

Louis Columbus

PageMaker[®] 4.0

Macintosh[®] Version

INSTANT REFERENCE

- **Through Version 4.0**
- **Quick, Non-Technical
Information for Every
PageMaker User**
- **Alphabetically Organized
for Fast & Easy Access**



SYBEX

Keystroke Commands

Command	Keystrokes
25% size	⌘0
50% size	⌘5
75% size	⌘7
200% size	⌘2
400% size	⌘4
Actual size	⌘1
Bring to front	⌘F
Change	⌘9
Close story	⌘W
Color palette	⌘K
Copy	⌘C
Cut	⌘X
Define styles	⌘3
Edit layout	⌘E
Edit story	⌘E
Find	⌘8
Find next	⌘,
Go to page	⌘G
Guides	⌘J
Hyphenation	⌘H
Indents/tabs	⌘I

Keystroke Commands

Command	Keystrokes
Index entry	⌘;
Links	⌘=
New	⌘N
Open	⌘O
Paragraph	⌘M
Paste	⌘V
Place	⌘D
Place/Replace	⌘D
Print	⌘P
Quit	⌘Q
Rulers	⌘R
Save	⌘S
Select all	⌘A
Send to back	⌘B
Snap to guides	⌘U
Snap to rulers	⌘[
Spelling	⌘L
Style palette	⌘Y
Toolbox	⌘6
Type specs	⌘T
Undo	⌘Z

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**PageMaker 4.0
Macintosh Version
Instant Reference**

PageMaker® 4.0 Macintosh® Version Instant Reference

Louis Columbus



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*To my wife,
Cheryl, for her constant and
enthusiastic support*

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Introduction

The goal of this book is to provide you with a comprehensive and concise, easy-to-use reference of PageMaker 4.0 commands on the Macintosh. It has been developed for all levels of Macintosh computer users. Entries are arranged conveniently in alphabetical order, and include a description of the command—whether it is used in **Layout view**, **Story view**, or both—followed by the steps to implement it, often with keystroke shortcuts. Relevant dialog box options are then described in detail.

This book also features an appendix that describes how to use PageMaker 4.0 on a network, and an appendix that explains how to convert Macintosh or PC-based PageMaker 3.0 files to PageMaker 4.0 files on the Macintosh.

ACTUAL SIZE

- **MODE**

Layout view

- **DESCRIPTION** **Actual size** displays a page (with text and graphics) on the screen in the size in which it will be printed—i.e., the size of the printed page. On most monitors, you'll see about one third of the page; on some monitors you'll see the entire page. This is the default setting when you first run PageMaker.

To Specify an Actual-Size Display

1. Open the **Page** menu.
2. Select **Actual size** with the mouse.

Keyboard Shortcut ⌘1

See Also *Fit in window*, *Fit in world*, and *Percentage size*

ALIGNMENT

- **MODE**

Layout view or Story view

- **DESCRIPTION** The **Alignment** command justifies text in blocks according to your requirements. You can align text to the left, center, or right, or fully justify it. You can also force-fit a text block into the end of a paragraph.

2 Autoflow

To Select an Alignment

1. Select the block of text to be modified.
2. Open the **Type** menu.
3. Select the **Alignment** option.
4. From the submenu, select one of the options below. Or use the keyboard-equivalent commands:

Align left ⌘ ⌘L

Align center ⌘ ⌘C

Align right ⌘ ⌘R

Justify ⌘ ⌘J

Force justify ⌘ ⌘F

Result The specific selections you make in the **Alignment** command will become the default values for all text typed in paragraphs. If you select a block of text before selecting the **Alignment** command, your paragraph will match the options selected. You can also use the **Force justify** option to fit a headline into the parameters of your page.

See Also *Hyphenation, Paragraph, and Track*

AUTOFLOW

• MODE

Layout view

• **DESCRIPTION** To define how text will flow in the columns of your document, select the **Autoflow** command. You will have three options:

- ☐ **Manual:** Text flow stops at the bottom of the selected column

- ▣ **Semiautomatic:** Text flow proceeds to the last line of the current column and waits for you to decide where the rest of your text should be placed
- ▣ **Automatic:** Text flows from the bottom of one column to the top of the next, and so on until all text has been laid out

To Select an Autoflow Option

1. Import your story into **Layout view** with the **Place** command.
2. Open the **Options** menu.
3. Select the **Autoflow** command.
4. You now have three options for placing your text in **Layout view**. With the loaded-text icon present on the screen, you can switch between manual and automatic text flow by pressing the Command key (⌘). Press the Shift key (⇧) to switch to semi-automatic mode. Choose the text-flow option that suits your publication best. The Manual-text mode inserts text and stops at the bottom of each column; Semi-automatic loads text to the bottom of the column and presents you with a loaded-text icon for additional text placement; Automatic places the entire text into the publication, fitting text around graphic elements according to parameters specified in the **Text wrap** command.
5. Position the icon where you want the beginning of the text to flow.
6. Click on the mouse to initiate the flow of text in your publication. The cursor will switch back to its original arrow shape.

See Also *Place* and *Text wrap*

BOOK

● MODE

Layout view or Story view

● **DESCRIPTION** The **Book** command consolidates a series of files into a single document or *book*, which can be referenced with the **Create TOC**, **Create index**, and **Print** commands. Although the files that make up a book do not have to be open at once for the **Book** feature to work, they must be all on the same disk. If not, PageMaker will alert you when you attempt to print the book by telling you that it cannot find the file.

To Use the Book Command

1. Open the **File** menu.
2. Select the **Book** option.
3. The **Book publication list** dialog box will appear (see Figure 1), presenting you with the following options:

Insert: Moves the highlighted publication from the list of files on the left to **Book list** on the right, which lists the publications to be used in PageMaker for creating your book

Remove: Removes the highlighted file from the book list

Move up: Moves the highlighted publication up one position in the book list. You can use this command to rearrange the order of publications that comprise your book

Move down: Moves the highlighted publication down one position in the book list

Result After gathering a series of publications into a single book form with the **Book** command, you'll have a single document from which you can print or create an index. You can also search, replace, and modify all the publications grouped within the document and

named within the **Book** command just as you would for a single publication.

See Also *Create index, Create TOC, and Print*

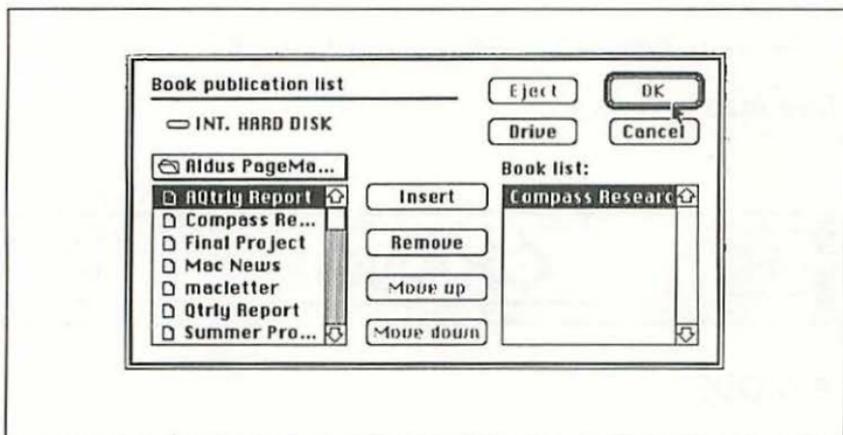


Figure 1: The Book Publication List dialog box

BRING TO FRONT/ SEND TO BACK

• MODE

Layout view

• **DESCRIPTION** These commands determine how different items in your PageMaker document overlap: they define the relative position of multiple stacked images on a page. The **Bring to front** command brings in an image to the front of the screen (or top of the stack). The **Send to back** command sends the top item on the stack to the bottom.

6 Change

To Bring to Front

Select the item you want to move and press ⌘F.

To Send to Back

Select the item you want to move and press ⌘B.

See Also *Preferences*

CHANGE

• MODE

Story view

• **DESCRIPTION** The **Change** command offers a convenient way of searching for and replacing any text within a file, including text that has a different paragraph style, font, font size, and type style.

To Use the Change Command

1. Open the **Edit** menu.
2. Select the **Change** option.

Keyboard Shortcut ⌘9

3. The **Change** dialog box will appear, as shown in Figure 2. You'll be asked to specify the text to search for and the text to replace with. You'll also have the options of searching only for text that exactly matches the capitalization (case) of your search text; of ignoring occurrences of your text

that are embedded in larger words; and of specifying that PageMaker should search only in a marked block of text, in the entire current story, or in all stories.

4. Click the **Attributes** button to view the **Attributes** dialog box, shown in Figure 3.
5. Use the pop-up menus at each option in this dialog box to customize the text you plan to find and change. You can find or search for any paragraph style, font, size, and type style that occurs in your publication. As you find any series of text that meets your preferences as defined in the **Find** portion of the **Attributes** dialog box, you can also define the change you want to make in the selected text by using the pop-up menus in the **Change** portion of the dialog box.
6. Once your preferred options have been selected, click on the **OK** button to begin finding and changing text.

Result The items you have requested to be changed will be searched for and replaced in your publication. Depending on the speed of your system's CPU, the disk-access speed, and the size of your file, this procedure can take from just a few seconds to several minutes. Words that have been typed into the **Find what** box will be searched for and modified to reflect the **Change to** values in the lower box. Text parameters defined in the **Attributes** dialog box will also be searched for and replaced.

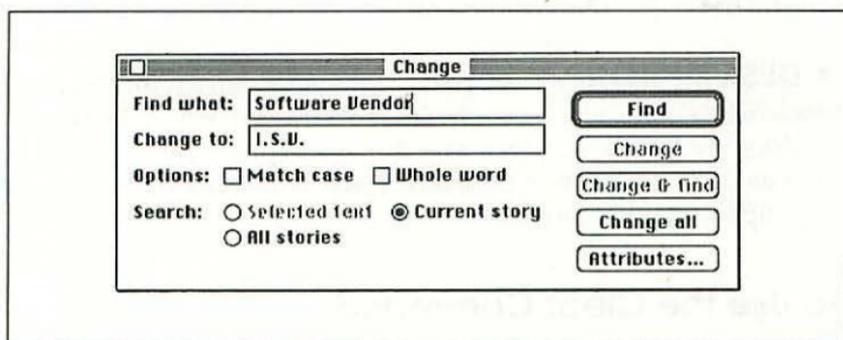


Figure 2: The Change dialog box

8 Clear

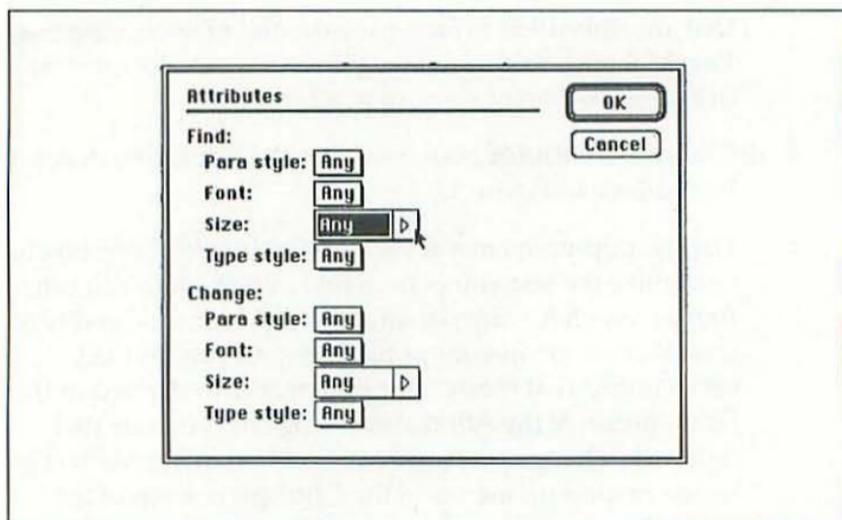


Figure 3: The Attributes dialog box

See Also *Find/Find next*

CLEAR

● MODE

Layout view or Story view

● **DESCRIPTION** The **Clear** command deletes any item or block of text currently selected with the mouse on either the **Layout** or **Story view** screens. **Clear** also deletes graphic items. It does not save its deletions to the Clipboard. You can also use it to clean out the Clipboard for future use.

To Use the Clear Command

1. Highlight the item or block of text you want to clear from the screen.

2. Open the **Edit** menu.
3. Select **Clear**.

See Also *Cut and Copy*

CLOSE

• MODE

Layout view or Story view

• **DESCRIPTION** The **Close** command ends a session in either **Layout** or **Story view** modes. In **Layout view** it closes just the current document; in **Story view** it captures and closes your document with *all* the graphic elements, including text enhancements, text blocks, and font attributes.

To Close Your Document

Select **Close** from the **File** menu. You will be asked whether you want to save the document. If you want the entire publication to be saved with the latest changes you have made, click on the **OK** button. If after selecting **Close** you have yet to name the publication about to be closed, PageMaker will prompt you with a **Save publication as** dialog box. In either of the above instances, after making the correct selections, click on the **OK** button to close the document and return to the Macintosh desktop. Clicking **Cancel** returns you to the PageMaker desktop.

See Also *Save, Save as, and Quit*

CLOSE STORY

• MODE

Story view

• **DESCRIPTION** The **Close story** command prompts you to determine what action to take with your story. If you haven't transported the story into the **Layout view** for pasting up, **Close story** will prompt you with a dialog box, asking whether you want to place or discard the story, or cancel the command. If the story has already been placed, **Close story** will automatically close the **Story view** and show the **Layout view**.

To Close Your Story

With the mouse, open the **Story** menu and select **Close story**.

Keyboard Shortcut ⌘W

Result Selecting the **Close story** command will automatically close the story you are working on and return you to the **Layout view**. If the story you are working on has not been placed when **Close story** is selected, a dialog box will appear, presenting you with the following options:

Place: Loads the story into a text icon for you to place physically on the page

Discard: Discards the story without saving it

Cancel: Cancels the **Close story** command

Select the preferred action with your mouse. You will be either returned to the story you are writing or shown the **Layout view** of your publication with the story placed in it.

See Also *New story and Place/Replace*

COLOR PALETTE

- **MODE**

Layout view or Story view

- **DESCRIPTION** The **Color palette** allows you to color graphics and text in your PageMaker document.

To Color an Item

1. Highlight the item to be colored.
2. Open the **Windows** menu and select **Color palette**.

Keyboard Shortcut **⌘K**

3. The color palette will appear; scroll within it or resize it to see more of the available colors. Click on a color to apply it to your selected text or graphic. Keep in mind that PageMaker treats every graphic element as a single entity, capable of assigning one color per graphic element only. After you are finished with the color palette, click on the **Close** button in the upper-left corner.

See Also *Define colors*

COLUMN GUIDES

- **MODE**

Layout view

12 Column Guides

● **DESCRIPTION** The **Column guides** command allows you to define the width of text columns in your document. You can define up to 20 different columns on a single page.

To Select the Column Guides Command

1. Open the **Options** menu.
2. Select **Column guides**.
3. A dialog box will appear (see Figure 4). You'll be asked to specify the number of columns and the space between columns. Depending on the **Page setup** options in effect, you may also be able to set columns for left and right pages separately. Selections made in the **Page setup** dialog box that affect the number and width of columns include: portrait or landscape orientation, paper and imaging area size, use of left or right master pages, and selection of margin widths.
4. After defining your column widths, press the Enter key or click on the **OK** button to set the columns in your Page-Maker document.

Result After selecting the number of columns and spacing between columns in the **Column guides** dialog box, the publication's columns currently on-screen will match your dialog-box selections.

See Also *Snap to guides* and *Page setup*

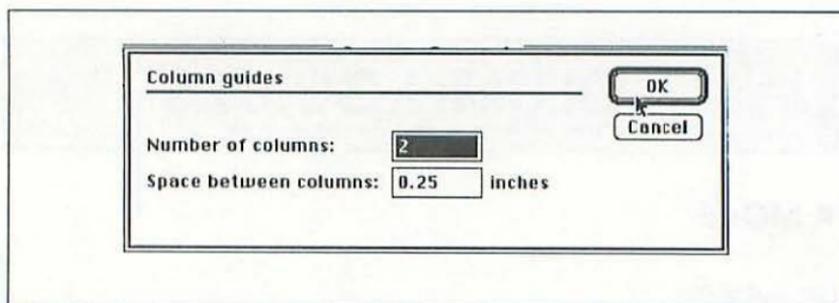


Figure 4: The Column Guides dialog box

COPY

- **MODE**

Layout view or Story view

- **DESCRIPTION** The **Copy** command duplicates selected items: it automatically places a copy of the selected graphic image or text block in the Clipboard, erasing its prior contents. You can then place the Clipboard copy anywhere in your document, while keeping the copy in the Clipboard.

To Copy an Item

1. Highlight the item you want to copy into the Clipboard.
2. Select **Copy** from the **Edit** menu.

Keyboard Shortcut ⌘C

See Also *Clear, Cut, and Paste*

COPY MASTER GUIDES

- **MODE**

Layout view

- **DESCRIPTION** When you have created a master page for a publication and customized the column guides on a particular page in that publication, use **Copy master guides** to restore the default master column-guides. This command is not available when the default master guides are in effect.

14 Create Index

To Select the Copy Master Guides Command

1. Open the **Page** menu.
2. Select **Copy master guides**.

Result When the **Copy master guides** command has been completed, non-printable guide rulers will appear on the specific page of your publication. A ✓ will appear next to the **Copy master guides** command reference in the **Page** menu to inform you that this command has been selected. This command is a toggle; select it again to cancel it.

See Also *Book*

CREATE INDEX

• MODE

Layout view or **Story view**

• **DESCRIPTION** The **Create index** command represents the final stages of creating an index—formatting and generating the finished index from entries you've written using **Index entry** and perhaps edited with **Show index**. In **Layout view**, the standard PageMaker mouse pointer changes into a loaded-text icon so you can place the index in your active document. In **Story view**, PageMaker creates a separate story and saves the index under your chosen file name.

To Create an Index

1. Open the **Options** menu.
2. Select the **Create index** option.

3. The **Create index** dialog box will appear (see Figure 5), presenting you with the following options:

Title: Type a title of up to 30 characters or accept the default title, *Index*

Replace existing index: Leave checked if you want the new index to replace the existing one, or delete the check to keep the existing index

Include book publications: Check this option when the index should include all publications in the current book list

Remove unreferenced topics: Leave checked to delete topics for which references no longer exist

Format: Select this to access the **Format** dialog box

4. When you are ready to generate the finished index, click on the **OK** button.

Result After the index has been completed, you will have different options for placing and saving it, depending on the currently active view. If the **Layout view** is active, a loaded-text icon will appear once the index is completed. Use this icon to place the index within your publication. If the **Story view** is active, a new story window should be used for loading the index into the publication. If the current story window shows a previous version of the index, the index portion of the publication will be automatically updated.

See Also *Book, Index entry, and Show index*

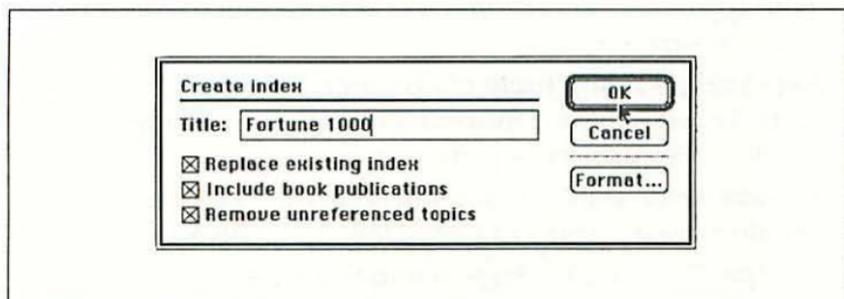


Figure 5: The Create Index dialog box

CREATE TOC

• MODE

Layout view or Story view

• **DESCRIPTION** The **Create TOC** command enables you to create a table of contents either for a single document, or for all publications in a book list. Creating a table of contents within a PageMaker document is a two-step process. First you must specify the contents: each type of paragraph heading (for example, first- or second-level heads) to be included should be defined as a *style*, using the **Define styles** command (⌘3) on the **Type** menu and the **Paragraph specifications** (⌘M) command. Second, check **Include in table of contents** in the resulting dialog box.

To Generate a Table of Contents

1. Open the **Options** menu after you've defined the contents to be included.
2. Select the **Create TOC** option.
3. The **Create table of contents** dialog box will appear (see Figure 6), presenting you with the following options:

Title: Type a title of up to 30 characters or accept the default title, *Contents*

Replacing existing table of contents: Leave checked if you want the new table to replace an existing one, or delete the check and keep the earlier one

Include book publications: Check this option when the table should include all publications in the current book list

Format: The default is **Page number after entry**, but you can specify that the numbers should be omitted or placed before the entry

Between entry and page number: Lets you define the spacing between an entry and its page number. (The default, ^t, inserts a tab with dot leaders.)

4. When you are ready to generate the finished table of contents, click the **OK** button.

Result A separate story is created, with the table of contents appearing in it. The specific structure of the table of contents is defined by selections made in the **Paragraph specifications** dialog box, where you can define a paragraph heading. Items and parameters selected in the **Create table of contents** dialog box will also be reflected in the completed table of contents.

See Also *Book, Define styles, Insert pages, New, Paragraph, Paste, and Edit story*

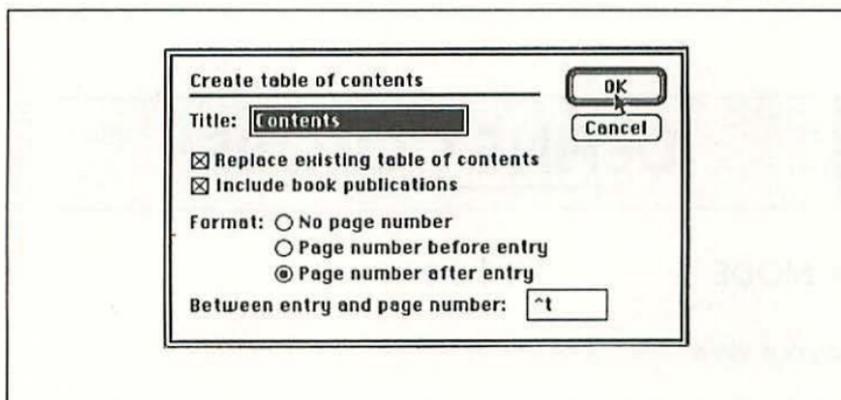


Figure 6: The Create Table of Contents dialog box

CUT

• **DESCRIPTION** The **Cut** command erases selected graphic elements and/or text blocks from your PageMaker document. Each

18 Define Colors

item will be stored in the Clipboard until you paste it somewhere or replace it with another entry.

To Cut an Item

1. Select the image or highlight the portion of text you want to cut into the Clipboard.
2. Select **Cut** from the Edit menu

Keyboard Shortcut ⌘X.

Result Any graphic element or text block selected with the pointer will be copied to the Clipboard, erasing its prior contents. **Cut** can also be used for copying a series of text onto the Clipboard for addition into another story or publication-layout page.

See Also *Clear, Copy, Paste, and Text wrap*

DEFINE COLORS

● MODE

Layout view

● **DESCRIPTION** Use the **Define colors** command to create, edit, and select PANTONE-certified colors on the color palette for enhancing elements in your PageMaker document.

To Define a Color

1. Open the **Elements** menu.

2. Choose the **Define colors** option.
3. The **Define colors** dialog box will appear. Select the color you want from the scrolling list of colors on the left.
4. If you want to alter an existing color slightly, select it and click on the **Edit** option.
5. If the color you want isn't shown, click on the **New** option. The **Edit color** dialog box will appear.
6. In the **Edit color** dialog box, you can choose among different hues of red, green, and blue. You can also select the **HLS** and **CYMK** options as well. **HLS** refers to the hue, lightness, and saturation of the color, while **CYMK** refers to the primary colors cyan, yellow, magenta, and black. Use the sliding scales in this dialog box to create the color you prefer. The small box to the left of the sliding scales shows the current color; it changes as you alter the options.
7. **PANTONE** is also an option in the **Edit color** dialog box. To view the **PANTONE Color** dialog box, click on the **PANTONE** button. The PANTONE Matching System (PMS) provides the graphic arts industry with a common code for specifying colors, using a system of fixed gradations among tints that printers and color separators can easily match.
8. After selecting the PANTONE color(s) you prefer to use, and editing the other colors you want to use in your publication, click on the **OK** button.

● **NOTE** Use the **Copy** option in the **Define colors** dialog box to copy colors from one template or publication to another.

See Also *Color palette*

DEFINE STYLES

• MODE

Layout view or Story view

• **DESCRIPTION** Use the **Define styles** dialog box to define preferred styles (of font, size, heading, etc.) for body text, captions, headlines, and subheads. You can also define new style selections.

To Define a Style

1. Open the **Type** menu.
2. Select **Define styles**.

Keyboard Shortcut ⌘3.

3. The **Define styles** dialog box will appear (see Figure 7). Choose the specific style you prefer from the scrolling list on the left.

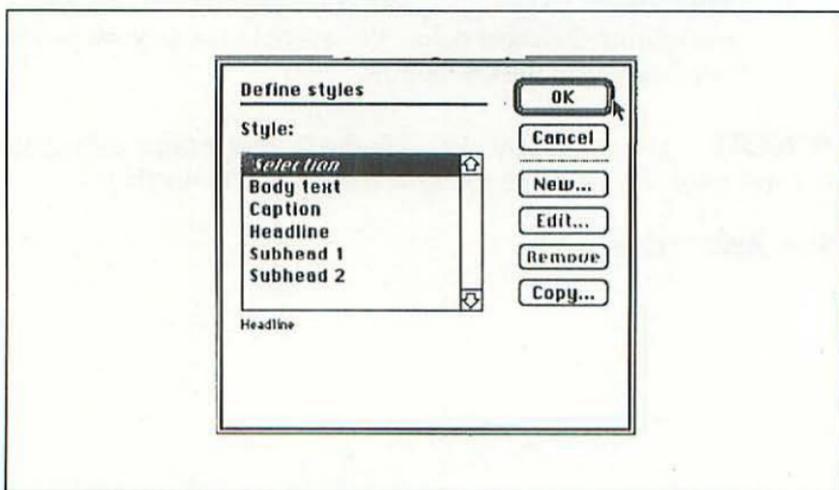


Figure 7: The Define Styles dialog box

- Once you've selected the style, you can copy, edit, or remove it from the list. The options available are defined below:

New: Displays the **Edit style** dialog box shown in Figure 8. Use it to redefine the paragraph style for the currently active publication

Edit: Displays the **Edit style** dialog box as well. Note that clicking on the **Based on** and **Next style** options leads to a pop-up menu for selecting additional values. The **Edit style** dialog box also has options for modifying the type, paragraph, tabs, and hyphenation style of your selected text

Remove: Removes the specific style from the list

Copy: Copies different styles from one publication to another

- Once you have selected the different paragraph style selections, click on the **OK** button.

● **NOTE** When importing a text file from another Macintosh publication, select **Retain format** from the **Place** dialog box. The imported file's paragraph style characteristics will show up on the **Style palette**.

See Also *Hyphenation, Indents/tabs, Paragraph, Style, and Type specs*

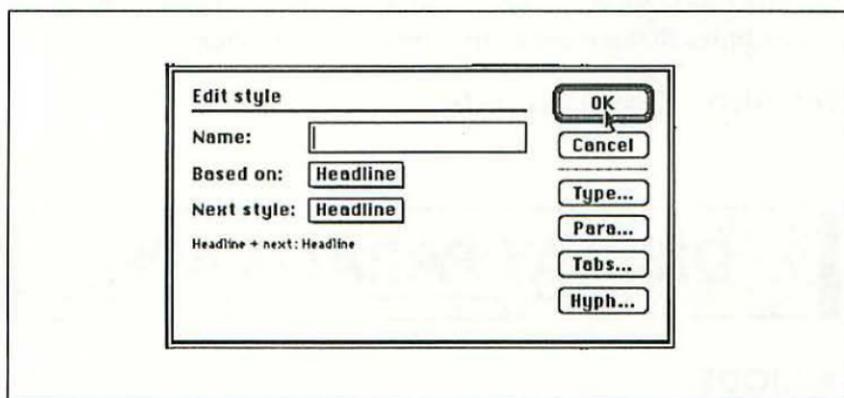


Figure 8: The Edit Style dialog box

DISPLAY MASTER ITEMS

- **MODE**

Layout view

- **DESCRIPTION** When the **Display master items** command is selected, all items from the master page will be shown on the current page, including the (otherwise nonprinted) column and row guides defined on the master page.

To Display or Hide Master Items

1. Open the **Page** menu.
2. Select **Display master items**. This is a toggle; when it is on, you'll see a check mark (✓) before the name. Select **Display master items** again to turn it off and hide the master items.

Result By selecting this command, all text and graphic elements appearing on the master pages of your publication will appear on the specific page of the publication you are now viewing. This command is useful for displaying header and footer information, as well as headlines that are used throughout your publication.

See Also *Copy master guides*

DISPLAY PARAGRAPH

- **MODE**

Story view

● **DESCRIPTION** The **Display ¶** (paragraph) command enables you to display or hide the special characters embedded in a story. All paragraph-notation (¶) characters will be shown, in addition to normal spaces, hard carriage-returns, page numbers, index numbers, and line ends.

To Select the Display Paragraph Command

1. Open the **Options** menu.
2. Select **Display ¶**. This is a toggle; when it is on, you'll see a check mark (✓) before the name. Select **Display ¶** again to turn it off and hide the special characters.

DISPLAY STYLE NAMES

● MODE

Story view

● **DESCRIPTION** The **Display style names** command presents a one-inch column to the left of the story window that lists the style names for each displayed paragraph.

To Display Style Names

1. Open the **Options** menu.
2. Select the **Display style names** option. This is a toggle; when it is on, you'll see a check mark (✓) before the name. Select **Display style names** again to turn it off and hide the style names.

See Also *Define styles and Edit story*

EDIT LAYOUT

- **MODE**

Story view

- **DESCRIPTION** This command switches you from **Story view** to **Layout view**. The cursor position in your text is kept the same in both views. If no layout (or publication) window is already on-screen, this command will create a new one.

To Access the Edit Layout Command

1. Open the **Edit** menu.
2. Select **Edit layout** from the menu.

Keyboard Shortcut ⌘E

EDIT STORY

- **MODE**

Layout view

- **DESCRIPTION** This command switches you from **Layout view** to **Story view**. The cursor position in your text is kept the same in both views. If no story window is already on-screen, this command will create a new one.

To Access the Edit Story Command

1. Open the **Edit** menu.
2. Select **Edit story** from the menu.

Keyboard Shortcut ⌘E

EXPORT

• MODE

Layout view or Story view

• **DESCRIPTION** The **Export** command translates PageMaker files into formats usable by other Macintosh word-processing programs, such as Apple MacWrite II, Microsoft Word v. 3.0 and 4.0, and WriteNow v. 1.0 and 2.0. You can export either an entire file or a highlighted block of text in your document.

To Export a Document

1. After highlighting the text block to be exported, open the **File** menu.
2. Select the **Export** option.
3. The **Export** dialog box will appear (see Figure 9), presenting you with the following options:

File Format: Select the file format into which you want to export your document. If the one you want is not listed, highlight **Text Only**. Selecting your file format preserves all type

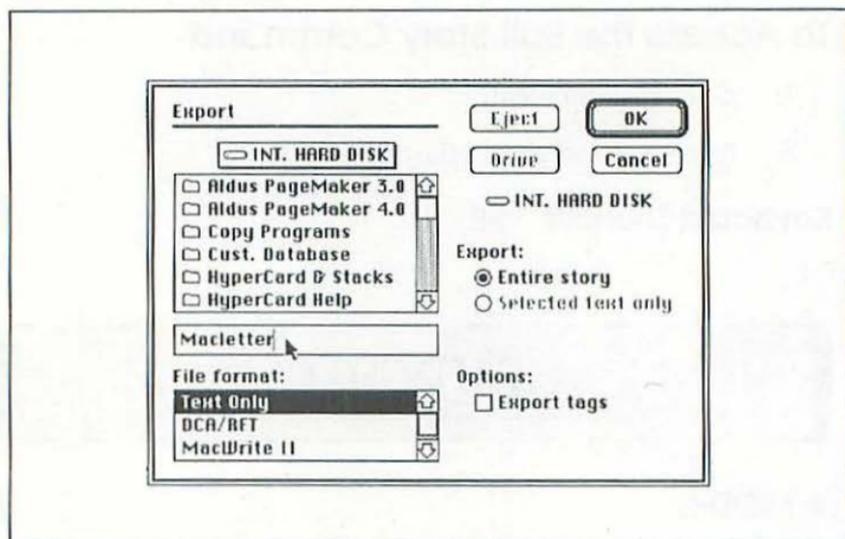


Figure 9: The Export dialog box

specifications, indents, and tabs you created in the PageMaker document

Export: The **Entire story** option is selected at all times, except when you plan to export only a portion of highlighted text. The **Selected text only** option is available when a text block has been selected with the mouse. You can at any time switch back to the **Entire story** option

Options: The **Export tags** box is provided to give you the option of exporting the style names of typefaces with your document. By default, this command is not checked

4. When you are ready to generate the exported file, enter a name for the file and click on the **OK** button.

See Also *Import and Links*

FILL

● MODE

Layout view

● **DESCRIPTION** The **Fill** command adds shading, patterns, or solids to fill any shapes you have created in PageMaker. You can select varying percentages of grayscale from the **Fill** menu.

To Access the Fill Command

1. Open the **Element** menu.
2. Select **Fill** from the menu. The **Fill** selections will appear as a pull-down menu, shown in Figure 10. If you want to make a graphic transparent, select **None**.

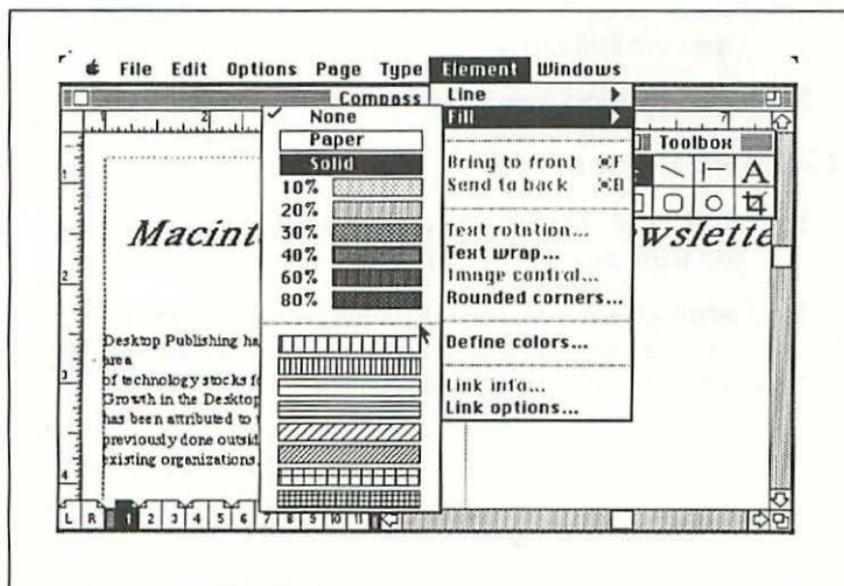


Figure 10: The Fill menu

See Also *Line*

FIND/FIND NEXT

• MODE

Story view

• **DESCRIPTION** The **Find** command can search an entire document for selected portions of text or phrases, paragraph styles, font types, font sizes, or timesteps. Once you activate the **Find** command, you can move the subsequent dialog box around the screen, using it as needed. After the first instance of your search is found, **Find** becomes the **Find next** command.

To Use the Find/Find Next Command

1. Open the **Edit** menu.
2. Select the **Find** command.

Keyboard Shortcut ⌘F

3. The **Find** dialog box will appear (see Figure 11), presenting you with the following options:

Find what: Use this area in the dialog box to type the text for which you are searching. If you are searching for timesteps, fonts, or font sizes, leave this area blank

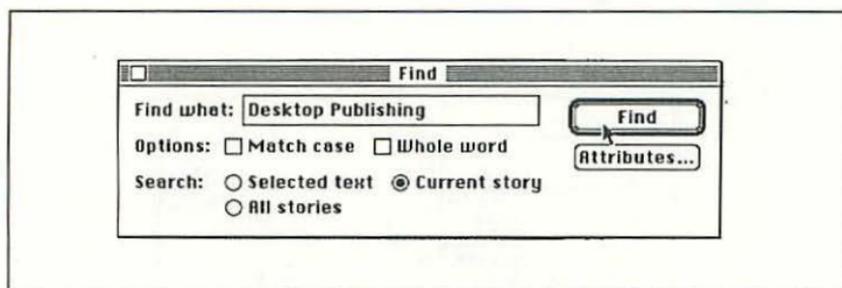


Figure 11: The Find dialog box

Options: Click on these boxes if you want to search for (a) text that exactly matches your **Find what** text (i.e., distinguishes between upper- and lowercase letters), or (b) the whole word (not just part of it). You can choose both

Search: You can choose to search through either only the text you have highlighted in your document, the entire story, or all stories on disk

Find: Either click on this button or press Enter to begin searching for the items you have defined. Once the first occurrence is found, this button will change to **Find next**

Attributes: The **Attributes** box (see Figure 12) is used to further define the items you want to find in your documents. There are paragraph style, font, size, and type style selections you can make from this menu. Click on the **OK** button (or the **Cancel** button) when you are through

4. Click on the little box in the upper-left corner of the **Find** dialog box to close it.

See Also *Change*

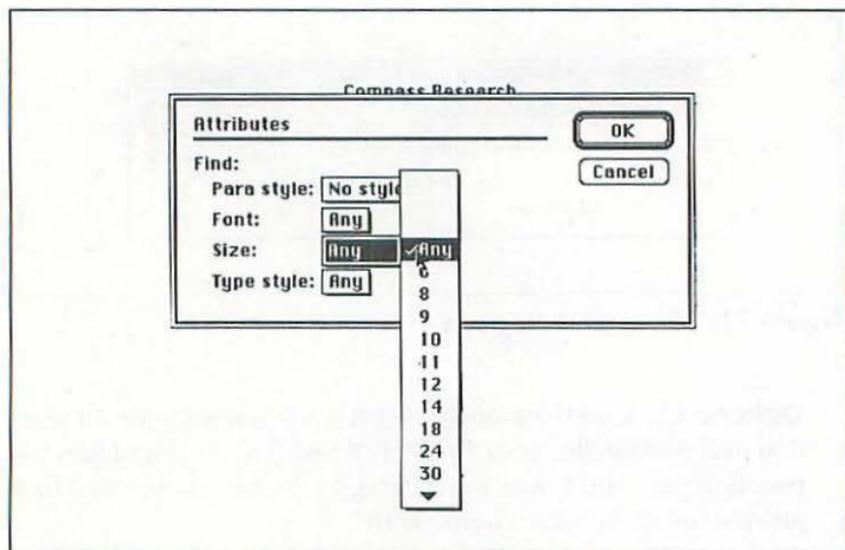


Figure 12: The Attributes dialog box

FIT IN WINDOW

• MODE

Layout view

• **DESCRIPTION** *Fit in window* displays the entire page, or both pages, and some of the pasteboard in the publication window. This is PageMaker's default mode.

To Display the Entire Page(s)

1. Open the **Page** menu.
2. Select **Fit in window** with the mouse.

Keyboard Shortcut \mathbb{W}

Result The page(s)—showing text, graphics, and guides—will be centered on the screen.

See Also *Actual size, Fit in world, and Percentage size*

FIT IN WORLD

- **MODE**

Layout view

- **DESCRIPTION** **Fit in world** displays the entire pasteboard in the publication window.

To Display the Pasteboard

1. Open the **Page** menu.
2. Hold down the Shift key while you select **Fit in window** with the mouse.

Keyboard Shortcut ⇧⌘W

See Also *Actual size, Fit in window, and Percentage size*

FONT

- **MODE**

Layout view or Story view

- **DESCRIPTION** The **Font** command selects the different fonts you will use in your document.

To Select Fonts for Your Document

1. Open the **Type** menu.
2. Select **Font** from the menu with your mouse. A list of the fonts installed on your system will appear.
3. Select the font you want to use in your publication from now on.
4. If text was highlighted prior to using this command, the text will now reflect your font selection. If no text was selected, the font highlighted will be the new default value.

● **NOTE** You can also define the font to be used in your document by selecting the **Type specs** command and clicking on the **Font option** button in the **Type specifications** dialog box.

See Also *Size, Style, and Type specs*

GO TO PAGE

● **MODE**

Layout view

● **DESCRIPTION** The **Go to page** command scrolls forward or backward in your document. Use this command when the page icons typically found at the bottom of your PageMaker documents are hidden. You can use this command also to display the left and right master pages you originally designed when you started your PageMaker document.

To Scroll through Your Document

1. Open the **Page** menu.
2. Select the **Go to page** option.

Keyboard Shortcut ⌘G

3. The **Go to page** dialog box will appear, presenting you with the following options:

Left master page: Select this to take you to the left master-page, as specified at the creation of your PageMaker document

Right master page: This takes you to the right master-page of your document

Page number: Type the page number you want to go to

4. Click on the **OK** button to go to the desired page.

GUIDES

- **MODE**

Layout view

- **DESCRIPTION** The **Guides** command displays column, ruler, margin guides, and horizontal and vertical guides that appear on-screen, but are not printed.

To Display the Guides

1. Open the **Options** menu.
2. Select **Guides** with the mouse.

Keyboard Shortcut ⌘J

3. The guides specified for your document will then be visible within your document. You can position them either in front of or behind text with selections from the **Preferences** dialog box (see Figure 35).
4. This command is a toggle; press ⌘J again to suppress the guides' display.

See Also *Column guides and Preferences*

HELP

• MODE

Layout view or **Story view**

• **DESCRIPTION** The **Help** command provides direct access to information on using PageMaker commands.

To Get Help

1. Open the **Windows** menu.
2. Select the **Help** command.
3. The **Help** dialog box will appear, presenting you with the following options:

Using Help: Click on this button to find out how to use the **Help** system

Commands: Click on this button to see a list of all the commands in PageMaker for which help is available. Once they are listed on the screen, double-click on the one you are interested in learning more about

Topics: Click on this button to view a list of topics that pertain to using PageMaker. You can scroll through the items and select the one you are interested in learning more about by double-clicking on the subject

Select: Although dimmed on the introductory **Help** screen, the **Select** button can be clicked on to access additional information about a specific command. It becomes available after you've selected **Topics** or **Commands**

Quit Help: Click on this button to leave the **Help** series of commands and return to your previous screen

- **NOTE** If you have an extended keyboard, just press the **Help** key. After the cursor on the screen turns into a question mark, double-click on the command you want to learn more about from the **Topics** or **Commands** menus.

HYPHENATION

- **MODE**

Layout view or Story view

- **DESCRIPTION** You can use the **Hyphenation** command to define how words in your stories and publications appear hyphenated. You can hyphenate words in manual mode, manual mode with the aid of a dictionary to define syllable breaks, and manual hyphenation with the use of an algorithm.

To Hyphenate a Document

1. Open the **Type** menu.
2. Select **Hyphenation** with the mouse.

Keyboard Shortcut ⌘H

3. The **Hyphenation** dialog box will appear (see Figure 13), presenting you with the following options:

Hyphenation: Click the **On** or **Off** circle to toggle the hyphenation feature on or off. The level of hyphenation depends on the following optional settings:

Manual only: If this option is selected, hyphenation will occur in words that contain a hyphen you have embedded in them using the **Add** dialog box, explained later in this command reference section

36 Hyphenation

Manual plus dictionary: Selecting this option will first check the PageMaker dictionary to determine natural hyphenation-points, then scan your selection of manually inserted hyphenation breaks (denoted with a tilde, ~)

Manual plus algorithm: Selecting this option gives you the greatest amount of flexibility in how your document is hyphenated. This selection will use the discretionary hyphens, dictionary-based hyphens, and an algorithm for determining where hyphens need to be inserted in the document

Limit consecutive hyphens to: This selection determines the number of lines in a paragraph that may end with a hyphen. You can select from 1 to 255, with **No limit** also available. Keep in mind that a great deal of hyphenation in a document can cause a "cascading" effect in paragraphs, creating an awkward appearance

Hyphenation zone: This selection defines the reserved amount of space allocated for hyphenation at the end of each line in a paragraph. Generally, the larger the space, the more uneven the right margin. Choose a small number for a smooth right margin

Add: Click on this button to display the **Add word to user dictionary** dialog box (see Figure 14). The options are listed below:

Word: Type in the word you want to hyphenate. Use the tilde (~) symbol to denote your preferred hyphenation breaks

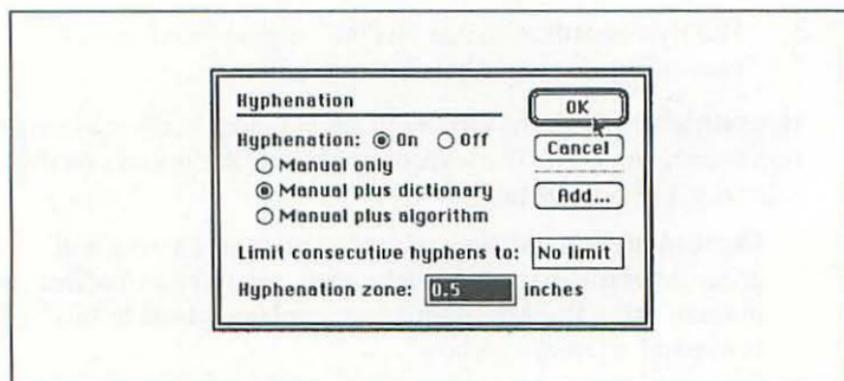


Figure 13: The Hyphenation dialog box

Dictionary: Clicking on this option defines the dictionary to which you want to save the hyphenated words. You will see a pop-up menu of custom-designed PageMaker dictionaries that contain words which have been hyphenated in prior editing sessions. Figure 15 shows an example of this pop-up menu

Add: This option defines whether the word to be added to the dictionary is all in lowercase or exactly as typed

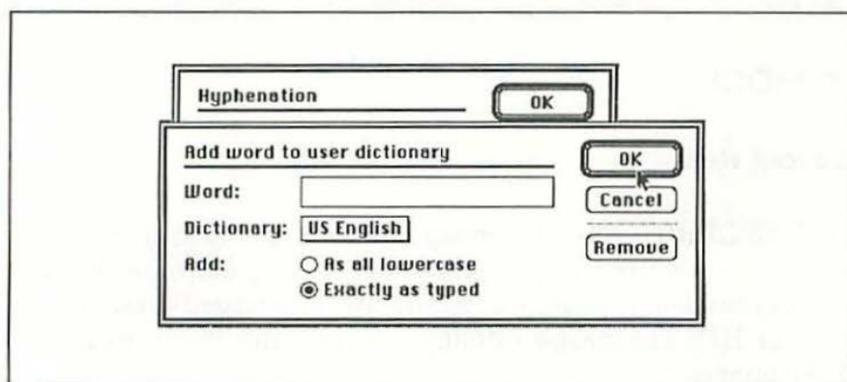


Figure 14: The Add Word to User Dictionary dialog box

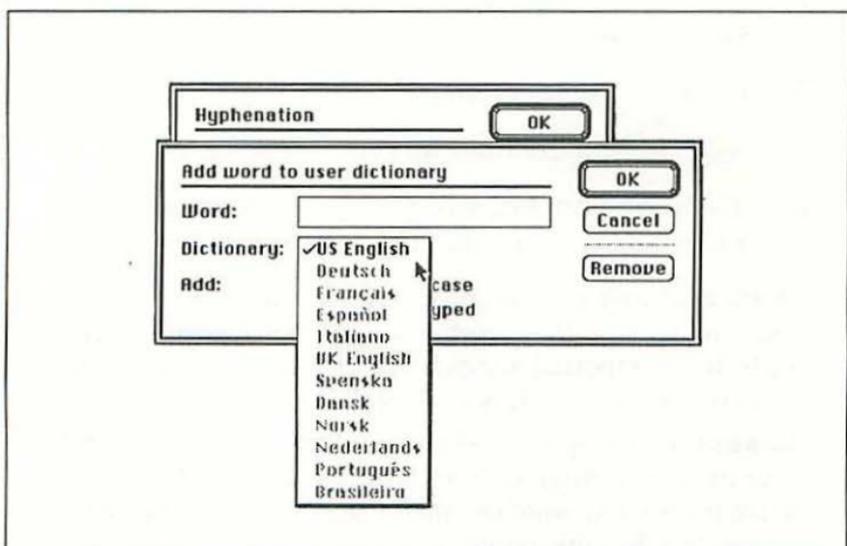


Figure 15: The Dictionary pop-up menu

38 Image Control

Remove: Click on this button to remove the displayed word from the hyphenation dictionary

See Also *Define styles and Paragraph*

IMAGE CONTROL

● MODE

Layout view

● **DESCRIPTION** The **Image control** command allows you to adjust the contrast, image intensity, and screen patterns of any grayscale or black-and-white images imported in a tagged-image file format, or TIFF. The **Image control** command does not apply to color TIFF images.

To Use the Image Control Command

1. Select the imported TIFF graphic.
2. Open the **Element** menu.
3. Select **Image control** with your mouse.
4. The **Image control** dialog box will appear (see Figure 16), presenting you with the following options:

Black and white: If the graphic you are importing is a black-and-white image, this selection will be highlighted automatically. If the imported image is in a grayscale (i.e., in a tone of gray) this selection will not be highlighted

Screened: This option will be automatically highlighted if your imported image is grayscaled. If you import a black-and-white image, and want to convert its screen appearance to a grayscale, select this option

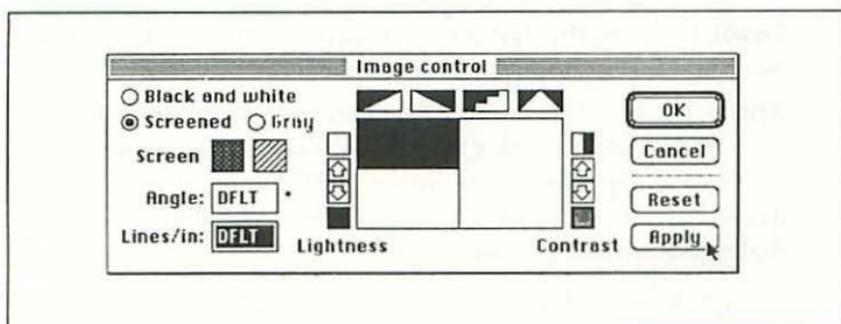


Figure 16: The Image Control dialog box

Gray: You can use this selection if you have a Macintosh II monitor that supports grayscale images. This is automatically selected when you import a TIFF graphic on a Macintosh II

Screen: This command defines whether you want a dot- or line-screen image displayed. Dot-based screen images are automatically selected for a higher-grayscale image quality, while line screens are typically used for special effects

Angle: Aldus Printer Drivers (APDs) automatically assume a 45-degree angle for the printed image. You can use this command to redefine the angle at which the graphic is printed

Lines/in: The APD automatically selects 53 lines per inch (lpi) for the Apple LaserWriter, and 90 lpi for PostScript Imagesetters and typesetting printers with resolutions above 300 dots per inch (dpi). If you are using a PostScript-compatible laser printer with 300 dpi resolution, leave this setting at 53 lpi

Lightness: This gives you the option of setting the lightness or darkness of the imported TIFF graphic

Contrast: This adjusts the contrast of images within the imported TIFF graphic

Gray-level patterns: These patterns are enlarged representations of dot patterns for grayscale images. You can compare the effects of different dot patterns on your graphic by clicking on the four different dot-pattern boxes at the top center of the dialog box

Cancel: This option cancels any of the item selections made in the dialog box. It also closes the box

40 Import

Reset: Clicking this button reverts all selections in the dialog box to their previous values

Apply: Click on this button when you have set all the options in the **Image control** dialog box to your liking. The preferences will then be applied to the imported TIFF image, allowing you to view the modified image on the screen while keeping the dialog box open at the same time

5. Click on the **OK** button to close the dialog box.

See Also *Preferences and Print*

IMPORT

● MODE

Layout view or **Story view**

● **DESCRIPTION** **Import** provides you with the option of importing text into your publication. To import graphics, you should use the **Place** command.

To Import Text

1. Open the **Story** menu while in **Story view**.
2. Select **Import** with the mouse.
3. The **Import to Story Editor** dialog box will appear, as shown in Figure 17.
4. When you have set all the options in the dialog box to your liking, click on the **OK** button. The text will be placed in a new story window. When you go into **Layout view**,

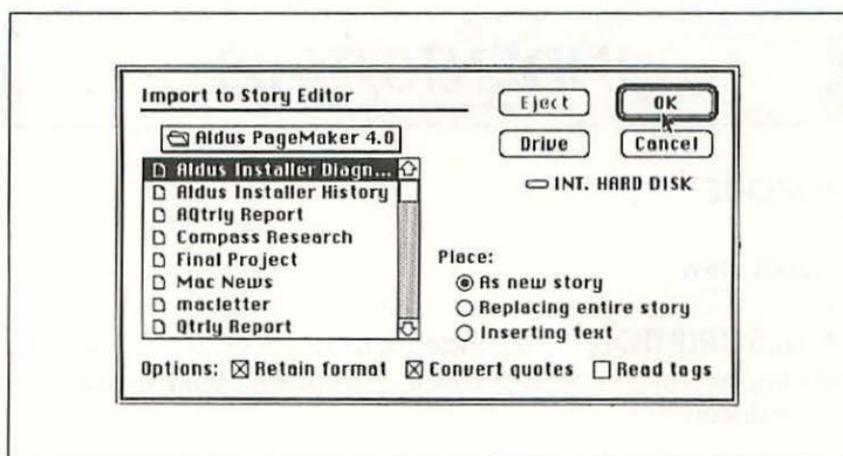


Figure 17: The dialog box for importing text

the mouse pointer will change to show that you must place the text somewhere in the document or on the pasteboard.

There are three ways to import a story:

As new story: Places the imported document as a new story into your list of publications

Replacing entire story: Replaces the entire story currently on-screen

Inserting text: Places the imported text into the existing story as additional text

Options for importing a story are as follows:

Retain format: Retains the format of the incoming text file

Convert quotes: Translates quotation marks in the imported text file so that they are consistent with PageMaker conventions

Read tags: Reads the tags attached to the incoming data file that defines the file's font- and character-style attributes

See Also *New story Place and Place/Replace*

INDENTS/TABS

• MODE

Layout view

• **DESCRIPTION** The **Indents/tabs** command is used for aligning indent points, tab points, and document characters for your entire document.

To Set Tabs

1. Highlight your whole text; otherwise changes you make below will be treated as default values for subsequent text.
2. Open the **Type** menu.
3. Select **Indents/tabs** with the mouse to call up the **Indents/tabs** dialog box.

Keyboard Shortcut \mathbb{I}

4. Click on one of the four tab-alignment icons at the left to select the type of alignment you want in your document. The upper-left arrow indicates left justification, the upper-right arrow means right-justification, the lower-left arrow stands for center alignment, and the lower-right arrow denotes alignment of numbers along the decimal point.
5. Set the tabs by moving them along the ruler in the dialog box. The text will align automatically to these new tab positions once you click on the **OK** button.
6. If you choose to abandon the alignment and tab positions you have chosen, click on the **Reset** button.

Refine your settings by choosing the following options:

Leader: This option defines the *leader* between items in a table that appear on the same line. An example is a table of contents,

in which the page numbers can be separated from the text by a row of double-spaced dots. You can select periods, hyphens, a solid line, or customize your own leader style for use in your publication. The **Indents/tabs** dialog box with the **Leader** option selected is shown in Figure 18.

Position: Click here to view the pop-up menu of options, shown in Figure 19. The options within this menu are:

Add tab: This option adds tabs at the column position typed in the **Position** box

Delete tab: To delete a tab, type the tab's location in the **Position** box and select this option

Move tab: Moves a tab from one location to another

Repeat tab: This option sets tab locations automatically along the length of the ruler. The distance between tabs is

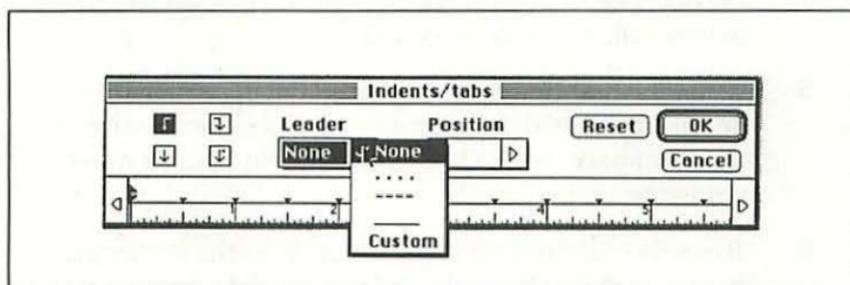


Figure 18: The Leader Options pop-up menu

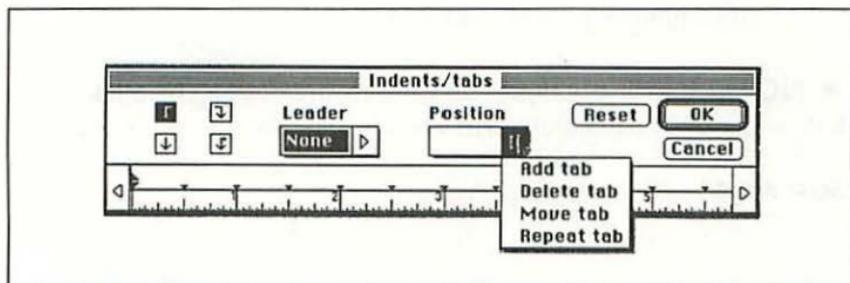


Figure 19: The Position Options pop-up menu

44 Indents/Tabs

calculated by repeating the distance from the zero point of the ruler to the first tab

To Set Indents

1. Highlight your whole text; otherwise changes you make below will be treated as default values for subsequent text.
2. Open the **Type** menu.
3. Select **Indents/tabs** with the mouse to call up the **Indents/tabs** dialog box.

Keyboard Shortcut ⌘I

4. To define the left indent (margin), click on the lower half of the double triangle at the left end of the ruler with the mouse and drag it to a new position (while keeping the mouse button depressed). Notice that the top half of the double triangle moves with your mouse as well.
5. To set the first-line indent, click on the upper half of this double triangle and drag it to a new position. Notice this time that only the top half of the double triangle moves with your mouse.
6. To set the right indent (margin), click on the left-facing triangle (◀) at the right end of the ruler and drag it to a new position.
7. Click on the **OK** button to close the dialog box and make the changes part of your text.

● **NOTE** To scroll along the ruler from left to right, click on the left- and right-facing clear arrowheads at either end of the ruler.

See Also *Paragraph and Preferences*

INDEX ENTRY

• MODE

Layout view or Story view

• **DESCRIPTION** The **Index entry** command creates index entries for your publication's index.

To Create an Index Entry

1. Open the **Options** menu.
2. Select **Index entry**.

Keyboard Shortcut ⌘;

3. The **Create index entry** dialog box will appear (see Figure 20), presenting you with the following options:

Topic: Three boxes are available under this option. Enter text in the top box that is to be the primary reference word in the index, followed by the second and third subentries

Sort: This option defines how you want each index entry in **Topic** alphabetized or sorted (e.g., *St.* as though it were *Saint*)

Range: The options you can select from this portion of the dialog box are explained below:

Current page: If the complete series of index entries is on the current page, select this option

To next style change: Select this option to continue searching and completing index entries until the next style change is encountered in the document

To next occurrence of style: Click this option to select the next type style where the index entries will be completed

For next paragraphs: Selecting this option will make the **Index entry** command continue searching for index entries for the next *x* number of paragraphs

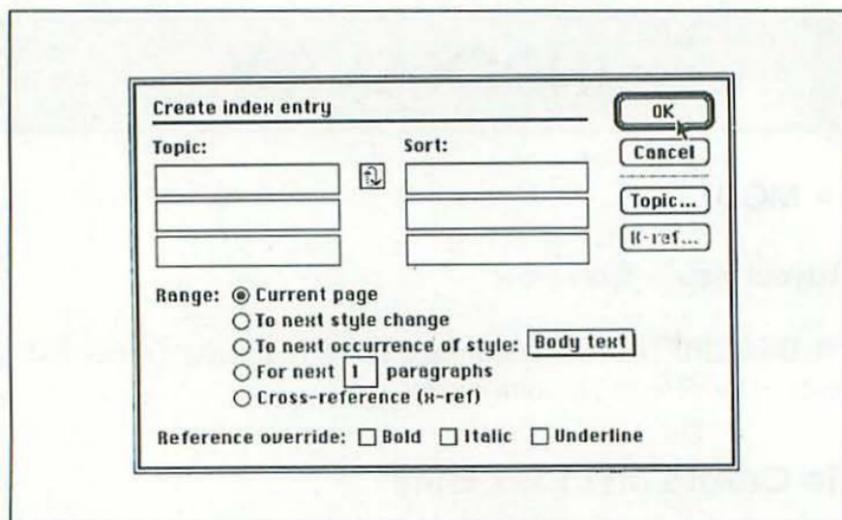


Figure 20: The dialog box for creating an index entry

Cross-reference (X-ref): Select this option to create a cross-reference for your current index entry

Topic: Clicking this button brings up the **Select topic** dialog box

X-ref: Clicking this button brings up the **Select cross-reference** dialog box

Reference override: Clicking these boxes will override any text that is bolded, italicized, or underlined in creating index entries

See Also *Create index* and *Show index*

INSERT PAGES

• MODE

Layout view

- **DESCRIPTION** The **Insert pages** command adds pages to your publication in the same format as the existing pages.

To Insert Pages into a Document

1. Open the **Page** menu.
2. Select the **Insert pages** option.
3. The **Insert pages** dialog box will appear (see Figure 21), presenting you with the following options:

Insert: This option defines how many pages you want inserted into your document—up to a total of 999 pages in your PageMaker document, provided your computer has enough disk space

Before/After/Between current page(s): Select where you want the additional page(s) inserted into your publication—either before, after, or between the current page(s). PageMaker automatically remembers all pages affected by the insertion(s)

4. After selecting the number and location of where page(s) will be inserted into your document, click on the **OK** button.

Result Additional page number icons will appear in the lower-left portion of your screen. The inserted pages will have the same format and guide characteristics as defined in the master pages of your publication.

See Also *New and Remove pages*

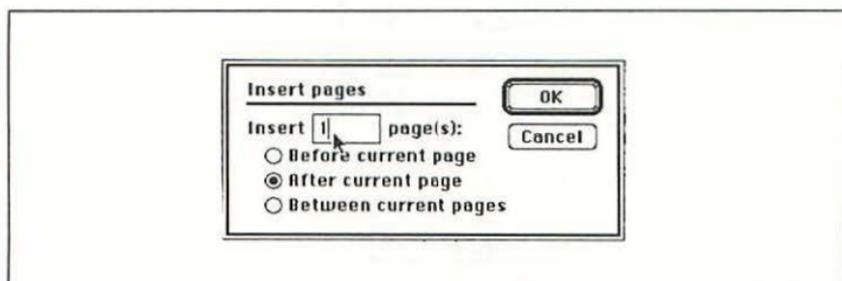


Figure 21: The Insert Pages dialog box

LEADING

• MODE

Layout view and Story view

• **DESCRIPTION** The **Leading** command defines the amount of *leading*—spacing (or white space) between lines of text—in your publication. If no text is selected, the options selected with the **Leading** command will be reflected in text entered in subsequent publications.

To Modify the Leading in Your Document

1. Open the **Type** menu.
2. Move your pointer to the **Leading** option.
3. A series of point sizes will appear (see Figure 22) to define the spacing between lines of text. Or select **Auto** to have the spacing adjusted automatically.

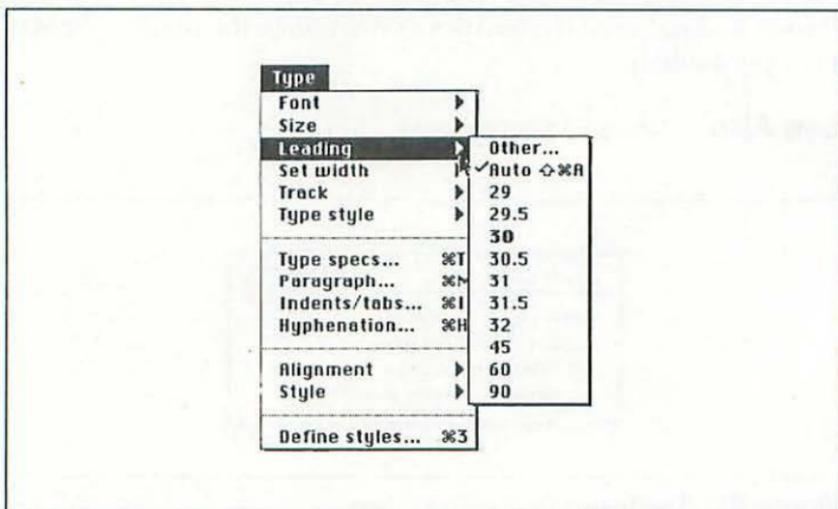


Figure 22: The Leading submenu

Keyboard Shortcut ⌘ ⌘A

4. You can also select **Other** from the **Leading** submenu. This will bring up the **Other leading** dialog box in which you can enter the number of points for the leading. Unless you want a certain effect, leading should be at least 20 percent greater than the text's font size. When you have decided on the amount of leading, click on the **OK** button.

See Also *Paragraph and Type specs*

LINE

- **MODE**

Layout view

- **DESCRIPTION** The **Line** command is used to select from different line-width point sizes, line patterns, and the option of reversing lines from black to white.

To Change the Style of Lines

1. Highlight the line you want to modify.
2. Open the **Element** menu.
3. Choose the **Line** option.
4. The pull-down menu of line-point sizes and line patterns will appear on the screen (see Figure 23). You'll see a check mark next to the current point size of your highlighted

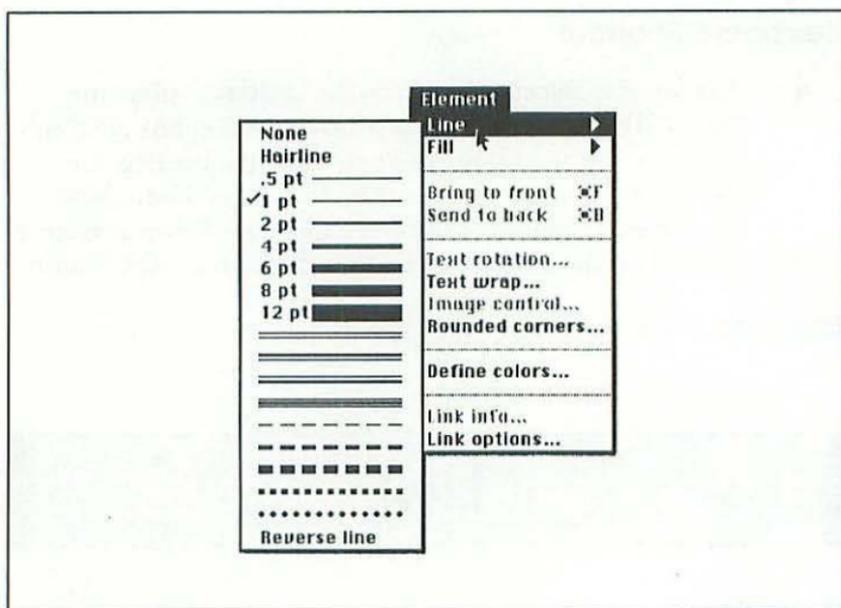


Figure 23: The Line menu

line. Click the mouse pointer next to a different point size or style to modify your line.

To Change the Default Line Style

Follow the steps above, only skip Step 1. This time the **Line** menu will show a check mark next to the default point size. Click the mouse pointer next to a different size to change the default setting.

● **NOTE** If you are using a laser printer with 288 dots-per-inch (dpi) resolution or better, you can select **Hairline** at the top of the pull-down menu. You can also select **Reverse line** at the bottom to contrast the colors of lines against backgrounds.

See Also *Color palette* and *Define colors* to assign colors to lines

LINK INFO

• MODE

Layout view

• **DESCRIPTION** The **Link info** command gives you information on links you have made between text and graphic files that are independent of your publication file.

To Get Information about Links

1. Highlight a graphic or text section.
2. Open the **Element** menu.
3. Select the **Link info** option.
4. The **Link info** dialog box will appear, as shown in Figure 24. Click on the **Link** button to link selected graphic images that appear in the scrolling list.

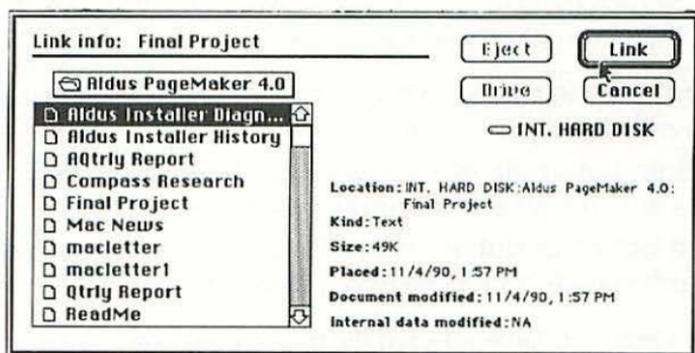


Figure 24: The Link Info dialog box

52 Link Options

5. Click on **Cancel** to close the box; it won't cancel the link, however.

See Also *Links and Link options*

LINK OPTIONS

• MODE

Layout view

- **DESCRIPTION** The **Link options** command defines how you want to have your linked images and publications updated and stored.

To Select Default Link Options

1. Open the **Element** menu.
2. Select **Link options**.
3. The **Link options: Defaults** dialog box will appear, as shown in Figure 25, presenting you with the following options for either text or graphics:

Store copy in publication: Stores your highlighted text in the currently open publication

Update automatically: Causes PageMaker to update the links within your publication automatically

Alert before updating: Makes PageMaker prompt you before including each item in the linked-item database

4. Once you have selected the different options you prefer, click on the **OK** button.

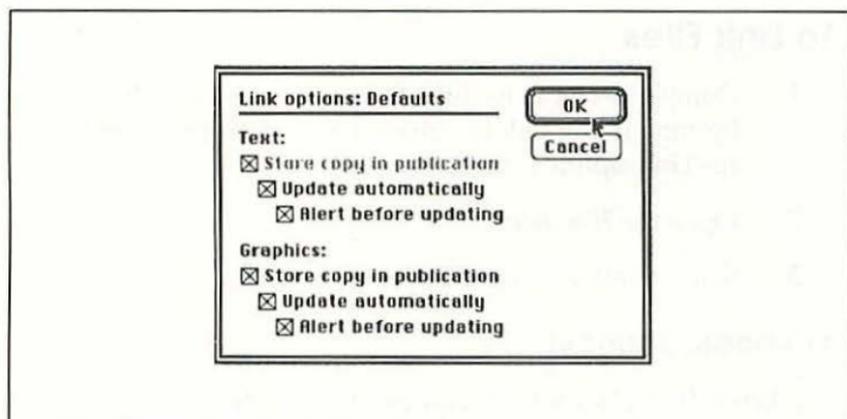


Figure 25: Dialog box showing link options

● **NOTE** If you highlight text or a graphic before doing Step 1 above, only the relevant half of the dialog box will be shown on-screen.

See Also *Links and Link info*

LINKS

● MODE

Layout view or **Story view**

● **DESCRIPTION** The **Link** command joins different files together that make up your total publication. It is a cross-referencing command, linking files that are external to your main publication to their locations within it. You can also ensure that these files are "flagged" with an update code.

54 Links

To Link Files

1. Define the text to be linked to your publication by highlighting it. (Or link to outside text and graphic files with the **Link options** command.)
2. Open the **File** menu.
3. Select **Links** with the mouse.

Keyboard Shortcut ⌘=

The **Links** dialog box will appear (see Figure 26). In it, files that you have linked to a given publication will be shown. The status indicators that can appear to the left of a document's name are as follows:

- ? Indicates that the linked file cannot be located. Click on the **Link info** button located at the bottom of the dialog box to locate the file that PageMaker cannot find. (The file may have been placed in a separate file folder on your system's hard disk.)

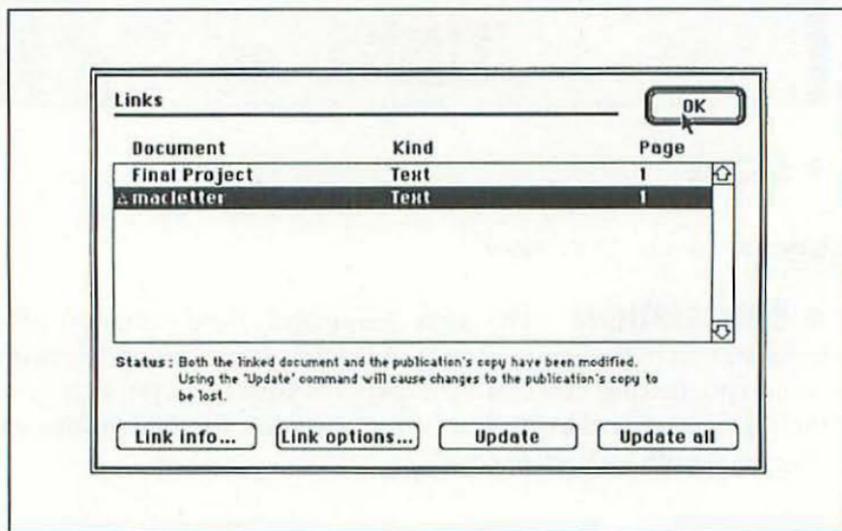


Figure 26: The Links dialog box

- ◆ Indicates that the linked file has been modified, and that once the publication file is opened, it too will be modified
- △ Indicates that both the publication and the linked file have been modified. If you click on the **Update** button, all changes made to the internal copy will disappear: i.e., you'll get a copy of the external file
- ◇ Indicates that the linked file has been modified since being originally linked. This also indicates that links have not been updated, because they were not set to be updated

Indicators (besides the page numbers) that can appear in the page column of the dialog box are explained below:

Page#?	A linked file or graphic is in a story that has not been saved or composed; therefore no page number exists for the link
LM	Location of link is in the left master-page
RM	Location of link is in the right master-page
PB	Link has been completed to the pasteboard
OV	Linked element (e.g., inline graphic) is not shown because it is part of a text block that is overset or not fully flowed
X	The linked element resides in a story that has yet to be placed in Layout view

The buttons at the bottom are explained below:

Link info: Provides file information about links to publications

Link options: Indicates how linked files will be stored and updated

Update: Updates all externally linked files to the most recent internal publication file

Update all: Automatically updates all linked files with publications in PageMaker that have pre-established links

Once you have completed all your linking activity, click on the **OK** button.

Result After selecting options in the **Links** dialog box, graphic elements and text files linked to your publication will be updated. Links completed in the dialog box will also be reflected in the **Link info** dialog box. Upon clicking on the **Link options** button, links will be updated automatically, or PageMaker will alert you prior to completing the links between files.

See Also *Link options, Link info, Open, Print, and Save as*

LOCK GUIDES

• MODE

Layout view

• **DESCRIPTION** The **Lock guides** command locks column and ruler guides in place in your publication.

To Lock Guides

1. Open the **Options** menu.
2. Choose the **Lock guides** option.
3. Once the **Lock guides** option has been selected, a check mark will appear next to the name **Lock guides** in the menu. This command is a toggle; select it again to remove the check mark.

• **NOTE** If you decide to change the page dimensions of your document with the **Page setup** command, you should lock your guides—otherwise they may get moved.

See Also *Preferences and Page setup*

NEW

- **MODE**

Layout view

- **DESCRIPTION** Use the **New** command to create a new publication. It provides you with options for customizing the size, orientation, number of pages, and margins used in your new publication.

To Create a New Document

1. Select the **File** menu.
2. Select **New** with the mouse.

Keyboard Shortcut ⌘N

3. The **Page setup** dialog box will appear, as shown in Figure 28. (See the figure and the discussion of the options in this dialog box under *Page setup*.)
4. After completing your option setting, click on the **OK** button. Your new document matching your parameter selections will appear on-screen.

See Also *Book, Insert pages, Open, Page setup, Preferences, and Remove pages*

NEW STORY

- **MODE**

Story view

58 New Story

- **DESCRIPTION** Use the **New story** command to begin a new story in a publication.

To Begin a New Story

1. Open the **Story** menu and select the **New story** option.
2. A new story window will appear on the screen. You can now begin writing a new story in this window.
3. Once your story is completed, choose **Place** from the **File** menu to place your story into the publication currently active in **Layout view**.

Keyboard Shortcut ⌘D

4. If you attempt to save the story without placing it, a **Place** dialog box will appear, presenting you with the following options:

Place: Selecting this option closes the **Story view** and provides you with three options for placing your story in **Layout view**: manual, semi-automatic, and automatic

Discard: Discards the story you have in the active window, without saving it

Cancel: Cancels the command and brings you back to the active story window

- **NOTE** As long as no placed story is selected, you can select **Edit story** (⌘E) while in **Layout view** to begin a new story.

See Also *Autoflow, Import, and Place/Replace*

OPEN

• MODE

Layout view

• **DESCRIPTION** Use the **Open** command to access publications you have already created and saved in PageMaker.

To Open a Publication

1. Open the **File** menu and select **Open** with the mouse.

Keyboard Shortcut ⌘O

2. The **Open publication** dialog box will appear (see Figure 27). The **Original** selection is highlighted by default. If you want to open a copy of the document, click on the **Copy** button.
3. Select the publication you want to use from the scrolling list on the left side of the dialog box.

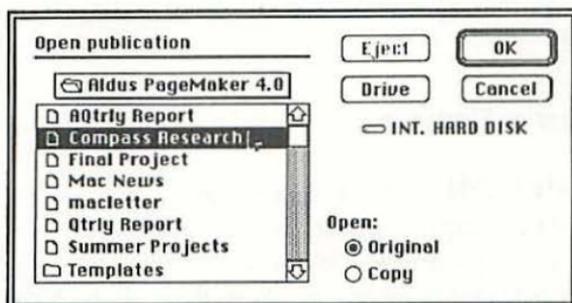


Figure 27: The Open Publication dialog box

60 Page Setup

4. As your file is being opened, PageMaker checks to determine if any links have been assigned. If a file to which a link has been made cannot be found, the **Cannot find** dialog box will appear, presenting you with the following options:

Link: If you can locate the file to which you are making the link in the scrolling list of files at the right side of the dialog box, highlight it and select **Link**

Ignore: This informs PageMaker to ignore the attempted link to the publication being opened

Ignore all: This informs PageMaker to ignore all links to the publication being opened

5. After completing (or ignoring) the necessary links, click on the **OK** button to open your publication.

● **NOTE** You can have only one PageMaker document open at any time.

See Also *Import, Links, Link info, New, Save, and Save as*

PAGE SETUP

● MODE

Layout view or Story view

● **DESCRIPTION** Use **Page setup** to change the page size, margin settings, page orientation, and selection of page numbers originally defined with the **New** command. Use this command also to edit your original page selections made with the **New** command.

To Set Up Your Page

1. Open the **File** menu and select the **Page setup** option.

2. The **Page setup** dialog box will appear (see Figure 28), presenting you with several options.
3. Once you have modified the options to meet your preferences, click on the **OK** button

The options are as follows:

Page: Selects the page size for your publication. A pop-up menu provides you with a selection of **Letter**, **Legal**, **Tabloid**, and **Custom**. Using the **Custom** selection, you can define a page up to 17 by 22 inches

Page dimensions: Defines the height and width of the publication pages. (If you are resetting your page dimensions, leave **Lock guides** *on* so that PageMaker does not move your guides around.)

Orientation: Selects between portrait (Tall) or landscape (Wide)

Start page #: Determines the page number you want your publication to begin with. The maximum width of this field is four characters

of pages: Determines the total number of pages you plan to have in your publication. If, after defining this value, you need additional pages, use the **insert pages** command. You can have a total of 999 pages in any given PageMaker document, though

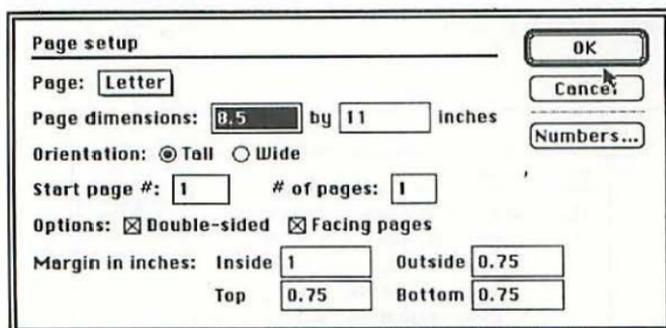


Figure 28: The Page Setup dialog box

62 Page Setup

the actual size of your publication depends on the available amount of hard-disk memory

Options: Decides whether you want to have double-sided pages in your document and/or facing pages only. You can check one, both, or neither

Margin in (*unit of measure*): Selections made in the **Preferences** command will be reflected in these boxes where your publication's dimensions are shown. The inside, outside, top, and bottom margins for the paper size selected in the **Page** option (mentioned above) are reflected in these four boxes

Numbers: Clicking on this button displays the **Page numbering** dialog box (see Figure 29).

In the **Page numbering** dialog box you can select the type of Arabic, Roman, or alphabetic representations for page numbering throughout your document:

- **Arabic numeral** is the default
- **Upper Roman** makes your page numbers appear in upper-case roman numerals
- **Lower Roman** makes your page numbers appear in lower-case roman numerals
- **Upper alphabetic** numbers your pages with successive capital letters of the alphabet
- **Lower alphabetic** numbers pages with successive lower-case letters

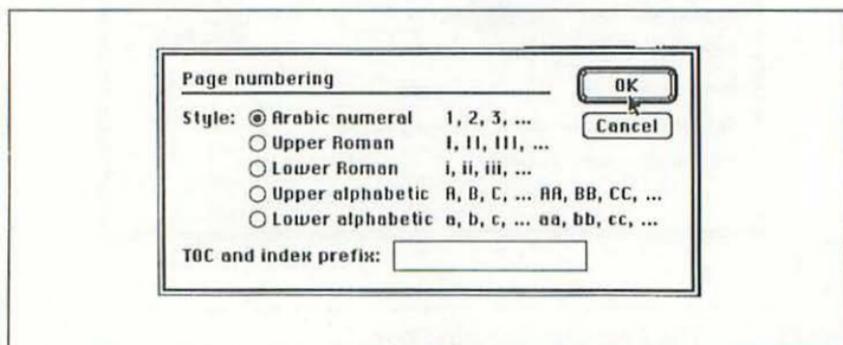


Figure 29: The Page Numbering dialog box

In the **TOC and index prefix** box you can enter a page number prefix, useful for identifying different sets of publications in your complete document or book.

See Also *Insert pages, Lock guides, New, and Remove pages*

PARAGRAPH

● MODE

Layout view or **Story view**

● **DESCRIPTION** The **Paragraph** command redefines the appearance of paragraphs in your document. If you have your text tool highlighting text in a paragraph, then the changes with **Paragraph** will modify that paragraph. If no text is selected (your text tool is not in a paragraph), then your changes will be seen in the next paragraph you type.

To Design Your Paragraphs

1. Open the **Type** menu.
2. Select **Paragraph** with the mouse.

Keyboard Shortcut ⌘M

3. The **Paragraph specifications** dialog box will appear (see Figure 30).
4. Click on the **OK** button when you are through to close the dialog box.

The **Paragraph Specifications** dialog box features the following options:

Indents: Sets indentation for the first line of the paragraph and the left and right margins

64 Paragraph

Paragraph space: Sets the amount of space between the paragraphs in your publication. This command obviates the need to insert extra carriage returns between paragraphs

Alignment: Aligns selected text: left, right, centered, justified, or force-justified. If no text is selected, this command will apply to the entire document

Dictionary: Installs the hyphenation and spelling dictionary. You can use only one dictionary at a time. Referencing multiple dictionaries in a document will slow spellchecking and hyphenation, due to the need to re-access a new series of words in a secondary or tertiary dictionary

Keep lines together: Ensures that the total lines of the paragraph are not split across pages, columns, or are disengaged when a graphic image is imported into the middle of the text

Column break before: Sets the paragraph at the top of a new column

Page break before: Sets the paragraph at the top of a new page

Include in table of contents: First selecting a paragraph heading and then checking this option will ensure that the selected paragraph title appears in the table of contents

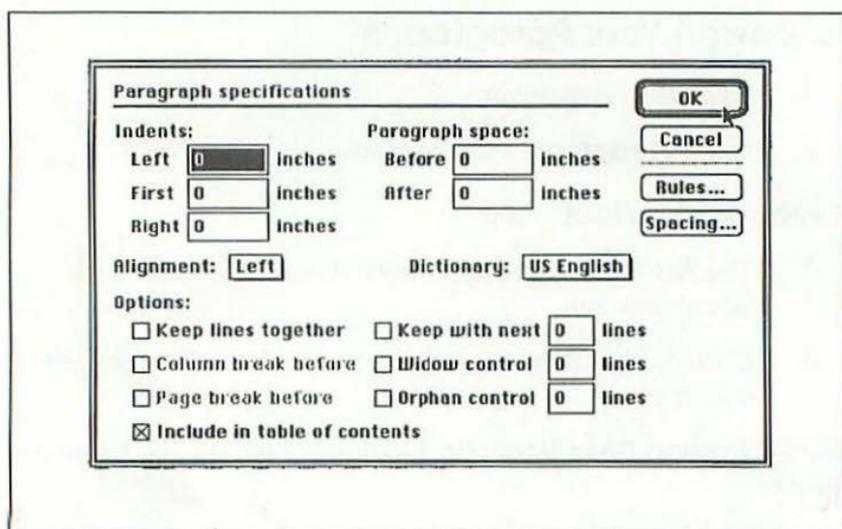


Figure 30: The Paragraph Specifications dialog box

Keep with next lines: Select 1, 2, or 3 lines to ensure that paragraph headings appearing at the bottom of one column appear at the top of the next. This keeps the paragraph titles intact with their text portions

Widow control: Select 1, 2, or 3 lines to add to the next column. Widow control is an option that defines the number of lines provided at the bottom of a paragraph so that entire stories are kept together in a chosen column. Here you specify the maximum allowable number of lines that make a widow

Orphan control: Specify 1, 2, or 3 lines of text to ensure that no text or lines of a selected paragraph are "orphaned" (left in a previous column, independent of the story). Here you specify the maximum allowable number of lines that make an orphan

Clicking the **Rules** button displays the **Paragraph rules** dialog box, shown in Figure 31. The following options apply to either the rule above the paragraph or the rule below the paragraph:

Line style: Selects the type of line to be used in the paragraph

Line color: Selects the color of line to be used in the paragraph

Line width: Choose **Width of text** or **Width of column**, depending on the length of the paragraph you have completed

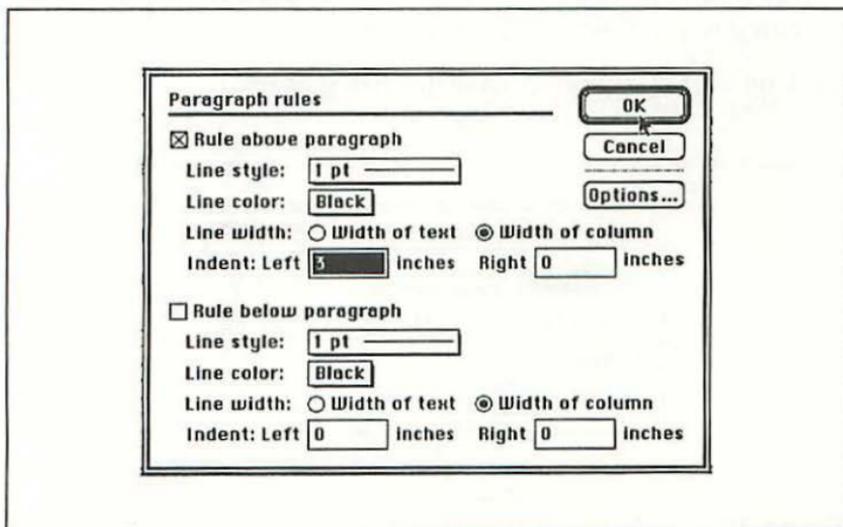


Figure 31: The Paragraph Rules dialog box

66 Paragraph

Indent: Indents the ends of a line from the edges of the text or column by the amount of inches entered in the **Left** and **Right** boxes

Clicking on the **Options** button in the **Paragraph rules** dialog box presents you with the **Paragraph rule options** dialog box, shown in Figure 32. The options are described below:

Top: Sets the position of the top rule. The default is **Auto**, which positions the rule at the top edge of the first line of text. The vertical ruler area above the first line of text is called the slug line

Bottom: Sets the distance of the last line of text from the rule at the bottom of the paragraph. Use the **Auto** option to ensure that the rule does not affect the last line of text

Align to grid: Positions the text blocks and inline graphics relative to defined grid positions. Checking this option ensures that text blocks will align with the column guides previously selected

Grid size: Resets the size of the grid based on the leading indicated by your first block of text. This is a pop-up menu you can use to customize grid locations. Return to your original alignment by entering the grid size equal to your text leading size

Reset: Resets options selected in the **Paragraph rule options** dialog box to their default positions

Click on the **OK** button to leave the dialog boxes.

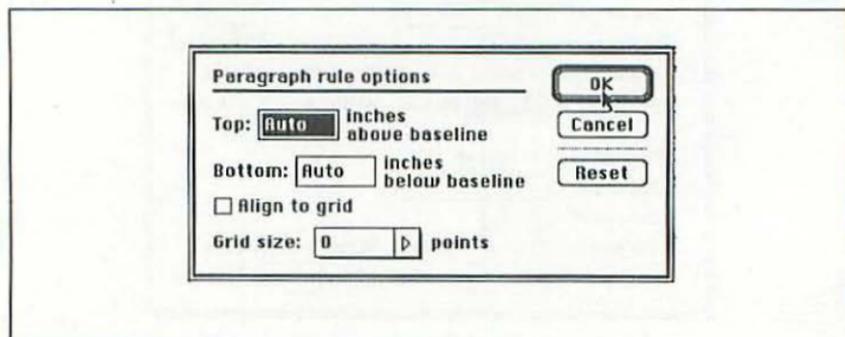


Figure 32: The Paragraph Rule Options dialog box

Click on the **Spacing** button from the **Paragraph specifications** dialog box to bring up the **Spacing attributes** dialog box, shown in Figure 33.

The options are as follows:

Word space: Defines the amount of space created by pressing the spacebar. For default values, select the **Desired** value at 100 percent. Specify **Minimum** to be 50 percent and **Maximum** to be 200 percent. When modifying these parameters, make sure that **Desired** is always greater than **Minimum**

Letter space: Defines the percentage of the spacebar-created space that is added to or subtracted from the space between words. Default value for the **Desired** letter space is 0 percent. Ensure that the **Minimum** value never exceeds the **Desired** value

Pair kerning: Enables a kerning algorithm originally provided by the font designer. Checking the **Auto above** option along with a point size greater than the font size signals PageMaker to kern the font to a larger size. Kerning algorithms can be changed with commercially available font-kerning editors

Leading method: Select either **Proportional** or **Top of caps**. Default for most publications is **Proportional**, which sets the baseline of each line two-thirds the distance from the top of the slug. **Top of caps** sets the tallest character ascender at the top of the slug

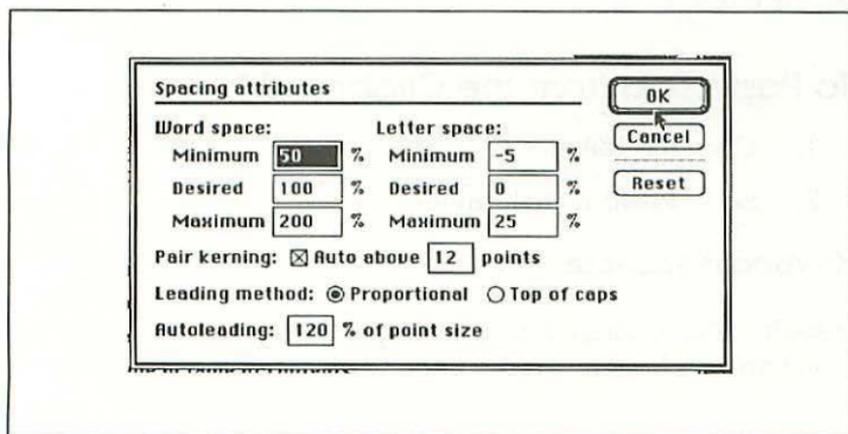


Figure 33: The Spacing Attributes dialog box

Autoleading: Defines the percentage of font size used for completing leading of paragraphs. The default value is 120 percent, which is 20 percent greater than the normal font size

Reset: Resets all specifications defined in the **Spacing attributes** dialog box

Click on the **OK** button to set the spacing attributes.

Click on the next **OK** button to leave the **Paragraph specifications** dialog box.

See Also *Alignment, Define styles, Indents/tabs, and Leading*

PASTE

● MODE

Layout view or **Story view**

● **DESCRIPTION** This command pastes text blocks or graphics that have been cut or copied from a publication placed in the Clipboard. If there are no items in the Clipboard, the **Paste** command is dimmed (unavailable).

To Paste Text from the Clipboard

1. Open the **Edit** menu.
2. Select **Paste** with the mouse.

Keyboard Shortcut ⌘V

Result Items selected from the Clipboard will be pasted directly at the cursor's location in your publication. If the item to be inserted

is a text block, the text being pasted will take on the typestyles, size, and other characteristics of the type style into which it has been inserted.

See Also *Copy and Cut*

PERCENTAGE SIZE

• MODE

Layout view

• **DESCRIPTION** PageMaker allows you to enlarge a page on-screen two or four times its normal size or reduce it by one quarter, one half, or three quarters.

To Select a Percentage Size

1. Open the **Page** menu.
2. Select one of the percentage sizes available with the mouse.

Keyboard Shortcut

⌘0	<i>reduces</i>	25 percent
⌘5	<i>reduces</i>	50 percent
⌘7	<i>reduces</i>	75 percent
⌘2	<i>enlarges</i>	200 percent
⌘4	<i>enlarges</i>	400 percent

See Also *Actual size, Fit in window, and Fit in world*

PLACE

• MODE

Layout view

• **DESCRIPTION** The **Place** command imports graphics (as PICT, TIFF, or encapsulated PostScript files) into your publication. To import text, you should use the **Import** command.

To Place Graphics

1. Open the **File** menu.
2. Select **Place**.

Keyboard Shortcut ⌘D

3. The **Place document** dialog box will appear, as shown in Figure 34.

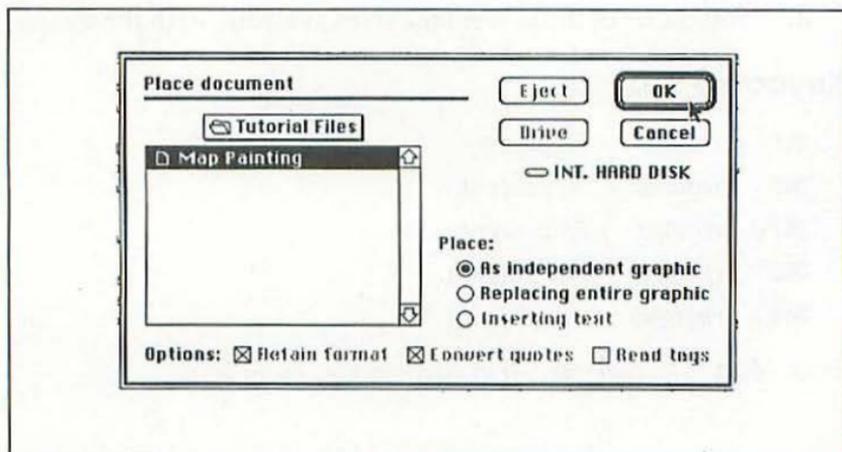


Figure 34: The Place Document dialog box

4. After setting all the options of the **Place** command, click on the **OK** button. The files and images selected will be imported.

The options are as follows:

As independent graphic: Imports the selected graphic into your publication as an independent graphic, which is a separate graphic image, unattached to any other graphic element or series of text. An independent graphic is typically an imported PICT, PICT II, TIFF, or encapsulated PostScript file

Replacing existing graphic: Replaces the selected graphic with the one just imported and highlighted in the scrolling list of the dialog box

When the text tool is active and an insertion point exists, you can create an *inline graphic*:

As inline graphic: Inserts the graphic element in the middle of the text, creating an inline graphic, which is a graphic element pasted into the **Story view** from the Scrapbook or Clipboard. An inline graphic can also be a PICT, PICT II, TIFF, or encapsulated PostScript file imported directly into the **Story view**. An inline graphic takes on the attributes of the text block in which it is contained

Result **Place** options, once selected, dictate how the file that is now imported in **Layout view** appears and flows on the page. It is recommended that you use the **Autoflow** command after placing text with graphics into **Layout view**.

See Also *Autoflow, Import, Place/Replace, and Preferences*

PLACE/REPLACE

● MODE

Story view

72 Preferences

● **DESCRIPTION** The **Place** or **Replace** command closes the story window and places a loaded-text icon within the **Layout view** portion of your publication.

To Place/Replace a Document

1. Open the **File** menu.
2. If you are editing a story that has never been placed in **Layout view**, you will only be able to select **Place** with the mouse. If you are editing a story that has already been placed in **Layout view**, you will only be able to select **Replace** with the mouse.

Keyboard Shortcut ⌘D for both **Place** and **Replace**

3. The **Layout view** window will appear with a loaded-text icon, signalling you to place the story into the **Layout view** portion of the publication.

See Also *Close, New, and Place*

PREFERENCES

● **MODE**

Layout view or **Story view**

● **DESCRIPTION** The **Preferences** command defines your preferences for publication formats.

To Use the Preferences Command

1. Open the **Edit** menu.
2. Select the **Preferences** option.

3. The **Preferences** dialog box will appear, as shown in Figure 35, presenting you with several options, depending on whether you are in **Layout view** or **Story view**.
4. When you have completed your selection of preferences, click on the **OK** button.

Layout View options:

Measurement system: Defines the unit of measure you prefer to use in your publications. Click on this box to reveal a pop-up menu of inches, decimal inches, millimeters, picas, and Ciceros (widely used in France and Italy)

Vertical ruler: Defines the unit of measurement for the vertical ruler appearing along the left margin of your publication window. Click on this box to reveal a pop-up menu. Select **Custom** to match the alignment of items on the page with the vertical ruler by selecting the leading already defined in the **Paragraph** command.

Greek text below: Sets the pixel size at which text will be presented in unreadable text. "Greek text" is a term used for describing text in a rough form that is unreadable, not the actual Greek alphabet. The default value for this option is 9 pixels

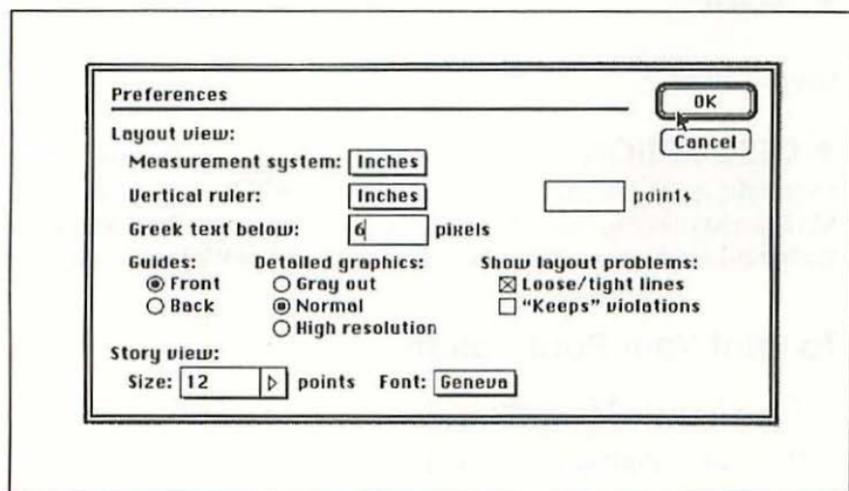


Figure 35: The Preferences dialog box

74 Print

Guides: Displays all guides either in front of or behind text and graphic images

Show layout problems: Warns you of layout problems. Click in the **Loose/tight lines** box to show lines in a paragraph that are either too loosely or tightly spaced, based on settings in the **Spacing attributes** dialog box. Click in the **"Keeps" violations** box to highlight lines that violate the widow, orphan, and additional paragraph specifications defined in the **Paragraph** series of dialog boxes

Story View options:

Size: Sets the point size of text displayed in **Story view**

Font: Selects the font you prefer to use in **Story view**

See Also *Alignment, Define styles, Hyphenation, Paragraph, Story editor, and Type styles*

PRINT

• MODE

Layout view

• **DESCRIPTION** The **Print** command prints your publication. Depending on the Aldus Printer Driver (APD) set during PageMaker installation, PageMaker will either bring up a **Print to: LaserWriter** dialog box or a **Print options for: "ImageWriter"** dialog box.

To Print Your Publication

1. Open the **File** menu.
2. Select **Print** with the mouse.

Keyboard Shortcut ⌘P

3. A **Print** dialog box will appear, presenting you with several options. After you make your selections, click on the **OK** button to start the printing process.

The options for your LaserWriter are as follows (see Figure 36):

Copies: Indicates the number of copies you want printed

Collate: Collates multiple copies of the printed publication

Reverse order: Prints the publication in reverse page sequence. Click this if your printer automatically prints in reverse order and you want to have the publication in forward page sequence

Page range: Selects the range of pages to be printed. Select **All** to print the entire document

Paper source: Select either **Paper tray** or **Manual feed**, depending on how the printer receives paper. With **Manual feed**, you will be requested to hand-feed each sheet of paper into the printer

Scaling: Scales the size of the page to be printed from 25 to 1000 percent. Enter a value to fit a specific page onto your chosen paper size

Thumbnails: When selected, the printer will print up to 64 individual pages (about the size of a thumbnail) on a single page for your review

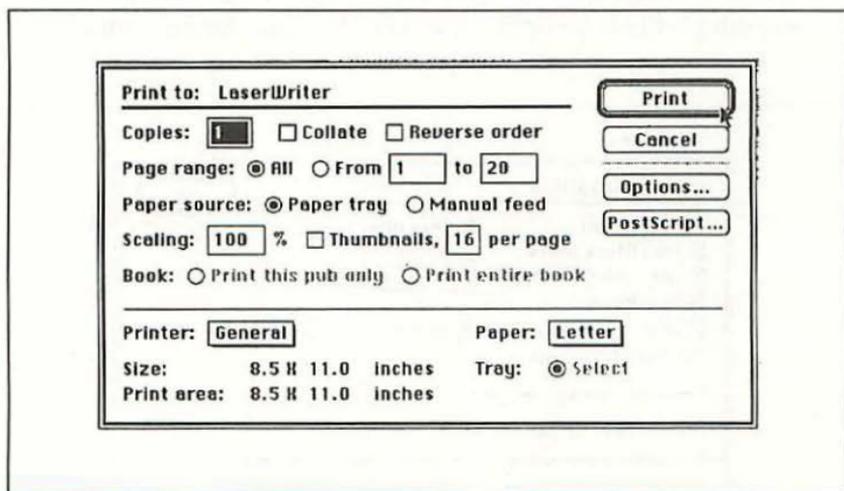


Figure 36: The Print dialog box for the LaserWriter

76 Print

Printer: Click on this to reveal a pop-up menu that displays all Aldus printer-description files in the Aldus PageMaker folder. You can also choose printers by selecting **Chooser** under the Apple symbol on the desktop

Paper: Defines the range of paper sizes available, given the selection of the printer model under **Printer**

Size: Lists the size of the paper and print areas as specified under the **Preferences** command

Print area: Defines the print area, as defined under the **Preferences** command

Tray: Depending on the printer driver selected, you can select from which tray of the output device your printed image will originate

The **Aldus print options** dialog box is displayed when the **Options** button is selected from the **Print** dialog box (see Figure 37). It gives you the following options:

Proof print: Click this option to print only your *text*. Graphics are marked, but not printed, to reduce printing time

Crop marks: Click this option to display crop marks on each of the four margin areas, indicating where the paper should be cut for paste-up

Substitute fonts: Selects the option of substituting fonts available on the screen for fonts not available in the printer. Substituting fonts is an option that can decrease the amount of

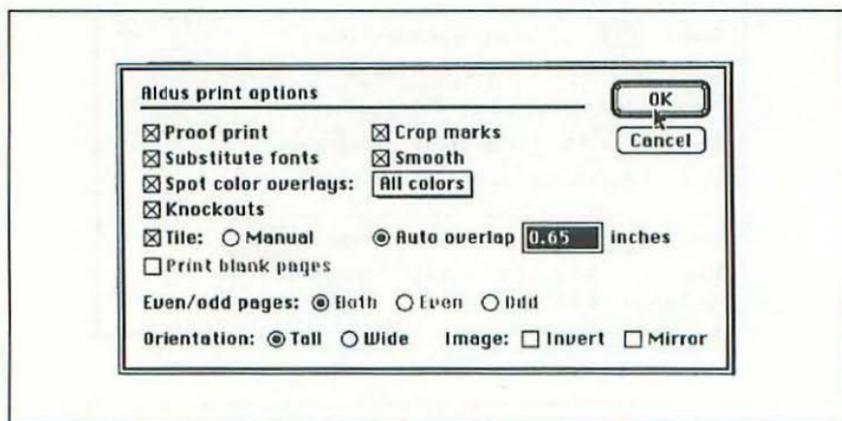


Figure 37: The Aldus Print Options dialog box

time typically associated with having the printer driver interpret a screen font as a bit-mapped image. In the majority of cases, it is advisable to select this option to increase printing efficiency

Smooth: Click here to make graphic images and non-substituted fonts appear smooth. Smoothing, however, slows the overall printing time for a page

Spot color overlays: In the graphic arts industry, this is known as *color separations*. Use this command to print a specific page of your document in each color. (The pop-up menu defines the color of each page.) This can be particularly useful with color PostScript printers in defining image locations

Knockouts: Only available when you select **Spot color overlays**, this option prints a successive page for each color, with the immediately previous page having its color image "knocked-out" or not included in subsequent pages

Tile: Click on this option to have oversize images printed on specific pages. The default value for this option is **Auto overlap**

Print blank pages: Select to print blank pages, or leave blank to suppress the printing of blank pages. This option is not available when **Spot color overlays** is selected

Even/odd pages: Prints both odd- and even-numbered pages when the default **Both** is selected. To print double-sided copies, first print the odd pages. Then reinsert the stack of pages into the printer tray and print the even numbered ones. Be sure to check the **Reverse order** option to ensure that the page numbers are in their correct sequence

Orientation: Prints in either portrait (Tall) or landscape (Wide) modes

Image: Used for special printing requirements and available if the installed APD supports them. Click next to **Mirror** to print on clear film and **Invert** to print a negative image.

The **PostScript print options** dialog box comes up when you click on the **PostScript** button (see Figure 38). The options are:

Download bit-mapped fonts: Fonts are downloaded when screen and printer fonts cannot be found

Download PostScript fonts: When checked, PostScript downloads fonts to your PostScript-compatible printer

Make Aldus Prep permanent: Downloads the Aldus prep portion of the APD to your printer, until the printer is turned off

View last error message: Displays status messages from your printer until printing is complete. Click this option to diagnose printer problems—but using this option at all times will delay the printing process

Include images: Except when you are printing color-separation files, check this option to include all images linked to your publication, including PICT, TIFF, encapsulated PostScript, and MacPaint files

TIFF for position only: Prints the lower-resolution portions of your TIFF images only. This option is useful for completing quick drafts of your document

Print PostScript to disk: Prints your PostScript print file to disk for storage and transporting files to a service bureau. The following options become available when this option is selected:

Normal: Select this option if you are sending a multiple-page document to a service bureau. This is the most commonly used option for file transfers

EPS: Saves a single page of your publication for use later in PageMaker. The single-page image can be viewed while in PageMaker and resized

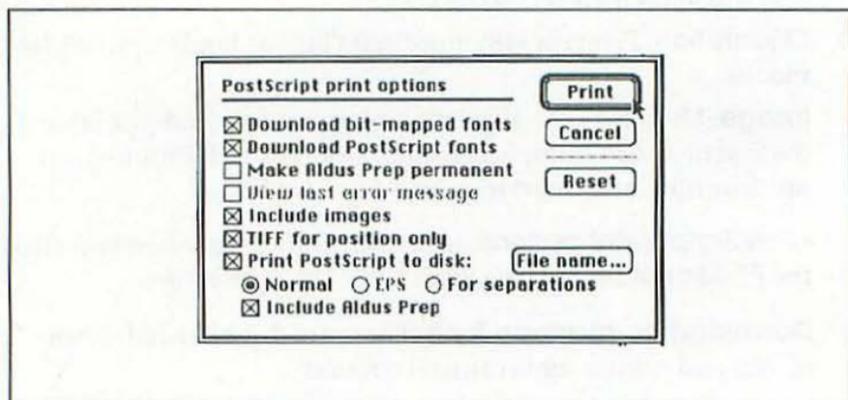


Figure 38: The PostScript Print Options dialog box

For separations: Prepares the publication for printing by a prepress program where color separations are commonly used. For color separations, use Aldus PrePrint

Include Aldus Prep: Includes portions of the APD that are needed for printing the publication. Select this option if you are unsure of whether the service bureau or printer to which you are taking the file has complete PostScript-printer compatibilities

Reset: Resets all options to their default selections

File name: Click on this button to name the PostScript file being printed to disk. Type in the name of the file to be saved to disk. If you have selected an encapsulated PostScript format or separations option, the appropriate file extension will be added to your file

See Also *Book, Color palette, Page setup, and Preferences*

QUIT

• MODE

Layout view or Story view

• **DESCRIPTION** The **Quit** command exits you from PageMaker and returns you back to the Finder desktop.

To Exit PageMaker

Open the **File** menu and select **Quit** with the mouse.

Keyboard Shortcut ⌘Q

80 Remove pages

If you are quitting a publication that has not been saved, you will be prompted with the **Save changes** dialog box:

- If you click on the **OK** button, you will see the **Save publication as** dialog box. Enter a file name and click on **OK**
- If you choose **No**, you will quit PageMaker without saving your document
- If you choose **Cancel**, you will go back to where you were in your document before you selected **Quit**

See Also *Save* and *Save as*

REMOVE PAGES

• MODE

Layout view

• **DESCRIPTION** The **Remove pages** command deletes one or more pages from your publication.

To Delete Page(s)

1. Open the **Page** menu and select the **Remove pages** option.
2. The **Remove pages** dialog box will appear. Enter the number of the first page you want to remove next to **Removes page(s)**.
3. Enter the number of the final page you want to remove, if applicable, next to **through**.
4. When you have made the selection of the range of pages to be removed, click on the **OK** button.

See Also *Clear, Insert pages, New, and Page setup*

REVERT

• MODE

Layout view or Story view

• **DESCRIPTION** The **Revert** command undoes *all* changes made to a publication prior to the last **Save** or **Save as** command. It cannot be applied selectively to portions of a publication.

To Undo Changes

1. Open the **File** menu.
2. Select the **Revert** option.
3. The **Revert** warning box will appear (see Figure 39), giving you the option of either reverting to the last saved version or cancelling the command. If you want to revert to the latest saved version of the publication you are working on, click on **OK**.

See Also *Save, Save as, and Undo*

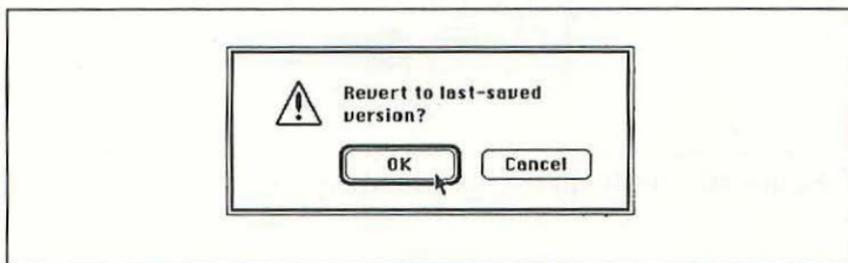


Figure 39: The Revert warning box

ROUNDED CORNERS

- **MODE**

Layout view

- **DESCRIPTION** When drawing squares and rectangles, use the **Rounded corners** command to define the style of their corners.

To Choose Rounded Corners

1. Open the **Element** menu.
2. Select the **Rounded corners** option.
3. The **Rounded corners** dialog box will appear (see Figure 40), presenting you with a series of six types of corners. Click on the corner you want to use—or click on **Cancel** to cancel the command.

After selecting the type of corner you want, click on **OK**.

See Also *Toolbox*

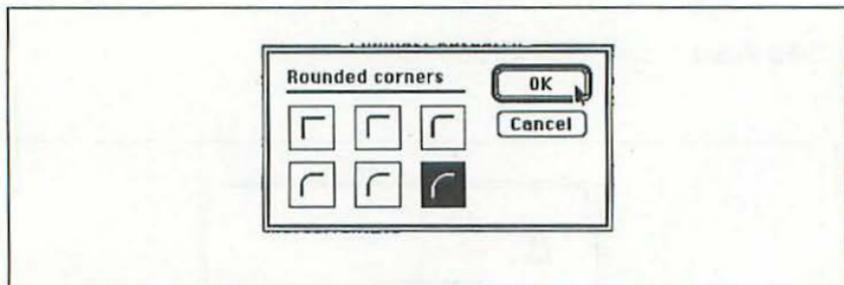


Figure 40: The Rounded Corners dialog box

RULERS

- **MODE**

Layout view

- **DESCRIPTION** The **Rulers** command adds horizontal and vertical rulers to the publication's window. It is useful for precise positioning of text blocks, graphic images, and lines in your publication.

To Use Rulers

Open the **Options** menu and select the **Rulers** option. This command is a toggle; it places a ✓ next to **Rulers** in the **Options** menu when it is set. Select **Rulers** again to deactivate this feature.

Result Rulers will appear in the publication's window, according to the units of measure defined in the **Preferences** command. The size of the rulers depends on the size and resolution of your screen, the units of measure you specify, and the display size you select.

See Also *Guides, Page setup, Preferences, Snap to guides, Snap to rulers, and Zero lock*

SAVE

- **MODE**

Layout view or Story view

- **DESCRIPTION** The **Save** command saves changes and additions made to your publication. Use the keystroke version of this command frequently to ensure that your work is saved.

To Save Your Publication

1. Open the **File** menu.
2. Select the **Save** command with the mouse.

Keyboard Shortcut ⌘S

3. Your publication will now be saved. If you haven't yet named it, a dialog box will appear, prompting you to assign a name to the publication you are in the process of saving.

Result The screen of the publication may now rewrite itself, especially if you save a graphic element, as the entire document is saved to your Macintosh system's hard disk.

See Also *Revert* and *Save as*



SAVE AS

• MODE

Layout view or **Story view**

• **DESCRIPTION** Use the **Save as** command to save your publication under a file name other than the one originally chosen for it. You can also use the **Save as** command to save your publication to a second hard or floppy disk.

To Use the Save As Command

1. Open the **File** menu.
2. Select **Save as**. The **Save as** dialog box will appear, as shown in Figure 41.
3. After selecting the options you prefer, click on **OK**.

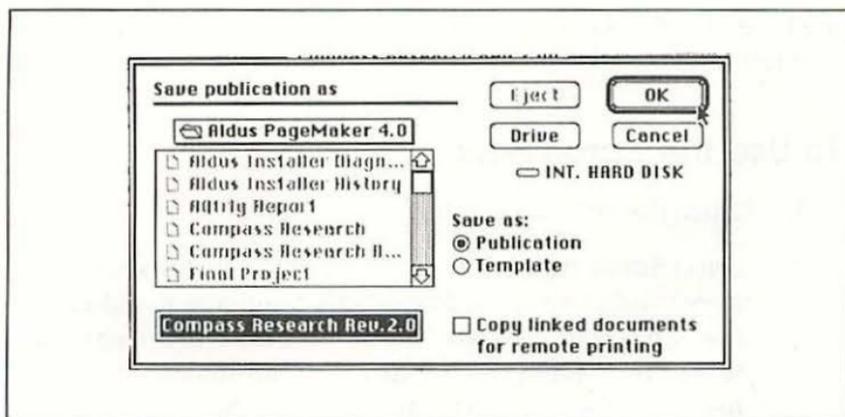


Figure 41: The Save As dialog box

The options are as follows:

Save as: This option provides you with the alternative of selecting either a **Publication** or **Template**. The default value of these selections is **Publication**. (PageMaker knows whether the file you are saving is a template- or publication-based document.)

Copy linked documents for remote printing: Selecting this option will copy your publication and all linked files with it. Use this option if you plan on taking your entire publication to a service bureau for printing

See Also *Links, New, Open, and Save*

SCROLL BARS

● MODE

Layout view

● **DESCRIPTION** The **Scroll bars** command allows you to control the position of your document on the screen. The **Scroll bars**

86 Select All

are located at the horizontal and vertical locations of the PageMaker windows.

To Use the Scroll Bars

1. Open the **Windows** menu.
2. Select **Scroll bars** with the mouse. A check mark (✓) will appear adjacent to the **Scroll bars** command to indicate that it has been selected. The **Scroll bars** will appear at the side of the PageMaker window on your screen. This command is a toggle; select it again to turn the ✓ off.

● **NOTE** If the **Scroll bars** are hidden, you can use the grabber hand to move around the screen. To use it, press the Option key and the mouse button at the same time. The grabber hand will appear.

See Also *Go to page and Toolbox*

SELECT ALL

● MODE

Layout view or **Story view**

● **DESCRIPTION** Use the **Select all** command to select all text blocks and graphic elements of the publication window. This can be useful for repositioning text and graphics in the total composition space of a publication's page.

To Use the Select All Command

Open the **Edit** menu and choose **Select all** with your mouse.

Keyboard Shortcut ⌘A

What gets selected depends on the view you are in and the **Toolbox** tool that is active:

- In **Story view**, **Select all** selects the entire story
- In **Layout view** with the text tool in a text block, **Select all** selects that block
- In **Layout view** with any tool active (except the text and cropping tools), **Select all** selects everything in the window

Text blocks on your active publication page will appear with brackets around them, called *windowshades*. Graphic elements appear framed, with eight little boxes surrounding them.

Result The entire page of the publication is now selected, with windowshades appearing around text blocks. This is useful, since text or graphic elements under overlaid text blocks now become visible.

To delete the selected items on the page, first hold down the Shift key and click the mouse button over items you want to deselect (i.e., do not want to delete). Then press $\text{⌘}X$ to delete all remaining items from the window (same as *Cut* from the **Edit** menu).

See Also *Bring to front/Send to back* and *Toolbox*

SET WIDTH

• MODE

Layout view or **Story view**

• **DESCRIPTION** The **Set width** command is used to define the horizontal position of characters. This affects the total spacing of the characters on a line in a paragraph, not individual character-to-character spacing.

To Set the Width of a Line

1. Open the **Type** menu.
2. Select the **Set width** option with the mouse.
3. The **Set width** pull-down menu will appear adjacent to the **Type** menu. You can select from the set percentages listed, or select **Other** to enter your own, between 1–250 percent in 0.1 percent increments.

See Also *Paragraph, Track, and Type specs*

SHOW CLIPBOARD

• MODE

Layout view or Story view

• **DESCRIPTION** The clipboard is used to store text and graphic elements you have cut or copied from a publication. Check the contents of the clipboard before pasting items into your publication.

To Show the Clipboard Contents

Open the **Edit** menu and select the **Show clipboard** option.

Result The clipboard, a single window, will appear in the foreground of your screen, showing any items you have previously cut or copied. To close the clipboard dialog box, click on the close box in the upper-left corner.

See Also *Copy, Cut, and Paste*

SHOW INDEX

• MODE

Layout view or Story view

• **DESCRIPTION** Use the **Show index** command to view the series of index entries you have completed for your publication. Index entries that are defined in terms of an entire book are also accessible this way.

To Show the Index Entries

1. Open the **Options** menu.
2. Select the **Show index** option.
3. The **Show index** dialog box will appear (see Figure 42), presenting you with several options.
4. Click on **OK** when you are through.

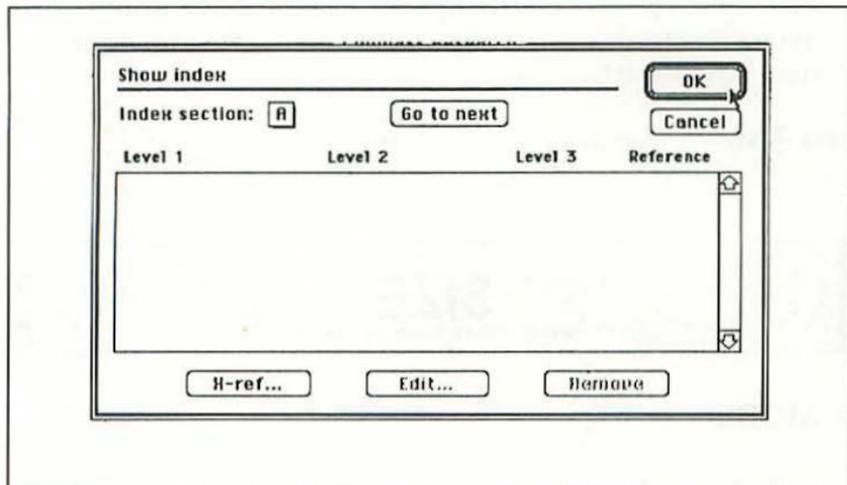


Figure 42: The Show Index dialog box

The options are as follows:

Index section: Clicking this option provides a pop-up menu of the alphabet. Select the letter of the alphabet your index entries are listed under to display them in the scrollable window in the **Show index** dialog box

Go to next: Clicking this button displays the next alphabetic section of index entries. At least one index entry needs to be present for the next alphabetic letter to be shown

Reference: At the right of the scrolling list is a column called **Reference**. If it shows a number, it's a page reference. It can also show a reference code that defines the location of each index entry. The codes are defined below:

Code	Location
PB	Pasteboard
LM	Left master page
RM	Right master page
OV	Overset (unplaced) text
US	Unplaced story

X-ref: Clicking on this button displays the **Create index entry** dialog box. Use it to add names to the index or to create cross-references

Edit: Clicking this button displays the **Edit index entry** dialog box for use in editing any portion of the index currently displayed

See Also *Create index* and *Index entry*

SIZE

● MODE

Layout view or Story view

● **DESCRIPTION** The **Size** command controls the size of the font you are using in your publication. You can use this command to select different point sizes throughout your publication.

To Size Your Fonts

1. Highlight the text you want to change.
2. Open the **Type** menu.
3. Select the **Size** option.
4. A pull-down menu will appear adjacent to the **Size** option. The currently selected font will have a check mark next to it. The **Other** selection in the pull-down menu can be used to select point sizes from 4 to 650 points, in 0.1 point increments.

Result You'll see the highlighted text change to reflect your latest font-size selection. If no text was highlighted, the next text typed in either **Layout** or **Story view** will appear in the point size you selected.

See Also *Font, Type specs, and Type style*

SNAP TO GUIDES

● MODE

Layout view

● **DESCRIPTION** **Snap to guides** is used to align text, graphics, and pointers precisely on the page.

To Snap to Guides

1. Open the **Options** menu.

92 Snap to Rulers

2. Select **Snap to guides** with the mouse.

Keyboard Shortcut ⌘U

This command is a toggle; select it again to turn it off.

Result New items in the publication (or old ones that you move again) will now be snapped to the guides.

See Also *Snap to rulers*

SNAP TO RULERS

• MODE

Layout view

• **DESCRIPTION** **Snap to rulers** is used to align text blocks and graphic images precisely at intersections of the vertical and horizontal ruler tick marks. (The horizontal and vertical tick marks on a ruler define a transparent grid behind your publication's pages.)

To Snap to Rulers

1. Open the **Options** menu.
2. Select **Snap to rulers** with the mouse.

Keyboard Shortcut ⌘[

This command is a toggle; select it again to turn it off.

Result New text blocks and graphic elements (or old ones that you move again) will snap to the ruler intersections on the page.

See Also *Snap to guides*

SPELLING

• MODE

Story view

• **DESCRIPTION** The **Spelling** command is used to spell-check words, a block of text, or all stories in your publication.

To Spell-Check Text

1. Open the **Edit** menu.
2. Select **Spelling**.

Keyboard Shortcut $\text{⌘}L$

3. The **Spelling** dialog box will appear, as shown in Figure 43.
4. To close it, click on the close box in the upper-left corner.

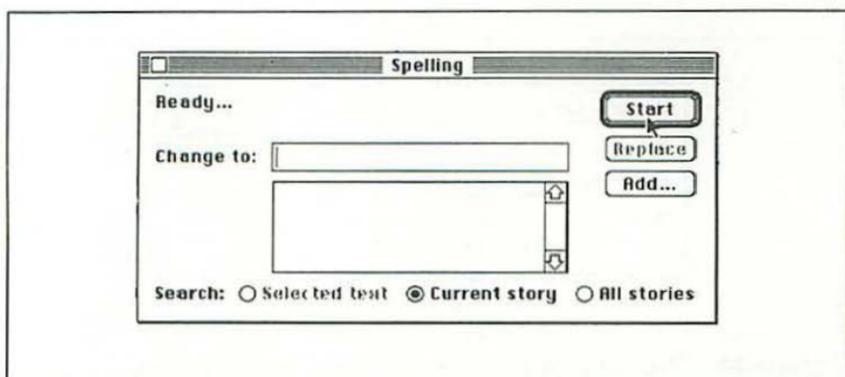


Figure 43: The Spelling dialog box

94 Spelling

The options are as follows:

Change to: Words that PageMaker does not find in the selected dictionary will appear in this box. Select from the words presented in the suggestion list box below to replace the unrecognized word

Search: Searches the selected portion of text, the entire current story, or all stories in the publication, depending on the option clicked on

Start: Click on the **Start** button or press Enter. After a specific word is found, **Ignore** replaces **Start**. Click on **Ignore** with the mouse or press Enter to continue spell-checking your document when a word is encountered that you *do not* want to change. Once you've added a word to the user dictionary (mentioned below), this button will read **Continue**

Replace: Replaces the word highlighted in the **Change to** box with the selected word in the suggestion list box

Add: Clicking here displays the **Add word to user dictionary** dialog box, shown in Figure 44. The options are as follows:

Word: Specifies the word you want to add to the dictionary

Dictionary: Shows a pop-up menu of all dictionaries installed in your PageMaker program. There can be several different language dictionaries available within the same version of PageMaker. You may also choose to create your own user dictionary

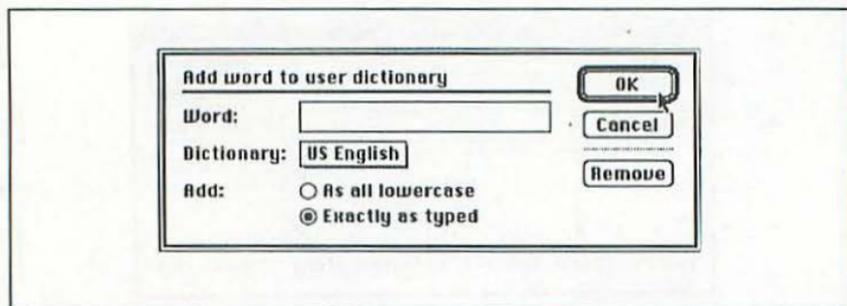


Figure 44: The Add Word to User Dictionary dialog box

Add: Adds the word entered in the **Word** box to the dictionary, either *as all lowercase*, or *exactly as typed* (the default)

Remove: Removes the selected word from the dictionary

After selecting the options you prefer to use, and inserting words into the dictionaries, click on **OK** in the **Add word to user dictionary** dialog box. You will still have the **Spelling** dialog box on-screen.

Result Choosing the **Spelling** command searches an entire series of stories, a specific story, or some selected text for correct spelling. After adding a word to the user dictionary, that word will be recognizable during subsequent editing sessions.

● **NOTE** In the **Add word to user dictionary** dialog box, you can hyphenate words at the same time that you enter them into a dictionary. Insert tildes (~) to designate where and how hyphenation should occur: ~ gets highest priority, ~~~ gets lowest. (Example: *re~in~~~fec~~tion.*) If a tilde is entered at the beginning of a word, that word will never be hyphenated.

See Also *Hyphenation*

STYLE

● MODE

Layout view or **Story view**

● **DESCRIPTION** The **Style** command is used to apply different paragraph styles that appear in the style palette.

To Use the Style Command

1. Open the **Type** menu.

96 Style Palette

2. Select the **Style** option. A pull-down menu will appear with the different publication styles listed, which you can use to reformat paragraphs.

See Also *Define styles, Paragraph, and Style palette*

STYLE PALETTE

• MODE

Layout view or Story view

• **DESCRIPTION** To add a specific style to a paragraph, use the **Style palette** command. You can modify any paragraph in which you are currently working by leaving the text tool in the paragraph and accessing the **Style palette** command. (The text tool is the **A** that appears in the **Toolbox** window.)

To Use the Style Palette

1. Highlight a paragraph you want to modify, or leave the text tool in the paragraph.
2. Open the **Windows** menu.
3. Select the **Style palette** option with the mouse.

Keyboard Shortcut ⌘Y

4. The **Styles** scrollable window will appear. You may now choose which paragraph style to apply to your selected paragraph.
5. Click in the close box when you are through.

See Also *Define styles, Style, and Toolbox*

TEXT ROTATION

• MODE

Layout view

• **DESCRIPTION** This command rotates text blocks in 90-degree increments. Text blocks must not contain any inline graphics for the command to work. Once rotated, the text cannot be edited.

To Rotate a Text Block

1. Highlight the text block you want to rotate.
2. Open the **Element** menu.
3. Select the **Text rotation** option.
4. The **Text rotation** dialog box will appear (see Figure 45), showing four orientations of the letter *A*. Select the angle of rotation you want.
5. Click on **OK**.

See Also *Text wrap*

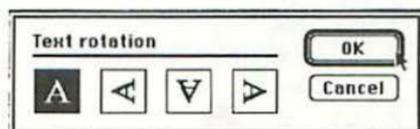


Figure 45: The Text Rotation dialog box

TEXT WRAP

• MODE

Layout view

• **DESCRIPTION** **Text wrap** is used to define how you want your text to flow around independent graphic elements in your publication.

To Wrap Text around a Graphic Element

1. Highlight the graphic you want to flow text around in your publication.
2. Open the **Element** menu.
3. Select **Text wrap** with the mouse.
4. The **Text wrap** dialog box will appear (see Figure 46), presenting you with several options.
5. Click on the **OK** button after making your selections.

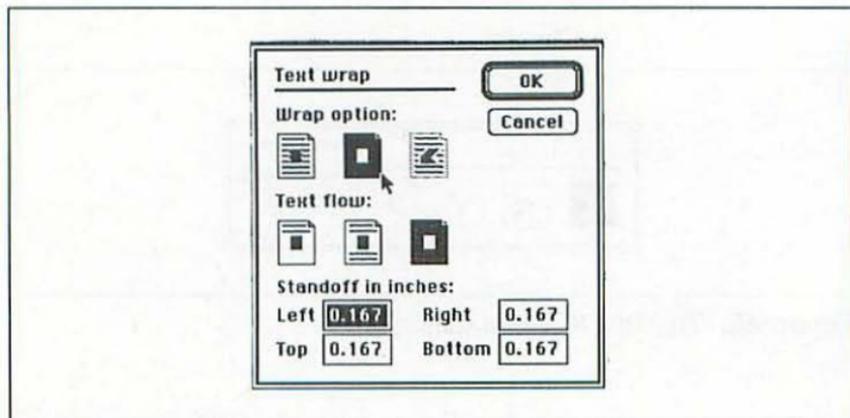


Figure 46: The Text Wrap dialog box

The options are as follows:

Wrap option: The first icon positions text over the graphic element. The second one creates a rectangular frame around it. The third icon will be highlighted if you have already customized a graphic's boundary. You can use the **Standoff in inches** option to define the spacing around the graphic element when you select the second or third icon

Text flow: These icons define how text will flow on the page relative to graphic elements. The first icon stops flowing text when a graphic is encountered. The second icon causes the text to jump over the graphic element and begin at column locations below it. The third icon flows text around the graphic element

Standoff in inches: Use these values to define the amount of space or margins around the graphic element. Select a large bottom margin if you plan to add captions to your graphic elements

● **NOTE** To set default values, make your **Text wrap** selections prior to beginning your publication.

See Also *Page setup* and *Place*

TOOLBOX

● MODE

Layout view

● **DESCRIPTION** The **Toolbox** command is used for on-screen access to the pointer, text, cropping, and drawing tools.

To Display the Toolbox

1. Open the **Windows** menu.

100 Toolbox

2. Select the **Toolbox** option with the mouse.

Keyboard Shortcut ⌘6

3. The toolbox will appear in the upper-right corner of your screen (see Figure 47). This command is a toggle; hit ⌘6 again to make the toolbox disappear.

● **NOTE** To access specific **Toolbox** functions without displaying the box, hit one of the following keys at the top of the keyboard:

- F1 Pointer tool
- F2 Line tool
- F3 Constrained-line tool
- F4 Text tool
- F5 Corner tool
- F6 Rounded-corner tool
- F7 Ellipse tool
- F8 Cropping tool

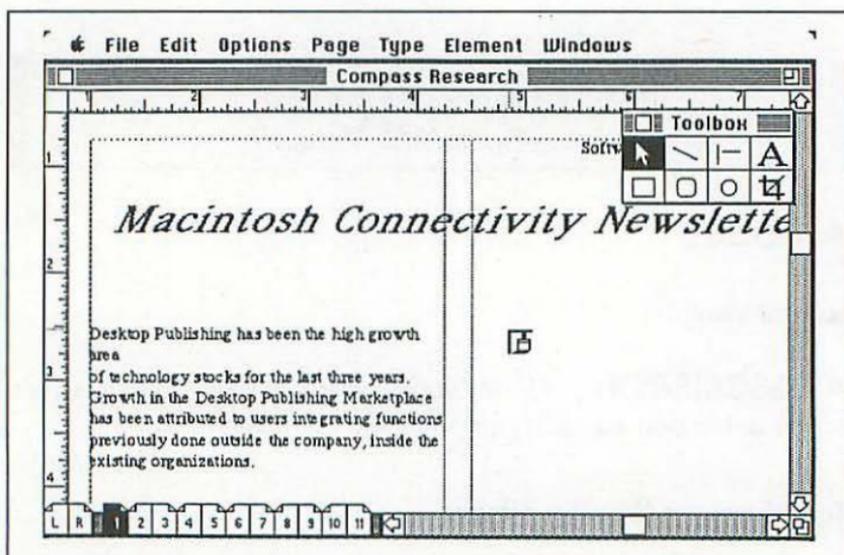


Figure 47: The Toolbox

TRACK

• MODE

Layout view or Story view

• **DESCRIPTION** **Track** is used to adjust the space between letters and words selected in your publication. If no text is selected, settings made in this dialog box will apply to the next text you type.

To Track Kern Your Text

1. Highlight the text you want to adjust.
2. Open the **Type** menu.
3. Select the **Track** option with the mouse.
4. The **Track** pop-up menu will appear, presenting you with several options.
5. Click on the **OK** button after you've made your selection.

The options are as follows:

No track: No track kerning or spacing is applied to the text (keyboard shortcut: ⇧⌘Q)

Very loose: Applies track kerning to the selected text block, making the space between characters appear very wide on the page

Loose: Kerns the selected text, assuming a slightly larger point size

Normal: Applies track kerning to adjust the font at larger and smaller point sizes

Tight: Track kerns selected text to make characters appear closer than the font was designed for

Very tight: Condenses text in the selected text block very tightly

See Also *Alignment, Hyphenation, and Type specs*

TYPE SPECS

• MODE

Layout view or Story view

• **DESCRIPTION** The **Type specs** command is used for defining type specifications in your publication. You can set default “specs” by first accessing this command before beginning your publication.

To Define Type Specifications

1. Highlight the text for which you want to set type specifications.
2. Open the **Type** menu.
3. Select **Type specs** with the mouse.

Keyboard Shortcut ⌘T

4. The **Type specifications** dialog box will appear (see Figure 48), presenting you with several options.
5. Click on the **OK** button when you have made your selections.

The options are as follows:

Font: Displays a pop-up menu of fonts you can select for use in your publication

Size: Presents a pop-up menu of the character sizes available for the font type selected

Leading: Displays a pop-up menu defining the different parameter selections for font leading, or vertical spacing. The

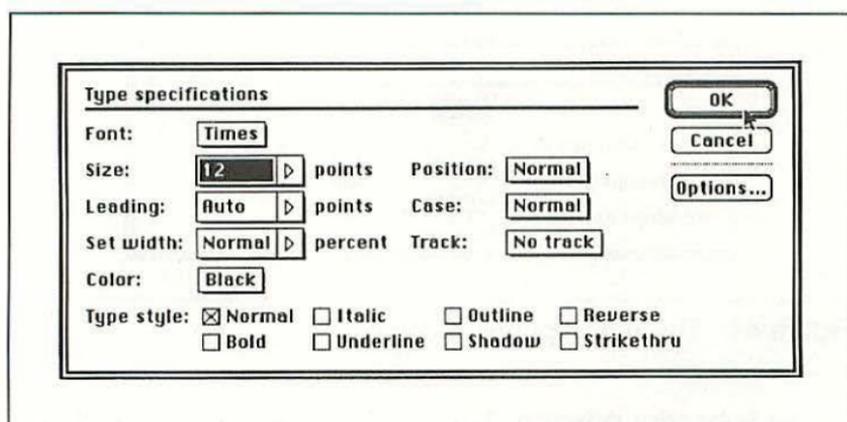


Figure 48: The Type Specs dialog box

Auto option sets leading at 120 percent of type size. You can also set the **Autoleading** value in the **Spacing attributes** dialog box (see Figure 33)

Set width: Presents a pop-up menu of options available for setting the width of characters within a line of text

Color: Displays a pop-up menu of colors available for text. (Also shown in the color palette.)

Type style: Click in one or more of the eight boxes to select the type style you want

Position: Displays a pop-up menu of three text-position selections. **Normal** positions the text at standard distances across your publication's page. **Superscript** positions the text above the standard line of text by the amount of space defined in the **Type options** dialog box, shown in Figure 49. **Subscript** places text below the center of the line of text by the amount of space indicated in the **Type options** dialog box

Case: Displays a pop-up menu for defining how you want your text to appear. **Normal** leaves the upper and lower-case characters as typed. **All caps** changes all text to capital letters. **Small caps** changes all letters to small capitals

Track: Displays a pop-up menu for setting track-kerning options

Options: Clicking on this button displays the **Type options** dialog box. Here you can set the percentage of point size for **Small caps size**, **Super/subscript size**, **Superscript position**,

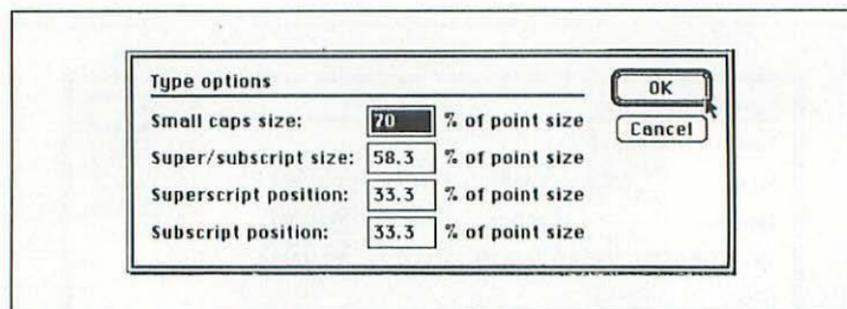


Figure 49: The Type Options dialog box

and **Subscript position**. After you have set these values, click on **OK**. The **Type specifications** dialog box will reappear on the screen

See Also *Font, Leading, Paragraph, Set width, Size, Track, and Type style*

TYPE STYLE

● MODE

Layout view or **Story view**

● **DESCRIPTION** **Type style** can be used for defining the different font enhancements used in your publication. You have the option of using normal, bold, italic, underline, strike-through, outlined, shadowed, or reverse characters.

To Set the Type Style

1. Highlight text you want to modify; otherwise you will set the default style.
2. Open the **Type** menu.

3. Select the **Type style** option.
4. A list of type styles will appear. Select the style you prefer to use and click on **OK** when you are through.

● **NOTE** To create color text, highlight the text and select a color from the color palette.

See Also *Color palette* and *Type specs*

UNDO

● MODE

Layout view or **Story view**

● **DESCRIPTION** **Undo** undoes the immediately previous addition or change made to your publication.

To Undo a Change

1. Open the **Edit** menu.
2. Select **Undo** with the mouse.

Keyboard Shortcut ⌘Z

● **NOTE** Depending on whether they are used in **Layout** or **Story view**, certain commands can be undone, and others cannot. If an action is undoable, you'll see the word **Undo** under the Edit menu. If it is not, the word **Undo** will change to **Cannot undo** and be grayed out (unavailable).

Cutting, copying, pasting, moving text and graphic elements, editing text, changing the number of pages, copying master guides and **Page setup** parameters can be undone. Changes made with the

Type and **File** menus are not undoable. The **Styles** and **Color palette** commands are irreversible as well.

See Also *Revert*

ZERO LOCK

• MODE

Layout view

• **DESCRIPTION** **Zero lock** is used to anchor the *zero point* of the horizontal and vertical rulers in the publication window. The zero point is where the “0” tick marks intersect.

To Lock the Ruler's Zero Point

1. Open the **Options** menu.
2. Select the **Zero lock** option.
3. Use the pointer to drag the zero point to the location you prefer. A good spot to place the zero point is at the upper-left corner of the image area on your publication page.

Result Your text and graphic elements will be positioned relative to the location of your rulers. Moving and placing text blocks and graphic elements is easier once rulers have been locked into place.

See Also *Rulers*

Appendix A

Using PageMaker on a Network

PageMaker 4.0 can be used on all Macintosh-compatible network products on the market today. Performance of PageMaker 4.0 on a network can vary significantly, depending on the following factors:

Network speed: PageMaker 4.0 will run significantly faster on an Ethernet-based Local Area Network (LAN) than on a serial-based LAN. This is because the speed of Ethernet is several times greater than serial-based LANs. Suppose you send a 60K PageMaker file from a remote Macintosh II to a file server located in another room. With an Ethernet-based LAN this could take less than two minutes, while with a serial-based LAN this could take as long as five minutes. TOPS (by Sitka), which uses AppleTalk, can speed the printing process.

Size of files: If you are using a relatively slow network, keep the files small, with minimal graphics and text. With a high-speed network, however, you can increase the size of your files.

Use of character and image enhancements in documents: The faster and less crowded your network, the more you can use character and image enhancements in your files. If you have a high-speed network installed, you can send enhanced PageMaker publications during peak traffic hours of the day; with slower networks, reserve sending your files until traffic on the network is relatively low.

Network user interfaces: When selecting a network program for use with PageMaker, consider the convenience of using an INIT utility. INIT network programs are compatible with AppleTalk, which is supplied with every Macintosh. They increase the efficiency of file transfers on a network because they

run in the background, freeing your computer for other uses. TOPS is one such network program that uses AppleTalk.

Relative traffic level of the network: Knowing how many users are sending files at the same time across a network can help you send your PageMaker files efficiently. When someone else is printing, the network must allocate some of its time to watching the printer spooler on that user's system and coordinating when the print job can be sent to the printer; so avoid those times. Send PageMaker files across a network when the level of activity is relatively low. To find out the current level of activity on your network, look at the screen of the system that has been dedicated as the file server. Many network operating systems show a bar graph of the relative amount of traffic on the network. Furthermore, programs such as TOPS monitor traffic and use an optimizer to expedite messages over the network.

Location of PageMaker 4.0 on the network: PageMaker 4.0 is best used as a dedicated application, running on a single system. Frequent disk accesses, periodic saving of files, and the use of PageMaker features is relatively slow over a network. For the best overall performance, have PageMaker installed on the Macintosh system where it will be used most. If you find that several members of your work group need a copy of PageMaker 4.0, contact Aldus Corporation for a network license.

Use and management of printer spoolers: Printer spoolers are invaluable when printing PageMaker 4.0 publications over any kind of network. A printer spooler intercepts a print job on the way to the printer, temporarily saving it to the hard disk. When the printer is available again, the print job is sent at the printer's transmission rate. As all these background tasks are occurring, your computer is free and you can continue to work. Printer spoolers can be resident on your computer, or can be part of the overall network operating system. Keep in mind that Apple's PrintMonitor is only compatible with Apple-specific peripherals (Apple LaserWriter, LaserWriter SC, ImageWriter, etc.). Several Apple developers are now offering printer spoolers for use on

networked Macintosh systems. SuperMac's LaserSpool is a spooler that performs excellently over networks, and includes many customizable features. Contact your Apple dealer for details on any additional printer spoolers available.

To install a printer spooler, move the spooler icons into the system folder and reboot your system. The spooler acts as an INIT file, which becomes loaded once your system is rebooted.

When you are ready to print, select the printer-spooler icon from the **Chooser** option under the Apple symbol, and complete your print job. Aldus has designed its drivers to work well with these third-party spoolers.

Appendix B

Converting Files across Platforms and Version Numbers

CONVERTING 3.X FILES TO 4.0 FILES

You may find that certain PageMaker 3.X files continue to meet your needs, while other files can be made more effective by using the features of PageMaker 4.0. (Macintosh PageMaker versions 3.0, 3.01, 3.02, and 3.02CE are included in the designation *PageMaker 3.X*.) When completing conversions for PageMaker 3.X to PageMaker 4.0 files, keep the following considerations in mind:

- The total size of your file in PageMaker 4.0 will be smaller than in PageMaker 3.X
- PageMaker 4.0 composes text more compactly, so line breaks that appeared in PageMaker 3.X may not appear in a converted 4.0 file
- Selections made in the **Type specifications** dialog box in PageMaker 4.0 will become active when any new text is added to your converted 3.X file. Type specifications as defined and saved in the 3.X file will be preserved in the converted publication, as will be formats
- Text blocks within the converted PageMaker 3.X file may appear shorter, since PageMaker 4.0 uses autoleading for more precise positioning of characters on a line
- A PageMaker 3.X file's text-wrap option for wrapping text around a graphic on one of the master pages will be ignored;

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the PageMaker 4.0 automatic text-wrap feature will be used instead

To Convert a 3.X File to a 4.0 File

1. In PageMaker 4.0, access the **Open** command (⌘O) and open your PageMaker 3.X file as you would any normal file. PageMaker 4.0 keeps the original 3.X file intact, translating only a copy of the file.
2. A bar graph will appear on your screen, showing the progress of the translation process. Click on the **Cancel** button to cancel the translation at any time.
3. As the file is being converted from one version to another, extensive file-verification tests will be completed by PageMaker 4.0. If during the translating process it encounters a condition, a brief message will appear on-screen informing you that PageMaker is making the necessary revisions to the file.
4. When the process is complete, PageMaker 4.0 will open the translated file as a new, unsaved publication. To save it permanently, use the **Save** (⌘S) or **Save as** commands.

CONVERTING IBM PC- BASED FILES TO MACINTOSH FILES

Keep in mind the following considerations when converting files from the PC-based version of PageMaker to PageMaker 4.0 on the Macintosh:

- Throughout the conversion, PageMaker on the Macintosh automatically saves the text, the document formatting accomplished in the PC version of PageMaker, the graphics

stored in the converted file or publication, the complete encapsulated PostScript (EPS) graphic elements, and the low-resolution screen versions of scanned images

- PageMaker on the Macintosh does not automatically transfer linked graphics or text files, draw-type or object-oriented graphics, graphic elements not completely stored in the publication, and tables built using the Table Editor. These files are considered as separate items and must be converted individually
- Prior to starting any file translations from the PC version of PageMaker, save your files with Adobe PostScript fonts and device drivers selected. While PageMaker 4.0 is completing the file conversion, the PostScript fonts and printer driver will be seamlessly transferred from the PC version to the Macintosh version. If the incoming file from the PC has not been saved with PostScript fonts and printer drivers selected, the default values of PageMaker 4.0 will be applied to the document
- Areas in PageMaker publications where draw-type or object-oriented graphics have been inserted on the PC will appear grayed out on the Macintosh, with an X over the area of the page where the image had been placed. Use the file-conversion utilities of your PC-based draw packages to import the graphic files that are assigned to these X'ed areas as PICT files
- Low-resolution images that have been saved in your PC-based version of PageMaker will be automatically converted by PageMaker 4.0 on the Macintosh. To reinsert the high-resolution version of these graphic files, use the utilities found in your PC-based graphics package to translate PC-based graphic files into PICT files. Once the PICT file is available, relink the graphic element to your publication with the **Links** command
- The IBM extended-character set differs from the Macintosh character set. Since the Macintosh screen technology is based on bit-mapped characters instead of ANSI characters, the Macintosh can replicate the IBM characters contained in your document. Once your file is accessible on

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the Macintosh, leave these characters as they appear; if you choose to reconvert the file back to the PC, these characters will be readable. If they are changed, the PC will not be able to recognize them

● **NOTE** If your Macintosh system has SuperDrive, you will be able to read MS-DOS formatted disks without using communication programs that specialize in translating PC files to the Macintosh.

To Convert a PC File to a Macintosh File

1. Copy the PC version of your PageMaker file to a 3½" disk.
2. Insert the disk into your Apple Macintosh SuperDrive. It will appear as an icon on the Macintosh system's desktop.
3. Use the Apple File Exchange to convert your file from PC format to Macintosh format.
4. Load PageMaker 4.0 on your Macintosh.
5. Press ⌘O to open the file converted from your PC version of PageMaker. The **Open** dialog box will appear.
6. Select the converted file and click on the **OK** button.
7. After completing your editing of the converted file, use the **Save as** command to save the converted file in the PageMaker 4.0 file format.

● **NOTE** If your Macintosh does not have SuperDrive installed, use one of the following communication programs: Aldus Corporation has tested MacLink by DataViz, TOPS by Sitka, and MacBridge by Tangent Technologies, and found these products to complete file transfers successfully. When using these programs, transfer the files in binary format.

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AppleWorks Tips and Techniques

(Second Edition)

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An indispensable collection of timesaving techniques, practical solutions, and tips on undocumented problems for every AppleWorks user. This expanded new edition covers all versions through 2.0, and includes in-depth treatment of macros.

Desktop Publishing with Microsoft Word on the Macintosh

(Second Edition)

Tim Erickson

William Finzer

525pp. Ref. 601-4

The authors have woven a murder mystery through the text, using the sample

publications as clues. Explanations of page layout, headings, fonts and styles, columnar text, and graphics are interwoven within the mystery theme of this exciting teaching method. For Version 4.0.

Encyclopedia Macintosh

Craig Danuloff

Deke McClelland

650pp. Ref. 628-6

Just what every Mac user needs—a complete reference to Macintosh concepts and tips on system software, hardware, applications, and troubleshooting. Instead of chapters, each section is presented in A-Z format with user-friendly icons leading the way.

Excel Instant Reference SYBEX Prompter Series

William J. Orvis

368pp. Ref. 577-8, 4 3/4" x 8"

This pocket-sized reference book contains all of Excel's menu commands, math operations, and macro functions. Quick and easy access to command syntax, usage, arguments, and examples make this Instant Reference a must. Through Version 1.5.

HyperTalk Instant Reference SYBEX Prompter Series

Greg Harvey

316pp. Ref. 530-1, 4 3/4" x 8"

For serious HyperCard users, this fingertip reference offers complete, cross-referenced summaries of HyperTalk commands, functions, properties, and constants. Examples of usage and an introduction to Scripting are provided.

Mastering Adobe Illustrator

David A. Holzgang

330pp. Ref. 463-1

This text provides a complete introduction to Adobe Illustrator, bringing new sophistication to artists using computer-aided graphics and page design technology. Includes a look at PostScript, the page composition language used by Illustrator.

Mastering AppleWorks (Second Edition)

Elna Tymes

479pp. Ref. 398-8

New chapters on business applications, data sharing DIF and Applesoft BASIC make this practical, in-depth tutorial even better. Full details on AppleWorks desktop, word processing, spreadsheet and database functions.

Mastering Excel on the Macintosh (Third Edition)

Carl Townsend

656pp. Ref. 622-7

This highly acclaimed tutorial has been updated for the latest version of Excel. Full of extensive examples, tips, application templates, and illustrations. This book makes a great reference for using worksheets, databases, graphics, charts, macros, and tables. For Version 2.2.

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Michael J. Young

447pp. Ref. 541-7

This comprehensive, step-by-step guide shows the reader through WORD's extensive capabilities, from basic editing to custom formats and desktop publishing. Keyboard and mouse instructions and practice exercises are included. For Release 4.0.

Mastering Powerpoint

Karen L. McGraw, Ph.D.

425pp. Ref. 646-4

The complete guide to creating high-quality graphic presentations using PowerPoint 2.01 on the Macintosh—offering detailed, step-by-step coverage of everything from starting up the software to fine-tuning your slide shows for maximum effect.

Mastering Ready, Set, Go!

David A. Kater

482pp. Ref. 536-0

This hands-on introduction to the popular

desktop publishing package for the Macintosh allows readers to produce professional-looking reports, brochures, and flyers. Written for Version 4, this title has been endorsed by Letraset, the Ready, Set, Go! software publisher.

Understanding Hard Disk Management on the Macintosh

J. Russell Roberts

334pp. Ref. 579-4

This is the most comprehensive and accessible guide to hard disk usage for all Macintosh users. Complete coverage includes SCSI and serial drives and ports, formatting, file fragmentation, backups, networks, and a helpful diagnostic appendix.

Understanding HyperCard (Second Edition)

Greg Harvey

654pp. Ref. 607-3

For Mac users who want clear-cut steps to quick mastery of HyperCard, this thorough tutorial introduces HyperCard from the Browsing/Typing and Authoring/Painting levels all the way to Scripting with HyperTalk, the HyperCard programming language. No prior programming experience needed. For Version 1.2.

Using the Macintosh Toolbox with C (Second Edition)

Fred A. Huxham

David Burnard

Jim Takatsuka

525pp. Ref. 572-7

Learn to program with the latest versions of Macintosh Toolbox using this clear and succinct introduction. This popular title has been revised and expanded to include dozens of new programming examples for windows, menus, controls, alert boxes, and disk I/O. Includes hierarchical file system, Lightspeed C, Resource files, and R Maker.

DESKTOP PUBLISHING

The ABC's of the New Print Shop

Vivian Dubrovin

340pp. Ref. 640-4

This beginner's guide stresses fun, practicality and original ideas. Hands-on tutorials show how to create greeting cards, invitations, signs, flyers, letterheads, banners, and calendars.

The ABC's of Ventura

Robert Cowart

Steve Cummings

390pp. Ref. 537-9

Created especially for new desktop publishers, this is an easy introduction to a complex program. Cowart provides details on using the mouse, the Ventura side bar, and page layout, with careful explanations of publishing terminology. The new Ventura menus are all carefully explained. For Version 2.

Mastering COREL DRAW!

Steve Rimmer

403pp. Ref. 685-5

This four-color tutorial and user's guide covers drawing and tracing, text and special effects, file interchange, and adding new fonts. With in-depth treatment of design principles. For version 1.1.

Mastering PageMaker on the IBM PC (Second Edition)

Antonia Stacy Jolles

384pp. Ref. 521-2

A guide to every aspect of desktop publishing with PageMaker: the vocabulary and basics of page design, layout, graphics and typography, plus instructions for creating finished typeset publications of all kinds.

Mastering Ventura (Second Edition)

Matthew Holtz

613pp. Ref. 581-6

A complete, step-by-step guide to IBM PC desktop publishing with Xerox Ventura

Publisher. Practical examples show how to use style sheets, format pages, cut and paste, enhance layouts, import material from other programs, and more. For Version 2.

Understanding PFS: First Publisher

Gerry Litton

310pp. Ref. 616-2

This complete guide takes users from the basics all the way through the most complex features available. Discusses working with text and graphics, columns, clip art, and add-on software enhancements. Many page layout suggestions are introduced. Includes Fast Track speed notes.

Understanding PostScript Programming (Second Edition)

David A. Holzgang

472pp. Ref. 566-2

In-depth treatment of PostScript for programmers and advanced users working on custom desktop publishing tasks. Hands-on development of programs for font creation, integrating graphics, printer implementations and more.

Ventura Instant Reference SYBEX Prompter Series

Matthew Holtz

320pp. Ref. 544-1, 4 3/4" x 8"

This compact volume offers easy access to the complex details of Ventura modes and options, commands, side-bars, file management, output device configuration, and control. Written for versions through Ventura 2, it also includes standard procedures for project and job control.

Ventura Power Tools

Rick Altman

318pp. Ref. 592-1

Renowned Ventura expert, Rick Altman, presents strategies and techniques for the most efficient use of Ventura Publisher 2. This includes a power disk with DOS utilities which is specially designed for optimizing Ventura use. Learn how to soup up Ventura, edit CHP files, avoid design tragedies, handle very large documents, and improve form.

Your HP LaserJet Handbook

Alan R. Neibauer

564pp. Ref. 618-9

Get the most from your printer with this step-by-step instruction book for using LaserJet text and graphics features such as cartridge and soft fonts, type selection, memory and processor enhancements, PCL programming, and PostScript solutions. This hands-on guide provides specific instructions for working with a variety of software.

CAD

The ABC's of AutoCAD (Second Edition)

Alan R. Miller

375pp. Ref. 584-0

This brief but effective introduction to AutoCAD quickly gets users drafting and designing with this complex CADD package. The essential operations and capabilities of AutoCAD are neatly detailed, using a proven, step-by-step method that is tailored to the results-oriented beginner.

The ABC's of AutoLISP

George Omura

300pp. Ref. 620-0

This book is for users who want to unleash the full power of AutoCAD through the AutoLISP programming language. In non-technical terms, the reader is shown how to store point locations, create new commands, and manipulate coordinates and text. Packed with tips on common coding errors.

The ABC's of Generic CADD

Alan R. Miller

278pp. Ref. 608-1

This outstanding guide to computer-aided design and drafting with Generic CADD assumes no previous experience with computers or CADD. This book will have users doing useful CADD work in record time, including basic drawing with the keyboard or a mouse, erasing and unerasing, making a copy of drawings on your printer, adding text and organizing your drawings using layers.

Advanced Techniques in AutoCAD (Second Edition)

Robert M. Thomas

425pp. Ref. 593-X

Develop custom applications using screen menus, command macros, and AutoLISP programming—no prior programming experience required. Topics include customizing the AutoCAD environment, advanced data extraction techniques, and much more.

AutoCAD Desktop Companion SYBEX Ready Reference Series

Robert M. Thomas

1094pp. Ref. 590-5

This is a complete reference work covering all the features, commands, and user options available under AutoCAD Release 10, including drawing basic and complex entities, editing, displaying, printing, plotting, and customizing drawings, manipulating the drawing database, and AutoLISP programming. Through Release 10.

AutoCAD Instant Reference SYBEX Prompter Series

George Omura

390pp. Ref. 548-4, 4 3/4" x 8"

This pocket-sized reference is a quick guide to all AutoCAD features. Designed for easy use, all commands are organized with exact syntax, a brief description, options, tips, and references. Through Release 10.

Mastering AutoCAD (Third Edition)

George Omura

825pp. Ref. 574-3

Now in its third edition, this tutorial guide to computer-aided design and drafting with AutoCAD is perfect for newcomers to CADD, as well as AutoCAD users seeking greater proficiency. An architectural project serves as an example throughout. For Release 10.

Mastering VersaCAD

David Bassett-Parkins

450pp. Ref. 617-0

For every level of VCAD user, this comprehensive tutorial treats each phase of project design including drawing, modifying, grouping, and filing. The reader will also learn VCAD project management and many tips, tricks, and shortcuts. Version 5.4.

WORD PROCESSING

The ABC's of Microsoft Word (Third Edition)

Alan R. Neibauer

461pp. Ref. 604-9

This is for the novice WORD user who wants to begin producing documents in the shortest time possible. Each chapter has short, easy-to-follow lessons for both keyboard and mouse, including all the basic editing, formatting and printing functions. Version 5.0.

The ABC's of WordPerfect

Alan R. Neibauer

239pp. Ref. 425-9

This basic introduction to WordPerfect consists of short, step-by-step lessons—for new users who want to get going fast. Topics range from simple editing and formatting, to merging, sorting, macros, and more. Includes version 4.2.

The ABC's of WordPerfect 5

Alan R. Neibauer

283pp. Ref. 504-2

This introduction explains the basics of desktop publishing with WordPerfect 5: editing, layout, formatting, printing, sorting, merging, and more. Readers are shown how to use WordPerfect 5's new features to produce great-looking reports.

The ABC's of WordPerfect 5.1

Alan R. Neibauer

352pp. Ref. 672-3

Neibauer's delightful writing style makes this clear tutorial an especially effective learning tool. Learn all about 5.1's new drop-down menus and mouse capabil-

ities that reduce the tedious memorization of function keys.

Advanced Techniques in Microsoft Word (Second Edition)

Alan R. Neibauer

462pp. Ref. 615-4

This highly acclaimed guide to WORD is an excellent tutorial for intermediate to advanced users. Topics include word processing fundamentals, desktop publishing with graphics, data management, and working in a multiuser environment. For Versions 4 and 5.

Advanced Techniques in MultiMate

Chris Gilbert

275pp. Ref. 412-7

A textbook on efficient use of MultiMate for business applications, in a series of self-contained lessons on such topics as multiple columns, high-speed merging, mailing-list printing and Key Procedures.

Advanced Techniques in WordPerfect 5

Kay Yarborough Nelson

586pp. Ref. 511-5

Now updated for Version 5, this invaluable guide to the advanced features of WordPerfect provides step-by-step instructions and practical examples covering those specialized techniques which have most perplexed users—indexing, outlining, foreign-language typing, mathematical functions, and more.

The Complete Guide to MultiMate

Carol Holcomb Dreger

208pp. Ref. 229-9

This step-by-step tutorial is also an excellent reference guide to MultiMate features and uses. Topics include search/replace, library and merge functions, repagination, document defaults and more.

Encyclopedia WordPerfect 5.1

Greg Harvey

Kay Yarborough Nelson

1100pp. Ref. 676-6

This comprehensive, up-to-date WordPerfect reference is a must for beginning

and experienced users alike. With complete, easy-to-find information on every WordPerfect feature and command -- and it's organized by practical functions, with business users in mind.

Introduction to WordStar

Arthur Naiman

208pp. Ref. 134-9

This all time bestseller is an engaging first-time introduction to word processing as well as a complete guide to using WordStar—from basic editing to blocks, global searches, formatting, dot commands, SpellStar and MailMerge. Through Version 3.3.

Mastering DisplayWrite 4

Michael E. McCarthy

447pp. Ref. 510-7

Total training, reference and support for users at all levels—in plain, non-technical language. Novices will be up and running in an hour's time; everyone will gain complete word-processing and document-management skills.

Mastering Microsoft Word on the IBM PC (Fourth Edition)

Matthew Holtz

680pp. Ref. 597-2

This comprehensive, step-by-step guide details all the new desktop publishing developments in this versatile word processor, including details on editing, formatting, printing, and laser printing. Holtz uses sample business documents to demonstrate the use of different fonts, graphics, and complex documents. Includes Fast Track speed notes. For Versions 4 and 5.

Mastering MultiMate Advantage II

Charles Ackerman

407pp. Ref. 482-8

This comprehensive tutorial covers all the capabilities of MultiMate, and highlights the differences between MultiMate Advantage II and previous versions—in pathway support, sorting, math, DOS access, using dBASE III, and more. With many practical examples, and a chapter on the On-File database.

Mastering WordPerfect

Susan Baake Kelly

435pp. Ref. 332-5

Step-by-step training from startup to mastery, featuring practical uses (form letters, newsletters and more), plus advanced topics such as document security and macro creation, sorting and columnar math. Through Version 4.2.

Mastering WordPerfect 5

Susan Baake Kelly

709pp. Ref. 500-X

The revised and expanded version of this definitive guide is now on WordPerfect 5 and covers wordprocessing and basic desktop publishing. As more than 200,000 readers of the original edition can attest, no tutorial approaches it for clarity and depth of treatment. Sorting, line drawing, and laser printing included.

Mastering WordPerfect 5.1

Alan Simpson

1050pp. Ref. 670-7

The ultimate guide for the WordPerfect user. Alan Simpson, the "master communicator," puts you in charge of the latest features of 5.1: new dropdown menus and mouse capabilities, along with the desktop publishing, macro programming, and file conversion functions that have made WordPerfect the most popular word processing program on the market.

Mastering WordStar Release 5.5

Greg Harvey

David J. Clark

450pp. Ref. 491-7

This book is the ultimate reference book for the newest version of WordStar. Readers may use Mastering to look up any word processing function, including the new Version 5 and 5.5 features and enhancements, and find detailed instructions for fundamental to advanced operations.

Microsoft Word Instant Reference for the IBM PC

Matthew Holtz

266pp. Ref. 692-8

Turn here for fast, easy access to concise information on every command and feature of Microsoft Word version 5.0 -- for

editing, formatting, merging, style sheets, macros, and more. With exact keystroke sequences, discussion of command options, and commonly-performed tasks.

Practical WordStar Uses

Julie Anne Arca

303pp. Ref. 107-1

A hands-on guide to WordStar and MailMerge applications, with solutions to common problems and "recipes" for day-to-day tasks. Formatting, merge-printing and much more; plus a quick-reference command chart and notes on CP/M and PC-DOS. For Version 3.3.

Understanding Professional Write

Gerry Litton

400pp. Ref. 656-1

A complete guide to Professional Write that takes you from creating your first simple document, into a detailed description of all major aspects of the software. Special features place an emphasis on the use of different typestyles to create attractive documents as well as potential problems and suggestions on how to get around them.

Understanding WordStar 2000

David Kolodney

Thomas Blackadar

275pp. Ref. 554-9

This engaging, fast-paced series of tutorials covers everything from moving the cursor to print enhancements, format files, key glossaries, windows and MailMerge. With practical examples, and notes for former WordStar users.

Visual Guide to WordPerfect

Jeff Woodward

457pp. Ref. 591-3

This is a visual hands-on guide which is ideal for brand new users as the book shows each activity keystroke-by-keystroke. Clear illustrations of computer

screen menus are included at every stage. Covers basic editing, formatting lines, paragraphs, and pages, using the block feature, footnotes, search and replace, and more. Through Version 5.

WordPerfect 5 Desktop Companion

SYBEX Ready Reference Series

Greg Harvey

Kay Yarborough Nelson

1006pp. Ref. 522-0

Desktop publishing features have been added to this compact encyclopedia. This title offers more detailed, cross-referenced entries on every software features including page formatting and layout, laser printing and word processing macros. New users of WordPerfect, and those new to Version 5 and desktop publishing will find this easy to use for on-the-job help.

WordPerfect Instant Reference SYBEX Prompter Series

Greg Harvey

Kay Yarborough Nelson

254pp. Ref. 476-3, 4 3/4" x 8"

When you don't have time to go digging through the manuals, this fingertip guide offers clear, concise answers: command summaries, correct usage, and exact keystroke sequences for on-the-job tasks. Convenient organization reflects the structure of WordPerfect. Through Version 4.2.

WordPerfect 5 Instant Reference SYBEX Prompter Series

Greg Harvey

Kay Yarborough Nelson

316pp. Ref. 535-2, 4 3/4" x 8"

This pocket-sized reference has all the program commands for the powerful WordPerfect 5 organized alphabetically for quick access. Each command entry has the exact key sequence, any reveal codes, a list of available options, and option-by-option discussions.

Keystroke Commands

Command	Keystrokes
25% size	⌘0
50% size	⌘5
75% size	⌘7
200% size	⌘2
400% size	⌘4
Actual size	⌘1
Bring to front	⌘F
Change	⌘9
Close story	⌘W
Color palette	⌘K
Copy	⌘C
Cut	⌘X
Define styles	⌘3
Edit layout	⌘E
Edit story	⌘E
Find	⌘8
Find next	⌘,
Go to page	⌘G
Guides	⌘J
Hyphenation	⌘H
Indents/tabs	⌘I

Keystroke Commands

Command	Keystrokes
Index entry	⌘;
Links	⌘=
New	⌘N
Open	⌘O
Paragraph	⌘M
Paste	⌘V
Place	⌘D
Place/Replace	⌘D
Print	⌘P
Quit	⌘Q
Rulers	⌘R
Save	⌘S
Select all	⌘A
Send to back	⌘B
Snap to guides	⌘U
Snap to rulers	⌘[
Spelling	⌘L
Style palette	⌘Y
Toolbox	⌘6
Type specs	⌘T
Undo	⌘Z

PageMaker 4.0

Macintosh Version INSTANT REFERENCE

At last: fast access to the PageMaker commands you need. SYBEX *Instant References* are the quick, concise way to refresh your memory about valuable software features and commands. Now you can accomplish the desired task in minutes — without searching through cumbersome manuals.

Each alphabetical command entry provides:

- a summary of the command's purpose
- exact mouse and keyboard instructions
- a description of available command options
- references to related commands

This handy command reference also covers using PageMaker on popular networks, and how to convert PageMaker files across platforms and versions. Anyone who uses a Mac for desktop publishing will find *PageMaker 4.0 Macintosh Version Instant Reference* a valuable source of practical information.

Other *Instant References* include: *AutoCAD Instant Reference*; *DOS Instant Reference*; *Lotus 1-2-3 Instant Reference Release 2.2*; *WordPerfect 5.0 Instant Reference*; and *WordPerfect 5.1 Instant Reference*.

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