the bottom, right and left. This is very useful if you have a frame around the box, or the box is filled with with a colour. Type the desired width for each margin into the appropriate margin text lines.

Position

Lets you precisely position and size a box. When the requester comes up it has the current box settings in it. To alter them type the parameters you require. Eg. The position of the top left corner of the box, the height of the box and the width of the box. These parameters cannot be applied to the default settings and are not shown in the Alter Default requester.

Scale

Scales bitmap graphics or structured drawings in both the X & Y directions. This is the numerical equivalent of holding down the ALT key while sizing the graphic box by one of its handles. Enter the desired X & Y scaling values into the Graphic Scale text lines.

Offset

This also only applies to boxes containing graphics. It lets you specify the position of the graphic within its box. This also is the numerical equivalent of using the ALT key and Null Pointer.

Set Tabs

Defines up to fifteen different tabs. This makes it easier to import text and insert it at the correct tab location relative to the left edge of the box.

Box Menu

Contents

1.96 Clone

Creates a copy of the original group, in both attributes and content. The new group is the active one and if any of the boxes in the original were linked to others, those links will now not exist in the new group.

Group Menu

Contents

1.97 Forget or Ungroup

Undoes or "forgets" the current group, without changing any other attributes of the boxes in the group.

Group Menu
Contents

1.98 Delete

Deletes all of the boxes within the current group. If some boxes in the group are linked to boxes outside the group, the text is not deleted, but remains as part of the linked series.

Group Menu
Contents

1.99 Align

Short-cuts
Top Shift-T
Bottom Shift-Q
Left Shift-J
Right Shift-R

Aligns all boxes in the group with the top, the bottom, the left, or the right of the active box. This gives you a quick way of re-organising your group. To use this function:

1. Group some boxes.
2. Activate a box with which you wish the others to be aligned.
3. Select one of the four available Group/Align sub menu items.

Group Menu
Contents

1.100 Centre

Short-cuts
Horizontally Shift-T
Vertically Shift-V
Both Shift-X

These options centre all the boxes in a group either vertically, horizontally or in both directions. To use this function:

1. Activate the box with which you wish the others to be centred.
-

2. Select any of the three available Group/Centre sub menu items.

Group Menu
Contents

1.101 Merge

Merges all structured drawing components within the group into one structured drawing box. This is very useful for combining a series of or parts of, structured drawing segments into a unified illustration.

Warning!

Once a group of structured drawings has been merged, it cannot be undone. If you are not sure whether a particular box should be included in a merge, leave it out. You can always use Merge again later to add more boxes.

Group Menu
Contents

1.102 Style Tag/Add New

Style Tag/Add New

This is used to create new tags. Once selected, it presents you with the Define New Style Tag requester in which you define the style attributes:

Tag Name

First you must give the tag a name by clearing the name string and typing in the name you want (usually one that describes what the tag is, ie, *Headline* for headlines). At the end of the Style string is a list button (a down arrow pointing to a horizontal line). Clicking on this brings up a list of all defined Style Tags. This enables you to define this new tag on a previously created one.

Para

This allows you to link a Paragraph Tag to a Style Tag, thus allowing you to apply Paragraph attributes at the same time as Style attributes. Clicking on the List button (at the end of the Para string) brings up a list of predefined Paragraph Tags. Simply click on the name of the Paragraph Tag you wish to link to your Style Tag, then click OK. This last operation is optional, for your convenience.

Colour

Text Colour selection works in the same way. It may be On or Off and by clicking on the List button brings up a list of predefined colours to choose from for this text. Once selected, all the text that uses this Style Tag will be that colour.

Font

Clicking on Font allows you to use the list gadget to choose a Typeface for you Tag.

Size

Size allows you to enter a point size for your tag.

Kerning & Tracking

These buttons allow you to set the Kerning and Tracking either On or Not Set.

Base Shift

Enables you to set the amount you wish to raise or lower the baseline of a piece of text.

Hyphenation

Use this to turn Hyphenation On or Off.

Line Spacing

A choice of settings for the line spacing of text.

Justify

Turn on Justification for this text and the type of justification required.

Text Styles (Not labelled)

Various styles can be applied to the tagged text.

When you have finished setting you tags click on OK to add the tag to your document, or click Add to List and continue to add more tags. If while creating tags you need to use a different paragraph tag, create it first so it can be linked to the Style tag when it is created. If you are working with fonts that can't have a Bold or Italic attributes applied to them, it's best to set the attributes to Off, especially if you are printing in PostScript.

Buttons; state of operation

Many of the buttons in a tag have three settings:

1. Black- This will apply the attribute. If you have selected the button next to Bold so it is black, when you apply this tag all text tagged with it will be bold text if possible with the font selected.
2. White- This is how you make sure that an attribute is not applied to a piece of text. If you selected this tag and some text was already in Bold, this would turn Bold off.
3. Crossed Out- Not set to either On or Off. This enables you to to Not set an attribute. For example: You have some text that is tagged and you change the text to Bold using the Style/Bold menu item. If you changed the tag, the text would remain unchanged. If you had the buton set to Black then Bold would be reapplied, but if you had the button set to White, the Bold attribute will be removed.

Tag Menu

Contents

1.103 Style Tag/Modify

This sub menu item allows you to make changes to existing Tags. When selected, up pops a list of existing Tags, select the one you wish to change and select Modify. The Modify Style Tag requester you are then presented with allows you to make any changes you wish, and then click OK. All the text in your document that is associated with this Tag will change to reflect the Tag's new settings.

Tag Menu
Contents

1.104 Style Tag/delete

Selecting "StyleTag"/Delete brings up a list of your Style Tags. Click on one and then on Delete to remove it from your list. Any text in your document using this tag will still have all of the attributes associated with it, but will no longer be tagged.

Tag Menu
Contents

1.105 Style Tag/Load

This option allows you to load a previously saved Style Tag List. You are given the standard file requester to do this. Select the name of the Tag List you wish to load and click OK. If you load a Tag List into a document that already has a Tag List, the two lists are merged. If any Tag names conflict, you will be asked whether you want to override an existing Tag definition.

Tag Menu
Contents

1.106 Style Tag/Save

The Save option allows you to save a Style Tag List for use in other documents. The current list is saved with the document automatically, but using this function will allow you to create a custom list or a set of lists for different types of documents. After selecting Save, you are given the standard file requester box and may specify Drawer and file name. Then click OK to save your list for future use.

Tag Menu
Contents

1.107 Paragraph Tag/Add New

This sub menu item is used for creating new Paragraph Tags. When selected you are presented with the Define Paragraph requester in which you define the Tag attributes. Just like with the Style Tags, first you must name a Tag by clearing the name line and typing in a new one. If you wish to base this Tag on a previously defined Paragraph Tag, use the List gadget (down arrow pointing to a horizontal line) at the end of the requester line to select one. Then clear its name and type a new one. The original remains undamaged.

Margins

This allows you to use the margins already established for the box the text is in, or set new ones using the Left and Right text gadgets. These margins are measured from the edge of the box, not the edge of the page. If the number you enter has a "+" or "-" preceding it, the left and right margin value will be added to the margin of the box.

Paragraph Spacing

Lets you control the space between paragraphs. It is defined in terms of a percentage of the Line Spacing at the end of the paragraph.

Indent

Selects how paragraphs will be handled. Pressing the Return key in the text indicates a paragraph break. There are three choices for Paragraph indents:

- * None- The start of the paragraph lies flush with the body of the text.
- * In- The start of the paragraph is indented in from the rest of the body of the text.
- * Hanging- The start of the paragraph hangs outside the body of the text, which is indented. The amount of the paragraph indent is set in the string requester at the end of the line.

Max InterWord/Character Spacing

This only applies to Flush justified text. In these strings you set the maximum amount of space that ProPage may insert between words and characters in order to make text fit flush against the right and left margins. Maximum InterWord is specified in percentages of additional space over normal (one space). Maximum InterCharacter Space is specified in 1/100 em units (the normal is 0).

Tabs

These may be taken from the box that the text is in, or specified here. They may also be sorted if regular additions result in a jumbled order.

When you have finished defining a Paragraph Tag, click on OK to add it to the list, or click on Add to List to continue to define more Tags.

Tag Menu

Contents

1.108 Paragraph Tag/Modify

This sub menu allows you to make changes in in the existing paragraph tags. When selected, you are presented with a list of existing Tags. Select the one you wish to change and select Modify. You are then presented with the Modify Paragraph requester box. Make any changes you require and click OK. All the text in your document that is associated with this Tag will change to reflect the Tag's new settings.

Tag Menu
Contents

1.109 Paragraph Tag/Delete

Selecting Paragraph Tag/Delete brings up a list of your Paragraph Tags. Click on one and then on Delete to remove it from your list.

Tag Menu
Contents

1.110 Paragraph Tag/Load

This allows you to load a previously saved Paragraph Tag List. You are given the standard file requester box. Select the name of the Tag List you wish to load and click OK. If you load a Tag List into a document that already has a Paragraph Tag list, the two lists are merged.

Tag Menu
Contents

1.111 Paragraph Tag/Save

This option allows you to save a Paragraph Tag List for use in other documents. The current list is automatically saved with the document, but using this function allows you to create a personal list or sets of lists for different types of documents. After selecting Save, you are given the standard file requester box in which you may select which drawer and file to save the Tag in. Click OK to save your list for future use.

Tag Menu
Contents

1.112 Typeface Menu

Allows you to select the typefaces of your choice. A list of active typefaces is shown in the Typeface item. If the desired typeface is not shown, choose a new one by selecting the New sub menu item. This brings up another requester with a list of available fonts and a preview button (click on this last button to see what the font looks like). Be warned though if you preview a lot of fonts, it can run out of memory and stop working.

Type Menu
Contents

1.113 Size

You use this to change the point size of the currently selected text. In the Size sub menu, a list of active sizes is shown. If the desired size is not shown, a new one can be chosen by selecting the New sub-item. Delete the current point size listed and enter in a new one.

Type Menu
Contents

1.114 Typeface/Style

This sub menu lets you select text styles:

* Plain	F10
* Bold	F6 On, Shift F6 Off
* Italics	F7 On, Shift F7 Off
* Outlines	F8 On, Shift F8 Off
* Underline	F9 On, Shift F9 Off
* Shadowed	Ctrl F6 On, Shift Ctrl F6 Off
* Superscript	Ctrl F7 On, Shift Ctrl F7 Off
* Subscript	Ctrl F8 On, Shift Ctrl F8 Off

The function-key equivalents for type style selection are displayed next to the menu options. The function keys however, work slightly differently from the menu options. Selecting a style from the menu option will set the selected text to the style as indicated by the checkmarks in the menu, whilst using the equivalent function key will simply add the chosen style to the text. Eg: If you highlight a sentence containing an italicised word and select Bold from the menu, the entire sentence will change to bold and the word will lose its italics; using the function key F6 to select Bold, the italicized word will change to bold italics.

Type Menu
Contents

1.115 Type/Colour

By using this menu item, you can select a colour for your type. Colour can be applied and used on type just like any other attribute. When you select the colour item, you get a Text Colour list. You may select a colour from the list by double clicking on the colour of your choice. If the colour you want is not shown, use the scroll bars to view the list. If it's not on the list select the Palette button and a requester pops up to allow you to define new colours and add them to your list. You may have up to 65,000 colours.

Type Menu
Contents

1.116 Fill Pattern

From the Fill Pattern requester you can select the colour to be used for the pattern by clicking on the button to the right of the Fill Colour text box. This will bring up the standard Fill Colour list requester, from which you can choose a colour from the list or define a new one by clicking on the Palette button.

In defining the fill for an object, you can choose from None, Solid, or Fill Pattern. There are 16 editable patterns. You may edit the pattern by clicking on the right side of the panel. To facilitate pattern editing, the following buttons are provided:

- * Undo. Undo all changes to selected pattern.
- * Copy To. Copy selected pattern to any other user pattern.
For example, to make a new, similar pattern: click on the "Copy To" button to highlight it, then choose any one of the 16 patterns to which you want to copy the pattern.
- * Clear. Clears the selected pattern.
- * Invert. Inverts your pattern.
- * Flip X. Flips pattern around the X-axis.
- * Flip Y. Flips pattern around the Y-axis.
- * Rotate. Rotates the pattern by 90^{degree}

Type Menu
Contents

1.117 Style Tag

This menu item allows you to specify the Style Tag you wish to apply to a block of text or set the Tag you wish to use for the next text you type. A Style Tag is a group of text attributes which you pre-define and then apply with a few clicks of the mouse. These may include Typeface, Type

Size, Style, Colour and every other attribute you could apply manually, such as Justification and Tracking.

Style Tags can simplify the formatting of documents by allowing many of the attributes to be changed/applied to text at once. Should that text ever need style changes, by modifying the Tag definition, all text that is associated with that tag will reflect the change.

For example:

If you have assigned a Style Tag named Sub Heading to all the sub heads in your document, and you wished to make them larger and in bold, you just Modify the Sub Heading style tag and all sub heads in your document will automatically change.

Style tags can even be assigned or defined with codes in your text files before you import them even further simplifying your work.

Usage

1. Highlight a block of text or click with the text tool to establish a starting point.
2. Select Type/Style Tag (Right Amiga-A).
3. A Select Style Tag requester box appears with a list of defined tags. Scroll through the list if necessary and then double click on the Style you wish to apply.
4. This Tag is now either applied to the block or set for use from where the cursor is positioned.
 5. If you wish to remove a Tag association for a particular block of text (so that it is not changed when you modify a Tag), then block the text and use the No Tag button. The text will keep the attributes applied earlier with the tag, but will not be changed if the tag is changed.

Note

* Tags may be applied over other Tags and to small segments of text within Tagged sections. If the attributes conflict, the last applied Tag to a section will be the dominant one.

Type Menu
Contents

1.118 Paragraph Tag

This menu item works in just the same as Style Tag except that it is used to apply Paragraph Tags. The formatting attributes controlled by Paragraph Tags include special Margins, Paragraph Spacing, Indent Control, maximum InterWord and InterCharacter spacing for flush justified text and special Tabs. A Paragraph Tag can be specified in a Style Tag as well as applied on it's own.

Note

* Paragraph Tags apply to whole paragraphs and should generally be applied at the beginning of a paragraph (the first character). If a Paragraph Tag is applied in the middle of a paragraph, it takes affect on the following paragraph, assuming no other tag is specified for that following paragraph. Select the Default paragraph for paragraphs you wish to un-tag.

Type Menu
Contents

1.119 Kerning

This turns automatic Kerning off and on. Kerning is the amount of selective white space that is applied to certain pairs of letters. A check mark next to Kerning indicates that it is on.

Type Menu
Contents

1.120 Tracking

Sets the tracking (amount of space between characters) in 1/100 of an Em space. A positive tracking value spaces characters further apart, while negative values track the characters closer together.

Note

* You can track a selected text block by using the left and right cursor keys (which shifts in 2/100 of an Em space for each keystroke).

Type Menu
Contents

1.121 Line Spacing

Professional Page offers three kinds of line spacing:

- * Fixed
- * Relative
- * Leading

Line spacing is calculated from the normal baseline of one line to the normal baseline of the line below it. To set the line spacing, select Type/"Line Spacing". A Line Spacing requester will appear. Select one of the Fixed, Relative, or Leading sub-items by clicking on the appropriate button. Enter the line spacing value desired into the appropriate text line.

Fixed line spacing and Leading are defined in points (for example, 10 point text on 11 point line spacing would insert one point of

leading between each line).

Relative line spacing is defined as a percentage of the largest text point size on the line. For example, 10 point text with relative line spacing of 110% would have one point of leading between lines. If "baseline shift" is active on the line, Professional Page will automatically adjust inter-line spacing accordingly.

Leading (pronounced ledding) is the constant space between lines of text. It gets its name from the strips of lead that were once used to separate lines of type when typesetting was done using slugs of cast hot metal (lead) to form each line of type.

Usage

1. Select Type/Line Spacing and a Line Spacing requester appears.
2. Click on the Fixed, Relative, or Leading gadgets.
3. Fixed spacing is spacing between lines, independent of the text point size.
4. Relative spacing is specified as a percentage of the largest point size of the line.
5. Leading is the amount of extra space to add to the largest point size on the line. It is expressed in points, and can be negative or positive. Only one of these types of spacing can be in effect at any one time.
6. The line spacing attributes of the last character of the line is used for the entire line.

Type Menu
Contents

1.122 Baseline

Moves the baseline of a block of text up or down.

Usage

1. Select Type/Baseline and a Baseline Shift requester appears.
2. Enter the desired baseline shift into the string gadget. Both positive and negative values are acceptable.
For example:
+5.000 to move up five points or
-5.000 to move down five points.
3. Baseline shifts can also be changed (in increments of 0.5 points) by using the up and the down arrow keys for a selected block.

Type Menu
Contents

1.123 Hyphenation

Turns automatic hyphenation on or off for the selected range. If there is a check mark to the left of the Hyphenation sub-item, then hyphenation is on.

Text is hyphenated in Professional Page in two ways:

- * The program has a hyphenation algorithm with an optional exception dictionary which looks for where to break the word.
- * The other method of hyphenation is to use "discretionary hyphens" within the Professional Page text editor. While editing text, "soft" hyphens are inserted at a preferred hyphenation point by typing "_" (hyphen) while holding down the CTRL key. This will override the automatic hyphenation position for that word.

Usage

1. Select the Text tool and click inside a text box.
2. Select the Edit/SelectAll item.
3. Select the Type/Hyphenation item and all your text will be automatically hyphenated.

Type Menu
Contents

1.124 Justification

Selects the justification of the text: Left, Right, Centre, or Flush. The justification setting of the first character on the line is used for the entire line.

Keyboard Short-cuts:

- * Left (Right Amiga-L)
- * Right (Right Amiga-R)
- * Centre (Right Amiga- -(hyphen))
- * Flush (Right Amiga-J)

Type Menu
Contents

1.125 Paragraph Indent

In addition to setting indents in paragraph tags, paragraph indents are also available directly from the Type menu.

You can select from:

- * Paragraph/None (Right Amiga-E)
 - * Paragraph/In (Right Amiga->)
 - * Paragraph/Hanging (Right Amiga-<)
-

You can also select "Paragraph/SetIndent" to define the amount of indent.

Type Menu
Contents

1.126 Cut

Short-cut. (Shift-F1)

Cuts the marked block of text and places it in the paste buffer to await pasting onto the page.

Edit Menu
Contents

1.127 Copy

Short-cut. (Ctrl-F1)

Copies the marked block of text to the paste buffer. This enables you to copy a single piece of text and then paste one or more copies of it into your document.

Edit Menu
Contents

1.128 Paste

Short-cut. (F1)

Text in the paste buffer is placed just before the current cursor position.

Edit Menu
Contents

1.129 Unmark Block

Short-cut. (Shift-F5)

The current block is unmarked.

Edit Menu
Contents

1.130 Save Block

Short-cut. (F5)

Saves the marked block as an ASCII text file. A file requester will prompt for the file name. All formatting information is saved with the ASCII file.

Edit Menu
Contents

1.131 Select Box

Short-cut. (F4)

All the contents of the current text box is marked as a block.

Edit Menu
Contents

1.132 Select All

Short-cut. (Shift-F4)

The text in the current box and in all linked boxes (the current "Article") is selected as a block.

Edit Menu
Contents

1.133 Find

Short-cut. (F2)

Searches through all text associated with the active box for a text string. If there are any embedded ASCII formatting commands (such as style or font size changes) the search will match only those strings with those specific attributes. If there are no embedded ASCII formatting commands, the search will match text with any attributes. If a text block is marked, only that block is searched. This lets you limit a search to a section of text.

Edit Menu
Contents

1.134 Replace

Short-cut. (F3)

Searches through the entire article (all text boxes linked to the active one), or the marked block, if any, and replaces one piece of text with another. This may be done once, or for all occurrences of the Find string with optional confirmation before each substitution.

Edit Menu
Contents

1.135 Find Next

Short-cut. (Shift-F2)

Finds the next occurrence in the current text of the word/s in the find requester.

Edit Menu
Contents

1.136 Replace Next

Short-cut. (Shift-F3)

Finds the next occurrence of the Find string and replaces it with the the Replace string. If Query is selected, you will be asked for verification before the replacement is done.

Edit Menu
Contents

1.137 Article Editor

Short-cut. (Right Amiga-/))

Invokes the Article Editor, a text based word processor that is hot linked to Professional Page. When you select this menu item, the Editor will be automatically started, if it is not already running and the currently marked text block (or the whole article, if no block is marked), will be sent to the Editor ready for editing.

Editing text in the Article Editor is very easy and is not difficult to read as it can be in ProPage. Also the Editor can be run independently of ProPage and thus makes it useful for writing programs like this one.

The size of articles that can be edited are only limited by the amount of

available memory. There are powerful features such as translation tables for automated text substitution, document analysis and real-time spell checking.

Usage

The Article Editor (hereafter referred to as AE) is designed to interact with ProPage. This is the reason for three entries on the special menu in the AE: Show PPage codes, Hide PPage codes and Send text home, the latter being the most useful.

- * After you have finished editing the text in AE, selecting the "Send text home" menu option will return you to ProPage, where the newly edited text will replace the old text in the article. Although AE can be run on its own, there is no facility for printing.

- * Most text sent to the AE from ProPage will contain hidden text formatting commands. When saving text from the AE, you will get a requester asking if you want to save the hidden codes or not. If you say Yes, the hidden codes will be expanded in the saved files, obviously if you say No, the codes are not saved.

- * Text may be saved two ways from the AE. You can select Save or Save AS and save all the text, or you can use the mouse to select a block and press F5 to save only that block.

- * Text can be loaded directly into the AE and then sent to ProPage by using the Load (Right Amiga-o) command. This will load a whole new file, or you can use "Insert File" (Right Amiga-T) to insert text into the current text file being edited.

- * Do not Quit from the AE when editing text from ProPage. Text can be saved by pressing Right Amiga-S. When you have finished with AE, simply send the text to ProPage. If you have made a mistake, and don't want the text in the AE to be sent back, then Quit the AE. An error message will be recorded in ProPage but it can be ignored.

- * To place a TAB in the AE, press CTRL-T before the word you want to be tabbed. This will tell ProPage you want this text moved to the next TAB marker in the box containing the text.

- * Styles can be applied but it is advised not to use this function unless the fonts you are using can be italicised and so on. The CGFont Times can be made Bold and so on, but most PD compugraphic fonts cannot. This means when you want a font like Futura to be in Italics you need to choose an Italic version of the Futura font.

- * The AE supports Macros, these let you define common operations or pieces of text and recall them with a single key sequence. Up to ten macros can be defined at one time, and sets of macros can be saved to disk and then loaded at any time. To define a macro, hold down SHIFT and CTRL on the keyboard and press a Function key. All the keystrokes and/or menu operations you enter from now on will be stored into the macro for that function key.

End the macro definition by pressing the SHIFT-CTRL combination again. To replay the macro, press CTRL and the function key.

* Spell checking can be done in one of three ways:

- Spell-check word.
- Spell-check to end.
- Spell-check real time.

If you select Spell-check word, the word that the cursor is on will be checked for spelling; if it's recognised, the message "Spelling is correct" will appear. If Spell does not recognize the word, it puts up a requester displaying the word in error, along with a few simple gadgets. The word can be edited directly in the requester and it be changed accordingly in your article. If you select "guess spelling" gadget, a window will open and Spell will begin listing words that are "close" in spelling. If you find the correct word listed, you can just click on it, and it will replace the word in your article. You can click the Cancel gadget in this window at any time to stop seeing the guesses.

To check an entire article, move the cursor to the top of the file and select Spell-check to end from the command menu (Alt-F4). A new window will open and a fuel guage will show Spell's progress. When a word is not recognized, the word is highlighted in the article, and the usual spell-check requester appears. It works in the same way as described above but the two extra gadgets, "Accept" and "Accept and Remember" are now of importance. If you click the "Accept" one the spell checking will continue without changing the article. If you click "Accept and Remember", Spell will add that word to the temporary user dictionary so that if it encounters the same word again, it will recognize it and not see it as an error.

If you edit the word in the requester and press RETURN, the word will be modified in your article accordingly. If the word you enter is not recognised by Spell, it will give the message "Not found" and refuse to change the one in your article. This can be overridden by clicking "Accept", forcing Spell to accept the word and modify the one in your article.

* Depending on the amount of available memory, you can change the screen mode you wish to work in. The selections are as follows:

- Workbench.
- Med-Res (default).
- Interlace.

The screen type can be changed at any time by selecting the appropriate sub-item in the Project/Screen type menu item. The setting may be set as the new default simply by saving the configuration.

- Edit Menu
- Contents

1.138 Line Colour

Short-cut. (Shift-I)

Selects the Line Colour list requester from which you can select the colour to be used in an internally created (ie. not imported) structured graphic such as lines and box frames.

Draw Menu
Contents

1.139 Fill Colour

Short-cut. (Shift-F)

Selects the fill colour list requester which allows you to select a fill colour from the available colours, or to define new ones in the same way as the Line Colour item. You can then use the selected colour to fill structured drawings and framed boxes. To add to the list of default colours click on Palette and define a new one to be added to that list.

When you select any of the three colour items you are presented with the Colour List for your document, with the currently selected one being highlighted. The default colours are:

Nine shades of grey.
Red.
Green.
Blue.
Cyan.
Magenta.
Yellow.

Note

There are two different colour selectors in ProPage, one for text and one for structured drawings and box frames.

Usage

The following section applies to both fill colour and also for filling text with a colour as well as defining a colour for lines.

Defining Colours

When the Palette requester is first opened, the colour modification tools are greyed out. To start the selection process first delete the current name and type in a new one to represent the new colour. Press the return key, the sliders are no longer ghosted which means you can now move them to define the new colour. To modify an existing colour, click on the List gadget at the far right of the Name requester line, a list will appear of the colours available for modification. If it's a default colour clear the name and enter a new one. You will now be able to change the colour by clicking onto the RGB sliders and dragging them to alter the value of the

colour. Ie. Move the Red & Green sliders to the top and the Blue slider to the bottom, this creates a yellow colour. The created colour appears in the box on the right of the requester.

In professional printing and in colour ink-jet printers, yellow/magenta/cyan/black are the ink colours normally used. Next to the RGB sliders are the four requesters labelled Y, M, C, and K. (K stands for black, as B stands for blue). These requesters are linked to the RGB slider, and show the colour separation equivalent of the computer's video colours. The YMCK requester lines allow you to specify colour information more precisely than it can be displayed on the screen. To use these gadgets, simply type in the precise colour values (0 - 100%) for each of the four colour components. The RGB sliders will move, creating a screen representation of ProPage will generate the yellow, magenta, cyan and black colours from the Y, M, C, & K values.

The Pantone Matching System was developed to standardise the printing of mechanical or "Spot" colour. There are two types of colour used in printing - Process and Mechanical (Spot). Process colours require four separations of CMYK to produce the colour on screen. A spot colour is printed on its own as a solid colour. Not on your desktop printer, but only when the printing firm place your page on a printing press. The Pantone spot colour system consists of over 700 colours that each has a number. Any printer in the world that adheres to the Pantone standard can produce the colour you ask for since he/she mixes the ink to that special formula.

To select a Pantone colour and add it to your list, click on the Pantone button near the bottom of the Palette requester. The selection list will then open, displaying the names and numbers along with a colour patch. Simply click on the colour you want and then on OK, (or alternately double click on the colour). The selected colour is brought into the Palette requester, but may not be modified as it is an international standard. You must then select Add or OK to add the colour to your list.

Note

Pantone colour charts are available from many artist supplies and are invaluable to anyone wishing to use this colour sytem.

A custom colour is a Yellow, Cyan, Magenta and Black combination to which you have assigned an arbitrary screen colour.

For example:

You have created three very similar shades of blue by typing in the Y, M, C and K values, you can assign the very different screen colours so that the shades will be easier to distinguish. The proper colour will be used in printing.

Mechanical colour indicates that the colour you select is not intended to be separated into Yellow, Magenta, Cyan and Black (process) components. Rather any page elements given a Mechanical colour value will be printed as one separate colour, for printing as part of a two, three or more colour job, or as an extra, solid colour with its own special ink colour on top of the normal four process separations. Pantone colours are by their very nature mechanical colours and as such are always separated into their own sheet of colour separation.

No UCR/GCR button turns off the Undercolour Removal and Grey Component Replacement for the colour defined.

Once you have defined your colour list, it may be saved for later use by selecting the Save button. Select the drive and directory, then give your list a name and click OK. To load a previously saved list, click on Load and select the name of the list you wish to load, then click OK and that list will be loaded into the current document.

Draw Menu
Contents

1.140 Line Weight

Short-cut. (Shift-W)

This lists the weight of the line that can be added to the Drawing tools or Box frames.

You can choose the following widths:

1. None
2. 1/2 Point
3. 1 Point
4. 2 Points
5. 3 Points
6. 4 Points
7. Hairline (shown as 1 pixel but are printed as 1/4 Point)
8. Custom

To create a custom width:

1. Select Draw/Line Weight/Custom.
2. A Line Width requester appears.
3. Type in the desired width to the nearest 1/2 point.

Draw Menu
Contents

1.141 Line Pattern

This sub-menu item allows you to select various forms of pre-defined line patterns. These are displayed upon selecting this item, simply click on the one you desire to use.

Draw Menu
Contents

1.142 Fill Patterns

This sub-menu item allows you to fill text and structured graphic objects with definable patterns. Upon selecting this item a "Fill Pattern" requester is brought to the fore, from which you can select the colour to be used (to the right of the Fill Colour text box), or you can define a colour to be used.

In defining the fill for an object you can choose from:

1. None
2. Solid
3. Pattern

There are 16 editable patterns which can be used, or changed by clicking the mouse on the edit grid to the right side of the panel. To facilitate pattern editing the following buttons are provided:

- * Undo: Undo all changes to selected pattern.
- * Copy To: Copy selected pattern to any other user pattern. For example, to make a new, similar pattern: click on "Copy To" button to highlight it, then choose one of the 16 patterns to which you want to copy the pattern.
- * Clear: Clears selected pattern.
- * Invert: Inverts your selected pattern.
- * Flip X: Flips pattern around the X-axis.
- * Flip Y: Flips pattern around the Y-axis.
- * Rotate: Rotates your pattern through 90\textdegree{}

Draw Menu
Contents

1.143 PDraw-Hot Link to Professional Draw 3.03

Short-cut. (Right Amiga-\\)

ProPage has access to the full powers of ProDraw 3.03 direct by using this "Hot Link". Clips may be transferred to ProDraw for editing or adjustment. This function operates in the same manner as the hot-link to the Article Editor.

For the hot-link to work, ProDraw must be running (Version 3.0 or higher). To operate the link, click on the box containing a Pro Draw clip and select PDRAW from the Draw menu or use the short-cut. (You will need around 5Mb of memory to use this function).

Draw Menu
Contents

1.144 Paint

Short-cut. (Right Amiga-})

The Graphics Editor may be run on its own or from within ProPage via the hot-link. If you have imported a bitmap graphics which you want to alter, select the box containing the graphic, then select the Draw/Graphics Editor menu item.

The Editor is launched and the graphic will be automatically loaded and ready for editing. When finished, save the graphic and exit the Editor. Your graphic will be automatically re-imported into ProPage.

Note

The Graphic Editor can only be used with IFF format graphics of 32 colours or less.

Draw Menu
Contents

1.145 Magnification

You can choose a custom magnification level from 10% to 400% as well as the standard 25%, 33%, 50%, 100%, and 200%.

Short-cuts:

Custom% - Right Amiga-0
25% - Right Amiga-5
33% - Right Amiga-4
50% - Right Amiga-3
100% - Right Amiga-2
200% - Right Amiga-1

Prefs Menu
Contents

1.146 Layout Tools

Short-cut. (Alt-T)

This requester has several features that help you to lay out a page precisely. There are several sections including Units, Grid, Ruler and Outlines.

Units (Ctrl-P Picas, Ctrl-M Cm, TAB Inches).

Lets you define the the unit of measure used in creating your document. You have the choice of Inches, Centimetres or Picas. The one you choose is the one used throughout ProPage whenever you are asked for a size or position. These units are indicated on the ruler and the co-ordinates

display in the title bar on the left hand side.

Grid (Ctrl-G toggles on/off)

Enables you to set the grid used on the page for aligning objects. Grids can be turned on or off and be user specified in both the X and Y directions, or selected from one of the four pre-defined grids.

Snap To Grid (Ctrl-S toggles on/off)

Makes the grid act like a magnet to the elements on the page. If Snap To Grid is on, grid snaps occurs whether the grids are visible or not. Boxes are easily aligned horizontally or vertically, and drawn lines are easily joined exactly. When switched on, a small black rectangle opens in the top left corner of the ruler.

Ruler (Ctrl-R toggles on/off)

Allows you to turn the rulers on or off and specify its units.

Outlines (Ctrl-B toggles on/off)

When Outlines is on, every box is surrounded by a dotted border (solid if the box is the active one) and may have handles. If Outlines is off, the borders are not drawn. Outlines should be turned on when editing a page and off to see how the page will look when printed.

Columns (Ctrl-B toggles on/off)

Having Columns turned on, the page margins and columns (as set by the Page/Alter sub menu items) are displayed as dashed lines. Columns are only visual indicators and can be used to place boxes on the page.

Angle Step

Sets the box rotation step units in degrees. When you rotate a box using the Ctrl-Null Pointer method, the number you set here is the angle steps the box will rotate in.

For example:

Set the Angle Step to 15 and then use the Ctrl-Null Pointer combination to rotate a box, the box will "jump-rotate" in 15 degree increments.

Angle Step can be set between 1 and 180 degrees, the default is 10.

Prefs Menu
Contents

1.147 Text Format

Short-cut. (Alt-Y)

There are many variations to text format, each word processor that is

available to the Amiga has its own version, as well as those on other platforms such as Macintosh and IBM compatibles. Each text editor also has its own format, but they nearly all have one thing in common, that is the ability to save text as ASCII (raw text). ProPage understands some of these different formats and will have no problem in importing them.

Format List:

```
* ASCII      * TextCraft
* ASCII_PC   * TextCraft Plus
* Excellence! * TransWrite-AE
* KindWords  * WordPerfect 4.1
* ProWrite   * WordPerfect 4.1_PC
* Scribble!  * WordsWorth
```

To use the import filter, simply select the format you require from the text filter requester then click on OK. You can now import text from that particular application.

Prefs Menu
Contents

1.148 Page/Date Formats

Short-cut. (Alt-P)

Allows you to select the display format for Automatic Page numbering and Automatic Date entry. The format selected here will be used throughout all pages and dates inserted into the text.

Prefs Menu
Contents

1.149 Hyphenation Control

Short-cut. (Alt-H)

Sets the prefix and suffix parameters for hyphenating text. This option also allows you to load or clear the hyphenation dictionary, and select a language for hyphenation.

To control the number of characters before and after a hyphen, type the values you want into the min pref x and min suff x text lines (the default is two). The larger the prefix and suffix value, the harder it is for the hyphenation program to break small words, but the less likely it is that you will see odd word breaks.

You can create an exception dictionary by using a text editor to make a list of words with the preferred breaks indicated by hyphens. If a word is not to be hyphenated, enter the word without hyphens.

To use your dictionary, select the Load Dictionary gadget. A file

requester will pop up to let you choose the file you want, click on OK and this file will now be the new exception dictionary.

Use the Clear Dictionary to clear the current dictionary. When working with text in other languages, select the desired language from the gadgets at the bottom of the of the requester. All hyphenation within the document is done in accordance with the language last selected.

Prefs Menu
Contents

1.150 Text Greeking Control

Short-cut. (Alt-G)

This option will display a requester that allows you to set the minimum and maximum text sizes (in pixels) that will accurately be displayed on the screen (defaults are 7 and 800). Text smaller or larger than these selected sizes will appear "greeked", which means that the text is represented by a pattern, and is not readable. Greeked text will help speed up text displays as well as saving on memory.

Prefs Menu
Contents

1.151 Kerning Control

Short-cut. (Alt-J)

This allows you to customize the Kerning settings for letter pairs in each font you have installed on your system. Select Kerning Control to bring up the Edit requester. Select a typeface on the drop-down list button next to the Typeface text gadget. Click on the up or down Pair arrows to select the next or previous pair that already has Kerning values set. You can click on the up or down arrows under the large letters to change either letter in the pair, or just type the two letters on the keyboard. You can also use the Alt numeric keypad combinations for special characters.

Pressing the left or right cursor keys will increase or decrease the Kerning value. You can also click in the requester, and drag the mouse left or right to change the Kerning. You may also type in a value in the Kern text gadget, or click on the Suggest button to use the default for the currently displayed pair. You can use the Load and Save buttons to save your current settings or load a new table.

Prefs Menu
Contents

1.152 QuickMove

Short-cut. (Alt-Q)

Controls whether the contents of your box are visible while being moved. By default, when you pick up a box to move it, only the outline actually moves. The contents stay where they were, and only move when you put the box down. Sometimes it is convenient to see the contents while you are moving the box. If QuickMove is off, the box content will be picked up and moved around with the box. If memory is low the contents of a box do not show even if the QuickMove is turned off.

Prefs Menu
Contents

1.153 Wireframe Graphics

Short-cut. (Alt-W)

This option is On by default and speeds up the screen refresh when working with structured graphics by displaying them as outlines. Lines are not shown in their true thickness, pattern and colour, and filled areas are left open. To see the graphics in their true form, select this item to de-select wireframe mode, removing the checkmark from the menu item.

Prefs Menu
Contents

1.154 Black and White

Short-cut. (Alt-N)

This switches ProPage into Black and White mode. This results in increased speed and memory efficiency. In black and white mode, bitmap graphics are "dithered" for on-screen display. Output is not affected by activating this mode.

Prefs Menu
Contents

1.155 Screenmode

Short-cut. (Alt-I)

Lets you choose the screenmode you wish to work with.

Prefs Menu
Contents

1.156 Facing Page Layout

Short-cut. (Alt-F)

This item allows you to view two pages facing each other as they would be in an open document. This is useful for designing pages that appear as one when open opposite each other.

Prefs Menu
Contents

1.157 Interruptible Refresh

Short-cut. (Alt-R or Right Mouse button)

When this option is turned On, you can abort any screen refresh by hitting the ESC key, then selecting a gadget, or selecting a menu, while the refresh is in action. The screen can be manually refreshed at any time by hitting the Space bar when not in text editing mode.

Prefs Menu
Contents

1.158 Workbench

Short-cut. (Alt-V)

This option attempts to turn Off/On Workbench to conserve Memory.

Prefs Menu
Contents

1.159 Colour Dithering

Three different modes allow you to optimize the display to your system:

- * Smooth
- * Non-Interlace
- * Flicker Free

Prefs Menu
Contents

1.160 index

--A--

- <> Artboard
- <> Article Editor
 - Includes Save/Load text, Tabs, Macros, Spell Check, Screenmodes.
- <> Autobox function

--B--

- <> Bezier Curve
- <> Bitmaps
- <> Box, Active
- <> Box, Alter
 - Includes Lock, Hide, Contents, Frames, Rotation, and Margins
- <> Box, Clone
- <> Box, Create Tool
- <> Box, Delete
- <> Box, Linking
- <> Box, Moving
- <> Box, Moving Object In Frame
- <> Box, Resizing
- <> Box, To Front/Back Tools

--C--

- <> Circles, Ellipse Tool
- <> Colour, Pantone + Mechanical
- <> Crop Marks

--D--

- <> Date, Insert
- <> Document, Information
- <> Document, New
- <> Document, Open
- <> Document, Save
- <> Document, Save As

--E--

- Edit Text,
 - <> Copy
 - <> Cut
 - <> Find
 - <> Paste
 - <> Save Block
 - <> Select All
 - <> Select Box Only
 - <> Replace
 - <> Unmark Block
- <> EPS Format, Plus ProClips

--F--

- <> Facing Pages
-

- << Fill Colour & Usage
- << Fill Patterns
- << Fonts & ProPage
- << Fonts, Size
- << Freehand Drawing

--G--

- << Genie Tool
- << Genie, Executing
- << Genie, Using About
- << Genie, Define
- << Genie, Keyboard Short-cuts
- << Genie, Import
- << Genies, Obtaining More
- << Graphics Editor
- << Greeking Text
- << Grid, & Snap To...
- << Group Tool
- << Group, Moving
- << Group, Adding Boxes
- << Group, Removing a Box
- << Group, Cloning
- << Group, Delete
- << Group, Forget (Ungroup)
- << Group, Align Boxes
- << Group, Merge Elements

--H--

- << Hyphenation

--I--

- << Import Text
- << Import Graphic
- << Information
- << Interruptible Refresh

--J--

- << Justification

--K--

- << Kerning
- << Kerning, Control

--L--

- << Landscape/Portrait (Also included on this page items available from the Page Create/From Default menu)
- << Layout Tools
- << Line Spacing
- << Line Tool
- << Line Colour
- << Line Weight

<< Line Pattern

--M--

<< Magnification

--N--

<< New Page

<< Null Pointer

--O--

<< Open Document

--P--

<< Page Create From Default

<< Page Create From Template

<< Page Create From Genie

<< Page, Alter/Current

<< Page, Delete

<< Page, Load

<< Page, Save

<< Page, Sort

<< Page Visible

<< Page Number Gadget

<< Page Position Gadget

<< Paragraph Indent

<< Picture Crop

<< Import Graphic

<< Post-It Notes

<< Printing Dotmatrix

<< Printing PostScript

<< Printing Thumbnails

<< ProPage's Toolbox

--Q--

<< Quickmove

--R--

<< Rectangle Tool

<< Rulers

--S--

<< Save Document

<< Save As

<< Snap To Grid

--T--

<< Tabs

<< Tags, Style

<< Tags, Add New

- << Tags, Modify
- << Tags, Delete
- << Tags, Load
- << Tags, Save
- << Tags, Paragraph
- << Tags (Paragraph) Add New
- << Tags " " Modify
- << Tags " " Delete
- << Tags " " Load
- << Tags " " Save
- << Templates, Make
- << Text, Entering
- << Text, Selecting
- << Text, Moving
- << Text, Unmark Block
- << Text, Save Block
- << Text, Delete Block
- << Text, Changing Size & Fonts
- << Text Format
- << Tourguide

--U--

- << Undo Tool
- << Unlink Boxes

--W--

- << Wireframe
