

i publish **User's Guide**

What do you want to do?

- [▶ Create a new document](#)
- [▶ Add, replace, or change something](#)
- [▶ Change the look and feel of the document \(layout, colors, borders...\)](#)
- [▶ Save a document or publish it for print, the screen, or the Web](#)
- [▶ What you want to do isn't listed here](#)

[Handbook](#)
[Cross-References](#)

What kind of document do you want to create?

Whether you're creating a document to be printed, as an onscreen presentation, or as a Web page, you start from the same point, but a few of the steps along the way differ slightly.

- [!\[\]\(31b03e46ee8a80a1f1467b8c03bd76e8_img.jpg\) Print document](#)
- [!\[\]\(7d9665ff04f9d2270c38081c6215a724_img.jpg\) Web page](#)
- [!\[\]\(7cea648fec4dfc1e99934873e9173b69_img.jpg\) Onscreen presentation](#)

What do you want to add?

- [Text](#)
- [Bulleled list](#)
- [Picture](#)
- [Combination of text and pictures \(a component\)](#)
- [What's a component?](#)
- [Web address \(URL\)](#)

What do you want to add?

- [Component provided with *i publish*](#)
- [Component you created](#)

What do you want to change?

- [▶ Layout of the document](#)
- [▶ Schemes \(font, color, paragraph, or graphic effects\)](#)
- [▶ Text style](#)
- [▶ Pictures](#)
- [▶ Component](#)
- [▶ What's an intelligent component?](#)

How do you want to change the picture?

- [Trim or crop it](#)
- [Change its emphasis \(size\) in the document](#)

What schemes do you want to use?

- Schemes provided with *i publish*
- Color scheme you created
- Font scheme you created
- Corporate color or font scheme standard

The next 2 topics are almost identical

What do you want to do?

- [▶ Save a component that you created](#)
- [▶ Print your document](#)
- [▶ Publish your document as an onscreen presentation](#)
- [▶ Publish your document as a Web page](#)
- [▶ Post your Web pages to the Web](#)

What do you want to do?

- [Save a component that you created](#)
- [Print your document](#)

Technical Support options

There are many options available on our Tech Support Web site including:

- A searchable Knowledge Base
- ▶ A Tech Support Feedback form (to report issues or request features)
- ▶ FAQs (Frequently Asked Questions)
- ▶ Faxback support (to have technical documents faxed to you automatically)
- ▶ Information about how registered *i publish* users may receive technical support by phone

You may access all of these support resources at:

[http://www.design-intelligence.com/
support/support.html](http://www.design-intelligence.com/support/support.html)

If you have an issue that cannot be addressed in any of the above areas, you may send email to:
support@design-intelligence.com

Handbook cross-references

The *i publish* Handbook comes with the CD version of *i publish*. To purchase the Handbook separately, see our Web site:

<http://www.design-intelligence.com/cgi-bin/store/ipublish>

To see a topic: Click + next to a chapter, find your page, and then click a topic.

- [+](#) **Chapter 1 "Getting started"**
[\(pages 7 - 22\)](#)
- [▶](#) **Chapter 2 "Working with layouts"**
[\(pages 23 - 46\)](#)
- [▶](#) **Chapter 3 "Schemes at work"**
[\(pages 47 - 60\)](#)
- [▶](#) **Chapter 4 "Publishing online"**
[\(pages 61 - 74\)](#)
- [▶](#) **Chapter 5 "Step-by-step basics"**
[\(pages 75 - 84\)](#)
- [▶](#) **Chapter 6 "Getting help"**
[\(pages 85 - 90\)](#)

Tip: To quickly get help, on the *i publish* Help menu, click Find. Then type what you're looking for.

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Chapter 1 "Getting started"

(pages 7 - 22)

p. 10 Create a new document

p. 14 **Pictures**

Preview a picture before you add it

Drag and drop pictures from the control window

Text

Preview your text before you add it

Drag and drop text from the control window

Tables, charts, or diagrams

Preview your table, chart, or diagram before you add it

p. 18 Change the layout of the entire document

Change one or more schemes for the entire document

p. 19 Publish your document as a Web page

Publish your document as an onscreen presentation

Print your document



Chapter 2 "Working with layouts"

(pages 23 - 46)



Chapter 3 "Schemes at work"

(pages 47 - 60)



Chapter 4 "Publishing online"

(pages 61 - 74)



Chapter 5 "Step-by-step basics"

(pages 75 - 84)



Chapter 6 "Getting help"

(pages 85 - 90)

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Chapter 1 "Getting started"

(pages 7 - 22)



Chapter 2 "Working with layouts"

(pages 23 - 46)

p. 26  Fit your text and pictures on an *i publish* page

 How can you get text and pictures to fit better on the page?

p. 31  Set where pictures, sidebars, and pull quotes appear

 Change the emphasis of a picture

 Choose individual layout options to create a custom layout

 Trim (crop) the picture

p. 33  Change the style of text in a component

p. 37  Choose individual layout options to create a custom layout



Chapter 3 "Schemes at work"

(pages 47 - 60)



Chapter 4 "Publishing online"

(pages 61 - 74)



Chapter 5 "Step-by-step basics"

(pages 75 - 84)



Chapter 6 "Getting help"

(pages 85 - 90)

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Chapter 1 "Getting started"

(pages 7 - 22)



Chapter 2 "Working with layouts"

(pages 23 - 46)



Chapter 3 "Schemes at work"

(pages 47 - 60)

- p. 47  Change one or more schemes for the entire document
- p. 51  Set up your own color scheme
 Apply your own color scheme
 Add a corporate color or font scheme standard to all copies of *i publish*
- p. 57  Set up your own font scheme
 Apply your own font scheme
 Add a corporate color or font scheme standard to all copies of *i publish*
- p. 58  Change the look of an intelligent component
- p. 59  Change the style of text in a component



Chapter 4 "Publishing online"

(pages 61 - 74)



Chapter 5 "Step-by-step basics"

(pages 75 - 84)



Chapter 6 "Getting help"

(pages 85 - 90)

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Chapter 1 "Getting started"

(pages 7 - 22)



Chapter 2 "Working with layouts"

(pages 23 - 46)



Chapter 3 "Schemes at work"

(pages 47 - 60)



Chapter 4 "Publishing online"

(pages 61 - 74)

- p. 62  Add a bulleted list
-  Make a nested list
-  Make a following paragraph with no bullet
- p. 69  Publish your document as a Web page
-  Publish your document as an onscreen presentation
- p. 72  Change the emphasis of a picture
- p. 74  Add a Web address (URL)
-  Set where on the Internet you will post your Web pages
-  Get ready to post your Web pages to the Web
-  Post your Web pages to the World Wide Web



Chapter 5 "Step-by-step basics"

(pages 75 - 84)



Chapter 6 "Getting help"

(pages 85 - 90)

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Chapter 1 "Getting started"

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Chapter 2 "Working with layouts"

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Chapter 3 "Schemes at work"

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Chapter 4 "Publishing online"

(pages 61 - 74)



Chapter 5 "Step-by-step basics"

(pages 75 - 84)

- p. 79  [Shortcuts: Zooming in or out](#)
- p. 83  [Get ready to post your Web pages to the Web](#)
 -  [Set up your Internet Service Provider \(ISP\)](#)
 -  [Install the Microsoft Web Publishing Wizard 1.1](#)
 -  [Set where on the Internet you will post your Web pages](#)
- p. 84  [View your onscreen presentation using your Web browser](#)



Chapter 6 "Getting help"

(pages 85 - 90)

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Chapter 1 "Getting started"

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Chapter 4 "Publishing online"

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Chapter 5 "Step-by-step basics"

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Chapter 6 "Getting help"

(pages 85 - 90)

p. 85  Online User's Guide

p. 89  Technical Support options

Tip: To quickly get help, on the *i publish* Help menu, click Find. Then type what you're looking for.

Note: The context-sensitivity is defined in the .hbj file. For some reason, we had to add 131072 to each context-sensitivity number.

Here are the numbers we used:

UI	Help Text ID	Help #	With context ID	131072 added
File > Open Existing Document	IDH_DLG_OPEN	100		131172
File > Open Web Page	IDH_DLG_OPEN_URL	200		131272
File > Save As	IDH_DLG_SAVE_AS	300		131372
File > Save Component	IDH_DLG_SAVE_COMPONENT	350		131422
File > Save Copy As	IDH_DLG_SAVE_COPY	400		131472
File > Import > Text File	IDH_DLG_INSERT_FILE	1200		132272
File > Import > Picture File	IDH_DLG_INSERT_PICTURE	1300		132372
File > Import > Component File	IDH_DLG_INSERT_COMPONE NT	1550		132622
File > Publish to Printer	IDH_DLG_PRINT	500		131572
File > Page Setup	IDH_DLG_PAGE_SETUP	600		131672
File > Publish for Web (Publish tab)	IDH_PPG_PUBLISH	700		131772
File > Publish for Web (Configure tab)	IDH_PPG_CONFIGURE	710		131782
File > Publish for Web (Browsers tab) > Add button (Web Browser Information)	IDH_DLG_WEB_BROWSER	715		131787
File > Publish for Web (Browsers tab)	IDH_PPG_INTERNET	720		131792
File > Publish for Screen (Publish tab)	IDH_DLG_SCREEN	800		131872
File > Publish for Screen (Configure tab)	IDH_PPG_CONFIGURE_SCRE EN	810		131882
File > Publish for Screen (Shortcuts tab)	IDH_DLG_SCREEN_SHORTCU TS	820		131892
Edit > Paste Special	IDH_DLG_PASTE_SPECIAL	900		131972
Edit > Find	IDH_DLG_FIND	1000		132072
Edit > Replace	IDH_DLG_REPLACE	1100		132172
Insert > Clip Art	IDH_LOCATEFILE	1350		132422
Insert > OLE Object	IDH_DLG_INSERT_OBJECT	1400		132472
Edit > Spelling	IDH_DLG_SPELLCHECK	1600		132672
Design > Styles	IDH_DLG_STYLE	1700		132772
Design > Tabs	IDH_DLG_TABS	1800		132872
Design > Adjust Picture	IDH_DLG_CROP	1900		132972
Design > Layouts > Custom (Catalog Group), Document tab	IDH_PROPPAGE_SSOPTIONS	2000		133072
Design > Layouts > Custom (Catalog Group), Component tab	IDH_PROPPAGE_SSOPTIONS DEMO	2005		133077

Design > Layouts > Custom (Correspondence Group)	IDH_PROPPAGE_SFOPTIONS	2010	133082
Design > Layouts > Custom (Report Group)	IDH_PROPPAGE_LFOPTIONS	2020	133092
Design > Layouts > Custom (Newsletter Group), Document tab	IDH_PPG_NEWSDOC	2040	133112
Design > Layouts > Custom (Newsletter Group), Component tab	IDH_PPG_NEWSCMP	2045	133117
Design > Schemes (Fonts tab)	IDH_PPG_FONTSCHEMES	2100	133172
Design > Schemes (Colors tab)	IDH_PPG_COLORSCHEMES	2110	133182
Design > Schemes (Effects tab)	IDH_PPG_GFXSCHEMES	2120	133192
Design > Schemes (Paragraphs tab)	IDH_PPG_PARASCHEMES	2130	133202
Design > Schemes (Level tab)	IDH_PPG_LEVEL	2140	133212
Design > Schemes (Advanced tab)	IDH_PPG_SCHEMEADV	2150	133222
Design > Insert Empty Component	IDH_DLG_PARTS	2200	133272
Edit > Options (General tab)	IDH_PPG_GENERAL	2300	133372
Edit > Options (User Info tab)	IDH_PPG_USERINFO	2310	133382
Edit > Options (File Locations tab)	IDH_PPG_FILELOC	2320	133392
Edit > Options (File Locations tab) > Modify button	IDH_DLG_MODIFY_LOC	2321	133393
Edit > Options (Spelling tab)	IDH_PPG_SPELLING	2330	133402
Edit > Custom Schemes (Fonts tab)	IDH_PPG_CUSTOM_FONT	2340	133412
Edit > Custom Schemes (Colors tab)	IDH_PPG_CUSTOM_COLOR	2350	133422
Edit > Options (Colors tab) > Edit button	IDH_DLG_COLOR_EDIT	2351	133423
Or, text color button on the toolbar, then click Other			
Right-click a text component > Edit	IDH_EDIT_TEXT_DIALOG	2400	133472
Help > User's Guide	IDH_MAIN	2500	133572
Help > How Do You > What you want isn't listed here			
Help > Keyboard Shortcuts	IDH_TPC_SHORTCUT	2600	133672
Help > QuickStart (for ipub_nb.hlp only)	IDH_TPC_QUICKSTART	2700	133772
Help > Technical Support	IDH_TPC_TECHSUP	2800	133872
Browse dialog box (appears all over the product)	IDH_DLG_BROWSE	2900	133972
Help > Handbook Cross-References	IDH_HANDBOOK	3000	134072
Help > How Do You > Start a document	m_crtdc2	3100	134172
Help > How Do You > Add pictures, text, or a component	m_add	3110	134182
Help > How Do You > Change the look of	m_doclook	3120	134192

a document

Help > How Do You > Publish Web pages	h_pbweb	3130	134202
Help > How Do You > Publish an onscreen presentation	h_pbprst	3140	134212
Error message: ipublish doesn't recognize the file format	m_format	3200	134272
Error message: ipublish can't preview the picture file (shows supported picture files)	dpformat	3210	134282
Error message: ipublish can't preview the text file (shows supported text files)	dtformat	3220	134292

UI

Help Text ID

**Help #
context ID**

**With
131072
added**

SPLITTER File > Split File Across Multiple Disks	IDH_SPLITTER	4000	135072
SPLITTER File > Combine Split Files	IDH_UNSPITTER	4010	135082
SPLITTER Browse For Folder	IDH_SPLIT_BROWSE	4020	135092
SPLITTER Open	IDH_SPLIT_OPEN	4030	135102
SPLITTER Main topic	IDH_SPLIT_MAIN	4040	135112

The "Common Windows Open dialog box" popups are used for:
Open, Insert File, Insert Picture

Common Windows Open dialog box—Look In combo box

Lists the available drives and folders.

To open a document on a different drive or folder, click this box, and then click the drive or folder you want. The contents of the current drive or folder appear below the Look In box.

To open the folder one level above the current one, click .

Common Windows Open dialog box—Toolbar button—Up one level

[Click this to move up one folder in the folder structure.](#)

Common Windows Open dialog box—Toolbar button—Add new folder

Click this to add a new folder within the currently open folder.

Common Windows Open dialog box—Toolbar button—List

Click this to show the files and folders in a list.

Common Windows Open dialog box—Toolbar button—Details

Click this to show all details about your files and folders, such as names, file sizes, types of files, and modification dates.

Common Windows Open dialog box—File name list

Lists the files and folders contained within the drive or folder displayed in the Look In box. To see what's inside a folder, double-click it.

You can also click the Look In box to see the hierarchy of folders.

To open the folder one level above the current one, click .

Common Windows Open dialog box—File name edit box

To specify the file that you want to open or find, type its name in this box.

You can use * as a wildcard. For example, to see a list of all files, type: *.*

You can also type the full path of a file, such as **C:\My Documents\MyFile.did**

Common Windows Open dialog box—Files of type combo box

To choose the type of files you want to open, click this box, and then click the file type you want.

Common Windows Open dialog box—Open button

Opens the selected file or folder.

All dialog box—OK button

Closes the dialog box and saves any changes you made.

All dialog box—Cancel button

Closes the dialog box without saving any changes you made.

All dialog box—Apply button

Applies the changes you've made but does not close the dialog box.

File menu



Open Existing Document

File menu

Opens an existing *i publish* document. (*i publish* documents end in .did.)

Tip: If you click All Files (*.*) in the Files Of Type box, you can open a text or picture file created in another program. The file opens in the control window (at screen left) where you can preview it before you insert it into your *i publish* document.

Click the picture below for details about each option.





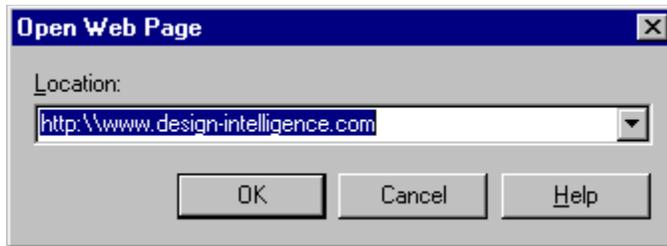
Open Web Page

File menu

Opens a Web address (URL), such as <http://www.design-intelligence.com/>, in the control window (at screen left).

Open Web Page is available only if you have installed Internet Explorer 3.02 or later.

[Click the picture below for details about each option.](#)



Open Web Page dialog box—Location combo box

Type the Web address (or URL) of a Web site. Or, click the arrow next to this box and choose a Web address that you've already visited.

Open Web Page dialog box—OK button

Opens the current Web address in the control window (at screen left).



Save As

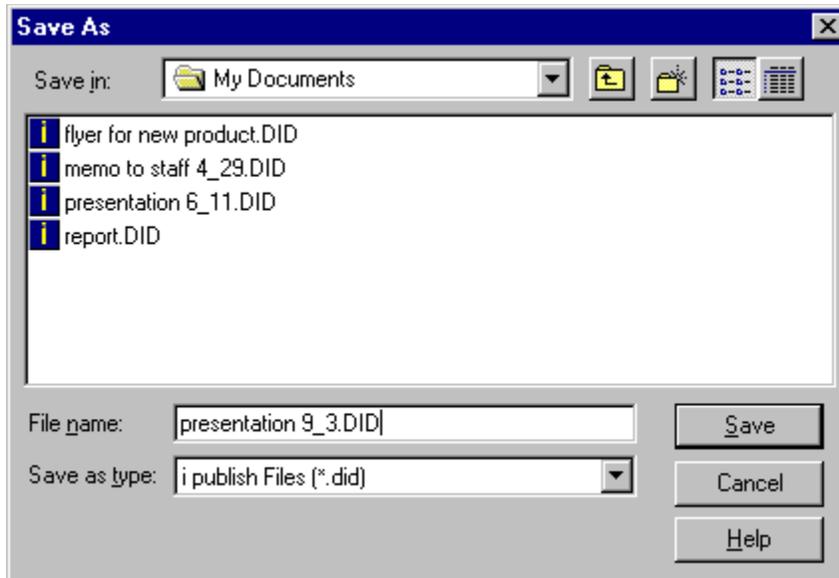
File menu

Allows you to specify a name and location for a new file. You can also use this box to:

-  Change the file name of the open file.
-  Save the open file to a different location.
-  Make a copy of the open file, naming and saving the copy as a new file while leaving the original version intact.

Note: When you save a copy, *i publish* closes the original document and opens the new one.

Click the picture below for details about each option.



Save As dialog box—Save in combo box

To save your document in a different folder or on a different drive, click this box, and then click the location you want. The contents of the current drive or folder appear below the Save In box.

To open the folder one level higher, click .

Save As dialog box—File name list

Lists the files and folders stored in the selected location. To see what's inside a folder, double-click it.

To open the folder one level higher, click .

Save As dialog box—File name edit box

Specifies what the currently open *i publish* file will be named.

Save As dialog box—Save as type combo box

Specifies that your document is an *i publish* document, and that the file name will end in .did

Save As dialog box—Save button

Saves the file with the name you typed and in the location you specified.

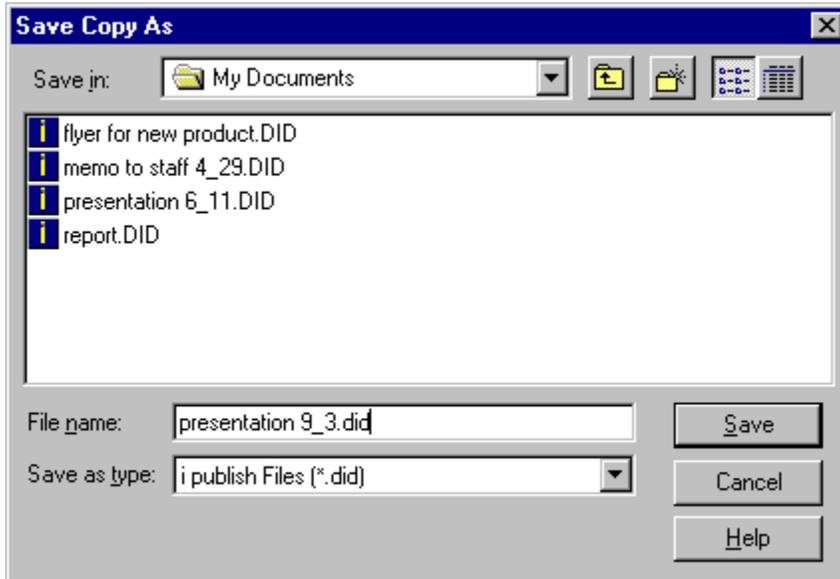


Save Copy As

If you get to a point where you like your document, but you want to experiment with cutting text, or dropping in other text or pictures, you can create a backup document. A backup prevents you from having to undo changes you made to recreate the document you liked.

Tip: Backup copies take up disk space on your hard drive. You may want to delete old backup copies when you've completed your document.

[Click the picture below for details about each option.](#)



Most of the popups for the Save Copy As dialog box are the same as Save As.

Save Copy As dialog box—File name edit box

Specifies the name for the backup copy of the currently open *i publish* file.

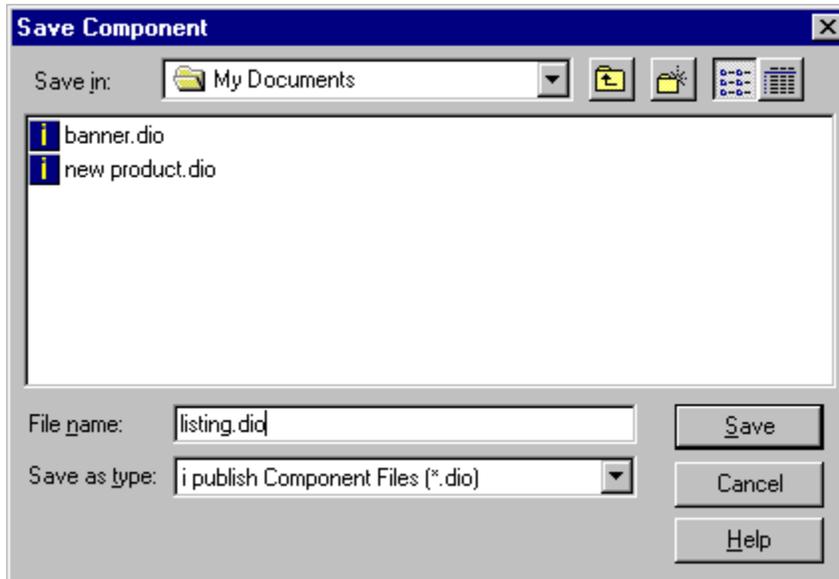


Save Component

File menu

Saves the selected component to a file so you can use it in a different document. Saved component filenames end in .dio

Click the picture below for details about each option.



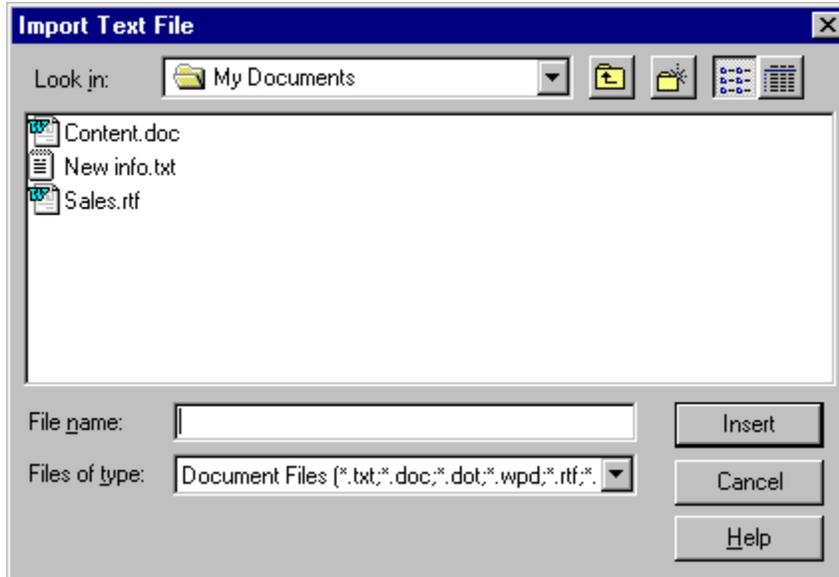


Import Text File

File menu, Import option

Inserts a text file into your document, placing it in the currently selected text component. You need to select a text component before you can insert a text file.

[Click the picture below for details about each option.](#)



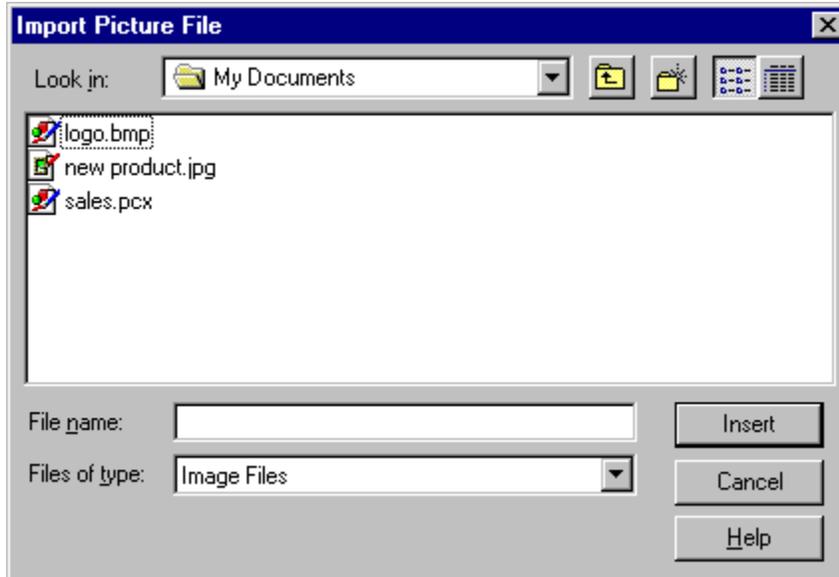


Import Picture File

File menu, Import option

Inserts a picture file, placing it in the currently selected picture component. You need to select a picture component or a text component before you can insert a picture file.

[Click the picture below for details about each option.](#)





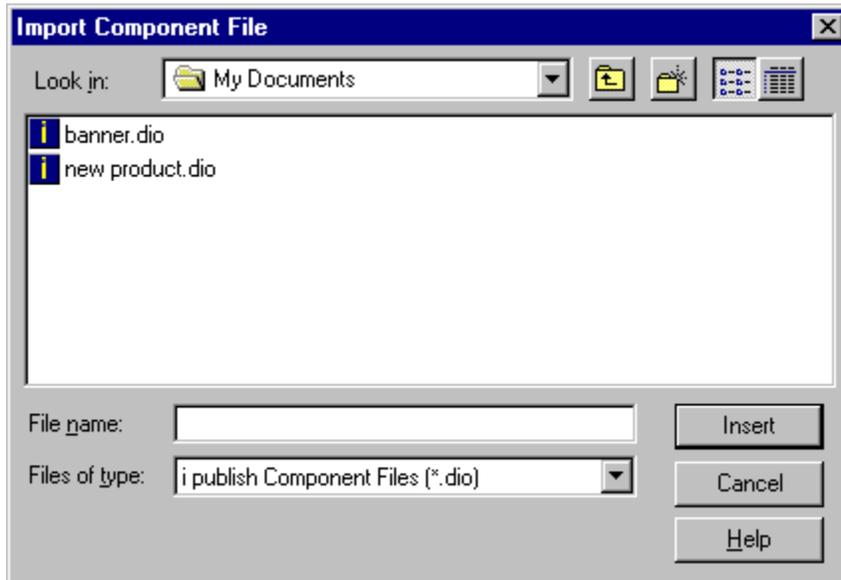
Import Component File

File menu, Import option

Inserts a custom component into your document.

Note: If the current layout only accepts one of that type of component, then the inserted component replaces the current one of that type. For example, some layouts accept only one Banner component, so a custom Banner would replace an existing Banner.

Click the picture below for details about each option.



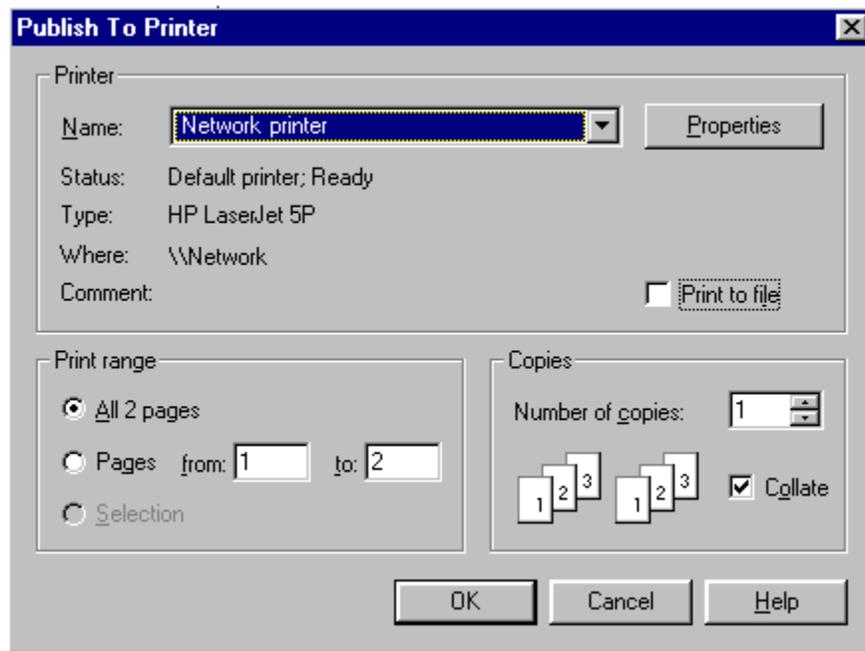


Publish to Printer

File menu

Prints either the whole document, a range of pages, or the current selection using the selected printer.

[Click the picture below for details about each option.](#)



Publish To Printer dialog box—Name combo box

Lists the currently selected printer. If you want to use a different one, click this box, and then click the printer you want to use.

Publish To Printer dialog box—Printer Status Text button

Shows details about the selected printer. To set specific settings for this printer, click Properties.

Publish To Printer dialog box—Properties button

Sets specific settings for the selected printer. The options available vary depending on the printer.

Publish To Printer dialog box—Print to file checkbox

Prints your document to a file instead of to the printer. After you click OK, *i publish* asks you for a file name and location for the file.

Publish To Printer dialog box—Print range

When you click OK, you can either print:

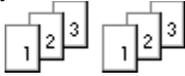
- The entire document.
- A range of pages you specify. To print just one page, enter that page number in both boxes.

Publish To Printer dialog box—Copies edit box

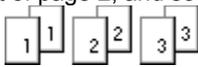
Specifies the number of copies to print.

When you print multiple copies:

▶ If Collate is checked, *i publish* prints a complete copy of your document before printing the first page of the next copy.



▶ If Collate is unchecked, *i publish* prints the number of copies you want of page 1, then the number of copies you want of page 2, and so on.



Publish To Printer dialog box—OK button

Prints the document either to the printer or to a file, depending on the options you set.

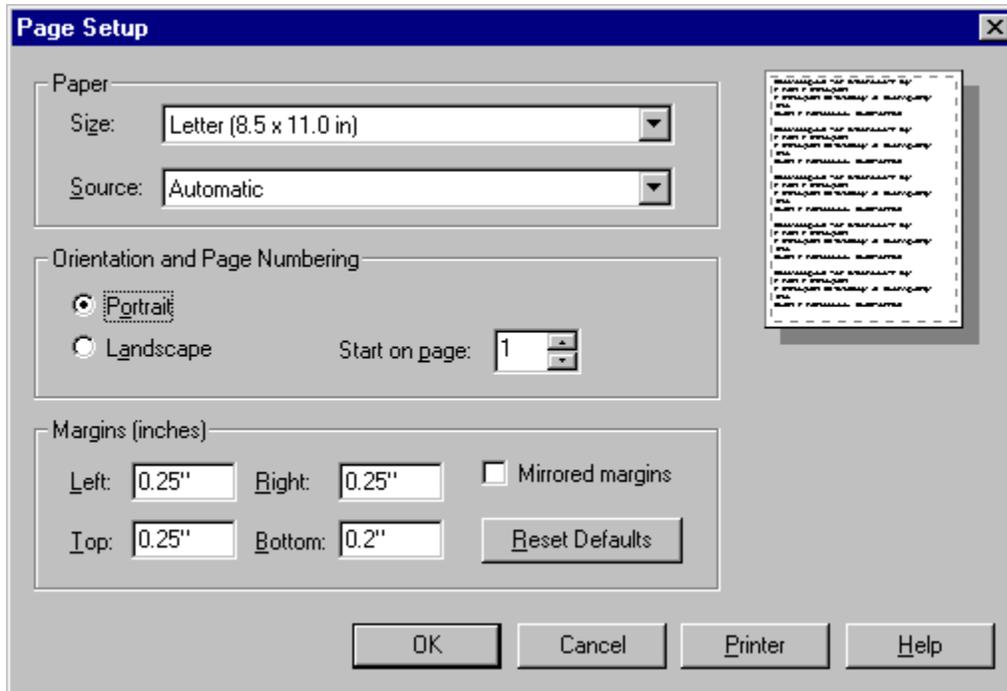


Page Setup

File menu

Sets options for your page, including the paper size, paper orientation, margins, and starting page number.

Click the picture below for details about each option.



Page Setup dialog box—Paper—Size combo box

Specifies the size of the paper you want to use.

Page Setup dialog box—Paper—Source combo box

Specifies where the paper you want to use is located in the printer. Different printers support different paper sources, such as the upper tray, envelope feed, or manual feed.

Page Setup dialog box—Orientation—Orientation buttons

Specifies whether the document should be printed with its top along the short edge of the paper (portrait) or along the long edge of the paper (landscape).

Page Setup dialog box—Margins

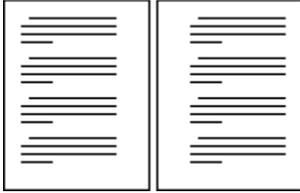
Specifies how much space you want for each margin.

If you are creating a newsletter, you can have *i publish* created mirrored margins, so that the inside and outside margins differ.

Page Setup dialog box—Mirrored margins

For newsletters, specifies that inside margins are the same width, and outside margins are the same width.

If your document will eventually be printed on both sides of the paper, you might want your inside margins to be larger so that your text isn't covered up by a binding or staple.



Page Setup dialog box—Page Numbering

Specifies what the starting page number is for the document.

Note: For reports, *i publish* does not number the cover page or the title page; it numbers the first page of your body text as page 1.

Page Setup dialog box—Reset Defaults

Resets the margins to the document's default margins.



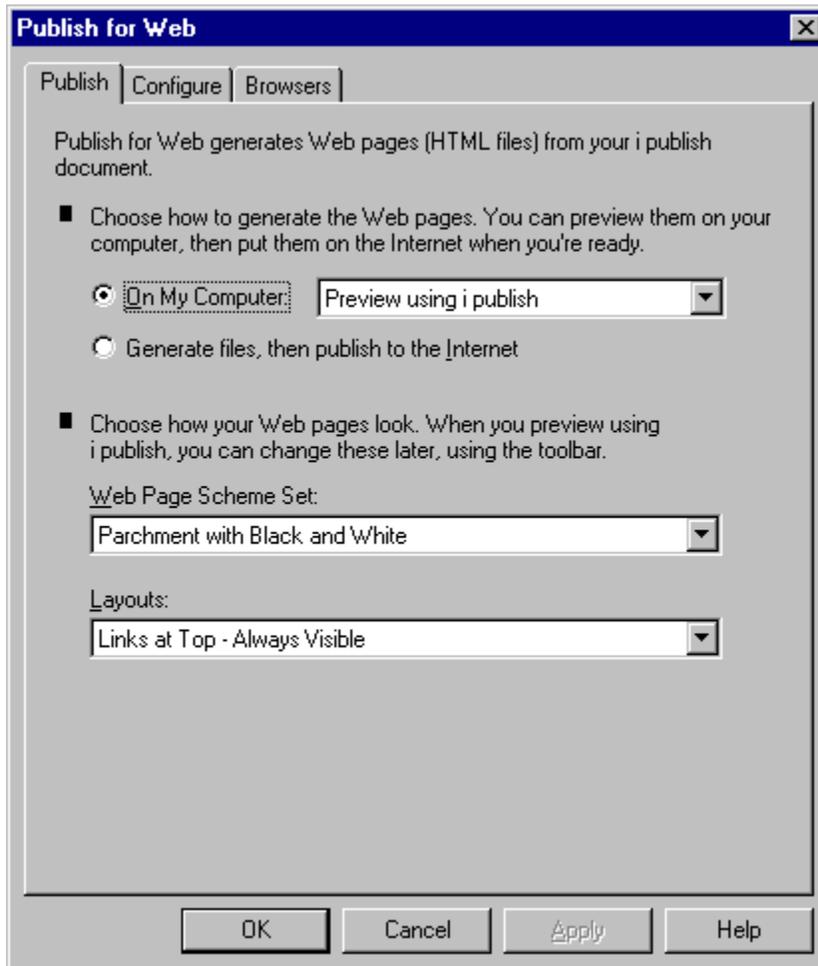
Publish for Web (Publish tab)

File menu

Sets the colors and layout for your Web page. When you click OK, *i publish* publishes your document as a Web page either to your computer or to the World Wide Web, depending on the options you set.

Note: The settings on the Configure tab are used for both Web pages and onscreen presentations.

Click the picture below for details about each option.
To display options on a different tab, click that tab in the picture.



Publish for Web (Publish tab) dialog box—Internet vs. My Computer

Specifies whether you want to publish your Web page to your computer or the Web.

If you're still working on your page, you probably want to publish it to your computer, and then publish it to the Web when it's finished. You can change these settings:

- [▶ Set where on the Internet you will post your Web pages](#)
- [▶ How?](#)
- [▶ Set where on your computer your Web pages are stored](#)
- [▶ How?](#)
- [▶ Use Internet Explorer or Netscape Navigator to view your Web pages](#)
- [▶ How?](#)

Note: The Internet option is only available if you have installed the Microsoft Web Publishing Wizard 1.1.

- [▶ How do you install the Microsoft Web Publishing Wizard?](#)

Publish for Web (Publish tab) dialog box—Web Scheme Set

Specifies what colors are applied to your Web pages.

Publish for Web (Publish tab) dialog box—Layout

Specifies the layout and where your Table of Contents (Navigation) is placed on your Web pages.

Note: This option is not available for letters, memos, faxes, or press releases.

Publish for Web (Publish tab) dialog box—OK

Saves your settings and publishes your Web pages either to your computer or the Internet, depending on the options you set.

Publish for Web (Publish tab) dialog box—Close

Closes the dialog box without saving any changes you made.



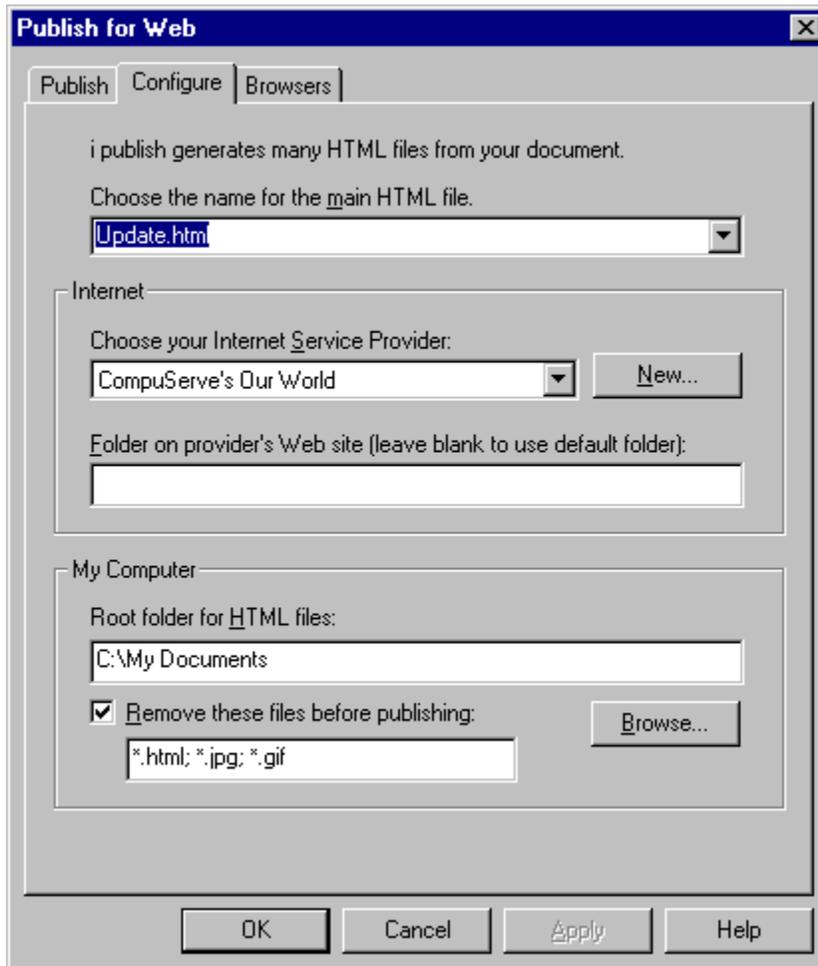
Publish for Web (Configure tab)

File menu

Sets the colors and layout for your Web page. When you click OK, *i publish* publishes your document as a Web page either to your computer or to the World Wide Web, depending on the options you set.

Note: The settings on the Configure tab are used for both Web pages and onscreen presentations.

Click the picture below for details about each option.
To display options on a different tab, click that tab in the picture.



Publish for Web (Configure tab) dialog box—Name for top-level page

Specifies the file name for the main page of your Web page or onscreen presentation, ending in .html.

Publish for Web (Configure tab) dialog box—Choose a Web site and New button

Specifies the Internet service provider (ISP) where you will post your Web pages.

If your Internet service provider is not in the list, click **New** to open the Microsoft Web Publishing Wizard 1.1 to set up your Internet service provider. (**Note:** You may need to talk to your Internet service provider to get all the information you need to enter.)

[!\[\]\(1ee123dbbab093060ba695f28a39bd5d_img.jpg\) How?](#)

If you don't have the Microsoft Web Publishing Wizard 1.1, you can download it. Or, if you have *i publish* on a CD (compact disc), you can install it from there.

[!\[\]\(25f62a8f776485cbac18f86814d067c4_img.jpg\) How?](#)

Publish for Web (Configure tab) dialog box—Folder on the Web site

Specifies the folder on the Internet service provider's (ISP) computer where you will post your Web pages.
If you leave this blank, your Web pages will be posted to your ISP's default folder.

Note: You may need to talk to your ISP to get this information.

Publish for Web (Configure tab) dialog box—Root folder for Web publishing and Browse button

Specifies the folder on your computer where you will publish your Web pages or onscreen presentation.

Click Browse to choose a different folder.

Publish for Web (Configure tab) dialog box—Remove these files before publishing

Specifies that when you publish your Web pages or onscreen presentation, *i publish* removes any files with the listed extensions before publishing.

If you're going to copy your Web pages or onscreen presentation to a server or other location, this ensures that the only files in the folder are the latest ones.



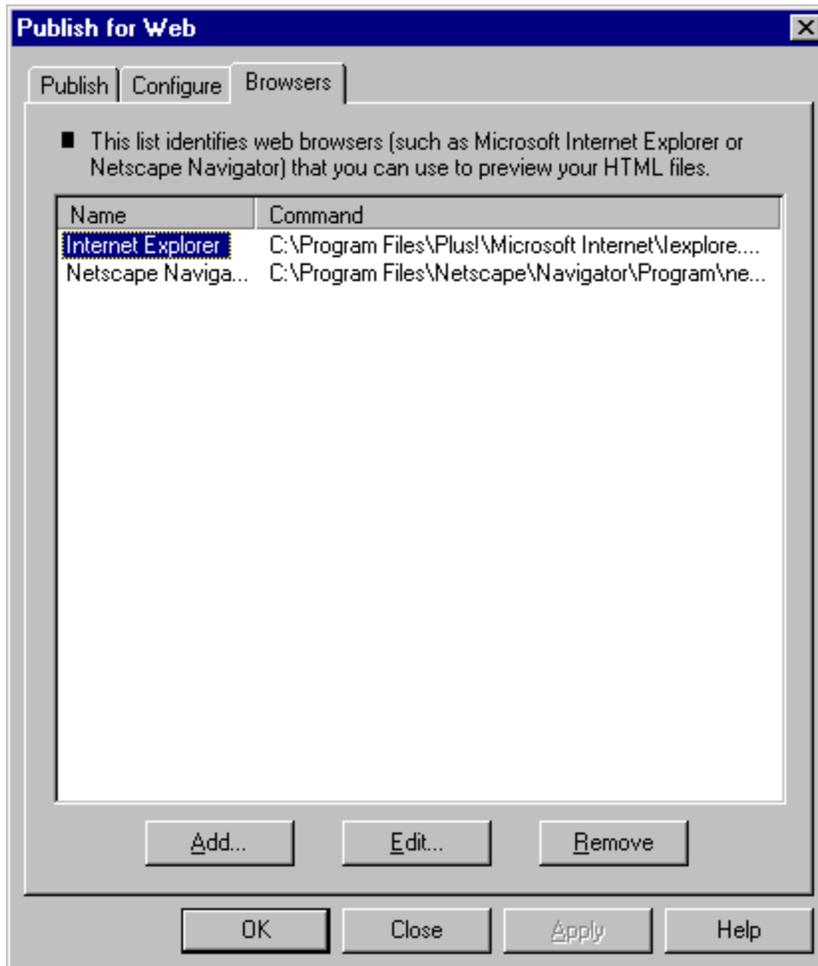
Publish for Web (Browsers tab)

File menu

Sets the colors and layout for your Web page. When you click OK, *i publish* publishes your document as a Web page either to your computer or to the World Wide Web, depending on the options you set.

Note: The settings on the Configure tab are used for both Web pages and onscreen presentations.

Click the picture below for details about each option.
To display options on a different tab, click that tab in the picture.



Publish for Web (Browsers tab) dialog box—List

If your Web page will be viewed on both Internet Explorer and Netscape Navigator, you may want to view your Web page in both browsers to ensure you like the results.

To add another browser, click Add and then locate where the browser is installed on your machine.

▶ Typically, Internet Explorer is installed in: C:\Program Files\Plus!\Microsoft Internet\IExplore.exe

▶ Typically, Netscape Navigator is installed in: C:\Program Files\Netscape\Navigator\Program\netscape.exe

You can use Internet Explorer or Netscape Navigator to view your Web pages.

▶ How?

Publish for Web (Browsers tab) dialog box—Add button

Opens the Web Browser Information dialog box in which you can set a browser that you want to use to view your Web pages.

Publish for Web (Browsers tab) dialog box—Edit button

Opens the Web Browser Information dialog box in which you can edit the settings for the selected browser.

Publish for Web (Browsers tab) dialog box—Remove button

Removes the selected browser from the list, making it unavailable as a way to view your Web page.



Web Browser Information

If your Web page will be viewed on both Internet Explorer and Netscape Navigator, you may want to view your Web page in both browsers to ensure you like the results. Use this box to tell *i publish* about your browser.

Click the picture below for details about each option.

Web Browser Information [X]

Name:

Registered Browser

Command:

Arguments:

Buttons: OK, Cancel, Help, Browse...

Web Browser Information dialog box—Name

Specifies the name of the browser, such as Internet Explorer or Netscape Navigator.

Web Browser Information dialog box—Registered Browser

If you have a browser that you always use, click this option, and then click OK. *i publish* looks at your system and adds your default browser to the list.

Web Browser Information dialog box—Command and Browse button

Specifies the location on your computer where the browser is stored.

▶ Typically, Internet Explorer is installed in: C:\Program Files\Plus!\Microsoft Internet\Iexplore.exe

▶ Typically, Netscape Navigator is installed in: C:\Program Files\Netscape\Navigator\Program\Netscape.exe

To locate the browser, click Browse.

Web Browser Information dialog box—Arguments

Customizes the way that your browser opens and displays your Web page.

-k Specifies to run your Web page in the browser's Kiosk Mode, which maximizes the amount of space used for your Web page.

This works for both Internet Explorer and Netscape Navigator.

-nohome If you're running Internet Explorer, specifies **not** to open your default home page.

You probably should use this option, because you do **not** want your default home page opening first before your new *i publish* Web page.



Browse

Locates a file or folder.

Click the picture below for details about each option.





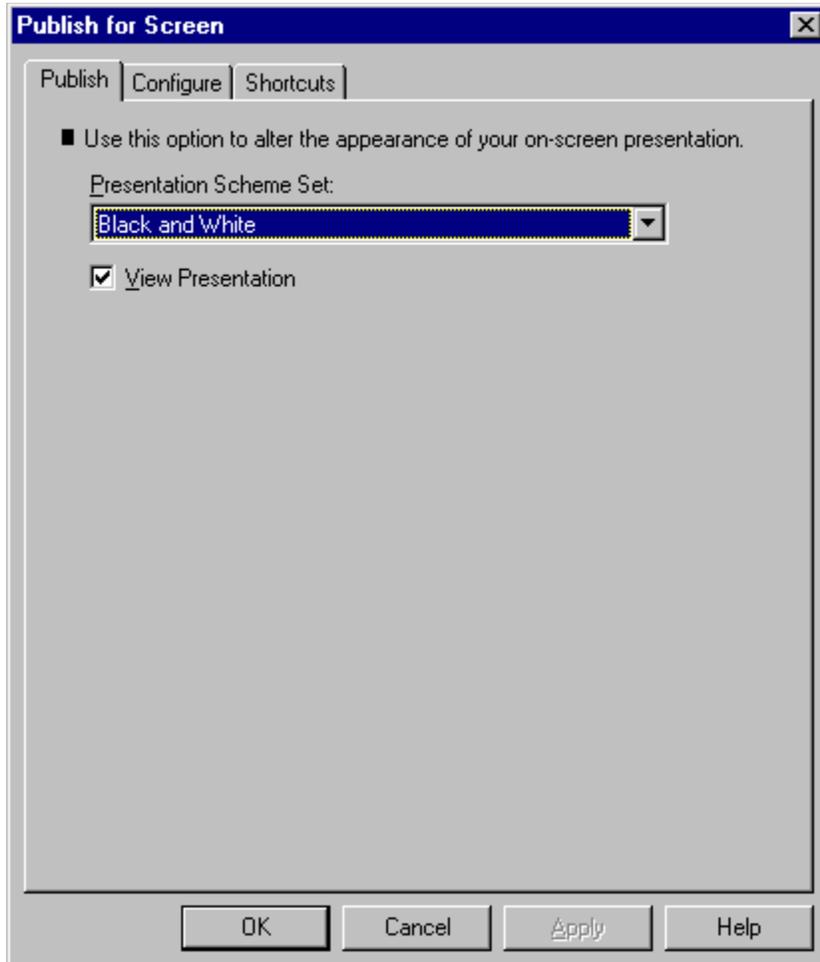
Publish for Screen (Publish tab)

File menu

Publishes your document as an onscreen presentation, turning your printed document into presentation slides.

Note: The settings on the Configure tab are used for both Web pages and onscreen presentations.

[Click the picture below for details about each option.](#)



Publish for Screen dialog box—Presentation Scheme Set

Specifies what colors are applied to your onscreen presentation.

Publish for Screen dialog box—View Presentation

Specifies that you want to publish your onscreen presentation to your computer as well as view it using *i publish*.

Note: If you don't have Internet Explorer installed, you won't be able to view your presentation using *i publish*.

D How do you view your presentation using Netscape Navigator or a different browser?

Publish for Screen dialog box—OK

Saves your settings and publishes your onscreen presentation to a folder on your computer.



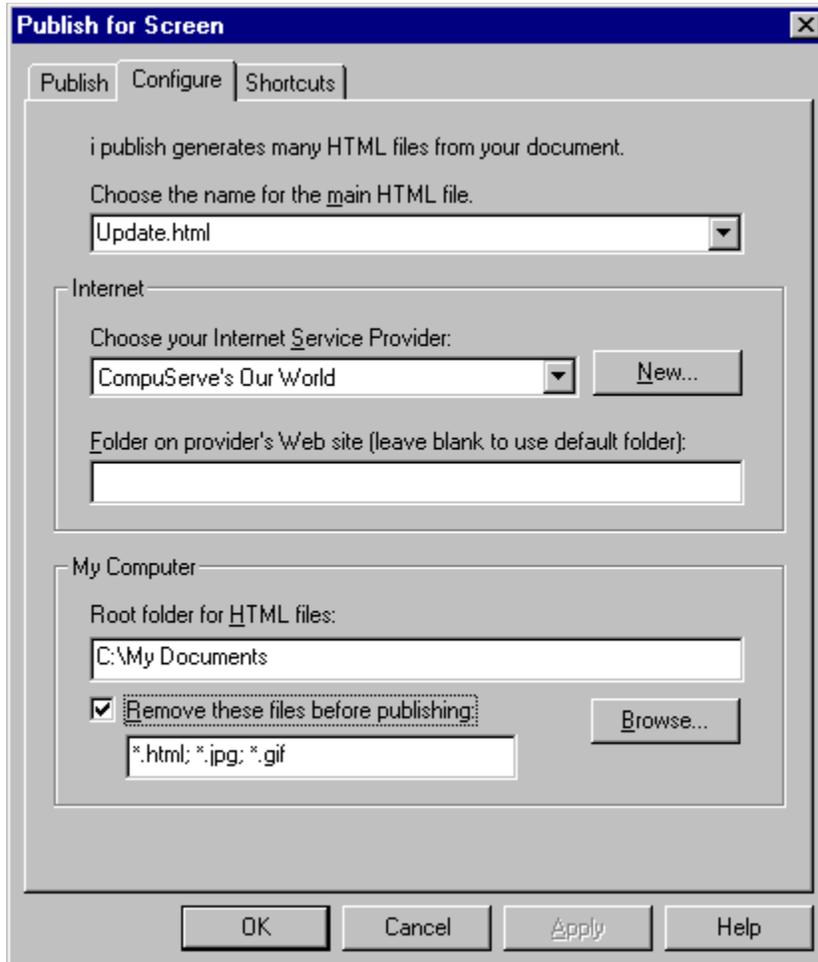
Publish for Screen (Configure tab)

File menu

Publishes your document as an onscreen presentation, turning your printed document into presentation slides.

Note: The settings on the Configure tab are used for both Web pages and onscreen presentations.

[Click the picture below for details about each option.](#)





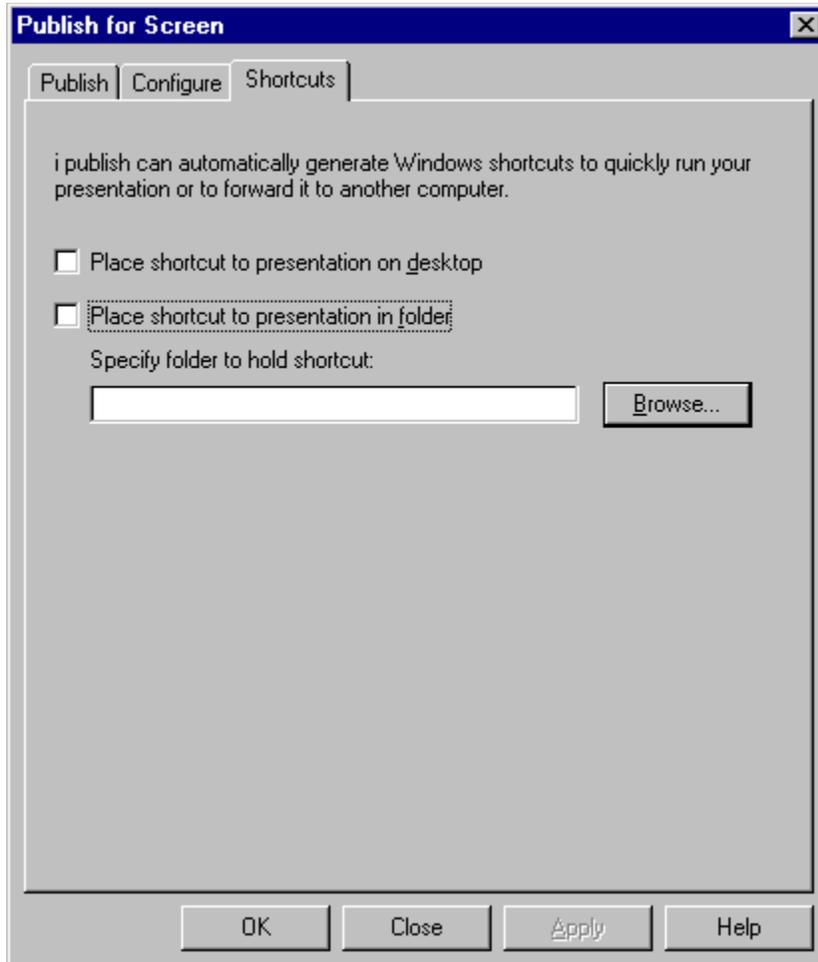
Publish for Screen (Shortcuts tab)

File menu

Publishes your document as an onscreen presentation, turning your printed document into presentation slides.

Note: The settings on the Configure tab are used for both Web pages and onscreen presentations.

[Click the picture below for details about each option.](#)



Publish for Screen dialog box—Place shortcut to presentation on desktop

Specifies to create a shortcut to your presentation, and then place that shortcut on your desktop.
To start your presentation, just double-click the shortcut.

Publish for Screen dialog box—Place shortcut to presentation in folder

Specifies to create a shortcut to your presentation, and then place that shortcut in the folder listed below.
To start your presentation, just double-click the shortcut.

Publish for Screen dialog box—Specify folder to hold shortcut

Specifies where you want to save the shortcut to your presentation.

To start your presentation, just double-click the shortcut.

Publish for Screen dialog box—Browse

Opens a dialog box in which you can set the folder you want to use for your presentation shortcut.

Edit menu

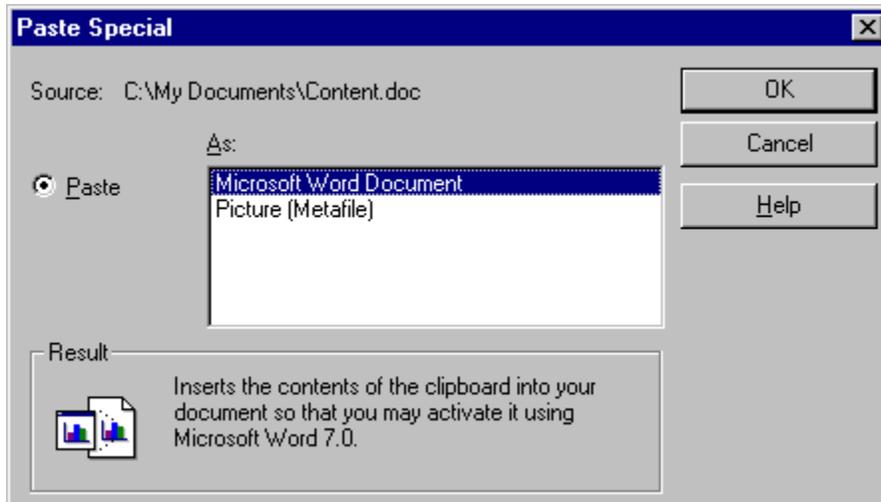


Paste Special

Edit menu

Pastes the object that's on the Clipboard into your *i publish* document in the format you choose.

[Click the picture below for details about each option.](#)



Paste Special dialog box—Source text

Displays the name of the document that contains the information you copied.

Paste Special dialog box—Paste radio button

Click this to embed the copied information into your document.

Changes you make to the embedded information will not appear in the original document, and future changes to the original document will not appear in your *i publish* document.

Paste Special dialog box—As list box

Lets you select how the information is pasted into your document.

Note: This option is not available for all types of documents.

Paste Special dialog box—Results static text

Describes what effect the current settings will have.

Paste Special dialog box—OK button

Embeds the object in your *i publish* document using the current settings.

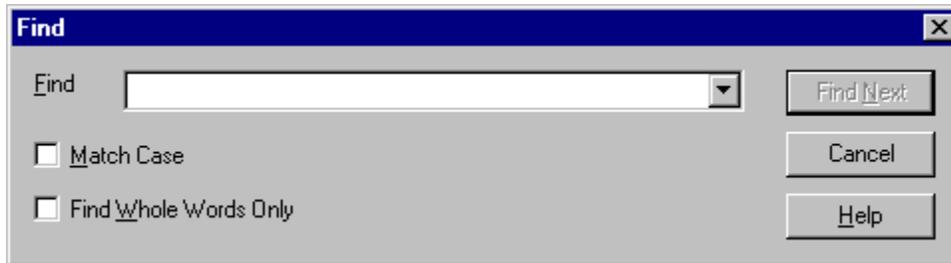


Find

Edit menu

Searches for the text you specify from within the entire document or the currently highlighted text.

[Click the picture below for details about each option.](#)



Find dialog box—Find combo box

Type the characters or words you want to search for. If you've used Find before, click the down arrow to choose the text from the list.

Find dialog box—Match Case checkbox

If you want *i publish* to find words that exactly match the upper and lower case letters that you type, click Match Case to add a checkmark.

Find dialog box—Find Whole Words Only checkbox

If you want *i publish* to treat the text you typed as a whole word, click Find Whole Words Only to add a checkmark. For example, if you typed **let**, *i publish* finds all occurrences of **let**, but does not find **lettuce**.

Find dialog box—Find Next button

Searches your *i publish* document for the next occurrence of the text you typed.



Replace

Edit menu

Searches for the text you specify from within the entire document or the currently highlighted text, and then replaces it with the text you typed.

Click the picture below for details about each option.

The image shows a 'Replace' dialog box with a blue title bar and a close button (X) in the top right corner. The dialog is divided into two main sections: 'Find What' and 'Replace With'. Each section has a text input field and a dropdown arrow. Below the 'Find What' section is a 'Find Next' button. Below the 'Replace With' section are 'Replace' and 'Replace All' buttons. At the bottom left, there are two checkboxes: 'Match Case' and 'Find Whole Words Only'. At the bottom right, there is a 'Help' button.

Find What:	<input type="text"/>	<input type="button" value="Find Next"/>
	<input type="text"/>	<input type="button" value="Cancel"/>
Replace With:	<input type="text"/>	<input type="button" value="Replace"/>
	<input type="text"/>	<input type="button" value="Replace All"/>
<input type="checkbox"/> Match Case		
<input type="checkbox"/> Find Whole Words Only		<input type="button" value="Help"/>

The rest of the popups are the same as the Find dialog box

Replace dialog box—Replace edit box

Type the characters or words you want *i publish* to insert whenever it finds what you typed in the Find box. If you've used Replace before, click the down arrow to choose the text from the list.

To delete occurrences of the text you typed in the Find box, leave the Replace box blank.

Replace dialog box—Replace button

After *i publish* finds the characters or words that match what you typed, click Replace to replace the highlighted text with the text you typed in the Replace box.

Replace dialog box—Replace All button

Replaces all occurrences of the text in the Find box with the text in the Replace box.

To delete occurrences of the text you typed in the Find box, leave the Replace box blank.

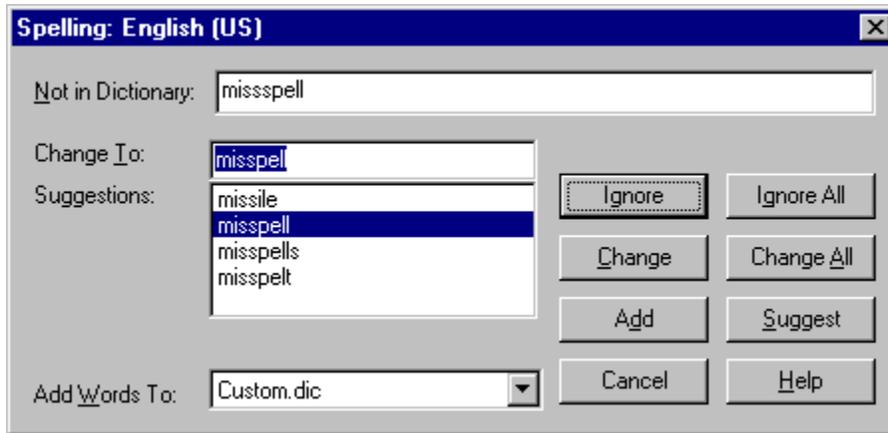


Spelling

Edit menu

Checks the spelling of your document or the currently highlighted text.

[Click the picture below for details about each option.](#)



Spelling dialog box—Not in Dictionary edit box

Displays a possible spelling or grammar error, such as a misspelled word, a duplicate word, or incorrect capitalization.

Spelling dialog box—Change To edit box

To replace the word that *publish* highlighted (listed in the Not In Dictionary box), do one of the following:

- ▶ To accept the word in the Change To box, click Change.
 - ▶ To use a different word, type it in the Change To box, and then click Change.
- Or, select a word from the Suggestions box, and then click Change.

Spelling dialog box—Suggestions list box

Lists suggested replacement words for the highlighted word. If no words are displayed, click Suggest.

If you want *i publish* to always suggest replacement words without having to click the Suggest button:

1. On the Edit menu, click Options.
2. Click the Spelling tab.
3. Check Always Suggest Spelling Alternatives, and then click OK.

Spelling dialog box—Add Words To combo box

Specifies the current custom dictionary. To add a word that appears in the Not in Dictionary box to the selected custom dictionary, click Add.

By default, *i publish* creates a custom dictionary for you. You can change the custom dictionary:

1. On the Edit menu, click Options.
2. Click the Spelling tab.
3. Under Personal Dictionary, click Browse. Locate your custom dictionary, and then click OK.

Spelling dialog box—Ignore button

To leave a word in the Not In Dictionary box unchanged, click Ignore.

Spelling dialog box—Ignore All button

To leave all instances of the word in the Not In Dictionary box unchanged, click Ignore All.

Spelling dialog box—Change button

To change the word in the Not In Dictionary box to the word in the Change To box, click Change.

Spelling dialog box—Change All button

To change all instances of the word in the Not In Dictionary box to the word in the Change To box, click Change All.

Spelling dialog box—Add button

To add the word in the Not In Dictionary box to the selected custom dictionary, click Add.

To change the custom dictionary:

1. On the Edit menu, click Options.
2. Click the Spelling tab.
3. Under Personal Dictionary, click Browse. Locate your custom dictionary, and then click OK.

Spelling dialog box—Suggest button

To display a list of alternatives for a misspelled word, click Suggest.

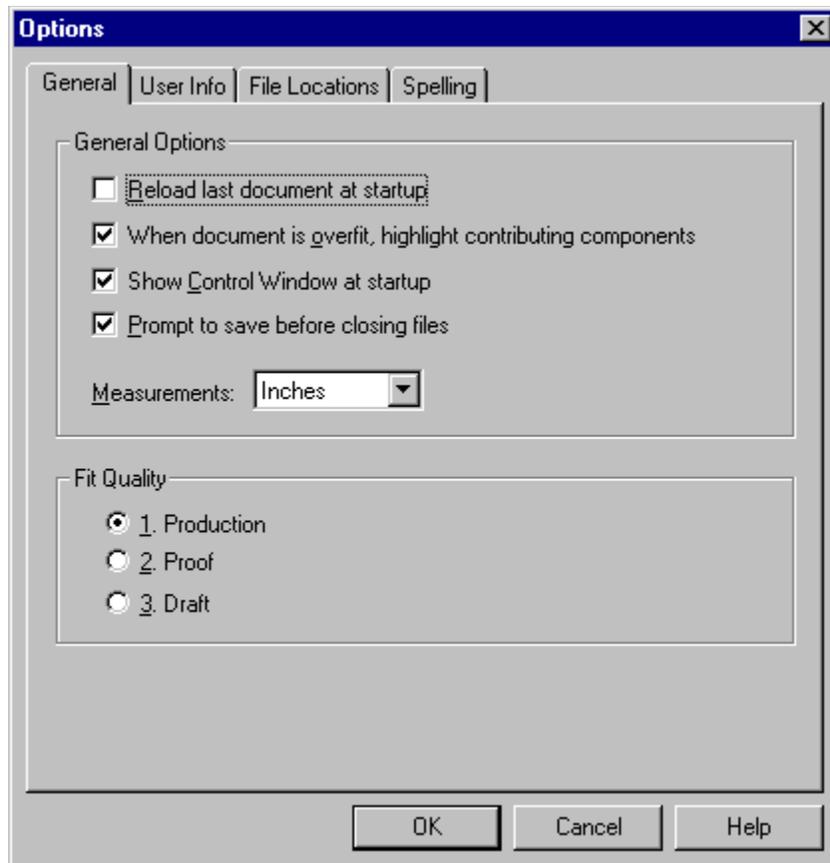


Options (General tab)

Edit menu

Displays options you can use to customize *i publish*.

Click the picture below for details about each option.
To display options on a different tab, click that tab in the picture.



Options dialog box (General tab)—Reload last document at startup

Specifies that when you open *i publish*, the last document you worked on is automatically opened for you.

Options dialog box (General tab)—When document is overfit...

Places a red box around components that may be contributing to the document's overfit. Edit one or more of these components, and then see if your text or pictures fit better on the page.

Options dialog box (General tab)—Show Control Window At Startup

Specifies that when you open *i publish*, the control window (screen left) is visible.

Options dialog box (General tab)—Prompt to save before closing files

Specifies that when you close a document, *i publish* asks you if you want to save your changes first.

Options dialog box (General tab)—Fit Quality

Specifies how precisely *i publish* fits the text and pictures on the page.

- ▶ **Production** precisely fits everything on the page. (Note: This option may make page layout slower.)
- ▶ **Proof** lays out your page faster than Product, but slower than Draft.
- ▶ **Draft** lays out the page quickly, but isn't as precise as Production or Proof.

Options dialog box (General tab)—Measurements

Specifies whether the Tabs box (Design menu) shows your tab stops in inches or centimeters.



Options (User Info tab)

Edit menu

Displays options you can use to customize *i publish*.

Click the picture below for details about each option.
To display options on a different tab, click that tab in the picture.

The image shows a screenshot of a Windows-style dialog box titled "Options". The dialog has a blue title bar with a close button (X) in the top right corner. Below the title bar are four tabs: "General", "User Info", "File Locations", and "Spelling". The "User Info" tab is currently selected. The dialog contains several text input fields and a "Browse..." button. The fields are labeled as follows: "Name:" (a single-line text box), "Address:" (a single-line text box with up and down arrow buttons on the right), "Phone:" (a single-line text box), "FAX:" (a single-line text box), "E-mail:" (a single-line text box), "Web Site:" (a single-line text box), "Company:" (a single-line text box), "Tagline:" (a single-line text box), "Title:" (a single-line text box), and "Image File:" (a single-line text box). A "Browse..." button is located to the right of the "Image File:" field. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

Options dialog box (User Info tab)—Name

Type your name.

Options dialog box (User Info tab)—Address

Type your address.

Options dialog box (User Info tab)—Phone

Type your area code and phone number without spaces, dashes, or parentheses.

Options dialog box (User Info tab)—FAX

Type your area code and FAX number without spaces, dashes, or parentheses.

Options dialog box (User Info tab)—Email

Type your email address, such as YourName@InternetProvider.com

Options dialog box (User Info tab)—Web Site

Type your Company's Web Site address, such as <http://www.design-intelligence.com/>

Options dialog box (User Info tab)—Company

Type your Company name.

Options dialog box (User Info tab)—Tagline

Type your Company's tagline. For example, the *i publish* tagline is:
Write once, publish anywhere . . . automatically.™

Options dialog box (User Info tab)—Title

Type your title, such as Director of Operations.

Options dialog box (User Info tab)—Image File

Type the path and file name for the file that contains your company's logo. Or to find the file, click Browse.

Options dialog box (User Info tab)—Browse button

Opens a box in which you can find your company's logo file.

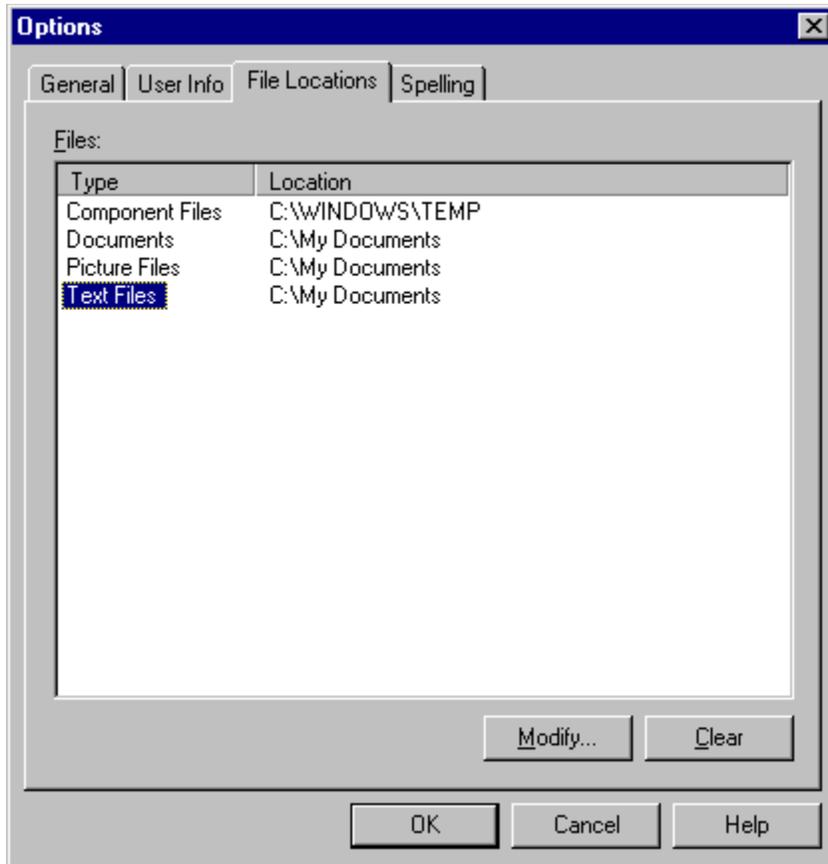


Options (File Locations tab)

Edit menu

Displays options you can use to customize *i publish*.

Click the picture below for details about each option.
To display options on a different tab, click that tab in the picture.



Options dialog box (File Locations tab)—Type

Specifies where *i publish* looks for custom components, picture files, and text files, and where *i publish* saves your documents:

- ▶ **Component Files**—Specifies the folder that *i publish* opens when you look for components that you saved for use in other *i publish* documents.
- ▶ How do you create your own intelligent component?
- ▶ How do you add an intelligent component that you created?
- ▶ **Documents**—Specifies the folder where *i publish* saves your documents.
- ▶ **Picture Files**—Specifies the folder that *i publish* opens when you look for picture files.
- ▶ **Text Files**—Specifies the folder that *i publish* opens when you look for text files.

Options dialog box (File Locations tab)—Location

Specifies the current folder in which *i publish* looks for your pictures, text files, and custom components, and where *i publish* saves your documents.

Options dialog box (File Locations tab)—Modify button

Click a file type, and then click Modify to change the location.

Options dialog box (File Locations tab)—Clear button

Removes the currently specified location for the selected file type. To specify a new location, click Modify.

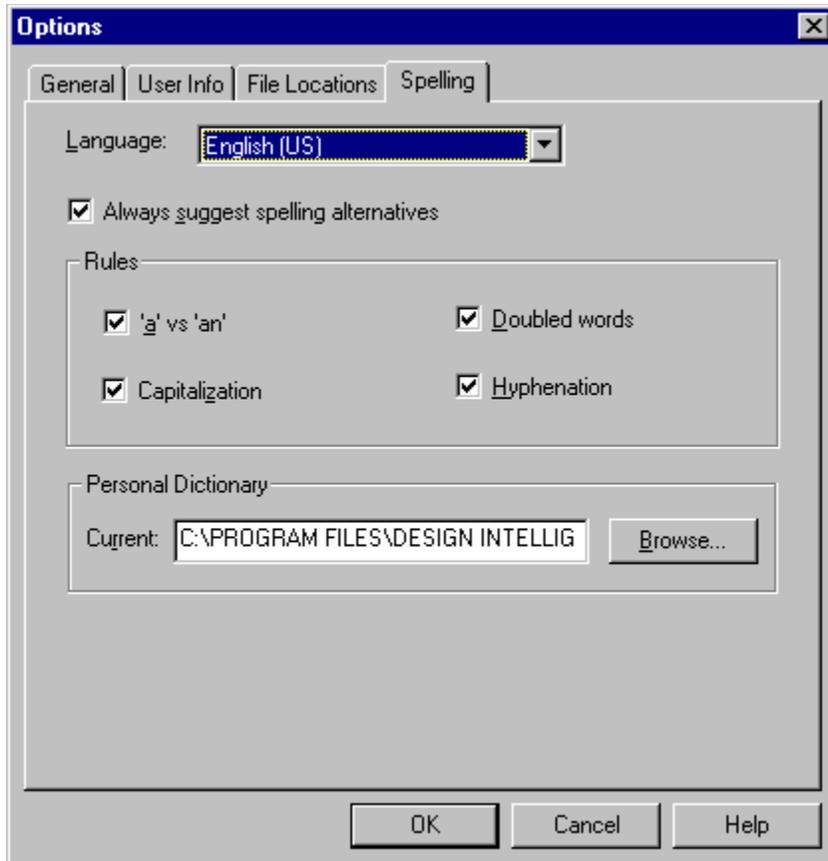


Options (Spelling tab)

Edit menu

Displays options you can use to customize *i publish*.

Click the picture below for details about each option.
To display options on a different tab, click that tab in the picture.



Options dialog box (Spelling tab)—Language

Sets the language dictionary that *i publish* uses to check the spelling of your document.

Options dialog box (Spelling tab)—Suggest

Specifies that *i publish* always suggests spelling alternatives. To speed up checking the spelling of your document, you can uncheck this option.

Options dialog box (Spelling tab)—a vs. an

Specifies that if *i publish* finds an "a" when you should use an "an" (or vice versa), *i publish* lets you know while you're checking the spelling of your document. For example, *i publish* finds "Have a apple."

Options dialog box (Spelling tab)—Capitalization

Specifies that if *i publish* finds a word that may need to change to lower case or upper case, *i publish* lets you know while you're checking the spelling of your document. For example, *i publish* finds "Let's go to mexico!"

Options dialog box (Spelling tab)—Doubled words

Specifies that if *i publish* finds two of the same words in a row, such as "the the", *i publish* lets you know while you're checking the spelling of your document.

Options dialog box (Spelling tab)—Hyphenation

Specifies that if *i publish* finds incorrectly hyphenated words, such as "h-yphenation", *i publish* lets you know while you're checking the spelling of your document.

Options dialog box (Spelling tab)—Personal Dictionary

Specifies where your current personal dictionary is stored. To change the current dictionary, click Browse and then find the dictionary you want.

(Note: Personal dictionaries end in .dic)

Options dialog box (Spelling tab)—Browse

Opens a box in which you can find the personal dictionary you want to use.

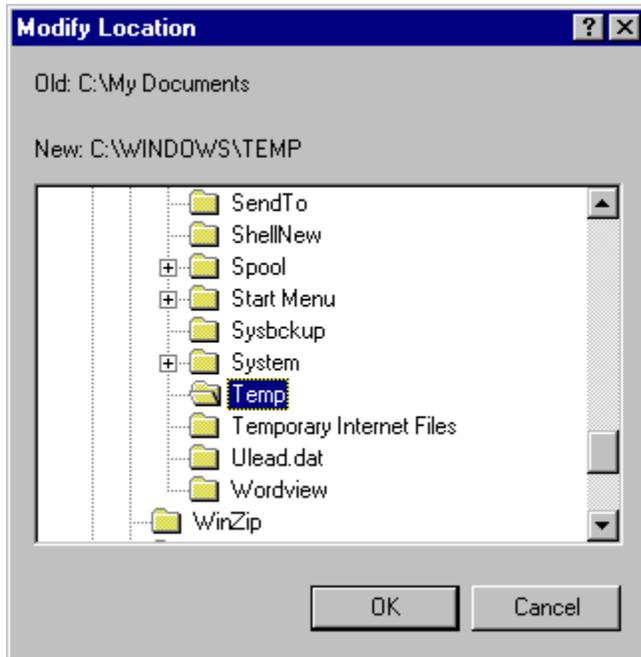
(Note: Personal dictionaries end in .dic)



Modify Location

Sets the default folder *i publish* uses.

Click the picture below for details about each option.



Modify Location dialog box—Old

Lists the folder where *i publish* looked for your files, before you changed the folder.

Modify Location dialog box—New

Click the new folder that you want *i publish* to use.

To open a folder, double-click it.

Modify Location dialog box—OK

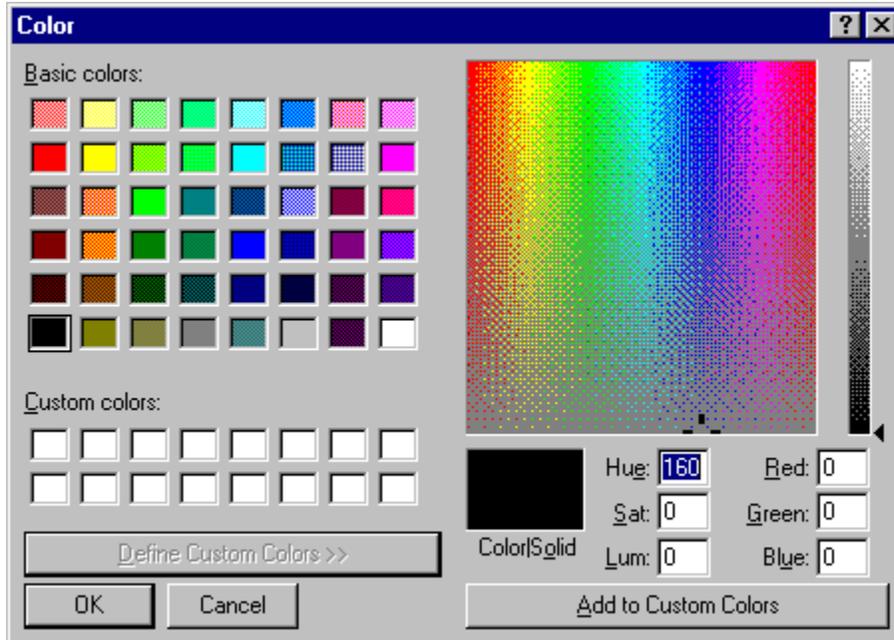
Sets the new folder location you've specified for where *i publish* will look for your files.



Edit Color

Specifies a new color to use in *i publish*. You can either use one of the "basic colors," or click Define Custom Colors to add other colors to the palette.

Click the picture below for details about each option.



Edit Color dialog box—Basic Colors

Shows the "basic colors" available.

To define a custom color, click a basic color that is similar, and then click Define Custom Colors.

To use a color in *i publish*, click any color tile, and then click OK.

Edit Color dialog box—Custom Colors

Displays any custom colors you have already defined.

To change a custom color, click its color tile, and then specify different settings.

To define a new custom color, click an empty custom color tile, specify a different color, and then click Add To Custom Colors.

To use a color in *i publish*, click any color tile, and then click OK.

Edit Color dialog box—Define Custom Colors button

Displays more of the Color box, in which you can define a custom color.

If this button is unavailable, you are already viewing the custom color area.

To define a custom color, click in the color matrix. Or, specify the color by typing values in the hue/saturation/luminosity or the red/green/blue (RGB) boxes. Then, click Add To Custom Colors.

Edit Color dialog box—Color Wheel

Shows a color matrix. To define a custom color, click anywhere in this matrix, and then use the white to gray slider (to the right of the color matrix) to adjust the color's attributes.

Edit Color dialog box—White to Black slider

Adjusts the amounts of white and black in the selected color. To change the color, drag the slider arrow up or down.
The result of your choice is displayed in the Color/Solid box.

Edit Color dialog box—Color/Solid box

If you're running in 256 colors, the color on the left shows the amount of white and black in the color you specified. The color on the right shows how the color will look if you set 100% of the color with no white and black.

If you're running at 16-bit or 24-bit, you won't see any difference between the two colors.

To adjust the color, use the slider at the right of the color matrix. To specify that you want 100% of the color with no white or black, type ALT+O.

Edit Color dialog box—Hue

Specifies the hue for the selected custom color. A combination of hue/saturation, and luminosity can be used to define any color.

Hue is the value of a color wheel, where 0 is red, 60 is yellow, 120 is green, 180 is cyan, 200 is magenta, and 240 is blue.

The easiest way to experiment with different colors is to click the color matrix.

Edit Color dialog box—Sat

Specifies the saturation level for the selected custom color. A combination of hue/saturation, and luminosity can be used to define any color.

Saturation is the amount of color in a specified hue, up to a maximum of 240.

The easiest way to experiment with different colors is to click the color matrix.

Edit Color dialog box—Lum

Specifies the luminosity of the selected custom color. A combination of hue, saturation, and luminosity can be used to define any color.

Luminosity is the brightness of the color.

The easiest way to experiment with different colors is to click the color matrix.

Edit Color dialog box—Red

Specifies the amount of red in the selected custom color. A combination of red, green, and blue values can be used to define any color.

The easiest way to experiment with different colors is to click the color matrix.

Edit Color dialog box—Green

Specifies the amount of green in the selected custom color. A combination of red, green, and blue values can be used to define any color.

The easiest way to experiment with different colors is to click the color matrix.

Edit Color dialog box—Blue

Specifies the amount of blue in the selected custom color. A combination of red, green, and blue values can be used to define any color.

The easiest way to experiment with different colors is to click the color matrix.

Edit Color dialog box—Add To Custom Colors

Adds the custom color displayed in the Color/Solid box to the Custom Colors palette.
To use this color in *i publish*, click its color tile, and then click OK.

Edit Color dialog box—OK

Applies the selected color in *i publish*.

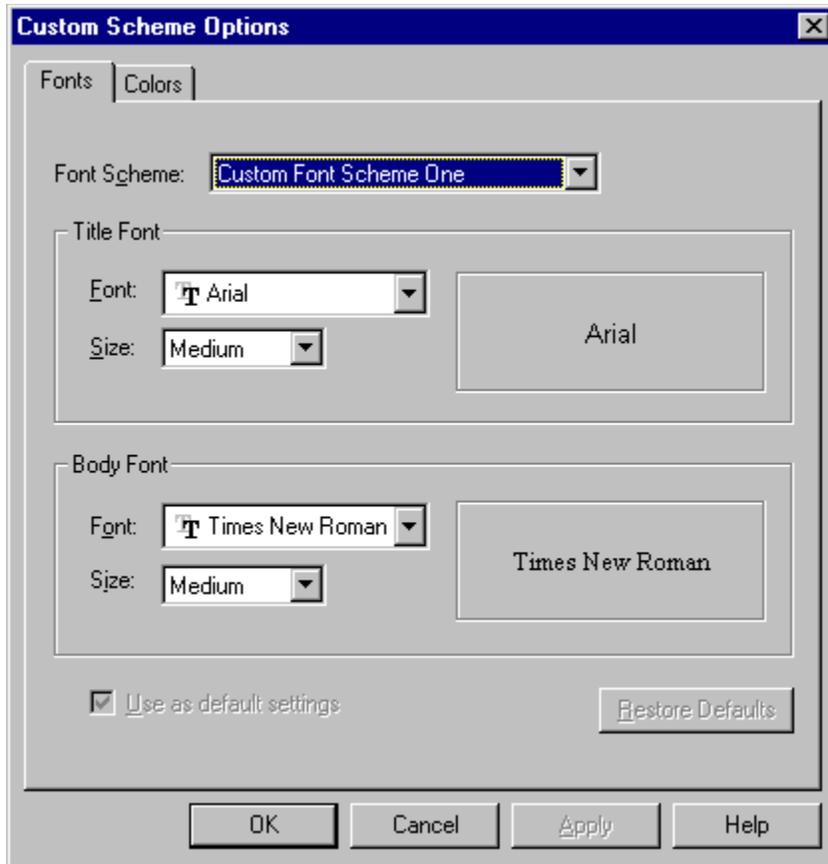


Custom Schemes (Fonts tab)

Edit menu

Displays options for creating your own custom color and font schemes.

Click the picture below for details about each option.
To display options on a different tab, click that tab in the picture.



Custom Schemes dialog box (Fonts tab)—Custom Fonts Scheme title

Shows the currently selected font scheme. You can create two different custom font schemes.

[▶ How do you set up your own font scheme?](#)

[▶ How do you apply your own font scheme?](#)

Custom Schemes dialog box (Fonts tab)—Font Size

Sets the font size to Small, Medium, or Large.

To use a different size, click the box, and then click the size you want.

Tip: Typically, you would choose Large for the Title Font and Medium for the Body Font. You may need to experiment until you get the results you want.

Custom Schemes dialog box (Fonts tab)—Font face static text

Shows a sample of the selected font.

Custom Schemes dialog box (Fonts tab)—Font box

Shows your current custom font choice.

To use a different font, click the box, and then click a different font. You can use any font on your system.

Custom Schemes dialog box (Fonts tab)—Title Font

Specifies the font (listed below) that will be used for Titles.

Custom Schemes dialog box (Fonts tab)—Body Font

Specifies the font (listed below) that will be used for Body text.

Custom Schemes dialog box (Fonts tab)—Restore Defaults button

If this button is available, then the document you opened uses a custom font scheme that is different from your own custom font schemes. (Probably the document was created or edited by someone else.)

To do this:

Leave the document as is.

Remove the custom font scheme and use your own custom font scheme instead.

Make the document's font scheme your own custom font scheme.

Do this:

Click OK.

Click Restore Defaults, and then click OK.

Click Use As Default Settings, and then click OK.

Custom Schemes dialog box (Fonts tab)—Use As Default Settings button

If this button is available, then the document you opened uses a custom font scheme that is different from your own custom font schemes. (Probably the document was created or edited by someone else.)

To do this:

Leave the document as is.

Remove the custom font scheme and use your own custom font scheme instead.

Make the document's font scheme your own custom font scheme.

Do this:

Click OK.

Click Restore Defaults, and then click OK.

Click Use As Default Settings, and then click OK.

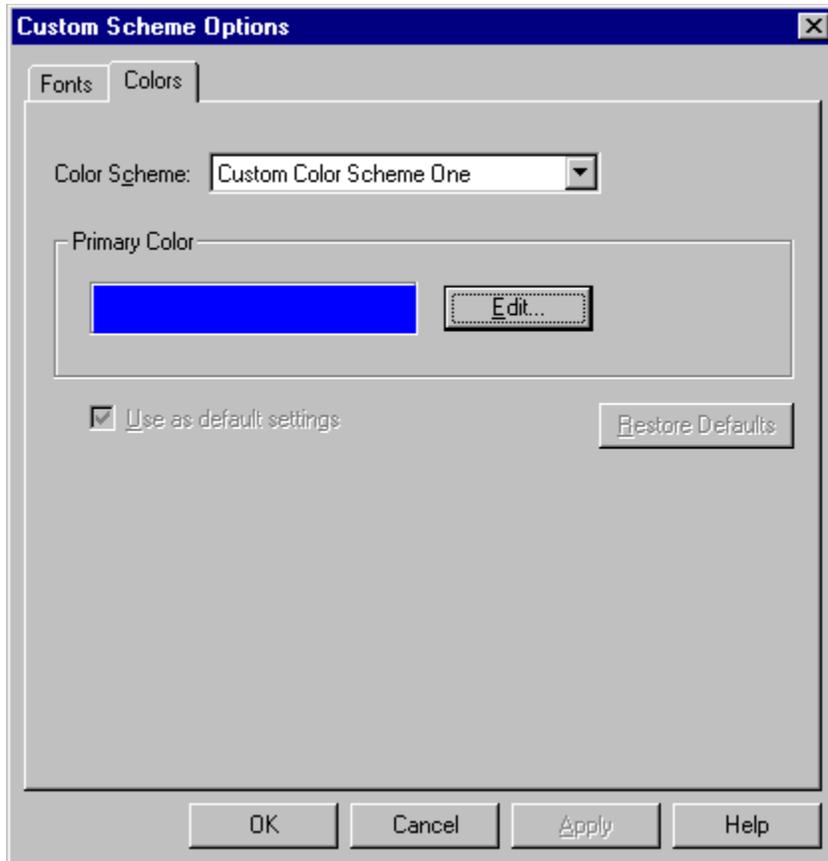


Custom Schemes (Colors tab)

Edit menu

Displays options for creating your own custom color and font schemes.

Click the picture below for details about each option.
To display options on a different tab, click that tab in the picture.



Custom Schemes dialog box (Colors tab)—Custom Color Scheme static text

Shows the currently selected color scheme. You can create two different custom color schemes.

[▶ How do you set up your own color scheme?](#)

[▶ How do you apply your own color scheme?](#)

Custom Schemes dialog box (Colors tab)—Color status box

Shows your current custom color choice.

To use a different color, click [Edit](#).

Custom Schemes dialog box (Colors tab)—Edit button

Opens the Color dialog box in which you can choose a different color to use for your scheme.

Custom Schemes dialog box (Colors tab)—Restore Defaults button

If this button is available, then the document you opened uses a custom color scheme that is different from your own custom color schemes. (Probably the document was created or edited by someone else.)

To do this:

Leave the document as is.

Remove the custom color scheme and use your own custom color scheme instead.

Make the document's color scheme your own custom color scheme.

Do this:

Click OK.

Click Restore Defaults, and then click OK.

Click Use As Default Settings, and then click OK.

Custom Schemes dialog box (Colors tab)—Use As Default Settings button

If this button is available, then the document you opened uses a custom color scheme that is different from your own custom color schemes. (Probably the document was created or edited by someone else.)

To do this:

Leave the document as is.

Remove the custom color scheme and use your own custom color scheme instead.

Make the document's color scheme your own custom color scheme.

Do this:

Click OK.

Click Restore Defaults, and then click OK.

Click Use As Default Settings, and then click OK.

View menu—None

Navigate menu—None

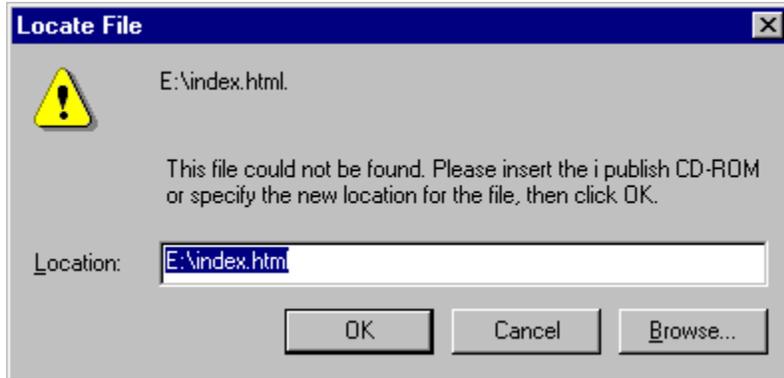
Insert menu



Locate File

The button or menu option you clicked is looking for the *i publish* CD (compact disc). Insert the CD, and then click OK.

Click the picture below for details about each option.



Locate File dialog box—Location

Specifies where *i publish* is looking for the file. To change the location, click Browse.

Locate File dialog box—Browse

Opens a dialog box in which you can locate the *i publish* CD.

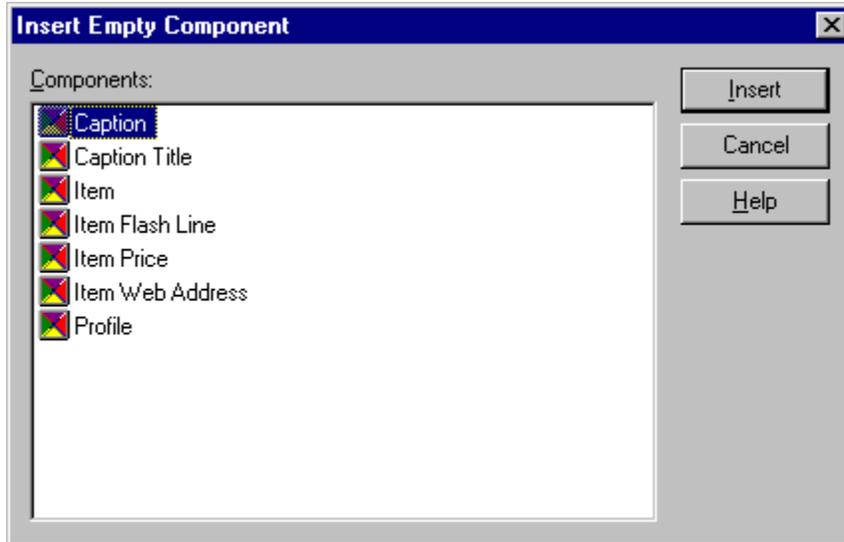


Insert Component

Design menu

Displays a list of *i publish* components that you can insert. Click the one you want, click Insert, and then add text or pictures to the component.

Click the picture below for details about each option.



Insert Component dialog box—Show Components For

Lists all components that are part of the currently selected component in the Show Components For box.
To add a component, click its name, and then click Insert.

Insert Components dialog box—Show Components For

If you don't see the component you're looking for in the list, click Show Components For, and then click a different component to see its sub-components.

Insert Components dialog box—Insert button

Inserts the currently selected component into your document. *i publish* places it in your document based on the current layout.

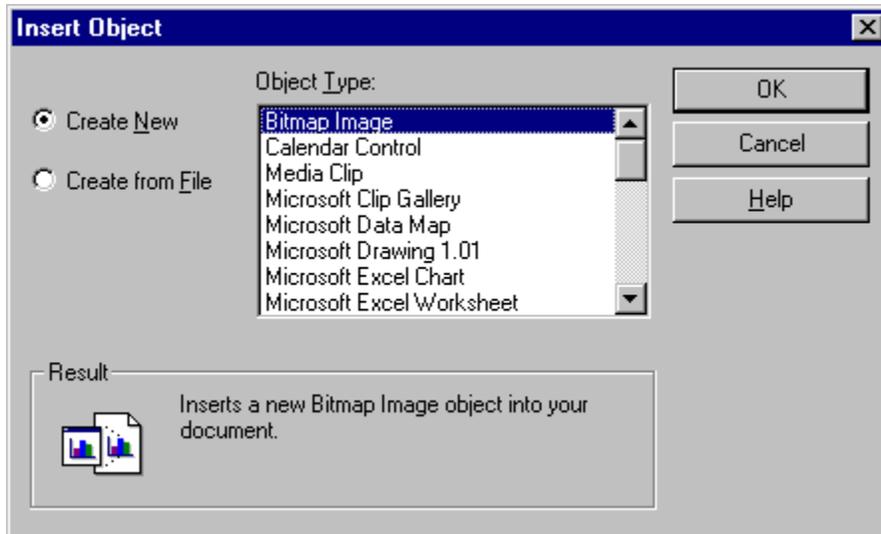


OLE Object

Insert menu

Embeds an OLE object in *i publish*. You can embed a new empty object or an existing file.

[Click the picture below for details about each option.](#)



OLE Object dialog box—Create New

Specifies to create a new object and embed it into the open *i publish* document.
i publish will embed the object, then you can enter information into it.

OLE Object dialog box—Create From File

Specifies to embed all or part of an existing file in the open *i publish* document.

OLE Object dialog box—Object Type

Lists the types of files that can be embedded.

OLE Object dialog box—Result

Describes the type of file you are embedding.

OLE Object dialog box—OK

Embeds the object into your document using the settings you specified.

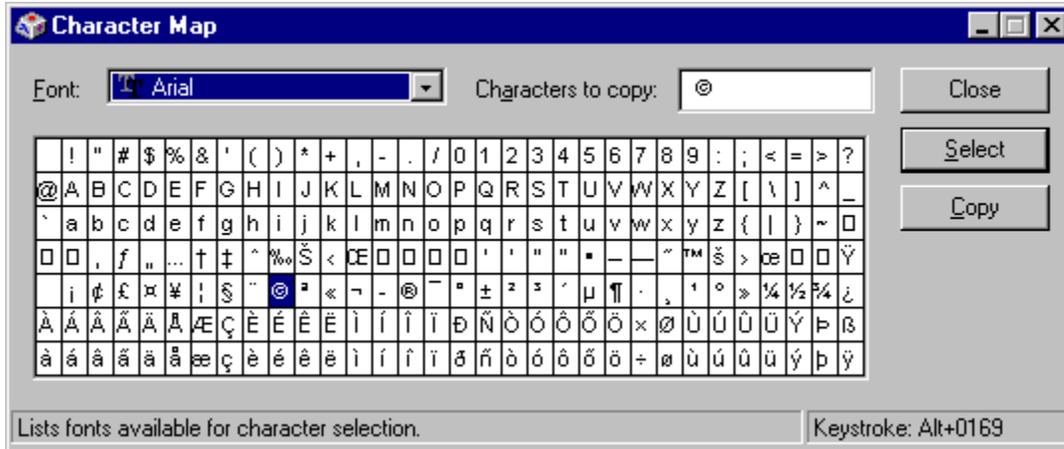


Symbol (Character Map)

Insert menu

Inserts a special character or symbol (¼, ½, ä, ™, ©...) at the current location of the insert point in your document. You need to select a text component before you can insert a symbol.

Click the picture below for details about each option.



Symbol dialog box—Font combo box

Specifies the font whose characters and symbols you want to choose from.

Symbol dialog box—Characters to copy edit box

Displays the characters you have selected for copying.

Symbol dialog box—List of characters to insert

Displays the characters and symbols available for the selected font.

Symbol dialog box—Select button

Adds the selected character to the Characters To Copy box.

Symbol dialog box—Copy button

Copies the characters that are in the Characters To Copy box.

You need to click this before you can paste these characters into your *i publish* document.

Symbol dialog box—status bar

Lists how to insert the selected symbol using the keyboard. This is a useful method if you often need to insert a particular symbol.

For example, to insert the symbol ©:

1. Make sure Num Lock is on.
2. Hold down the ALT key while pressing 0169 on the numeric keypad.

Design menu

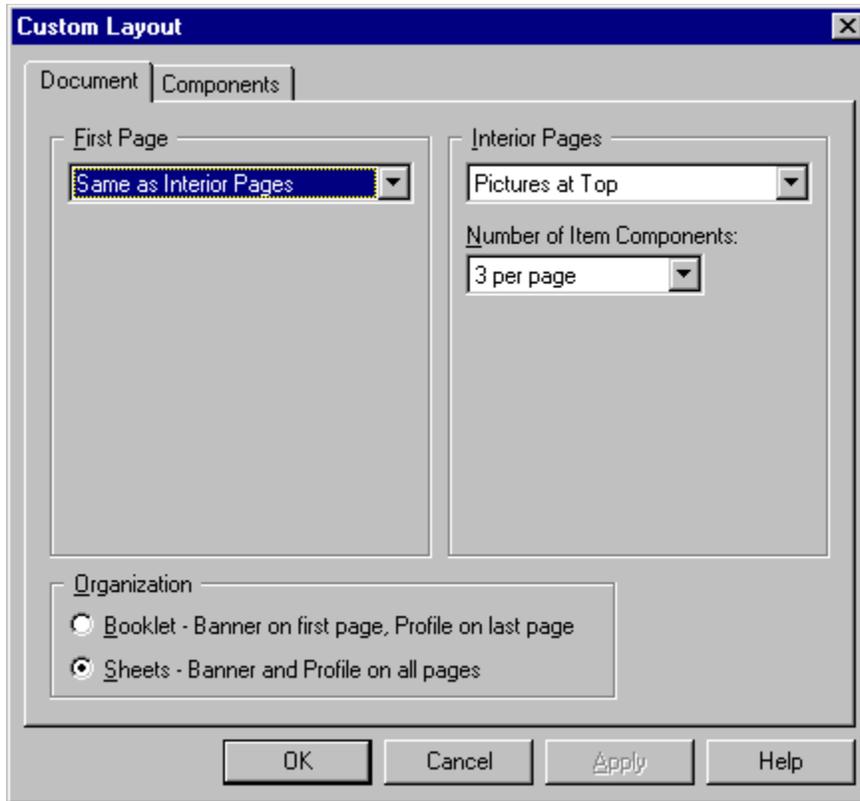


Custom Layout—Catalog Group (Document tab)

Design menu, Layouts option

Changes the layout of your document.

Click the picture below for details about each option.
To display options on a different tab, click that tab in the picture.



Custom Layout—Catalog Group (Document tab)—**Organization**

Specifies whether you are creating a booklet or individual sheets.

- ▶ If you choose Booklet, *i publish* adds a Banner component to the first page, and puts a Profile component on the last page.
- ▶ If you choose Sheets, *i publish* adds a Banner component and a Profile component to each page.

Specifies the layout, for example:



Pictures
At Top



Pictures
Along Side

Custom Layout—Catalog Group (Document tab)—Number of Item Components

Specifies the number of Item components per page.

Specifies whether the first page is different from the rest of the pages.

- ▶ **Same as Interior Pages**—Uses the same layout for all pages in your document.
- ▶ **Cover Page**—Makes the first page a cover page, and uses a different layout for the rest of the pages.
- ▶ **Single Large Picture**—Places a large picture and text on the first page, and uses a different layout for the rest of the pages.
- ▶ **First Picture Emphasized**—Places one large picture and one small picture on the first page, and uses a different layout for the rest of the pages.

Custom Layout—Catalog Group (Document tab)—OK

Closes the dialog box and applies your settings.

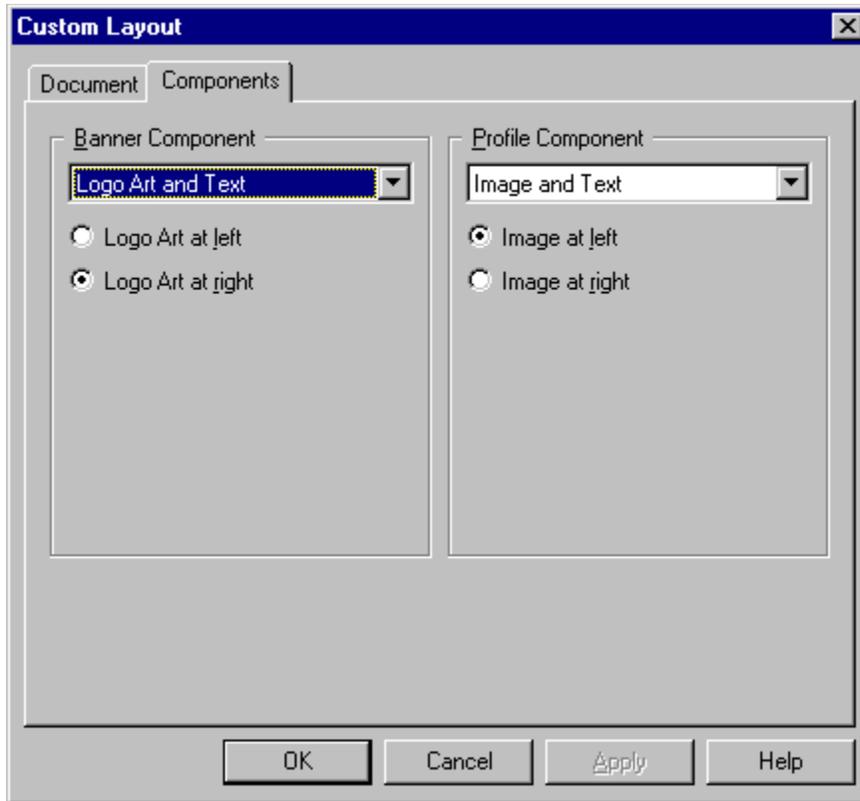


Custom Layout—Catalog Group (Component tab)

Design menu, Layouts option

Changes the layout of your document.

Click the picture below for details about each option.
To display options on a different tab, click that tab in the picture.



Custom Layout—Catalog Group (Component tab)—**Banner Component**

Sets the location of logo art in your Banner component, and whether the Banner contains just logo art, or logo art and text.

Custom Layout—Catalog Group (Component tab)—[Profile Component](#)

Sets the location of the image in your Profile component, and whether the Profile contains just an image or an image and text.

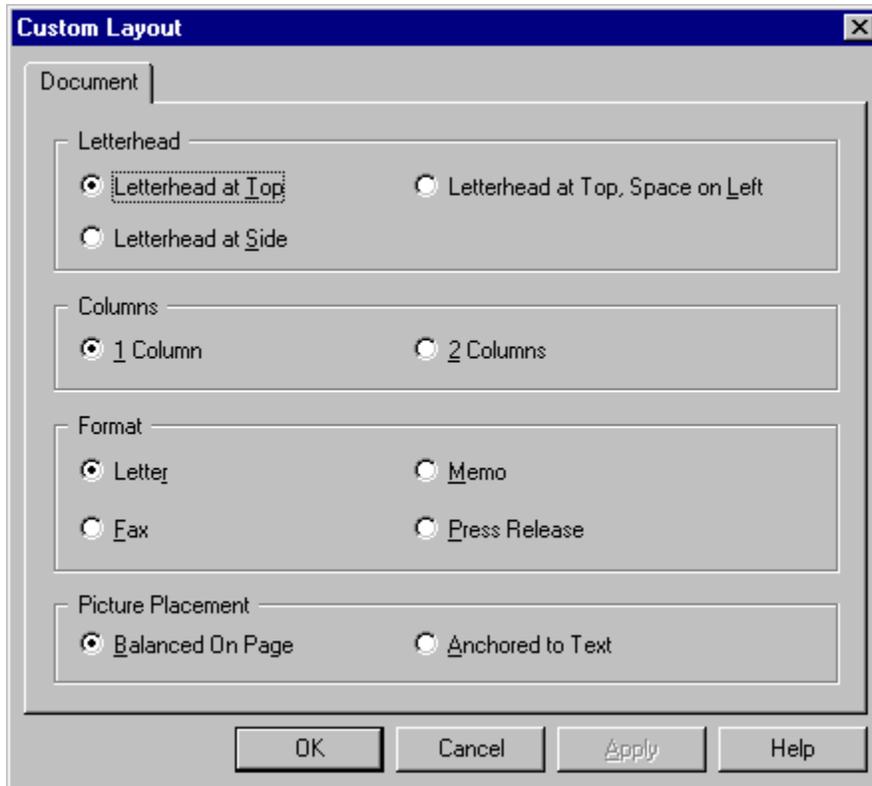


Custom Layout—Correspondence Group

Design menu, Layouts option

Changes the layout of your document.

Click the picture below for details about each option.



Specifies where the letterhead appears, and whether you have extra white space on the left side of your document.
For example:



Letterhead at
Top



Letterhead at
Side



Letterhead at
Top, Space
on Left

Specifies the number of columns for the main text (body text) in your document. For example:



1 column

2 columns

Custom Layout—Correspondence Group—Format

Specifies whether your document is a letter, fax, memo, or press release.

Custom Layout—Correspondence Group—Picture Placement

Specifies how pictures are placed on the page.

 **Balanced on Page**—Specifies to balance the pictures on the page to create an attractive layout. When you drop a picture on a paragraph, in most cases the picture will appear on the same page as the paragraph, however the picture may not be right next to the text.

 **Anchored to Text**—Specifies that when you drop a picture onto a paragraph, the text will appear next to it. No matter where the text moves in the document, the picture will move with it.

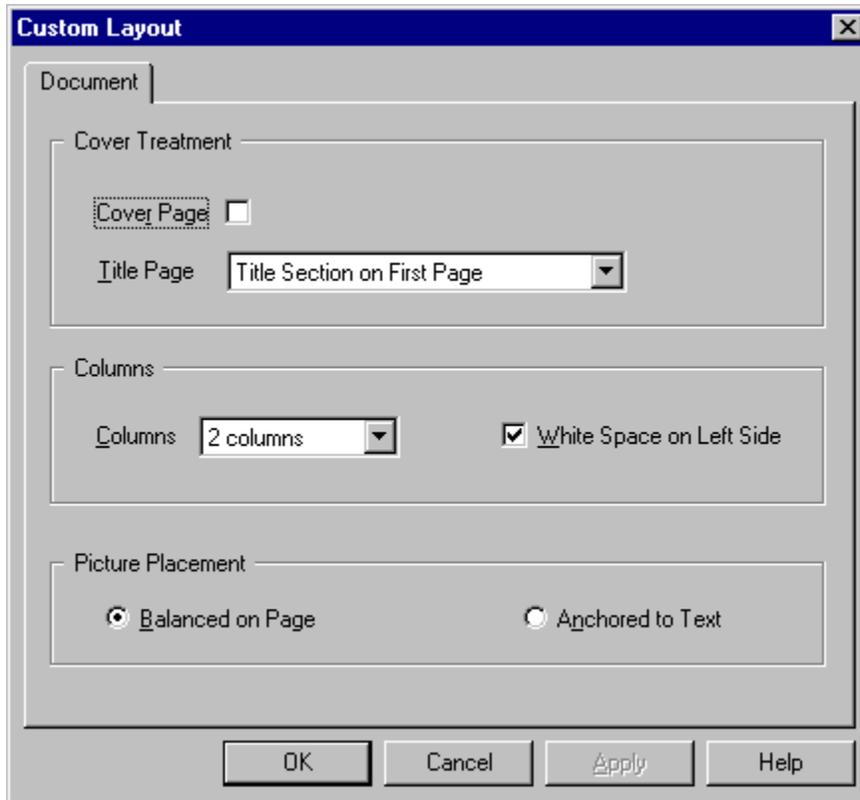


Custom Layout—Report Group

Design menu, Layouts option

Changes the layout of your document.

Click the picture below for details about each option.



Custom Layout—Report Group—Cover Treatment

Specifies whether your report has a cover page, title page, or both. There are several layout options for title pages. Experiment until you find the cover treatment you like.

Specifies the number of columns for your main text. You can choose from 1, 2, 3, or 4 columns of text. For example:



1 column



2 columns

Custom Layout—Report Group—White Space on Left Side

Specifies to add a column on the left side of the page. The extra column cannot include text, but some pictures may extend into the white space depending on the emphasis setting.

This option is only available for 1-column and 2-column layouts.



2 columns



White Space
on Left Side

Specifies how pictures are placed on the page.

 **Balanced on Page**—Specifies to balance the pictures on the page to create an attractive layout. When you drop a picture on a paragraph, in most cases the picture will appear on the same page as the paragraph, however the picture may not be right next to the text.

 **Anchored to Text**—Specifies that when you drop a picture onto a paragraph, the text will appear next to it. No matter where the text moves in the document, the picture will move with it.

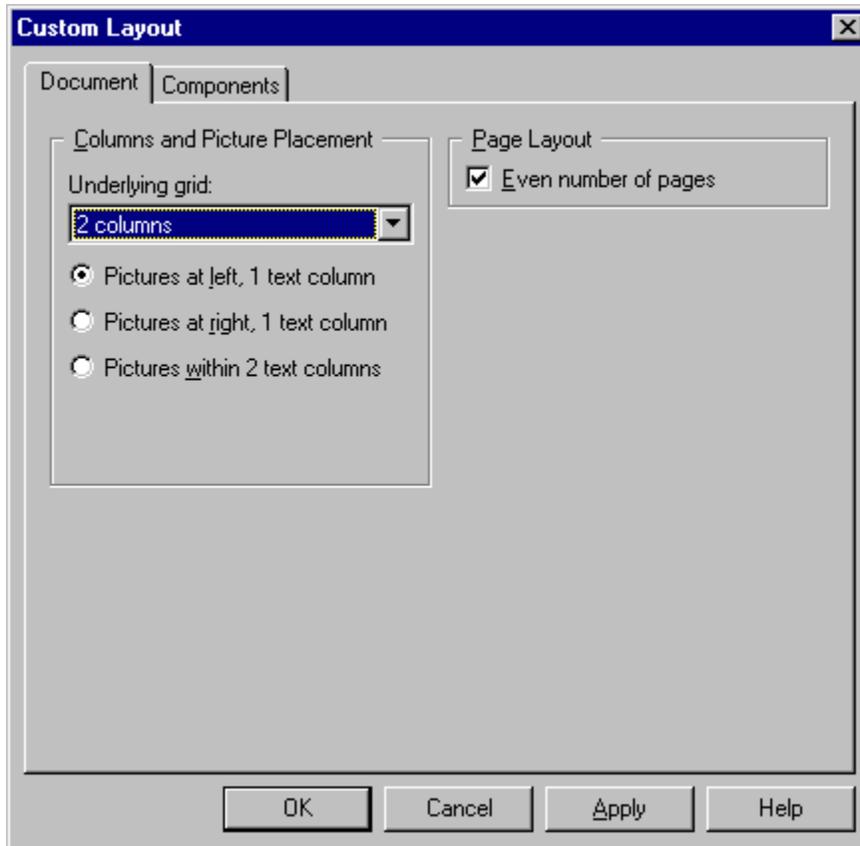


Custom Layout—Newsletter Group (Document tab)

Design menu, Layouts option

Changes the layout of your document.

[Click the picture below for details about each option.](#)



Custom Layout—Newsletter Group (Document tab)—**Stories and Columns**

Specifies the number of columns in the underlying grid, the number of text columns, and where pictures are placed on the page.

Think of the underlying grid as vertical lines that split up the page into columns. Text and pictures can span any number of these columns, or there might be columns that are only used for white space.

Experiment with different options until you get the results you want. If you don't like a choice, try another one or press CTRL+Z to undo it.

If you're creating a document that will be copied on both sides of each page, turn on this option.

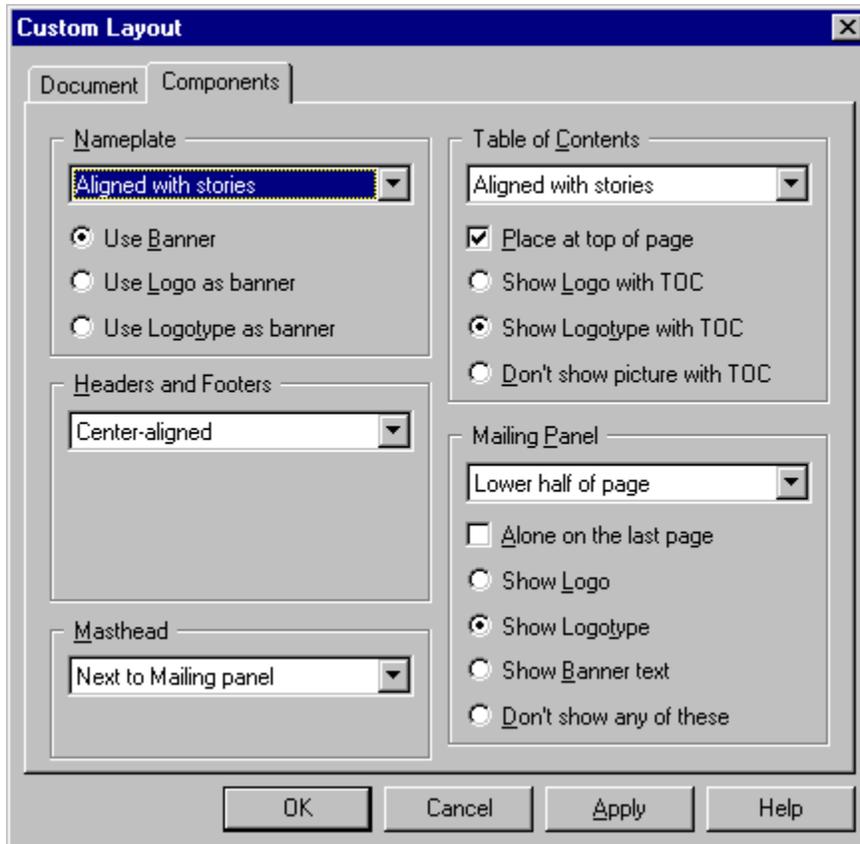


Custom Layout—Newsletter Group (Component tab)

Design menu, Layouts option

Changes the layout of your document.

Click the picture below for details about each option.



Custom Layout—Newsletter Group (Component tab)—Nameplate

Specifies what you want to appear at the top of your newsletter, and the alignment of it in relation to your newsletter text:

Experiment with different options until you get the results you want. If you don't like a choice, try another one or press CTRL+Z to undo it.

What's does Banner, Logo, and Logotype mean?

- ▶ Banner—Your newsletter's title (text).
- ▶ Logo—An image of some kind that represents your newsletter or company.
- ▶ Logotype—Text converted to a graphic image, such as the IBM logotype.

Custom Layout—Newsletter Group (Component tab)—[Table of Contents](#)

Specifies whether to show the table of contents, where to place it on the page, and whether to include a logo or logotype in the table of contents.

- ▶ To put the table of contents in the same column as the newsletter text, click "Aligned With Stories."
- ▶ To make the table of contents span the full width of the page, click "Center-Aligned."
- ▶ If you want the table of contents just below your Banner, click "Place at top of page." If you want it at the bottom of the page, uncheck this option.

What's does Banner, Logo, and Logotype mean?

- ▶ Banner—Your newsletter's title (text).
- ▶ Logo—An image of some kind that represents your newsletter or company.
- ▶ Logotype—Text converted to a graphic image, such as the IBM logotype.

Custom Layout—Newsletter Group (Component tab)—[Headers and Footers](#)

Specifies whether to show the headers and footers, the alignment of them in relation to your newsletter text, and whether to include a logo or logotype in the header.

Custom Layout—Newsletter Group (Component tab)—**Masthead**

Specifies whether to show the masthead, and where it appears on your page.

The masthead is the "credits" section of your newsletter, where you list your writers, editors, illustrators, and so on.

Custom Layout—Newsletter Group (Component tab)—Mailing Panel

Specifies:

- ▶ Whether to show the mailing panel.
- ▶ Where it appears on your page.
- ▶ Whether to include a logo, logotype, or banner.
- ▶ Whether it should be the only information on the last page of your newsletter.

What's does Banner, Logo, and Logotype mean?

- ▶ Banner—Your newsletter's title (text).
- ▶ Logo—An image of some kind that represents your newsletter or company.
- ▶ Logotype—Text converted to a graphic image, such as the IBM logotype.

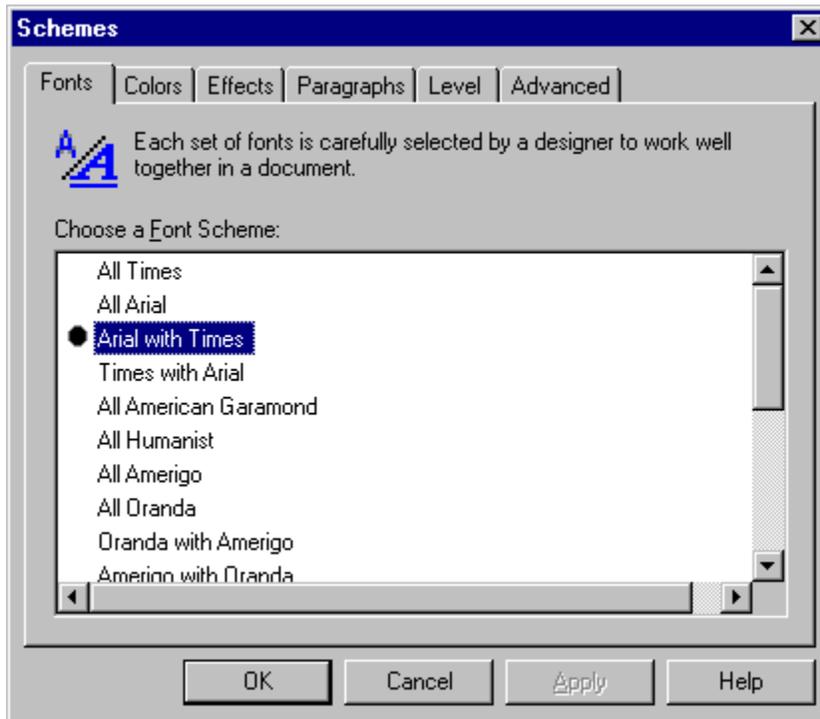


Schemes (Fonts tab)

Design menu

Using the schemes menu option, you can change the font, color, graphic effects, and paragraph schemes for your document. You can also set whether a scheme change affects the entire document, a single component, or multiple components.

Click the picture below for details about each option.
To display options on a different tab, click that tab in the picture.



Schemes dialog box (Fonts tab)—List

Lists all the font schemes that you can apply to your document.

Experiment—click a scheme, and then click Apply to see if you like the changes. If you don't like a choice, try another one or press CTRL+Z to undo it.

You can apply the selected scheme to the entire document or to a component.

1. Click the Advanced tab.
2. Under Apply To, click what you want to apply the scheme to.

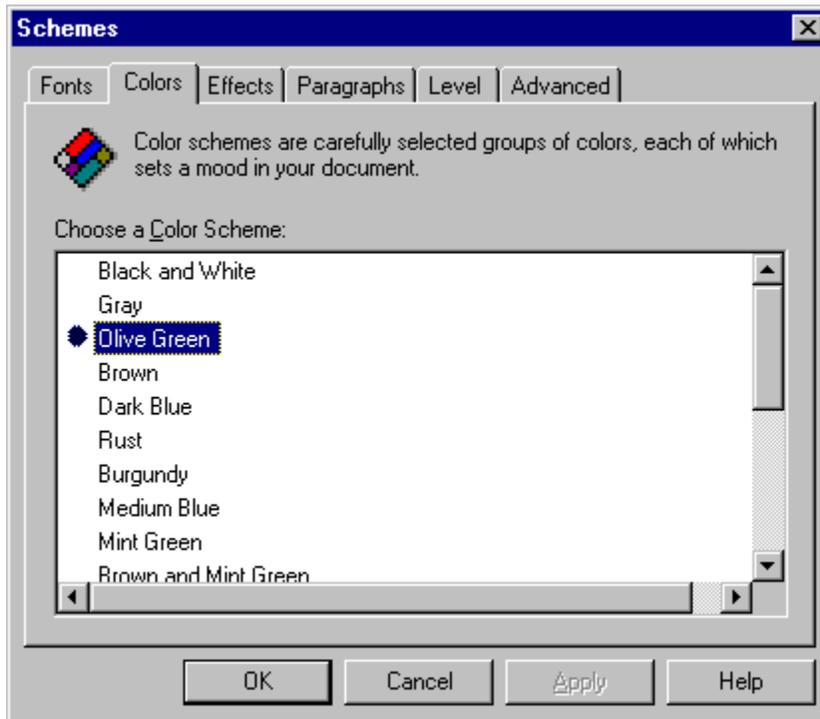


Schemes (Colors tab)

Design menu

Using the schemes menu option, you can change the font, color, graphic effects, and paragraph schemes for your document. You can also set whether a scheme change affects the entire document, a single component, or multiple components.

Click the picture below for details about each option.
To display options on a different tab, click that tab in the picture.



Schemes dialog box (Colors tab)—List

Lists all the color schemes that you can apply to your document.

Experiment—click a scheme, and then click Apply to see if you like the changes. If you don't like a choice, try another one or press CTRL+Z to undo it.

You can apply the selected scheme to the entire document or to a component.

1. Click the Advanced tab.
2. Under Apply To, click what you want to apply the scheme to.

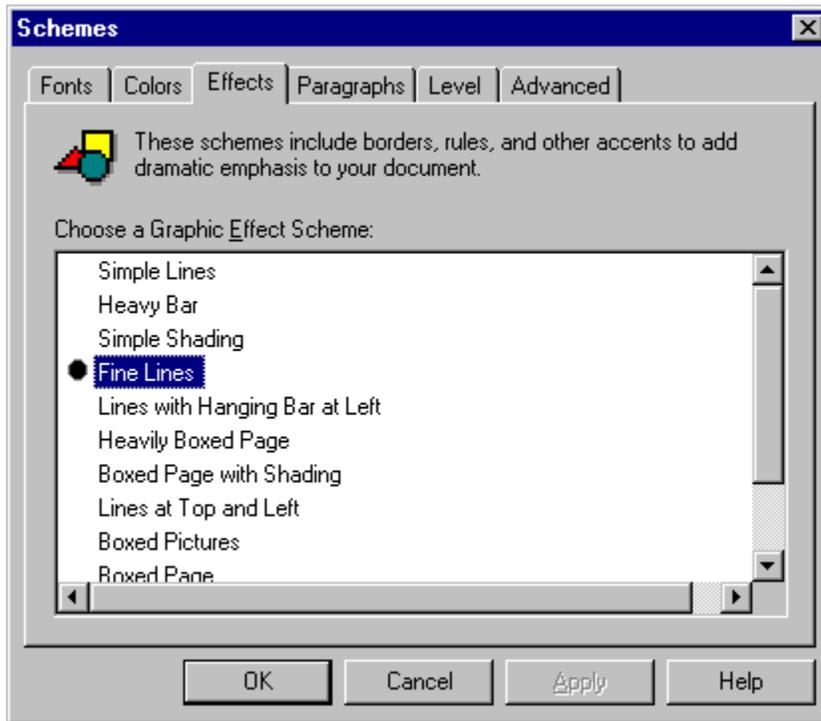


Schemes (Effects tab)

Design menu

Using the schemes menu option, you can change the font, color, graphic effects, and paragraph schemes for your document. You can also set whether a scheme change affects the entire document, a single component, or multiple components.

Click the picture below for details about each option.
To display options on a different tab, click that tab in the picture.



Schemes dialog box (Effects tab)—List

Lists all the graphic effects schemes that you can apply to your document.

Experiment—click a scheme, and then click Apply to see if you like the changes. If you don't like a choice, try another one or press CTRL+Z to undo it.

You can apply the selected scheme to the entire document or to a component.

1. Click the Advanced tab.
2. Under Apply To, click what you want to apply the scheme to.

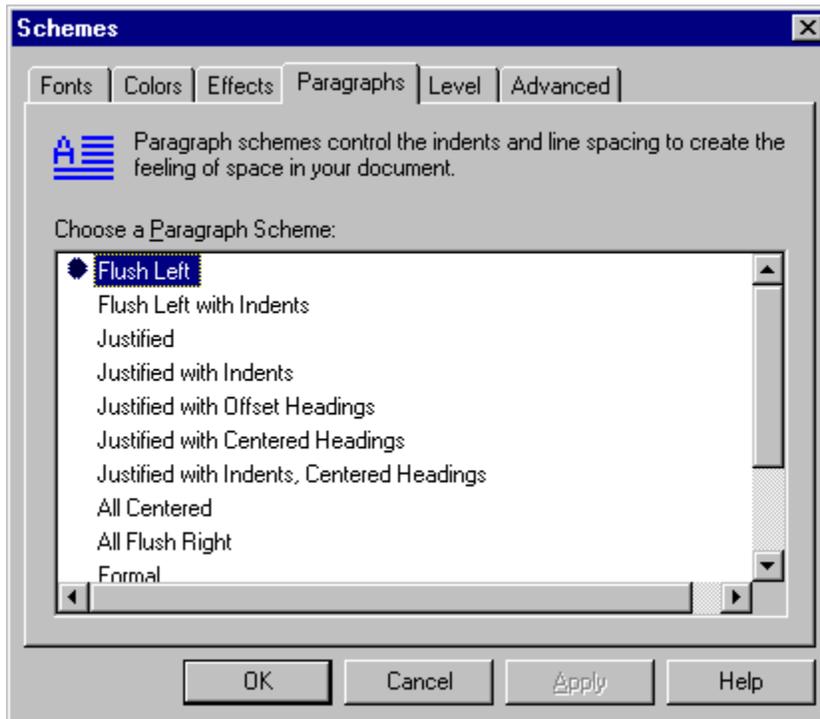


Schemes (Paragraphs tab)

Design menu

Using the schemes menu option, you can change the font, color, graphic effects, and paragraph schemes for your document. You can also set whether a scheme change affects the entire document, a single component, or multiple components.

Click the picture below for details about each option.
To display options on a different tab, click that tab in the picture.



Schemes dialog box (Paragraphs tab)—List

Lists all the paragraph schemes that you can apply to your document.

Experiment—click a scheme, and then click Apply to see if you like the changes. If you don't like a choice, try another one or press CTRL+Z to undo it.

You can apply the selected scheme to the entire document or to a component.

1. Click the Advanced tab.
2. Under Apply To, click what you want to apply the scheme to.

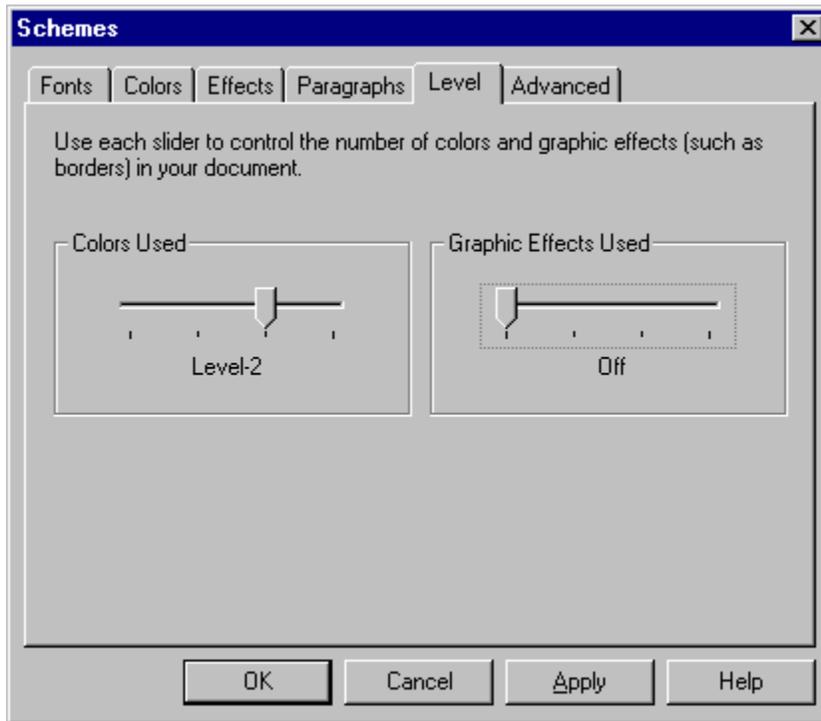


Schemes (Levels tab)

Design menu

Using the schemes menu option, you can change the font, color, graphic effects, and paragraph schemes for your document. You can also set whether a scheme change affects the entire document, a single component, or multiple components.

**Click the picture below for details about each option.
To display options on a different tab, click that tab in the picture.**



Schemes dialog box (Level tab)—Colors Used

Sets what color (and how much color) each component gets:

- ▶ The farther to the right you set the slider, the more color is applied.
- ▶ The "Off" setting makes the document black and white, no matter what color scheme you're using.

Experiment—click a setting, and then click Apply to see if you like the setting. If you don't like a choice, try another one or press CTRL+Z to undo it.

Schemes dialog box (Level tab)—Graphic Effects Used

Sets the thickness of lines, the amount of shading, and the number of items that receive a graphic effects treatment:

- ▶ The farther to the right you set the slider, the more complex the scheme (for example, lines may get thicker).
- ▶ The "Off" setting removes the graphic effects scheme altogether.

Experiment—click a setting, and then click Apply to see if you like the setting. If you don't like a choice, try another one or press CTRL+Z to undo it.

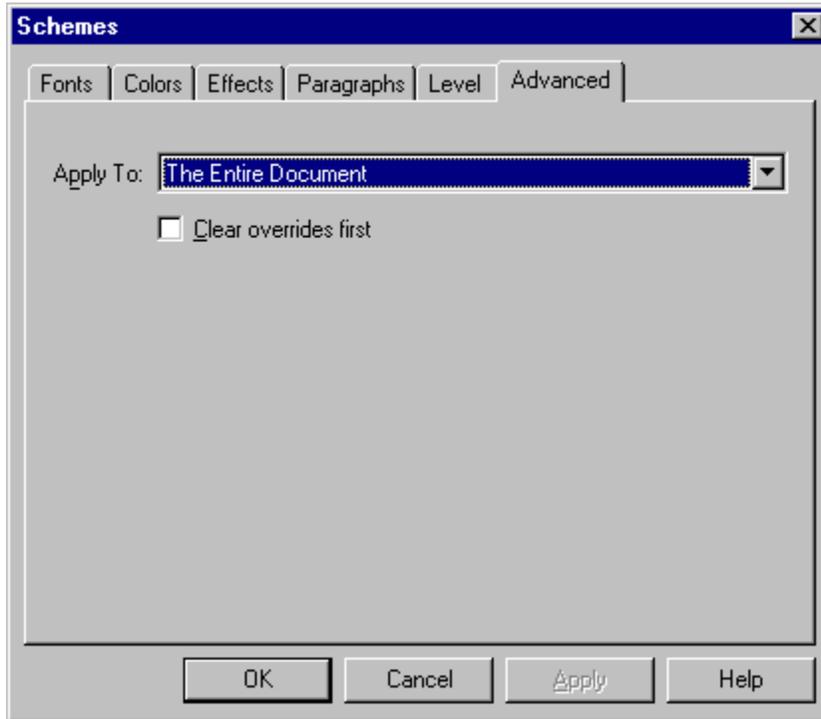


Schemes (Advanced tab)

Design menu

Using the schemes menu option, you can change the font, color, graphic effects, and paragraph schemes for your document. You can also set whether a scheme change affects the entire document, a single component, or multiple components.

Click the picture below for details about each option.
To display options on a different tab, click that tab in the picture.



Schemes dialog box (Advanced tab)—Apply To

Specifies whether the selected schemes should be applied to the entire document or to specific components.

Schemes dialog box (Advanced tab)—Clear Overrides First

Clears any formatting or schemes you've applied to individual components, so that your new formatting can be applied. (This is only relevant to what you select in the Apply To box.)



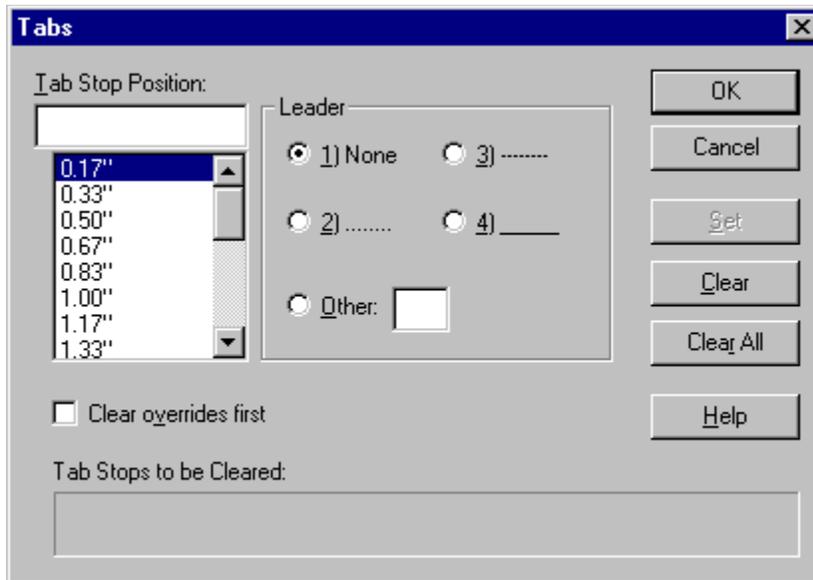
Tabs

Design menu

Adds, deletes, and adjusts tab stops for the text in your document that is currently highlighted.

Note: You need to have a text component selected before you can set tabs.

[Click the picture below for details about each option.](#)



Tabs dialog box—Tab Stop edit box

To create a new tab stop, type the measurement here.

To change a tab stop in the list, click the incorrect tab stop, click *Clear*, and then type the correct tab measurement.

Tabs dialog box—Tab Stop list box

Lists all the tabs that are currently set for the selected paragraphs.

To clear a tab stop in the list, click the incorrect tab stop, and then click Clear.

Tabs dialog box—Leaders

To fill the empty space to the left of a tab stop with a leader line (dots, dashes, or a solid line), click option 2, 3, or 4. The default setting is "None."

Tabs dialog box—Other Leader

To fill the empty space to the left of a tab stop with a repeating character of your choice, such as *, click Other and then type the character.

Tabs dialog box—Clear Overrides First

If the selected paragraphs have differing tab stops, click this option so that *i publish* clears all existing tab stops first, and then applies the new ones to the selected paragraphs.

Tabs dialog box—Tab Stops To Be Cleared

Lists the tab stop you just cleared, or lists "All" if you clicked Clear All.

Tabs dialog box—Set

Sets a tab stop for the selected paragraphs at the position you type in the Tab Stop Position box.

Tabs dialog box—Clear

Clears the selected tab stop position from the selected paragraphs.

Tabs dialog box—Clear All

Clears all tabs for the selected paragraphs.



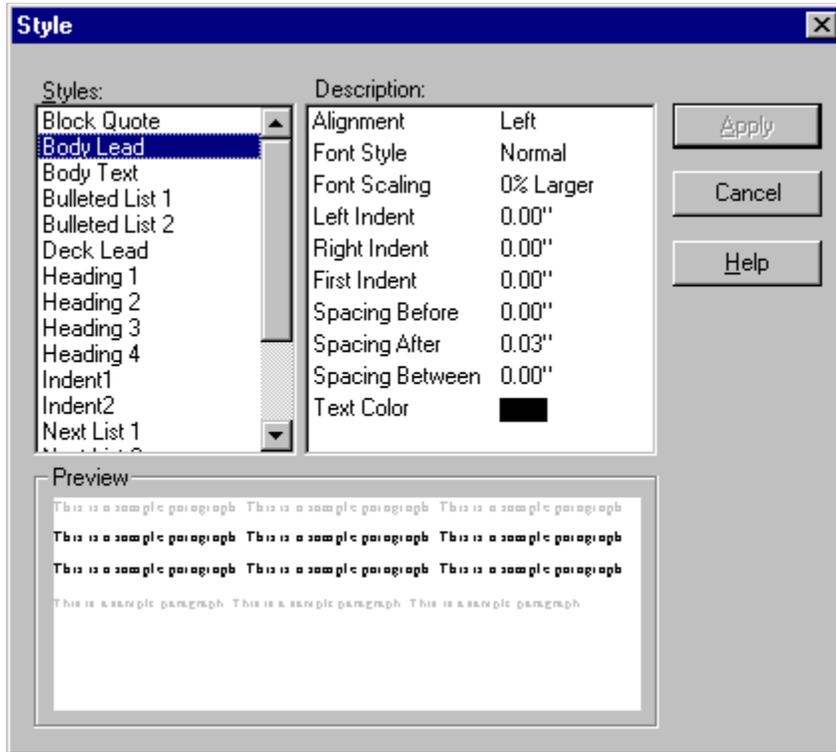
Styles

Design menu

Displays all styles that you can apply to the currently highlighted text in your document.

Note: You need to have a text component selected before you can apply a style to text.

[Click the picture below for details about each option.](#)



Styles dialog box—Styles box

Lists all the styles that you can apply to text.

Styles dialog box—Description

Describes the currently selected style, including paragraph alignment, font style, and so on.

Styles dialog box—Preview

Shows a sample of the effect that the selected style will have on your text.

Styles dialog box—Apply button

Applies the selected style to the highlighted text.



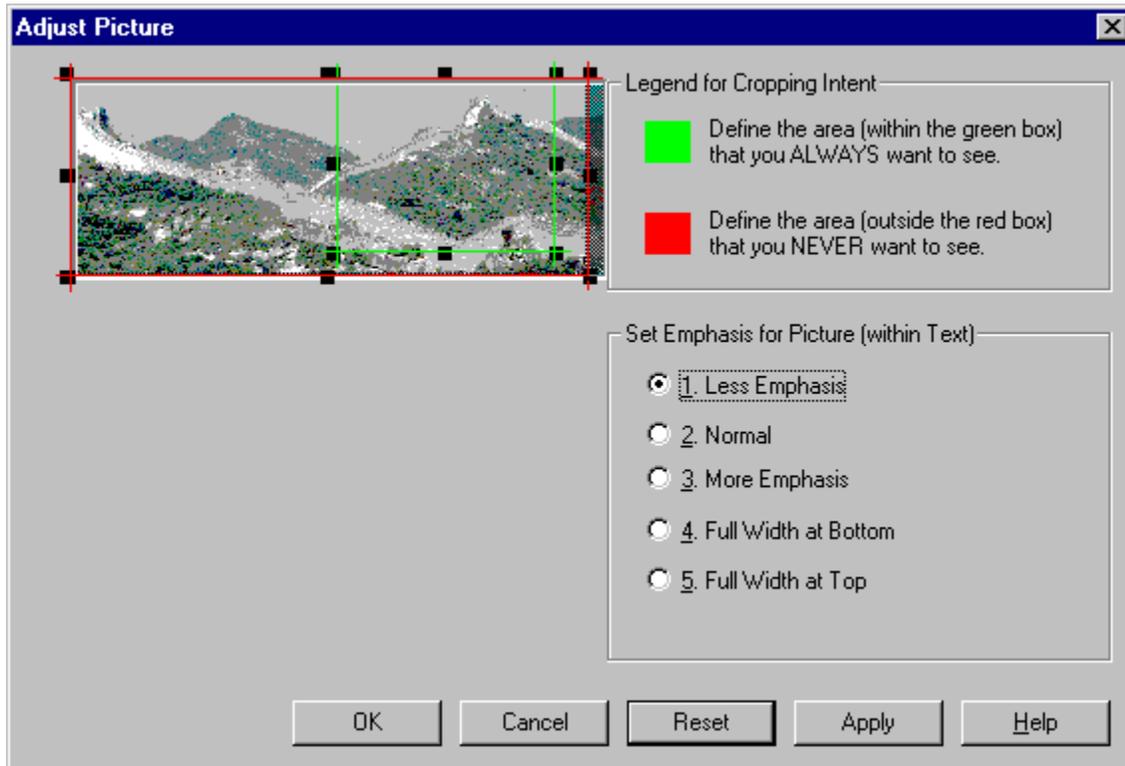
Adjust Picture

Design menu

Lets you define the part of a picture you never want to see, and the portion that you always want to see. If a picture is within wrapping text, you can also set that picture's emphasis.

Note: You need to have a picture selected before you can adjust it.

Click the picture below for details about each option.



Adjust Picture dialog box—Image area

▶ The red rectangle trims off the area that you never want to see.

▶ The green rectangle defines the portion of the picture that you always want to see. If the green rectangle is not the same shape as the space available for it in the current layout, *i publish* uses the portion inside the green rectangle plus some of the surrounding picture to fill the available space.

Adjust Picture dialog box—Emphasis

If a picture is within wrapping text, you can change its visual importance on the page. This may change its size and its position in the document.

- ▶ **Less Emphasis** makes the picture smaller.
- ▶ **Normal** makes the picture normal size. (This is what most pictures are by default.)
- ▶ **More Emphasis** makes the picture larger.
- ▶ **Full Width At Bottom** places the picture at the bottom of the page and makes it take up the entire width of the text.
- ▶ **Full Width At Top** places the picture at the top of the page and makes it take up the entire width of the text.

Adjust Picture dialog box—Reset

Resets the two rectangles to the outside area of the picture. Then you can drag them again.

Right-click only

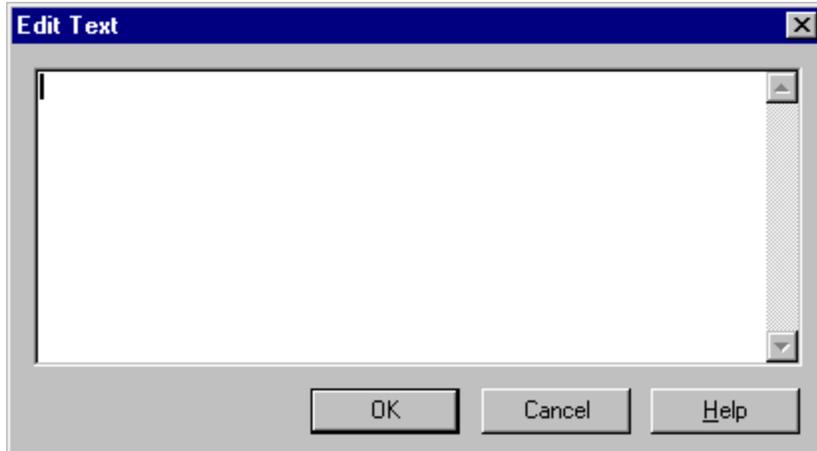


Edit Text

Right-click menu for text components

Provides a quick way to edit text in Outline view. This feature is also useful when you're in document view, for example, when you're zoomed out to look at the whole page.

[Click the picture below for details about each option.](#)



Edit text dialog box—Edit box

Type the text that you want to appear in the selected text component. When you're finished, click OK.

Edit text dialog box—OK

Inserts into the selected text component the text you just typed or edited.

Edit text dialog box—Cancel

Discards any new text you typed or changes you made and closes the Edit Text dialog box.



What do you want shortcuts for?

-  Dragging and dropping
-  Highlighting and selecting
-  Moving your insertion point in *i publish*
-  Working with text
-  Viewing your document
-  Managing files (New, Open, Save...)
-  Miscellaneous things



What do you want to do?

- Highlight text with the mouse
- Highlight a character or a word with the keyboard
- Highlight lines of text with the keyboard
- Highlight paragraphs and components with the keyboard
- Select compound components



Where do you want to move your insertion point?

- To a character or a word
- To a line of text
- To a paragraph or component
- From component to component



What do you want to do?

- Format highlighted text
- Cut, copy, and paste highlighted text
- Delete text
- Find text and check spelling
- Add a caption to a picture

The next 2 topics are almost identical



What do you want to do?



View the page



Zoom in or out



Play an onscreen presentation



What do you want to do?



View the page



Zoom in or out



Shortcuts in *i publish*

Shortcuts: Dragging and dropping

Drag and drop between two programs

 Dragging and dropping between two programs can be hard if you have to resize the windows so they fit side-by-side on your screen. A faster way is to use the Windows taskbar (at the bottom of your screen).

Drag the text, pictures, or files from a separate program down to the taskbar.

Pause for a moment, until *i publish* appears, and then drop it.



Move text, pictures, or a component

 Drag them from one location to another on the *i publish* page.

Copy text, pictures, or a component

 Press CTRL while you drag them from one location to another on the *i publish* page.

-Or-

Drag them using the right mouse button (instead of the left mouse button), and *i publish* will ask you if you want to move or copy the text, picture, or component.



To undo the drop, press CTRL+Z.

If you start to drag something, and then change your mind, with your finger still on the mouse button, press the ESC key.

Shortcuts: Highlighting text with the mouse

To highlight	Click
--------------	-------

A single word	Double-click the word.
---------------	------------------------

A paragraph	Triple-click the paragraph.
-------------	-----------------------------

Section of text	Drag the insertion point across the text you want to highlight.
-----------------	---

-Or-

1. Place the insertion point at the beginning of the text you want to

highlight.

2. Hold down the SHIFT key, and then click at the end of the text.

Or, press the arrow keys.

3. Release the SHIFT key.

Note: You can only highlight text within a single component.

Shortcuts: Highlighting a character or a word with the keyboard

To highlight	Press
Left one character	SHIFT+ LEFT ARROW
Left to the beginning of a word	CTRL+SHIFT+ LEFT ARROW
Right one character	SHIFT+ RIGHT ARROW
Right to the end of a word	CTRL+SHIFT+ RIGHT ARROW

Shortcuts: Highlighting paragraphs and components with the keyboard

To highlight	Press
Up to the beginning of a paragraph	CTRL+SHIFT+ UP ARROW
Up to the beginning of a text component	CTRL+SHIFT+ HOME
Down to the end of a paragraph	CTRL+SHIFT+ DOWN ARROW
Down to the end of a text component	CTRL+SHIFT+ END
All text in a text component	CTRL+A

Shortcuts: Highlighting lines of text with the keyboard

To highlight	Press
Left to the beginning of a line	SHIFT+HOME
Right to the end of a line	SHIFT+END
Up one line	SHIFT+ UP ARROW
Down one line	SHIFT+ DOWN ARROW

Shortcuts: Moving your insertion point to a character or a word

To move	Press
Left one character	LEFT ARROW
Left to the beginning of a word	CTRL+ LEFT ARROW
Right one character	RIGHT ARROW
Right to the end of a word	CTRL+ RIGHT ARROW

Shortcuts: Moving your insertion point to a line of text

To move	Press
Left to the beginning of a line	HOME
Right to the end of a line	END
Up one line	UP ARROW

Down one line	DOWN ARROW
---------------	---------------

Shortcuts: Moving your insertion point to a paragraph or component

To move	Press
Left one screen	CTRL+ PAGE UP
Right one screen	CTRL+ PAGE DOWN
Up to the beginning of a paragraph	CTRL+ UP ARROW
Up to the beginning of a text component	CTRL+HOME
Down to the end of a paragraph	CTRL+ DOWN ARROW
Down to the end of a text component	CTRL+END

Shortcuts: Formatting highlighted text

To apply	Press
Bold	CTRL+B
Underline	CTRL+U
Italic	CTRL+I
Apply a style	<ol style="list-style-type: none">1. Highlight the text that you want to apply a style to.2. Press CTRL+SHIFT+S to activate the Styles box on the toolbar.3. Use the Up or Down arrow key to pick a style.

4. Press ENTER to apply the style to the highlighted text.

Shortcuts: Cutting, copying, and pasting highlighted text

To	Press
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V

If you are copying and pasting into an intelligent component:

1. Point to it, and then click the right mouse button (right-click). Or, press SHIFT+F10.
2. On the popup menu, click Copy.
3. Right-click the component where you want it, and then click Paste.

Shortcuts: Deleting text

To delete	Press
Left one character	BACKSPACE
Right one character	DELETE
Next word	CTRL+DEL
Previous word	CTRL+BACKSPACE
Selected text	DELETE or BACKSPACE

Shortcuts: Managing files (New, Open, Save...)

To	Press
Create a new document	CTRL+N
Open an existing	CTRL+O

document

Or, on the File menu, click a file at the bottom of the menu.

Get help	F1
Save your document	CTRL+S
Save your document with a different name (Save As)	F12
Check the spelling in your document	F7
Print your document	CTRL+P
Exit <i>i publish</i>	ALT+F4

Shortcuts: Miscellaneous things

To	Press
Activate the <i>i publish</i> menu bar	F10
Move the focus back and forth between the Control window (screen left) and the Document window	F6 SHIFT+F6
Expand the <i>i publish</i> window to take up the entire screen	ALT+F10
Display an intelligent component's right-click (or popup) menu	Shift+F10

Shortcuts: Viewing the page

You can choose from several different views of your document. When you first open a document, *i publish* displays it at the last zoom that you used.

To	Press
Go to the next page	PAGE DOWN
Go to the previous page	PAGE UP
Scroll to the right	CTRL+PAGE DOWN
Scroll to the left	CTRL+PAGE UP
Zoom in	CTRL+SHIFT and = (equals)
Zoom out	CTRL and - (minus)
Go back to the previous zoom setting	F9
View the whole page	CTRL+W
View the document at 100%	CTRL+1

Shortcuts: Finding text and checking spelling

To	Press
Find text	CTRL+F
Replace text	CTRL+H
Check the spelling in your document	F7

Shortcuts: Zooming in or out

To zoom	Press
Zoom in	CTRL and +
Zoom out	CTRL and - (minus)

Whole Page	CTRL+W
50%	CTRL+5
75%	CTRL+7
100%	CTRL+1
200%	CTRL+2
400%	CTRL+4
Go back to the last zoom setting	F9

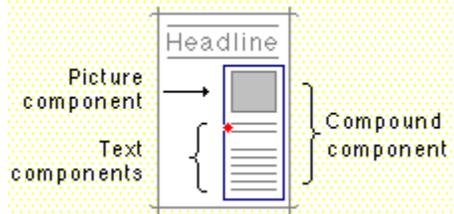
Shortcuts: Selecting compound components

Try one of the following:

▶ Point to any part of the component, and then click the right mouse button. On the popup menu, point to Select, and then click the component you want.

If there is more than one component on the menu, the last component is the one that contains all the other listed components. For example, the Item component contains the Picture component.

▶ Each compound component has a spot (shown as a red dot below) where you can click to select the compound component. You may need to experiment to find the exact spot.



You can also press SHIFT+F10 to display the popup menu.

Shortcuts: Moving from component to component

To move to	Press
Component to the right	ALT+ RIGHT ARROW
Component to the left	ALT+ LEFT ARROW
Component above	ALT+

	UP ARROW
Component below	ALT+ DOWN ARROW
Next component	CTRL+TAB
Previous component	CTRL+ SHIFT+TAB

Shortcuts: Adding a caption to a picture

Do one of the following:

- ▶ Drag a small section of text onto the picture.
i publish automatically converts the text into a picture caption.
- ▶ Point to the picture, and then click the right mouse button. On the popup menu, point to Insert Component, and then click Caption.

You can also press SHIFT+F10 to display the popup menu.

Shortcuts: Adding a picture to a document

Do one of the following:

- ▶ Drag a picture file onto the document.
- ▶ Point to the text in your document, and then click the right mouse button. On the popup menu, point to Insert Component, and then click Picture.
If you don't see Picture on the list, then the component you pointed to cannot accept a picture. Try pointing to a different component.

You can also press SHIFT+F10 to display the popup menu.



Shortcuts: Playing an onscreen presentation



To close your presentation and get back to *i publish*, press Alt+F4 or Esc.



Create a new document

1. On the File menu, click Create New Document.
2. Click a document group, and then click Next >.
3. Click a template, and then click Next >.

 [What's a template?](#)

4. Click a scheme set, and then click Finish.

 [What's a scheme set?](#)

5. Add your information.

 Text—Type text, add an entire text file, or drag pieces of text from your word processor, or the Web.

 [How?](#)

 Pictures—Add a picture from your computer, a floppy disk, a CD-ROM, a server, or the Web.

 [How?](#)

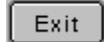
 Web elements—Add a Web address (URL) or a way for people to send you email.

 [How?](#)

6. Save and publish your document.

You can print your document, publish it as an onscreen presentation, or publish it as a Web page.

 [How?](#)





Create a Web page

1. On the File menu, click Create New Document.
2. Click a Web Page, and then click Next >.
3. Click a template, and then click Next >.
4. Click a scheme set, and then click Finish.
5. Add your information.



Text—Type text, add an entire text file, or drag pieces of text from your word processor, or the Web.



How?



Pictures—Add a picture from your computer, a floppy disk, a CD-ROM, a server, or the Web.



How?



Web elements—Add a Web address (URL) or a way for people to send you email.



How?

6. Publish your document as a Web page.
7. Get ready to post your pages to the Web. (You only have to do this once.)



How?



How?

8. Post your Web page to the World Wide Web.



How?



What happens when you publish your Web page as HTML?





Create an onscreen presentation

1. On the File menu, click Create New Document.
2. Click a Presentation, and then click Next >.
3. Click a template, and then click Next >.
4. Click a scheme set, and then click Finish.
5. Add your information.



Text—Type text, add an entire text file, or drag pieces of text from your word processor, or the Web.



How?



Pictures—Add a picture from your computer, a floppy disk, a CD-ROM, a server, or the Web.



How?

6. Publish your document as an onscreen presentation.



How?

7. View your onscreen presentation.



How?





Drag and drop pictures from the control window

i publish's control window uses Internet Explorer, so if you are using Netscape Navigator as your default browser, the *i publish* control window is **not** available to you.

You can drag and drop text, pictures, or files between programs using the Windows taskbar. When you drag and drop, *i publish* copies the text or picture from the source and pastes it into *i publish*.

1. Open the word-processing program that contains the text.
Or, if you want to use a text or picture file, open the Windows Explorer.
2. Highlight the text you want, and then click the text and hold the left mouse button.
Or, if you want to use a file, click the file and hold the left mouse button.
3. 
4. Move your pointer to the component in your document where you want the picture or file, and then drop it.



To undo the drop, press CTRL+Z. If you start to drag something, and then change your mind, with your finger still on the mouse button, press the ESC key.



Drag and drop text from the control window

i publish's control window uses Internet Explorer, so if you are using Netscape Navigator as your default browser, the *i publish* control window is **not** available to you.

You can drag and drop text, pictures, or files between programs using the Windows taskbar. When you drag and drop, *i publish* copies the text or picture from the source and pastes it into *i publish*.

1. Open the word-processing program that contains the text.
Or, if you want to use a text or picture file, open the Windows Explorer.
2. Highlight the text you want, and then click the text and hold the left mouse button.
Or, if you want to use a file, click the file and hold the left mouse button.
3. 
4. Move your pointer to the component in your document where you want the text or file, and then drop it.



To undo the drop, press CTRL+Z. If you start to drag something, and then change your mind, with your finger still on the mouse button, press the ESC key.



Change the layout of the entire document

To use a standard *i publish* layout:



On the Design menu, click Layouts, and then click the layout you want.

To create a custom *i publish* layout:

1. On the toolbar, click the Layout button, shown below.



2. At the bottom of the list, click Custom Layout.
3. Click the options you want, and then click OK.

You can show or hide some components. To see if that's possible for your document, click the Components tab, and then click "Don't show" in the drop-down list.

Tip: If you want to know more about a particular option, click the Help button in the dialog box.



 *If you don't like the layout, just click a different one.*

 *If you want to go back to the layout that was used when you last saved the document, on the Design menu, click Layouts, and then click Original Layout.*



Change one or more schemes for the entire document

1. On the Design menu, click Schemes.
2. Click the Fonts, Colors, Effects, or Paragraphs tab, and then click the scheme you want.
3. Click the Advanced tab.
4. Under Apply To, make sure it says "The Entire Document" and then click OK.



*If you don't like the new scheme,
press CTRL+Z to undo it or click a
different scheme.*



Print your document

1. On the File menu, click Publish To Printer.

To print	Do this
The entire document	Under Print Range, click All.
A single page	Under Print Range, click Pages and type the page number in both the From and To boxes.
A range of pages	Under Print Range, click Pages and type the beginning page in the From box and the ending page in the To box.

3. Click OK.

For additional details about printing, click Index and type **Print**.



Publish your document as an onscreen presentation

1. On the File menu, click Publish For Screen.
2. Click the Configure tab, and then set where you want to store your onscreen presentation.

How?

3. Click the Publish tab, click the Presentation Scheme Set you want.
4. On the Shortcuts tab, click whether you want *i publish* to create a shortcut for you.

You can double-click a shortcut to open your onscreen presentation in your default Web browser (Internet Explorer or Netscape Navigator).

5. If you are using Internet Explorer 3.02 or later, click View Presentation.
6. Click OK to publish your document as an onscreen presentation.

Tip: If you're creating a report, you can divide a long report into sections by applying the Section Head style to your main headings, then *i publish* puts each section on its own screen in your presentation.

How?



Publish your document as a Web page

1. On the File menu, click Publish For Web.
2. Click the Configure tab, and then set where you want to store your Web pages on your computer.



3. Click the Publish tab, click the "On My Computer" box, and then click whether you want to preview your Web page.
4. Click a Web Page Scheme Set and a Layout.
You don't need to specify the layout for Correspondence (letters, memos, and so on), because *i publish* does it automatically.
5. Click OK to publish your document as a Web page.
6. Browse your Web pages, making note of the changes you want to make.
7. When you're done browsing, return to the main *i publish* window where you can edit your document.
8. Get ready to post your Web pages to the Web. (You only have to do this once.)



9. Post your Web pages to the Web.



Tip: If you're creating a report, you can divide a long report into sections by applying the Section Head style to your main headings, then *i publish* puts each section on its own Web page.



Print

Connect to the Web

Some companies have a constant connection to the Web, while others (like home offices) may need to use a dialer to connect to the Web.

For specific details, see your Internet service provider's (ISP) documentation.



See if you have too much text or too many pictures

You can tell your document is too full when:



You see red borders around components that may be contributing to the fit problem.



The black marker in the Status fit indicators at the bottom of your screen are in the red.



Pictures or text are cut off and *i publish* draws a red border around those components.



What does *i publish* do to fit your text and pictures?

See how full a page is getting



Look at the bottom of the screen:



Text Fit

Graphics Fit

Status

Status

As the black line moves closer to the red area, your page is getting more dense.



What can you do if the black line is in the red area?



When is fitting an issue?

Outline in red all components contributing to the fit problem

When your page is very full, and one of the Fit Status meters (at the bottom of the screen) is in the red, *i publish* draws a thin red line around all components that may be contributing to the fit problem.



What can you do if components are outlined in red?

To turn this option off:

1. On the Edit menu, click Options.
2. Under General, click When Document Is Overfit, Highlight Contributing Components.
3. Click OK.



Add a new component

1. To add a main component, point to the page, and then click the right mouse button.
To add a sub-component, point to a component, and then click the right mouse button.
2. On the popup menu, point to Insert Component, and then click the component you want.

Shortcut: Press SHIFT+F10 to display the popup menu.



Add text

Type text



Click a text component and type your text.

Import text

1. Click where you want to add the text.

If there is no place for your text, point to the document, and then click the right mouse button. On the popup menu, click Insert Component, and then click a text component.

2. On the File menu, click Import, and then click Text File.

Drag and drop text

Use the Windows 95 taskbar (at the bottom of your screen).



Move your pointer to the component in your document where you want the text, and then drop it.



Add a picture

Import a picture

1. Click where you want to add the picture.

If there is no place for your picture, point to the document, and then click the right mouse button. On the popup menu, click Insert Component, and then click a Picture.

2. On the File menu, click Import, and then click Picture File.

Drag and drop a picture

Use the Windows 95 taskbar (at the bottom of your screen).



Move your pointer to the component in your document where you want the picture, and then drop it.



Add a table, chart, or diagram

1. In the other program, copy the object.
2. On the *i publish* Edit menu, click Paste Special.



Working in outline view

To...	Do this...
Switch to outline or document view	<p>At the bottom of your screen, click the appropriate tab.</p> 
Reorganize components	<ol style="list-style-type: none">1. To switch to Outline view, click the Outline tab at the bottom of the screen. 2. To expand a compound component to see its sub-components, click  next to that compound component. Tip: Compound components are represented by a colored icon, and their names are in bold type.3. Click the component and drag it before or after other components in the list to reorder them.4. To switch back to Document view, click the Document tab at the bottom of the screen.
Edit text in outline view	<ol style="list-style-type: none">1. To expand a compound component to see its sub-components, click  next to that compound component.2. Point to a text component, click the right mouse button, and then click Edit.



Change the style of text in a component

In *i publish*, styles are used in text components that can accept more than a single paragraph.



Want to know more?

1. Zoom in if you need to.



How?

2. Highlight the text.

3. Click the styles list at the top of the screen, and then click the style you want.

Style: Body Text ▼



To remove the style, click the styles list, and then click Body Text.

Print

Zoom in to your document

- ▶ To zoom in, press CTRL+SHIFT and the = (equals) key.
- ▶ To zoom out, press CTRL and the - (minus) key.
- ▶ To go back to the previous zoom setting, press F9.



Trim (crop) the picture

1. Click the picture to select it.
2. On the Design menu, click Adjust Picture.
3. Drag the red and green handles to trim the picture.
Everything outside the red rectangle will never appear in your document.
Everything inside the green rectangle defines what you always want to see.
You may need to experiment to get the results you want.



[Want to know more?](#)

4. Click OK.



To reset both rectangles to an uncropped version of the picture, click Reset.



Set up your own color scheme

You can create a color scheme using a color you choose.

1. On the Edit menu, click Options.
2. Click the Colors tab.
3. Next to the color tile, click Edit.
4. Click the color you want in the Basic Colors, or click Define Custom Colors to define a custom color.



How do you create a custom color?

5. Click OK.
6. Apply your color scheme to the entire document.



How?

Print

Create a custom color

1. In the color box, click the color you want to change.
2. Click Define Custom Colors, and then enter new values in either the RGB (red, green, blue) or HLS (hue, saturation, and luminescence) color models.
3. Click Add to Custom Colors.



Apply your own color scheme to the entire document

You can create a color scheme using a color you choose.

1. Set up your own color scheme.



How?

2. Click the color scheme button (shown below) on the toolbar, and then click **Custom Color Scheme 1** or **2**.





Add a corporate color or font scheme standard to all copies of *i publish*

Note: If you've used a font other than those provided with Windows, you may need to put those font files on other computers. (Make sure you check your font license agreement to ensure your license allows you to distribute the fonts.)

Make the new color or font scheme standard available to your company:

1. Create your corporate color or font scheme.



2. Save the document that contains the new scheme.
3. Put the *i publish* file (.did) on a server or send it through email to everyone that needs the new color or font scheme standard.

Apply the new color or font scheme standard to each copy of *i publish*:

1. On the Edit menu, click Options.
2. Click the Colors or the Fonts tab (depending on which scheme you're adding).
3. Click Use As Default Settings to add the corporate color or font scheme to that copy of *i publish*.
4. Click OK.



Set up your own font scheme

You can create a font scheme using two fonts from your system.

1. On the Edit menu, click Options.
2. Click the Fonts tab.
3. Under Title Font, under Size, click the size you want for the title, such as Large.
4. Under Title Font, under Font, click the font you want to use for all titles in your document.
5. Under Body Font, under Size, click the size you want for the body text, such as Medium.
6. Under Body Font, under Font, click the font you want to use for all body text in your document.
7. Click OK.
8. Apply your font scheme to the entire document.

 How?



Apply your own font scheme to the entire document

You can create a font scheme using two fonts from your system.

Note: If you want to show your document on other computers, you may need to copy those font files to the other computers. (Make sure you check your font license agreement to ensure your license allows you to copy the fonts.)

1. Set up your own font scheme.



How?

2. Click the font scheme button (shown below) on the toolbar, and then click **Custom Font Scheme 1** or **2**.





Change the look of an intelligent component

You can change the font, color, graphic effects, or paragraph scheme of all similar components to completely change their look. For example, you could change all of the products in a catalog at once to a specific color scheme.

1. Point to the component, and then click the right mouse button.
2. On the popup menu, point to Select, and then click the component you want.
3. On the Design menu, click Schemes.
4. Click the Fonts, Colors, Effects, or Paragraphs tab, and then click the scheme you want.
5. Click the Advanced tab.
6. Under Apply To, click what part of the document you want to change.
7. Click Clear Overrides First to add a checkmark, and then click OK.

Shortcut: Press SHIFT+F10 to display the popup menu.



*If you don't like the new scheme,
press CTRL+Z to undo it.*



Add a bulleted list

1. Zoom in if you need to.



How?

2. Highlight the text that you want to make into a list.

3. Click the styles list at the top of the screen, and then click Bulleted List 1 or Bulleted List 2.



To remove the bullet, click the styles list, and then click Body Text, Next List 1, or Next List 2.



Change the emphasis of a picture

Note: You can only change the emphasis or size of pictures that are placed within wrapping text.

1. Click the picture to select it.
2. On the Design menu, click Adjust Picture.
3. Under Set Emphasis For Picture (within Text), click the level of emphasis you want. (Both Full Width options make the picture take up the entire width of the text.)

If the choices are gray, you've selected a picture whose emphasis isn't adjustable.

4. Click OK.

If you don't see a change, try another level of emphasis.



Add a Web address (URL)

To create a jump to another Web site or an FTP server address, type the full Web address (URL) anywhere in any document (except in To, From, or Date components). When *i publish* creates the Web page, it automatically creates the link for you.

i publish will automatically create a jump when you use any of the tags in this table.

Include this... Followed by this...

http://	Web Site or Web page, such as:  http://www.design-intelligence.com/  www.design-intelligence.com  http://www.design-intelligence.com/support/support.html
(This is optional if www is at the beginning.)	
NEWS:	Newsgroup, NNTP
MAILTO:	Email Address, such as Name@Provider.com
(This is optional)	
TELNET:	Telnet (remote computer access)
GOPHER://	Gopher Site (text info)
FTP://	FTP Site (file transfer)

Or, if you want to use an *i publish* component, so that the Web address moves around your page intelligently as you change the layout:

1. Point to the component that you want to add a Web address to, and then click the right mouse button.
2. On the popup menu, point to Insert Component, and then click Web Address.
If you don't see Web Address on the list, then this component cannot contain a Web Address component. You can still type your Web address, but *i publish* won't be able to turn it into a link in your Web page.

3. Zoom in if you need to.

How?

4. Click the Web Address component and type your Web address (also called a URL).

Shortcut: Press SHIFT+F10 to display the popup menu.



Add a way for readers to respond via email

To create a way for readers to respond via email, simply type your email address anywhere in your document (except in To, From, or Date components). When *i publish* creates the Web page, it automatically creates the email link for you. For example:

MyName@WebProvider.com

Or, if you use an *i publish* component, the email address moves around your page intelligently as you change the layout:

1. Point to the component that you want to add an Email Address component to, and then click the right mouse button.
2. On the popup menu, point to Insert Component, and then click Email Address.
If you don't see Email Address on the list, then this component cannot contain an Email Address component. You can still type your email address, but *i publish* won't be able to turn it into a link in your Web page.
3. Zoom in if you need to.

How?

4. Click the Email Address component and type your email address, such as:
YourName@InternetProvider.com

Shortcut: Press SHIFT+F10 to display the popup menu.

Print

Set where on the Internet you will post your Web pages

When you publish your HTML files to the Web, the Web address (URL) for your page is automatically generated by *i publish*, using the choices you make on the Configure tab, and also using your Internet service provider's (ISP) URL.

For example, a URL might be generated like this:

Http://Compu Serve.com/Seattle Travel/Specials/April.htm

The diagram shows the URL 'Http://Compu Serve.com/Seattle Travel/Specials/April.htm' with three brackets underneath. The first bracket spans 'Compu Serve.com' and is labeled 'From your Internet Service Provider'. The second bracket spans 'Seattle Travel/Specials' and is labeled 'Folder name'. The third bracket spans 'April.htm' and is labeled 'Main HTML file name'.

1. If you haven't already done so, on the File menu, click Publish For Web.
2. Click the Configure tab.
3. Under Internet, click your Web site or click New to set up a new Web site.

If you're setting up a new Web site, the Microsoft Web Publishing Wizard 1.1 opens. Follow the instructions onscreen. (You may need to get this information from your Internet service provider (ISP).)

Print

Set where on your computer your Web pages or onscreen presentation are stored

1. If you haven't already done so, on the File menu, click Publish For Web or Publish For Screen.
2. Click the Configure tab.
3. Under My Computer, click Browse and then locate the folder you want to use.
4. Check "Remove These Files Before Publishing" if you want *i publish* to remove any files with the listed extensions before publishing your Web pages.

If you're going to copy your Web pages to a server or other location, this ensures that the only files in the folder are the latest ones.



Get ready to post your Web pages to the Web

Before you publish your document to the Web, there are a few steps you need to take. You only have to do these once.

1. Install the Microsoft Web Publishing Wizard 1.1.

 How?

2. Set up your Internet Service Provider (ISP) so that *i publish* knows where to post your pages.

 How?

3. Set where on the Web your pages are stored.

 How?

4. Connect to the Web.

 How?

5. Post your Web pages to the Web.

 How?



Post your Web pages to the Web

1. Get ready to post your Web pages to the Web. (You only have to do this once.)

 How?

2. On the File menu, click Publish For Web.

3. On the Publish tab, click "Generate files, then publish to the Internet."

4. Click OK to open the Microsoft Web Publishing Wizard and post your pages to the Web. Follow the instructions on your screen.

Note: If you aren't able to post your Web pages, you may not have installed the Microsoft Web Publishing Wizard 1.1.

 How?

Install the Microsoft Web Publishing Wizard 1.1

If you have the *i publish* CD (compact disc), you can install the Microsoft Web Publishing Wizard from the CD. If you don't have the CD, you can download the Microsoft Web Publishing Wizard from the Design Intelligence Web site.

1. Click here to go to a Web site to download it:

[http://www.design-intelligence.com/
download/compsoft.html](http://www.design-intelligence.com/download/compsoft.html)

2. Depending on your Web browser settings, you may be asked whether you want to open it or save it to disk. If you want to save it, click Save It To Disk, and then click OK. In the Save As box, find the folder where you want the self-extracting file to go, and then click Save.

The self-extracting file is different from the installed program—it's just a compressed version of all of the files. You can delete the self-extracting file after you install the program, so it's a good idea to put self-extracting files in a place you clean out often, such as in a C:\Temp folder.

3. When the self-extracting file is finished downloading, in Windows Explorer, locate the file you just downloaded, and double-click it.

The Microsoft Web Publishing Wizard installation starts.

4. After you've finished installing the Microsoft Web Publishing Wizard, you can either delete the self-extracting file or archive it in case you need to reinstall the program.



View your onscreen presentation using your Web browser

1. On the File menu, click Publish for Screen.
2. Click the Shortcuts tab.
3. Do one of the following:
 -  Click "Place shortcut to presentation on desktop."
 -  Click "Place shortcut to presentation in folder," and then click Browse to locate the folder you want.
4. Click the Publish tab, and then publish your document as an onscreen presentation.
 -  How?
5. Do one of the following:
 -  If you saved the shortcut on the desktop, go to the desktop.
 -  If you saved the shortcut in a folder, use Windows Explorer to locate the shortcut.
6. Double-click the shortcut to start your presentation.



Use Internet Explorer or Netscape Navigator to view your Web pages

To set up a browser to use with *i publish*

You only need to set up your browser once.

1. If you haven't already done so, on the File menu, click Publish For Web.
2. Click the Browsers tab.
3. Click Add.
4. Do one of the following:



If you want to use your default browser, click Registered Browser, and then click OK.



If you want to use a different browser, click Browse. Locate the browser you want, and then click OK.

Typically, Internet Explorer is installed in: C:\Program Files\Plus!\Microsoft Internet\IExplore.exe

Typically, Netscape Navigator is installed in: C:\Program Files\Netscape\Navigator\Program\Netscape.exe

i publish adds your browser to the list.

To use a browser to view your Web pages

1. Click the Publish tab.
2. Click the My Computer box, and then click your browser.



Install a newer version of Microsoft Internet Explorer

1. Click here to go to a Web site to download a new version of Internet Explorer.
[http://www.design-intelligence.com/
download/compsoft.html](http://www.design-intelligence.com/download/compsoft.html)
2. Depending on your Web browser settings, you may be asked whether you want to open it or save it to disk. If you want to save it, click Save It To Disk, and then click OK. In the Save As box, find the folder where you want the self-extracting file to go, and then click Save.

The self-extracting file is different from the installed program—it's just a compressed version of all of the files. You can delete the self-extracting file after you install the program, so it's a good idea to put self-extracting files in a place you clean out often, such as in a C:\Temp folder.
3. When the self-extracting file is finished downloading, open Windows Explorer. (Click the Windows Start button, point to Programs, and then click Windows Explorer.)
4. Locate the file you just downloaded, and double-click it.

The Internet Explorer installation starts.
5. After you've finished installing the Internet Explorer, you can either delete the self-extracting file or archive it in case you need to reinstall the program.



Set up your Internet Service Provider (ISP)

Before you can post your Web pages to the Web, you need to set up your Internet or Web Service Provider's (ISP) information.

1. Talk to your ISP and gather the following information:



What is your user name and password?

In most cases, these should be the ones you use to connect to the Web.



Do you use "Dial-up Networking" (a modem) to access the Internet? Or do you use a "Local Area Network (Intranet)"?



What is the URL or Internet Address to which you will post your pages?

Many ISPs use this format:

`http://www.provider.com/~username`

2. On the File menu, click Publish For Web.

3. Click the Configure tab.

4. Under Internet, click New.

5. Follow the instructions onscreen to set up your ISP.



Create your own intelligent component

You can save a component you've created so that you can use it in other documents. For example, if you get your nameplate just the way you like it, you can save it and use it in other documents.

When you add an intelligent component that you've created, *i publish* automatically changes it to match the current document's layout. However, if you applied a scheme to just that component, that scheme remains applied to the new component in the new document.

1. Point to the component, and then click the right mouse button.
2. On the popup menu, point to Select, and then click the component.
3. On the File menu, click Save Component.
4. In the Save In section, find the folder where you want to save the component.
5. In the File Name box, type a file name for the component (ending in .dio).
6. Click Save.



Add an intelligent component that you created

1. Create your own intelligent component.

 How?

2. On the File menu, click Import, and then click Component File.

3. Find your saved component.

4. Click OK to insert it into your document.



Add a scanned picture or other TWAIN image

Using your scanner, electronic camera, or other TWAIN device, you can easily insert a picture into your *i publish* document.

Note: In most cases, you need to be sure that your scanner or other TWAIN device is turned on before you start your computer.

1. Click the picture component where you want to add the picture.

How do you add a picture component?

Tip: When empty, picture components look like gray boxes.

2. On the File menu, click Acquire, and then click Select Source.

Note: If the Acquire option is not available, then either your scanner or other TWAIN device is not attached, your device does not support the TWAIN format, or the scanner's or other TWAIN device's software is not installed correctly.

3. Click the source you want to use, and then click Select.
4. On the File menu, click Acquire, and then click Acquire Image.

Your scanner or other TWAIN software automatically starts.

5. Scan or capture your image as you normally do.

As soon as you're finished scanning or capturing your image, *i publish* appears with the new image already inserted into your picture component.



Intensify the graphic effects scheme in your document

The graphic effects scheme level sets the thickness of lines, the amount of shading, and the number of items that receive a graphic effects treatment:



The higher the number, the thicker the lines, and the more complex the scheme.



"Off" removes the graphic effects scheme altogether.

1. On the Design menu, click Schemes.
2. Click the Level tab, click the level you want, and then click OK.

If the change is too subtle, drag the color slider further to the right as well.



How?



Increase the amount of color in your document

The color scheme level sets what color and how much color each component gets:



The higher the number, the more color applied.



"Off" makes the document black and white, no matter what color scheme you're using.

1. On the Design menu, click Schemes.
2. Click the Level tab, click the level you want, and then click OK.

If the change is too subtle, drag the graphic effects slider further to the right as well.



How?



Update your Web page

i publish saves only one version of your document. To edit a Web page or an onscreen presentation, you edit the original document, not the output.

1. If necessary, open the document that you need to update.
2. Edit your document in *i publish*.
You will be working with the version of your document that looks appropriate for print.
3. Publish your Web page again.

How?

4. If you've already posted your Web page to the World Wide Web, you'll need to post it again.

How?

Advanced users

When you publish your document as a Web page, *i publish* generates HTML files. If you feel comfortable editing HTML code, you can use any text editor (such as Windows Notepad) to edit these HTML files directly.

Important: Any changes you make to these HTML files will **not** be reflected in your *i publish* document (.did) and will be lost if you publish your document as a Web page again.

For details about HTML codes, check the Web—there are lots of good, free HTML reference libraries available for download.



Update your onscreen presentation

i publish saves only one version of your document. To edit a Web page or an onscreen presentation, you edit the original document, not the output.

1. If necessary, open the document that you need to update.
2. Edit your document in *i publish*.
You will be working with the version of your document that looks appropriate for print.
3. Publish your onscreen presentation again.

How?

Advanced users

When you publish your document as an onscreen presentation, *i publish* generates HTML files. If you feel comfortable editing HTML code, you can use any text editor (such as Windows Notepad) to edit these HTML files directly.

Important: Any changes you make to these HTML files will **not** be reflected in your *i publish* document (.did) and will be lost if you publish your document as an onscreen presentation again.

For details about HTML codes, check the Web—there are lots of good, free HTML reference libraries available for download.



Preview files in the control window

i publish's control window uses Internet Explorer, so if you are using Netscape Navigator as your default browser, the *i publish* control window is **not** available to you.



Make a nested list

1. Highlight the text that you want to make into a nested list.
2. Click the styles list at the top of the screen, and then click Bulleted List 2.



To remove the style, click the styles list, and then click Body Text.



Make a following paragraph with no bullet

1. Click the following paragraph.
2. Click the styles list at the top of the screen, and then click Next List 2.



To remove the style, click the styles list, and then click Body Text.



What type of document are you working on?

- Agenda
- Announcement
- Correspondence (letter, memo, fax, or press release)
- Newsletter
- Report
- Resume



Set where pictures, sidebars, and pull quotes appear

1. On the toolbar, click the Layout button, shown below.



2. At the bottom of the list, click Custom Layout.

3. Click how you want *i publish* to place the pictures, sidebars, and pull quotes:

 **Balanced on Page**—Specifies to balance the pictures, sidebars, and pull quotes on the page to create an attractive layout.

When you drop a picture, sidebar, or pull quote on a paragraph, in most cases it will appear on the same page as the paragraph, however the picture, sidebar, or pull quote may not be right next to the text.

 **Anchored to Text**—Specifies that when you drop a picture, sidebar, or pull quote onto a paragraph, the text will appear next to it. No matter where the text moves in the document, the picture, sidebar, or pull quote will move with it.

4. Click OK.



Set where pictures, sidebars, and pull quotes appear

1. On the toolbar, click the Layout button, shown below.



2. At the bottom of the list, click Custom Layout.
3. Under Stories and Columns, click how you want *i publish* to place the pictures, sidebars, and pull quotes.
4. Click OK.



Change the font size for the entire document

1. On the toolbar, click the button below.



2. Click the font size you want.



Change the font size of a component

1. Select the component you want to change.

2. On the toolbar, click the button below.



3. Click the font size you want.



Print your document on an outside printer

If you don't have time to print your document, or if you are not always connected to a printer, you can create a file that contains the document you want to print, and you can then print the file at a later time.

If you plan to go to a business that has high-end printers available, you may want to call them in advance. These businesses typically have files available for you to install on your computer. You'll typically need these files:



Printer driver file



PPD file (PostScript Printer Description)

Print your document to a file

1. Make sure you have installed the printer driver for the specific printer you'll be using. For details, see the Windows online Help.
2. On the File menu, click Print Setup.
3. In the Name box, click the printer that you'll print the file with.
4. If you need to change printer settings, click Properties.
5. On the File menu, click Publish To Printer.
6. Check the Print To File box, and then click OK.
7. In the File Name box, type a file name, and then click Save.

If you're printing to a PCL printer, *i publish* adds .prn to the end of the file name. (Such as myfile.prn.)

If you're printing to a PostScript printer, *i publish* adds .ps to the end of the file name. (Such as myfile.ps.)

Make sure you take the following files with you to the outside printer:



The file you just created, ending in either .prn or .ps.

The file that *i publish* creates may be too large to fit on a floppy disk. If you need to take this file to another business, you may need to use a Zip drive or use a program (such as Pkzip) to put the file on multiple floppy disks.



How can you save a file across multiple floppy disks?



The font files for the fonts you used in your document.

You can find your fonts in your C:\Windows\Fonts folder. Fonts end in .ttf

Print the file

1. Click the Windows Start menu, click Programs, and then click MS-DOS Prompt.
2. Type the following, where "PRINTER" is the name of your printer queue.

```
net use lpt1 \\PRINTER
```
3. If you're printing to a PCL printer, type the following, where "yourfile.prn" is the name of your printer file.

```
copy yourfile.prn > lpt1
```

If you're printing to a Postscript printer, type the following, where "yourfile.ps" is the name of your printer file.

```
copy yourfile.ps > lpt1
```


The next 2 topics are almost identical



***i publish* concepts**

Advanced

- How does *i publish* fit text and pictures on a page?
- What programs support OLE?

Text

- What text formats does *i publish* import?

Pictures

- How can you get the most out of your pictures?
- What picture formats does *i publish* import?

Web or Onscreen presentations

- What happens when you Publish for Web?

What is a...

- | | |
|-------------------------|------------------------|
| <u>Banner</u> | <u>Nested</u> |
| <u>Color</u> | <u>list</u> |
| <u>scheme</u> | <u>OLE</u> |
| | |
| <u>Component</u> | <u>Onscreen</u> |
| <u>Curly</u> | <u>presentation</u> |
| <u>quote</u> | |
| <u>Drop</u> | <u>Paragraph</u> |
| <u>cap</u> | <u>scheme</u> |
| | |
| <u>Following</u> | <u>Paragraph style</u> |
| <u>paragraph</u> | |
| <u>Font</u> | <u>Paragraph style</u> |
| <u>scheme</u> | |
| <u>Graphic</u> | <u>Presentation</u> |
| <u>effects scheme</u> | <u>Profile</u> |
| | <u>component</u> |
| <u>Intelligent</u> | <u>Pull</u> |
| <u>component</u> | <u>quote</u> |
| <u>Layout</u> | |
| <u>Logo</u> | <u>Scheme</u> |
| | |
| <u>Logotype</u> | <u>Scheme set</u> |
| | <u>Sidebar</u> |
| <u>Mirrored margins</u> | <u>Style</u> |
| | |
| | <u>Template</u> |



***i publish* concepts**

Advanced

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What is a...

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|-----------------------|-------------------------|
| <u>Banner</u> | |
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| <u>scheme</u> | <u>Mirrored margins</u> |
| | <u>Nested</u> |
| | <u>list</u> |
| <u>Component</u> | <u>OLE</u> |
| <u>Curly</u> | |
| <u>quote</u> | <u>Paragraph</u> |
| <u>Drop</u> | <u>scheme</u> |
| <u>cap</u> | |
| | |
| <u>Following</u> | <u>Paragraph style</u> |
| <u>paragraph</u> | <u>Profile</u> |
| <u>Font</u> | <u>component</u> |
| <u>scheme</u> | <u>Pull</u> |
| <u>Graphic</u> | <u>quote</u> |
| <u>effects scheme</u> | |
| | |
| | <u>Scheme</u> |
| <u>Intelligent</u> | |
| <u>component</u> | |
| <u>Layout</u> | <u>Scheme set</u> |
| <u>Logo</u> | <u>Sidebar</u> |
| | <u>Style</u> |
| | |
| <u>Logotype</u> | |
| | <u>Template</u> |

Leave this paragraph here...for some (unknown) reason, it makes the next topic appear properly.



What's an intelligent component?

Intelligent components are the building blocks of an *i publish* document. In fact, they're what make *i publish* smart. Each picture and piece of text in every *i publish* document is contained in a component. You'll find components when you click around in a document. The borders around text and pictures outline components.

Each intelligent component knows its role—Picture, Item Heading, Item Text, and so on. A component knows whether it can contain words or images (or both) and what to do with them. For example, a sentence contained in an Item Heading component will look like a headline; that same text in an Item Text component will look very different.

Because all the text and pictures in a document are contained in intelligent components, *i publish* knows where to position text and pictures and how to format them depending on their function. For example, in a letter, *i publish* puts the *Writer's Name* and *Writer's Title* components at the bottom; in a memo, those same components pop to the top. Or, in a printed document, an email address is just another piece of text; but in a Web document, it's a link the user can click to send email.



What's a layout?

A layout provides a basic structure for your document, giving it an ordered look. *i publish* layouts, on the other hand, are interchangeable. Just make your best guess at picking a layout you like for the document you have in mind. It's easy to switch down the road.

Because the layout is truly automatic, you won't need to play with the size of pictures, the length of lines, or the position of text and pictures on the page. *i publish* layouts are smart enough to accommodate that extra picture or a lot of text, even adding pages if they're needed. And if you decide to cut things, the layouts know to shrink the components and construct the page so everything still fits nicely.



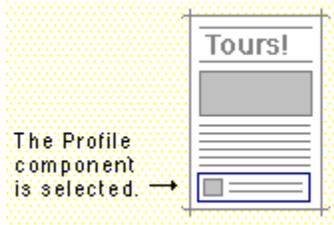
What's a pull quote?

A pull quote is an excerpt from the main text set off in a larger font size, with a border, shading or some other decorative effect. It's used to add visual interest to the page and attract the reader's attention. In *i publish* a pull quote is an intelligent component.



What's a Profile component?

Use a Profile component in a flier, catalog, onscreen presentation, and some Web pages to feature a person in your company. You might include a descriptive sentence or two and a picture along with contact information. For example, in a real estate flier about a property, you could profile the listing agent. A Profile component appears at the bottom of a sheet layout, and on the last page of a booklet layout.





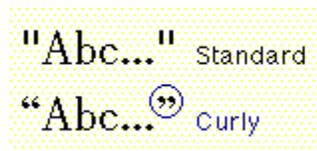
What's a sidebar?

A sidebar presents non-essential information related to a main topic. Typically, sidebars are set off from the main body with a box or shading. For example, an article on nutrition might have a sidebar on how to tell when you need vitamins. In *i publish* a sidebar is an intelligent component.



What do curly quotes look like?

Use curly quotes rather than straight quotes to give a polish to your document.





What's a nested list?

A nested list is subordinate to the main list and is indented to show that relationship.

Here's an example:



Oranges are a good source of nutrition, including:



Vitamin C



Folic Acid



Bananas are also nutritious, but they're higher in calories than oranges.



What's a following paragraph?

A following paragraph provides details about the bulleted item above it.

Here's an example:



Oranges

They're a great source of nutrition, including: Vitamin C and Folic Acid.



Bananas

They're nutritious, but they're higher in calories than oranges.



How to get the most out of your pictures

Trimming a picture

When you trim a picture in *i publish*, you're telling the program what you want to happen with your picture so *i publish* can make it look good in the design you've chosen.

Trimming has two functions, both of which define what part of your picture the user sees:

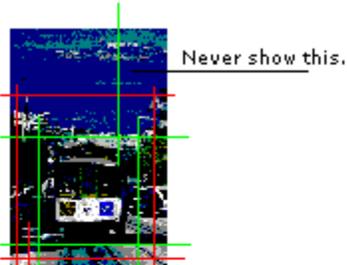


The red rectangle trims off the area that you never want to see.



The green rectangle defines the portion of the picture that you always want to see. If the green rectangle is not the same shape as the space available for it in the current layout, *i publish* uses the portion inside the green rectangle plus some of the surrounding picture to fill the available space.

Always show this.



Show this if it will make the picture look better.



i publish will only show the portion of the picture inside the red border as scaling and sizing permits.



i publish will always show the part of the picture marked by the green border.

Change the emphasis of a picture

If a picture is in the middle of a body of text, you can change its visual importance on the page—that is, make it bigger or smaller. This may also change its position in the document.



How?



What's the difference between delete and clear?



Deleting removes the text, picture, and the intelligent component itself from your document. Use Delete when you no longer want the component in your document—for example, you could delete a caption component if you decided the picture no longer needed it.



Clearing removes the selected text or picture only, and leaves the empty component in your document. Use Clear when you want to replace a piece of text or a picture with other text or another picture.



What's OLE?

Using object linking and embedding (OLE), you can create an object in one program and add it to a document in another program such as *i publish*. For example, you can create a diagram in Visio or a spreadsheet in Excel, and then embed it in your *i publish* file.

Then, if you want to update the object, you just double-click it in your *i publish* document.



What programs support OLE?

To see a list, click Object on the Insert menu.

Some OLE programs support linking and embedding for all types of objects. Others support only embedding for certain types of objects and only linking for others. If a program doesn't support one or the other for a particular kind of object, the OLE program won't be listed when you click Paste on the Edit menu.



What type of file are you trying to import?



Text file



Picture file



Picture formats *i publish* imports

For details about specific file compatibility issues, refer to the Release Notes on the *i publish* CD.

Format	File extension
Adobe PhotoDeluxe files	.psd
Adobe PhotoShop 3.0 for 1-bit, 8-bit, and 24-bit files	.psd
Note: <i>i publish</i> does not support CMYK files.	
Animated GIF (<i>i publish</i> imports the first frame only)	.gif
Encapsulated PostScript raster (<i>i publish</i> imports the bitmap preview only.)	.eps .dcs
GIF	.gif
JPEG (Joint Photographic Experts Group)	.jpg .jpeg
Kodak FlashPix	.fpx
Kodak PhotoCD	.pcd
Microsoft FAX	.awd
PC Paintbrush	.pcx .dcx
Portable Network Graphics (PNG is a new image compression format specifically for the Web.)	.png
Seattle FilmWorks	.sfw
TIFF (Tagged Image File Format) without LZW compression	.tif
TIFF CCITT and other fax formats (one bit per pixel formats)	.tif

TWAIN images (typically —
created using a scanner)

Windows bitmaps .bmp
 .dib
 .rle

Windows Metafiles and .wmf
Enhanced Metafiles .emf

Tip: You can also drag and drop Windows shortcut files into *i publish*, as long as the shortcut points to a file in one of the formats listed above.



Text formats *i publish* imports

Format	File extension
ASCII	.txt
HTML files (<i>i publish</i> will import the text without including referenced pictures or styles.)	.htm .html
 Want to know more?	
Lotus AmiPro	.sam
Microsoft Word for Windows 6.0, 7.0/95	.doc .dot
Note: <i>i publish</i> does not import Word 97 (8.0) files.	
Microsoft Works 3.0	.wps
Microsoft Write	.wri
Rich text format	.rtf
WordPerfect 5.x, 6.0, and 6.1	.doc .wpd

Tip: You can also drag and drop Windows shortcut files into *i publish*, as long as the shortcut points to a file in one of the formats listed above.

The next 2 topics are almost identical



What's a paragraph style?

Just as intelligent components give structure to every *i publish* document, paragraph styles organize and format blocks of text that contain more than one paragraph. Use a style when you want to differentiate levels of headings, create bulleted lists, make quoted passages of text stand out, and so on.

Paragraph styles give *i publish* direction on how you want each block of text to look. When you apply a style (from the toolbar), *i publish* assigns characteristics to the text based on the current schemes and layout.



Schemes specify the fonts and font sizes of the paragraph style, the color, and so on.



Layouts govern the text's position on the page. (For example, a layout might direct a heading to span two columns.)

That way, when you change a scheme or layout, the paragraph styles respond accordingly.

How *i publish* imports text with styles

When you bring in text from another program, such as a word processor, *i publish* honors the intent of the style. *i publish* does not, however, keep the fonts, font sizes, and so on, because it applies the formatting of the *i publish* schemes you chose. For example, *i publish* will apply its own Heading 1 style to all headings that you styled as first-level headings in your word processor.

How styles impact Web pages and onscreen presentations

Paragraph styles also give *i publish* information about how to publish a Web page or onscreen presentation. For example, if you divide a long report into sections by applying the Section Head style to your main headings, *i publish* puts each section on its own Web page or screen.



What's a paragraph style?

Just as intelligent components give structure to every *i publish* document, paragraph styles organize and format blocks of text that contain more than one paragraph. Use a style when you want to differentiate levels of headings, create bulleted lists, make quoted passages of text stand out, and so on.

Paragraph styles give *i publish* direction on how you want each block of text to look. When you apply a style (from the toolbar), *i publish* assigns characteristics to the text based on the current schemes and layout.



Schemes specify the fonts and font sizes of the paragraph style, the color, and so on.



Layouts govern the text's position on the page. (For example, a layout might direct a heading to span two columns.)

That way, when you change a scheme or layout, the paragraph styles respond accordingly.

How *i publish* imports text with styles

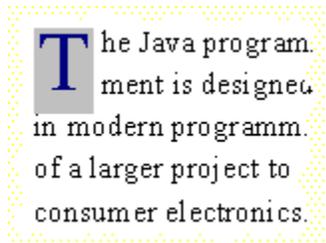
When you bring in text from another program, such as a word processor, *i publish* honors the intent of the style. *i publish* does not, however, keep the fonts, font sizes, and so on, because it applies the formatting of the *i publish* schemes you chose. For example, *i publish* will apply its own Heading 1 style to all headings that you styled as first-level headings in your word processor.

Leave this paragraph here...for some (unknown) reason, it makes the next topic appear properly.



What's a drop cap?

A drop cap (such as the one shown below) is a large, decorative letter used to introduce a block of text and create some visual interest on the page.



Leave this paragraph here...for some (unknown) reason, it makes the next topic appear properly.



What happens when you Publish for Web?

When you use the Publish For Web option, *i publish* converts your *i publish* file (.did) into multiple HTML files (.htm).
When you publish your Web pages:



To My Computer, *i publish* saves your files in the folder you set (using the Configure tab).
You can view your pages using *i publish* or your Web browser.



To the Internet, *i publish* takes your Web pages and the pictures they use and copies all of it to the Web server (such as AOL, CompuServe®, and so on) that you set using the Configure tab.
Then, your Web pages will be available on the World Wide Web for people to visit.



What's a scheme?

You've heard the term "color scheme"—a set of colors, usually chosen by a professional designer, that are designed to work well together. *i publish* uses this familiar idea with four design schemes that together create the look and feel of every document:



color



fonts and font sizes



graphic effects, such as borders and shading



paragraph alignment and indents as well as spacing between paragraphs



What's a color scheme?

A color scheme is a professionally-chosen set of coordinated colors that *i publish* applies to a document—to text, graphic elements (such as borders and lines), and backgrounds (such as in a sidebar). You choose the color scheme that works best for your document; *i publish* knows where and how to apply it.

You can change the colorfulness of your document using the Color Scheme Level. As you raise the level, you increase the document's colorfulness. If you set the level at zero, you'll get just black and white. You can also increase colorfulness by changing the Graphic Effects level, as it provides elements—such as borders and shading—that *i publish* applies color to.

Color Scheme



← This is a color scheme.

Color Scheme applied to your document



← The background is grey.

← The header is red.

← The body text is black.



What's a graphic effects scheme?

A graphic effects scheme, which adds such elements as lines, shading, and borders, serves two main purposes in your document—to organize it and to decorate it. You choose the graphic effects scheme that works best for your document; *i publish* knows where and how to apply it.

You can accentuate the graphic effects in your document using the Graphic Effects Level. As you raise the level, you give the graphic effects more visual importance on the page; this has the added effect of increasing the colorfulness of your document because the graphic effects provide something for *i publish* to apply color to. (Note that if you set the level at zero, your document will get no graphic effects at all.)

Graphic Scheme



This is the
Thick, Thin
line graphic
scheme.

Graphic Scheme applied to your document



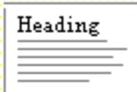
This shows
how the
scheme
affects your
document.



What's a paragraph scheme?

Paragraph schemes control paragraph alignment and indents, as well as the spacing between paragraphs. You choose the paragraph scheme that works best for your document; *i publish* knows where and how to apply it. Some paragraph schemes work in tandem with paragraph styles. For example, to see the large first letter (drop cap) in Formal paragraph schemes, you must apply a lead paragraph style (Section Lead, Body Lead, and Deck Lead) to see the drop cap in your document.

Paragraph Scheme



This is a
left aligned
paragraph
scheme.

Paragraph Scheme applied to your document.



This shows
how the
scheme
affects your
document.



What's a font scheme?

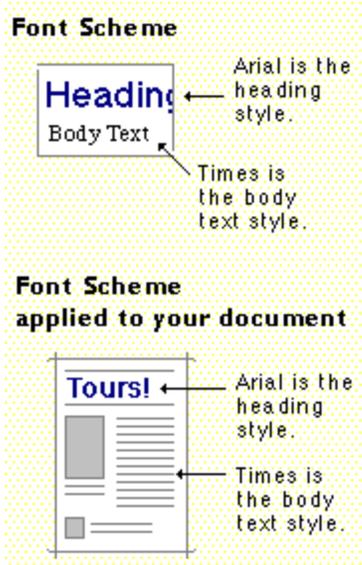
Font schemes control which fonts (and their relative sizes) are used in a document, including: all the headings, subheadings, body text, captions, and so on. It also controls which bullet graphics are used for your text. When you change a font scheme, *i publish* changes all the fonts in your document. You choose the font scheme that works best for your document; *i publish* knows where and how to apply it.

Some font schemes (such as "Times and Arial") use two fonts:

- ▣ The first font is used for headings and titles.

- ▣ The second font is used for body text.

Other schemes (such as "All Arial") apply the same font throughout your document.





What's an onscreen presentation?

In the past, presentations were developed on 35mm slides or printed on overhead transparencies and shown as a slide show. Now, presentations such as these can be created and delivered on your computer. Each screen makes one point and in *i publish* you move from screen to screen by clicking back and next arrows.





What's a scheme set?

A scheme set is made up of settings from all four schemes that together contribute to the document's look:

-  A color scheme, which applies one or more colors in appropriate places on a page.
-  A font scheme, which sets both fonts and font sizes.
-  A graphic effects scheme, which controls borders, shading, and lines.
-  A paragraph scheme, which sets text alignment and spacing.

When you start a document, you choose a scheme set. However, you're not locked into your choice. You can still change each scheme individually to get just the right look for your document.



What's a template?

A template is made up of:



A layout that controls the arrangements of text and pictures on the page.



Components that contain each picture and piece of text you put in your document.

When you start a document, you choose a template as your starting point. However, you're not locked into your choice. You can still:



Change the layout to rearrange the text and pictures on the page.



Add components to or delete components from your document.



What are mirrored margins?

Most books have different left and right pages. For example, the page numbers might be in the upper-left corner of left pages, and upper-right corner of right pages. In addition, there's usually extra space for the inside margins so that there's enough room for the binding. These are called mirrored margins.

You can have *i publish* mirror the margins of any newsletter.





What is indicia?

Newsletters can have mailing panels, so you can send them through the mail without an envelope. Indicia is the markings used for stamps or postal information.



What are sample documents?

File	Description	Uses this template
Sample 1	Spectacular San Francisco travel flier	Flier
Sample 2	Spacious Home real estate flier	Catalog
Sample 3	Protect your home—insurance booklet	Catalog
Sample 4	Kauffman and Klause Staffing Solutions flier	Catalog
Sample 5	Party Time flier	Flier
Sample 6	Baseball Camp 1997 Season flier	Flier
Sample 7	Black and White Gala invitation	Report
Sample 8	Saving with your Employer—A discussion of Employer Pension and Profit Sharing	Report
Sample 9	Golden Years—A One-Day Seminar to Help You Start Saving Now flier	Flier
Sample 10	Jewelry brochure	Brochure
Sample 11	Fitness Monthly—Newsletter for members of Fitness Athletic Club	Newsletter
Sample 12	World Trade Newsletter	Newsletter
Sample 13	Angelino's Gourmet Fare "The Gourmet Gazette" newsletter	Newsletter
Sample 14	Angelino's Gourmet Fare catalog	Catalog
Sample 15	Angelino's Gourmet Fare "Story of Garlic" report	Report
Sample 16	Angelino's Gourmet Fare letter	Correspondence—Letter
Sample 17	Angelino's Gourmet Fare memo	Correspondence—Memo
Sample 18	Angelino's Gourmet Fare press release	Correspondence—Press Release
Sample 19	Angelino's Gourmet Fare "Savory Cheeses" flier	Flier

Sample 20 Angelino's Gourmet Fare Brochure
brochure



What's does Banner, Logo, and Logotype mean?



Banner—Your newsletter's title (text).



Logo—An image of some kind that represents your newsletter or company.



Logotype—Text converted to a graphic image, such as the IBM logotype.

In a newsletter, you can change whether *i publish* displays your banner, logo, or logotype. (On the Design menu, click Layouts, click Custom Layout, and then click the Component tab.)



Fitting your text and pictures on an *i publish* page

i publish has its own methods for fitting things on the page as it lays out text and pictures for you. For documents with small components that hold short blocks of text, if the page gets a little tight, here are some of the techniques *i publish* uses to fit things on the page:

-  Reduce font size and leading.
-  Reduce picture size.
-  Adjust how much of the picture is shown. *i publish* can only do this you've given *i publish* additional information about your picture by trimming it.
-  How?

When things get really tight, *i publish* alerts you with a red border around the components that may be contributing to the problem.

-  What else is there to know about your document when it's too full?
-  How can you get text and pictures to fit better on the page?
-  When is fitting an issue?



How can you get text and pictures to fit better on the page?

If your document is too full, you may solve the problem by making just one of the changes below.



Edit your text.



Reduce the height of your picture.



How?



Change the level of your graphic effects scheme.



How do you change the level of a graphic effects scheme?



Try a different graphic effects, paragraph, or font scheme altogether.



How do you change a scheme?



Try a different layout that gives more room to the component that is too full.



How?



Use a different picture.



Delete components to give more vertical space to the component that is too full.



How do you turn off the red rectangles?



When is fitting an issue?

When your page is very full, it usually means that one of the components is too tall to fit well on the page. You can tell your document is too full when:



You see red borders around components that may be contributing to the fit problem.



The black marker in the Status fit indicators at the bottom of your screen are in the red.



Pictures or text are cut off and *i publish* draws a red border around those components.

Popup from Main Menu

i publish automates many of the tasks you typically do yourself in other programs, so you may not find things you want to do listed here. You can find out for sure using the Index in Help.

 Click the Index button above and type the term you're looking for.

Popup from Add, replace, or change Text

i publish automates many of the tasks you typically do yourself in other programs, so you may not be able to change things you usually can. For example, based on the layout you choose, *i publish* takes care of indenting text, formatting paragraphs, resizing text areas as you add or remove text, even adding and deleting pages as needed, and so on.

But check the Index to see if you can make the changes you want:

 Click the Index button above and type the term you're looking for.

Popup from Change the look of text

i publish automates many of the tasks you typically do yourself in other programs, so you may not be able to change things you usually can. For example, based on the layout and schemes you choose, *i publish* takes care of setting the font and size, the indents and alignment of text, and so on.

But check the Index to see if you can make the changes you want:

 Click the Index button above and type the term you're looking for.

Popup from Add or replace pictures

i publish automates many of the tasks you typically do yourself in other programs, so you may not be able to change things you usually can. Based on the layout and schemes you choose, *i publish* establishes the size and location of pictures, borders, the space around pictures, and so on.

But check the Index to see if you can make the changes you want:

 Click the Index button above and type the term you're looking for.

Popup from Trim (crop) or resize a picture

i publish automates many of the tasks you typically do yourself in other programs, so you may not be able to change things you usually can. Based on the layout and schemes you choose, *i publish* establishes the size and location of pictures, borders, the space around pictures, and so on.

But check the Index to see if you can make the changes you want:

 Click the Index button above and type the term you're looking for.

Popup for add, replace, or change a table, chart, or diagram

i publish automates many of the tasks you typically do yourself in other programs, so you may not be able to change things you usually can. Based on the layout and schemes you choose, *i publish* establishes the size and location of tables, charts, or diagrams, the borders that appear, and so on.

But check the Index to see if you can make the changes you want:

 Click the Index button above and type the term you're looking for.

Popup for Add, replace, or change a component

If you don't find what you're looking for on this list, try using the Index to find it:

 Click the Index button above and type the term you're looking for.

Path:

[View menu](#)

If you don't find what you're looking for on this list, try using the Index to find it:

 Click the Index button above and type the term you're looking for.

Path:
Doclook menu

i publish automates many of the tasks you typically do yourself in other programs, so you may not be able to change things you usually can. For example, based on the schemes you choose, *i publish* takes care of:

- ▶ The text indent, paragraphs format, size of text areas.
- ▶ The size and location of pictures, the borders, the space around pictures.
- ▶ The font and size, location of text on the page.

But check the Index to see if you can make the changes you want:

- ▶ Click the Index button above and type the term you're looking for.

Path:
Add Web elements

If you don't find what you're looking for on this list, try using the Index to find it:

 Click the Index button above and type the term you're looking for.

All procedures keystroked in FCR45 (2/20/97)



What if the whole intelligent component went away?



Press CTRL+Z to undo. When you try again, make sure that you click Clear on the Edit menu, not Delete.



What if the picture and its component went away?



Press CTRL+Z to undo. When you try again, make sure that you click Clear on the Edit menu, not Delete.



What if the whole text component went away?



Press CTRL+Z to undo. When you try again, make sure that you click Clear on the Edit menu, not Delete.

OLE



What if you couldn't add a table, chart, or diagram this way?

Check the other program's documentation to make sure that it supports OLE.

**What if the Paste Special command isn't available?**

You may not have chosen the Copy command in the program in which you created the table, chart, or diagram. Or, the program you copied from doesn't support OLE for this type of object.



What if the changes you made to the OLE object don't show up in *i publish*?

You may not have saved or updated the changes before you returned to *i publish*. After you click Exit & Return, make sure that you click Yes when you're asked whether you want to update the object.



What if the File menu of the source program doesn't have an Exit & Return command?

Some programs may use different wording for the command. If it's not obvious which command to use, see the manual or online help for that program.



What if you can't drag your text onto the page?

One of the following may be the problem:

-  You might have a picture component selected. Click a text component and try again.
-  You may be trying to drop a lot of text on a component that can only hold a small amount of text, such as a title. Try dropping the text onto a different text component.
-  The text's format may not be supported by *i publish*. Try saving it in a format that *i publish* supports.
-  What text formats are supported?



What if you can't drag your picture onto the page?

One of the following may be the problem:

 You might be trying to drag the picture onto a text component that can't accept a picture, like a title. Try dragging the picture onto a different text component or onto a picture component (gray box).

 The picture's format may not be supported by *i publish*. Try saving it in a format that *i publish* supports.

 What picture formats are supported?



What if the text looks the same after you changed it?

You may not have highlighted the text before you tried to change it. Highlight the text, and then try changing it.



What if the colors or graphic effects look the same after you changed them?

Colors and graphic effects have sliders that set how much color and effects are applied.

1. On the Design menu, click Schemes.
2. Click the Level tab.
3. Under Colors Used or Graphic Effects Used, drag the slider further to the right.



What if you have a black and white printer, so you don't want to use color in your document?

The colors schemes have a slider that set how much color is applied to your document—you can turn the color off.

1. On the Design menu, click Schemes.
2. Click the Level tab.
3. Under Colors Used, drag the slider all the way to the left to "Off."



What if text prints as gray or black on your color printer?



Many people set their color printers to convert colors to shades of gray so that printing is faster. Check it out:

1. On the File menu, click Publish to Printer.
2. Under Printer, click Properties.
3. Check the settings to see if they're set to print in black and white colors (sometimes called grayscale).



If you use more than one printer, you may be printing to a non-color printer. Check it out:

1. On the File menu, click Publish to Printer.
2. Under Printer, check what printer you're using.

If necessary, switch to the color printer.



What if you can't see anything after you zoom in?

Scroll up, down, or side-to-side, because you may be looking at a blank area of your page.

Or, you may not have clicked the text or picture before you zoomed. When nothing is selected, *i publish* zooms to the top, left corner of the current page. Zoom out, then click the text or picture and try zooming in again.



To zoom in, press CTRL+SHIFT and the = (equals) key.



To zoom out, press CTRL and the - (minus) key.



To go back to the last zoom setting, press F9.



What if your pictures don't look smooth?

Did you get your picture off the Web?

Pictures you take from the Web are usually 72 dpi (dots per inch), so although they look fine on your screen, you may not be satisfied with their printed quality. Typically, pictures in a magazine or other printed documents are 300 dpi. Try using a higher resolution picture.

Is your picture a bitmap?

If you add a small bitmap to a large picture component, you may not get the results you want. *i publish* scales the bitmap to fit the space, which may cause the bitmap to look grainy. (*i publish* always scales it proportionally though.) Try saving the bitmap in a different file format.

Are you creating an onscreen presentation?

If your pictures don't look smooth in your onscreen presentation, try one of the following:

 Use higher resolution pictures in your *i publish* document, so that when *i publish* enlarges them for the screen, they still have enough resolution to look good.

 If you've tightly cropped the picture, try uncropping it to show more of the picture.

 How?



What if you clicked and typed text, but you don't see your text anywhere?

You may have clicked a picture component or the entire document. Zoom in by pressing CTRL+SHIFT and the = (equals) key, click a text component, and then try typing your text again.



What if the styles list isn't available?

One of the following may be the problem:



You might have a picture component selected. Click a text component and try again.



You can only apply a style to a paragraph in a text component that can hold a lot of text. You may have a single paragraph text component selected, such as a title.



What if you updated your Web page, but the changes didn't show up in your Web browser?

Using Internet Explorer

To be able to display pages quickly, your browser has a "cache" where it stores Web pages that you've already looked at. Sometimes you have to tell your browser to reload or refresh a page.

 Click
this button.



Using Netscape

Try Netscape's Refresh button first. If that doesn't work, it could be because Netscape sometimes has trouble refreshing Web pages that use HTML frames. Try this:

1. Click  to minimize your Netscape window.
2. Click Netscape in the Windows taskbar (at the bottom of your screen) to display it again. You should now see your updated Web page.



What if the scheme changes in just one part of your document?

Make sure that you just click the scheme—if you drag and drop the scheme, it applies only to the component that you dropped it on.



What if the title changes size as you type?

As you type text into a title, *i publish* formats the text so that it fills the line. As you add more text, *i publish* reduces the size of your text. If you add too much text to fit on one line, *i publish* moves text to the next line and increases the text size so that both text lines fill the title space.



How does *i publish* handle imported fields, footnotes, and end notes?

In general, if you have fields, footnotes, or end notes in your original text file, those will not show up in *i publish*.



What if there's no Spelling option on the menu?

You may be in outline view, switch back to document view, and try again. You can't check your spelling in outline view, because it doesn't show you all of your text.



At the bottom of your screen, click the Document tab.





What if *i publish* crashes when you run Netscape Navigator or Microsoft Exchange?

If your program crashes when running *i publish* with Netscape Navigator or Microsoft Exchange, you may need to change the virtual memory setting for Windows.

1. Click the Windows Start button.
2. Point to Settings, and then click Control Panel.
3. Double-click System.
4. Click the Performance tab.
5. Under Advanced Settings, click Virtual Memory.
6. Make sure that "Let Windows Manage My Virtual Memory Settings (Recommended)" is selected.
This allows Windows to automatically shrink or grow the virtual memory based on usage.



What if nothing happens when you choose Publish to Printer?

You need to be in document view to print your document.

If you're in outline view, click the Document tab at the bottom of the screen.





***i publish* minimum system requirements**

-  486 or faster processor
-  16 MB RAM (32 MB recommended)
-  Windows 95 or Windows NT 4.0 (but not Windows 3.x or the Macintosh)
-  65 MB hard disk space
-  SVGA Monitor (800 x 600 and high color) recommended
-  Mouse or equivalent pointing device
-  Microsoft Internet Explorer 3.02 or later recommended
-  How do you get this version?



What if you can't drag text or pictures from a program and drop it into *i publish*?

The program may not work with the drag and drop feature, or the feature may be turned off. In that case, all you have to do is turn it on.



How do you do that in Microsoft Word?



What if you can't drag text from Microsoft Word and drop it into *i publish*?

If Microsoft Word's drag and drop feature is turned off, you cannot drag text out of Microsoft Word and drop it into your *i publish* document. To fix this:

1. On the Microsoft Word Tools menu, click Options.
2. Click the Edit tab.
3. Make sure that "Drag-and-Drop Text Editing" is checked.
4. Click OK.



What if you pasted text in *i publish* and nothing happened?

You may have tried to paste a lot of text into a component that could only hold a small amount of text. Try selecting a component that can hold more text (has a larger box), and try pasting the text again.

Or, the text may not have gotten copied or cut, so it can't be pasted. Try copying or cutting the text again.



What if your tab stops used to look right, but now they don't?

You may have switched your layout. If you switch from a 2-column layout to a 3-column layout, some of your tab stops may not be able to fit within the new column width. Try switching back to your previous layout.

 How?

The Agenda document is formatted using tab stops, so if you change your layout to one with more columns, the tab stops will not look right. If this is the problem, switch back to the original layout.

Or, you may have changed your font scheme so that the font is larger, the tab stop positions may not be right for the new font. Try switching to a different font scheme.

 How?



What if your text is too small?

The font scheme you're using may not suit your document. Try switching to a different font scheme.

How?

Or, if you have a lot of text or pictures on a page, *i publish* automatically handles most situations by reducing the size of the text or pictures.

However, you can get to a point where *i publish* has to reduce your text to a font size that is smaller than you want. The reason this can happen is that *i publish* can't break some components across two pages, because that wouldn't look professional.

How can you tell when this happens, and how do you fix it?

**You're not sure how a word is spelled**

If you know how to spell part of a word, but not the entire word, type the portion of the word you're certain of. Then, make sure there is no checkmark in the Find Whole Words Only box before you begin your word search.



Ways to search more efficiently

Do any of the following:

 To find a specific word, but ignore instances of that word within other words (for example, to find **let** but ignore **letter**), click the Find Whole Words Only box.

 To find text that matches the exact combination of capital and small letters you typed in the Find box, click the Match Case box.



Prevent *i publish* from stopping at words, abbreviations, or acronyms that you don't want to change

 To prevent *i publish* from stopping at a particular word or abbreviation each time it's found, click Add when the word appears in the Not In Dictionary box. (This adds the word to your custom dictionary. As long as you're using the same custom dictionary, *i publish* will never stop on that word again.)



Why are there red boxes around some of your components?

In some cases, when too much text, pictures, or too many components are placed on a page, *i publish* has to do some work to attempt to fit them on the page.

When your page is very full, and one of the Fit Status meters (at the bottom of the screen) is in the red, *i publish* draws a thin red line around all components that may be contributing to the fit problem.

Note: If your page is so full that *i publish* can't accommodate the information, your text or picture may be clipped. In these cases, *i publish* draws a red box around that component, regardless of whether you have the option (below) turned off.

To turn this option off:

1. On the Edit menu, click Options.
2. Under General, click When Document Is Overfit, Highlight Contributing Components.
3. Click OK.



How can you tell when your document is overfit?



What should you do when your document is overfit?



When is fitting an issue?



What if *i publish* is slow after you change your document?

If *i publish* is taking too long to lay out your document, change the fit quality to Draft as you create your document, and then change it to Production when you're ready to print.

1. On the Edit menu, click Options.
2. Under Fit Quality, click the option you want:
 -  **Production** precisely fits everything on the page. (Note: This option may make page layout slower.)
 -  **Proof** lays out your page faster than Product, but slower than Draft.
 -  **Draft** lays out the page quickly, but isn't as precise as Production or Proof.
3. Click OK.



What if the text in your report is very small?

If you add a lot of text to the Document Title component, *i publish* scales the font size of all of the text in the document. So, the point size of your body text may become too small. Try any of the following:

 Edit your title to make it shorter, and then click the main body text so that *i publish* can lay out your report again.

 Split up your title into:

 Main title—Put this in the Document Title component.

 Subtitle—Put this in the Subtitle component.

The Subtitle component uses a smaller font, so it can accommodate more text than the Document Title component.

 Split up your title into:

 Main title—Put this in the Document Title component.

 Subtitle—Put this in the body text of your report, using a paragraph style: Heading 1, Section Head, or Deck Lead.

 How do you apply a paragraph style?



What if your text is clipped?

Some components, like pull quotes and sidebars, can only hold a certain amount of text. If you add more text than it can hold, your text will be clipped, and *i publish* will draw a red box around it (indicating that it is too full). To fix this, try any of the following:



Edit your text.



Try changing the level of your graphic effects scheme. Or, try a different graphic effects, paragraph, or font scheme.



How do you change the level of a graphic effects scheme?



How do you change a scheme?



Try a different layout that gives more room to the component.



How?



What if there is too much white space next to your picture?

If you add a picture that is very tall and narrow, *i publish* places it in the picture placeholder, but you may have a lot of white space next to the picture. To reduce the amount of white space:



Reduce the height of your picture.



How?



Use a different picture.



What if there is a red box just around your picture?

If you add a picture that is very tall and narrow, *i publish* may not be able to accommodate it. If it's larger than will fit in your document, *i publish* draws a red box around it to tell you that you need to do one of the following:



Reduce the height of your picture.



How?



Use a different picture.



What if your Kodak PhotoCD picture is rotated?

i publish brings in photos from a CD as is; *i publish* has no way of knowing that you want a different side to be the top of the picture. So, if the image is rotated in your PhotoCD viewer, it will still be rotated in *i publish*.

To fix this, import the photo into a graphics program, rotate it, and then save it.



What picture formats are supported?



What if your Web page doesn't print well to a black and white printer?

Some of the Web layouts have a bold background that looks great online. However, if you print it to a black and white printer, the printed background may be too dark. Black and white printers substitute black or dark gray for intense colors, so your Web page background may print very dark.

To fix this:

1. Temporarily publish your Web pages using a different color scheme, such as Parchment with Black and White.

 How?

2. Print your Web page.

3. Publish your Web pages again using the color scheme that you want for your Web site.

 How?



What if you got an out of disk space message while printing?

Were you printing directly to a printer?

When you print your file, the printer software (driver) creates a temporary file on your computer's hard disk, and then the printer software sends the temporary file to the printer, using your network or your printer cable. When the complete temporary file is sent to the printer, the temporary file is removed from your hard disk.

If you don't have enough available disk space to create the temporary file, the printer software will display an error message. If disk space is the problem, delete any unnecessary files to create more available hard disk space.

You can also refer to your printer documentation for details.

Were you printing to a file (to print on an outside printer)?

When you print to a file, *i publish* uses the printer software (driver) to create a file:

-  .prn file, if you're using a PCL printer.
-  .ps file, if you're using a PostScript printer.

If you don't have enough available disk space to create the file, the printer software will display an error message. If disk space is the problem, delete any unnecessary files to create more available hard disk space.

You can also refer to your printer documentation for details.

 [Want to know more about printing your document on an outside printer?](#)

For additional details about printing, click Index and type **Print**, and then press ENTER.



What if you got an error message while installing SPRYNET from the *i publish* CD?

SPRYNET is an Internet service provider (ISP). You can install the SPRYNET software from the *i publish* CD, but it requires that your system be setup for Dial-Up Networking.

For details about how to change your system, see the SPRYNET Readme file located on the *i publish* CD:

D:\SPRYNET\CD\Readme.txt.

Search the SPRYNET Readme file for "DIAL-UP".



About importing HTML files into *i publish*

When you import an HTML file into *i publish*, all of the text imports, but *i publish* cannot import the pictures or style sheet information. The reason *i publish* can't import the pictures is that HTML files include graphics using a file reference, such as:

```
<IMG SRC="../../art/art.gif">
```

i publish has no way of knowing if the picture file is on your computer, or if you got the HTML file from the Web, and the picture does not exist on your computer.

To include the text and pictures from an HTML Web page:

1. Import the HTML file.

Where is the HTML file stored?

2. Import the picture.

Where is the picture file stored?



Why can't you change the colors of a picture inside *i publish*?

i publish is designed to lay out your text and pictures. To change the color or color palette of a picture, use the program that created it, or another picture editing program. Then, add the picture to your *i publish* document again.



Why can't you resize an intelligent component?

Because *i publish* is an automatic page layout program, the size and location of every object on the page is determined by the layout you choose. This is your guarantee of an attractive finished document. If you don't like the size or location of a picture, try another layout that appeals to you—there are lots to choose from.

Using Adjust Picture (Design menu), you can change the emphasis of a picture—thereby changing the picture's size.

How?

This applies only to pictures that are within wrapping text.



What if you don't want lines between columns?

The lines between columns come from the graphic effects scheme. Do one of the following:



Use a different graphic effects scheme that doesn't have rules.



Set the graphic effects scheme to Off.



How?



What if your report text or logo changed after installing *i publish* 2.0?

i publish 2.0 uses content linking, so it automatically ensures that your cover page title, report title, and header text all match.

If your title changed to something you don't want, simply change the title anywhere, and *i publish* will automatically update that information in all areas of your document.



What if you don't want the text on your cover page and title page to match?



What if you don't want the text or logo on your cover page and title page to match?

i publish automatically makes the text and logo on your cover page, title page, and header match.

If you want them to differ: first change the layout of your document to use only a title page, and then create a different cover page document.

Change your document's layout to use only a title page

1. On the toolbar, click the Layout button, shown below.



2. At the bottom of the list, click Custom Layout.
3. Under Cover Treatment, uncheck Cover Page.

Create a different cover page document

1. On the File menu, click Create New Document.
2. Click Cover Page, and then click Next.
3. Click a template, and then click Next.
4. Click a scheme set, and then click Finish.



What if two letters are dropped capped?

Anytime you have a two letter word, *i publish* automatically applies the drop cap formatting to both.

If you don't like it, choose a paragraph scheme that doesn't use drop cap formatting.



How?



What if my quotes or apostrophes are dropped capped?

Anytime a quote or an apostrophe is one of the first two letters of a paragraph, *i publish* automatically applies the drop cap formatting to it.

If you don't like it, choose a paragraph scheme that doesn't use drop cap formatting.



How?



How do you import Microsoft Word '97 files?

Currently, *i publish* cannot import Microsoft Word '97 files. To import one of these files, save it in Word 6.0/95 format.

1. Open your Microsoft Word '97 document.
2. On the Word '97 File menu, click Save As.
3. For Save As Type, click "Word 6.0/95."
4. Type a name and folder for the document, and then click Save.
5. Add the file to your document.



How?



What if one of my brochure panels takes up 2/3 of the page width?

By default, a brochure has 6 panels. If you delete one of the inside panels, the last panel will take up 2/3 of the page width.

To add it back:

1. Point to the panel that you want to be to the left of the new panel, and press the right mouse button.
2. On the popup menu, click Insert Component, and then click Panel.
3. Switch to outline view.
4. At the bottom of the outline, click  next to "Panel" to expand it.
5. Point to a Panel Block, and press the right mouse button.
6. On the popup menu, click Insert Component, and then click Picture, Text Block, or Sidebar.
7. Switch back to document view, and then add your text and pictures.



What if the tabs in your Web page or onscreen presentation don't look right?

When *i publish* converts your document to a Web page or onscreen presentation, it uses a fixed width space for each tab, because HTML doesn't use tabs. If your tabs don't align well in your online document, try this:

1. Set multiple tab stops at regular intervals, such as: .5", 1.0", 1.5", and so on.

If you've set tab stops for multiple paragraphs, apply the same tab stops to all of the paragraphs.

2. Publish your document again as a Web page or an onscreen presentation.

How?

Note: The Agenda document is formatted using tab stops, so it may take some tweaking before your document looks the way you want as a Web page or an onscreen presentation.



What if you changed the font size for a Banner or Kicker component, but you don't see a change?

Try any of the following:



Try scaling each component that makes up the Banner or Kicker.



How?



Try reducing the amount of text in the component. *i publish* may be having trouble fitting the component in the allocated space.



What else can you do to make a component fit?



What if you changed the emphasis of your newsletter picture, but you don't see a change?

If your layout has pictures at the left or right (not within columns of text), then *i publish* keeps the pictures the same size, but places the pictures in the order of emphasis. The picture with the most emphasis is placed first in the document, the picture with the next most emphasis is placed second, and so on.

If you want your pictures to be different sizes, under "Columns and Picture Placement," choose "Pictures Within Text Columns" in the Custom Layout dialog box.



How?



Toolbars

Click the pictures below to see what each button does.

Main toolbar



Format toolbar



Navigation toolbar



Design toolbar



Status bar



Main toolbar

New—Creates a new document.

Open—Opens an existing document.

Save—Saves the open document.

Print—Prints the document.

Spell Check—Checks the spelling of the document.

Find—Finds specific text.

Cut—Cuts the selection and places it on the Windows clipboard.

Copy—Copies the selection and places it on the Windows clipboard.

Paste—Pastes the contents of the Windows clipboard in your *i publish* document.

Undo—Undoes the last action.

Redo—If you undo an action, you can do the action again.

For example, if you apply bold formatting to text, then undo that formatting, click this button to apply the bold formatting again.

Zoom—Zooms in to get a closer look or zooms out to see the whole page.

Format toolbar

Paragraph Styles—Changes the paragraph style of the selected text.

Bold—Bolds the selected text.

Italic—Italicizes the selected text.

Underline—Underlines the selected text.

Font Color—Changes the color of the selected text.

Scale Document Fonts—Increases or decreases the font size of the entire document.

Scale Component Fonts—Increases or decreases the font size of the selected component.

Picture Emphasis—Changes the size of the selected picture. (Picture must be in flowing text.)

Layouts—Changes the layout of the entire document.

Font Schemes—Changes the font scheme for the entire document.

Color Schemes—Changes the color scheme for the entire document.

Graphic Effects Schemes—Changes the graphic effects scheme for the entire document.

Paragraph Schemes—Changes the paragraph scheme for the entire document.

Navigation toolbar

Back—Displays the previous page in the control window.

Next—Displays the next page in the control window.

Stop—Stops a Web page from loading into the control window.

Refresh—Refreshes the Web page in the control window.

Grab Tab—Displays the Grab Tab.

Design Intelligence on the Web—Displays the Design Intelligence Web site in the control window.

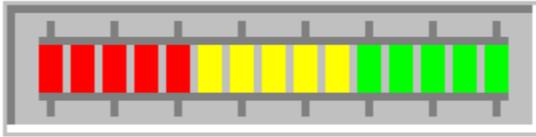
Web Site—After you enter a Web address, displays that Web site in the control window.

Status bar

Text Fit Status—Shows how well the text fits in your document.

The document looks good.
There are no fitting problems.

The document still looks good,
but some components are
approaching being too full.



Some of the components in the
document are too full, so it may
not look as good as you'd like.
If the marker is at the far left,
some text or pictures may be
clipped.

Graphics Fit Status—Shows how well the pictures fit in your document.



Pages—Shows the page that is currently displayed, and how many pages there are in the document.



Tips: Writing and presenting an onscreen presentation

 Advantages of doing onscreen presentations

 Writing a presentation

 Preparing for your presentation

 Giving your presentation

 What's an onscreen presentation?



Tips: Advantages of doing onscreen presentations

When you do a presentation using a 35mm slide carousel or an overhead projector, you need to factor in a lot of lead time to print or develop your slides.

With an onscreen presentation, you can change your presentation up to the last minute. For example, you can customize your presentation by adding your client's company name. This personal touch could lead to future sales!



Tips: Writing your presentation

▶ How do you create an onscreen presentation?

Use these ideas to organize your presentation



Beginning of presentation

Tell them what you're going to tell them—Give an overview of your presentation.



¼ into presentation

Present your key points. Make sure that you follow the outline you established in your presentation.



½ into presentation

Present the small details. Again, follow your outline.



¾ into presentation

Tell them what you told them—Start wrapping up and hit your key points again.



Ending of presentation

Question—Leave a little time at the end for audience questions.

Other tips to look professional



Spelling and proofing

This might be the most important step towards looking professional. Check your spelling and have someone else read through it to be sure there are not grammatical errors.



Keep it short

Many presenters make the mistake of including every detail on the presentation slides. Just hit the highlights on your slides so that your audience doesn't spend a lot of time reading instead of listening.



Tips: Preparing for your presentation

 Presentation notes—Print out your slides, and then make notes on them about what additional information you want to cover. You may not need this, but it will make you feel calm to know the information is available if you need it.

 Preview your presentation—Make sure you run all the way through your presentation to be sure it's just the way you want it.

 How?

 Practice makes perfect—Try practicing in front of a mirror to help you become comfortable. Practice hand gestures, walking away from the podium, and pointing at the screen.

 Audience handouts—Print out your slides and make copies for your audience so that your audience can focus on your message. (This also makes you look very professional.)



Tips: Giving your presentation

 How do you view your document as an onscreen presentation?

Use these ideas to prepare and give your presentation

-  Arrive early—Make sure you have plenty of time to set up your computer and test it before people arrive.
-  Talk slowly—Try talking more slowly than you think you should; you'll end up talking at normal speed.
-  Rely on experts—If you're asked a question that you don't know, ask the audience for help. You don't have to be the only expert.
-  Relax—You've prepared and practiced, so you will be able to make the impact you want.

