PagePlus 4.0 Help Contents
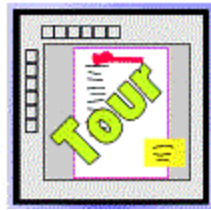
Welcome

Welcome to PagePlus 4.0 from Serif. It's the easiest way to get professional desktop publishing results, ever.

The latest in the best-selling, award-winning PagePlus line, PagePlus 4.0 is a powerful new 32-bit application designed exclusively for Windows 95. It contains everything you need to get started NOW! Thank you for purchasing PagePlus 4.0. Our mission is to make sure that you'll love it! 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 also enjoy seeing samples of the work you create with PagePlus, so please feel free to send them in. If you like PagePlus please recommend it to your friends - your help is always appreciated! Thanks to everyone...

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. But, please, don't forget to register.

Just Publish It!

P.S.   Late breaking news is available in the README file. And you can watch the Introduction to PagePlus demo too.

Desktop Publishing for EVERY home & business

From corporate-style marketing materials (including full color printing from color separations) to fun-stuff like party invites PagePlus does it all. 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 much more. With your PC, printer and PagePlus you can save time and money. No experience required!

DTP revolutionized the graphics arts industry. And the Fortune 500 have long been aware of the importance of good looking documents and marketing publications. PagePlus has revolutionized the DTP market and now, high impact design is available to everyone.

- **Wizards**
  Page Wizards are instant documents. Just choose the type of publication you want to produce and answer a few simple questions. PagePlus does the rest!
- **Total Ease of Use**
  Tool Hints, Quick Help, Wizards and context-sensitive cursors make PagePlus as friendly as a puppy! And a collection of interactive demos to zap that learning curve.
- **Word Processing Tools**
  PagePlus features WritePlus for integrated word processing with word count, search and replace, spelling, thesaurus and proof reader.
- **Integrated Text Effects**
  LogoPlus is built in to make it easy for you to create attention-grabbing headlines and powerful logos with text along a curve or fitted to a shape.
- **Powerful Features**
  Movable rulers and guides. Precision placement, rotation and text wrap. Flip, crop and watermark graphics. Text formatting with bullets, lists, slanting, kerning, hyphenation, drop caps, smart quotes, and named styles. And more!
- **Electronic Publishing**
  Used with Adobe Acrobat software, PagePlus 4.0 documents can be turned into electronic documents or high-impact, magazine style Internet Home Pages.
- **A Huge Library of fonts, clipart & photos**
  Express yourself with over 400 fonts - from formal to wild and wacky - for any document. Add flair to your pages using a designer library of over 15,000 clipart images and 500 full-color TIFF photos.
- **Versatile Printing**
  Impressive results on your dot-matrix, ink-jet or laser printer in black and white or color. For even more impressive results use the PaperDirect Wizard for designing and printing your customized brochures, business cards, postcards, letterheads and more on PaperDirect's full color predesigned papers. Or use the PagePlus 4.0 advanced color separation capabilities for full color, professional printing.

With a combination of functionality, simplicity and low price point, PagePlus addresses the everyday needs of individuals and growing businesses, and a wide range of users within education, government, churches, associations, charities and fund raising. PagePlus 4.0 is the desktop publisher for *everyone.*

Our Products

We aim to satisfy all your desktop publishing needs with a range of low cost products:

- **PagePlus 4.0**
An award winning desktop publisher exclusively for Windows 95, with an unrivaled combination of powerful features and simplicity.

- **PagePlus Home/Office Edition**
Our entry level desktop publisher exclusively for Windows 95. It's the easiest desktop publisher, ever.

- **DrawPlus 3.0**
A stunning vector drawing and illustration program (like CorelDRAW!) exclusively for Windows 95. It's the perfect design partner for you and PagePlus, and the easiest way to draw like a pro!

- **Publishing Power-Suite**
For Windows 3.1 users (Windows 95 compatible) the Publishing Power Suite contains everything you need to produce great results. Contains PagePlus 3.0, DrawPlus 2.0, PhotoPlus, TypePlus, TablePlus, PhotoMorph, Arena3D and a library of fonts, clipart and photos. It's the DTP kitchen sink!

- **Multi-User Licenses** All our products are networkable, and are ideal for multi-user configurations in schools, colleges, government and corporate departments. Our low-cost Site Licenses make Serif products especially popular. Call for details.

Our Mission

PagePlus is the world's #1 best-selling, award-winning desktop publisher. And our new PagePlus 4.0 is the easiest and most powerful. Serif is dedicated to giving you the chance to own and use [great software.](#)

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Many thanks to our million PagePlus users for supporting us… Especially our international user panel, dedicated beta testers, local pizza delivery, and everyone else who took the time to make comments and suggestions to help us. We couldn't do it without you. And, of course, a big thank you to Barry Cinnamon the "big boss". We love you, Barry…

Keyboard

PagePlus allows several forms of keyboard shortcuts.

- Special functions PagePlus has several features which are accessed by holding down a specific key while performing an operation. For example, if you hold down the **SHIFT** key while creating or sizing a box, the box will be constrained to a square. See below for a complete list of shortcuts.
- Character access 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** while editing text, a copyright symbol is accessed.
- **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. For example **ALT + F** (for the File menu) followed by **ALT + O** would do a File Open.
- **Menu shortcuts**. Certain commonly used menus have quick single keystroke shortcuts. Menu entries which have a shortcut will have **CTRL + 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 a File Save operation.

Special Keyboard Functions

PagePlus has several features which are accessed by holding down the following key while performing an operation.

[Shift key](#)
[Control key](#)
[Escape key](#)

Shift key

The **SHIFT** key in conjunction with other operations 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 vertically or horizontally (depending on the direction of your mouse movement).
- **Sizing and creating**: When you create or size an object, if the **SHIFT** key is pressed the size will be constrained. For example, boxes will give a square, ovals a circle, and lines a 45 degree line. Pictures are an exception: they are automatically constrained to maintain their aspect ratio, and the **SHIFT** key makes them unconstrained.
- **Selecting objects**: 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.
- **Selecting region of text:** If the **SHIFT** key is held down, while cursoring within a text block, a region of text (shown in reverse) is selected.

Control key

The control key modifies the following PagePlus operation:

- **Quick copy**: If you move an object and press the **CONTROL** key, PagePlus will make and move a copy of the object, leaving the original unchanged.

Escape key

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

Character shortcuts

PagePlus allows you to access special characters in the standard fonts using the following keyboard shortcuts. You can also use **Text/Character Map...** and **Text/Insert Symbol...** to find the character that you want. 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+8	•	Bullet
CONTROL+/	†	Dagger
CONTROL+ALT+/	‡	Double dagger
CONTROL+ALT+=	—	Em-rule or dash
CONTROL+ALT+C	©	Copyright symbol
CONTROL+ALT+R	®	Registered symbol
CONTROL+ALT+T	™	Trademark symbol
CONTROL+[	'	Single open quote
CONTROL+]	'	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
CONTROL+ALT+2	"	Inch mark
CONTROL+ALT+'	'	Foot mark

Menus

This topic shows the PagePlus menus and gives a brief description of each entry. Many of these entries have shortcut buttons on the **ButtonBar** or are also available in a "pop-up" menu when you right-click on an object.

Click on the menus to find out more...
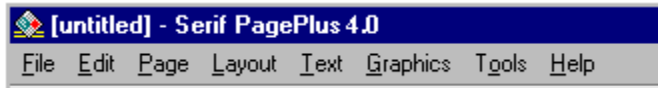
File Menus

- **File/New** displays the StartUp Wizard which allows you to begin a new piece of work using the Start from Scratch option.

- **File/Open Publication...** displays a standard Windows dialog which allows you to open an existing PagePlus (*.PPP files) publication.

- **File/Revert** abandons all changes you've made to the current publication, and reloads the last saved version of it.

- **File/Save** saves the current publication. (If it is unsaved - "untitled" - then this will do a **File/Save As...**)

- **File/Save As...** displays a dialog for you to enter a file name for this publication.

- **File/Properties** displays a dialog for you to enter additional publication details.

- **File/Import Picture...** displays the Picture Wizard which allows easy import of pictures from a number of different sources including KodakCD, the Serif Clipart Browser and directly from your scanner using the TWAIN standard.

- **File/Import Text…** imports a word processor text file into your publication.

- **File/Export as Picture…** creates (or exports) a graphic file version of your page or currently selected objects.

- **File/Printer Setup...** displays the standard Windows Print Setup dialog.

- **File/Print...** displays a dialog box providing options for selecting which part of the publication file to print and how to print it. The Options button allows you to control scaling, tiling, color separations (using the Color Separate check box and Set Color Options button) and other useful features.

- **File/Send...** lets you send the current publication as a Microsoft Mail e-mail message.

- **Last Saved Files List** is the list of your last used publications. Select the one that you want to change.

- **File/Exit** closes PagePlus.

File

Commands for opening, saving and printing publications...

[New](#)
[Open Publication](#)
[Revert](#)
[Save](#)
[Save As...](#)
[Properties](#)
[Import Picture...](#)
[Import Text...](#)

[Export as Picture...](#)
[Printer Setup...](#)
[Print...](#)
[Send...](#)
[Last Saved Files List](#)
[Exit](#)

Edit

Commands for clipboard (cut & paste) and OLE.

[Undo](#)
[Cut](#)
[Copy](#)
[Paste](#)
[Paste Special...](#)
[Paste Format](#)
[Clear](#)
[Object](#)
[Insert Object...](#)
[Links...](#)
[Select All](#)

Edit Menus

- **Edit/Undo** undoes the most recent change to the current publication. **Undo** is grayed out when not available.

- **Edit/Cut** deletes the selected object or group of objects from the page or pasteboard AND places a copy on to the Windows clipboard.

- **Edit/Copy** copies the selected object, or group of objects, to the Windows clipboard.

- **Edit/Paste** pastes a copy of the contents of the Windows clipboard on to the current page.

- **Edit/Paste Special...** The Windows clipboard can contain different formats of the same object (e.g. Picture, Bitmap, OLE). This option allows you to specify which format is used.

- **Edit/Paste Format** applies the properties of the PagePlus object currently on the Window clipboard (from an **Edit/Copy**) to the currently selected object. (i.e. you can make two objects look similar by copying one, then pasting format to the other.)

- **Edit/Clear** clears or deletes the selected object or group of objects.

- **Edit/Object** is the standard OLE Object menu command. (It changes according to the type of the selected object.)

- **Edit/Insert Object...** displays the standard Windows **Insert OLE object** dialog.

- **Edit/Links...** controls your OLE links.

- **Edit/Select All** selects all the objects on the current page and the pasteboard as a group.

Page

Commands for viewing
and changing pages...

[Views](#)
[Frame Setup...](#)
  [Columns](#)
[Page Setup...](#)
  [Size](#)
  [Orientation](#)
[Pages...](#)
[PaperDirect Wizard...](#)
[Headers & Footers Wizard...](#)
[Go to Master Page](#)
[Master Page Objects](#)

Page Menus

- **Page/Views>** contains various options to change the zoom percentage at which your page is displayed, including **Page** (view wntire page) and **Actual** (100%).

- **Page/Frame Setup...** displays a dialog for editing the current frame margins and columns.

- **Page/Columns>** changes the number of columns in the currently selected frame via an easy access side-pull menu.

- **Page/Page Setup...** displays a dialog for modifying the page dimensions, margins, columns, and page numbering system.

- **Page/Size>** displays a list of commonly used page sizes via an easy access side-pull menu. The **Custom...** option displays the **Page Setup...** dialog.

- **Page/Orientation>** changes the orientation of the current page. Select **Wide** for landscape orientation or **Tall** for portrait orientation.

- **Page/Pages...** brings up a dialog for adding and removing pages.

- **Page/PaperDirect Wizard...** lets you choose a full color predesigned PaperDirect paper as your page background. Make sure you load the paper when printing!

- **Page/Headers & Footers Wizard...** lets you set header and footer text to repeat on every page.

- **Page/Go to Master Page** displays the appropriate left or right master page and allows you to change the master page objects.

- **Page/Master Page Objects** displays (or hides) master page objects on the current page.

Text

Commands for working with text.

[Character...](#)
[Spacing...](#)
[Tabs & Indents...](#)
[Bullets & Numbering...](#)
[Dropped Caps…](#)
[Lines...](#)
[Kern](#)
[Insert Symbol](#)
[Character Map](#)
[Update Text Style](#)
[Text Style Palette...](#)

Text Menus

- **Text/Character...** brings up a dialog with options to change the formatting of text, including font, font style, case, size, width and color.

- **Text/Spacing...** displays a dialog for paragraph alignment and spacing of paragraphs, lines and characters.

- **Text/Tabs & Indents...** sets tab values and left/right indents for the paragraph of text.

- **Text/Bullets & Numbering...** controls paragraph bullet and numbering styles.

- **Text/Dropped Caps…** controls paragraph dropped (and raised) initial capitals.

- **Text/Lines...** sets lines above and below paragraphs of text.

- **Text/Kern** allows you to manually remove or add space between characters.

- **Text/Insert Symbol>** is an easy way to insert symbols which are not available directly from the key tops. The selected symbol will be entered at the current text caret position.

- **Text/Character Map** starts the Character Map utility which allows you to visually select special characters. Use the **Copy** button to put a character on to the clipboard, then switch back to PagePlus and use **Edit/Paste** to put the character into your publication.

- **Text/Update Text Style** updates the "named style" of the current object with any changes that have been made to the current object. Because the definition of the "named style" has changed, all objects that use this style will also change.

- **Text/Text Styles Palette...** displays the dialog for editing and managing text styles in your publication.

Layout

Commands for arranging objects on your page.

[Display](#)
[Snapping](#)
[Layer](#)
[Align Objects...](#)
[Group Objects](#)
[Layout Checker Wizard...](#)
[Wrap Settings...](#)

Layout Menus

- **Layout/Display>** controls the display of rulers, guides, frames (and scroll bars).
- **Layout/Snapping** toggles snapping on/off. Moving and sizing objects will snap to rulers, guides and/or frames (if they are on, as set above).
- **Layout/Layer** changes the layering of the selected object, by moving it to the front, or back, of other objects on the page.
- **Layout/Align Items...** allows you to align the objects in a group relative to each other.
- **Layout/Group Objects** makes the currently selected group of objects into a "permanent" group.
- **Layout/Layout Checker Wizard...** searches your publication for common layout problems such as objects off the page, unused text in a story, and empty frames.
- **Layout/Wrap Settings...** controls how text wraps around objects.

Graphics

Commands for changing graphics, pictures, and the background properties of frames...

[Line...](#)
  [Weight](#)
  [Color](#)
  [Shading](#)
[Fill...](#)
  [Color](#)
  [Shading](#)
[Picture...](#)
[Color Mapper...](#)
[Convert to Picture...](#)
[Update Graphic Style](#)
[Graphics Style Palette...](#)

Graphics Menus

- **Graphics/Line...** displays a dialog combining all the line properties (thickness, color, line style) including corners for the lines around boxes and ovals.

- **Graphics/Weight>** displays a list of commonly used line weight values in an easy access side-pull menu. Select **none** for no line.

- **Graphics/(Line)Color>** displays a list of commonly used line colors in an easy access side-pull menu.

- **Graphics/(Line)Shading** displays a list of shades for line graphics via an easy access side-pull menu.

- **Graphics/Fill...** displays a dialog combining all the graphic fill properties including color, pattern and shade.

- **Graphics/(Fill)Color>** displays a list of commonly used graphic fill colors in an easy access side-pull menu. Select **Clear** if you want an "empty" box.

- **Graphics/(Fill)Shading>** displays a list of shades for the fill.

- **Graphics/Picture...** controls picture options including scaling, flipping and color/shade. Use the shade option for a "watermark" effect.

- **Graphics/Color Mapper…** allows you to recolor vector images (and LogoPlus objects) and add colors from these objects to your publication color palette.

- **Graphics/Convert to Picture** converts the current object/object(s) into a graphic (AND deletes the objects).

- **Graphics/Update Graphic Style** saves the current graphic formatting to the named style (if used). All objects using this style name will be updated.

- **Graphics/Graphic Styles Palette...** is a dialog for editing and managing styles for graphics.

Tools

General program tools and options.

[Find & Replace...](#)
[Spelling Checker Wizard...](#)
[Proof Reader Wizard...](#)
[Thesaurus...](#)
[Web Page Link...](#)
[Web Page Test...](#)
[Fonts & Pictures...](#)
[Story Manager...](#)
[Defaults...](#)
[Edit Colors...](#)
[Preferences...](#)
[Save Settings...](#)

Tools Menus

- **Tools/Find & Replace** displays the Find & Replace dialog which allows you to search text for words or parts of words.

- **Tools/Spell Checker Wizard...** checks your publication for spelling mistakes.

- **Tools/Proof Reader Wizard…** proofs your publication text for grammar and readability errors.

- **Tools/Thesaurus…** allows you to look up alternative words.

- **Tools/Web Page Link...** inserts a hypertext jump (or link) in your publication.

- **Tools/Web Page Test...** previews your publication to test your jumps.

- **Tools/Fonts & Pictures...** displays a dialog that lists the fonts and pictures used in your publication and shows if the pictures are linked to external picture files, or embedded within the document.

- **Tools/Story Manager...** Displays a list of all the text stories used in your publication.

- **Tools/Defaults...** Lets you modify the default properties for text and other objects.

- **Tools/Edit Colors...** allows you to change the colors used in your publication.

- **Tools/Preferences...** customizes your copy of PagePlus.

- **Tools/Save Settings...** makes your changes above permanent.

Help

Help, Hints, Tips and options
for learning PagePlus.

[Help Contents...](#)
[Help Index...](#)
[Demos...](#)
[Hints and Tips...](#)
[Insert PageHint...](#)
[Play Game...](#)
[Registration Wizard...](#)
[Credits...](#)
[About PagePlus...](#)

Help Menus

- **Help/Help Contents...** displays the Help Contents page.
- **Help/Help Index...** displays the Help Index of all the Help entries.
- **Help/Demos...** lets you watch the demos. (Or, use the Startup Wizard.)
- **Help/Hints & Tips...** allows you to step through all the hints and tips.
- **Help/Insert PageHint...** inserts a PageHint into your publication to act as a reminder or helpful comment.
- **Help/Play Game…** lets you play WinVaders. (If you've registered!)
- **Help/Registration Wizard...** helps you to register your own personal copy of PagePlus.
- **Help/Credits...** shows copyrights.
- **Help/About PagePlus...** displays the PagePlus opening image.

🚩 Printing

Printing is the final step in the creation of your publication. Make sure that you have the desired printer setup **(File/Printer Setup...),** that your printer is ready, then print (**File/Print...**)

Take a look at Common printing problems if you have any problems.

Support and troubleshooting

Our support mission is to provide fast, friendly technical advice and support from a team of on-call experts. Registration gives you access to regular Serif newsletters and low cost future upgrades.

All Serif products are extensively tested before release, and we are totally confident in their quality and rock-solid stability. However, it is impossible to test all available hardware, and sometimes there are unexpected hardware/software incompatibilites. The only way to resolve these kinds of issues is to "troubleshoot" your system to find the cause of the problem.

Some of the most common problems are easy to solve. Check these topics out first for guidance:

- Common printing problems
- Non-printer problems
- System setup troubleshooting

You should also read the README file which covers late breaking news, and may include problems discovered too late to be discussed here.

Getting support

If you need help, then just get in touch. We will do our best to help.

Common printing problems

Printing problems can be caused by a number of things such as using an incorrect or out of date printer driver, or having the wrong options set for your printer. Some of the more common faults are listed here with suggestions for fixing the problem.

Problem

Some or all of the text on your PagePlus page will not print to your laser printer.

Change your printer option **Print TrueType as graphics** so that the option is checked. To set the option, select Control Panel/Printers and then highlight your printer driver and choose **Setup**. You may have to chose **Options** (depending on your exact printer driver) before you find the option.

Problem

A Windows Error or a PagePlus Internal Error is displayed while printing from PagePlus.

See the Windows printer driver problems topic.

Problem

The printed output produced by PagePlus is unreadable or bears no resemblance to the document on screen.

See the Windows printer driver problems topic.

Problem

When I print documents with an object that goes right to the edge of the page, not all of the object gets printed.

Virtually all printers have non-printing margins, and any item that falls into this area will not be printed. This means that on most printers you cannot produce a "bleed" as this is know. If you use a smaller publication page size, than the paper size in your printer, then this is not a problem. This is also not a problem with PostScript output to an imagesetter, where the full page size can be imaged.

Windows printer driver problems

Printing problems with Windows 95 are generally caused by using an incorrect or out of date Windows 3.1 printer driver, or a third-party printer driver. Make sure that you use the Windows printer driver designed specifically for your printer.

Windows Help has extensive troubleshooting information. Use **Start > Help/Troubleshooting**

Checking your printer driver version

If you have upgraded from Windows 3.1 to Windows 95 you must check that you are now using the latest Windows 95 driver for your printer.

To add printer drivers use **Start > Settings > Printers**

Non-printer problems

The are currently no reported problems.

System Setup Troubleshooting

The Windows 95 operating environment is a technically complicated system and problems can occur if your PC is not setup correctly or is using old (Windows 3.1) 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.

Troubleshooting

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. Be careful!

Windows Help has extensive troubleshooting information. Use **Start > Help/Troubleshooting**
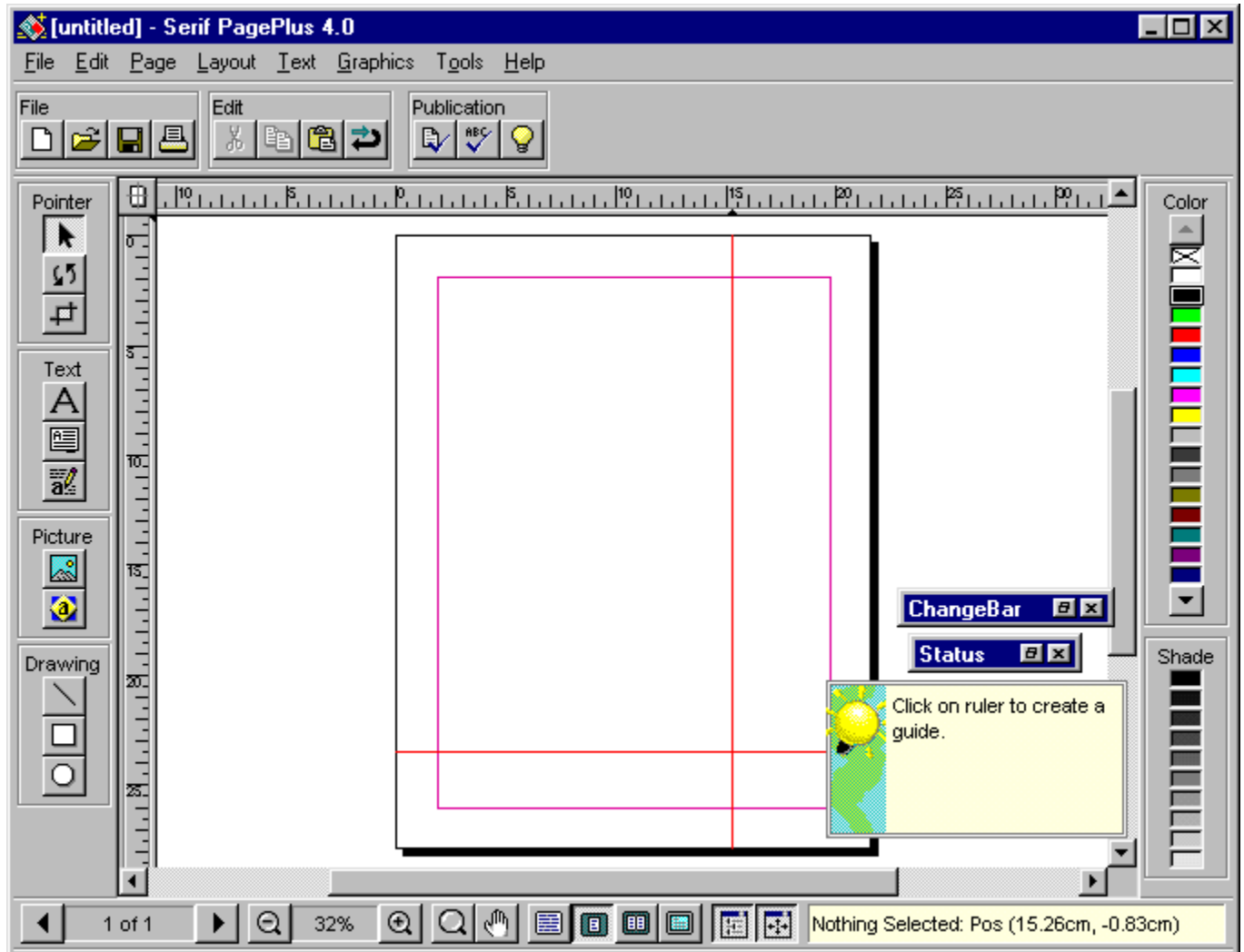
Tour of the Screens

Click on the following screens to find out what the various elements are called, and how to use them. You can choose:

- PagePlus with blank page
- PagePlus with page
- WritePlus
- LogoPlus

You can also look at demos using **Help/Demos...** to get more information about how PagePlus 4.0, WritePlus and LogoPlus work.

PagePlus Screen

This is the main PagePlus 4.0 working screen, where you will create and lay out your pages.
Click on the buttons, tools, and other elements to find out more...

[untitled] - Serif PagePlus 4.0

File   Edit   Page   Layout   Text   Graphics   Tools   Help

File   Edit   Publication

Pointer

Text

Picture

Drawing

ChangeBar

Status

Click on ruler to create a guide.

Color

Shade

1 of 1   32%   Nothing Selected: Pos (15.26cm, -0.83cm)

Title Bar

This is the standard Windows Title Bar showing the name
of the program and the current publication (e.g. Page1 or "untitled"
if it has not been saved). The Windows buttons at the right side
of the title bar let you minimize, mazimize or close the application.

Menu Bar

These are the program menus, where you can
select various commands. You can access similar menus
that pop-up by right-clicking on an object.

Button Bar

The Button Bar contains shortcut buttons, for performing a variety of functions, which change according to the selected object. With nothing selected, the buttons displayed are file, edit and publication shortcuts. Text will display appropriate text formatting options, and so on.

Scroll Bars

A standard Windows control for changing the area of your page that is visible. You can also use the **panning** button on the Status Bar.

Color Bar

The Color Bar allows you to apply a color/shade to an object. The shade is a tint of the color between 10% (faint) to 100% (solid color). The object's current color is highlighted.

Status Bar

The Status Bar contains buttons for handling pages in your
publication, adjusting the current view, display facing pages,
and showing/hiding the ChangeBar and Status floating palettes.
The right side is the HintLine which displays useful information.
Click on the HintLine to maximize it to the QuickHelp window.
Click on the page number to go the Master Page.

ChangeBar Palette

The ChangeBar is a roll-up floating palette which allows you to apply interactive changes to an object using Sliders or Values. As nothing is selected this one is rolled-up. Use the two controls on the title bar to roll up/down or hide the ChangeBar.

ChangeBar Palette

With text selected the ChangeBar provides Sliders for changing text formatting. Just drag to change how the text looks. These sliders give different properties for different objects. Click on the Values tab to enter values directly for any property. Drag on the title bar to move the ChangeBar.

Status Palette

The Status palette is a roll-up floating palette which allows you to specify exact size, position and rotation values. It is [rolled-up.](#)

Status Palette

The Status Palette can be used to "nudge" the object position by using the spin buttons. Or type in new values to make the object jump.

QuickHelp

The QuickHelp window provides useful information
about the current operation. Watch it carefully for hints and
tips. Click on it to minimize it to the HintLine.

Tool Bar

The Tool Bar provides the main PagePlus Tools for creating and editing objects. The Pointer group of pointer, rotate and crop (trim). The text group for text editing, frame creation, and WritePlus word-processing. The Picture group for importing pictures and creating a LogoPlus object. And the Drawing group for lines, boxes and ovals.

PagePlus Tool Bar

This topic shows the PagePlus Tool Bar and gives a brief description of the tools and how to use them. Notice how the current Tool is highlighted.

Click on the tools to find out more...

| Pointer |
| Text |
| Picture |
| Drawing |
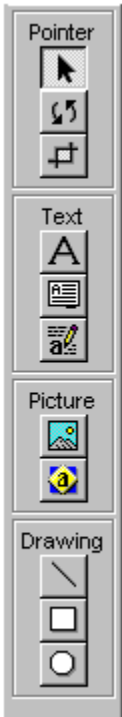
Tool Bar Pointer Tools

Click on the **Pointer Tool** to select, move and copy objects.
To select, click on the object.
To resize the selected object, drag over its handles.
To move the selected object, drag on it.
To copy the selected object, drag on it holding the **control** key.
To add the selected object to a group, click on it holding the **shift** key.

Click on the **Rotate Tool** to rotate objects at any angle. First, select the object, then drag over one of the handles. Hold the **shift** key for 45 degree steps. Double-click to unrotate.

Click on the **Crop Tool** to crop (or trim) objects. First, select the object, then drag over one of the handles. Drag over an already cropped object (not over a handle) to scroll the object display.

Tool Bar Text Tools

Click on the **Text Tool** to create new text or edit existing text.
To edit text, click or drag over the text.
To create new text, drag over a blank part of your page, then type. Only do this for small amounts of text such as headlines.

Click on the **Frame Tool**, then drag out a frame on your page. Use frames to control your main text, importing from your word-processor or creating in WritePlus.

Click on **WritePlus** to start WritePlus as a separate word-processing window to create or edit your text.

Tool Bar Picture Tools

Click on **Import Picture** to select the picture you want to import.
Then drag on your page to show the size and position you want.
Hold the **shift** key down if you DONT want to maintain aspect ratio.

Click on **LogoPlus**, then drag out the logo size on your page. LogoPlus
starts as a separate window to create your LogoPlus object. Use
LogoPlus for shapes, headlines, or complex logos.

Tool Bar Drawing Tools

Click on the **Line Tool**, then drag out a line on your page.
Hold the **shift** key down if you want a horizontal or vertical line.

Click on the **Box Tool**, then drag out a box on your page.
Hold the **shift** key down if you want a square.

Click on the **Oval Tool**, then drag out an oval on your page.
Hold the **shift** key down if you want a circle.

Page

The page is the piece of paper that you're working on. This page shows the margins and two ruler guides. Place your guides, frames, text, graphics and pictures _here_ to create your masterpiece!

Pasteboard

This is the "scratch" area around your page where
you can place objects until you need them on the page.
The pasteboard does not get printed.

Rulers

The rulers allow you to measure your page and objects. A selected object is shown by white indents on the rulers. Drag on the intersection to move them. Click on the rulers to create guides.

PagePlus Screen with Page

This screen shows what PagePlus looks like with a real page. Notice how the rulers, Button Bar and the two floating ChangeBar and Status palettes, reflect the selected object.

Click on the screen elements, and the objects on the page, for more information.

Selected Object

This is "free text" typed directly on to the page using the Text Tool as part of a headline. The surroundling "handles" show it is selected, and the ruler indents show the dimensions.

Drawn Line

This is a simple line created with the
Line Tool, constrained to horizontal using
the shift key, and then a custom weight applied.

Text Headline

This is part of the headline typed as a separate free text block.
A black box was drawn first using the Box Tool, then the Text Tool
was used to type this word. Use the Color Bar to set it to White.

Pop-Up Menu

Right-click on an object to get a pop-up menu. This one contains text options available for the selected headline, but different objects pop-up different menus.

Frame with Text

This is a frame, drawn with the Frame Tool, containing flowing text. It is linked to the two following frames on this page. Double-click on frames to edit the text in WritePlus.

Frame with Text wrapping

These two frames are linked to the first frame as part of a three frame story. You can see that text automatically flows around shapes.

Picture

This is a a picture imported using the Picture Tool. Use the Crop Tool to trim it. Apply Color/Shade to create a "watermark" effect. Double-click on it to replace.

LogoPlus Logo

This is a LogoPlus object, created using the LogoPlus Tool.
This is logo made up of shapes and text. LogoPlus can draw
circles, squares, poygons, and stars. Double-click on it to change.

LogoPlus Fancy Text

This is another LogoPlus element, but this time used just for fancy text. This is a great way to create unusual headline effects. Notice the text wrap shape, which you can adjust using the Pointer Tool and the **Edit/Wrap Settings...** options.

WritePlus

This is the main WritePlus working screen: the word-processing module built into PagePlus. Use it to create new text, or edit existing text. Start WritePlus by clicking on the **WritePlus** button in the Tool Bar, or by double-clicking on text or a frame.   For more details, watch the WritePlus demo in PagePlus **Help/Demos...**

Click on the buttons and other elements to find out more...

WritePlus Tool Bar

The Tool Bar provides edit/clipboard shortcuts, text formatting commands, and several proofing tools including Find & Replace, AutoCorrect, Spell Checker, Thesaurus and Proof Reader.

WritePlus Style Names

WritePlus allows you to apply a named text style to
a paragraph, multiple paragraphs or an entire story, using
the Style list box in the ToolBar. The style name is displayed
in this window, which can be switched on/off on the Status Bar.

WritePlus Text Entry

WritePlus is designed for fast text editing and creation using standard Windows cursoring controls for moving through the text. If you're familiar with using Windows accessories like WordPad you'll immediately be familiar with WritePlus.

WritePlus Status Bar

This includes view shortcuts, buttons for closing WritePlus, and a yellow hint line. (Holding the mouse over any WritePlus button will pop-up a Tool Hint.)

WritePlus Title Bar

This displays the story title, and the Windows controls for minimizing, maximizing and closing the window. The WritePlus window can be resized and moved like any normal window to suit your method of working. For intensive text editing, it's usual to use WritePlus full screen.

LogoPlus

This is the main LogoPlus working screen: the logo/headline module built into PagePlus. Use it to create shapes, fancy text, and combine them to make powerful headlines and logos to add impact to your publications. Start LogoPlus by clicking on the **LogoPlus** button in the Tool Bar, or by double-clicking on an existing LogoPlus object. For more details, watch the LogoPlus demo in PagePlus **Help/Demos...**

Click on the buttons, and other elements to find out more...

LogoPlus Title Bar

This displays the current PagePlus publication title, and the Windows controls for minimizing, maximizing and closing the window. The LogoPlus window can be resized and moved like any normal window to suit your method of working. For creating complex graphics, it's usual to use LogoPlus full screen.

LogoPlus Text Entry

This is where you enter and edit your text for each text layer. When LogoPlus starts, it automatically creates a single text layer, ready for you to type in to. When you've entered or edited your text, click on the Preview Window to update the display.

LogoPlus Preview Pane

Your final image is shown here. The inner dotted rectangle shows the actual area which will be displayed when the object is put back into PagePlus. Anything outside the dotted box will get "clipped".
Click on this Preview Pane to Update your display.
Drag to zoom in on a specific area of your logo. Or, double-click to get a dialog to change the view/zoom % of the display.

LogoPlus Update

When a tab is selected to work with the specific item/layer, the rest of your logo is drawn in reduced intensity so you can see the current item better. Click on this tab to de-select all layers and fully display your logo.

LogoPlus Tabs Bar

LogoPlus works with layers (using a tab for each layer) each containing one item. Select an item/layer by clicking on a tab, and reorder layers by dragging a tab up or down. You can see this logo is made using text, a star, a polygon and an oval. A new tab/layer is added for each new item you create using the Create Object/Layer buttons at the top of the front panel.

LogoPlus Status Bar

This includes a helpful HintLine and the buttons for closing LogoPlus. (Holding the mouse over any LogoPlus button will pop-up a Tool Hint.)

LogoPlus Colors

This lets you quickly apply colors to the line, fill and shadow of any object. Double click for patterns, tints and more colors.

LogoPlus Create Object/Layer

Click on one of these buttons to add the specified item to a new layer.
A new tab will be created on the Tabs Bar. Create text, ovals, squares,
stars, polygons and pictures.

LogoPlus Size

This button lets you change the current size of your LogoPlus object (shown by the dotted box in the Preview Pane). The original size is specified by the area that you dragged out when starting LogoPlus.

LogoPlus Modify Panel

This panel contains the buttons for controlling how your item/layer looks. It changes depending on what is selected. This one is text and has formatting commands, and buttons to apply different baseline and envelope effects. Double-click on buttons for more options. Click on upper left button to change this area to specify size/position.

LogoPlus Star

Click to select the star item/layer. This is how the Modify Panel looks with a star item/layer selected.

LogoPlus Polygon

Click to select the polygon (diamond) item/layer. This is how the Modify Panel looks with a star item/layer selected.

LogoPlus Object Size/Position

Clicking on this button changes the Modify Panel to display size/position options for this item/layer. For boxes, ovals, and pictures this is the only option available in the Modify Panel.

LogoPlus Edit Panel

This area includes edit/clipboard buttons, and shadow and line thickness options for your selected item/layer. Double-click on shadow/line buttons for more options.

LogoPlus Text Object

This text, with a circular envelope applied to it, is the currently selected item/layer. Notice the highlighted tab in the Tabs Bar and the text options available on the Modify Panel.

On-line Book

This Windows Help file provides information about PagePlus 4.0. Browse through it using the usual Windows Help controls. And you can take a look at the helpful demos using **Help/Demos...** for even more information about PagePlus, WritePlus and LogoPlus.

You can also read PagePlus documentation on screen! It has been converted to an Adobe Acrobat file with hyperlinked Contents and Index pages. You'll find that Acrobat provides easy tools for viewing and navigating the publication.

Click here to read **PagePlus 4.0 Companion.**

(You need to install Adobe Acrobat to use this feature.)

Click here to read the latest news in the PagePlus README file.

Demos

Access demos using **Help/Demos...** or by selecting the "Watch a Demo" option in the Startup Wizard.
The following demos are available:

(Be patient, loading the demo takes a few moments.)

- Click here to watch **Introduction to PagePlus**.

- Click here to watch **Working with Frames**.

- Click here to watch **Layering**.

- Click here to watch **Creating Logos** (LogoPlus).

- Click here to watch **Word Processing** (WritePlus).

Registration

As a Registered User we can keep you informed about upgrades and other products.

The Serif Registration Wizard guides you through the process of registering your copy of PagePlus 4.0. Registration is simple and **FREE**, but you do need to register within 90 days of installing your copy.

To register you need to enter your Registration Number. If you bought directly from Serif, this number is printed on your invoice. If you obtained PagePlus from a store or dealer, or it was bundled with a PC, scanner or printer you will need to call Serif (free phone call) and quote your Installation Number and Code to get it. Either way, it's quick, simple and free. If you've not registered yet, this screen will pop-up regularly to remind you.

How To...

Get Help

Start, Save and Close publications.

Set up your Pages and Backgrounds

View and Turn Pages

Add Text

Draw boxes, lines and shapes

Import Pictures

Select, Copy, Move, and Resize

Rotate and Crop

Arrange Objects

Format Objects

Create Special Effects

Check your work

Print your publication

Produce Internet & Electronic Documents

Work with Color

Customize PagePlus

Work with Color

- Apply Colors
- Color Mapper
- Pantone Colors
- Print in Color
- Spot Color Separations
- Process Color Separations

Spot Color Separations

Using the Color Separate check box and the Set Color Options buttons in the Options section of the Print dialog (use **File/Print...** to choose **Spot** as the Color Separation Type. This will print a separate sheet of paper for each separate color used in your publication.

Process Color Separations

Using the Color Separate check box and the Set Color Options buttons in the Options section of the Print dialog (use **File/Print...**to choose **Process** as the Color Separation Type. This will print four separations (Cyan, Magenta, Yellow and blacK -- CMYK) with all objects being converted into shades of those four colors.

Print in Color

If you have a color printer, you simply choose **File/Print...** to print a color page. A black and white printer will print the same color page in shades of gray. To get commercial quality color printing you should use spot or process color separations.

Pantone Colors

The PagePlus color palette (**Tools/Edit Colors...**) includes Pantone Spot and Process color palettes to simplify color matching.

Apply Colors

Use the PagePlus color palette (**Tools/Edit Colors...**) or the Color Bar to apply colors to PagePlus objects.

Color Mapper

The Color Mapper (**Graphics/Color Mapper...**) allows you to display vector images (such as WMFs) and OLE objects (such as LogoPlus) using different colors. You can also pick out image colors and add them to the PagePlus color palette to make it easier to make other objects use the same color.

Get Help

 Help

 QuickHelp, Hints

 Demos

 On-Line Companion

Help

Use the Help file (**Help/Contents...** and Help/Index...) in the usual way to get more information about using PagePlus.

QuickHelp, Hints

On screen, watch the QuickHelp window and HintLine for feedback on various operations. Hold your mouse over a button for a pop-up ToolHint. Watch the mouse cursor change as you move over various items like guides and handles. Hints and Tips pop-up to give you more information.

Demos

Take a look at the interactive **demos** for more help on PagePlus, WritePlus and LogoPlus.

On-Line Companion

The On-Line Companion is full electronic documentation for you to browse through.

Start, Save & Close Publications

Start a new Publication

Open an existing Publication

Create a PageWizard Publication

Save your Publication

Close PagePlus

Start a new Publication

Use **File/New** to get the Startup Wizard, then choose the Start from Scratch option.

Open an existing Publication

Use **File/New** to get the Startup Wizard, then choose the Open Existing Publications option. Or choose **File/Open** to go directly to the dialog box. The file menu also lists your last used publications. Click on the name to load the file.

Create a PageWizard Publication

Choose the Use a PageWizard option from the Startup Wizard, to have PagePlus create an instant publication for you. Just answer a few simple questions...

Save your Publication

Use **File/Save** or File/Save As to save your work.

Close PagePlus

To close PagePlus choose **File/Exit.**

Customize PagePlus

 Units

 Create your own Colors

Units

Tools/Preferences (Layout tab) lets you set the ruler units that you want to work in, independently for both rulers.

Create your own Colors

Use **Tools/Edit Colors...** or double-click on the Color Bar to modify existing colors and add your own colors to the palette. Pantone Spot and Process colors are included in the palette for industry-standard color matching.

Set up your Pages and Backgrounds

Page Size

Paper Background

Headers and Footers

Numbering

Guides

Master Pages

Page Size

Page/Page Setup... allows you to set your page size and orientation.

Paper Background

Use the **Page/PaperDirect Wizard...** to set a full color predesigned PaperDirect paper as your background.

Headers and Footers

Use **Page/Headers & Footers Wizard...** to set repeating headers and footers, including page numbers, on your pages. These objects are created on the Master Page, which you can modify directly.

Numbering

Page/Page Setup... contains your page numbering style. Use **Page/Headers & Footers Wizard...** to include page numbering in your header or footer.

Guides

Use **Page/Page Setup...** to control the margins and columns of your page. Click or drag on the rulers to create additional ruler guides to control your layout.

Master Pages

You can create left and right master pages as the page background for your publication. Use **Page/Go to Master Page** to jump to the appropriate master page, and **Page/Master Page Objects** to control whether the master page objects are displayed on the current page.

View and Turn Pages

 Change View

 Facing Pages

 Turn Pages

 Add and Remove Pages

Change View

Use the **Page/Views** menu options to view your page at different sizes, or view facing pages in your publication. You can also use the zoom area, or the Zoom Tool (which lets you drag over the area you want to look at more closely) on the Status Bar. The current view zoom % is shown on the Status Bar(100% is actual size).

Facing Pages

You can view facing pages in your publication using the **Page/Views** menu options.

Turn Pages

Use **Page/Pages...** to go to another page, or the shortcuts on the page area of the Status Bar. Click on the left/right buttons to move back/forward one page. Double-click to jump to the first/last page. Double-click on the page number to get the Page/Pages... dialog.

Add and Remove Pages

Use **Page/Pages...** to add, copy and delete pages from your publication.

Add Text...

Frames and Flowing Text

Free Text

Drag and Drop of Text Blocks

Fancy Text using LogoPlus

Edit text on the page

Use WritePlus

Import Text Wizard

Frames and Flowing Text

Use the Frame Tool to create frames to control your flowing text in your publication. Create a frame, then import text from a word processor file using **File/Import Text...** or click on the WritePlus Tool Bar button to use WritePlus to create your story. Use the link buttons on the bottom of the frame to link the frame to another to flow your text. You can watch the Frames demo too.

Free Text

Use the Text Tool to type a headline, caption or a few words of text on your page. Click on a blank part of your page and type. Use the Text Tool to edit any text by clicking on it.

Drag and Drop of Text Blocks

In the General section of **Tools/Preferences…** you can enable drag and drop of text blocks. This lets you drag a text block around in a frame (to reorder text blocks) or out of the frame (into free text). You can also drag a free text block into a frame where it becomes part of the story, being inserted after the highlighted frame text. (Holding the F2 key down inserts the block before the highlighted block.)

Fancy Text using LogoPlus

Create fancy text with text on a curve, or stretched to an envelope, by clicking on the LogoPlus Tool Bar button, then dragging out your headline area.

Edit text on the page

Use the Text Tool to edit any text on your page, either free text blocks or frame text. Click on the text then type to insert text.

Use WritePlus

Click on the [WritePlus](#) Tool Bar button, or double-click on a frame or text block, to start the WritePlus word processor. Use it to edit existing text, or create new text.

Import Text Wizard

The Import Text Wizard steps you through your options for filling frames with text.

Draw boxes, lines and shapes

Draw a Line

Draw a Box

Draw an Oval

Draw a Shape with LogoPlus

Draw a Line

Use the Line [Tool](#) to drag out a line.

Draw a Box

Use the Box [Tool](#) to drag out a box.

Draw an Oval

Use the Oval [Tool](#) to drag out an oval.

Draw a Shape with LogoPlus

Click on the LogoPlus button then drag out the area for your shape. In LogoPlus choose a box, circle, polygon or star. Then apply line styles, colors, shadows, rotation. Combine shapes or shapes and text.

Import Pictures

 Import Picture Wizard

 Clipart Browser

 Scanning

 KodakCD Photos

Import Picture Wizard

Click on the Import Picture Tool Bar button to import pictures using the Import Picture Wizard. This will help you choose your picture. Then drag on your page to position and size it.

Clipart Browser

The Import Picture Wizard allows you to choose pictures using the Serif Clipart Browser. You can view pictures and drag and drop them on to your page.

Scanning

The Import Picture Wizard allows you to scan directly into PagePlus using the TWAIN scanning standard.

KodakCD Photos

This option allows you to view a KodakCD CD-ROM of photos.

Select, Copy, Move, and Resize

 Select an Object

 Select a Group

 Copy

 Move

 Resize

Select an Object

Use the Pointer Tool to select an object by clicking on it. Step through overlapping objects by repeatedly clicking. You must select an object before you can change it.

Select a Group

Hold down the shift key while clicking on an object to add it to a group. Or, using the Pointer Tool, start dragging over a blank area of your page to get a dotted selection box. Any objects enclosed in this box will be selected as a group.

Copy

Use the Pointer Tool to drag on a selected object while holding the control key.

Move

Use the Pointer [Tool](#) to drag on a selected object.

Resize

Use the Pointer Tool to drag over one of the handles of the selected object.

Rotate and Crop

 Rotate

 Rotate, exact value

 Flip

 Crop

Rotate

Use the Rotate [Tool](#) to drag over one of the handles of a selected object.

Rotate, exact value

Use the Status palette to enter exact rotation angle values.

Crop

Use the Crop Tool to drag over one of the handles of a selected object.

Flip

Use the Flip buttons to flip objects horizontally or vertically.

Arrange Objects

- Align Objects
- Snapping
- Layering Objects
- Convert to Picture
- Export as Picture
- Permanent Groups

Align Objects

Objects can be lined up with each other, by selecting them as a group, then using **Layout/Align Objects...**

Snapping

Objects can also be lined up with any guides (margins, columns and ruler guides) that are visible on your page when **Layout/Snapping** is on.

Layering Objects

As objects are created, they are layered in such away that the most recently created object will overlap earlier ones. You can change this layering using **Layout/Layer.**You can watch the Layering demo too.

Convert to Picture

When you have a group of objects (or just one object) you can use **Graphics/Convert to Picture** to delete the object(s) and replace with a picture (Windows Metafile) equivalent of the object(s).

Export as Picture

You can use **File/Export as Picture…** to save the currently selected object(s), or all the objects on your page, as a picture file. You can then re-use that picture file in the future (e.g. a logo).

Permanent Groups

When you select a group of objects using the Pointer Tool it is a temporary selection. Click elsewhere and the group association is lost. Use **Layout/Group Objects** to make your group selection permanent. It will then be selected as if it were a single object.

Format Objects

Use Menus

Use the Button Bar

Use the ChangeBar

Use Right Click Menus

Use Double-Click

Use Named Styles

Use Menus

Use the formatting commands in the Menus to change how a selected object looks.

Use the Button Bar

Use the shortcut buttons on the Button Bar to change how a selected object looks.

Use the ChangeBar

Drag the sliders in the ChangeBar to change how a selected object looks.

Use Right Click Menus

Right click will always pop-up a menu with options appropriate to the the object you clicked on. Right click on the selected object and choose a [pop-up menu option](#) to change how the object looks.

Use Double-Click

Double-click on any selected object will pop-up a dialog or let you change the object in some way. This is how you edit/replace placeholder pictures and text in your PageWizard publications.

Use Named Styles

All the above methods change the object by applying "local" changes. You can save these commands as a named style by creating a style from the current object using **Text/Text Style Palette...** or **Graphics/Graphics Style Palette...** Styles are "global" formatting commands and let you maintain greater publication consistency, and change lots of objects in one go (i.e. all the objects that use the same named style).

Check your work

- Spelling Checker Wizard
- Proof Reader Wizard
- Thesaurus
- Word Count, Auto Correct
- Fonts & Pictures
- Story Manager
- Layout Checker Wizard
- Print Preview

Word Count, Auto Correct

Use the WritePlus Word Count to find out how many words in your text (especially if you're paid by the word). The WritePlus Auto Correct button lets you enter shortcuts (e.g. "myco" for "My Company's Full Name, Inc.") or common typos ("teh" for "the").

Fonts & Pictures

Tools/Fonts & Pictures... allows you to check the usage of fonts and pictures in your publication.

Story Manager

Tools/Story Manager... lets you check all the text stories and free text blocks used in your publication.

Spelling Checker Wizard

Use **Tools/Spelling Checker Wizard...** to make sure that all your text has been spelled correctly.

Proof Reader Wizard

Use **Tools/Proof Reader Wizard...** to proof read your text for grammatical and style errors.

Thesaurus

Use **Tools/Thesaurus...** to check the meaning of words, or suggest alternatives.

Layout Checker Wizard

Use **Tools/Layout Checker Wizard...** to let PagePlus check your pages for design errors and problems.

Print Preview

Use the CleanUp button on the Status Bar to display your page without guides, frames and wrap outlines to do a print preview.

Print your Publication

Printer Setup

Print

Print Posters

Print Thumbnails

Print Booklet

Print Color Separations

Save Printer Schemes

Print Color Separations

With PagePlus 4.0 you can print both spot-color and process-color separations. Select **File/Print...** to get the Print dialog, then choose the Options button. The Color Separate check box and the Set Color Options button in the Options dialog control separations.

Save Printer Schemes

All the settings within the Options part of the Print dialog can be saved to specific names as Printer Schemes. Use the Save As… button next to the displayed Scheme.

Printer Setup

Use **File/Printer Setup...** to make sure you have the right printer connected with the right options!

Print

Use **File/Print...** to print your masterpiece! Set the Options you want to get the print reduced, or enlarged for creating posters.

Print Posters

To print a poster, first create your standard sized page (such as letter). Then use the **File/Print...** options to print at a larger size (e.g. 300%) with Tiling (overlapped multiple sheets).

Print Thumbnails

If you have several pages in your publication you can print them all on a single page using the **File/Print...** Thumbnails option.

Print Booklet

The Print Booklet option lets you create booklet printing with two pages on each sheet. This means you can design a document on 5.5" x 8.5" pages (half Letter, or A5 European equivalent) and then get two pages on each sheet of Letter (A4). PagePlus will automatically reorder your pages.

Produce Internet & Electronic Documents

Add Links

Test Links

Print Pages

Convert

Add Links

Using the **Tools/Web Page Link...** menu option you can create a jump from the selected PagePlus object to another page. This link becomes part of your electronic publication.

Test Links

Before creating the Internet/Electronic publication you can test that everything works by using the **Tools/Web Page Test** menu option.

Convert

Use Adobe Acrobat Distiller to convert the PostScript file to an Adobe Acrobat PDF (Portable Document Format) file. This file can be used as on-line electronic documentation (like the PagePlus On-Line Companion) or as highly designed Internet Pages with much greater formatting control than HTML pages.
Contact Adobe on 415-961-4400 in the US, or +44-(0)131-453-2211 in Europe.

Print Pages

To produce an Internet/Electronic publication you must first produce a PostScript file. Use File/Printer Setup... to select a PostScript printer configured to send to a file (rather than a physical printer) then **File/Print...** PagePlus produces a PostScript file including Adobe Acrobat comments.

Create Special Effects

 Dropped Capitals

 Bulleted List

 Numbered List

 Text Wrap

 Kerning Text

 Watermark Pictures

 Shadows

Kerning Text

Text can be kerned (adding or removing space between letters) in several ways. The **Text/Spacing...** dialog contains the letterspace value (use Spacing tab) which adjusts the space between all the characters in the text block. The Options tab contains the pair kerning values which automatically adjust the space between appropriate character pairs. You can also place the text edit cursor between characters (as if you were about to type in text) and use **Text/Kern...** to interactively adjust the kerning value.

Dropped Capitals

For a large first letter, or dropped cap, select a paragraph of text then use **Text/Dropped Caps...**

Shadows

You can create shadows by taking a copy of the object (or a box) and layering it behind the object. With text, you would copy the text (control drag) then make the copy a different color, then use **Layout/Layer** to put it behind the text. With a picture, you would make a box (with the Box Tool) and use **Layout/Layer** to put the box behind the picture. You can group the the objects together using **Layout/Group Objects.**

Bulleted List

Select a paragraph of text then using **Text/Bullets & Numbering...** will let you choose a bullet style.

Numbered List

Select a paragraph of text then using **Text/Bullets & Numbering...** will let you create a numbered list.

Text Wrap

Use the Text Wrap buttons on the Button Bar, or **Layout/Wrap Settings...** to control text wrap effects. You can change the text wrap outline of the selected object using the Pointer Tool.

Watermark Pictures

Use **Graphics/Picture...** or the ChangeBar sliders to reduce the shade of the picture to create a low-intensity or "watermark" effect often used as a background.