Chapter 5

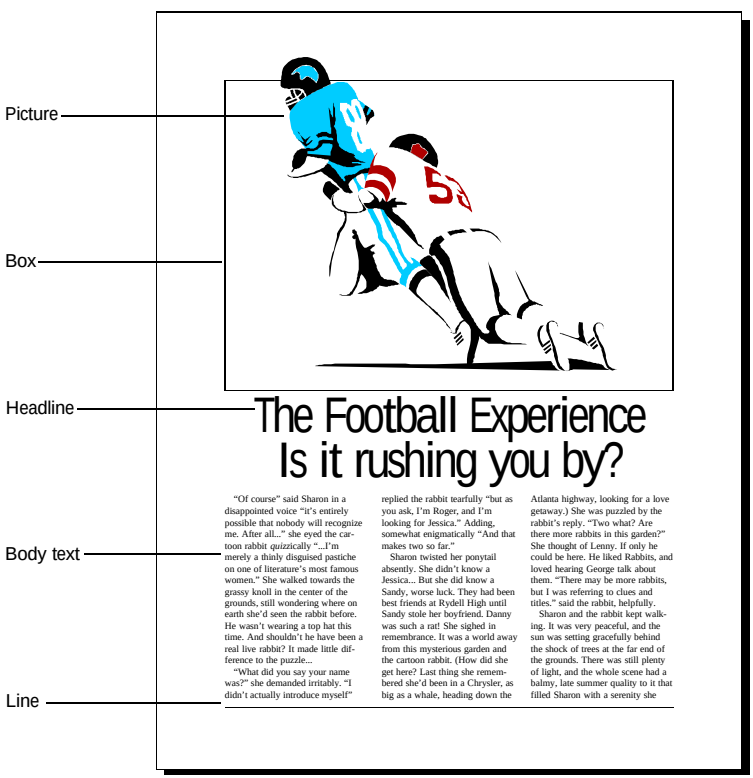
PagePlus Tutorial

Introduction

This 10 minute tutorial guides you through the creation of a simple one page publication to ensure that you are confident with the basics of Serif PagePlus. The tutorial can be completed using PagePlus at any level - we'll tell you if a higher level is required for any particular operation or shortcut.

► About the only thing this tutorial assumes is that you have run through the *PagePlus Tour*.

Below is a sample of what the finished page could look like. Yours won't be identical, you may use a different font for the headline, for example, but the basic layout will be the same.



Starting the page

► Start Serif PagePlus if necessary. If PagePlus is already running do a **File/New** (just say No if prompted to save) then use the StartUp Assistant to give you a new, blank page. You're nearly ready to start work.

► Establish the basic page layout for this page. This is always the first step for any publication.

1. Select **Page/Page Setup...**
2. Make sure your page size matches your printer, set columns to 1 and click on ***OK***.

The Football picture

Although you can add items to a PagePlus publication in any order you like, typically you would start with the primary elements. In this case, that means either the picture or the 3 column block of text. We'll do the football picture first.

► Import the FOOTBLL2.WMF picture (an ArtPack sample supplied with PagePlus) using the Art and Borders feature of PagePlus.

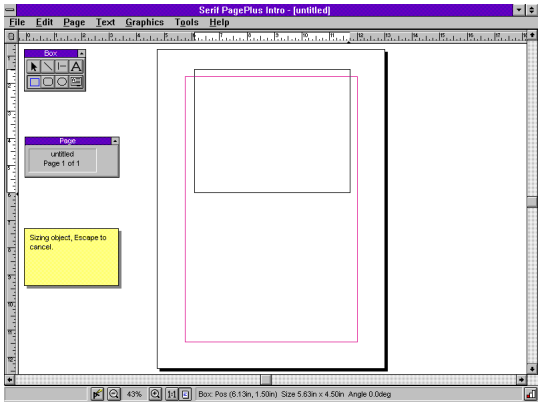
1. Select **File/Import Picture...** to access the Picture Assistant.
2. Click on the ***Art and Borders*** button.

   PagePlus displays the Art and Borders dialog.

   If you've switched off the Picture Assistant, then use the Art and Borders button from the ToolBox Import Objects flyout.
3. Select Sport from the Category list box at the bottom of the dialog.
4. Double-click on FOOTBLL2.WMF in the files list.

   After a few moments the cursor will change to a cross-hair with box to indicate that the picture is ready to be put on your page.

5. Drag the mouse in a rectangle covering the top half of the page according to the screenshot shown below:



6. Release the mouse button.

   The picture is imported and placed where you dragged.

7. If you didn't manage to place the picture correctly or at the right size, use the Pointer tool to move and/or resize it now.

OK, that's the picture done. Let's move on.

The box (around the picture)

► Draw the box using the Box tool from the ToolBox.

1. Ensure Snapping is on (the **Page/Snapping** menu entry should be checked) so that the box snaps to the margin guides.
2. Draw a box to come about halfway down the page and fitting the left, top, and right margins.

   The box snaps to exactly align with the margin guides.

   Currently the box is on top of the picture (because it was drawn last).

3. Select **Edit/Send to Back** to put the box behind the picture.

   Problem? If the box did not go behind the picture, you probably have the picture selected instead of the box. Check that the Title bar of the ChangeBar (which shows the type of object currently selected) displays "Box", not "Picture". If not, click over the box until the Title bar displays "Box" and retry this step.

Next we need to change some properties of the box to make it look the way we need it.

1. Set the line weight to 2 points by selecting **Graphics/Line Weight/2.0p**
2. Select **Graphics/Fill Color** and set the color to Clear.

   Note that Clear comes before Black in the list.

3. Select **Graphics/Line Color/blue.**

   Problem? I don't know how to do these operations. Are you forgetting to watch the QuickHelp window? If you really are having problems, you probably didn't spend enough time going through the tour. We recommend you run through the tour again and return to this tutorial later.

Explore and experiment: Most of these operations can be done using the ChangeBar and Property Palette. If you're feeling confident or this is your second time through the Tutorial, switch to Publisher or Professional Level and try it out.

The headline

► Create the headline using the text tool.

1. Just below the box you've just drawn, double-click with the Text tool.

   WritePlus will appear, ready for you to use..

   Problem? If WritePlus doesn't appear you either don't have the Text tool selected, or you didn't double-click. Try again.

2. Type in ***The Football Experience.*** followed by **ENTER** followed by ***Is it rushing you by?*** Click on the green check mark to close WritePlus and update the page.

► Use the Pointer tool to resize the text block (change its measure or width) until it extends from the left to the right page margin.

► Use the **Text** menu to change the way the headline looks, until you're happy with it.

1. Use the **Text/Character...** dialog to select the desired size, typeface and color for the headline.
2. Use **Text/Align/Center** to set the alignment to center.

That's the headline basically done (we may want to move it slightly later). For now, we'll move on to the three column frame of body text.

The body text

The body text of this piece consists of one frame of text that flows through three columns in a small area of the page, so we need to create the frame for the text.

► Create a frame just below the headline, spanning the page margins, using the frame tool.

1. Draw the frame, spanning the margins.

   PagePlus will automatically open the Frame Assistant, ready to help you.
2. Choose **Import from WP** from the Frame Assistant.
3. Make sure List Files of Type is set to WRITE (*.WRI).
4. If necessary, change to the SAMPLES directory of your PagePlus installation.
5. Make sure the "Retain Format" option is not checked.
6. Double-click on the SAMPLE.WRI file.

   The text loads into the publication and is flowed into the frame - just answer No when asked if you want to Autoflow.

   The frame's column setup needs to be changed to the necessary 3 column arrangement.
7. Set 3 columns by using **Page/Frame Columns/3.**

   The text reflows into the three columns of the frame.

OK, that's the layout done with some text imported using the Frame Assistant. That just leaves paragraph and character formatting. We can format the first block in the frame and then invoke the PagePlus Update Story function to update the whole text stream to look the same.

► Use the menus to modify the way the first block in the frame looks, until you're happy with it. Then update the other text blocks. You can do this using **Tools/Update Story.**

1. Select the first block of text in the frame.
2. Use **Text/Character/Size** to adjust the size (10pt is a good size).
3. Use **Text/Color/red** to change the text color to red.
4. Now choose **Tools/Update Story**.

   All the text in the story will update to have the same properties as this text.

Right, what's left to do?

The line (at the bottom)

The final element is a line graphic used as a border to the page.

► Draw the line using the 45 degree line tool from the ToolBox.

1. Select the 45 degree line tool from the ToolBox.
2. Ensure Snapping is still on (the **Page/Snapping** menu entry should be checked).
3. Draw a line from the point where the left and bottom page margins meet to where the right and bottom margins meet.

   The line snaps to align to the bottom margin.

Finishing Up

OK, your masterpiece is now done, apart from minor adjustments and a final check.

To get everything looking just right, you may want to adjust the positions of a few of the items.

► If, say, the headline looks like it could do with moving down a little, do it now.

1. Select the headline using the Pointer tool.
2. Start moving it (by dragging). Then press the **SHIFT** key to constrain movement to one direction, then move the Headline up and down until it looks right.
3. Make any other alterations you want.

► Professional Level allows you to use "CleanUp" to quickly switch off your window elements, so that you can do a final "preview" using an uncluttered screen.

1. Switch to Professional Level and Click on the ***CleanUp*** button on the Status Bar.

   Alternatively, you can double-click on the ***CleanUp*** button to pop up the CleanUp dialog. This lets you change the CleanUp settings: check those elements you want to hide then click on ***OK***.
2. PagePlus displays a "clean" screen according to your settings.

   Many people like to use this screen display in order to remove distractions as they do a final check.
3. To return from CleanUp display simply click once more on the ***CleanUp*** button.

OK, that's the piece done!

Saving your work

PagePlus follows the standard Windows approach for file saving. Use **File/Save** or **File/Save as...** and save your publication file.

► Save your work now as a PagePlus publication.

1. Select **File/Save.**

   As is standard for all Windows applications, if your current file has a name (shown in the application's Title bar), selecting **File/Save** will simply save the file without further prompting (all that will seem to happen is that there is a pause while the PC is doing something). However, if your current file is Untitled and you select **File/Save**, the application pops up the **Save As...** dialog instead.

2. Type a filename into the "File Name" box.

   You should type just 1-8 characters, nothing else. You don't need to type in the extension, PagePlus will add the extension .PPP for you (or .PPT if you've selected "Template" as the save type). The extension is important because it controls whether PagePlus will list the file in dialogs.

3. Click on ***OK***.

PagePlus also includes an Autosave feature, which automatically saves a hidden backup of your work every few minutes. Don't worry about this, it has no affect on your own file saving. But if you ever have a system failure this fail-safe could save you hours of hard work.

Print your page

► Finally, print your tutorial page...

1. Select **File/Print.**

   The Print dialog appears. You can use this to change some of the options as you see necessary, but for a normal print the default settings should be fine.

2. Click on ***OK***.

What next?

The PagePlus Tutorial is now complete!

► Now look at *Using Templates* to see how you can work with the collection of designer templates supplied with PagePlus.