

PagePlus Intro Help Contents

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A listing of keyboard functions and character/command shortcuts

Detailed coverage of screen areas and buttons

Detailed coverage of menu commands and dialogs

A guide on working with the files, pages, and content you create

Discussion of printing issues

Help when you have printing or other problems

Welcome to PagePlus Intro

Hi! Thanks for trying the INTRO version of PagePlus - "[Desktop Publishing Made Easy](#)". We like to think you'll enjoy using it, and that you'll find it a great value. If you have comments of ANY kind please get in touch with us. We need your feedback, especially comments and suggestions for future versions and [companion products](#). We're especially grateful to all our users for providing so much feedback on PagePlus 1.x on which to build.

If you like PagePlus Intro you can upgrade at any time to the more powerful versions of PagePlus... Or, you might like to add fonts, art, or one of our great, easy to use, OLE applets for drawing, text effects, or tables. All our add-ons work with any Windows application, and all versions of PagePlus. We also have French and German versions, and we're working on more...

We also enjoy seeing samples of the work you create with PagePlus Intro, so please feel free to send them in. If you like PagePlus please recommend it to your friends - your help is always appreciated! If you want to use multiple copies please get in touch with us about our Corporate and Education SITE LICENSES.

If you have any problems (especially with printing), start by checking out the [Troubleshooting](#) section of this help file. If you need technical support or general advice please [get in touch](#).

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Desktop Publishing Made Easy

PagePlus Intro is "Desktop Publishing Made Easy". One of the easiest products in the DTP world, it still includes an unusually wide range of design features, and all the essential production and layout functions needed for very professional results.

PagePlus Intro lets you create everything from flyers and newsletters to business stationery.

It's a hard-working DTP, without the hard work. And by taking full advantage of new facilities made available in Windows 3.1, PagePlus Intro guarantees the best results available from your printer.

What's New in Intro?

PagePlus Intro is built on the foundations of PagePlus and retains the feel of a free form layout area with a page and pasteboard (a work area which mimics the traditional paste-up artist's method of working).

User Interface

PagePlus Intro has been developed specifically for Windows 3.1 or higher, and now has the standard 3D sculpted look. In general you'll find the interface very neat, with touches like movable rulers and multiple zoom levels that make your life easier.

HintLine & Cursors

To make PagePlus Intro easier to learn, we've added the HintLine. As you move the mouse over a tool or button, the HintLine gives you a practical, one line comment on what the icon does. It's a great way for a new user to gain confidence quickly.

In the same vein, we've given the mouse cursor a thorough overhaul: it now changes as you move the mouse over guides or an object's handles, to let you know exactly what operations are possible.

TrueType

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

Frame (Autoflow) Text

PagePlus has both "free" and "frame" (autoflow) text capabilities. You can change the margins and number of columns for each frame, and our unique "column blinds" let you control where the text starts and ends in a column. You can import text from your word processor. Frames can be easily linked to flow text from area to area. Text can be edited within the frame and will automatically reflow.

Free Text

Free Text can simply be typed in on the page without creating a frame first. You can drag and drop it anywhere on the page or pasteboard. You can even place it inside the frame (as a headline or pull quote) and make the frame text flow around it.

Precision Placement and Rotation

You can now rotate all objects (text, graphics and images) in 45 degree steps. Movable rulers and guides make sizing of placing of objects easy and accurate.

Clipboard Support

You can create logos, headlines or complete pages which can be easily pasted into any other application.

Templates

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

Serif Products

PagePlus - An award-winning desktop publisher which combines simplicity with high end features, PagePlus is our flagship product.

TypePlus - Our text effects applet lets you create eye catching text effects. Type on an arc, circle, button, or bezier. It has a built-in curve editor (to define any path) and imports pictures as a background. It's OLE (Object Linking and Embedding) so it works with any Windows application.

TablePlus - Our table editor applet lets you easily and quickly create neat tables for contents, invoices, lists and more. It looks like a "mini-spreadsheet" and includes QuickFormat and QuickFill options. You can even rotate text in cell, or enter math calculations.

DrawPlus - Our easy to use vector drawing applet includes multi-color linear and radial fills, and the ability to convert text to curves for extensive manipulation. If you don't want to create original artwork, you can use DrawPlus to recolor, and customize ArtPack (or other WMF) images.

ArtPack(s) - If you need clipart, each ArtPack contains over 500 professionally drawn images. Most are color, and they're all fully scaleable vector graphics (Windows Metafiles - WMFs) for superb results at any size.

FontPack(s) - Each pack has over 100 classic and decorative TrueType fonts. TrueType is the font scaling standard first built into Windows 3.1 - so all your Windows programs can use them.

Collections - Our SuperPack includes PagePlus, TypePlus, FontPack and ArtPack in one box. If you need multiple copies (e.g. for a network) the 10-User Pack is a SuperPack with a Multiple User Site License for 10 copies.

Upgrades and Registration

Thanks again for buying PagePlus Intro, our entry level publisher. To allow us to keep selling very low-cost software it would be very helpful if you would register. Check out the PagePlus Intro Registration screen for details of how to register. You'll have access to product support, details of low-cost upgrades and no more Registration screen!

Registration also allows you to upgrade to PagePlus. It's just as easy to use as PagePlus Intro but also includes:

- Process and spot color separation capabilities with Pantone Color License for producing commercial quality artwork.
- Unique ChangeBar interface for fast, dynamic object editing and modification.
- OLE support with free OLE based Table Editor application
- Styles for text and graphics with AutoApply - gives you fast, consistent document formatting; and over 60 document templates for great-looking pages in a hurry.
- Rotation of text, graphics and pictures to any angle with Status Editor for accurate, numeric control of size, position and rotation.
- ToolBox, Button-based Status Bar, irregular text wrap around objects, cropping of text and graphics, CleanUp,... and many more features.

Call now to order or for more information

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DTP & PagePlus

Introduction to Desktop Publishing

What is DTP software?

What can you do with DTP?

What are the key benefits?

What DTP provides

Introduction to Desktop Publishing

This short section reviews fundamental issues related to DTP. If you are confused about DTP - what it is, or when to use it - this section will help you. Whatever your background and experience, this chapter will give you a new perspective on desktop publishing.

What is DTP software?

There is a wide range of applications that could be called DTP software. They include drawing packages, paint packages, scanning packages, font packs, and (according to some people) even word processors! It can get real confusing. In fact, DTP software is usually taken to mean *page makeup* and *layout software* such as Aldus PageMaker, Serif PagePlus and Quark XPress. These packages are designed to combine objects from different sources and assemble them into a page: text from your word processor, vector illustrations from your drawing package, and bitmap pictures from your paint and scanning packages.

What can you do with DTP?

DTP software has revolutionized the graphics arts industry, and has done much to change the way other businesses have used their PCs, by enabling them to bring the publishing process in-house. PagePlus is a groundbreaking product that brings all the advantages of DTP, within everybody's reach. It's affordable, yet remains highly accessible and easy to use.

With your PC and PagePlus you have a complete publishing workstation that only a few years ago would have cost tens of thousands of dollars. You can produce virtually any publication, and give it superior visual quality. Ads, brochures, business stationery (cards, letterheads, compliments slips, invoices), flyers, forms, newsletters, notices, handouts, event programs, posters, price lists, reports, announcements, invitations, greetings cards, and more.

What are the key benefits?

Using your PC and PagePlus it's easy to be creative. You can produce all these publications and more, and enjoy the key benefits that have made DTP so popular:

- Control. You decide what gets done, how and when. And you decide when it's good enough. If you need to do a rush job or make last minute changes, you don't have to wait until someone else can schedule it in for you.
- Cost. Doing your own design and production can save thousands. PagePlus pays for itself the first time you do it yourself rather than going to a third-party.
- Enjoyment. DTP has broad appeal to people's creativity, and a definite end result (the printed page) which is immensely gratifying. Let's face it; in comparison, spreadsheets, databases and the rest are just plain dull!

Or, to put it another way: in-house, on time, and under budget!

What DTP provides

DTP software doesn't aim to replace word processors, as for many tasks such as simple letters, form letters for list merging, memos, manuscripts, and technical documentation they're great. And for many DTP tasks it's still sensible to use your word processor to create and edit your publication text and then import it. Rather, DTP aims to complement word processing by letting you easily undertake design tasks where WP is weakest. PagePlus, in particular, is not overloaded with long document features and is heavily focused on the layout requirements of short publications.

The rise of Windows word processors appears to have blurred the distinction between word processing and DTP by supporting picture import, multiple columns and so on. But, the fact is, word processors are designed to type in text as quickly as possible, automatically format text into pages, and print out the document. With extensive text tools - spell checker, thesaurus, search and replace, and so on - their focus is inevitably on *content* rather than *design*. When you need greater ease-of-use, more complex formatting, high graphics content, color, or simply better looking publications, you've entered the DTP zone...

Ease of use

PagePlus builds on the classic DTP principle - the direct manipulation of objects on the page. With a ToolBar of design aids, PagePlus brings you the ultimate in ease-of-use. And PagePlus is pasteboard based which means you can easily drag and drop anything, anywhere.

A True WYSIWYG environment

With DTP, what you see on the screen *really is* what you get when you print. Without wasting time and paper with test prints, you can visually check graphics position, line endings, type formatting, and wrap text around graphics as you work.

Text positioning

Unlike word processors that focus on one text stream, DTP enables you to break your text into many blocks for greater flexibility. PagePlus is particularly adept because it is the only product that provides *both* free and frame text. It's easy to place free text (a few words or a whole paragraph), simply by dragging the text block around. This is great for placing headlines or captions in any publication and perfect for most elements of ads, flyers, posters and so on.

Frames

Good DTP software lets you draw frames *and link them together* to control text flow. Each sequence of linked frames has its own text stream and can flow from anywhere to anywhere - even from the bottom of a page to the top. PagePlus is exceptionally flexible and allows you to use the mouse to visually adjust margins, and lay out multiple columns of varying widths and depths in any frame.

Layout Control

To help you work quickly and easily on your page, DTP includes snapping based layout tools (rulers and guides) and extensive view options. PagePlus lets you zoom out to see the whole page, or zoom in at any magnification up to 400% for detailed work.

Type Flexibility

High end DTP provides extensive typographic adjustment for fine tuning text appearance. Letter and word spacing, variable line spacing (leading), kerning, variable slant (artificial italic), patterns, colors, and rotation, are all included in PagePlus.

Image Import

DTP lets you import images in all industry-standard formats and quickly change the size and position.

Word Processor Integration

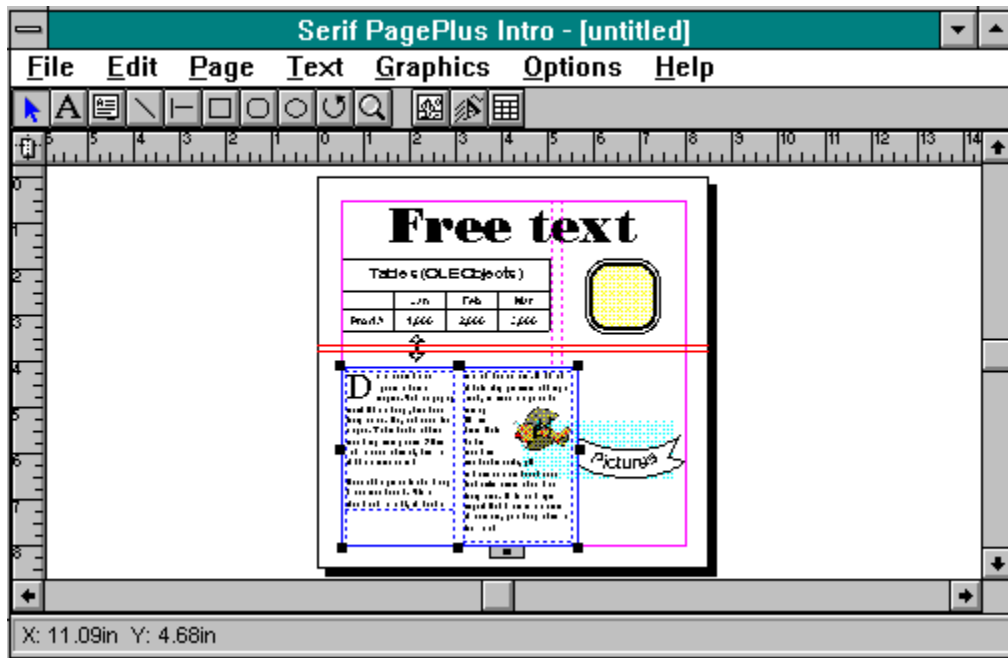
All DTP packages will import text from industry-standard word processors. PagePlus also allows logos, fancy headlines or cover pages to be created then pasted into a word processed document.

Drawing Tools

DTP software gives you tools for quickly and easily drawing lines, boxes, and ovals on your page to annotate illustrations and add emphasis to your layout. It's easy to move and resize them and then apply a wide range of line styles, fills, and colors.

Starting with PagePlus Intro

Click on the picture to get Help on the screen areas, tools and objects you create.



The control menu box

This is a standard Windows element.

To exit PagePlus, double-click on the control menu box.

The Title bar

This is a standard Windows element.

To move the PagePlus window, move the mouse cursor over the titlebar and drag.

The Minimize button

This is a standard Windows element.

To temporarily minimize the PagePlus window to an icon, click on the Minimize button.

The Maximize button

This is a standard Windows element.

To make the PagePlus window cover your whole screen, click on the Maximize button.

The Menu bar

This is a standard Windows element.

To view the commands available under each heading, click on **File**, **Edit...**

The rulers intersection button

To move the rulers and their zero point,
move the mouse cursor over the intersection button and drag.

The rulers

PagePlus includes rulers to assist you when arranging page elements. To create a ruler guide, click or drag on a ruler when guide display is on.

The Pointer tool

To select this tool, click on the Pointer tool button in the ToolBar. Then:

- To select an object on the page, click on it (or drag around several to form a group of objects).
- To move an object or group, drag on it.
- To copy an object or group, hold the **CONTROL** key down and drag on it.
- To size an object, select it and then drag on its selection handles.

The Free Line tool

To select this single-shot tool, click on the Free line tool button in the ToolBar. Then:

- To create a line at any angle, drag on the page or pasteboard area.

The regular Line tool

To select this single-shot tool, click on the Regular line tool button in the ToolBar. Then:

- To create a line which is exactly horizontal, exactly vertical, or exactly 45 degrees diagonal, drag on the page or pasteboard area.

The Text tool

To select this tool, click on the Text tool button in the ToolBar. Then:

- To edit existing text, click, double-click, or drag over the text.
- To create a new text block, click, double-click, or drag over a blank part of the page or pasteboard area.

The Box tool

To select this single-shot tool, click on the Box tool button in the ToolBar. Then:

- To create a box, drag on the page or pasteboard area.

The Round cornered Box tool

To select this single-shot tool, click on the Round corner Box tool button in the ToolBar. Then:

- To create a round-cornered box, drag on the page or pasteboard area.

The Oval tool

To select this single-shot tool, click on the Oval tool button in the ToolBar. Then:

- To create an oval, drag on the page or pasteboard area.

The Frame tool

To select this single-shot tool, click on the Frame tool button in the ToolBar. Then:

- To create a frame, drag on the page or pasteboard area.

The Zoom tool

To select this single-shot tool, click on the Zoom tool button in the ToolBar. Then:

- To zoom in on an area of the page or pasteboard area, drag over that area.
- To toggle zoom between fit-page view and the last other view used, double-click over the page.

The Rotate tool

To select this single-shot tool, click on the Rotate tool button in the ToolBar. Then:

- To select, move, and copy objects, use as a Pointer tool.
- To rotate an object, move the mouse over a handle of a selected object (the mouse cursor display should change to match the ToolBar icon) and then drag on the handle.

The Import Picture Button



To import pictures, click on the Import Picture buttons in the ToolBar. Then:

- To import a Serif Art & Borders picture, click on the first button.
- To import other pictures, double-click on the first button.
- To import a Serif TypePlus effect, click on the second button.
- To import a Serif TableEdit table, click on the third button.

The page area

The page area is where you build up the final publication. You can have 1 page in a publication, each with its own layout up to a maximum of 22" x 22".

Anything which overlaps your page is printed, anything on the pasteboard is not - so you can achieve "bleeds" effects when necessary.

The pasteboard

The pasteboard is your 23" square workspace. Use it to store objects before placing them on the page. A page has its own pasteboard so you can store the relevant objects for each page.

The scroll bars

These are standard Windows elements.

To move your view around the page and pasteboard area, drag on the scrollbox at the center of the scroll bars.

The Status Bar

The Status Bar provides a features called:

- The HintLine which provides helpful hints to help you learn and use the program.

HintLine

A display of helpful messages as you use the program.

The ToolBar

The ToolBar provides a variety of mouse driven tools for creating, selecting and directly manipulating graphics, pictures and text.

- To select a tool, click on its ToolBar button.
- To see a hint of what a tool does, look at the HintLine at the right end of the Status Bar.

Mouse cursor display

The mouse cursor display changes as you work to help you know what you can do at any given point. It changes as you select different tools, select objects, move the mouse around the screen, and drag.

Screen & Tools

Working with screen & tools

Standard Windows elements

Page and pasteboard area

Rulers, guides and snapping

ToolBar

Status Bar

Working with screen & tools

In most cases, there are several ways to do the same operation. Not only is this more flexible, but it allows you to work in your preferred way on any publication. Your choices are:

- Menus
- Keyboard shortcuts

It is also possible to move, size and rotate objects:

- visually, using mouse control

If you want to control your overall PagePlus setup, you can: see [Showing and hiding window elements](#) and [Saving window settings](#) for further details.

Showing and hiding window elements

You can decide which window elements are visible using a combination of **Options/Preferences...** and **Page/Layout Tools...**

Saving window settings

You can save your window settings by selecting **Options/Save Settings...** This will make your current settings be used whenever PagePlus is started. We recommend that you exit and then restart PagePlus before doing the following (although you can do it with a publication in progress).

To change the window settings you want to have whenever you start PagePlus:

- 1 Set your autosave value using **File/Autosave**.
This can be off, or a specific time interval (2, 5, 10, 15, 20) in minutes.
- 2 Select your preferred options in **Page/Layout Tools**.
Defaults are display rulers, guides, and frames (but not locked) with snapping on.
- 3 Select your preferred options in **Options/Preferences**.
Defaults are inches for both rulers, and all options checked.
- 4 Set text autoflow on/off by selecting **Options/Text Autoflow**.
- 5 Select **Options/Save Settings**.
This also saves your current page setup (defined using **Page/Page Setup**) as the default page setup.

Standard Windows elements

Elements such as the menu bar of the PagePlus window are standard to Windows.

In brief, you can use the menu bar, control menu box, titlebar and scrollbars as with any Windows application. For an explanation of the general operation of these elements, refer to your *Microsoft Windows User's Guide* documentation or run **Help/Windows Tutorial** from within the Program Manager window.

The Page and Pasteboard Area

The basic working environment of PagePlus mimics a piece of paper (the page) lying on top of a traditional paste-up artist's desk (the pasteboard). You work with PagePlus by directly manipulating text and graphics on the page and pasteboard with your mouse.

You can scroll around, and zoom in or out, for different views of the area.

Objects are generally displayed in 100% WYSIWYG ("what you see is what you get") form. See Display of objects further details.

Views

The pasteboard and page may be viewed at any zoom level between 10% and 400%. Generally they will be too large to fit on screen so you will only see a "window" onto them.

Use the scroll bars to move the view window and see the other parts of the pasteboard or page, or you can reduce the zoom to bring more into view. **Page/View/Page** tells PagePlus to automatically set the zoom such that the whole page area can be seen.

The view can be controlled in several ways:

- Using the **Page/Views** menu options
- Using the Zoom tool of the ToolBar
- Using scroll bars to move around the page and pasteboard.

Display of Objects

Objects are generally displayed in 100% WYSIWYG ("what you see is what you get") form. This means that the screen is an accurate representation of your page, which in turn means you won't need to do extensive proof prints.

When an object is selected, eight small black rectangles, known as "handles", are displayed around the object.

Objects will sometimes be displayed using a wire-frame representation - an outline that can be displayed faster than a full representation and is sometimes more convenient because the object does not obscure objects underneath. Uses include:

- **Fast drag:** When creating, moving, sizing, or rotating, PagePlus will use either a WYSIWYG, or a "wire-frame" display. A wire-frame is used if you drag quickly (fast drag) whereas the WYSIWYG form is used if you pause between the click and the move of the drag. In the case of a fast drag, PagePlus leaves the object displayed in its original position, until you complete the operation.
- **Hidden picture:** PagePlus can use a wire-frame display for pictures. This makes the display of pictures very fast and so can be especially useful when working on publications which contain many or large pictures. The display for pictures (rotated and unrotated) is controlled using **Options/Preferences...**

Rulers, Guides and Snapping

PagePlus includes comprehensive layout tools, many of which work together.

The rulers mimic the T-square used by the paste-up artist.

Guides also mimic a paste-up artists's "tool" - the non-printing "blue lines" drawn to define a layout grid for a publication.

Finally, Snapping refers to a software analogy with magnetism - a convenient system for ensuring that objects align precisely with the grid and ruler units you have established.

The Rulers

The PagePlus rulers have several purposes:

- As a visual guide
- To define a snap grid
- For guide creation

You can set the ruler units as required. By moving the rulers, you can measure object sizes and positions with any accuracy required.

Rulers as a visual guide

As you move the mouse pointer, a dotted line tracks the current position in each ruler.

Similarly, when an object on the pasteboard or page is selected, two dotted lines appear in each ruler corresponding to the selected object's dimensions.

You can use rulers to measure objects on the page by moving the rulers as required.

Ruler units

The basic measurement unit used by the rulers is selected using **Options/Preferences...** You can select different measurement systems for the horizontal and vertical rulers.

The rulers have labeled graduation marks consistent with the ruler's units.

The actual intervals of the graduation marks depend on your screen resolution and the current zoom factor; PagePlus selects sensible increments for the ruler intervals. To handle work where you want finer control (especially snapping) you should increase the zoom.

Moving the rulers

The default position for rulers is along the top (below the menu bar) and left edges of the window area, but they can easily be moved to another part of the screen.

You can move the rulers anywhere on your screen by dragging on the ruler intersection. You can move either the horizontal or vertical ruler or both. Double-click on the intersection to make the rulers jump back to the default position.

You can lock rulers against accidental adjustment. Select **Page/Layout Tools...** to toggle between locked and unlocked states. You can check the current locking of rulers by looking at the ruler intersection (it is blank when rulers are locked).

See also, [Ruler's zero point](#).

Ruler's zero point

The labeled graduation markings on each ruler include a "zero point". Where the two intersect is referred to as the zero point of the rulers.

Most of the time you will have the zero points aligned with the top and left edges of the page (the default position), but they can be moved elsewhere. When you move the rulers, the zero point of the rulers changes too. If you don't want the zero point to change, hold the **SHIFT** key down when you drag or double-click. To reset the zero point to match the current ruler intersection, click on the intersection.

Frame column blinds.

To adjust the point where text starts or stops flowing in a frame column, select the Pointer tool, then drag up or down on the appropriate column blind. Any text in the frame will reflow accordingly.

Frame column guides.

To adjust the position of a column guide, select the Pointer tool then drag the column guide sideways. Any text in the frame will reflow accordingly.

Frame margins.

To adjust the position of a frame margin, select the Pointer tool then drag the margin sideways. Any text in the frame will reflow accordingly.

Page column guides.

To adjust the position of a page column guide, select the Pointer tool then drag the column guide sideways. Note that this has no effect on text flow (for that you use frames).

Page margins.

To adjust the position of page margins, select **Page/Page Setup...** Note that this has no effect on text flow (for that you use frames).

Ruler guides.

You can add non-printing ruler guides to any page to assist in page layout.

To add a ruler guide, click or drag on a ruler.

Guides

Guides are displayed as colored lines intended to assist in page make-up - they do not appear on your prints. They are useful as visual guides and as snapping guides to aid alignment. There are three sources of guides: ruler guides, page margin/column guides and frame margin/column guides.

PagePlus provides a dialog for quickly setting up page margin and column guides, a Frame tool and dialog to create frames along with their margin and column guides, and a mouse-driven function for creating ruler guides, and moving all forms of guide as required.

For further information see [Creating guides](#), [Moving and deleting guides](#) and [Locking guides](#).

Creating guides

To create page column and margin guides select **Page/Page Setup...** or **Page/Page Columns**.

To create ruler guides, move the mouse over one of the rulers and click or click and drag.

To create frames and their margin/column guides, use the Frame tool of the ToolBox and then use **Page/Frame Setup...** or **Page/Frame Columns**.

Moving and deleting guides

To move guides, select the Pointer tool then move the mouse cursor over the guide and drag.

You do not select guides before moving as you do with objects. Instead, check that PagePlus displays the guide movement cursor and then drag.

If PagePlus does not display the guide movement cursor, it may be for one of two reasons:

- You have the mouse over a selected object. Deselect and try again.
- You have locked the guides. Select **Page/Layout Tools...** and uncheck the "Lock guides" or "Lock frames" checkboxes.

Delete ruler guides by dragging them off the page area. You cannot delete other guides. You can only move them, or reset them using the **Page Page/Setup...** or **Page/Frame Setup....**

Locking guides

You can lock the guides on a page against accidental adjustment. Select **Page/Layout Tools...** to toggle between locked and unlocked states. There are independent settings for locking frame guides, page guides and ruler guides.

Snapping

Typically when making up a page, you will first define your layout or grid, which consists of the basic page geometry and a variety of frames and guides which indicate where text is to flow or objects are to be placed.

By providing snapping, PagePlus helps you ensure that objects conform to the page geometry.

Snapping will only occur when creating, moving, or sizing an object.

Use **Page/Snapping** or the Snap on/off shortcut button of the Status Bar to set snapping on/off. When snapping is on, an object being manipulated snaps to whatever layout tools are visible:

- Ruler, page and frame guides.
- The ruler snap grid determined by the ruler increments

For example, to snap to rulers only, use **Page/Display** to turn off the display of guides and frames. You can also use the Guides on/off and Rulers on/off shortcut buttons on the Status Bar.

Snapping occurs by a software analogy to magnetic attraction:

- When moving an object, the handle nearest your mouse when you started dragging snaps.
- When sizing, the handle that you're dragging snaps.
- When creating an object, both the handle where the drag started, and the handle that you drag away from the start, snap.

The ToolBar

Working with the ToolBar

Pointer tool

Line tools

Text tool

Box tools

Oval tool

Frame tool

Zoom tool

Rotate tool

Import Picture button

Working with the ToolBar

The ToolBar provides a variety of mouse driven tools for creating, selecting and directly manipulating graphics, pictures and text.

You click on a ToolBar button to select a tool, ready for use. Look at the HintLine at the bottom right of the PagePlus window to help you learn the tools.

When you move the mouse cursor over the page or pasteboard area, the cursor display will change to remind you of the currently selected tool, and PagePlus will respond to click, double-click, and drag, in a tool dependent manner.

The tool used most often is the Pointer - so the default for many tools is to automatically revert to the Pointer after use. You can make PagePlus keep any tool selected after use by "shift-click" selecting the tool (hold the **SHIFT** key down as you click to select the tool).

Regardless of the tool selected, the mouse cursor is always a white standard pointer when you move off the page and pasteboard area (i.e. to the rulers, Status Bar, menus and title bar) or over another application window.

Pointer tool

The most commonly used tool in PagePlus is the Pointer tool. It is used to:

- Select, move, copy, and size objects already on the page or pasteboard.
- Add, move and delete guides.

For further details, see:

[Selecting a single object](#)

[Deselecting all objects](#)

[Creating a group selection](#)

[Moving objects and groups](#)

[Copying objects or groups](#)

[Sizing objects](#)

[Moving and deleting guides](#)

Selecting a single object

To select a single object - text block, frame, graphic, or picture - move the tool over the object and click.

If objects overlap you may find that the first time you click, PagePlus does not select the object you want; simply click repeatedly until the right object is selected.

In particular, if you click over frame text, you will select the frame text block rather than the frame. Click again to select the frame. (If you had the mouse positioned near the start of one text block and the end of another, you may select the other text block when you click again. If so, click once more.)

A selected object is shown by eight small black rectangles, or handles. If you have switched the wrap outline on (using **Options/Wrap Settings...**) a dotted outline will also be displayed.

You must select an object before you can change its properties.

Deselecting all objects

To deselect an object, or a group of objects, simply click over a blank area of the pasteboard or page.

Creating a group selection

If you drag over one or more objects - completely enclosing the area their handles would cover if displayed - you will create a temporary group selection consisting of the objects you have dragged over. Remember that the handles of a text block often cover a wider area than the text itself.

As you drag, the group select operation is shown by a dotted box - "the marquee select".

When a group is selected, each object in the group is displayed with its handles in gray instead of black.

A group is temporary. If you select some other object the group selection will be dropped and the new object will be selected.

You can also create groups by holding the **SHIFT** key down and clicking.

See also, [Adding to and removing from a group selection.](#)

Adding to and removing from a group selection

To add an object to a group, hold the **SHIFT** key down and click on the object to be added.

To remove an object from a group, hold the **SHIFT** key down and click on the object to be removed.

If you hold the **SHIFT** key and click without releasing, then as you move the mouse over objects, PagePlus will display in reverse the object that will be added or removed to the group when the mouse button is released.

Moving objects and groups

To move a selected object, drag the mouse over the object avoiding the object's handles (handles are for sizing the object).

To move a group selection, drag the mouse over any of the selected objects.

To move a range of text, use the Text tool to highlight the region, select **Edit/Cut**, then insert the text cursor in the new position for the text, and select **Edit/Paste**.

See also, [When moving is not allowed](#), [Moving text blocks](#), [Constraining a move operation](#).

When moving is not allowed

If PagePlus displays a no-entry cursor, then one of the following applies.

- The object is a frame, and frames are currently locked:
Select **Page/Layout Tools...** and uncheck **Lock Frames**.
- The selection is a group, and the group includes frame text:
To move frame text you must either move the enclosing frame to move all the text in the frame, or move individual frame text blocks.

Constraining a move operation

When you move an object or group you can constrain the move to be vertical or horizontal (i.e. left and right, or up and down only).

After you've started moving, press the **SHIFT** key. The move will be constrained to either horizontal or vertical. If you want to constrain in the other direction, stop moving the mouse and then release and then press the **SHIFT** key again.

Copying objects or groups

Copying is done in the same way as moving, except that you press the **CONTROL** key before you start dragging the mouse. You can release it anytime after you start dragging.

Sizing objects

Sizing an object is similar to moving it, except that the mouse cursor must be over a handle before you drag.

As the mouse cursor moves over a handle, it normally displays one of the resize cursors (...). This indicates that sizing is possible.

See also, [When sizing is not allowed](#), [Sizing free text blocks](#), [Sizing frame text blocks](#), and [Constraining a size operation](#).

Part and whole frame text blocks

When a frame text block is broken over a column boundary, the original "whole" block is split into two or more temporary "part" blocks.

Whenever text is reformatted, PagePlus puts part blocks back together into their original whole state, then reflows and rebreaks as necessary.

PagePlus allows you to operate on part blocks as normal except that you cannot resize any but the first of a series of part blocks. (When you move the mouse over the handles of a second or subsequent part block, the mouse cursor display will not switch to display of a resize cursor, and if you try to drag, PagePlus will display the no-entry cursor.)

Changes you make to a part block apply to the whole block except that if you move a part block down or up (see [Moving text blocks](#)), that move is accepted as independent.

Moving text blocks

As you move a text block around, PagePlus changes the mouse cursor display to reflect what will happen if you drop the text block at that point. Specifically, PagePlus treats blocks of text in the following way:

PagePlus displays the general object move cursor. When you release the block it drops exactly where you've put it as free text.

When sizing is not allowed

If PagePlus refuses to display a resize cursor, and either moves the object when you try to resize it or displays a no-entry cursor, then one of the following applies.

- The object is rotated:
Unrotate the object temporarily by using the Rotate tool and double-clicking on the object. Resize as necessary using the Pointer tool, then reselect the Rotate tool and double-click on the object again to reinstate the original crop/rotate effect.
- The object is a frame, and frames are currently locked:
Select **Page/Layout Tools...** and uncheck "Lock Frames".
- The object is a small text block that is part of a larger original block that has been split over a column boundary:
Select the previous block and try modifying that. Repeat until you find the block that is the first part of the original whole block. See [Part and whole frame text blocks](#) for further details.

Sizing frame text blocks

The width of frame text blocks are, by default, automatically set to match the width of the frame columns into which they pour.

With the Pointer tool selected, you can drag on the various handles of a frame text block for different effects:

- Top middle handle
Drag to change the vertical start position of the block. See *Moving text blocks* below for more details.
- Any side handle
Drag inwards change the left or right indents of the frame text block. Drag outwards to reset the indents to zero.
- Bottom middle handle
Drag to directly modify the leading (line spacing) of the block.

Note that if you have selected a part block (see [Part and whole frame text blocks](#)) the indents and leading adjustment may be disabled.

Constraining a size operation

When you size an object you may be able to constrain the sizing operation.

The actual effect of constraining depends on the object type. Most constraints are done using the **SHIFT** key:

- A line can be constrained to 45 degree angles.
- A box can be constrained to a square
- An oval can be constrained to a circle
- An imported picture can be constrained to maintain the original aspect ratio (ratio of height to width). This only works if the original aspect ratio information is stored in the original picture.

To constrain an object as listed above, hold down the **SHIFT** key after you've started sizing. (If you hold down the **SHIFT** key before you start sizing, you'll be selecting a group.) When the object is on position, release the mouse followed by releasing the **SHIFT** key..

Other constraints are thru use of the **CONTROL** key:

- An imported paint-type (bitmap) picture can be constrained to "printer optimized" sizes. These sizes avoid printing problems caused by the "Moiré" effect.
- An imported draw-type (vector), or OLE picture can be constrained to a multiple of the original specified drawing size. This only works if the original size information is stored in the picture file.

To constrain a picture as described above, use the **CONTROL** key instead of the **SHIFT** key. Again you must hold the **CONTROL** key down after you start the resize, otherwise you'll end up copying the object, and you must release it after you release the mouse button.

Graphics tools

Five tools for producing graphics are available.

To draw one or more graphics:

- 1 Select the appropriate graphic tool.

If you want to draw more than one graphic, hold down the **SHIFT** key as you select the tool.

- 2 Drag (hold down the left mouse button and move the mouse diagonally) then release the mouse button.

If you did not shift-click on the graphic tool, PagePlus reverts to the Pointer tool.

If you want to constrain the graphic to be "regular" (explained below), hold down the **SHIFT** key after you have started dragging until *after* you have released the mouse button.

Details of the individual graphic tools follow.

Line tools

These tools allow you to draw lines by dragging. The first one allows your drag to be any angle. The second limits the drag to a multiple of 45°.

Holding the **SHIFT** key down while using the first tool is the same as using the second tool.

Box tools

These tools allow you to draw boxes by dragging.

Holding the **SHIFT** key down while dragging constrains the box to be square.

The first tool creates boxes with square corners, the second creates boxes with round corners (25 point radius).

Both round cornered and squared boxes can later be manipulated to change their corners.

Oval tool

This tool allows you to draw an oval by dragging.

Holding the **SHIFT** key down while dragging constrains the oval to be a circle.

Frame tool

This tool lets you create frames by dragging.

If a frame is selected when a new frame is created, any text flow link from the selected frame is broken, and a link is created from the selected frame to the new one.

Text tool

The Text tool is both a create tool and an edit tool (depending on whether your mouse operation - click, double-click, or drag - takes place over existing text or not).

When the Text tool is selected, the cursor changes to a standard I-beam cursor.

- Use click to place the insertion point (new or existing text).
- Use double-click to pop up the Edit Text window (new or existing text).
- Use drag to create a new text block, or select a range of existing text.

The Text tool remains selected until you select a different tool.

See [Creating a new text block](#) and [Editing existing text](#) for further details.

Creating a new text block

To create a new text block, the point where you click, double-click, or start dragging must be outside any existing text blocks' selection area. If you do click over the selection area of a text block, PagePlus will assume you want to edit that text block.

If you click or double-click inside a frame, PagePlus creates a new frame text block.

If you click outside a frame, PagePlus creates a new text block with its top left at the cursor position (or nearby guide if snapping is on), and its width set to the default measure.

If you double-click, the same rules apply unless you double-click within a column. In this case the block is created to fit exactly between the column guides.

If you drag, PagePlus uses the top left position and the width defined by the drag.

If you create a text block and then click elsewhere on the screen before entering any text, PagePlus will delete the empty block. PagePlus will delete any text block that becomes empty.

Editing existing text

You can double-click with the Text tool to pop up the "Edit Text" window containing the text block the mouse was positioned over. Double-clicking over a text block is the same as selecting **Edit/Edit Text...**

When over existing text, on the page or in the Edit Text window, the Text tool behaves much as if you were in any other Windows text editing application.

For example, you can drag to highlight a range of text and then cut and paste as usual, or you can click to place the insertion point then cursor around and type text.

Zoom tool

The zoom tool allows you to change the magnification of your view of the publication.

Three ways of changing the magnification are available using the Zoom tool:

- Drag to fill the screen with the dragged area
- Drag while holding down the **SHIFT** key to fill the dragged area with the current screen, i.e. decrease the magnification.
- Double clicking with the Zoom tool toggles the magnification between the fit-page view and the last view you've used other than fit-page.

The range of magnification available is 10% to 400%.

The Rotate tool

To rotate an object by 45 degrees around its top left handle, select it and drag on any handle (preferably the bottom right handle) - the mouse cursor displays the Rotate tool icon only (i.e. without the pointer).

Double click on a rotated object to temporarily switch off the rotation. Double-click on a non-rotated object to switch its last rotation back on.

For further details, see [Using Rotate tool as a pointer tool](#), and [When objects won't rotate](#).

Using Rotate tool as a pointer tool

When the mouse cursor display is the combined pointer/rotate cursor, the behavior of this tool is the same as the pointer tool.

Normally, when the pointer is positioned over a handle of an object, the pointer part of the cursor display is dropped and the mouse is ready to behave as a Rotate tool as appropriate. However, if the mouse display switches to the resize cursor (e.g.), or stays as the combined pointer tool, the object is not valid for rotating for some reason (see [When objects won't rotate](#)), and the tool will continue to behave as the Pointer tool would for the selected object.

When objects won't rotate

Sometimes you'll find that an object won't rotate. The object types and the relevant method for achieving a rotate follows.

- Frames:
Select **Edit/Copy**, then **Edit/Paste Special...** and select the "Picture" format. This pastes in a picture version of the frame's contents which you can then rotate.
- Frame text:
Either treat as explained above for a frame, or drag an individual block out to drop it as free text, then rotate that.
- Group selections:
Either rotate the individual objects or treat as explained above for a frame.

Import Picture button

This import picture button provides shortcuts for importing pictures onto your page.

From left to right:

- Clicking selects **File/Art and Borders...** Double-clicking selects **File/Import Picture...**
- Clicking starts the Serif TypePlus OLE application (if correctly installed on your system).
- Clicking starts the Serif TableEdit OLE application (if correctly installed on your system).

No matter which button is picked, you will at some point find that PagePlus displays the mouse cursor. Simply click (or drag) to define the initial position (and area) you want for the picture or object.

The Status Bar

The Status Bar provides a HintLine to help you learn and use the program.

Use the option in the Preferences... dialog to toggle display of the Status Bar itself on/off.

The Status Bar has one area (that stretches from left to right):

- HintLine

HintLine

The right hand end of the Status Bar provides three main functions:

- **HintLine**
As you move the mouse over menu commands, Rulers, Status Bar, or ToolBar, the HintLine will display a hint about how or why to use that particular PagePlus control.
- **Gas gauge**
PagePlus displays a bar proportional to progress during time consuming operations such as importing, rotation, and printing.
- **Object/cursor position**
When PagePlus is not displaying HintLines or the Gas Gauge, it displays positional information on the selected object, or the cursor if no object is selected.

Commands

File, Edit, Page, Text, Graphics, Options, Help.

File

Commands for opening, saving
and printing publications...

New

Open...

Revert

Save

Save As...

Autosave

Art and Borders...

Import Picture...

Import Text...

Printer Setup...

Print...

Exit

New

Starts a new publication file. If the publication you are currently working on hasn't been saved since the last change was made to it, PagePlus will ask you if you want to save the current publication before starting a new publication.

Open...

Opens an existing PagePlus publication file or template.

File/Open... displays a standard Windows 3.1 filing dialog with a PagePlus specific differences.

The dialog displays a list of PagePlus publications (extension .PPP) in the current document directory.

If you select the "Template" type, the list is updated to show template files (extension .PPT) and the "Open as Untitled" option is automatically checked.

When the "Open as Untitled" box is checked, the publication opened will be an "untitled" copy. Documents should be opened as untitled if you intend to save the document to a new name, as this will prevent you accidentally overwriting the original.

Revert

Undo (or abandon) all changes you've made to the publication since it was last saved.

Save

Saves the current publication file.

If the name in the title bar is [untitled], PagePlus will display the "Save As" dialog, otherwise PagePlus will save to the displayed name.

Save As...

Saves the current publication file. This dialog is very similar to the file open dialog, and gives the option of saving the current publication as a template.

File/Save as... displays a standard Windows 3.1 filing dialog.

Change the publication name, directory and drive to save to, as required. There is no need to specify a file extension - PagePlus will fill in the filename extension (as .PPP or .PPT) appropriately.

Autosave

Autosave is a feature where PagePlus saves a "hidden" backup of your work at time intervals. Then if your work is unexpectedly interrupted before you save your work, through a power failure for example, you will get the opportunity to restore the last "autosaved" copy of your work.

This menu option allows you to set the time interval between each autosave, in minutes or to switch autosave off.

If you want to permanently save your current autosave interval (as defined using this menu option) so that it is used whenever you start PagePlus select **Options/Save Settings**.

Art and Borders...

Displays a dialog that allows you convenient access to PagePlus ArtPack sample pictures.

Choose the type or category of clipart you wish to use. A list of available files is displayed. When you select a file, a preview will appear. Press OK to bring this image into your publication. If you double click on the filename, the image will be brought in without doing a preview first. The mouse pointer changes to the graphics paste cursor. Click to drop the graphic in at a default size or drag to set the size according to the drag.

There is a shortcut on the Import Picture buttons on the ToolBar (click on the first button of the three import buttons).

Import Picture...

Imports an image into your publication. This option is more flexible than **Art and Borders** and allows you to choose pictures of various formats.

It displays a standard Windows 3.1 filing dialog with extensions to assist file selection and control of translation.

Choose the type of graphic you wish to import. PagePlus displays a list of files in the current directory that appear to be of the selected type. When you select a file, a preview will appear.

Press OK to bring this picture into your publication. If you double click on the filename, the picture will be brought in without doing a preview first. The mouse pointer changes to the graphics paste icon. Click to drop the graphic in at a default size or drag to set the size according to the drag.

Import Text...

Imports a word processor text file into your publication.

It displays a standard Windows 3.1 filing dialog with extensions to assist file selection and control of translation.

Choose the type of text file you wish to import. PagePlus displays a list of files in the current directory that appear to be of the selected type. Select a file and press OK to bring the text into your publication. The text will flow into the currently selected frame, or onto the page if no frame is present.

There is a shortcut button on the link button of a selected frame (double-click on the link button).

Printer Setup...

Displays the standard Windows 3.1 printer setup dialog.

Typically printer setup is used to select which printer (if more than one is installed) to print to, the paper size for the printer and the orientation of the printer's page.

See your *Microsoft Windows User's Guide* for a detailed discussion of the printer setup dialog.

Print...

Displays a dialog box providing options for selecting which part of the publication file to print and how to print it.

In general you will simply want to select the number of copies and press OK. The page will be printed in color on a color printer or in shades of gray on a black and white printer.

Before printing check that your publication "Artwork" dimensions do not exceed the "paper" size of the selected printer. If you wish to select a different printer then use the "setup" button, which is very similar to **File/Printer Setup...**

Typically the "Print Quality" is always left at its highest setting and the "Suppress Pictures" is not checked. If the "suppress pictures" is checked then any pictures in the publication will be printed with hairline boxes. This has two uses, to speed up printing when doing quick proofs and to leave markers for picture positions, if the "final" pictures are to be added later - the ones used on screen were for design aid and not the final print.

If your artwork is designed to a custom page size then you may want to check the "Crop Marks" box, this will cause small markers to be generated to mark the perimeter of the artwork.

Checking the file information box will cause information such as the time, date and publication name to be printed below the actual artwork of the page.

Note: Crop marks and File information require that the printer's page size be at least 1" x 1" larger than the actual artwork being printed, if they are to be entirely visible on the final print.

Exit

Exits PagePlus.

Selecting this command is the same as selecting **Control menu/Close** or double-clicking on the window close icon.

If you have been working on a publication file you will be given the option of saving your changes.

Edit

Commands for cutting, pasting,
and arranging objects on a page...

Undo

Cut

Copy

Paste

Paste Special...

Paste Format

Clear

Edit Text...

Character Map

Arrange

Select All

Undo

Undoes your most recent changes to objects on the pasteboard or page area.

Undo is grayed out if it is not available for the last operation.

Cut

Cuts (deletes) the selected object from the pasteboard or page and also copies it to the Windows clipboard.

Copy

Copies the selected object from the pasteboard or page and sends it to the Windows clipboard. Objects are placed on the clipboard, in multiple forms, the PagePlus object, a MetaFile picture of the object and for some objects, as text or a Windows bitmap. A useful trick is to copy a PagePlus object or group of objects and then use **Edit/Paste Special...** to paste back a picture of the object(s) which can then be sized and stretched like any other imported picture.

Paste

Pastes a copy of whatever object is on the Windows clipboard into PagePlus.

The clipboard can contain different formats of the same object (e.g. Picture, Bitmap, etc.). If you want to paste a particular format, use **Paste Special...** (described below), otherwise PagePlus will select the most suitable format available.

If the clipboard contains a text block, and a text block in a frame is selected, the text is pasted into the frame, immediately after the selected text block. If the **F2** key is held down when you paste, the text will be inserted before the selected text block.

Paste Special...

Paste special allows you to choose which clipboard format to use when pasting an object from the clipboard.

A dialog is displayed that lists all the formats currently available on the clipboard (e.g., Windows MetaFile (displayed as *picture*), etc.). Select the one you require and press OK to paste using that format.

Use this function on PagePlus objects or groups to convert them into pictures for more convenient, or more graphic, control.

Paste Format

Changes the properties of the currently selected object to match as best possible those of the last object cut or copied to the Windows clipboard from PagePlus.

If the object on the clipboard is not PagePlus text or graphics, Paste format is unavailable.

Clear

Clears or deletes the selected object or group from the pasteboard or page.

Edit Text...

Puts the currently selected text block into the edit text window. This option is the same as double clicking with the Text tool.

This option is grayed out if no text is selected.

The Edit Text window

Menu functions cannot be accessed whilst the editing window is popped up. However, you may still access the Windows Clipboard cut and paste functions via the standard Windows keyboard shortcuts: **CONTROL + X** (Cut), **CONTROL + C** (Copy) and **CONTROL + V** (paste), and the undo function using **ALT + BACKSPACE**.

The window will display special characters (e.g. a Em, En spaces) as a block. Formatting applied to ranges of text will also appear as commands embedded in the text.

Use the Edit Text window because you want to:

- Edit text without speed becoming an issue.
- Edit small text without changing the view.
- Edit rotated text without temporarily un-rotating it.

Character Map

Starts the Windows Character Map application which allows you to visually select special characters not marked on your keyboard, e.g. é or ®, for pasting into your publication. Once in Character Map, double-click on characters you require and press "Copy" to put those characters on the clipboard. Switch back to PagePlus and **Paste** those characters into your publication.

If you changed font in the Character Map application, you'll need to change to the same font after you've pasted the characters into PagePlus. Simply select the characters with the Text tool and change the font using the menu entry **Text/Character**.

Switch to the Symbol or WingDings fonts for a variety of bullets and other useful characters.

Arrange

The arrange menu contains commands that let you layer and align objects on the page or pasteboard relative to each other.

Bring to Front

Puts the selected object on top of all objects that currently obscure it.

Send to Back

Puts the selected object underneath all objects that it currently obscures.

Align Items...

Allows you to align objects in groups relative to each other. If a group is not currently selected then this option is not available

A dialog box is displayed providing alignment options. Select the type of alignment you want (you can do horizontal and vertical alignment together) and then press OK.

For example, if you choose left, then each object in the group will end up with its left edge aligned with the left edge of the group..

Finally, you can also select the center for either axis. For example, if you choose center for both, then all the objects will end up centered on the same point.

Select All

Select all selects all objects on the page and pasteboard as a group. It is normally used prior to using **Edit/Copy**, **Cut or Clear**.

If you have any object selected when you invoke the command and the **SHIFT** key is held down, all objects of the same type on the current page and pasteboard will be selected. This can be useful if, for example, you want to select all your graphic lines as a group and change their line weight.

Page

Commands for changing pages
and controlling layout tools...

Views

Layout tools...

Display

Snapping

Frame Setup...

Columns

Page Setup...

Columns

Size

Orientation

Views

Sets the current zoom level to that specified on the menu.

Page View reduces the zoom, and re-centers the page view, such that the page is fully visible.

Actual view sets the zoom to 100% so that everything is viewed at actual size.

Layout Tools...

Displays a dialog to control the use of the PagePlus page layout aids - frames, rulers and guides that assist accurate layout of your document.

Most of the options are also available via the **Display** and **Snapping** menu commands, or as shortcut buttons on the Status Bar.

If you want to permanently save your current layout tool options (as defined using this dialog) so that they are used whenever you start PagePlus, select **Options/Save Settings**.

See also Rulers, Guides and Snapping, and Frames.

Display

This option lists the PagePlus layout aids and shows the ones that are currently displayed. Click on an item to set it to on/off.

Snapping

Turns snapping on and off.

Frame Setup...

Displays a dialog that controls the selected frame's settings.

You can also change the columns value via the **Page/Frame Columns** side-pull menu.

The dialog displays details of the frame's margins and column information. Type into the appropriate box to change any of these details.

If the frame has two or more columns, each column can have different top and bottom margins (*Column blinds*). When a frame is created, the position of all the column blinds is set by the top and bottom margin values. The column blinds can be moved by clicking over them and dragging to a new position. If a frame's column blinds have been moved, the "Custom column blinds" option is available and checked. If you uncheck this option and press OK, the column blinds will be reset to the top and bottom margins specified. If the option is left checked, they are left unchanged.

Columns (Frame)

Change the number of columns in the currently selected frame via an easy access side-pull menu.

Custom... leads to Frame Setup...

Page Setup...

Displays a dialog combining the PagePlus page properties.

Note that some of these properties are also made available via sub-menus **Columns**, **Size** and **Orientation**.

The page size list allows you to select a standard page size.

To enter a custom size page, simply enter the required width and height in the width and height entry boxes.

The "Wide/Tall" option swaps round the on-screen orientation. If a standard page size has been selected, then selecting Wide will mean that the on-screen page is wider than tall and vice-versa for Tall.

Set margins as required by entering values in the Left, Right, Top and Bottom entry boxes.

Set the number of columns, and the column gap (the distance between the pairs of guides marking the right hand side of one column and the left-hand side of the next), by entering the required number and width in the column and column gap entry boxes.

If you want to permanently save your current page setup (as defined using this dialog) so that it is used whenever you start PagePlus, select **Options/Save Settings**.

Columns (Page)

The Column menu option allows selection of between 1 and 5 columns via an easy access side-pull menu.

Custom... leads to **Page Setup...**

Size

The Size menu option displays the most common page sizes in an easy access side-pull menu.

Custom... leads to **Page Setup...**

Orientation

Use to select between the Wide (landscape) and Tall (portrait) page orientation via an easy access side-pull menu.

Text

Commands for changing text...

Character...

Font Style

Size

Color

Shading

Spacing...

Align

Leading

Insert hyphen

Update story

Character...

Displays a Windows 3.1 font dialog with extra options for PagePlus features.

Most of the options are also made available via the sub-menus Font style, Size, Color and Shading.

A list of all the fonts available is displayed under "Fonts". The current font is displayed at the top of the box.

"Font style" allows you to make text bold, italic or bold italic. The availability of these options depend on the font chosen.

"Case" gives a choice of normal, all caps or small caps, which are the same size as lower case letters but have the same shape as capitals.

"Size" allows you to choose the size of your text in points (there are 72 points in an inch). There is a list of commonly used sizes or you can type in your own size directly. The maximum size is 250 points.

"Color" and "Tint "allow you to color your text. The color box lists all colors in the palette.

[Clear] makes your text transparent (of particular use with Outline text).

To create the popular effect of having white text on a black background (or in fact any color on any other color), you need to create a background object such as a very thick line and place white (or colored) text on it. Note that you may need to use **Edit/Arrange/Bring To Front** to make the text be on top rather than behind the background.

"Pattern" is a list of patterns that can be applied to the character fill. Patterns work particularly well with Outline text. Patterns and outline text are only available for TrueType fonts.

The "Effects" options allow you to strikeouts (put a line through the middle of your text), underline and outline text.

Font Style

The Font Style menu option (bold, italic and so on) displays the list of style options in an easy access side-pull menu. The Custom... option available on this menu leads to the Character... dialog.

Size

The Size menu option displays a list of commonly used text sizes in an easy access side-pull menu. The Custom... option available on this menu leads to the Character... dialog.

Color

The Color menu option displays a basic set of colors in an easy access side-pull menu. The Custom... option available on this menu leads to the Character... dialog.

Shading

The Shading menu option displays a basic set of patterns and tints in an easy access side-pull menu. The Custom... option available on this menu leads to the Character... dialog.

Spacing...

Displays a dialog combining all the text properties that control the overall spacing of text.

Some of the properties that can be set via this dialog are also made available via sub-menus **Align**, **Leading** and **Tracking**.

Align

If Left/Right align is selected for one or more lines, each line will be aligned with the left/right hand side of the block. If Center is selected, each line of text will be centered. If Justify is selected, each line except for the last in each paragraph will be both left and right aligned and the last line in each paragraph will be left aligned. Finally, if Force Justify is selected, all lines will be left and right aligned, including the last one.

Indents

Indents can be applied to a whole paragraph, or region within a paragraph. Note that if the first line indent is negative and the left indent positive, the entire paragraph except for the first line is indented.

You can set the Indents of a frame text block by dragging on its left and right handles.

Vertical spacing

The Vertical spacing section controls the space between lines and paragraphs.

"Leading" is the distance between the baseline of one line of text and the baseline of the next and is specified as a percentage of the text size. The normal setting of 120% will give a small gap between each line. Single spaced text is 100%, double spaced is 200%.

For extra space at the end of each paragraph, set the "Paragraph" option. Zero means no extra space, the same value as leading will give a blank line after each paragraph.

"Space above" is used to add space at the top of a flowed text block in a frame. This can also be set visually by moving the text block up or down inside the frame.

If you move a text block over a frame, PagePlus will insert that text into the story at the chosen position. If you want text to overlap a frame but not be part of a story, check the "Keep as free text" option before moving it over the frame. Alternatively, the **F4** key can be used to toggle the "keep as free text" state while moving a text block.

Spacing

The "Letter space" option controls spacing between letters. It is measured as a percentage, with negative values moving the letters closer together and positive ones moving them apart. Letter spacing can be used to squeeze an extra word onto a line, make headlines clearer, etc. It can also be used to bring (kerning) two characters such as 'AV' closer together. Simply highlight the first character and adjust the letter space value.

Minimum, Optimum, and Maximum word space settings control spacing between words (as a percentage of the size of the text). Left, center and right aligned text will use the optimum word space between each word. With justified text, the size of the spaces change to make the ends line up. If the space needs to be smaller than the minimum word space, words are moved off this line onto the next one.

If the space needs to be greater than the maximum, the next word is checked for any "Inserted hyphen" points, and part of that word is brought onto this line if possible.

Align

The Align menu option lists the align options in an easy access side-pull menu.

Leading

This displays a set of commonly used leading settings in an easy access side-pull menu. The Custom... option available on this menu leads to the Spacing... dialog.

You can set the leading of a text block by dragging on its bottom middle handle.

Insert Hyphen

Inserts (or deletes) a hyphen point at the text cursor position.

Hyphens only come into effect if PagePlus thinks that the word spacing on a line will look more attractive if it makes use of the hyphen. This decision is based primarily on the alignment and word spacing controls as specified using the Spacing... dialog.

This option is grayed out when a text I-beam cursor is not displayed.

The shortcut is CONTROL pressed with the hyphen or minus key.

Update Story

If you need to change the look of all of the text in a story (a sequence of linked frames) then modify a single block of text to look how you want and click on **Text/Update Story**. All the text in the story will take on the properties of the selected text block.

Graphics

Commands for changing graphics...

Line...

Type

Weight

Color

Shading

Corners

Fill...

Color

Shading

Line...

Displays a dialog combining all the Line properties.

All of the properties that can be set via this dialog are also made available via the sub-menus **Type**, **Weight** and **Corners**.

Pattern, Color and Tint work the same way as Line and Fill, and are covered in the Fill description.

The line Type property allows you to specify either a single, unbroken line, or multiple line and broken line variations.

The Weight property allows you to specify the line width.

Setting the weight to zero for a graphic switches the line part of a graphic off resulting in a panel of color/tint of whatever shape the graphic is.

A weight of 0.1 (Hairline) specifies a very thin line.

The Corner option applies to boxes and specifies the radius of the corners. A value of zero means square corners.

If a group of objects is selected, all fields are initially set to blank, unless all objects have the same value for a particular field, in which case PagePlus displays the common value.

Type

The Type menu option displays a basic set of line types in an easy access side-pull menu. The Custom... option available on this menu leads to the Line... dialog.

Weight

The Weight menu option displays a common set of line weights in an easy access side-pull menu. The Custom... option available on this menu leads to the Line... dialog.

Color

The Color menu option displays a basic set of colors in an easy access side-pull menu. The Custom... option available on this menu leads to the Line... dialog.

Shading

The Shading menu option displays a basic set of patterns and tints in an easy access side-pull menu. The Custom... option available on this menu leads to the Line... dialog.

Corners

The menu option displays a basic set of corner values in an easy access side-pull menu. The Custom... option available on this menu leads to the Line... dialog. This option is grayed out if a box object is not selected.

Fill...

Displays a dialog combining all the Fill properties.

These properties can also be set via the sub-menus **Color** and **Shading**.

Pattern is a list of patterns that can be applied to the interior of the graphic.

Color and Tint adjust the fill color. The color box lists all colors in the palette.

[[Clear] makes the fill transparent, leaving just the outline.

If a group of objects is selected, all fields are initially set to blank, unless all objects have the same value for a particular field, in which case PagePlus displays the common value.

Color

The Color menu option displays a basic set of colors in an easy access side-pull menu. The Custom... option available on this menu leads to the Fill... dialog.

Shading

The Shading menu option displays a basic set of patterns and tints in an easy access side-pull menu. The Custom... option available on this menu leads to the Fill... dialog.

Options

Commands for miscellaneous options...

Preferences

Wrap Settings

Text Autoflow

Reflow Story

Text Defaults

Graphic Defaults

Frame defaults

Save Settings

Registration

Options

The Options menu provides commands that allow you to select screen and wrap settings, and to control text flowing.

Preferences...

Displays the Preferences dialog box to set the screen and ruler options.

Horizontal Units and Vertical Units

The Units entries allow you to set independent units for the horizontal and vertical rulers. According to your units specification, PagePlus sets the ruler intervals and displays and accepts measurement values for items such as margins in the specified units.

Note that whatever you have currently set for units, you can still enter values according to one of the other available units without changing the overall Units entries.

Simply enter the value required followed by the correct abbreviation for the unit:

- "i" - inches
- "cm" - centimeters
- "mm" - millimeters
- "p" - points
- "pp" - picas
- "d" - didots
- "cd" - cicerros

Scroll bars and Status Bar

These options control whether these elements are displayed on the PagePlus screen.

Unrotated Pictures and Rotated Pictures

These options toggle the display of pictures and between normal and fast outline box display. For example, large rotated pictures use large amounts of memory and can be slow to redisplay. Displaying pictures as an outline box, can be more convenient.

MetaFiles on clipboard

This option controls whether a Windows MetaFile (Picture) version of the objects will be put on the clipboard.

Use exact colors

If your machine is setup with a 256 (or better) color display, PagePlus will use these colors. If the "Use exact colors" option is not checked, PagePlus will always use a solid color when displaying text and graphics. This makes the display faster, but the solid color isn't always an exact match of the chosen color. If "Use exact colors" is checked, PagePlus will use solid colors when it can but will dither colors if necessary. If your machine is setup with 16 colors (or less), this option is ignored and PagePlus will always dither colors.

Wrap Settings...

Displays the Wrap Settings dialog to control text wrap values for the selected object.

Text wrap controls what will happen when text overlaps another object on the page. If the object is set to Wrap off, the text will simply overlap the object.

Generally it is desirable for the text to go around the edge of the object which has a wrap outline.

To give an object a wrap outline select "wrap on".

To remove the wrap outline select "wrap off".

To tell text to flow round wrap outlines select "text will wrap". This option is obviously not available for non-text objects.

See also [WrapEffects](#).

Text Autoflow

Switches the autoflow of text in a stream on or off. The default is on and usually this is the best setting, however, if you are making many changes to one block or to a wrap outline surrounded by text, setting this to off prevents repeated reflows. Select autoflow on or "Reflow Story" when you have completed your changes to make the text reflow. Holding the **F3** key also temporarily turns autoflow off.

Reflow Story

If you are working with text autoflow turned off, select Reflow Story to reflow the story.

Text Defaults...

When you create text in your publication, it will have default properties (font, size, color, alignment, etc.). Text Defaults displays a dialog that controls these settings.

The easiest way to set these is to create some text and then alter the properties using the menus. When you are happy with the text, select **Options/Text Defaults...**, choose set default from "selected object" and press OK.

All text created in the *current* publication will now use these new settings. The selected object option is grayed out if a text block is not currently selected.

Finally, "selected values" lets you set the defaults by choosing values from the text dialogs. Select this option and click on the Character or Spacing button. Use these boxes as described in the Text section above and press OK. These values will now be the default text settings.

If you want to permanently save your current text defaults so they are available to all subsequent publication created using **File/New**, select **Options/Save Settings**.

Graphic Defaults...

Graphic Defaults allow you to control the initial properties of boxes, ovals and line objects, when they are created with PagePlus.

The dialog works in the same way as Text Defaults described above, although obviously applying to graphic objects.

All graphic objects created in the *current* publication will now use these new defaults.

If you want to permanently save your current graphic defaults so they are available to all subsequent publication created using **File/New**, select **Options/Save Settings**.

Frame Defaults...

Frame Defaults displays a dialog that allows you to control the default margin and column settings for frames.

Set margins as required by entering values in the Left, Right, Top and Bottom entry boxes.

Set the number of columns, and the column gap (the distance between the pairs of guides marking the right hand side of one column and the left-hand side of the next), by entering the required number and width in the column and column gap entry boxes.

All new frames created in the *current* publication will now be created with these settings.

If you want to permanently save your current frame defaults so they are available to all subsequent publication created using **File/New**, select **Options/Save Settings**.

Save Settings

When PagePlus starts up it reads configuration information from the disk which controls certain options. You can change any of these details once PagePlus has started.

If you want to permanently save your settings: make your changes and then select Save Settings. When PagePlus starts up, it will use your settings.

Save Settings saves the following information:

- Autosave value (**File/Autosave**).
- Current page setup (**Page/Page Setup**).
- Layout tools (**Page/Layout Tools**).
- Other preferences (**Options/Preferences**).

Registration

Commands for:

- The welcome to PagePlus Intro
- Information on the benefits of registering your copy.
- Information on other great Serif products.
- Immediate free registration.

Help

Commands for:

- The main topics of this PagePlus help
- Licensor and copyright information.
- About PagePlus (version information).

Objects

As you use PagePlus, you work with files, pages, and objects.

To start a new publication, you must create a new publication file, optionally based on a template.

All publication files contain at a page.

Then, on each page, you add the content of your publication, referred to as objects. Although each of the object types has some individual properties, they all behave in a similar way for most operations. For coverage of these general aspects, see General object operations.

For details of individual behavior of each object type, see:

Frames

Text

Graphics

Pictures

Publications

See [Opening a publication file](#) for details of how to create a new file or continue working on an existing one.

The current publication file is temporary, and your work is not normally saved until you explicitly tell PagePlus to do so. See [Saving publication file changes](#) and **[File/Revert](#)** for further details.

To print a publication, select **[File/Print...](#)**

Most of the work you do with PagePlus will be to modify the contents of a publication file. See [What does a publication file contain?](#) for discussion of the page, text, graphics and other elements you create and modify when building a publication.

Other file level operations include:

- Copying a publication:
Use the DOS copy command, or Windows File Manager. Alternatively, use File/Save as... to save the publication elsewhere. Remember also to copy any [external publication resources](#) if you want to transfer the publication to another location or PC.
- Renaming a publication:
Use the DOS rename command, or Windows File Manager.
- Deleting a publication:
Use the DOS delete command, or Windows File Manager.

Opening a publication file

- To open a new, untitled publication:
Select **File/New**.
- To open a new copy of an existing template as an untitled publication:
Select **File/Open...**, click on "Template" in the dialog and select the required template. A template is automatically opened as an untitled publication.
- To open a new copy of an existing publication as an untitled publication:
Select **File/Open...**, click on "Open as Untitled" in the dialog and select the required file.
- To open an existing named publication file for editing:
Select **File/Open...** and select the required file.

Saving publication file changes

- To save the current publication:
Select **File/Save**.
- To save the current publication to a new location and/or under a new name:
Select **File/Save as...** and specify the new location or file name. Remember also to copy any external publication resources if you want to transfer the publication to another location or PC.
- To save the current publication as a template:
Select **File/Save as...**, click on "Template" in the dialog, and specify the template name.

PagePlus also includes an Autosave feature (automatic backup).

What does a publication file contain?

An existing publication file consists of:

- A page
Containing objects (frames, text, graphics and pictures)
- Publication setup
- External publication resources
References to external fonts and pictures used

For a new, untitled file, the current publication file consists of:

- 1 page only
A blank page with the default page setup You can change the default page setup at any time by selecting **Options/Save Settings.**
- Default publication setup
- No external publication resources

Publication setup

The publication setup consists of settings you make using the **Options** menu.

- Default style for new frames, text and graphics: When you create a new object (frame, text or graphic) it will be given a set of initial (default) properties according to settings you've made using **Options/Frame Defaults...**, **Options/Text Defaults...** and **Options/Graphic Defaults...**.

The publication setup is part of the current publication file. If you save a file, the publication setup is saved with it. If you change the publication setup as you work on the publication, all these changes will automatically be saved when you save the file.

Default publication setup

You can set the publication setup to be used whenever you start a new publication file (using **File/New**).

To change the default publication setup:

- 1 Select **File/New**.

This is not strictly necessary, but is recommended. Selecting File/New ensures that you start off with the current default setup.

- 2 Change the default formats of new objects using the three **Options/Defaults...** options.

- 4 Select **Save Settings**.

External publication resources

Each publication maintains a list of publication resources. These are references to external resources used by the PagePlus publication, and therefore not included as part of the publication file.

If you copy a publication file to a new location (e.g. to transfer the file to another PC) you must also copy any resources used.

Resources are one of two types:

- Fonts.
For example, TrueType fonts in your Windows directory.
- Imported pictures.
For example, a TIFF image brought into the document using **File/Import Picture** or the Picture import button on the Import tool. Pictures are kept as external references, to avoid the large increase in file size that occurs when a picture is included.

If you wish, you can convert an imported picture to an embedded one:

- 1 Import the picture.
It is now an external resource.
- 2 Cut the picture to the clipboard using **Edit/Cut**.
- 3 Use **Edit/Paste Special...** to bring back to the page.
The "Picture" or "DIB bitmap" copy will now be embedded in the publication file. Remember this can make your file much larger.

If you use Windows MetaFiles (by importing a WMF or doing a Paste Special of the Picture format) you need to be aware that these files may also use external resources - i.e your Windows system fonts. This usually applies only if the image contains text. This does not apply to the ArtPack images and samples: they either do not contain text, or the text has been drawn as a graphic.

Templates

What is a template for?

Using the supplied templates

Creating templates

What is a template for?

A template can be created, and/or opened, to establish a starting setup for one or more of several aspects of a publication including:

- **Page layout(s)**
A general purpose grid, or a specific single or multi-page pre-designed solution for, say, a Letter-size, 3-fold brochure or a corporate newsletter.
- **Content**
Some content will be intended for the final publication (typically drawn graphics or clipart samples). Other elements (the text and pictures) will be placeholders for you to replace.

After opening a template you can of course modify any aspect of the publication to personalize it to your particular needs.

Using the supplied templates

PagePlus includes examples of professionally designed sample template files.

You don't have to be a graphics design expert to use a template - that's one of the main reasons we provided the templates - but you should be familiar with the basics of using PagePlus.

When you open a template, PagePlus automatically opens an untitled copy so that the original is left intact and can be used repeatedly no matter what you do to your publication. In other words, after you've opened a template, when you next select **File/Save**, PagePlus will ask for a new publication filename.

Template sizes

Templates page sizes are either non-standard or based on a letter (8.5" x 11") paper size, with a 0.5" left, right, top and bottom margin. This gives a "user" area of 7.5" x 10".

If you wish to modify a template for use on a different paper size, you should set the margins of the new page size so that the 7.5" x 10" user area is centered in the page.

Alternatively, you may want to change the page size for the template and move or resize the template elements as desired.

Layout(s)

In most cases a template includes one or more layouts intended as the basis for a publication.

Some times a template will include variations of the layout of the first page and you are expected to select one of the available layouts.

Other times a template file is intended to be used as the basis of a multi-page publication and includes a cover page, and continuation sheets.

Content placeholders

Placeholder text is a variation of the "pig" latin that professionals use at the design stage before the final text is available or relevant. We've used it in the templates to help you focus on the template design rather than on the content.

Obviously, all pictures can be considered placeholders, but where no default picture is considered appropriate the area the picture is supposed to fit in is represented by a 30% green rectangle. Space for your corporate or personal logo is shown by a small 70% blue box.

Printing

The templates are designed to produce publications that can be printed using your desktop printer.

Creating templates

If you have a publication that you want to keep as a template, then simply select **File/Save As...** and click on the "Template" option within the **Save As** dialog. We recommend not overwriting the original template files.

Content placeholders

In case you want to use the same "pig" latin placeholder text in your own templates, it is stored in SAMPLE.WRI, which is supplied with PagePlus in the SAMPLES directory.

General object operations

Creating and selecting objects

Cutting, copying, pasting, and deleting objects

Moving, resizing, and rotating objects

Modifying properties of objects

Aligning, layering, and wrapping objects

Creating and selecting objects

- To create an object directly in PagePlus:
Click or drag with the appropriate object creator tool over the page or pasteboard area.
- To create multiple objects of the same type:
Shift-click when selecting the object creator's ToolBar button, then continue as above.
- To select an object:
Click on it (anywhere within the rectangle enclosing the object) with the Pointer tool. If objects overlap (e.g. text inside a frame overlaps the frame), you may need to click repeatedly to select the object you want.
- To select multiple objects (a "group"):
Drag the Pointer tool to form a box around the objects. Drag wide around text objects as their selection area can be much wider than the text itself.

When an object or group has been selected, the object (or objects) display with small black (or gray) handles around the object perimeter(s).

Cutting, copying, pasting, and deleting objects

A key principle: you select the object you want to operate on, then the operation.

- To cut or copy a selected object or group to the Windows clipboard:
Select **Edit/Cut**, or **Edit/Copy**.
- To paste the object(s) on the clipboard as a single picture object:
Select **Edit/Paste Special...** and choose "Picture".
- To delete a selected object or group:
Select **Edit/Clear** or press the **DELETE** key.

See also, [Transferring objects using the clipboard](#) and [Copying as a picture to the Windows clipboard](#).

Transferring objects using the clipboard

If both parts of a clipboard transfer - **Cut/Copy**, and **Paste** - are carried out within PagePlus, any frame, text, graphic or picture object, or group, can be transferred. You can transfer objects or groups between publication files.

If you are doing a transfer between PagePlus and another Windows application, the other application may not recognize the PagePlus object. PagePlus and other applications should recognize each other's graphics and text, but Serif cannot guarantee it as there are many different clipboard formats. If PagePlus or the other application does not recognize the object on the clipboard it will indicate this by graying out **Edit/Paste**.

Copying as a picture to the Windows clipboard

You can place a Windows MetaFile (WMF) picture of any object or group onto the clipboard which will be recognized by virtually all Windows applications.

- To copy onto the Windows clipboard as a picture:
Group select the object or objects to be copied. Then select **Edit/Copy**.
This puts both a group and picture version of the object(s) on the Windows clipboard.
- To paste the picture just created into another Windows application:
Switch to the other application and select **Edit/Paste**.
- To paste the picture just created into PagePlus:
Select **Edit/Paste Special...** and select "Picture". (If you just use **Paste**, PagePlus picks the group version.)

Moving, resizing, and rotating objects

- To move an object or group:
Drag with the Pointer tool to change the object's co-ordinates.
- To size a selected object:
Drag with the Pointer tool on a handle to change the dimensions of the object.
- To rotate a selected object in 45 degree increments:
Drag with the Rotate tool on a handle.

Handles

PagePlus displays small squares called "handles" around the edge of selected objects.

Working with handles

PagePlus displays small square "handles" around the edge of selected objects to indicate that the object is selected.

If you have a single object selected, the handles are black and you can directly manipulate the object with your mouse as covered in the table below.

If you have a group selected, the handles are displayed in gray. You can apply menu operations, and move or copy the group, but the handle dragging operations of mouse tools are not available.

To	Drag on
Size an object	A handle with the <u>Pointer tool</u>
Change the leading (line spacing) of a text block*	Middle bottom handle with the Pointer tool
Change the measure of a free text block*	A side handle with the Pointer tool
Change the left/right indents of a frame text block*	A side handle with the Pointer tool
Rotate an object	A handle with the Rotate tool

*See also, Part and whole frame text blocks.

Modifying properties of objects

- To modify individual properties of a selected object:
Select from the relevant menu (**Text** or **Graphics**).
- To apply formatting of one object to others:
Copy the source object to the Windows clipboard, then select the target object(s) and select **Edit/Paste Format**.
- To modify one or a few properties of a group:
Select from the **Text** or **Graphics** menu. Selections from the **Text** menu only change text objects; selections from the **Graphics** menu only changes graphics.

Aligning, layering, and wrapping objects

- To align an object to guides or rulers:
Select **Page/Snapping** and make sure that rulers or guides are displayed. Then move or resize the object.
- To align one object to another object:
Group the objects, then select **Edit/Arrange/Align Items...**
- To bring a selected object to the front:
Select from the **Edit/Arrange** menu.

Text can be made to wrap (flow) around other objects.

- To switch wrap on for the selected object:
Select **Options/Wrap Settings....**.

Wrap outlines include a small stand off from the object outline:

- For frames, text blocks, pictures, and square cornered box graphics, the outline is a rectangle.
- For round-cornered box graphics, oval graphics and line graphics, the outline follows the graphic's shape.

Dropped capitals and other PagePlus text effects.

Create perfect dropped capitals by wrapping text around text.

You can enhance pages with a wide variety of special text effects using standard PagePlus text tools. See the

Designer's Gallery chapter of the *PagePlus Owner's Handbook* for further ideas.

PagePlus gives you a wide range of spacing controls many of which are available by using your mouse.

Free text

Type free text directly by clicking with the Text tool. Then move, size, rotate and format using other mouse tools

Frame text

Import text to automatically flow thru frames and quickly format entire files of text using your mouse.

Drag and drop free text blocks into frames and vice-versa for total flexibility.

Frames

"Draw" frames with the Frame tool to define areas for text to flow thru. Manipulate margins, column guides and column blinds at the top and bottom of each column directly with the mouse.

Graphics

Draw graphics using the Graphics tools.

Get the right line and fill effect directly using menus.

Pictures

Add pictures from a wide variety of sources.
Size, and rotate directly using your mouse.

Other Serif Products

Look out for additional Serif applets such as TypePlus which allows you to instantly create special text effects (e.g. text on a curve), or TableEdit to create great looking tables in seconds, then paste the effect into any Windows application.

Call now to order or for more information

In the US and Canada	(603) 889-8650
In the UK and Europe	+44 602 421502.

Working with text

Use the [Text tool](#) to type and edit text.

If your mouse is over	Then clicking with the Text tool
Existing text	Edits the text
A blank part of a frame	Appends to text in the frame
A blank part of a page	Adds text exactly where you click

PagePlus puts all text into text blocks - either "free text" (outside a frame) which you can position and size directly with a mouse, or "frame text" (inside a frame) which PagePlus formats automatically for you. See [Free versus frame text](#).

To	Use
Create new blocks	Either the Text tool to type directly onto the page, or import from a text file. See Working with frame text .
Moving and sizing blocks*	Pointer tool to drag on the block
Rotate, copy blocks etc.	General object operations
Select text	Pointer tool to select whole blocks, or the Text tool to select a region of text within a block. See also Operating on selected text
Create wrap effects	Select Options/Wrap Settings... to set appropriate wrap status for some text and the objects to wrap around.
Edit text	The Text tool. See also Editing text
Change format of selection	The Text menu

*See also [Sizing free text blocks](#), [Sizing frame text blocks](#), and [Moving text blocks](#).

Working with frame text

A frame text block is any block that flows within a frame (instead of lying directly on top of the page - in which case the text is free text).

Frame text flows from column to column within a frame and from frame to frame - just like text flows from column to column and page to page in a word processor. The text in one frame sequence is called a "story".

See:

[How a story flows thru a sequence of frames](#)

[Linking frames](#)

[Frame setup and layout](#)

[Putting text into a frame](#)

To

Create a new block
story/flow
treat as free
edit individual blocks
all blocks

Use

text tool over blank, or drag free in
Text import and frame link operations

Line, paragraph, and text block spacing

You have several vertical space controls for text.

To change	Use
Leading (line spacing)	"Leading" in Spacing dialog. You can also drag with the <u>Pointer tool</u> on the middle bottom <u>handle</u> of a text block.
Space below a paragraph	"Paragraph" in Spacing dialog
Space above a frame text block	"Space above" in Spacing dialog, or the Pointer tool to move the block

See also Spacing... dialog.

Editing text

A block can contain a few words, or several paragraphs. Usually, a text block contains one paragraph of text. Text can be edited in much the same way as you would in a word processor.

- To place an insertion point in text:
Click or double-click with the Text tool over the text.
- To select a range of text:
Drag with the Text tool over the text.

Double-clicking with the text tool pops up the "Edit Text" window. This window provides a mini word processing environment which has a standard sized text display.

The Edit Text window has no access to menus and so on but it is quick and convenient for editing text. You can use keyboard shortcuts such as:

- CONTROL + LEFT ARROW to move left a word.
- SHIFT + END to select to the end of the block.
- CONTROL + X to delete the selection.
- ALT + BACKSPACE to undo the last change.

Operating on selected text

The ability to edit text means that there is more than one meaning of the term "selection". In general, the availability and effect of operations depend on what is selected

- A text block may be selected (the block displays handles).
In this case, operations affect the whole text block.
- A blinking insertion point may be displayed.
In this case, operations that make sense for an insertion point (e.g. pressing the **DELETE** key to delete the character to the right) affect the text at the insertion point. Other operations (e.g. changing color) affect the whole text block.
- A range of text may be selected.
In this case, operations that make sense for a range of text (e.g. pressing the **DELETE** key or changing color) affect the selected text. Other operations (e.g. applying a style) affect the whole text block.

Text properties are divided into two general categories, related to character formatting and spacing formatting. Character properties can affect everything from an individual character to a range of text. Spacing properties can be applied to any range of text, but generally only come into effect at the start of a line.

Free versus frame text

Text blocks can be either "free" or "frame" text blocks, depending on whether they are placed directly on a page or in a text frame.

- You can type or paste text in as either free or frame text.
- Imported text is always brought on to the page as frame text.
- You can drag any text block to become free or frame text as you prefer.

The key question is what do you want to do with a given text block:

- Do you want to look after layout of the text block yourself?
- Or do you want PagePlus to automatically look after flowing the text block into a layout?

PagePlus leaves free text blocks alone. You can manipulate free text blocks independently of any underlying layout or other text blocks, and you can resize, rotate, and crop them, and generally treat the text block as a graphical object. See [Sizing free text blocks](#) for details of what happens when you resize a text block.

PagePlus automatically flows frame text blocks, one after another, into a specific layout, established by column guides within a linked sequence of frame objects. Flowing consists of automatically moving and resizing frame text blocks so their position and width correspond to the layout.

You can still move frame text blocks with your mouse and drag on the handles of frame text blocks. See [Sizing frame text blocks](#).

Sizing free text blocks

You control the width of a new free text block by the way you create it:

- Click to create a block with width set to the default of 12 picas.
- Double-click to create a block with width equal to the column the mouse cursor is over (or 12 picas if there is no underlying column).
- Drag to set a specific width.

With the Pointer tool selected, you can drag on the various handles of a free text block for different effects:

- Top handles
Drag to change the vertical start position of the block.
- Side handles
Drag to change the measure for the free text block to wrap into.
- Bottom middle handle
Drag to directly modify the leading (line spacing) of the block.

Wrap effects

General wrap effects:

- Switch some text to "Text will wrap" status:
Use **Options/Wrap Settings...**
This is the default state for frame text. The default state for free text objects is "Wrap off".
- Switch some objects to "Wrap on" status:
Use **Options/Wrap Settings...**
The default state for non-text objects is "Wrap off".

Dropped capital

To create a dropped capital effect:

- 1 Put the initial capital in one text block on its own, and the rest of the paragraph in another.
 - 2 Format and position the main block of paragraph text as required.
 - 3 Format the initial cap as required.
 - 4 Set the wrap status of the capital to *Wrap on* using **Options/Wrap Settings...**
 - 5 Make sure the paragraph text is set as "Text will wrap"
 - 6 Position the cap at the start of the paragraph block, with the top of the letter aligned with the top of the first line of text in the paragraph block.
- The paragraph will now wrap around your dropped capital.

Pouring text into a shape

You can have text wrap around another object, but how do you get it to pour *into* a shaped area? Easy - place a "clear" colored box to the left and right of the text. Switch wrap on for the two boxes.

Take care though - complex text effects like this need close attention to achieve pleasing text composition. Usually you should use justified text in a small size, and in many situations you should actually edit the text itself to perfect the effect.

Reversed text (white text on black -- or other color variations)

To create this effect, create and format the text as required, then create a block of appropriate size and color, layer it behind the text, and set the text color to White (or whatever other color/shading you want).

Link button

Use the Link button to import text and to control where text flows on to after filling a frame.

Working with frames

A frame is a rectangular object you add to a page so that text can flow thru that area. It consists of:

- Frame layout (margins and columns)
- Story (text that flows thru the frame)
- A link button (that controls where excess story text flows on to)

To	Use
Create new frames	The <u>Frame tool</u> (or let PagePlus create them automatically when importing text)
Move, size frames etc.	<u>General object operations</u>
Select frames	The <u>Pointer tool</u> . If you select text inside a frame, click again to select the frame
Change frame layout	<u>Page/Frame Setup...</u> , or the <u>Pointer tool</u> to drag frame layout guides
Flow story into frames	The <u>Link button</u> or <u>File/Import Text...</u>
Work with story text	<u>Frame text operations</u>

Frame setup and layout

You setup basic frame layout using a menu command. Then you can modify the columns to be of varying widths and depths by dragging the vertical margins and column guides (widths) or column blinds at the top and bottom of each column (depths).

- To setup column layout:
Select **Page/Frame Setup...** and/or drag on the frame guides with the Pointer tool.

Putting text into a frame

You can put text into a frame in one of four ways:

- Typing:
Click or double-click an insertion point with the Text tool to type text straight into a frame.
- Pasting:
Click to select an insertion point at which to insert the text.
Select a frame text block with the Pointer tool, to paste text into a new block flowing immediately after the selected block.
- Dropping:
Drop a text block over a frame to insert it into the frame's story text as explained in [Frames](#).
- Importing
Select a frame, then double-click on its Link button, or select **File/Import Text ...** to import text. You must select the first frame of a sequence to replace the story text, or the last frame to append to the story. The import function is disabled if a middle frame is selected.

How a story flows thru a sequence of frames

Frames belong in linked sequences. You can have just one frame on its own, or you can have many frames.

The story associated with a given frame sequence flows thru the first frame on to the next and keeps flowing into frames in the link sequence.

A key difference from a word processor is that PagePlus does not normally add or remove frames according to the amount of text. The text simply flows until the text runs out (and some frames are left empty), or the frames run out (and some text is left over).

If there is still more text to go after filling the last frame, PagePlus stores it behind the scenes in the publication file, remembering that it is remaining story text for the frame sequence. Then if you later add more frames or reduce the size of text in a frame, the rest of the story text is flowed in.

Working with the Link button

The Link button is displayed when you have a frame selected.

It allows you to point to where the story text in the frame is to flow on to once it has filled the selected frame.

To

Click on the Link button and

Link to another frame

Click over another frame

Break the current next frame link

Click anywhere not over another frame

(Click on the Link button again to abort a link change)

The Link button also allows you to import from a text file.

To

Double-click on the Link button of

Import a story, replacing existing text,
if any

The first frame in a sequence

Import a story, appending to existing
text

The last frame in a sequence (must contain text)

Linking frames

Frames can be automatically linked by first selecting a frame before creating a new one with the Frame tool. When frames are automatically created by **File/Import Text...** they are also automatically linked.

To reorder the links between existing frames, you use the Link button which appears on the bottom right of a frame when it is selected.

- To break the link from a selected frame to another frame:
Click on the frame's Link button, then click on a blank area of the page or pasteboard.
- To link a selected frame to another frame:
Click on the frame's Link button, then click on the frame to be linked to. Only empty frames are valid frames to link to.

If you click on the frame's Link button, and then change your mind, simply click on the Link button again to abandon any link changes. Otherwise, before making a new forward link, PagePlus breaks any existing forward link.

Working with Pictures

In PagePlus, a "picture" is anything imported or pasted in from the Windows clipboard that is not editable text, including:

- Draw-type (vector) and paint-type (bitmap) files (e.g. Serif Art & Borders vector files)
- Entire PagePlus pages copied to the clipboard and pasted back in as a single picture

To

Use

Add a picture to a page

Edit/Paste or the Import Pictures button on the ToolBar

Select, move pictures etc.

General object operations. See also sizing pictures

Size of pictures

There's a little more to sizing of pictures than meets the eye...

Part of the process of pasting in or importing a picture is that you get a cross-hair mouse cursor displayed to let you put the picture where you like and control its size. If you click, PagePlus places the picture and sizes the picture for you, using any size information available in the file or clipboard item being pasted:

- If it can, PagePlus sizes the picture to its correct size. This is the usual case.
- If PagePlus cannot determine the correct size for a paint-type (bitmap) picture, PagePlus pastes it in at a reasonable "printer optimized" size (a size that avoids printing problems caused by "moiré" effects).
- If PagePlus cannot determine the correct size for a draw-type (vector) picture, it pastes it in at a default size.

You can of course resize pictures as you require.

- To modify the size of a selected picture:
Drag on a handle with the Pointer tool selected. Hold down the **SHIFT** key to constrain sizing to the original aspect ratio, or the **CONTROL** key to constrain to sizes that print without risk of moire patterns (bitmap pictures) or to sizes that are multiples of the original size (vector pictures).

Working with Graphics

A graphic is a box, line or oval drawn directly in PagePlus.

To

Use

Draw a graphic

Use a graphic tool

Select, move graphics etc.

General object operations

Change line/fill

The Graphics menu

Pages

In PagePlus, each page has its own basic page setup, ruler guides, and content. (In contrast with pages in a word processed document. With word processors, the layout and content of any given page is largely the result of document level formatting and automatic text flow.)

Within a given page, you can move guides around and add text, graphic and picture objects.

Page setup

To change the size, margins and other basic setup of the current page select **Page/Page Setup...**

When you create new pages, they can be created with the same specification as your current page or any other page or your publication.

When you create a new file, the initial page setup is set according to the default page setup.

Default page setup

When you create a new publication, the basic page setup is defined by the "default page setup". This is changed using **Options/Save Settings**, which updates the default page setup from your page.

To change your Page Setup to the settings you want to have whenever you do a **File/New**:

- 1 Select **File/New**.
- 2 Change your page setup using **Page/Page Setup...**
- 3 Select **Options/Save Settings**.

Note that this will also save your other Window settings, so don't change anything else, unless you specifically want to update those settings.

Keyboard

PagePlus allows several forms of keyboard shortcuts.

- **Special functions:**
PagePlus has several special features which are accessed by holding down a special key while performing an operation. For example, if you hold down the **SHIFT** key whilst creating or sizing a box, the box will be constrained to a square.
- **Menus using the keyboard:**
Rather than using the mouse to click over menus, you can use **ALT + CHARACTER**, where character is the letter shown as underlined on the menu.
- **Menu shortcuts:**
Certain commonly used menus have quick single keystroke shortcuts. Menu entries which have a shortcut will have "**Ctrl +**" and a **<character>** on their right where **<character>** is the letter to be pressed simultaneously with **CONTROL** to perform the menu operation. For example **CONTROL + S** will do the **File/Save** operation.
- **Special character shortcuts:**
Some more commonly used characters which are not accessible directly from your keyboard have special shortcuts for accessing them. For example if you press **ALT + CONTROL + C** whilst editing text, a copyright symbol.

Special functions

Shift key

The **SHIFT** key in conjunction with other operation is used extensively in PagePlus.

- **Moving:** When you are moving an object in PagePlus, if the **SHIFT** key is pressed, the movement will be constrained to be either left/right or up/down. Releasing and then pressing the **SHIFT** key again will toggle the constraint between the two options.
- **Sizing and creating:** When you create or re-size an object, if the **SHIFT** key is pressed the size will be constrained. For boxes, the constraint will give a square, for ovals, a circle, for lines, a 45 degree line and for pictures, the x-y ratio of the original picture is preserved.
- **Selecting:** When you use the Pointer tool to select objects, if the **SHIFT** key is pressed, the object you select will be added to/taken from the PagePlus group when you release the mouse button. You'll notice that if you hold the **SHIFT** key down, then press the mouse button down (but don't release) that the object which will be added to/subtracted from the group will be highlighted.
- **Select All:** If you have an object selected and you press the **SHIFT** key as you do the **Edit/Select All** operation, PagePlus will select all objects of the same type as the object selected rather than all the objects on the page.
- **ToolBar:** If the **SHIFT** key is pressed at the time you select one of the creator (Box, Line, Oval) tools, the tool will not automatically switch back to the Pointer after the object is created. This is useful if you are to draw a sequence of lines for example.

Control key

- **Quick copy:** If you move an object whilst the **CONTROL** key is pressed, PagePlus will make and move a copy of the object, leaving the original unchanged.
- **Sizing and creating:** When you paste or re-size a picture, if the **CONTROL** key is pressed the picture size will be constrained to be a multiple of its original size, or in the case of bitmap type pictures, the size will be constrained to sizes which should produce good results on you currently selected printer in Windows.

Escape key

Pressing the **ESCAPE** key whilst in the middle of a sizing or moving operation will abort the operation.

Function keys

- **F1** This is a shortcut for accessing the PagePlus help. This is available at any time when the normal Help menu is available and is the equivalent of **Help/Contents**.
- **F2** When moving or dropping text into a frame which already contains text, the **F2** will switch between the text block dropping before or after the highlighted block.
- **F3** This causes PagePlus to delay most screen update operations until the key is released. For example, if you are editing a wrap outline whilst pressing the **F3** key, any text will not reflow until after you release the key.
- **F4** If you are moving a block of frame text, then pressing **F4** will make it become free text. Similarly, when moving free text over a frame, pressing **F4** will make that text become a block within that frame.
- **F5** This selects the tool which was selected previous to the currently selected tool.

Special character shortcuts

PagePlus allows you to access certain characters using the following shortcuts. Remember that you can also use **Edit/Character Map** or use the Windows standard of pressing ALT + 0XXX where XXX is the reference number of the character you require - see your *Microsoft Windows User's Guide* for more details. Remember, if you require a symbol from a special font such as WingDings, you must select that font for your text as well as keying the character.

CONTROL+ALT+.		Bullet
CONTROL+ALT+\	†	Dagger
CONTROL+ALT+/	‡	Double dagger
CONTROL+ALT+-		Em-rule
CONTROL+ALT+C	©	Copyright symbol
CONTROL+ALT+R	®	Registered symbol
CONTROL+ALT+T	™	Trademark symbol
CONTROL+ALT+(Single open quote
CONTROL+ALT+)		Single close quote
CONTROL+ALT+[Double open quote
CONTROL+ALT+]		Double close quote
CONTROL+ALT+,	' '	Comma space
CONTROL+ALT+1	' '	Digit space
CONTROL+ALT+N	' '	En-space
CONTROL+ALT+M	' '	Em-space

Credits

- Tiger Illustration © Serif, Inc. Drawn by Jane Louise Bishop
- Clip-art samples from Serif ArtPack 1 © Serif, Inc. & Paul Harris
- TrueType font samples from Serif FontPack 1 © Serif, Inc.
- Portions text import/export technology © Mastersoft, Inc.

Many thanks to all our contacts at these companies for their help and encouragement. PagePlus Intro would not have been possible if these companies had not shared our vision of low-cost Windows products.

PagePlus was developed in C using Microsoft development tools including Windows 3.x and OS/2 SDKs. And we managed without the undocumented calls.

Printing

Depending on your equipment and requirements, printing is usually a very simple step, consisting of establishing a correct printer setup then selecting **File/Print...**.

Pattern display and printing

Due to a limitation of Windows itself (not PagePlus), patterns do not display in WYSIWYG form. Simply print out a pattern on your printer, and note the result - all PagePlus patterns will come out the same as this sample. If you change to a higher resolution printer, the stripes will become finer.

Instructions for using Help

- Use the scrollbar to read text beyond the bottom of the Help window.
- Visit every topic in turn by clicking on the **Browse arrow** buttons above.
- Search for any entry by clicking on the **Search** button above.
- Click on the **Up** button above to jump to an overview of the current topic.
- To keep Help visible, choose **Always on Top** from Help's **Help** menu.
- For more information on using Help press **F1** or choose **How to Use Help** from the **Help** menu.

Troubleshooting

PagePlus, TypePlus, and other Serif products (including the Install program) are extensively tested before release. Fundamental problems (such as Install failing, or frequent "crashes" in an application) are generally the result of hardware or software incompatibilities on a specific system. Printing and display problems are generally the result of using inappropriate printer or screen drivers.

All Serif applications are Windows 3.1 specific, and place great demands on a PC setup, especially for display and printing. As a result, they are less tolerant than many other applications: do not be misled if the system is OK running other applications which are compatible with Windows 3.0 or higher.

We have prepared a readme file about known system conflicts, printing problems, and so on. [Click here](#) to automatically start Windows Write and load the readme file for viewing.

If this does not identify your problem, your problem may be due to system setup:

- Is your basic DOS setup different to that recommended for Windows?
- Are you using a non-standard disk cache utility as a replacement for Smartdrv supplied with Windows?
- Are you using a disk compression utility (such as Stacker)?
- Are you using a "shell" which replaces Program Manager (such as Norton Desktop)?
- Are you using a third-party memory manager (such as QEMM386)?
- Are you using a third-party display driver for your screen (i.e. NOT a standard Windows driver)?
- Are you using third-party drivers for additional hardware (printer, network, mouse, scanner)?

If any of the above apply, you should see [System Setup Troubleshooting](#) for guidelines on the general approach to finding the cause of a problem.

System Setup Troubleshooting

The Microsoft Windows operating environment is a complex system and problems can occur if your PC is not setup correctly or is using old or non-standard device drivers etc.

If you understand terms such as `config.sys` and `autoexec.bat` then you may be able to resolve system setup problems by following the guidelines below. If you don't understand these terms then you should contact Microsoft technical support if you think your problem is related to Windows, or Serif technical support if you think that your problem is specific to a Serif product.

For the purposes of this section it is assumed that you are using Windows 3.1 and MS DOS 5.00, installed in their default directories. If your system is different to this then you'll need to make appropriate corrections/adjustments to the recommendations and suggestions.

In brief, the idea is to simplify your PC's setup, see if the problem is no longer present, and then incrementally restore your PC's original setup, testing to see which component makes the problem re-occur. Please follow our recommendations carefully and always work from a "system" floppy disk, rather than modifying the system files on your hard disk.

1. Are you using one of the standard VGA display drivers, as supplied with your original Windows disks? Use the "System Setup" icon in the main program group to check. If you are using a third party VGA driver, switch to using one of the standard drivers now.
2. Do you have any "special" hardware installed in your PC such as network cards, scanner cards or other interfaces? If so then remove whatever you can, check with the suppliers that any which you leave do not require any special settings to work correctly with Windows and that there are no conflicts between any of the interface cards. For the purposes of fault diagnosis we recommend you remove all that you can without rendering your PC inoperative.
3. Create a "system" floppy disk with a `CONFIG.SYS` and `AUTOEXEC.BAT` as shown below:

AUTOEXEC.BAT

```
C:\WINDOWS\SMARTDRV.EXE a- b-  
PATH=C:\;C:\DOS;C:\WINDOWS  
SET TEMP=C:\WINDOWS\TEMP  
PROMPT $P$G
```

CONFIG.SYS

```
FILES=50  
BUFFERS=20  
DEVICE=C:\WINDOWS\HIMEM.SYS  
STACKS=9,256
```

If your hard disk is using an on-line disk compression utility then your floppy disk will need to have the correct settings for this. It is a good idea to check with the suppliers of your disk compression utility to ensure that the version you have is 100% compatible with Windows and that the settings you are using are correct.

4. Now re-boot your PC using the floppy system disk and see if you get the problem(s) you did earlier. If the problem is no longer present then you should gradually change back your PC's setup, checking to see what makes the problem appear again. This is time consuming, but is the simplest way to find what component of your system is causing the problem.

For further help contact Microsoft or Serif technical support as appropriate.

