

**PGS.TYP**

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<b>COLLABORATORS</b>
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# Contents

<b>1</b>	<b>PGS.TYP</b>	<b>1</b>
1.1	Menus: Type . . . . .	1
1.2	Type/ Style Tags... . . . .	2
1.3	Type/ Attributes... . . . .	5
1.4	Type/ Font... . . . .	6
1.5	Type/ Type Style » . . . . .	7
1.6	Type/ Weight » . . . . .	9
1.7	Type/ Size » . . . . .	10
1.8	Type/ Line/Fill... . . . .	10
1.9	Type/ Tracking... . . . .	10
1.10	Type/ Leading... . . . .	12
1.11	Type/ Alignment » . . . . .	12
1.12	Type/ Paragraph Format... . . . .	13
1.13	Type/ Tabs... . . . .	14
1.14	Type/ Auto Hyphenation . . . . .	15
1.15	Type/ Insert Soft Hyphen . . . . .	16
1.16	Type/ Auto Kerning . . . . .	16
1.17	Type/ Manual Kern... . . . .	17
1.18	Type/ Convert Case » . . . . .	18
1.19	Type/ Insert Character... . . . .	18
1.20	Type/ Insert Variable » . . . . .	18
1.21	Type/ Insert Variable » Page & Chapter # . . . . .	20
1.22	Type/ Insert Variable » Text Mark Page #, Text Mark Name . . . . .	20
1.23	Type/ Insert Variable » User String . . . . .	21
1.24	Type/ Insert Variable » Date . . . . .	21
1.25	Type/ Insert Variable » Time . . . . .	22
1.26	Type/ Insert Variable » Revision Number . . . . .	23
1.27	Type/ Insert Text Mark... . . . .	23
1.28	Type/ Insert Column Break . . . . .	23
1.29	Type/ Insert Page Break . . . . .	23
1.30	Type/ Conditional Break . . . . .	24

# Chapter 1

## PGS.TYP

### 1.1 Menus: Type

Type:

Style Tags...		Edit or set paragraph and character styles.
Attributes...		Set all text attributes without tags.
Font...		Set the font, style and size.
Type Style	»	
Set...		Set the style only.
Normal		Toggle off all text styles.
Bold		Toggle the bold style.
Italic		Toggle the italic style.
Underline		Toggle the underline style.
Outline		Toggle the outline style.
Reverse		Toggle the reverse style.
Shadow		Toggle the shadow style.
Small Caps		Toggle the small caps style.
Superscript		Toggle the superscript style.
Subscript		Toggle the subscript style.
Weight	»	
Set...		Set the weight only.
Heavier		Change the text weight 1 weight heavier.
Lighter		Change the text weight 1 weight lighter.
Size	»	
Set...		Set the size only.
Larger		Change the text size 1 point larger.
Smaller		Change the text size 1 point smaller.
Line/Fill...		Set the text line/fill style/color.
Tracking...		Set the character spacing.
Leading...		Set the line spacing.
Alignment	»	
Left		Set the alignment to flush left.
Center		Set the alignment to centered.
Right		Set the alignment to flush right.
Justified		Set the alignment to justified.
Paragraph Format...		Set the text formatting.
Tabs...		Set tabs.

Auto Hyphenation	Hyphenates the selected text.
Insert Soft Hyphen	Inserts a soft hyphen.
Auto Kerning	Toggles on auto kerning.
Manual Kern...	Manually kern a specific character pair.
Convert Case	»
Uppercase	Convert to uppercase.
Lowercase	Convert to lowercase.
Capitilized	Convert to capitalized.
Insert Character...	Insert a special character.
Insert Variable	»
Page #	Inserts the page #.
Previous Frame Page #	Inserts the previous frames's page #.
Next Frame Page #	Inserts the next frame's page #.
Page Count	Inserts the number of pages.
Chapter #	Inserts the chapter number.
Chapter Count	Inserts the number of chapters.
Text Mark Page #	Inserts a text mark's page #.
Document Name	Inserts the document name.
Chapter Name	Inserts the chapter name.
Master Page Name	Inserts the master page name.
Page Name	Inserts the page name.
Text Mark Name	Inserts a text mark's name.
User String	Inserts a definable string.
Date	Inserts the date.
Time	Inserts the time.
Revision #	Inserts the revision number.
Insert Text Mark...	Inserts an invisible place mark.
Insert Column Break	Force text to the top of the next column.
Insert Page Break	Force text to the top of the next column on the next page. ←
Conditional Break	Toggles conditional column breaks for the selected text. ←

## 1.2 Type/ Style Tags...

### Type/ Style Tags...

This command sets the style tag for the selected text, or for the next text you enter. It may also be used to create new style tags and to edit existing ones.

A style tag is a collection of attributes that you can apply to format text, without having to specify individual attributes.

When you choose the Style Tags command, the Text Style Tags requester will open. Do not confuse this command with the Object menu's Style Tags command which is used to set and edit object style tags.

Style Tags	Description
Type	Choose whether to create and edit paragraph or character style tags.

Styles	Lists the style tags defined for the current document. If no documents are open, the Text Style Tags requester will list the style tags defined in the default PageStream3.styles file. Choose a style tag to set or modify. Choose <no style tag> to remove the style tag currently set to the text. Choose the style tag to edit or delete, or on which to base a new style.
Info	Shows the selected style tag's attributes in brief. This is intended to remind you of the attributes of the style tag, not to provide a complete list; not all attributes can be shown in this space.
New	Opens the Paragraph Style or Character Style requester, as appropriate, to create a new style tag. If you create a paragraph or character style tag, the new style tag will be based on the style selected in the scrolling list. If <no style tag> or <As Is> is selected, the new style will not be based on a style. Shift click on the New gadget to base a paragraph or character style tag on the attributes at the insertion point.
Edit	Opens the Paragraph Style or Character Style requester, as appropriate, to edit the style tag selected in the scrolling list.
Delete	Deletes the style tag selected in the scrolling list. When you delete a style, PageStream opens a requester so that you can change text of the selected style to another style.
Append	Opens a file requester to choose a style tag file to add to the defined styles. Styles can be appended from style tag files created with the Save gadget, or from PageStream3 document files. If there are styles in the appended file with the same names as ones in the current list, they will be ignored if they have identical attributes. If they have different attributes, .1 will be appended to their names.
Save	Opens a file requester to enter a filename and path for the style tag file to save. The default text style tag file is PageStream3:PageStream3.styles. (Paragraph and character style tags are saved together.) If you save the styles to this file, the styles currently defined will be loaded whenever PageStream is started. You can save the styles to a different file so that they can be appended to another document when required.
Paragraph Style	Description
Name	Enter a name for a new paragraph style tag, or edit the name of an existing style tag.
Base	Choose the paragraph style tag on which to base the

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style tag. This style tag will take on the attributes of the style tag on which it is based. When you change the attributes of the base style tag, the attributes of this style tag will change as well, unless you have specifically set them.

Next	Choose the paragraph style tag which should follow this style tag. When you press Return to end a paragraph of this style tag, the style tag for the next paragraph will be set to the Next style tag.
Font	Choose a font from the popup list of available fonts.
Size	Enter the type size from 150,000 points, in 0.001 pt increments.
Width	Enter the type width as a percentage of the normal width; from 1655% in 0.01% increments.
Type Style	Check the type style(s) to apply. Check Normal to remove all type styles. When a type style checkbox is blank, it will not be applied. Click on the applicable question mark gadget to open a requester to customize a type style. Superscript and subscript are mutually exclusive.
Alignment	Choose the alignment type from the popup list.
Line/Fill	Click to open the Line/Fill requester to set all line and fill attributes.
Leading	Click to open the Leading requester to set the leading options.
Tracking	Click to open the Tracking requester to set the tracking options.
Kerning	Click to open the Kerning requester to set the kerning options.
Hyphenation	Click to open the Auto Hyphenation requester to set the hyphenation options.
Paragraph	Click to open the Paragraph Format requester to set the paragraph formatting options.
Tabs	Click to open the Tabs requester to set the tab options.
Character Style	Description
Name	Enter a name for a new character style tag, or edit the name of an existing style tag.
Base	Choose the character style tag on which to base the style tag. This style tag will take on the attributes of the style tag on which it is based. When you change the attributes of the base style tag, the attributes of this



style tag will change as well, unless you have specifically set them.

Font	Choose a font from the popup list of available fonts.
Size	Enter the type size from 150,000 points, in 0.001 pt increments.
Width	Enter the type width as a percentage of the normal width; from 1655% in 0.01% increments.
Type Style	Check the type style(s) to apply. Check Normal to remove all type styles. When a type style checkbox is blank, it will not be applied. Click on the applicable question mark gadget to open a requester to customize a type style. Superscript and subscript are mutually exclusive.
Line/Fill	Click to open the Line/Fill requester to set all line and fill attributes.

### 1.3 Type/ Attributes...

Type/ Attributes...

This command sets all the attributes of selected text or the next text you enter. You can set attributes with the other Type menu commands, but with this command you can set all the attributes at once. Although the Attributes command allows you to set both character and paragraph attributes, paragraph attributes should be applied only to entire paragraphs and not smaller blocks of text.

When you choose the Attributes command, the Attributes requester will open. The requester has gadgets to set the most common attributes, and gadgets to open requesters for the more complex attributes.

Attributes	Description
Para	Choose a paragraph style tag from the popup list of style tags defined for the document.
Char	Choose a character style tag from the popup list of style tags defined for the document.
Font	Choose a font from the popup list of available fonts.
Size	Enter the type size from 150,000 points, in 0.001 pt increments.
Width	Enter the type width as a percentage of the normal width; from 1655% in 0.01% increments.
Type Style	Check the type styles to apply. Check Normal to remove all type styles. When a type style checkbox is blank, it will not be applied. Click on the applicable question mark gadget to open a requester to customize a type style. Superscript

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and subscript are mutually exclusive.

Alignment	Choose the alignment type from the popup list.
Line/Fill	Click to open the Line/Fill requester to set all line and fill attributes.
Leading	Click to open the Leading requester to set the leading options.
Tracking	Click to open the Tracking requester to set the tracking options.
Kerning	Click to open the Kerning requester to set the kerning options.
Hyphenation	Click to open the Auto Hyphenation requester to set the hyphenation options.
Paragraph	Click to open the Paragraph Format requester to set the paragraph formatting options.
Tabs	Click to open the Tabs requester to set the tab options.

## 1.4 Type/ Font...

Type/ Font...

This command sets the typeface, type style and size for the selected text or for the next text you enter.

When you choose the Font command, the Font requester will open.

Font	Description
Typeface	Choose the typeface to set. Fonts are displayed by typeface and type style. For example, Caslon would be in the Typeface list if Caslon Roman and Caslon Italic are installed; Roman and Italic will be shown in the Type Style list when Caslon is selected.
Type Style	Choose the type style to set for the current typeface. Only type styles available for the typeface are displayed; if you want to set a type style that isn't defined for a typeface, apply the style by choosing it from the Type Style submenu.
Size	Choose the size of the type or enter a size into the text gadget, from 150,000 points in 0.01 point increments.
Width	Choose the width of the type or enter a width into the text gadget, from 1655%, in 0.01% increments. This scales text horizontally, distorting the character shapes, so use this option with care.
Show Sample	Check to view a sample of the typeface and type style before

closing the requester. The sample does not reflect the type size and width.

Font Prefs Click to open the Font Preferences requester. This requester is used to install and remove fonts for PageStream.

## 1.5 Type/ Type Style »

Type/ Type Style »

The Type Style submenu commands set the type style for the selected text or for the next text you enter. Choose a type style name to toggle on and off the type style, or choose Normal to toggle off all type styles. Hold down a Shift key when choosing any type style name except Normal or Bold to open a requester for configuring the type style.

When you choose the Type Style » Set command, the Type Style requester will open.

Type Style	Description
Normal	Check to use the normal or roman style of the font and to toggle off all type styles.
Bold	Check to use the bold weight of the font. If the font lacks a bold weight, PageStream will make the text appear bolder.
Italic	Check to use the italic style of the font. If the font lacks an italic weight, PageStream will slant the text 15°. To change the slant angle, click on the associated question mark gadget to open the Italic requester.
Underline	Check to underline the text. To change the underline offset and width, click on the associated question mark gadget to open the Underline requester.
Outline	Check to change the fill of the text to clear and the outline of the text to the fill color. To change the stroke color and width, click on the associated question mark gadget to open the Outline requester.
Shadow	Check to place a 50% shadow slightly offset down and to the right of the text. To change the shadow color and offset, click on the associated question mark gadget to open the Shadow requester.
Reverse	Check to reverse the fill and background colors of the text. To change the reverse color and the amount of background that is reversed, click on the associated question mark gadget to open the Reverse requester.
Small Caps	Check to use the small caps or titling caps style of the font. If the font lacks a small caps style, PageStream will scale the text to 80% of its normal height and will

force the text to uppercase. To change the horizontal and vertical scale, click on the associated question mark gadget to open the Small Caps requester.

Superscript	Check to superscript the text. The default superscript style scales the text by 60% and offsets it upwards by 40%. To change the superscript scale and offset, click on the associated question mark gadget to open the Superscript requester.
Subscript	Check to subscript the text. The default subscript style scales the text by 60% and offsets it downwards by 40%. To change the subscript scale and offset, click on the associated question mark gadget to open the Subscript requester.
Italic	Description
Method	Choose the default italic style, default backslant style, or a custom style.
Angle	Enter the slant angle if you choose Custom Slant from the Method popup.
Underline	Description
Method	Choose the default underline style, one of the two other preset styles, or a custom style. Default Double underlines the text with a double rule. Default Strikethru draws a line through the middle of the text.
Format	Choose whether to underline all the text, just the words, or just the characters. If you choose to underline words, everything except the spaces between words will be underlined. If you choose to underline characters, gaps will be present in the underlining between characters if the characters are spaced greater than the default.
Offset	Enter the underline offset from the baseline of the text as a percentage of an em.
Set line style	Opens the Line/Fill requester to choose a custom line color, weight, dash, etc.
Outline	Description
Method	Choose the default outline style or a custom style.
Set line style	Opens the Line/Fill requester to choose a custom line color, weight, dash, etc.
Shadow	Description

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Method	Choose the default shadow style or a custom style.
Offset	Enter the horizontal and vertical shadow offset from the actual text as a percentage of an em.
Slant Angle	Enter the slant angle of the shadow from the text.
Set line style	Opens the Line/Fill requester to the choose custom line and fill, color and style for the shadow.
Reverse	Description
Method	Choose the default reverse style or a custom style.
Offset	Enter the left, right, top and bottom edges of the reversed background as a percentage of the normal reversed background size.
Set line style	Opens the Line/Fill requester to choose the custom line and fill, color and style for the background.
Small Caps	Description
Method	Choose the default small caps style or a custom style.
Scale	Enter the horizontal and vertical scale of the text as a percentage of the type size.
Super/Subscript	Description
Method	Choose the default superscript or subscript style, as applicable, or a custom style.
Scale	Enter the horizontal and vertical scale of the text as a percentage of the type size.
Offset	Enter the offset above or below the baseline, as applicable, as a percentage of an em.

## 1.6 Type/ Weight »

### Type/ Weight »

The Weight submenu commands set the type weight for the selected text or for the next text you enter. The Heavier command increases the weight to the next available higher weight, while the Lighter command decreases the weight to the next available lower weight.

When you choose the Weight » Set command, the Type Weight requester will open. This requester is a subset of the Type Style portion of the Font requester.

Type Weight	Description
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Weight	Choose the weight of the font from those available. Only weights available for the current font will be displayed. Many fonts have only one weight.
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## 1.7 Type/ Size »

Type/ Size »

The Size submenu commands set the type size for the selected text or for the next text you enter. The Larger command increases the size to the next larger preset size, while the Smaller command decreases the size to the next smaller preset size. (The preset sizes are shown in the list in the Type Size and Font requesters.)

When you choose the Size » Set command, the Type Size requester will open. This requester is a subset of the Font requester.

Type Size	Description
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Size	Choose the size of the type or enter a size into the text gadget, from 150,000 points in 0.01 point increments.
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Width	Choose the width of the type or enter a width into the text gadget, from 1655%, in 0.01% increments. This scales text horizontally, distorting the character shapes, so use this option with care.
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## 1.8 Type/ Line/Fill...

Type/ Line/Fill...

This command sets the line, fill and color of the selected text or the next text you enter.

Note that the Type menu's Line/Fill command is used to set the attributes of text in a text object. If you choose the Object menu's Line/Fill command while a text object is selected, you will set the attributes of the text object and not the text it contains. Use the Object menu's Line/Fill command to set the attributes of the text object.

When you choose the Line/Fill command, the Line/Fill requester will open. This requester is identical to that opened by the Object menu's Line/Fill command.

## 1.9 Type/ Tracking...

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## Type/ Tracking...

This command sets the space between characters and words for the selected text or the next text you enter. PageStream allows you to apply one of five preset tracks that tighten the spacing as you increase the type size. You may also apply a custom track amount to text.

When you choose the Tracking command, the Tracking requester will open.

Tracking	Description
Set tracking	Choose a preset track to apply to your text, from Very Loose to Very Tight. Choose None to use the font's designed spacing without modification. Choose Monospaced to make all characters the same width.
Track amount	Enter a custom track amount from 100% to 100% of an em, in 0.01% increments. If you choose a preset track as well, the custom track amount will be applied in addition to the preset track.
Last line flush zone	Enter the width of the justification zone for the last line of text in a paragraph. If the last line ends within this zone, it will be force justified. Use this option with care because this can add an extreme amount of space between characters and words.
Character spacing	Enter the amount of space PageStream can add or remove between characters in justified text, from than or equal to the optimum, which must be less than or equal to the maximum. PageStream will try to space characters to the optimum value within the minimum to maximum range. PageStream will never space characters closer together than the minimum value; however, it may space them greater than the maximum if the line cannot be justified any other way. The optimum spacing will always be used for non-justified text.
Word spacing	Enter the amount of space PageStream can add or remove between words in justified text, from 0 to 650% of an em. The minimum must be less than or equal to the optimum, which must be less than or equal to the maximum. PageStream will try to space words to the optimum value within the minimum to maximum range. PageStream will never space words closer together than the minimum value; however, it may space them greater than the maximum if the line cannot be justified any other way. The optimum spacing will always be used for non-justified text.

## 1.10 Type/ Leading...

Type/ Leading...

This command sets the leading (line spacing) for the selected text or for the next text you enter.

When you choose the Leading command, the Leading requester will open.

Leading	Description
Type	Choose how leading is measured. Automatic adds the leading amount between each line of type. Relative leading is expressed as a percentage of the type size. Fixed leading spaces the baselines apart by a fixed amount. Leading grid snaps the baselines to the document leading grid.
Amount (Type)	Enter the amount of leading. The units depend on the selected leading type.
Mode	Choose how lines of text are positioned. Proportional sets the baseline of text 80% down from the top of the slug. Baseline aligns the bottom of the slug with the baseline of the text. Top-of-caps places the highest point of any character on a line at the top of the slug. Custom allows you to set a custom proportional amount.
Amount (Mode)	Enter a custom proportional amount.
Maintain leading	Check to maintain leading when using text wrap. When this option is off and text wrap is set to method 4 (jump), text will begin at the specified offset below the object. When Maintain Leading on, text will begin at the next multiple of the leading after the offset from the object. This ensures that text remains aligned across multiple columns.

## 1.11 Type/ Alignment »

Type/ Alignment »

The Alignment submenu commands align selected paragraphs or the next text you enter. Paragraphs can be aligned flush with the left or right margins, or centered or justified between the margins. When a paragraph is justified, word and character spacing are changed so that the text is positioned evenly from left to right. The last line of a justified paragraph will always be aligned with the left margin.

When you select paragraphs or place the insertion point, a checkmark will appear next to the appropriate Alignment submenu command to indicate the current alignment. When you select paragraphs that have different types of alignment, none of the commands will be checked.

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Alignment is a paragraph attribute and can also be set with the Edit palette and Paragraph Format requester.

## 1.12 Type/ Paragraph Format...

Type/ Paragraph Format...

This command sets paragraph formatting attributes for the selected paragraphs or the next text you enter. A paragraph is a block of text that is ended when you press Return.

When you choose the Paragraph Format command, the Paragraph Format requester will open.

Paragraph Format	Description
Left	Enter the amount to indent the paragraph from the left margin.
First	Enter the amount to indent the first line of the paragraph from the left margin. Enter a negative value to outdent the first line from a left indented paragraph.
Right	Enter the amount to indent the paragraph from the right margin.
Before	Enter the space to add before the paragraph. The units depend on the selected Before paragraph spacing method.
After	Enter the space to add after the paragraph. The units depend on the selected After paragraph spacing method.
Before, After popup	Choose the paragraph spacing type. Fixed is the most common method and adds a fixed amount of space before or after a paragraph. Relative adds an amount relative to the type size in the first line of the paragraph. None adds no space between paragraphs. You can choose to add space before and/or after a paragraph.
Alignment	Choose left, center, right, or justified alignment.
Paragraph type	Choose the type of the paragraph. Bulleted paragraphs begin with a special bullet character. You can use the bullet character of the current font or choose any character from any other font. When you choose Bulleted, the Font popup and Character text gadget will unghost so that you can choose a font and character.
	Drop cap paragraphs transform the first character or

characters of the paragraph into an enlarged character which occupies several lines of text. When you choose Drop Cap, the Font popup, and the Characters and Lines text gadgets will unghost so that you can choose a font, number of characters and number of lines for the drop cap.

Font	Choose the font for a bullet or drop cap. This option is only available when Bulleted or Drop Cap is selected from the Paragraph Type popup.
Character	Enter the character to use for a bullet. This option is only available when Bulleted is selected from the Paragraph Type popup.
Characters	Enter the number of characters to transform into a drop cap. This option is only available when Drop Cap is selected from the Paragraph Type popup.
Lines	Enter the height of a drop cap in lines. This option is only available when Drop Cap is selected from the Paragraph Type popup.
Keep together	Choose the widow and orphan control method. Choose Lines to keep a number of lines together at the start and end of the paragraph. Choose Paragraph to keep the entire paragraph together. Choose None to allow the paragraph to be broken at the end of a column.
Start, End	Enter the number of lines to keep together at the start and end of the paragraph. (These options are available only when the Lines option is chosen from the Keep Together popup.)

## 1.13 Type/ Tabs...

Type/ Tabs...

This command sets tab stops for the selected paragraphs, or for the next text you enter. You can create as many tabs as required for a paragraph, and each can be set to a different alignment type. Tabs may be filled with a character to create dot leaders.

Default tab stops are positioned every 0.333 inches. When you create a tab stop, all default tab stops to its left will be overridden.

When you choose the Tabs command, the Tabs requester will open.

Tabs	Description
Type	Choose the tab alignment. If you choose Left or Right, the left and right edges of the tabbed text will align to the tab stop. If you choose Center, the tabbed text will be centered on the tabbed text. If you choose US Decimal or Euro Decimal, the

first period or comma in the tabbed text will be aligned to the tab stop. If you choose Align On, enter a character into the associated text gadget. The first character in the tabbed text, which matches the specified character, will be aligned to the tab stop.

- Fill** Enter the character to use as a leader for the tab. The character will be repeated from the position at which the Tab key was pressed to the left edge of the tabbed text. For example, enter a period to create a row of dots.
- Position** Enter the position of the selected tab stop. The selected tab is indicated by a small black triangle next to a tab marker in the ruler. Select a tab stop by clicking on its tab marker in the white part of the tab ruler. Create a new tab stop by clicking in the gray part of the tab rulers.
- Delete** Click to delete the selected tab stop.

## 1.14 Type/ Auto Hyphenation

### Type/ Auto Hyphenation

This command sets how the selected text or the next text you enter should be hyphenated.

Choosing the Auto Hyphenation command will toggle automatic hyphenation. When Auto Hyphenation for the selected text or insertion point is on, a checkmark will appear next to the command in the menu. If you hold down a Shift key while choosing this command, the Auto Hyphenation requester will open to configure how text should be hyphenated.

Auto Hyphenation	Description
Set	Choose whether to hyphenate the text. This is the same as choosing the command without Shift.
Language	Choose the language to use for the hyphenation algorithm if more than one is available.
Smallest Word to Hyphenate	Enter the minimum number of characters a word must contain to be hyphenated; from 3 20.
Minimum Characters Before	Enter the smallest number of characters that must precede a hyphen; from 1 6.
Minimum Characters After	Enter the smallest number of characters that must follow a hyphen; from 2 8.
Maximum Hyphens in a Row	Enter the maximum number of consecutive lines that can be hyphenated. Enter -1 for unlimited.

Hyphenation Zone	Enter the area within which hyphenation can take place. The zone is measured from the right indent. When a word's hyphenation point falls within the zone, and the previous word ends before the zone, the word will be hyphenated. This option applies only to non-justified text. The level of hyphenation decreases as the hyphenation zone size increases.
Lowercase words only	Check to disallow hyphenation of capitalized words.

## 1.15 Type/ Insert Soft Hyphen

### Type/ Insert Soft Hyphen

This command is used to insert a soft or discretionary hyphen at the insertion point. This specifies where to place a hyphen in case of a line break. Unlike the Edit Hyphenation command, it does not change the hyphenation for all instances of the word.

An invisible soft hyphen code will be placed at the insertion point that will move with the text as it is edited. When you use soft hyphens, you will not see a hyphen in your text unless the word appears at the end of a line and needs to be hyphenated.

## 1.16 Type/ Auto Kerning

### Type/ Auto Kerning

This command sets how the selected text or the next text you enter should be kerned.

Choosing the Auto Kerning command will toggle automatic kerning. When Auto Kerning for the selected text or insertion point is on, a checkmark will appear next to the command in the menu. If you hold down a Shift key while choosing this command, the Auto Kerning requester will open to configure how text should be kerned.

Auto Kerning	Description
Set	Choose whether to kern the text. This is the same as choosing the command without Shift.
Kern Above	Enter the size above which to kern text. You should normally use kerning for all body text above 10 points. At smaller sizes and low resolutions, the effects of kerning won't be as noticeable and the small speed loss due to kerning will be pointless.
Auto Ligature	Choose whether to substitute ligatures for common

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character pairs automatically, if they are present in the font. Ligatures are combinations of two or three characters which are used to improve the appearance of type. For example, the ligature is used for fi. The Auto Ligature feature does not actually replace the characters with ligatures, so you can edit, spell check and search the text as if the ligatures were individual characters. To prevent ffi and ffl from getting combined into ligatures, choose the On (no ffi ffl) option.

Minimum/Maximum	Enter the minimum and maximum tracking values between which characters should be combined into ligatures. Using ligatures with loose or very tight tracking will make them appear poorly tracked. Note that these limits apply only to track amount and not to the tracking table.
Hanging Punctuation	Check to hang punctuation outside the margins of the text. This creates a more natural appearance.
Optical Alignment	Check to make characters with soft edges (like an O) extend outside the margins of the text. Characters with hard edges (like an H) will not extend outside the margins. Only fonts with defined soft edges can use this feature.

## 1.17 Type/ Manual Kern...

### Type/ Manual Kerning

This command kerns the characters on either side of the insertion point. It does not affect other occurrences of these characters. The space between the characters defaults to 0 ems. If Auto Kerning has been applied to these characters, the space between them may be different.

To remove manual kerning from text, select the text and hold down the Shift key while choosing Manual Kern.

When you choose the Manual Kern command, the Manual Kern requester will open.

#### Manual Kern Description

Kern amount	Enter the kerning value for the characters as a percentage of an em, in 0.01 % increments.
Guess	Click to have PageStream estimate a kerning value based on the character shapes.
Add	Click to add the new or changed kerning pair to the font's kerning table so that all auto kerned text will be kerned in the same manner. This is only applicable if the two characters are from the same font.

## 1.18 Type/ Convert Case »

Type/ Convert Case »

The Convert Case submenu commands change the case of the selected text.

Choosing the Uppercase command will change the selected text to all capital letters, and choosing the Lowercase command will change it to all lowercase letters. The Capitalized command will change the text so that only the first letter of each word begins with a capital letter.

## 1.19 Type/ Insert Character...

Type/ Insert Character...

This command is used to type a special character without having to know its keyboard mnemonic or identification number.

When you choose the Insert Character command, the Insert Character requester will open.

Insert Character	Description
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Font	Choose the font from which to select a character to insert.
Character	Choose the character to insert.
Key	Shows the AmigaDOS character set equivalent of the selected character. If the character is not part of the relatively limited AmigaDOS character set, this gadget will be blank.
Ctrl-C	Shows the Ctrl-C mnemonic of the selected character. Instead of using this requester, hold down the Ctrl key and press the c key, and then type the characters shown.
Ctrl-D	Shows the Ctrl-D identification number of the selected character. Instead of using this requester, hold down the Ctrl key and press the d key, and then type the numbers shown.

## 1.20 Type/ Insert Variable »

Type/ Insert Variable »

The Insert Variable submenu commands are used to insert variable strings at the insertion point. Variable strings may be one or more characters, but can be edited only as a single character.

Page number variables should normally be placed on a master page. When a page variable is on a master page, LM (Left Master page side), CM

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(Center) or RM (Right) will be displayed instead of the actual page number, as appropriate.

When you view the master page objects on a real page, the number of the real page will be displayed. This allows you to insert the page number on just the master page and have page numbers appear automatically on all pages based on that master page.

Chapter variables can also be placed on master pages. For example, inserting the chapter name on a master page at the document level would change the name displayed for each chapter.

Insert Variable commands	Description
Page #	Inserts the current page number. Hold down a Shift key while choosing the command to open the Insert Page/Chapter Number requester to override the number format for the document.
Previous Frame Page #	Inserts the page number of the previous linked framed. Use for Continued from page #. Hold down a Shift key while choosing the command to open the Insert Page/Chapter Number requester to override the number format for the document.
Next Frame Page #	Inserts the page number of the next linked frame. Use for Continued on page #. Hold down a Shift key while choosing the command to open the Insert Page/Chapter Number to override the number format for the document.
Page Count	Inserts the number of pages at the current document level. Use for Page # of #. Hold down a Shift key while choosing the command to open the Insert Page/Chapter Number to override the page number format for the document.
Chapter #	Inserts the chapter number. Hold down a Shift key while choosing the command to open the Insert Page/Chapter Number to override the the number format for the document.
Chapter Count	Inserts the number of chapters at the current document level. Use for Chapter # of #. Hold down a Shift key while choosing the command to open a requester to override the page number format for the document.
Text Mark Page #	Opens the Insert Text Mark Page Number requester to select the text mark whose page number you want to insert.
Document Name	Inserts the name of the document.
Chapter Name	Inserts the name of the current chapter.
Master Page Name	Inserts the name of the master page on which

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the current page is based.

Page Name	Inserts the name of the current page.
Text Mark Name	Opens the Insert Text Mark Name requester to select a text mark name to insert.
User String	Opens the Insert User String requester to select a user-defined variable to insert. Use this to insert constants in your text that you may want to change in the future.
Date	Opens the Insert Date requester to specify the format of the date to insert.
Time	Opens the Insert Time requester to specify the format of the time to insert.
Revision #	Opens the Insert Revision number to specify the format of the revision number to insert.

## 1.21 Type/ Insert Variable » Page & Chapter #

Insert Page/Chapter Number	Description
Format	Choose the format of the page or chapter number.
Language	Choose a language from those available. This is used to spell out page and chapter numbers for the Long option in the Format popup.

## 1.22 Type/ Insert Variable » Text Mark Page #, Text Mark Name

Insert Text Mark Page #	Description
Text mark	Choose the text mark whose page number you want to insert.
Language	Choose a language from those available. This is used to spell out page numbers for the Long option in the Format popup.
Format	Choose the format of the page number.
Insert Text Mark Name	Description
Text mark	Choose the text mark name to insert.

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## 1.23 Type/ Insert Variable » User String

Insert User String	Description
Strings	Choose the string to insert.
New	Opens the Edit User String requester to create a new user string.
Edit	Opens the Edit User String to edit the string selected in the Strings scrolling list.
Delete	Deletes the string selected in the Strings scrolling list.
Edit User String	Description
Name	Enter the name for the user string.
String	Enter the user string to be inserted when you choose Insert Variable >> User String and select it.

## 1.24 Type/ Insert Variable » Date

Insert Date	Description
Language	Choose a language from those available. This is used to spell the date.
Format	Choose the format of the date.
Custom	Enter a custom format if Custom is chosen from the Format popup. Refer to the table below for custom format syntax.
Update	Choose when to update the date.
Custom Date Syntax	
y or yy	The last 2 digits of the year. i.e., 94, 95, 96
yyyy	All 4 digits of the year. i.e., 1994, 1995, 1996
m	Number of the month, no leading zero. i.e., 1, 6, 7, 10
mm	Number of the month, leading zero. i.e., 01, 06, 07, 10
mmm	3 letter abbreviated month. i.e., jan, jun, jul
mmm	3-4 letter abbreviated month. i.e., jan, june, july
mmmm	Full name of the month. i.e., january, june, july
d	Number of the day, no leading zero. i.e., 1, 2, 12
dd	Number of the day, leading zero. i.e., 01, 02, 12
ddd	Ordinal number of the day. i.e., 1st, 2nd, 12th
w	Number of the day of the week. i.e., 1, 2, 3, 4, 5, 6, 7
ww	1-2 letter abbreviated day of the week. i.e., su, m, tu, w, th, f
www	3 letter abbreviated day of the week. i.e., sun, mon, tue, wed
www	Full day of the week. i.e., sunday, monday

Examples: y-m-d            94-12-19  
           mm/dd/yy        12/19/94  
           d/mm/yyyy       19/12/1994  
           Mmm d, yyyy Dec 19, 1994  
           Wwww "the" dddd Monday the 19th

You do not need to include all four parts of the date. Use a slash, hyphen, comma or space to separate them. One character following a backslash or text inside double " " quotation marks will appear as is. If the first letter of a format is capitalized (Mmm), that part of the date will be capitalized (if applicable). If at least the first two letters are capitalized (MMm), it will be uppercase. If the first two letters are lowercase, it will be lowercase.

## 1.25 Type/ Insert Variable » Time

Insert Time    Description

Language       Choose a language from those available. This is used to spell the time.

Format        Choose the format of the time.

Custom        Enter a custom format if Custom is chosen from the Format popup. Refer to the table below for custom format syntax.

Update        Choose when to uptime the time.

Custom Time Syntax

h            hour, no leading zero. i.e., 5  
 hh          hour, leading zero. i.e., 05  
 m           minutes, no leading zero. i.e., 8  
 mm         minutes, leading zero. i.e., 08  
 s           seconds, no leading zero. i.e., 3  
 ss          seconds, leading zero. i.e., 03  
 ampm       shows am or pm as appropriate. i.e., 5 am  
 pm          shows only pm when time>12:00. i.e., 7 pm  
             no indicator specifies 24 hour time. i.e., 19

Examples: h:m            5:15, 19:30  
           h:m ampm       5:15 am, 7:30 pm  
           h:m PM         5:15, 7:30 PM  
           hh:mm:ss       05:15:21, 19:30:46  
           hh\hmm        5h15, 19h30

You do not need to include all three parts of the date. Use a colon or space to separate them. One character following a backslash or text inside double " " quotation marks will appear as is.

## 1.26 Type/ Insert Variable » Revision Number

Type/ Insert Variable » Revision Number

Insert Revision Number	Description
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Format	Choose the format of the revision number to insert. You can insert the major and/or minor numbers.
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Separator	Enter a single character to separate the major and minor revision numbers when Major.Minor is chosen from the Format popup.
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## 1.27 Type/ Insert Text Mark...

Type/ Insert Text Mark...

## 1.28 Type/ Insert Column Break

Type/ Insert Column Break

This command is used to force the text after the insertion point to the top of the next column, regardless of whether that column is in the same text frame or in a linked frame. An invisible column break code will be placed at the insertion point that will move with the text as it is edited.

To force text to the top of the next text frame in a linked series instead of just the next column, choose the Insert Page Break command.

## 1.29 Type/ Insert Page Break

Type/ Insert Page Break

This command is used to force the text after the insertion point to the top of the next text frame in a linked series of frames. An invisible page break code will be placed at the insertion point that will move with the text as it is edited.

To force text to the top of the next column instead of the next frame, choose the Insert Column Break command. Note that the Insert Page Break command actually forces text to the top of the next frame, regardless of its page.

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## 1.30 Type/ Conditional Break

### Type/ Conditional Break

This command prevents PageStream from breaking the selected text or the next text entered over two columns; text protected with conditional break will always be kept together.

Choosing the Conditional Break command will toggle conditional break. When Conditional Break for the selected text or insertion point is on, a checkmark will appear next to the command in the menu.

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