PagePlus Tour

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Introduction

Welcome to the Tour, which introduces all the basic skills for using Serif PagePlus and touches on many advanced ones. You don't produce anything during this Tour, it just gives you the chance to become familiar with PagePlus before you start working on real publications.

► Make sure you read all the paragraphs marked like this. These are key paragraphs and the Tour is written to assume you are following what they say.

1. Sentences like this provide step-by-step details of how to carry out directives given in a preceding key paragraph.

Explore and experiment: If you have the time, and are familiar with Windows and DTP, look out for paragraphs like this one and try to follow the suggestions. Don't worry if you have problems, just move on.

This Tour assumes you know Windows basics, so...

► If you find you're getting nowhere fast following these key paragraphs, you should pause to run through the on-line 10 minute Windows Tutorial. Select **Help/Windows Tutorial** from the Program Manager window (see your *Microsoft Windows User's Guide* if you don't know what that means).

If you have minor problems following these key paragraphs, or have to skip parts of the many **Explore and experiment** diversions, don't worry. Simply move on and then, after you've been using PagePlus for a while, run through this Tour again. You'll be surprised at what you pick up a second time around.
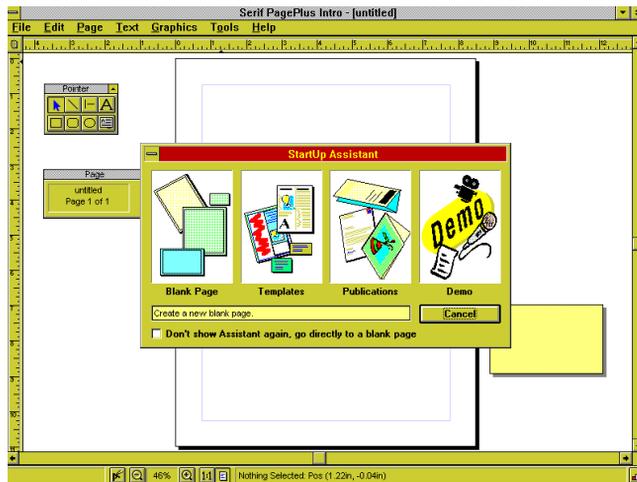
OK, let's start...

Starting Off

You have to start PagePlus to create, modify and print publication files.

► Start PagePlus now if you haven't already.

1. In the Windows Program Manager, double-click to open the Serif Applications group.

2. Double-click on the PagePlus 3.0 icon.

3. When PagePlus is ready, it displays its initial working screen:

Before the StartUp assistant appears, a "Hints and Tips" message may appear. If you like the "Today's Tip" messages which appear each time you start PagePlus, then click on *Close*. If you don't want these messages to appear then uncheck the "Show daily tip" option and click *Close*.

Problem? If this is the first time you've run PagePlus (or if you haven't registered yet) you'll see the Welcome window instead of the StartUp Assistant. Just click on the Register Later button to clear it

► Note that you can end your Tour session and exit PagePlus at any time.

1. If you want to exit PagePlus, click on the word **File** in the menu bar along the top of the PagePlus window, then click on **Exit**.

   If you're asked to save changes, just click on No.

   Throughout the rest of the PagePlus documentation, menu selections are referred to in an abbreviated form such as **File/Exit.**

Starting a publication
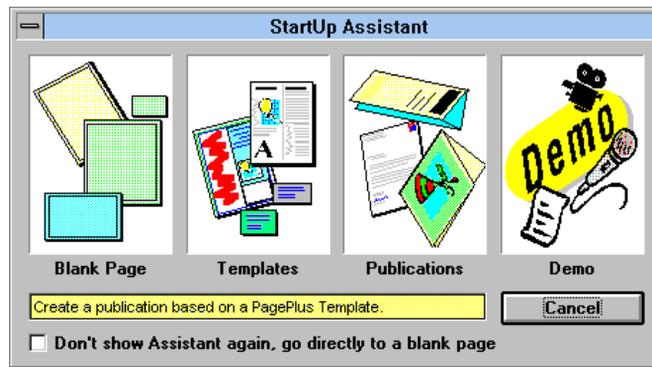
When PagePlus is started, the StartUp Assistant is displayed. The StartUp assistant provides options for creating and editing your publications:

- **Blank Page**
  Start from scratch with a blank page.

- **Templates**
  Use a pre-designed "instant publication" layout for a head start. PagePlus provides a wide range of templates, categorized for easy selection.

- **Publications**
  Open an existing publication.

- **Demo**
  Shows a quick introduction to PagePlus in the form of an electronic presentation.

Assistants are used extensively in PagePlus and provide quick and simple access to some of the major features. Notice that as you move the mouse over the buttons of the assistant, the mini HintLine gives a detailed explanation of the option available with that button.

► Open a pre-designed template now using the StartUp Assistant.

1. Click on the Templates button of the StartUp Assistant.

   The Open Template dialog box appears. This dialog provides easy access to the PagePlus templates, all you have to do is select the category of template and the appropriate template from that category. A preview of the selected template shows you what it looks like.

2. Select the SAMPLE.PPT template from the Samples category and click OK

   PagePlus opens a copy of the selected template as an untitled publication.

3. PagePlus loads and displays the first page of the template.
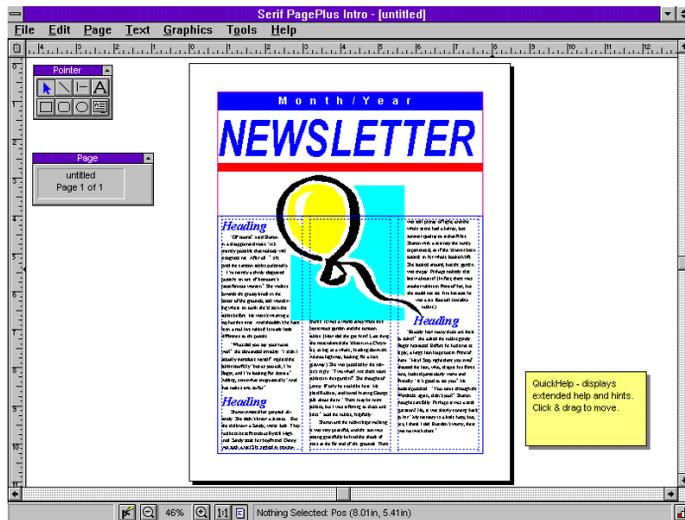
As you can see, a template can give a head start on a publication, a newsletter in this example. All you would need to do is replace the dummy content with your own text and/or pictures, and then save the completed publication with a new name. See the *Using Templates* chapter for more details.

Explore and experiment: Check out the different categories of templates available by using **File/New**, choosing *Template* from the StartUp Assistant and browsing the "Category" list box. You can preview a template with a simple click on the template file name.

Now that this template has given you an idea of the type of work you can create, it's time for you to start getting creative yourself.

► You can start a new publication file at any time. Start a new publication now.

    1. Select **File/New** and then click on the *Blank Page* button of the StartUp assistant.

       If you're asked whether you want to save changes, just click on No.

► For now the key screen items to note are the page and pasteboard areas and the ToolBox and ChangeBar. If you're not sure where these are, you should check out the *What's it Called?* section of *What's in PagePlus 3.0.*

The page and pasteboard
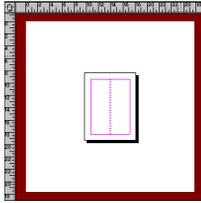
Most of the PagePlus display is taken up by a page or "artwork" area and a surrounding "pasteboard" area.

The page area is where you put page layout guides, and the text, graphics and pictures that you want to print. The pasteboard area is where you generally keep the ToolBox, and any text, graphics or pictures which are being prepared or waiting to be positioned on the page area.

The pasteboard is shared by all pages, this is very useful for copying objects between pages. Simply drag an object onto the pasteboard, change pages, and drag it from the pasteboard onto the new page.

This page and pasteboard arrangement is very convenient. In fact, it is an electronic equivalent of the system used by traditional graphic designers: they kept design tools and bits of text and graphics on a large pasteboard, and then carefully pasted final arrangements of text and graphics onto a page sized "artwork" sheet pinned down in the middle of the board.

Taking it easy, #1

Serif PagePlus is designed to be the fastest product in the DTP world to learn, and the easiest to use. There are an incredible number of features designed specifically to aid the learning process, including Levels, ToolHints and QuickHelp. There's also the PagePlus Hints and Tips that you should be aware of...

Hints and Tips
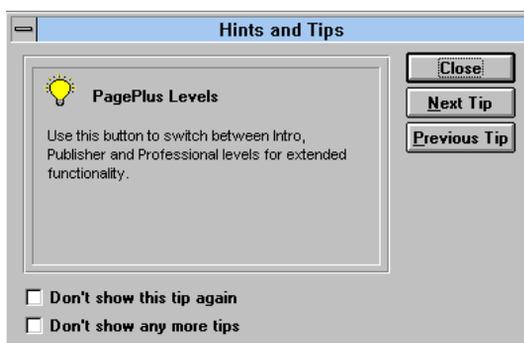
Don't be alarmed when a Hints and Tips message pops up! They appear when you do certain operations, such as changing your PagePlus Level.

Hints and Tips offer you some advice about the function you've just chosen, to help you learn more about the basic features of PagePlus, various shortcuts and advanced options. Just click on the *Close* button when you've finished reading.

PagePlus Levels

You can use Serif PagePlus at any one of three levels, *Intro, Publisher* or *Professional.* Each level is designed to balance the amount of available power with an appropriate level of help as explained below.

It's simple to switch between levels as your skills progress by either selecting **Tools/PagePlus Level...** from the menu bar or by using the *PagePlus Level* button on the right side of the Status Bar.

During the course of this tour you will mostly be using features available at Intro Level, but as the tour progresses, the Publisher and Professional Levels will be used to access some of the more advanced features of PagePlus.

- **Intro Level**
  Designed for newcomers to PagePlus and DTP novices. It works with just a single page and gives maximum available help and assistance.

- **Publisher Level**
  Equivalent to a typical budget DTP, this level provides all the tools necessary for everyday publishing with an amount of help appropriate for someone on-the-road to becoming a PagePlus expert.

- **Professional Level**
  Takes PagePlus into and beyond the high-end league of expensive DTPs. All the super-powerful features are available and there's minimal help. For the experienced or professional user, Professional Level is the one to use.

► Step through the levels now, using the PagePlus Level button on the Status Bar.

1. Check out your current level (displayed in the title bar) and look at the options available under each of the menu bar selections.
2. Click on the *PagePlus Level* button and take another look at the menus.
3. Click on the *PagePlus Level* button again and take another look at the menus.

You should have noticed that as you move from Intro Level, to Publisher Level and finally to Professional Level, the number of entries on each menu increases.

When starting this tour, we assume that you have Intro Level selected. If you'd like to work at a higher level from the start, that's no problem. The tour is designed to apply to any level. So if you're feeling confident, you can work at a higher level and take some time to explore the more advanced options available.

► Select Intro Level now.

1. Select **Tools/PagePlus Level.../Intro**

2. Check the PagePlus title bar shows "Serif PagePlus Intro - [Untitled]".

And just before we start, here's a couple of quick extras which really help to make learning PagePlus a snap. They'll provide useful guidance if you struggle with any of the tour instructions.
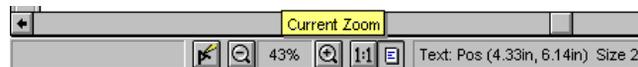
QuickHelp and ToolHints

To make it easier to use the program, Serif PagePlus provides valuable feedback and prompts in the QuickHelp window.
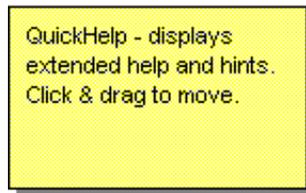
► Watch the QuickHelp window, as you move the mouse over the buttons of the ToolBox, Status Bar and ChangeBar, to find out what each button does. As you move through the tour, watch out for QuickHelp - it can often be used to guide you step-by-step through an operation.

Explore and experiment: Now spend a few moments watching QuickHelp as you browse the menus. If you need to reposition QuickHelp, just click and drag it anywhere on the page or pasteboard. If you find that QuickHelp is using up too much screen real estate, click to minimize it into a HintLine. It's now become a yellow panel at the right of the Status Bar. To bring QuickHelp back just click on the HintLine.

► Now try keeping the mouse pointer still over any icon for a few seconds. A ToolHint will appear to give you an instant description of th*at* button.

OK, now you're armed with QuickHelp, HintLine and ToolHints, let's move on and take a closer look at Serif PagePlus!

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Adding Text And Graphics

One of the most basic tasks in Serif PagePlus is to create or import the text, graphic and picture objects that make up the publication.

The PagePlus ToolBox contains tools that let you create and directly modify these objects on the page or pasteboard. We'll look at some now.

Adding graphics to a page

Let's start with graphics. We refer to boxes, lines, and ovals that you draw within PagePlus as graphics as compared to objects such as clipart or bitmap images which we call pictures.

You can add graphics directly to the page simply by choosing the relevant tool (clicking on its button) and dragging.

► Add a box to the page now using the Box tool in the ToolBox.

1. Move the mouse pointer over the ToolBox.

2. Move over the buttons in the ToolBox until QuickHelp displays the Box Tool message.

   If you need extra help then now is the time to try out ToolHints. Hold the mouse pointer still over a button on the ToolBox and, after a few seconds, a small yellow ToolHint will appear. It's easy to get a quick reminder of what each button is used for by using ToolHints.

3. Find and click on the **Box tool** button.

   When you click, the button visibly depresses and the ToolBox Title bar says Box to indicate that you have the Box tool selected.

4. Move the mouse over the page area.

   The mouse cursor display changes to a cross-hair to indicate that you have a graphic tool selected and QuickHelp prompts you on how to create a box.

   Note: Another neat trick is to always watch for the shape of the mouse cursor changing, it can tell you a lot about what you're ready to do.

5. Click and hold the left mouse button down.

   Watch that QuickHelp! It's designed to give you valuable feedback at every stage of an operation.

6. Move the mouse diagonally then release the mouse button.

That's it. A box is created with position and size set according to your drag.

Problem? If you seem to end up with a very small object, or even just a tiny dot, you must have dragged only a small distance before releasing the mouse button. Just try again (starting from 1. above).

► Take a look around and see what you notice. Here are some highlights:

■ The box has eight small black boxes displayed around its perimeter. They are called "handles" and they indicate that the box is *selected.* Check out the white indent that has appeared on the rulers. It's another way to see what object you have selected.

■ The ChangeBar now displays Box information, not Page information. If it's not in your way, leave it for the time being (otherwise just drag on its title bar to move it around).

■ You no longer have the Box tool selected. Instead you have the Pointer tool (the ToolBox title bar says "Pointer" to confirm this). Most tools will revert to the Pointer after you have created an object. If you hold the SHIFT key down as you select a tool from the ToolBox, you can stop it reverting to the Pointer tool.

Explore and experiment: Now spend a few minutes with the graphic tools of the ToolBox until you feel comfortable with creating graphics. There are five graphics tools: two line tools (free or 45 degrees), two box tools (square or rounded corners), and the oval tool. They all work in the same way, and the objects they create can be placed anywhere on the page or pasteboard. If you hold the SHIFT key down after you start dragging, you can "constrain" the graphics to a regular form (e.g. constrain a box to be square or an oval to be a circle).

► If your page is cluttered with graphics, select **File/New** now and click on the *Blank Page* button of the StartUp assistant. (If you're asked whether you want to save changes, just click on No). Remember, you can do a **File/New** to access the StartUp Assistant at any time.

Adding text to a page

Typing onto the page or pasteboard is just as straightforward as drawing graphics, but before you create some text, you will find it helpful to change the current view so you can see what you're typing.

► Change the current view to actual size.

1. Move your mouse over the **1:1** button in the Status Bar.

   Notice that QuickHelp shows useful feedback as the mouse cursor is over the buttons.

2. Click on the **1:1** button.

   The % value to the left of the **1:1** button now shows 100% (or actual size).

Explore and experiment: There are five zoom options available on the Status Bar (Zoom Out, % view, Zoom In, Fit Page, and 1:1). Try them out now by clicking on them to see how they work. When you've finished experimenting make sure you're back at 100% before you proceed.

Now let's add some text to the page.

► Add some text to the page now by clicking with the Text tool and then typing some text.

1. Select the Text tool from the ToolBox.

   The **Text tool** button is at the top right of the ToolBox.

2. Move the mouse over the page area.

   The mouse cursor display changes to an I-beam.

3. Position the mouse where you want the text to start, single click, and wait a moment.

   A blinking caret (text edit cursor) appears.

   Problem? If the text caret didn't appear exactly where you clicked, you must have clicked near a column guide. Because "snapping" (it's explained later) is on by default, PagePlus "snapped" the text starting position to the guide.

4. Type some text.

    The text appears where you type and the ChangeBar title and icons reflect the fact that a text object is now selected.

    Each text object you create is known as a text *block*.

Now we'll zoom back out to view the whole page.

▶ Zoom out to view the whole page.

1. Click on the ***Fit Page*** button on the Status Bar.

You will be often using this view but it's clearly inconvenient for reading text. Fortunately, apart from zoom options, PagePlus includes another simple aid for reading and editing your text, an integrated word-processor called WritePlus.

▶ View the text using WritePlus.

1. Select the Text tool if it is not already selected.

    The Text tool is at the top right of the ToolBox.

2. Move the I-beam over the text and double-click.

    The WritePlus window appears complete with the text you typed. Don't edit the text right now. We'll be taking a detailed look at WritePlus in a moment. For now, just click the green OK tick at the bottom right to close WritePlus.

You've just created a block of "free text". Free text can be moved to anywhere on the page or pasteboard. It doesn't flow but remains where you drag it. It's great for titles, banners and headings.

Explore and experiment: Now spend at least a few minutes with the Text tool until you feel comfortable with typing new text, and then editing existing text. Play with clicking, double-clicking and dragging the Text tool. First, over blank parts of the page. Then try the same again over existing text. Some of the things you may notice include:

- The text you type "wraps" within a certain width known as the text "measure". You control the measure by how wide you drag over a blank area with the I-beam. It doesn't matter how deep you drag when creating a text block: PagePlus lets you type as little or as much text as you want to.

- You can create text blocks anywhere on the page or pasteboard.

- The Text tool does not revert to the Pointer tool (because it is used for both creating and editing).

PagePlus also has "frame text" which flows from frame to frame in a "story". It's used for adding large amounts of text to a publication and can be created in WritePlus or imported from a word processor file. We'll be touring around frames and frame text later, but for a quick look:

► Import a sample text file and automatically add a frame to the page.

1. Select **File/Import Text.**..

   The Import Text dialog will appear which allows you to bring in text created using a word processor.

2. Double-click on SAMPLE.WRI (located in the Samples sub-directory of your PagePlus installation) and click on **No** when asked if you want to "Autoflow".

   PagePlus will import the text file, create a frame on the page and flow the text into it.

Explore and experiment: Try double-clicking on the imported text with either the Pointer or Text tool. You'll notice that WritePlus appears with all the imported text loaded.

You use the Text tool to create free text on the page when you need small blocks of text such as headlines and captions. It is both quick (click, then type) and highly flexible. And you work with frames and frame text for flowing text into columns and pages. We'll be covering frames and flowing text in more detail later in the tour.

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OK, so far...

So far we've covered how to start Serif PagePlus and how to use the StartUp Assistant to begin a new page or to open existing templates or publications.

We've used the ToolBox to create graphic and text objects and we're already using a couple of the neat help features of PagePlus, namely QuickHelp and ToolHints.

▶ If you'd like a review then check out the Quick Tour demo built into PagePlus. It covers most of the tour so far. Select **Help/PagePlus Demos**, double-click on Quick Tour and follow the on-screen instructions. When you're ready, come back to this section.

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Importing Pictures
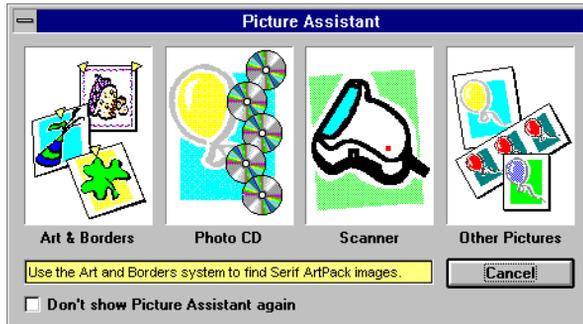
So far, the graphics you've created in PagePlus have been very simple. Now we'll look at importing pictures from a variety of sources.

► PagePlus and this documentation always refers to imported graphics files as "pictures". In PagePlus "graphics" refer to drawn objects created with the box, line and oval tools.

The Picture Assistant has four options for importing pictures from a range of sources.

► Use the Picture Assistant to add an Art and Borders picture to the page.

1. Select **File/Import Picture...** to access the Picture Assistant.

   The Picture Assistant appears. It behaves just like other Assistants, use the HintLine to check out what each button is for.

2. Click on the *Art and Borders* button.

   The Art and Borders dialog pops up. Art and Borders gives easy access to any installed Serif ArtPack categories. Don't worry if you haven't installed any serif ArtPacks, we've supplied some samples with PagePlus.

3. Click on one of the files listed.

   A preview of the picture is displayed. Click on other files or use the cursor keys to preview other files.

4. Double-click on the picture you want.

   PagePlus loads the picture and the mouse cursor changes to a cross-hair with a small shaded box. This indicates you have a picture waiting to be placed on the page.

5. Click, or drag, to add the picture to the page.

   If you click, PagePlus decides how large the picture should be. If you drag, the drag area defines the size.

   Drag means to hold the left mouse button down, move the mouse, then release the mouse button.

Explore and experiment: Now spend at least a few minutes with the Picture Assistant until you feel comfortable with importing Art and Borders images. Try clicking and dragging when you import a picture. Try holding down the SHIFT key after you start dragging. Play with the options in the Art & Borders dialog.

Explore and experiment: If you have some other picture files on your system, a scanner or Kodak PhotoCD you can try using the other options of the Picture Assistant.

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Manipulating Objects

In PagePlus, for a lot of operations there is no difference between text, graphics, and pictures. When discussing these types of operation, we simply refer to everything as "objects".

Selecting objects

Selecting things is fundamental to most Windows software and PagePlus is no different.

► You use the Pointer tool from the ToolBox to select a text block or other PagePlus object so that the next action (move, resize, property change, delete or whatever) applies to that object. You know the object is selected when it displays eight handles and when white indents appear on the rulers.

1. Click on the Pointer tool in the ToolBox (if it is not already selected).

   The ToolBox Title bar says Pointer. When the mouse is moved over the page, the cursor displays as a black pointer.

2. If you currently have a blank page, create a few objects now (e.g. a few boxes).

3. Move the pointer over an object that does not currently have handles displayed around it.

   "Over an object" means the rectangular area which was dragged over to create the object, known as its "selection area". If the object is a box, this area is exactly the same as the area the box covers.

   Watch the QuickHelp window as you move over an object - it gives you a couple of quick hints about manipulating objects.

4. Click the left mouse button.

   The object under the mouse is selected, eight handles are displayed around the edges of the selection area and white indents appear on the rulers.

Explore and experiment: Now spend at least a few minutes creating objects and selecting them using the Pointer tool until you feel comfortable. Practice selecting an object, then deleting it by selecting **Edit/Clear** or pressing the DELETE key. Remember, you can't delete an object until it is selected.

Explore and experiment: Try creating some overlapping objects, and then click over the overlapping area. Each time you click, PagePlus will cycle selection through each of the overlapped objects.

Moving objects

The Pointer tool is also used for moving objects.

► Move an object, by dragging over it with the Pointer tool.

1. Click on the Pointer tool (if it is not already selected).

2. Move the mouse over an object avoiding the handles if the object is currently selected.

    If the mouse displays as a double-headed black arrow, you're too close to a handle.

    Problem? If you can't avoid handles easily, simply click somewhere else to deselect the object and thus remove the handles. Now move the mouse back over the unselected object.

3. Drag the object to a new position.

    As you drag the object, the mouse cursor display changes to a black, four-headed arrow.

Explore and experiment: Now spend a few minutes moving objects until you feel comfortable with this key area. When you hold down the mouse button and move immediately, PagePlus just displays the rectangular outline of the object as you drag. Now try holding down the button and pausing for a moment before starting the move. Hold the sʜɪꜰᴛ key down after you start moving an object to constrain movement to be in one direction only (up/down or left/right). While doing this, release the sʜɪꜰᴛ key and then hold it down again; this allows you to switch to constrain movement in the other direction.

Sizing objects

The Pointer tool is also used for sizing objects.

► Resize an object, by dragg*ing over one* of its handles with the Pointer tool.

1. Click on the Pointer tool (if it is not already selected).

2. Select an object (if not already selected) by moving the pointer over the object and clicking.

3. Move the mouse over one of the object's handles.

   When you are over a handle, the cursor changes to a double-headed black arrow to show you can now resize the object.

4. Drag the handle to resize the object.

Explore and experiment: Create and resize various objects. Try holding the SHIFT key down after you start resizing a picture or graphic; PagePlus constrains the object to be "regular" in a way dependent on the object type (e.g. a square or circle). Press ESC while resizing; PagePlus aborts the operation (this works for most mouse dragging operations in PagePlus).

Explore and experiment: Create a free text block containing a few words with the text tool. Select the Pointer tool and resize the text block: the text re-wraps accordingly. It does not make the text itself bigger or smaller, it just adjusts the text measure of the text block.

Copying objects

The Pointer tool can also be used for copying objects.

► Copy an object, using the CONTROL key and the Pointer tool.

1. Click on the Pointer tool, if it is not already selected.

2. Move the mouse over an object.

3. Hold down the CONTROL key.

4. Drag to create a copy of the object.

   When you release the mouse button, PagePlus drops onto the page or pasteboard a new copy of the object dragged over. Much easier than copy and paste!

Grouping objects

PagePlus allows you to select a single object as explained earlier. It also allows you to select groups containing many objects.

► You use the Pointer tool from the ToolBox to select a group of several objects so that the next action (move or property change) applies to every object in the group.

A group is temporary. As soon as you click elsewhere, the group is no longer selected.

► Select a group now, using the Pointer tool to select each object you want to include in the group.

If you don't have several objects on your page, create some now.

1. Select the Pointer tool (if it is not already selected).

2. Select the first object, by clicking over the object.

   The object displays eight solid black handles.

3. Hold down the **SHIFT** key and select a second object, by clicking over the object.

   Both objects display eight *gray* handles. You now have a group containing two objects.

► Move the group now, by dragging with the pointer tool over one of the objects in the group.

1. Move the pointer over one of the objects.

2. Drag the mouse to move the group.

Explore and experiment: Spend some time creating and moving groups. Use shift-click to add several objects to the group. Use shift-click over an object already in the group to remove it from the group. Try using the Pointer to select objects with "marquee select" by dragging over an area to display a dotted marquee box. Any objects completely inside the marquee become selected as the group. The selection area of text blocks is often a lot wider than the text you see in the block: so remember that you should cover the entire measure of a text block to be included in the group.

Taking it easy, #2

It's time for another couple of useful hints and shortcuts to keep things rolling along smoothly.

The cursor display

PagePlus tries to keep the mouse cursor display as helpful as possible.

► Watch the mouse cursor display, as you move the mouse over an object, or the page, especially if you're not sure what mouse dragging will do at this point.

Explore and experiment: Select an object now by clicking on it with the Pointer tool. Now move the tip of the mouse pointer cursor over one of the handles (the eight small black boxes around the edge of the object). The mouse cursor display should change to a black, double-headed arrow which confirms that you can resize the object by dragging.

Getting Help

If you have any problems with this tour, it's probably best to move on and return to the problem section later. Alternatively you can try the Quick Tour demo, check out the on-line PagePlus Help (which allows keyword searches), or turn to your *Owner's Handbook*.

If neither the demo, nor the documentation identifies the problem, feel free to call us - we're here to help!

► For information about Serif Technical Support, select **Help/Serif Welcome...** to launch welcome screen. Now click on the *Support* button.

Moving up to Publisher Level

Now that we've covered some of the basics, it's time to move to Publisher Level. Publisher Level gives access to a few of the more powerful features that Serif PagePlus provides.

You'll still find that the basics of the next section could be done with PagePlus at Intro Level, but we will be using the Property Palette of the ChangeBar, Spell Check, and the multiple page options of Publisher Level.

► Switch to Publisher Level now by using **Tools/PagePlus Level/Publisher** or the *PagePlus Level* button.

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Formatting

All the objects you've created so far have had default properties. Every object has a set of properties which controls how the object looks. For example, for a box the properties include line thickness, and fill color. For text, the properties include font, size and color.

Direct formatting in PagePlus allows you to select an object, and then apply various property changes to control how it looks.

If your screen is cluttered, do a **File/New** to access the StartUp Assistant and start a new, blank page before continuing.

Using the Menus

► You can change how a selected object looks by changing its properties from the menus.

Let's try creating and modifying a box graphic and a block of free text.

► Create a box, and change it using the **Graphics** menu options.

1. Select the Box tool.
2. Drag over the page to create a box.
3. Select **Graphics/Fill Color/red** to make the box red.

   The inside of a graphic is known as the fill.

   Graphics/Fill Color/red means you should select **Graphics** from the Menu bar, then the second **Color** entry in the pull-down menu (the **Color** entry in the **Fill** section, not the **Line** or **Picture** sections), then **red** from the side-pull menu.

4. Select **Graphics/Weight/None** to make the line around the box disappear.

   The outside of a graphic is known as the line.

► Create a text block, and change it using the **Text** menu options.

1. Select the Text tool.

2. Drag over the page from the left to the right margin.

   The I-beam (text edit cursor) appears at the left margin.

3. Type in three or four words, press **ENTER**, then type another three or four words. This is a typical way to create a headline on your page.

   Because you're in fit-page view you can't read the text. However, as we're about to turn this text into a headline there's no point in bumping the zoom level up. Instead we're going to increase the size of the text.

4. Select **Text/Size/36** to make the headline bigger.

5. Select **Text/Color/blue** to make the headline blue.

Explore and experiment: Try selecting the box and text objects in turn, and then trying different options from the **Text** and **Graphics** menus. Try highlighting a region of text, by dragging over one or two words with the text tool, before applying a **Text/Size** change.

Using the ChangeBar

The ChangeBar is a key part of the simplicity and power of PagePlus. It is quicker and easier than menus, especially if you want to experiment with how an object looks on your page. It's designed to be very intuitive, so we'll leave you to explore most of the capabilities yourself, but first we'll cover some basic principles.

► You can change how a selected object looks by changing its properties from the ChangeBar.

The ChangeBar is a natural for many things you commonly do in DTP, such as formatting a headline.

► Select your headline and make it bigger using the ChangeBar.

1. Use the Pointer tool to select your headline (if it is not already selected).

   Check that the ChangeBar is displayed and says Text in its title bar.

   Problem? If the ChangeBar is not displayed you may have accidentally turned it off. Use **Tools/Preferences/General...** to turn it back on.

2. Check that the icon on the button at the top right of the ChangeBar is the Size icon (an A with small up and down arrows next to it).

   Problem? If the ChangeBar does not display the Size icon at the top right, you must have already started playing with the ChangeBar. Click on the button at the top right and select the Size property from the Property Palette. Use QuickHelp and ToolHints to find the correct button..

3. Click somewhere on the Scroll bar of the ChangeBar window (we call it the "slider"). Click around until the text size is reasonable for a headline.

   The size of the text changes instantly each time you click on the slider, and the actual size is shown in the edit field.

   Notice that *Check* and *X* mark buttons appear at the top right of the ChangeBar.

4. Move the mouse over the page and click.

   When the mouse is moved over the page it displays as a checked box. Clicking accepts the last set of formatting changes you made with the ChangeBar (in this case, just a size change).

   If you want to abandon your changes click on the *x-mark* at the top right of the ChangeBar.

► The ChangeBar displays and alters the properties of the currently selected object. If you have no object selected it displays publication properties and includes shortcut buttons for file open and save, print, layout checker and help.

There's plenty more to find out about the ChangeBar.

Explore and experiment: We recommend that you spend at least several minutes getting comfortable with the ChangeBar. Drag on the slider (occasionally pausing mid-drag). Try clicking on each end. Try out the combo-box at the top by clicking or double-clicking in it, and then typing in a number. Try out the five buttons at the bottom left (but leave the two buttons on the right alone for now). Create some graphics and try out the same things. Finally, switch back to the Text tool, highlight the first few words in a block and try some effects.

Using the Property Palette

The ChangeBar is a great way to control the size of a headline, but there's much more to it than that.

The Property Palette allows the ChangeBar to control many different properties. This power and flexibility is one of the advantages of working at the Publisher or Professional Levels.

► Select your headline and change the typeface using the ChangeBar, after selecting the font property from the Property Palette.

1. Use the Pointer tool to select your headline (if it is not already selected).

   Check that the ChangeBar is displayed and says Text in its titlebar.

2. Click on the top right button of the ChangeBar (the *Property* button).

   The Property Palette pops up to the right of the ChangeBar.

3. Move your mouse over the buttons in the Property Palette and watch the HintLine. Find the *Font* property button and click on it.

   The Property Palette disappears. The property button on the ChangeBar now displays the Font icon, and the edit field now shows a font name.

4. Now click on the end of the slider (on the arrow). Click on either end of the slider.

   The text will change to another font, and the edit field will show the new font name.

5. Click on the down arrow next to the edit field with the font name displayed.

   A list of fonts is displayed.

6. Select a font from the font list, by clicking on it.

   The font list disappears, and the edit field contains the name of the font you selected.

Explore and experiment: Now spend some time with the ChangeBar and Property Palette. Leave the bottom right button of the ChangeBar alone for the time being, but apart from that, go ahead and play with different properties. Don't forget to watch QuickHelp or use ToolHints to help work out what the various buttons do. Select the box you have on your page, and experiment with color, line thickness and other properties.

► The ChangeBar is a powerful way to change objects, and can do virtually everything that could be done using the **Text** and **Graphics** menus. The following summarizes its capabilities.

■ The Title bar tells you what the currently selected object is (text, box, and so on).

■ The *property* button (top right) tells you the current property that you can change, and allows you to pop up the Property Palette.

■ Dragging the slider applies changes dynamically to the object according to your mouse movement. Clicking on the ends of the slider makes small changes, or steps.

■ The value of the property such as size, or font name, is shown in the edit field at the top. You can click here to change the value.

■ You can click on the down arrow next to the edit field to select from a list of values.

■ You can click on various shortcut buttons on the bottom row.

■ When you make changes you can accept them by clicking on the page (when the cursor is "checked" box), or abandon them by clicking on the *x-mark* at the top right of the ChangeBar.

■ The ChangeBar and Property Palette can be positioned anywhere on the page or pasteboard by dragging the title bar and the bottom row of ChangeBar shortcut buttons can be displayed or hidden to save space by clicking on the control button at the top right.

■ You can use the wrap flyout (bottom right) as a shortcut way of switching text wrap on and off (instead of **Tools/Wrap Settings...**) and changing the object layering (instead of **Edit/Bring to Front** and **Edit/Send to Back).**

■ Finally, you can double-click on the buttons of the ChangeBar to access the appropriate dialog box with more options.

Alignment Tools

So far, everything you've done has been freeform (or "by eye"). In most cases, graphic designers and paste-up artists prefer to use various tools to keep things aligned, and are often very concerned about precision.

PagePlus provides electronic equivalents of the traditional T-square and design grid: Rulers and Guides.

Rulers

The rulers run along the top and left of your window, and provide a visual way to position, size and move objects on your page. You can control the basic ruler units using **Tools/Preferences/General...**
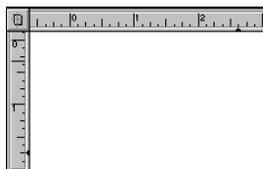
► Move the rulers by dragging and double-clicking on their intersection.

1. Move the cursor over the button where the rulers intersect.

   If there is no icon on the button, you have locked the rulers. Select **Page/Layout Tools...** to unlock the rulers and try again.

2. Drag the rulers to a new location.

   Note that the Zero Points (the origin) of both rulers have also moved.

3. Double-click on the intersection.

   The rulers return to their original position. The zero points are reset to the top and left of your page.

► The rulers also display a white indent to show the size and position of selected objects.

Explore and experiment: Try holding down the SHIFT key when you drag or double-click on the intersection: this leaves the zero points unchanged. Move the mouse or an object and watch the white indents on the rulers track these

movements. Try increasing the zoom; the rulers remain in the same basic units, but the divisions change as the zoom changes. Try double clicking on the ruler intersection when you have an object selected.

► You can hide the rulers using the *Hide/Show Rulers* button (use ToolHints) on the Status Bar.

Guides

Guides are simply non-printing lines you place on your page to help you line things up. You can have two types of guides:

- margins and column guides
- ruler guides

► You can set margins and column guides for the page by using **Page/Page Setup...** Use this option to select a 2 column layout now.

You can use the mouse to adjust column guides.

► Use your mouse to move the middle column guide.

1. Select the Pointer tool.
2. Move the mouse over the guide.

   The mouse cursor changes to a double-headed white arrow. If, your mouse cursor does not display as a double-headed white arrow, then you're not over the guide correctly.

3. Drag the guide as required.

You can add as many ruler guides as you like.

► Click on a ruler to add a ruler guide.

1. Move the mouse over the ruler at the top of the screen.

   Make sure the mouse is within the width of the page.

2. Now click.

   A vertical ruler guide is created where you clicked.

3. Now drag the mouse.

A vertical ruler guide is created and moved around until you finish the drag operation.

Problem? If you have problems moving or creating guides, you may have accidentally locked rulers or guides using **Page/Layout Tools...**

Explore and experiment: You can move ruler guides the same way as column guides. If you move them off the page, they are deleted. You can hide all guides using **Page/Display/Guides**. Note that all ruler guides are displayed in red on color monitors. To delete all the guides from a page, use **Page/Page Setup.**..

Snapping

Rulers and guides really show their value when used with Snapping.

► When moving and sizing objects, you can snap one or more edges to the nearest guide or ruler interval. Move an object now to snap to the ruler guide.

1. Select the Pointer tool, and select the box you created earlier.

2. If necessary, click on the ***Snapping on/off*** button on the Status Bar to switch Snapping on. It has a magnet icon, but if you're not sure, remember ToolHints.

The button should be down to show Snapping is on. You can check by looking at the **Page/Snapping** menu entry, it should be ticked.

3. Move the mouse inside the selection area of an object, ready to move it. The corner nearest the mouse is the "magnet".

The mouse must still display as the regular Pointer tool. If it displays as anything else you're too near a handle or a guide. In either case, move away slightly.

4. Now move the object by dragging it.

5. Move the object slowly until the magnet gets close to the guide.

When you get close to the guide, a "magnetic" effect will make the object "jump" or snap into position on the guide.

Explore and experiment: Now try resizing the object. The corner you resize will also snap to the guide. Switch snapping on and off (using the snapping button on the Status Bar) to see the difference in the object's behavior. PagePlus also snaps

the object to the ruler divisions. Try moving the object and then dropping it when the 'magnet' is kept away from guides. What is happening? The 'magnetic' corner is actually snapping to ruler divisions which define a fine snapping grid when both Snapping is on and the rulers are displayed.

► In summary, when snapping is on, the object snaps to guides (if displayed) and rulers divisions (if displayed)

Taking it easy, #3

You've experimented with creating objects and editing object properties, so it's time for another neat shortcut.

► Select a box graphic, then double click with the pointer tool. It's a great way to quickly access the Fill dialog box.

► Now try selecting a line and double clicking. Another neat shortcut!

Many objects and buttons within PagePlus have double-click shortcuts. Try out double-clicking on property buttons on the Property Palette for direct access to the associated dialog boxes. Wherever you are, double-clicking is worth a try!

Explore and experiment: Double-click on the page and pasteboard in turn. You may not have encountered the Page Setup and General Preferences dialogs before, so take a look at the options available then click OK.

It's time to move on through the Tour. You've already created small blocks of free text so now it's time to look at creating, editing and laying out longer text stories.

More about WritePlus

For text creation or editing you've already seen how Serif PagePlus provides an integrated word-processor called WritePlus. WritePlus makes it easy and fast to work on text content, allows you to apply basic formatting such as bold or italic to change the way text looks.

Starting WritePlus

WritePlus can be accessed by.

- Double-clicking on a text block with the Pointer tool or Text tool.

- Clicking the *WritePlus* button on the Status Bar (if you have many text stories in your publication, this will invoke the Story Manager).

- Selecting WritePlus from the Frame Assistant.

- Selecting WritePlus from the Serif Add-Ons Assistant.

► Start WritePlus now by clicking the *WritePlus* button on the Status Bar. Use ToolHints to find it if you're having trouble. WritePlus will pop up, ready to be used for entering and editing text.
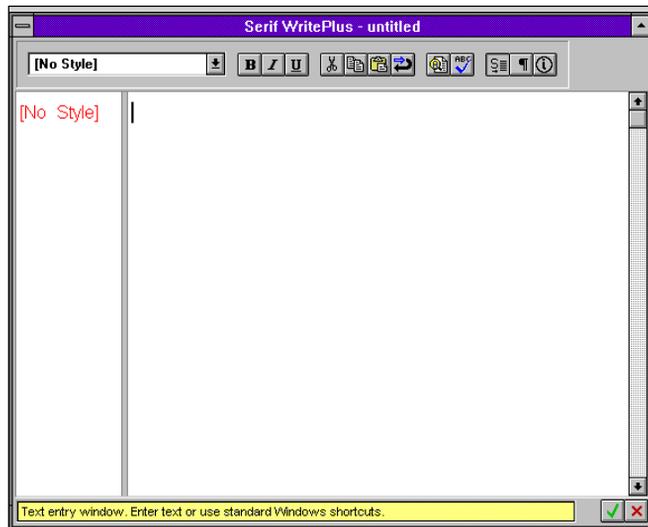
Take a moment to look at the WritePlus window. The main features to check out are the ToolBar along the top, the text entry window, the yellow HintLine, the green check mark (OK button) and the red cross (Cancel button) in the bottom right-hand corner. Move the mouse over the various points of the window, pausing to see the ToolHints.

Entering text

To enter text simply click in the text entry window and start typing - it's just like any other word processor. To select text swipe the I-Beam cursor over the text. WritePlus uses standard Windows controls for text entry and editing.

► Enter some text now by typing directly into the text entry window.

1. Click in the text entry window, then type a paragraph of text. Don't type random text, we'll be spell checking later!

   If you working on a large text file, it's useful to make the WritePlus window as large as possible. Click on the *maximize* button to enlarge WritePlus to full screen.

2. Hit RETURN twice.

3. Type another paragraph of text.

   You have created two blocks of text, each with "[No Style]" indicated in the stylename window on the left.

4. Now swipe to select a single word and try out the *Bold*, *Italic* and *Underline* buttons on the ToolBar.

Explore and experiment: Don't worry about the stylenames yet, but if you want to go further, try clicking on one of the stylenames, it's a shortcut for selecting an entire paragraph block.

Writing and editing tools

WritePlus provides a full complement of writing tools. Check out the ToolBar again and you'll find buttons for the standard cut, copy and paste commands. These work in the same way as the equivalent commands in other Windows applications.

► Copy a selection of text now.

1. Swipe to select text. The selection can be a letter, word, sentence, paragraph or larger selection.

2. Click the *Copy* button.

3. Click the cursor on the position you want to insert the copy.

4. Click on the *Paste* button.

   These shortcut buttons make it easy to edit and rearrange your text.

WritePlus also contains advanced writing tools including a spell checker, search & replace feature and word count.

► Check the spelling of the text you've typed into WritePlus and count the number of words used

1. Click on the *Spell Check* button on the ToolBar.

   The Spell Check dialog will open, ready to use.

2. Click the *Start* button and WritePlus will begin checking your story.

   If you've ever used a word processor then the spell checking options should be familiar to you. If not then the options are fairly simple... but if you'd like a little help then try out the *Help* button in the dialog. It takes you directly to the appropriate section of PagePlus Help.

   If you're having trouble, just click on close for now

3. When the spell checking is complete, click *OK* to return to WritePlus.

4. Click the *Word Count* button.

   An information dialog appears informing you of the number of words and characters used in your WritePlus story. Very useful if you've been asked to write to a specific word count.

► Close WritePlus by clicking on the green check mark at the bottom right of the window.

WritePlus will close and any text you entered appears in a new text frame on the page. We'll be covering text frames in a moment.

....

Frames

You've already seen how to create free text directly on the page with the Text tool. This direct approach is ideal for headlines, captions, and other small pieces of text. Sometimes, this approach is all that's needed for simple publications such as flyers.

You've just seen how WritePlus can be used to create, edit and proof text content. But what about publications in which the text must flow from column to column, area to area, and page to page? The solution in PagePlus starts off with a new type of object called a frame.

Adding a frame to a page
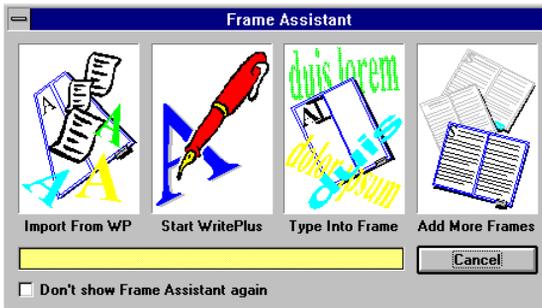
Before we go any further, get to a new blank page by using **File/New** to access the StartUp Assistant.

Next we'll create a frame, it's like creating a box, only you use a different tool from the ToolBox.

► Create a frame about half the size of the page.

1. Select the Frame tool from the ToolBox.

2. Move the frame tool to the top left margins of the page, then drag diagonally to the right margin to create a frame covering the top half of the page.

A new frame is created, the frame has a button at the bottom right.- the *frame link* button, this is visible whenever you have a frame selected.

The Frame Assistant immediately appears. The Frame Assistant gives you options, designed to cover the common basic frame operations. You can:

- Import text from a word processor file directly into the frame.
- Start WritePlus to enter text into the frame.
- Type text directly into the frame on the page.
- Create more frames, linked to the first one to create a "frame sequence" (more on this later).

Problem? If the Frame Assistant didn't appear when you created a frame, it must be turned off. Use **Tools/Preferences/Ease of Use...** to check that you've got the Frame Assistant turned on.

We're going to import a sample word processor file, created using Windows Write, into the frame we've just created.

► Import SAMPLE.WRI into the frame using the Frame Assistant.

1. Click on the *Import From WP* button of the Frame Assistant. Remember that each Assistant has its own HintLine to help.

   The Import Text dialog appears.

2. If it's not already selected, choose the WRITE (*.WRI) text filter from the "List Files of Type" list box.

3. If necessary, select the Samples sub-directory of your PagePlus installation.

4. Double-click on the SAMPLE.WRI file.

   PagePlus imports the text, and flows it in to your frame (this will take a few moments). Click on *NO* if asked to "Autoflow" the text.

Try moving and sizing the frame (by dragging over it, or over its handles) and you'll find its behavior is identical to a box. In fact, a frame is:

- A column layout, independent of the underlying page, into which text can flow.
- A box graphic (set by default to be clear) with exactly the same size and position which can be used to give a background tint or color to the frame. The box graphic is automatically "tied" to the frame.

Explore and experiment: Assuming the Information property is currently selected for the Property Palette (if not, select it now from the Property Palette remembering to use the HintLine), PagePlus displays the filename that was the source of the "text stream" (a text stream is a file intended to be flowed from start to end). The name (in this case SAMPLE.WRI) is displayed with an ellipsis at the end, indicating there is still more text from the end of the text stream to be flowed into frames. Note that the whole of the file has been imported ; it just hasn't all been flowed.

Explore and experiment: Note that the ChangeBar says "Frame" in its Title bar but that there are properties exactly matching a box graphic (plus one extra, that displays frame information and navigation buttons). You can use the ChangeBar to set a color for the frame's fill, line, and so on.

Linking frames

Frames can be "linked" together to control the way text flows in two ways: automatically, and manually using the *frame link* button that is displayed at the bottom right of a selected frame.

► Link this frame to a second frame automatically.

1. Use the pointer tool to select the frame containing the imported text, the ChangeBar title will display "Frame".

2. Hold the sʜɪꜰᴛ key down.

3. Click on the *Frame* button in the ToolBox and release the sʜɪꜰᴛ key.

   The Frame tool is selected.

4. Drag out a second small frame.

   Because the first frame was selected when you created this second frame, the frames are automatically linked. The text flows from the first frame to the second.

   Because the sʜɪꜰᴛ key was held down when the Frame tool was selected, the tool has not automatically reverted to the Pointer tool.

5. Create a third frame.

6. Because the second frame was selected when you created the third, they are also automatically linked. The text flows from the first frame to the second to the third.

▶ Use the Pointer tool to select the first frame.

1. Select the Pointer tool (the frame tool is currently selected) and move over the frame.

2. Now click.

   It did not select the frame! Surprised? When there is text inside the frame, the text is selected first.

3. Click again to select the frame.

   Problem? If it still does not select the frame, just click again. Try not to move the mouse between clicks, or you will keep selecting text.

▶ Now use the *frame link* button to link two frames manually.

1. Click on the *frame link* button at the bottom right of the frame.

   Notice that the next two frames are "emptied", because you have "unlinked" all frames following the current frame. The text now only flows into the first frame.

   The cursor display changes to either "join link" or "break link" depending on where the mouse cursor is positioned.

2. Move the mouse over the frame that was third in the flow sequence.

   The cursor display changes to the join link icon.

3. Now click.

   The text flows from the first frame drawn to the third, missing the second.

Explore and experiment: Try double-clicking on the *frame link* button. This gives quick access to the Import Text dialog. Experiment with importing text into empty frames and importing text to replace or append text contained within a frame.

Explore and experiment: Spend a few minutes using the *frame link* button now. You can link any number of frames, in any page sequence (even backwards). Click on the *frame link* button then click over a blank area to unlink everything beyond the current frame. Click again on the same *frame link* button to cancel the link/unlink operation. Click on another frame, or its button, to link the two frames.

Frame layout

You can move frames around the page, and any text inside will also be moved.

► Move the first frame (with text inside it).

  1. Select the Pointer tool.
  2. Click over the frame.

     If there is a text block underneath the mouse, you will select that first. Click again, and if necessary, one more time, until you have the frame selected.

  3. Drag the frame.

     The text in the frame moves with the frame.

Frames contain margin and column guides. The margins at the top and bottom of the frame are called "column blinds", because they can be independently adjusted for each column. You can change the frame layout using menus, the ChangeBar or by dragging.

► Change the frame layout to 1 column using **Page/Frame Columns/1.**

  1. Select **Page/Frame Columns/1.**

     The text reflows to reflect the new layout.

  2. Select **Page/Frame Setup...**
  3. Take a look at the options, then set columns back to 2 and click on *OK*.

     It's also possible to use the ChangeBar to experiment quickly with frame layout. With the frame selected, click on the *1 Column*, *2 Columns* and *3 Columns* buttons on the ChangeBar in turn.

► You can *drag* the frame margins, column guides and column blinds to reformat the text.

  1. Select the Pointer tool, if it is not already selected.
  2. Move the pointer over the column guide.

     The cursor changes to a double-headed white arrow. If it does not, you may have locked frames using **Page/Layout Tools...**

3. Drag on the column guide.

   The text reflows.

4. Move over the column blind guide at the top of the first column.

   Again the cursor display should change.

5. Drag the column blind down slightly.

   Again the text reflows.

Text wrap in a frame

You can create interesting effects by making text in a frame flow around or even inside a graphic or picture.

► Make the text flow around an oval using the "wrap flyout".

1. Use the Oval tool to draw an oval that overlaps part of your first frame.

2. Click on the *Wrap Flyout* button at the bottom right of the ChangeBar.

3. Click the *Wrap Outside* button on the flyout (second from left, use ToolHints).

   A dotted line appears around the oval, and the text in the frame reflows around the graphic (actually it flows around the dotted wrap outline).

4. Click the *Wrap Inside* button on the flyout.

   The text will now flow inside of the oval but you won't be able to see it. Use the ChangeBar or the Graphics menu to give the oval a Clear (transparent) fill.

Explore and experiment: Move the oval out of the frame, then try clicking and dragging on the perimeter of the oval when the mouse cursor displays as a curvy line (which means it is ready to modify the wrap outline). Change the outline and then drop the oval back over the frame.

Editing frame text

You're already familiar with WritePlus so it's easy to edit frame text. Double-click on a block of text within a frame with the Pointer tool or Text tool selected and WritePlus will start. WritePlus will contain all the text in the frame sequence. (ie. the whole "story").

Drag and drop of text blocks

Frame text is simply text inside a frame. Frame text doesn't have to remain frame text - it can be simply dragged out of the frame to become free text. The same goes for free text - it can be simply dragged over a frame and dropped to become frame text.

► Drag a text block out of a frame and drop it anywhere outside of the frame. Drag it back into a frame again and drop it anywhere inside the frame.

Explore and experiment: When dragging a text block over a frame, PagePlus indicates where the text block will be inserted after. Try dragging a frame text block up or down to change the space between blocks. If you want to put a free text block in the frame, but you don't want it to flow (for example, for a headline or "pull-quote") take a look at the **Text/Spacing...** option "keep as free text".

Typing text in a frame

► Select the Text tool now, click anywhere in your frame over an existing text block. Type some text.

As you can see, you can edit frame text in the usual way using the text tool. Now create an empty text frame (make sure you don't have a frame selected when you create, as it will be linked).

► Now click with the Text tool anywhere in the empty frame. Then type some text.

The text tool creates a new frame text block. One way of getting text into a frame is to type directly, just as you did when creating free text. You can use the text tool to create a new frame text block at the beginning of an empty frame, or at the end of the imported text file when it does not completely fill the frame.

► The Text tool behaves identically for editing frame text and free text.

Problem: If the text insertion I-beam does not appear and all you see is a no-entry symbol when you click, you must have clicked over an empty frame in the middle of a frame sequence. You can only type in to an empty text frame if it is the first one in the frame sequence.

Adding pages

A basic premise of a word-processor is that as you add text, it adds pages. While PagePlus can work this way when importing large quantities of text, PagePlus generally expects *you* to decide when and where to add pages. We'll look at both situations.

Adding pages manually

► Add a page now.

1. Select **Page/Pages...**

   The Pages dialog appears.

2. Click on the *OK* button.

Explore and experiment: You can copy just the layout of a page or the objects on it too. Using the page area on the Status Bar is usually the easiest method to use the Pages dialog. Just double-click on the area which says, "Page 1 of 1" to pop up the dialog.

Adding pages automatically

► Select **File/New** to access the StartUp Assistant and start with a new, blank page. Select **File/Import Text...** and import SAMPLE.WRI again. This time click on Yes, when prompted to Autoflow.

This method of importing text automatically creates a default frame on the page. It's just the same as manually dragging a frame on the page and using the Frame Assistant to import the text file.

PagePlus adds a second page, complete with a frame, to flow the text into. If the sample file had been larger then more pages would have been automatically added until all the text was flowed into the publication.

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Moving up to Professional Level

For the last part of the tour we're going to work in Professional Level. Professional Level gives access to all the high-end power features of PagePlus.

You'll still find that the basics of the next section could be done with PagePlus at Intro or Publisher Levels, but we will be using the Style Palette and Status Editor which are only available at Professional Level.

If you feel super confident then try Professional Level now. If not, keep working in Intro or Publisher Level until you feel more comfortable with PagePlus, then come back to this part of the tour later.

► Switch to Professional Level now by using **Tools/PagePlus Level/Professional** or the *PagePlus Level* button.

Once you reach the "power user" Professional Level, you may not want all the help features of PagePlus! You can switch off Assistants, ToolHints, Hints and Tips and the rest by using **Tools/Preferences/Ease of Use...**

Styles

One key aim of Desktop Publishing design is consistency of text and graphic formats within a publication. To help ensure this kind of consistency, PagePlus supports "Named Styles".

You don't have to use named styles, but PagePlus makes it especially easy to do so. You've already seen how to apply formatting to text and graphics. For example, in this tour you've selected a block of text, and changed the font, size, and color. The styles options allow you to give those changes a name (such as "Tour-text" or "mystyle") which can then be applied to another text block as one command. PagePlus styles give the following major benefits:

- It's quicker to apply a named style than to apply the font, size, and color commands in turn to each text block you want to look the same.

■ If you apply a named style to many objects in your publication that you want to look the same way, it is very easy to change your mind about how they look. The named style can be updated, which changes all the objects using this style. If you don't have styles, this is laborious: you'd have to select each object in turn and change it!

■ PagePlus lets you use named styles for both text and graphics, and maintains two sets of styles per publication. You can even apply graphic styles to frames and pictures to change their background and border.

■ PagePlus styles can be saved as "style sheets" so you can use them with other publications. This makes it easy to create and reuse the "house" styles.

Styles are more easily understood by using them, so that's what we'll do here. First...

► Select **File/New** and the StartUp Assistant to create a new page.

We'll introduce the basic mechanism involved in styles by the use of two objects which we'll say we want to keep looking the same.

► Create two free text blocks and then use the ChangeBar to change something noticeable about one of the blocks, e.g. color to green, size to 20 points.

Select the Style property from the Property Palette. Select each text block in turn, and note how they both have the style name - "[No Style]".

Creating and applying styles

► Now create a new style from a text block.

1. Select the colored text (if it is not already selected).

2. Select **Text/Text Style/Palette...**

   The Text Style Palette pops up. Notice that the current object style is "No Style".

3. Click on **Create a new style.**

   The dialog extends.

4. Type a style name, say, **Mystyle**, and click on the **OK** button.

   The dialog rolls up to the previous size.

5. Click on **Apply**.

   You now have a new named text style, "mystyle", available to use which has the same properties as the text block you had selected when you created the style. Note also that we have applied "mystyle" to this text block.

► Now apply the new style to the second text block.

   1. Select the other text block.

   2. Select **Text/Text Style/Palette...**

      The Text Style Palette dialog appears. Note that the current style is "No Style".

   3. S*elect "mystyle" from* the list of available styles and click **Apply**.

      You should find you have several styles available in addition to the new "mystyle" style.

You now have two text objects, both with "mystyle" as the named style. Now change one of the objects again, so that it is noticeably different from "mystyle" by, for example, changing the color again.

► Now update the new style.

   1. Make sure the text you've just changed is still selected.

   2. Select **Text/Text Style/Update.**

      A prompt is displayed showing that "mystyle" will be updated.

   3. Click on **OK**.

      All (in this case, there are only two) objects with the same style name are updated.

► Now apply styles to a text block using the Property Palette.

   1. Select one of your text blocks.

2. Make sure the Style property of the Property Palette is selected.

3. Use the combo-box or Scroll bar of the ChangeBar to select the required style.

As you step, the text block is updated, just as if you were changing font or size. This is a great way to see what each style will look like!

Explore and experiment: A red check mark appears at the top right of the ChangeBar when an object has just been changed. Create a new text block. Now modify it, and click on the red check mark. PagePlus assumes you are trying to create a new style and pops up the "AutoApply" dialog. Type in a new style name and click on *OK*. Now select another block and apply the new style using the ChangeBar. Finally, modify that text block and then double-click on the red check. Double-click is a shortcut for **Text/Text Style/Update.**

Rotating and Cropping Objects

PagePlus can rotate text, graphics and pictures (including Serif Add-Ons pictures and OLE objects).

Rotation ⟲

PagePlus will rotate by eye, or numerically in one hundredth of a degree increments.

► Rotate an object now.

1. Select an object to rotate; try a free text block or a box.

2. Select the Rotate tool from the ToolBox and move the cursor over one of the object's handles.

    As you move the rotate pointer near a handle, the cursor changes to two arrows circling without the pointer.
    If it does not, it means that you cannot rotate this object.

3. Drag the handle.

    The object rotates around the top left handle.

Explore and experiment: Try holding the SHIFT key down after you've started dragging to constrain the rotation to 45 degree increments. Try double-clicking on a rotated object, then double-clicking on it again. If you want to specify an exact rotation value, use the Status Editor (only available in Professional Level).

Cropping ⌖

Cropping means trimming the object so that only part of the whole object is visible. It is most commonly used with pictures; for example, to turn a full-length picture into a "mug shot".

► Crop an object now.

1. Select an object to crop.

    Make sure the object is not rotated because rotated objects can not be cropped.

2. Select the Crop tool and move the cursor over one of the object's handles.

As you move the crop pointer near a handle, the cursor changes to a crop cursor without the pointer. If it does not, it means you cannot crop this object.

3. Drag the handle.

The object is cropped.

Explore and experiment: Once you've cropped the object, try dragging over the object (not a handle) as if you were trying to move it. The cursor changes to a hand, and you will be able to scroll the image in the crop area. Try double-clicking on the cropped object, then double-clicking on it again.

Status Editor ⊹

Now you've got the hang of using rulers and guides, we'll take a quick look at the third way of accurately positioning objects within PagePlus. The Status Editor gives you ultimate control by allowing the size, position and rotation angle of any object to be set numerically, with a real high level of precision. It's one of the high-end features that is available in Professional Level.

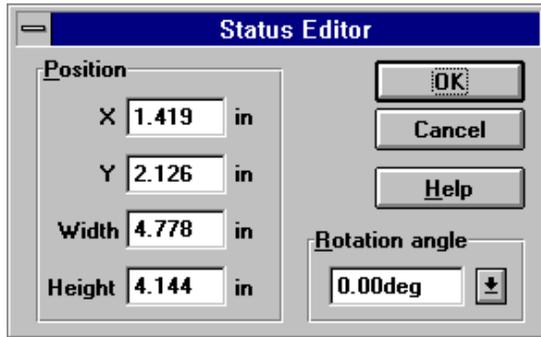► Try out the Status Editor for super-accurate object positioning.

1. Select any object on the page; try out a box.

2. Find the *Status Edit* button on the Status Bar

Problem? If it's not available, you're not running in Professional Level.

3. Click on the *Status Edit* button.

It's now possible to enter very precise values for the size and position of the object, and it's rotation angle.

4. Make some minor changes to the size and position, then click *OK* to update the object.

Status Editor

Position

X `1.419` in

Y `2.126` in

Width `4.778` in

Height `4.144` in

OK

Cancel

Help

Rotation angle

`0.00deg`

Try out the Status Editor with different objects. It works with any object and can be invaluable for precision layout control.

The Menus

As you've found while working through the tour, PagePlus can be used almost entirely using the ToolBox and the ChangeBar. But sometimes, you do need (or may prefer) to use the menus.

Before you finish the tour you may want to spend a few moments exploring the various menus and their options. They are discussed in detail in *The PagePlus Menus* chapter of the *Owner's Handbook*.

The behavior and appearance of some menus (especially **File** and **Edit)** are similar to other Windows applications. The menus are as follows:

- **File**: for opening, saving and printing publications
- **Edit**: for cutting and pasting, and arranging objects
- **Page**: for view, page, and layout tools
- **Text**: for making changes to your text and working with text styles
- **Graphics**: for making changes to your graphics and pictures
- **Tools**: for setting preferences and other miscellaneous functions
- **Help**: for ready access to PagePlus demos and help

Printing

You can print any page, to any Windows printer using **File/Print.**

PagePlus provides extensive commercial color production support, but it's not the kind of thing covered in an introductory tour. Printing is covered thoroughly in the *Owner's Handbook*.

What next?

Well, that's it - hope you enjoyed the tour!

► For the best results, we suggest your next move in learning PagePlus should be to run through the 10 minute PagePlus Tutorial that follows.