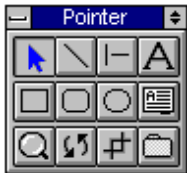


Index

BUTTONS



ToolBox, 136, 148



Pointer tool, 116, 153



Graphics tools, 150



Text tool, 152



Frame tool, 152



Zoom tool, 160



Rotate tool, 158



Crop tool, 158



Import Pictures Flyout, 151



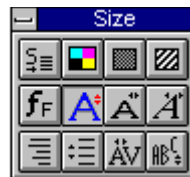
Link button, 110, 112



Status Bar, 136, 146

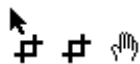


ChangeBar, 161



Property Palettes, 164, 167

CURSORS



Crop cursors, 159



Cross hair cursors, 114, 152



Flow before/after cursors, 108



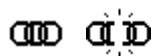
Guide cursors, 158



I-beam cursor, 152



Insertion point, 110



Link cursors, 112



Move cursor, 109



Move frame text up/down cursor, 109



No entry cursor, 108, 155, 156



OK button (checkmark cursor), 163, 164



Panning cursor,



Pointer cursor, 99, 102, 143, 159



Rotate cursors, 159



Size cursors, 108, 156, 159



Wrap adjust cursor, 158

?

? in fonts list, 231

A

abandoning: see undoing

About PagePlus... command, 223

adding

- art, 24, 26, 60

- Art and Borders, 233

- borders, 60

- captions, 26

- colors, 74, 126

- columns/rows in tables, 129

- design effects, 26, 27, 54

- fill and/or line to picture or frame, 112, 113

- frames, 110

- graphics (boxes, ovals, lines), 27

- headlines, 26, 52

- pages, 198

- pages automatically, 112

- pictures, 24, 114

- styles, 211

- tables, 119

- text, 25, 102, 152

adjusting: see changing

Align command, 204

alignment

- of text, a designer's touch, 53

- of text, changing using ChangeBar, 169

- problem?, 199, 202

appending text, 110

Apply... command, 210

Arrange command, 193

Art and Borders

- adding to page, 26

- samples supplied with PagePlus, 60

Art and Borders... command, 180

Art and Borders, categories, 233

artwork, 67, 69, 70, 185

Autosave command, 179

aspect ratio, maintaining: see constraining

B

backups, 12, 179

bleed effects, 141

body text, 51, 210

bold text, 51, 168

border(s)

- space around picture, 172

- supplied with package, 60

- when printing, 13

Box tools, 151

bring to front, 164

bullets, 192

bureaus, 69

C

callouts, 26

Cancel button, 164

captions, 17, 26

carriage returns in text files, 17

ChangeBar, 161

changing layout

- aligning objects, 142

- guides, 145

- of frames, 196

- of pages, 196

- using ChangeBar (number of columns), 173

- using direct mouse manipulation, 142, 158

- wrap effects, 27, 158

changing object(s), 101

changing text, 200,202

- adjusting many properties at once, 199

- problem?, 199

- using ChangeBar, 168

- using direct mouse manipulation, 106, 109

- with a designer's touch, 51

- to outline, 201

Character... command, 200

Character Map command, 192

characters, special, 192, 229

Checkmark cursor, 165

Chromalin, 71, 73

CleanUp, 28, 137

[Clear] color, 201

Clear command, 190

clipboard, 20, 99, 129

color, 74, 219

- accuracy, 29, 76

- adding, 212

- changing using ChangeBar, 169

- [Clear], 201

- correction, 187

- display, 29, 219

- in exported pictures, 183

- models, 213

- PANTONE color palettes, 76, 213

- printing, 29, 68, 74

- problem?, 29

- production issues, 68

- proofs, 29

- recolorizing picture, 29, 113

- [Register], 201

- separations, 75, 186

- undercolor removal, 188

Color command, 201, 208, 209

column(s)

- changing using direct mouse manipulation, 158

- gap between, 196

- inserting table, 129

- move text block up/down in column, 109

- moving top margin of a column, 109

- of frame, moving top/bottom margins, 196

- of page, 22

- rule (line) between, 18, 27

- setting number of, 173

Columns (Frame) command, 196

Columns (Page) command, 197

commercial printing

- costs, 77

- services, 68

- tips, 78

commercial printing (*continued*)

- when to use, 67

condense/expand: *see* width of characters

constraining

- box, to square, 151, 156

- line angle, to 45 degree increment, 151, 156

- movement to only across, or only up/down, 155

- oval, to circle, 151, 156

- picture size, to multiple of original size, 157

- picture size, to optimal printing size, 157

- picture size, to original aspect ratio, 157

- rotation, to 45 degree increment, 160

content creation

- pictures, 18

- text, 17

control-drag, 58, 156

control key, 228

Copy command, 189

copying

- format from one object to other object(s), 190

- objects, 99, 156

- pages/page layouts, 198

- photocopying and commercial printing, 67, 71

- publication files, 90, 221

- styles from another publication, 212

- to/from other Windows applications, 20, 99, 129

creating

- a group, 154

- a publication, 11

- ads, brochures, business cards..., 14, 67

- bleed effects, 141

- colors, 212, 213

- design effects, 14, 54, 60

- drop cap effects, 55

- drop shadow effect, 57

- frames, 110

- graphics (boxes, ovals, lines), 60, 150

- guides, 144

- headlines, 52

- multiple objects in one go, 149

- pages, 198

- publication files, 87

creating (*continued*)
 styles, 15, 211
 tables, 119
 text, 102, 106, 152
Credits... command, 223
Crop cursors, 159
crop marks, 28
Crop tool, 158
cropping, 159
 editing cropped text, 192
 problem?, 160
 temporary uncrop, 159
Cross hair cursors, 114, 152
customizing PagePlus, 231
cutting: see copying

D

default(s)
 for TableEdit, 129
 format of new text, graphic, frames, 88, 215
 program settings and page layout, 92
 style for imported text, 182
 styles, colors, and format for new objects, 25, 88
deleting
 color, 212
 guides, 145, 158
 hyphens, 204
 objects, 189, 190
 pages, 199
 publication files, 91
 styles, 211
deselecting, 154
design
 considerations, 13
 effects, 18, 27, 33, 54
 tips, 14, 22, 51
display
 ChangeBar on/off, 146, 217
 CleanUp, 137
 color accuracy preference, 217
 frames on/off, 195

display (*continued*)
 menu bar on/off, 139
 of ChangeBar, 161
 of EPS pictures, 20
 of font name when using ChangeBar, 148
 of groups, 154
 of page elements, 141, 154
 of Property Palette, 167
 page guides on/off, 146, 195
 rotated pictures on/off, 217
 rulers on/off, 146, 195
 Scroll bars on/off, 217
 scroll bars on/off, 139
 selected object, 141
 Status Bar on/off, 146, 217
 title bar on/off, 139
 ToolBox on/off, 146, 217
 unrotated pictures on/off, 217
Display command, 195
draft printouts
drag & drop of text blocks, 108
drop cap effect, 55
drop shadow effect, 58
dummy text, 36

E

Edit... command, 211
Edit Colors... command, 212
Edit Text... command, 191
editing text, 153, 192
effects, 26, 54
entering measurement values, 218
EPS (Encapsulated PostScript), 20, 29
Exit command, 188
export as picture, 29, 100
Export as Picture... command, 183

F

files: see publication files; importing; export...
fill, switching off, 208

Fill... command, 207

Flow before/after cursor, 108

font(s)

- a designer's touch, 51

- changing using ChangeBar, 169

- technical issues, 230

- TrueType, 78

Font Style command, 201

Fonts & Pictures... command, 221

formatting

- copying from one object to another directly, 190

- retaining on import, 18, 182

frame(s), 109

- adding, 110

- adding fill and/or line, 112, 205

- appending to/replacing text in, 110

- changing using ChangeBar, 173

- changing using direct mouse manipulation, 111

- default setup, 88

- linking, 111

- locking, 195

- margins and columns, 111

- moving text in and out of, 108

- problem?, 165

- selecting, 110

- story text left over, 111

- text in, 111

Frame Defaults... command, 216

Frame Setup... command, 195

frame text

- creating, 106

- moving text at top of column downwards, 107

- part blocks, 107

- problem?, 107

Frame tool, 152

free text, 105, 109

G

gap between columns, 196, 197

gas gauge feedback, 148

go to page, 199

Graphic Defaults... command, 216

graphics, 18

- changing, 170

- creating, 27, 150

- default fill, line, and style name, 88

- when fill/round corner properties apply, 170

Graphics tools, 150

group(s)

- adding to/removing from a group selection, 154

- creating a group, 154

- display, 154

- making permanent, 100

Guide cursors, 158

guides, 144

- adding, 144

- aligning objects to, 145

- deleting, 145, 158

- moving, 145, 158

- on/off, 146

- problem?, 158

H

Hand cursor, 159

headlines, 17, 26, 52

high-resolution printing, 68, 70

highlighting text, 104

HintLine, 147

HP Laserjet 4, 70

HSL color model, 213

hyphenation, 204

I

I-beam cursor, 152

images: see pictures

imagesetting, 68

Import Picture... command, 180

Import Text... command, 181

importing

- pictures, 151

- text, 17, 25, 110, 112, 182

indenting

- changing using direct mouse manipulation, 106
- changing using menus, 202
- problem?, 199

initial cap effects, 54

ink correction, 187

Insert Hyphen / Delete Hyphen command, 204

Insert Object... command, 190

inserting

- columns/rows in tables, 129
- hyphens, 204
- special characters, 192
- text at insertion point, 110
- text block into frame, 108, 110

Insertion point, 103, 104

italic text, 51, 168

K

keeping

- creator tool selected, 149
- formatting, 18
- text block as free text, 109, 203

kerning, 53, 170

Keyboarding, 225, 227

knockouts, 187

L

layering objects, 163, 193

layout

- basic setup, 196
- grid, 21
- newspaper style, 112
- repeating page layout, 23, 198
- stage in creating a publication, 21
- tools, 142

Layout Tools... command, 195

leading

- a designer's touch, 53
- changing using ChangeBar, 169
- changing using direct mouse manipulation, 106

leading (*continued*)

- problem?, 199

Leading command, 204

letterspacing

- a designer's touch, 52, 59
- changing using ChangeBar, 170

line

- between columns, 18, 27
- in tables, 124
- part of graphic, switching off, 206

Line... command, 206

Line tools, 151

link

- between frames, 112
- breaking, 112
- information, 111

Link button, 110, 112

Link cursors, 112

locking (frames, page guides, rulers), 145

M

master pages, 23, 198

Matchprint, 71, 73

measure of text, 106

Merge... command, 212

modifying: *see* changing

Move cursor, 109

Move frame text up/down cursor, 109

moving

- by typing numeric value using Status Editor, 148
- frames, 110
- guides, 145, 158
- object in a straight line, 155
- objects, 137, 155
- problem?, 155, 158
- ruler intersection and/or zero point, 143
- Status Bar information, 148
- text blocks in and out of frames, 108
- view around page and pasteboard, 139

N

name of

- font, display of, 148
- fonts and pictures used in publication, 221
- picture, 173
- story, 111, 174
- styles, 25

network, use on, 234

New command, 178

newspaper style layouts, 112

No entry cursor, 108, 155, 156

[No Style], 182

O

object(s), 98

- adding to page, 98
- aligning, 142, 193
- applying named style to, 210
- changing properties of a group, 199, 205
- copying, 99, 156
- cropping, 159
- deleting, 189, 190
- moving, 155
- overlapping, 154
- overview of general operations, 98
- rotating, 159
- selecting, 154
- sizing, 156
- Status Bar information, 148
- updating style from, 210
- wrapping around, 158

Object command, 190

OK buttons, 164, 165

OLE (Object Linking and Embedding), 20, 114, 151

Open... command, 178

Orientation command, 197

outline text, 201

Oval tool, 151

overlapping objects

bring to front/send to back, 163

overlapping objects (*continued*)

- selecting, 154
- wrap controls, 158, 163

overprinting black, 187

overriding current default measurement units, 218

P

page(s), 198

- adding/copying/deleting, 147
- adding automatically, 112
- basic setup, 21
- default of new publications, 92
- layout of, 144
- master, 198
- maximum size, 140

Page Setup... command, 196

Pages... command, 198

PANTONE

- palettes, 213
- understanding and using, 76, 188

paper, choosing, 13, 74, 187

Paste command, 189

Paste Format command, 190

Paste Special... command, 189

pasteboard, 140

patterns, 201

Picture... command, 208

pictures, changing, 24

- color of colored picture (colorize), 113
- content, 20
- fill behind and/or line around, 113, 205
- space around, 172
- using ChangeBar, 172

pictures, general, 113

- adding, 114
- copying to another application, 20, 100
- display as wire-frame, 142
- Export as, 29, 100
- importing, 19
- printing, 19

- problem?, 19, 20
- pictures, general (*continued*)
 - quality, 19, 20, 72
- pictures, types/sources
 - Art and Borders, 60, 180
 - creating from group, 20, 100
 - draw-type, 19
 - EPS (Encapsulated PostScript), 20, 29
 - OLE objects (spreadsheets, etc.), 20
 - overview, 18
 - paint-type (bitmap), 18
 - pastng from Windows clipboard, 20
 - stripped in for commercial printing, 72, 74
 - using PagePlus graphics tools, 60
- placeholders in templates, 35
- planning, 13
- Pointer cursor, 99, 102, 143, 159
- Pointer tool, 116, 153
- positioning
 - accuracy, 148
 - by typing numeric value using Status Editor, 148
 - forcing alignment of objects with layout grid, 145
 - Status Bar information, 148
- Preferences... command, 217
- Print... command, 185
- Printer Setup... command, 184
- printing, 28, 186
 - artwork, 72
 - color separations, 75, 186
 - color to black-and-white printer, 29
 - color to color printer, 29
 - commercial, 67
 - draft printouts, 72
 - print dialog options, 80
 - problem?, 13, 186
 - production issues, 67, 68
 - quality, 67
 - tests, 13
 - to disk file, 80
 - to imagesetter, 79
- problem?
 - alignment, 199

- color, 29
- problem? (*continued*)
 - copying, 99
 - cropping, 160
 - importing text, 17
 - leading, 199
 - moving, 90, 155, 158
 - pictures, 19, 20
 - printing, 13, 186
 - rotating, 160
 - sizing, 156, 162
 - text, 192
 - wrapping text, 27, 59
- process colors
 - separation, 187
 - when available, 186
- proof, 70, 72, 73
- Property Palettes, 164, 167
- publication files, 87, 88
 - copying, 90, 91
 - managing, 91
 - opening copy of, 178
 - planning thru printing, 11
 - publication setup, 88

Q

- question mark in font list, 231

R

- Reflow Story command, 221
- [Register] color, 201
- repeating on new pages, 23, 198
- replacing text, 110
- resources, 90
- reversed text effects, 18, 57
- Revert command, 179
- RGB color model, 213
- Rotate cursors, 159
- Rotate tool, 158
- rotating, 159

- accuracy, 148
- rotating (*continued*)
 - by typing numeric value using Status Editor, 148
 - editing rotated text, 192
 - problem?, 160
 - Status Bar information, 148
 - temporary unrotate, 160
- rulers, 142
 - cursor/object tracking marks in, 143
 - effect of zoom on, 143
 - forcing objects to align to divisions of, 145
 - locking, 143
 - moving intersection and/or zero point, 143
 - on/off, 146
 - units, 142

S

sample

- Art and Borders, 60
- text, 36

Save As... command, 179

Save command, 179

Save Settings command, 222

Save Styles command, 217

saving

- a publication file as a template, 28
- object(s) as picture, 183
- program settings and page layout, 138, 222
- style/color palettes for new publications, 15, 217

scanners, 19

screen, process color separation option, 187

Select All command, 194

selecting

- all objects of same type, 194
- deselecting, 154
- frames, 154
- multiple objects, 154
- objects, 153
- overlapping objects, 154
- range of text, 104
- table cells, 120

- text insertion point, 104

send to back, 164

Shading command, 202, 208, 209

shadow effects, 57

shift key, 227

shortcuts and timesavers

- abandoning current operation, 228

- add/goto/remove pages, 147, 198

- adding Art/Borders, 151

- border of pictures, on ChangeBar, 172

- bring to front/send to back buttons, 164

- copying format of object to another, 190

- delay screen update, 102

- drag copy, 156

- Edit Text window, 103

- editing rotated/cropped text, 192

- fast drag, 142

- font style buttons, 168

- free/frame text toggle, 203

- importing pictures, 151

- importing text, 182

- insert text before/after toggle, 108

- inserting/deleting hyphen, 204

- inserting OLE objects, 151

- inserting tables, 151

- keeping creator tool selected, 149

- keyboard access to menus, 227

- line weight (thickness) buttons, 170

- number of columns, on ChangeBar, 173

- page guides on/off, 146

- rulers on/off, 146

- snapping on/off, 146

- special characters, 229

- starting Character Map, 192

- tool switch, 149

- ToolBox, ChangeBar on/off, 146

- undoing crop, 159

- undoing rotation, 160

- update/create style, 165

- using crop/rotate tool as pointer, 158

- wrap on/off buttons, 163

- zoom, 147

- zoom switch, 161
- Size command, 197, 201
- Size cursors, 108, 156, 159
- sizing, 156
 - by typing numeric value, using Status Editor, 148
 - objects, within constraints, 156
 - problem?, 156
 - Status Bar information, 148
 - table cells, 124
 - text blocks, 105, 106
 - text with a designer's touch, 52
 - using ChangeBar, 169
- snapping, 145
- Snapping command, 195
- space
 - a designer's touch, 52
 - around picture, 172
 - at start of first line of paragraph, 202
 - between columns, 197
 - between letters, 203
 - between paragraphs, 17, 203
 - between text blocks, 109, 203
 - between text lines, 106, 203
 - between words, 203
 - fixed (em, en etc.), 230
 - on disk, 19
- Spacing... command, 202
- special characters, 192, 229
- special effects, 26, 54
- spot color, 187
- Status Bar, 136, 146
- Status Editor, 147
- story text, 109, 111
 - information, 111
 - more to flow?, 111, 112
 - newspaper style flow, 112
- style(s), 15, 209
 - applying, 168, 171, 210
 - changing objects of one style to another, 25, 210
 - merging in palette of another publication, 212
 - of imported text, 182
 - saving palette as default for new publications, 15

- style(s) (*continued*)
 - setting style as default for text/graphics, 88
 - text versus graphics, 209, 211
 - updating from object, 210
- subscripts/superscripts, 170

T

- TableEdit, 20, 119, 151
 - inserting columns/rows, 129
 - joining cells, 130
 - sizing cells, 124
- tear-off, 167
- templates, 34
 - creating your own, 23, 28
 - using the supplied, 34
- text, 102
 - adding a new text block, 102, 106, 152
 - drag & drop, 108
 - Edit Text window, 103
 - editing, 103
 - editing rotated/cropped text, 192
 - effects, 26, 54
 - free text, 109
 - free versus frame, 105, 203
 - importing, 17, 25, 110, 112
 - insertion point, 103, 104
 - moving, 108
 - outline, 201
 - problem?, 107, 199
 - sample, for templates, 36
 - selecting, 104
 - sizing, 105, 106
 - special effects, 54
 - style of imported, 182
 - subscript/superscript, 170
 - typing, 106, 110
 - wrapping around objects, 27, 158
- Text Autoflow command, 220
- Text Defaults... command, 215
- Text tool, 152

tips, 22, 51, 52, 73, 78, 90, 137, 142, 147, 148,
149, 159, 162, 189, 192, 194, 201, 218

ToolBox, 136, 148

Tracking command, 204

TrueType font format, 78

TypePlus, 20, 151

typesetters, 68

typing, 105, 110

typography, 51

U

undercolor removal, 188

Undo command, 189

undoing

- all changes since publication opened, 179

- ChangeBar changes, 164

- cropping (temporarily), 159

- current operation, 228

- last operation, 189

- rotation (temporarily), 160

- undo (redo), 189

units, 218

- setting publication default, 21

- temporarily overriding default, 218

- units available, 21

Update command, 210

V

view

- another part of the page or pasteboard, 139

- reducing screen clutter, 137

- zoom options, 141

Views command, 194

W

What's it called?, 135

white object on dark background, 18, 57

Width command, 201

width of characters

- a designer's touch, 59

- changing using ChangeBar, 169

window elements, 137

word spacing

- a designer's touch, 52

- changing, 203

Wrap adjust cursor, 158

Wrap Settings... command, 219

wrapping text, 163

- around any object(s), 158

- around text, 220

- inside a shape, 59

- problem?, 27

WYSIWYG, 141

Z

zero point (of rulers), 143

Zoom section of StatusBar, 147

Zoom tool, 160