



# *Appendices*

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# Keyboarding

PagePlus allows several forms of keyboard shortcuts.

- **Special functions:** PagePlus has several special features which are accessed by holding down a special key while performing an operation. For example, if you hold down the **SHIFT** key whilst creating or sizing a box, the box will be constrained to a square. See below for a complete list of shortcuts.
- **Menus using the keyboard :** Rather than using the mouse to click over menus, you can use **ALT + CHARACTER**, where character is the letter shown as underlined on the menu. For example **ALT + E** followed by **ALT + I** would select the **Edit/Insert Object...** dialog from the menu.
- **Menu shortcuts:** Certain commonly used menus have quick single keystroke shortcuts. Menu entries which have a shortcut will have **CTRL + CHARACTER** on their right where character is the letter to be pressed simultaneously with **CONTROL** to perform the menu operation. For example **CONTROL + s** will do the **File/Save** operation.
- **Character access shortcuts :** Some more commonly used characters which are not accessible directly from your keyboard have special shortcuts for accessing them. For example if you press **ALT + CONTROL + c** whilst editing text, a copyright symbol is accessed . See below for a complete list of character shortcuts.

## Special functions

### Shift key

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

- **Moving:** When you are moving an object in PagePlus, if the **SHIFT** key is pressed, the movement will be constrained to the direction of the next movement (either left/right or up/down). Releasing and then pressing the **SHIFT** key again will allow the constrain direction to be switched.

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

## Control key

- **Quick copy**: If you move an object whilst the **CONTROL** key is pressed, PagePlus will make and move a copy of the object, leaving the original unchanged.
- **Sizing and creating** : When you paste or re-size a picture, if the **CONTROL** key is pressed the picture size will be constrained to be a multiple of its original size, or in the case of bitmap type pictures, the size will be constrained to sizes which produce good results on your currently selected printer in Windows.
- **Editing single text blocks** : If you have the text tool selected and you double-click over a frame text block, while the **CONTROL** key is held down, the single text block, rather than the story to which it belongs, is loaded into WritePlus.

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## Escape key

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

Pressing the **ESCAPE** key will allow the import of a text file to be aborted.

## Function keys

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

## Character shortcuts

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

<b>CONTROL+ALT+8</b>	•	Bullet
<b>CONTROL+ /</b>	†	Dagger

CONTROL+ALT+/ <b></b>	‡	Double dagger
CONTROL+ALT+= <b></b>	—	Em-rule or dash
CONTROL+ALT+C <b></b>	©	Copyright symbol
CONTROL+ALT+R <b></b>	®	Registered symbol
CONTROL+ALT+T <b></b>	™	Trademark symbol
CONTROL+[ <b></b>	'	Single open quote
CONTROL+] <b></b>	'	Single close quote
CONTROL+ALT+[ <b></b>	"	Double open quote
CONTROL+ALT+] <b></b>	"	Double close quote
CONTROL+ALT+, <b></b>	' '	Comma space
CONTROL+ALT+1 <b></b>	' '	Digit space
CONTROL+ALT+N <b></b>	' '	En-space
CONTROL+ALT+M <b></b>	' '	Em-space
CONTROL+ALT+2 <b></b>	"	Inch mark
CONTROL+ALT+' <b></b>	'	Foot mark

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# System Files

## SERIF.INI

Serif.ini is a file shared by Serif applications and is stored in the Windows installation directory. It contains specific entries, for specific Serif applications, as well as general entries which can be shared by Serif Applications.

Most users will not need to look at or edit this file, but for network installations and for the technically minded these details are provided.

The SERIF.INI file is described section by section. Only the sections and entries of that section are described.

### [serif]

This section contains general information shared by all Serif applications. The "Name", "Company" and "RegNumber" entries are stored so that when a new Serif application is installed, these details can be entered automatically for the user and so that registration can be checked when applications are started.

The "SharedDLLDir" entry specifies where the various system files which can be shared between Serif applications are stored. When PagePlus is installed, text and graphic import and export filters, spell check and hyphenation dictionaries, the thesaurus database, and the Serif registration handler (SERIFREG.DLL) are stored here. For a networked installation, these files may need to be moved to a shared storage drive.

### [PagePlus 3.0]

This is a PagePlus specific section. The "Name", "Company" entries contain the name and company of the registered PagePlus user. For details of multiple user licenses contact Serif.

The "PpIniPath" entry specifies where the PP.INI file is located. For a networked installation, each user or PC that uses PagePlus, must have a separate PP.INI file. To specify a new location for the PP.INI file, modify this entry.

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## [Art&Borders]

This section specifies the location of the Art&Borders categories and associated files. You may wish to alter this if these files are moved, typically so as they can be shared over a network or if you wish to add your own categories and clipart files.

The first two lines (ArtBorderDir and BorderFilter) must not be altered.

Each of the other lines consists of a category name, the directory where the clipart files for this category are stored, and either an 'A' (for Art) or a 'B' (for Border). The clipart files for each category are stored in a separate directory.

For example:

```
My Art Pictures=C:\PP30\ART&BORD\MYART,A
```

```
My Border Pictures=C:\PP30\ART&BORD\MYBORDER,B
```

## PP.INI

PP.INI contains many PagePlus configuration settings. The location of the PP.INI file is specified in SERIF.INI. Most users will not need to look at or edit this file, but there is one section which can be customized and also requires alteration for a networked installation.

## [Templates]

This section describes the PagePlus template category names and the location of the template publications.

Each line consists of a category name and the directory where the template publication files for this category are stored. The template publication files for each category are stored in a separate directory.

For example:

```
Presentations=C:\PP30\TEMPLATE\PRESENT
```

## USER.DIC

This file contains the words which have been added to the spell check dictionary using the **Add** button of the spell check function. Generally it should not be edited, and need not be edited. If the structure of

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USER.DIC is altered and is incorrect, PagePlus may not run correctly. If you do need to alter the user dictionary, be very careful. The file is located in the same directory as the PP.INI file (see the SERIF.INI section).

USER.DIC is a simple ascii file, each word of the dictionary is placed on a separate line. Each line starts with a number, followed by a space, followed by a number, another space and the word. The word is case sensitive and cannot contain spaces. For example a small dictionary may look like:

```
16 0 Rydell
16 0 Lenny
16 0 Tee-Shirts
16 0 PagePlus
16 0 gargle-blaster
16 0 Elton
```

## HINTS.TXT

This file contains the Hints and Tips which are shown by PagePlus from time to time. If you want to add or edit the hints and tips supplied, you can edit this file. The file is a simple ascii file and we recommend that the NotePad utility supplied with Windows be used for editing. The easiest way to understand the structure is to take a look at the file supplied before reading this.

The file contains a sequential list of hints, with each hint being ended by two returns. That is, there is a blank line between the end of one hint and the start of the next. Each hint can start with a simple code which controls whether the hint is considered as a joke hint, a hint for Intro Level users only, or a hint for Professional Level users only. The codes are:

- /1        A hint which will only appear at Intro Level
- /3        A hint which will only appear at Professional Level
- /J        A hint which will only appear if the "Fun Tips" box of the Ease of Use preferences is checked.

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## Network Installation

Serif multiple user licenses allow the shared use of PagePlus on a network. PagePlus is network neutral and can easily be setup so that multiple users share common data and program files. Please call Serif for further details on multiple user licenses.

There are two stages to a network installation. First setup a shared installation and secondly, set up individual PCs to access the shared installation .

### To setup a shared installation:

Install PagePlus to a shared directory using the normal installation procedure. Make sure that the drive mappings used when the installation is performed, are the same as the drive mapping used by the other PCs which are to share the files installed.

When PagePlus and other Serif applications are installed, portions of the program are placed in a standard directory which is shared by all Serif applications. This directory is known as the "SharedDLLDir" and is created as a sub-directory of the Windows installation used to install PagePlus. Typically, the shared directory is C:\WINDOWS\SERIFDLL.

These portions of the program will need to be accessed by all the PCs which are to run PagePlus. Because of this, these files will need to be moved to a shared directory which can be accessed by all the PCs. The exact location of these files is not important. They must be accessible by all PCs which are to run PagePlus and "SharedDLLDir" line of SERIF.INI must be edited to specify their new location.

The central installation file attributes can be set to "read-only" after installation is complete. You may wish to leave the "Template" directory with read/write access if you wish the users to be able to add to the supplied templates.

### To add PCs to the shared installation:

On each PC which is to run PagePlus from the network the following operation must be performed. This enables PagePlus to be run from the PC and allocates private directories for new publication and template files.

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- ▶ To setup a PC for use with a shared PagePlus installation.
    1. Add a PagePlus icon referencing the shared PP.EXE file
    2. Create a non-shared read/write directory (e.g. C:\PP30)

This directory may be a private user network directory, or a directory on the local disk of the PC. It must have read/write access.
    3. Create MYTEMPLT (C:\PP30\MYTEMPLT) and MYPUBS (C:\PP30\MYPUBS) sub-directories of the non-shared directory.
    4. Copy the PP.INI, DEFAULTS.CNF and HINTS.TXT files from the shared installation PROGRAM directory, into the non-shared directory.
    5. Modify the "My Templates" line of [Template] section of the PP.INI file to refer to the MYTEMPLT directory.
    6. Modify the "TemplateDir" line at the top of the PP.INI file to refer to the MYTEMPLT directory.
    7. Modify the "PPPFileDir" entry at the top of the PP.INI file to refer to the MYPUBS directory.
    8. Copy the SERIF.INI file from the Windows directory of the PC used for the central installation, to the Windows directory of this PC.
    9. Edit the SERIF.INI file and edit the "Name" and "PpIniPath" entries so that the "Name" entry specifies the user name and the "PpIniPath" entry specifies the directory created in step 2.
    10. If Windows is installed locally on the PC, the local Windows installation must contain the CTL3D.DLL file in the WINDOWS\SYSTEM directory. The CTL3D.DLL file will be found in the Windows directory of the PC used for the central installation.
    11. Repeat steps 1 through 10 for each user you wish to install.

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