

**PGS.TOO**

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<b>COLLABORATORS</b>
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# Contents

<b>1</b>	<b>PGS.TOO</b>	<b>1</b>
1.1	PageStream 3 Toolbox . . . . .	1
1.2	Object tool . . . . .	2
1.3	Reshape tool . . . . .	3
1.4	Magnify tool . . . . .	4
1.5	Text tool . . . . .	4
1.6	Column tool . . . . .	4
1.7	Line tool . . . . .	5
1.8	Box tool . . . . .	5
1.9	Rounded Box tool . . . . .	5
1.10	Ellipse tool . . . . .	6
1.11	Arc tool . . . . .	6
1.12	Polygon tool . . . . .	6
1.13	Pen tool . . . . .	7
1.14	Freehand tool . . . . .	9
1.15	Document Window Toolbar . . . . .	9
1.16	Go to Page button . . . . .	10
1.17	Previous Page button . . . . .	10
1.18	Next Page button . . . . .	11
1.19	Edit Page button . . . . .	11
1.20	Edit Master Page button . . . . .	11
1.21	View Magnification popup . . . . .	11
1.22	Custom Scale button . . . . .	12
1.23	New button . . . . .	12
1.24	Open button . . . . .	12
1.25	Save button . . . . .	12
1.26	Print button . . . . .	12
1.27	Cut button . . . . .	12
1.28	Copy button . . . . .	13
1.29	Paste button . . . . .	13

---

1.30 Erase button . . . . .	13
1.31 Undo button . . . . .	13
1.32 Redo button . . . . .	13
1.33 Link button . . . . .	13
1.34 Unlink button . . . . .	14
1.35 Line/Fill button . . . . .	14
1.36 Macros button . . . . .	14
1.37 Help button . . . . .	14
1.38 Toolbox button . . . . .	14
1.39 Edit Palette button . . . . .	14

# Chapter 1

## PGS.TOO

### 1.1 PageStream 3 Toolbox

#### PageStream 3 Toolbox

Visual Reference (Requires that ARexx (System:System/RexxMast) be loaded.)

#### Mode Tools

Object	Select, move, scale and manipulate objects.
Reshape	Manipulate paths. Crop EPS, pictures and drawings.
Magnify	Increase and decrease the view magnification.
Text	Enter, select and manipulate text.

#### Shape Drawing Tools

Column	Draw text column frames.
Line	Draw diagonal, horizontal and vertical lines.
Box	Draw rectangles and squares.
Rounded Box	Draw rounded rectangles and squares.
Ellipse	Draw ellipses and circles.
Arc	Draw arcs and pie slices.
Polygon	Draw regular polygons.

#### Path Drawing Tools

Pen	Draw connected paths of lines and curves.
Freehand	Draw connected paths by sketching.

The toolbox allows you to change program modes and to draw and manipulate objects. The toolbox has a drag bar so it can be moved anywhere on the screen. Only one tool may be selected at once. The selected tool is sunken in the toolbox to show that it is selected. To select a tool, click on it with the mouse pointer. The mouse pointer will change shape when it is over the document window, depending on the tool selected.

The toolbox can be hidden by choosing the Settings/Toolbox command. You can change the toolbox orientation, size, and tool defaults by choosing the Toolbox command while holding down a Shift key. To set the default toolbox window and palette positions, choose the Settings/Snapshot

Display command.

## 1.2 Object tool

Object tool

The Object tool is used to select, move, scale and manipulate objects.

Selecting Objects

To select one object: Click on its filled area or stroke.

To select an additional object: Shift click on its filled area or stroke.

To select multiple objects: Drag around the objects.

To select multiple additional objects: Alt drag around the objects.

To deselect all objects: Click in a blank area or press the space bar.

To deselect one object without deselecting others: Shift click on its filled area or stroke.

To deselect multiple objects without deselecting others: Alt drag around the objects.

Moving Objects

To move an object, select it and then drag it to a new position. The mouse pointer will change to a hand shape while dragging. You must move an object at least three pixels before it will begin to move. You can move multiple objects simultaneously by selecting them and then dragging anywhere on the filled area or stroke of any of the objects.

To move an object a small distance, select it and then nudge it with the cursor (arrow) keys on your keyboard. Hold down a Shift key while nudging an object to nudge it by 1/10th of the normal nudge amount. The nudge amount is set with the Drawing command.

If you move the object immediately after holding down the mouse button to drag it, just the bounding box of the object will be visible as you drag. If you pause after pressing the mouse button and wait for the mouse pointer to change to a four way arrow, the actual outline of the object will be shown.

To move an object precisely, use the Move command. To move an object to a precise position, use the Edit command or the Edit palette.

Scaling Objects

To scale an object, select it and then drag any size handle. The mouse pointer will change to an arrow shape while dragging. You can scale multiple objects simultaneously by selecting them and then dragging any of their size handles.

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If you hold down a Shift key while dragging on a size handle, PageStream will maintain the aspect ratio of the object. If the proportional scaling option is toggled on for the object, you will only be able to scale the object proportionally.

To scale an object precisely, use the Edit command or the Edit palette.

### Manipulating Objects

Once an object has been selected, it can be manipulated with a variety of commands in the Object menu.

To manipulate a path as a path instead of as an object (to edit its points rather than its bounding box), choose the Reshape tool instead of the Object tool.

### Hints

You can double click on an object to edit its position, change its line and fill styles, or execute any PageStream macro. Choose the Drawing command to set the double click action.

Keep the Edit Palette open at all times to make it easy to change objects precisely.

PageStream will scroll the page inside the window as you move the mouse pointer near the edge of the window while moving or scaling an object. If you want the screen to be redrawn while it scrolls, toggle on the Auto Scroll and Auto Drag Update options in the Drawing requester.

## 1.3 Reshape tool

### Reshape tool

The Reshape tool is used to crop graphics, modify path points and reshape arcs. You can select objects with the Reshape tool in the same manner as the Object tool, but each type of object reacts differently when selected with each tool.

**Graphics:** These appear the same when selected regardless of the tool chosen, but the size handles have a very different purpose. The Object tool allows you to resize the graphic with its frame, while the Reshape tool lets you scale the frame without affecting the graphic.

**Arcs and pies:** When you select an arc or pie with the Reshape tool, arc handles appear at the start and end angles.

**Paths:** When you select a path with the Reshape tool, point handles appear at each point position.

**Boxes, lines, polygons and text frames:** These objects are treated the same regardless of which tool is selected.

Note that you can select multiple objects with the Reshape tool, but you should be careful when scaling or moving multiple selected objects with

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the Reshape tool. Unlike the Object tool, graphics only move within their frame and only the points in a path can be moved. Attempting to scale or resize two different types of objects simultaneously will work as best it can, but may not produce the desired results.

## 1.4 Magnify tool

Magnify tool

The Magnify tool is used to increase or decrease the view magnification. Selecting the Magnify tool will change the mouseform to a magnifying glass with a plus sign in it. This indicates that the tool will increase the magnification. If you hold down a Shift key, the mouseform will change to a magnifying glass with a minus sign in it. This indicates that the tool will reduce the magnification.

To use the Magnify tool, point at the center of the area to magnify (or reduce). Click the left mouse button to change the magnification. The amount that the Magnify tool changes the view magnification is set with the Toolbox command.

## 1.5 Text tool

Text tool

The Text tool is used to enter, select and manipulate text.

To manipulate text, select it and then choose a command from the Type menu.

See also:

- Insertion Point
- Typing Special Characters

## 1.6 Column tool

Column tool

The Column tool is used to draw text column frames.

To draw a text column frame, choose the Column tool. The mouse pointer will change to a crosshair shape. Press and hold the left mouse button. Drag the mouse in any direction to draw. As you draw, the outline of the frame will be shown. Release the mouse button to end the column.

To draw a square column, hold down a Shift key while you drag the mouse.

To set the defaults for the Column tool, choose the Toolbox command while holding down a Shift key.

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## 1.7 Line tool

Line tool

The Line tool is used to draw diagonal, horizontal and vertical lines.

To draw a line, choose the Line tool. The mouse pointer will change to a crosshair shape. Press and hold the left mouse button. Drag the mouse in any direction to draw. As you draw, the line will be shown. Release the mouse button to end the line.

To only draw horizontal, vertical or 45\textdegree{} lines, hold down a Shift key while you drag the mouse.

## 1.8 Box tool

Box tool

The Box tool is used to draw rectangles and squares.

To draw a box, choose the Box tool. The mouse pointer will change to a crosshair shape. Press and hold the left mouse button. Drag the mouse in any direction to draw. As you draw, the box will be shown. Release the mouse button to end the box.

To draw a square box, hold down a Shift key while you drag the mouse.

A box may be changed to a rounded box by selecting it and choosing the Edit command.

## 1.9 Rounded Box tool

Rounded Box tool

The Rounded Box tool is used to draw rounded rectangles and squares.

To draw a round cornered box, choose the Rounded Box tool. The mouse pointer will change to a crosshair shape. Press and hold the left mouse button. Drag the mouse in any direction to draw. As you draw, the box outline will be shown. Release the mouse button to end the box.

To draw a square box, hold down a Shift key while you drag the mouse.

A rounded box may be changed to a normal box by selecting it and choosing the Edit command.

To set the defaults for the Rounded Box tool, choose the Toolbox command while holding down a Shift key.

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## 1.10 Ellipse tool

Ellipse tool

The Ellipse tool is used to draw ellipses and circles.

To draw an ellipse, choose the Ellipse tool. The mouse pointer will change to a crosshair shape. Press and hold the left mouse button. Drag the mouse in any direction to draw. As you draw, the ellipse will be shown. Release the mouse button to end the ellipse.

To draw a circle, hold down a Shift key while you drag the mouse.

An ellipsis may be changed to an arc or pie slice by selecting it and choosing the Edit command.

## 1.11 Arc tool

Arc tool

The Arc tool is used to draw arcs and pie slices. Arcs are portions of an ellipse. Pie slices are similar but have lines connecting the starting and ending angles to the center of the ellipse.

To draw an arc or pie slice, choose the Arc tool. The mouse pointer will change to a crosshair shape. Press and hold the left mouse button. Drag the mouse in any direction to draw. As you draw, an outline of an ellipse will be shown. Release the mouse button to end the arc or pie slice. You can now choose the Reshape tool to visually change the starting and ending angles of the arc. Alternatively, you could choose the Edit command to set the angles numerically. Arcs may be converted to pie slices and vice versa with the Edit command.

To draw a circular arc, hold down a Shift key while you drag the mouse.

An arc or pie slice may be changed to an ellipse by selecting it and choosing the Edit command.

To set the defaults for the Arc tool, choose the Toolbox command while holding down a Shift key.

## 1.12 Polygon tool

Polygon tool

The Polygon tool is used to draw regular polygons (multisided objects with sides of equal length).

To draw a polygon, choose the Polygon tool. The mouse pointer will change to a crosshair shape. Press and hold the left mouse button. Drag the mouse in any direction to draw. As you draw, an ellipse outline will be shown. Release the mouse button to end the polygon.

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To draw a polygon with a square bounding box, hold down a Shift key while you drag the mouse.

The type of polygon and its number of sides may be changed by selecting it and choosing the Edit command.

To set the defaults for the Polygon tool, choose the Toolbox command while holding down a Shift key.

## 1.13 Pen tool

### Pen tool

The Pen tool is used to draw line and curve path segments to make an irregular path. The mouse pointer will change to a crosshair shape when the Pen tool is selected.

Paths are a series of points connected by lines and curves. Curves are defined by two curve handles (Bézier control points) which determine the degree and depth of the curve.

#### Setting the Current Point

The first step in drawing a path is to establish the current point to which you can add line and curve segments. You can set the current point by starting a new path or by extending an existing path. After you set the current point, PageStream will continuously draw a line from the point to the crosshair position so that you can see how the segment would be drawn if you were to end the segment at that position.

**Starting a New Path:** Position the crosshair at the desired start point of the new path and click the mouse. A small handle will appear to indicate that this is now the current point.

**Extending an Existing Path:** Position the crosshair over the endpoint of a path. A handle will appear when you are within range of an endpoint. Click the mouse button to set this as the current point.

#### Drawing Line Segments

To draw a straight line segment from the current point to another point, position the crosshair at the desired point and click the mouse. The new point will now become the new current point. Continue clicking the mouse to create additional line segments.

If you hold down a Shift key before you click the mouse, PageStream will constrain the line to horizontal, vertical or 45\textdegree{} line segments.

If the previous segment was a curve segment, you must click on the current point before drawing a line segment. This is because you placed the first curve handle for the next segment when drawing the previous curve. Clicking on the current point will retract this curve handle and prepare for drawing a line segment.

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If you add a line segment by clicking on the opposite end of the path you are drawing, the path will be closed with a line segment between the current point and the other endpoint. A handle will appear when you are within range of the other endpoint to close a path.

### Drawing Curve Segments

To draw a curve segment from the current point to another point:

1. Drag out the first curve handle. Position the crosshair over the current point. The handle will change to indicate that you are within range. Press and hold the left mouse button. Drag the mouse in the direction of the curve to drag out the first curve handle.

Note: Hold down a Shift key as you drag out the curve handle if you are connecting to an existing segment and you want a smooth join; otherwise you will get a corner join.

2. Drag out the second curve handle. Now move the crosshair to the desired position of the curve. Drag away from this position to shape the curve. Release the mouse button when the curve is the desired shape.

3. Continue the path.

The first curve handle of the next curve segment is automatically placed to create a smooth join. If you want to continue by adding a curve connected by a smooth join, just repeat step 2.

If you want to continue by adding a curve connected by a corner join, repeat from step 1 and do not hold down a Shift key.

If you want to continue by adding a line, click on the current point to retract the next curve handle and then draw a line segment.

### Ending and Closing a Path

To close the path, move the crosshair over the other endpoint and click. If you were drawing a line segment, the path would be closed with a line. If you were drawing a curve segment, the path would be closed with a curve connected to the endpoint by a corner join. To close the path with a curve tangent which is tangent to the first segment at the endpoint, move the crosshair over the other endpoint and drag out a curve handle.

Click the right mouse button to end a path without closing it.

### Starting a New Path

If you have drawn a path but not yet closed it, you cannot start another path until you deselect the current point. You can do this by pressing the space bar or changing to another tool and then reselecting the Pen tool.

## 1.14 Freehand tool

### Freehand tool

The Freehand tool is used to draw freehand paths. The mouse pointer will change to a crosshair shape when the Pen tool is selected.

Paths are a series of points connected by lines and curves. Curves are defined by two curve handles (Bézier control points) which determine the degree and depth of the curve.

To draw a freehand path, press and hold the left mouse button. Drag the mouse in any direction to draw. As you draw, PageStream will show you a rough approximation of the freehand path. After you release the mouse button, PageStream will smooth the path to reduce the number of points.

After a freehand path has been created, it is treated the same as a path drawn by the Pen tool.

## 1.15 Document Window Toolbar

### Document Window Toolbar

Visual Reference (Requires that ARexx (System:System/RexxMast) be loaded.)

### View and Page Buttons

Go to Page	Choose a page to view and edit.
Previous Page	View and edit the previous page.
Next Page	View and edit the next page.
Edit Page	Choose the master page for the current page.
Edit Master Page	Edit the current page's master page size.

View Magnification	Choose a view magnification.
Custom Scale	Set the view magnification.

New	Create a new document.
Open	Open an existing document.
Save	Save the current document.
Print	Print the current document.

Cut	Cut the selected text or objects.
Copy	Copy the selected text or objects.
Paste	Paste the clipboard contents.
Erase	Delete the selected text or objects.
Undo	Undo the last action.
Redo	Redo the last undone action.

Link	Link existing text frames.
Unlink	Break the link between linked text frames.

Line/Fill	Set the line, fill and color of text or objects.
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Macros	Execute and edit PageStream macros.
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Help	Access the online help system.
Toolbox	Toggle the display of the toolbox.
Edit Palette	Toggle the display of the Edit palette.

## 1.16 Go to Page button

Go to Page button

The Go to Page button displays the current page and opens a requester to change the page to view and edit.

Two numbers are displayed on the button; the first is the current page number, and the second is the number of pages in the current chapter or document, as applicable. Note that the current page number can be greater than the total number of pages if the starting page number is not 1.

Click on the Go to Page button to open the Go to Page requester.

Go to Page Description

Chapter	Choose the document name to move to a page at the document level. Choose a chapter name to move to a page in a chapter (if applicable). Choose a master page name to move to that master page.
Page	Enter the number of the page to which to move. This is available only when a document or chapter name is chosen from the Chapter popup.
Side	Choose the side of the master page to which to move. This is available only when a double sided master page is chosen from the Chapter popup gadget.

If you do not enter a page number into the page gadget, PageStream will default to displaying the first page in the selected document or chapter.

## 1.17 Previous Page button

Previous Page button

The Previous Page button is used to view and edit the previous page.

Hold down a Shift key and click on the Previous Page button to view and edit the first page in the document or chapter (as applicable).

When a page spread is displayed in the window, hold down the Ctrl key and click on the Previous Page button to make the previous page in the spread the current page. (While this will not change the contents of the document window, the current page of a spread is important when choosing the Edit » Page and Edit » Master Page commands.

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## 1.18 Next Page button

Next Page button

The Next Page button is used to view and edit the next page.

Hold down a Shift key and click on the Next Page button to view and edit the last page in the document or chapter (as applicable).

When a page spread is displayed in the window, hold down the Ctrl key and click on the Next Page button to make the next page in the spread the current page. (While this will not change the contents of the document window, the current page of a spread is important when choosing the Edit » Page and Edit » Master Page commands.

## 1.19 Edit Page button

Edit Page button

The Edit Page button is used to edit the page setup and choose the master page. It is equivalent to choosing the Edit » Page command.

## 1.20 Edit Master Page button

Edit Master Page button

The Edit Master Page button is used to edit the current page's master page size and orientation. It is equivalent to choosing the Edit » Master Page command.

## 1.21 View Magnification popup

View Magnification popup

This popup arrow gadget contains commands identical to those found in the View menu. Choosing a view magnification from this popup gadget is similar to choosing the identical command from the menu.

There are a few additional magnification options in this popup gadget which are not found in the View menu. These are equivalent to choosing the View menu commands while holding down a Shift key. For example, choosing View/200% with the Shift key held down will change the magnification to 400%. Because the Shift key cannot be used in conjunction with the toolbar's View Magnification popup gadget, 400% is listed as a separate command.

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## 1.22 Custom Scale button

Custom Scale button

The Custom Scale button is used to change the view magnification in the document window. It is equivalent to choosing the Custom Scale command from the View menu. The current view magnification is always displayed on this button.

## 1.23 New button

New button

The New button is used to create a new document. It is equivalent to choosing the New command from the Project menu.

## 1.24 Open button

Open button

The Open button is used to open an existing document. It is equivalent to choosing the Open command from the Project menu.

## 1.25 Save button

Save button

The Save button is used to save the current document. It is equivalent to choosing the Save command from the Project menu.

## 1.26 Print button

Print button

The Print button is used to print the current document. It is equivalent to choosing the Print command from the Project menu.

## 1.27 Cut button

Cut button

The Cut button is used to remove the selected text or object(s). Cut data is stored in the clipboard. It is equivalent to choosing the Cut command from the Edit menu.

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## 1.28 Copy button

Copy button

The Copy button is used to copy the selected text or object(s). Copied data is stored in the clipboard. It is equivalent to choosing the Copy command from the Edit menu.

## 1.29 Paste button

Paste button

The Paste button is used to paste the contents of the clipboard into a document. It is equivalent to choosing the Paste command from the Edit menu.

## 1.30 Erase button

Erase button

The Erase button is used to delete the selected text or object(s). It is equivalent to choosing the Erase command from the Edit menu.

## 1.31 Undo button

Undo button

The Undo button is used to undo the last action. It is equivalent to choosing the Undo command from the Edit menu.

## 1.32 Redo button

Redo button

The Redo button is used to redo the last undone action. It is equivalent to choosing the Redo command from the Edit menu.

## 1.33 Link button

Link button

The Link button is used to link existing text frames. It is equivalent to choosing the Link Text Frames command from the Layout menu.

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### 1.34 Unlink button

Unlink button

The Unlink button is used to break the link between existing text frames. It is equivalent to choosing the Unlink Text Frames command from the Layout menu.

### 1.35 Line/Fill button

Line/Fill button

The Line/Fill button is used to set the line, fill and color of text or objects. If the Object or Reshape tool is selected, it would be equivalent to choosing the Line/Fill command from the Object menu. If the Text tool is selected, it would be equivalent to choosing the Line/Fill command from the Type menu.

### 1.36 Macros button

Macros button

The Macros button is used to execute or edit a PageStream macro. It is equivalent to choosing the PageStream Macros command from the Macros menu.

### 1.37 Help button

Help button

The Help button is used to access the online help system. It is equivalent to choosing the Help command from the Settings menu.

### 1.38 Toolbox button

Toolbox button

The Toolbox button is used to toggle the display of the Toolbox. It is equivalent to choosing the Toolbox command from the Settings menu.

### 1.39 Edit Palette button

Edit Palette button

The Edit Palette button is used to toggle the display of the Edit palette. It is equivalent to choosing the Edit Palette command from the Settings menu.

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