

Making a start on your document can be a little daunting, especially if you've chosen to begin with a blank page. greenstreet Publisher makes it easy to get the main features onto your page that you can then build the rest of the document around. Once you have these items in place you can fine-tune the document to perfection.

The most common questions asked are:

{button ,JI('>howto','setup\_page\_format')} How do I set up my page format?

{button ,JI('>howto','draw\_frame')} How do I draw a frame?

{button ,JI('>howto','type\_text')} How do I type in text?

{button ,JI('>howto','import\_pics')} How do I import pictures?

If you have this Help Assistant displayed while you are working on your document you will notice that the topic often changes to reflect the action you are performing. If you want to take a look at a topic other than the one displayed, select the topic from the drop-down list at the top of this window.

Documents are a combination of text and pictures that together make your greenstreet Publisher .DTP file. Creating your documents in greenstreet Publisher is easy. You can choose to create a new document from scratch or base one on a design you already have.

The most common questions asked about documents are:

{button ,JI('>howto','create\_doc\_blank')} How do I create a document from a blank page?

{button ,JI('>howto','setup\_page\_format')} How do I set up my page format?

{button ,JI('>howto','move\_pages')} How do I move between pages?

{button ,JI('>howto','save\_doc')} How do I save my document?

Documents need to be carefully thought out and planned to create exactly the effect you want. Once you have set up your page and decided where you want everything to go you will need to create the items on the page and print it out to see how it looks on paper.

Select a topic you want to know more about.

{button ,JI('>second','create\_docs')} Creating and opening documents...

{button ,JI('>second','setup\_page')} Setting up your page...

{button ,JI('>second','view\_doc')} Viewing your document...

{button ,JI('>second','save\_docs')} Saving your documents...

greenstreet Publisher gives you the option of creating a document from scratch or using a document you have created previously as a base that you can overwrite. Using an existing document as a basis for your new document has the advantage of having the page layout and text styles already defined, saving you time and effort.

What do you want to know more about?

{button ,JI('>howto','create\_doc\_blank')} Creating a document form a blank page

{button ,JI('>howto','create\_doc\_existing')} Creating a document based on and existing one

{button ,JI('>howto','edit\_doc')} Editing an existing document

{button ,JI('>howto','open\_recent\_doc')} Opening a recently used document

When you decide on the document you want to create you will no doubt have some idea of the size of page you want to use, the orientation of the page, how many column guides you want and what size margins you need. greenstreet Publisher lets you specify all of these factors to make sure that your document has exactly the right look for you.

What do you want to know more about?

{button ,JI('>howto','setup\_page\_format')} Setting up the page format

{button ,JI('>howto','custom\_page')} Creating a custom page

{button ,JI('>howto','column\_guides')} Setting up the column guides

{button ,JI('>howto','add\_page')} Adding pages

When you are working on your document you may find that you want to change the size that you are viewing the page at or view different numbers of pages at the same time.

With greenstreet Publisher you can zoom in to the actual area you are working at, view the whole page you are working on to see how everything looks on the page or view a number of pages to see how they look together.

How you view your document will depend on what you are trying to do. You can even decide whether you want to view the rulers and what unit of measurement you want to use.

What do you want to know more about?

- `{button ,Jl('>howto',`move_pages')}` Moving between pages
- `{button ,Jl('>howto',`change_view_size')}` Changing the view size
- `{button ,Jl('>howto',`view_several_pages')}` Viewing more than one page at a time
- `{button ,Jl('>howto',`change_units')}` Changing the unit of measurement

You may want to save your greenstreet Publisher documents so that you can go back and work on them at a later time or give them to a printer bureau so that they can be printed professionally. You can autosave your document at regular intervals while you are working or save it manually at your own convenience.

What do you want to know more about?

{button ,JI('>howto','save\_doc')} Saving your document

{button ,JI('>howto','autosave\_doc')} Autosaving your document

{button ,JI('>howto','create\_backup')} Creating a backup copy when saving

{button ,JI('>howto','compress')} Compressing files when saving

Frames are containers for every item in your document. A frame can hold your text, a picture, PowerText or any other item you want to include. You can place a frame on the page or pasteboard. Placing a frame on the pasteboard is handy if you want to put the frame and its contents to one side until you need to place it on the page.

The most common questions asked about frames are:

{button ,JI('>howto','draw\_frame')} How do I draw a frame?

{button ,JI('>howto','select\_frame')} How do I select a frame?

{button ,JI('>howto','move\_frame')}How do I move a frame?

Once the frame has been drawn it can be manipulated in a number of ways, such as resizing it, moving it or applying a border to it. If you are not happy with your frame and its contents you can delete it or clear it and start again.

Select a topic you want to know more about.

{button ,JI('>second','draw\_frames')} Drawing and selecting frames...

{button ,JI('>second','manipulate\_frames')} Manipulating frames...

{button ,JI('>second','work\_frames')} Working with frames...

It's so easy to draw frames on your page ready for the items you want to include. If you want to put anything into a frame or manipulate it in some way you need to select it first. You can select one frame at a time or select more than one if you want to give them the same effect.

What do you want to know more about?

{button ,JI('>howto','draw\_frame')} Drawing a frame

{button ,JI('>howto','select\_frame')} Selecting a frame

{button ,JI('>howto','select\_several\_frames')} Selecting more than one frame

{button ,JI('>howto','select\_all\_frames')} Selecting all the frames on the page



Once you have drawn a frame you can make changes to it to affect the way it looks and how it affects other items on the page. There are several changes you can make to a frame. You can:

- Resize it
- Rotate it
- Give it a border
- Change the shape of it
- Give it a background style
- And much more...

What do you want to know more about?

- `{button ,Jl('>howto',`resize_frame')}` Resizing a frame
- `{button ,Jl('>howto',`rotate_frame')}` Rotating a frame
- `{button ,Jl('>howto',`frame_border')}` Applying a frame border
- `{button ,Jl('>howto',`frame_shape')}` Defining the shape of a border
- `{button ,Jl('>howto',`frame_background')}` Applying a frame background

You can work with frames in much the same way as with other objects. They can be cut, copied and pasted to create identical frames in your document and if you don't like the contents of a frame you can clear it, ready to add something new. If you are unhappy with the position of the frame you can drag it to a new position, along with the contents of the frame. You can also decide whether you want to view the frames or hide them.

What do you want to know more about?

{button ,JI('>howto','move\_frame')}Moving a frame

{button ,JI('>howto','cut\_copy\_paste\_frames')} Cutting, copying and pasting frames

{button ,JI('>howto','delete\_frames')} Deleting frames

{button ,JI('>howto','clear\_frames')} Clearing frames

{button ,JI('>howto','hide\_frames')}Hiding frames

Paragraph styles let you style whole blocks of text consistently and accurately. When you apply a paragraph style to a block of text, every word in that text is styled in the same font, size and color. All text styled in the same paragraph style will have the same alignment, spacing and every other property you can apply to your text, making the appearance of your documents completely consistent.

The most common questions asked about paragraph styles are:

`{button ,Jl('>howto','create_para_style')}` How do I create a paragraph style?

`{button ,Jl('>howto','apply_para_style')}` How do I apply a paragraph style?

`{button ,Jl('>howto','change_font_para')}` How do I change the font, point size and color of a paragraph style?

You can create paragraph styles for all the common elements of your document such as the headline, body text, captions or numbered text. This not only makes your document look consistent, but is also much easier than manually applying the fonts, spacing and alignments of your text.

Select a topic you want to know more about.

`{button ,Jl('>second','work_para_styles')}` Working with paragraph styles...

`{button ,Jl('>second','edit_para_styles')}` Editing paragraph styles...

Creating and using paragraph styles is easy. You can format a piece of text and then convert it to a paragraph style or create a paragraph style in the **Paragraph Styles dialog box** and then apply it to blocks of text.

What do you want to know more about?

- `{button ,JI('>howto',`create_para_style')}` Creating a paragraph style
- `{button ,JI('>howto',`edit_para_style')}` Editing an existing paragraph style
- `{button ,JI('>howto',`apply_para_style')}` Applying a paragraph style
- `{button ,JI('>howto',`delete_para_style')}` Deleting a paragraph style

If you make a change to a paragraph style the change will take effect throughout the document in the paragraphs that have been given that style. This means that you can be certain that the text in your document will be consistently styled. There's no need to go through and check it all.

What do you want to know more about?

{button ,JI('>howto','change\_font\_para')} Changing the font, point size and color of a paragraph style

{button ,JI('>howto','alignment\_para')} Changing the alignment of a paragraph style

{button ,JI('>howto','bullet\_para')} Changing the bullet style of a paragraph style

{button ,JI('>howto','tabs\_para')} Changing the default tab spacing of a paragraph style

It is fair to say that text will play an important role in your greenstreet Publisher documents, whether it is a poster, a newsletter or a letterhead. The way you style the text and position it on the page will create an image of both you and your document for your intended audience.

The most common questions asked about text are:

{button ,JI('>howto',`type\_text')} How do I type in text?

{button ,JI('>howto',`import\_text')} How do I import text?

{button ,JI('>howto',`select\_text')} How do I select text?

{button ,JI('>howto',`font\_pointsize\_colour\_text')} How do I set the font, point size and color of text?

Once you have the text on your page you will need to edit and style it to suit the tone and image you want to create.

Select a topic that you want to know more about.

{button ,JI('>second',`add\_export\_text')} Adding and exporting text...

{button ,JI('>second',`manipulate\_text')} Manipulating text...

{button ,JI('>second',`review\_text')} Reviewing text...

{button ,JI('>second',`format\_text')} Formatting text...

How you add text to your greenstreet Publisher documents will depend on the source of the text.

You can type text directly into your document and even export it again to use it in other programs. If you have created a piece of text in another program you have the choice of:

- Saving it in the program and then importing it into greenstreet Publisher
- Copying it from the program and pasting it into greenstreet Publisher
- Dragging and dropping it from the program into greenstreet Publisher.

What do you want to know more about?

{button ,JI('>howto','text\_cursor')} Using the text cursor

{button ,JI('>howto','type\_text')} Typing in text

{button ,JI('>howto','import\_text')} Importing text

{button ,JI('>howto','export\_text')} Exporting text

{button ,JI('>howto','paste\_text')} Pasting text

You can manipulate text to move it around the page and organize it how you want, flow it through different frames and export it to use in other programs.

You have absolute control over where and how your text appears in your document.

What do you want to know more about?

{button ,Jl('>howto','select\_text')} Selecting text

{button ,Jl('>howto','rotate\_text')} Rotating text

{button ,Jl('>howto','flow\_text')} Flowing text through frames

{button ,Jl('>howto','cut\_copy\_paste\_text')} Cutting, copying and pasting text



Once you have completed the text in your document you will need to review it and check that it is how it should be. This could include:

- Checking the spelling of your text
- Using the thesaurus to change a word
- Searching through for a specific word.

What do you want to know more about?

{button ,Jl('>howto',`check\_spelling')}      Checking the spelling of text

{button ,Jl('>howto',`replace\_thesaurus')}      Replacing a word using the thesaurus

{button ,Jl('>howto',`search\_for')}      Searching for text

{button ,Jl('>howto',`search\_replace')}      Searching for and replacing text

{button ,Jl('>howto',`hyphenate')}      Hyphenating text

There are a number of different aspects of your text that you might want to change to suit your document. You can change the font, make it **bold** or *italic*, change the case, change the point size or change how the letters, words and lines are spaced from each other.

What do you want to know more about?

{button ,JI('>howto','change\_text\_style')} Changing the text style

{button ,JI('>howto','font\_pointsize\_colour\_text')} Changing the font, point size and color of text

{button ,JI('>howto','bullet\_text')} Applying bullets to text

{button ,JI('>howto','align\_text')} Changing the alignment of text

{button ,JI('>howto','tabs\_text')} Changing the tabs in text

PowerText is a quick and easy way to create stylish and eye-catching text effects for your documents. You can create text that is shaped, distorted and manipulated and give it a snazzy background.

It is ideal for creating dynamic headlines, mastheads for newsletters and even logos.

What do you want to know more about?

{button ,JI('>howto',`pt\_new\_file')} Creating a new PowerText effect

{button ,JI('>howto',`pt\_open\_file')} Opening an existing PowerText effect

{button ,JI('>howto',`pt\_enter\_text')} Entering text into your PowerText effect

{button ,JI('>howto',`pt\_save\_changes')} Saving a PowerText effect

Use tables in your documents to organize information in an easily readable and accessible way. The information could be a table of contents, dates or a simple accounts sheet - in fact, any kind of table you might want in your document.

Once you have created your tables you can style them to make them fit in with your document style or edit them to add or remove cells, rows or columns.

What do you want to know more about?

[{button ,JI\('>howto',`table\\_create`\)}Creating a table](#)

[{button ,JI\('>howto',`insert\\_row\\_column`\)} Inserting rows and columns](#)

[{button ,JI\('>howto',`table\\_style`\)} Changing the table style](#)

[{button ,JI\('>howto',`cell\\_size`\)} Changing the cell height and width](#)

Including pictures in your documents can make all the difference. It can turn a dull, ordinary looking document into a powerful attention-grabbing document. greenstreet Publisher gives you the opportunity to use a number of different types of pictures in your documents.

The most common questions asked about pictures are:

{button ,Jl('>howto','import\_pics')} How do I import pictures?

{button ,Jl('>howto','scan')} How do I scan a picture?

{button ,Jl('>howto','recolour\_pictures')} How do I re-color pictures?

{button ,Jl('>howto','resize\_pictures')} How do I resize pictures?

{button ,Jl('>howto','crop')} How do I crop pictures?

Once you have added your picture you can edit it to make it fit in better with your document. You can crop it, resize it, move it or re-color it to suit your needs.

Select a topic that you want to know more about.

{button ,Jl('>second','add\_remove\_pictures')} Adding and removing pictures...

{button ,Jl('>second','edit\_pictures')} Editing pictures...

Pictures can be inserted into your documents in a number of ways. You can:

- Import the picture
- Copy the picture from another program and paste it into greenstreet Publisher
- Drag-and-drop the picture from another program into greenstreet Publisher
- Scan the picture into greenstreet Publisher.

What do you want to know more about?

{button ,Jl('>howto',`import\_pics')} Importing pictures

{button ,Jl('>howto',`scan')} Scanning pictures

{button ,Jl('>howto',`paste\_pictures')} Pasting pictures

{button ,Jl('>howto',`remove\_pictures')} Removing pictures

Once you have your picture in your document you can make some changes to it that will customize it to suit your document. You can:

- Change the overall color of it to make it correspond to a company color or other color scheme
- Crop it so that only part of the picture is displayed
- Resize it.

What do you want to know more about?

{button ,JI('>howto',`recolour\_pictures')} Re-coloring pictures

{button ,JI('>howto',`resize\_pictures')} Resizing pictures

{button ,JI('>howto',`move\_pictures')} Moving pictures

{button ,JI('>howto',`rotate\_pictures')} Rotating pictures

{button ,JI('>howto',`crop')} Cropping pictures

Using color can make an amazing difference to your finished document. You can color everything - text, pictures, frames and borders. You can use color to highlight a particular area in your document or just to add impact.

If the color you want isn't included in the greenstreet Publisher palette, you can add it yourself by either creating a new color from scratch or editing an existing color.

What do you want to know more about?

[{button ,JI\('>howto','apply\\_colour'\)}](#) Applying color to your document

[{button ,JI\('>howto','new\\_colour'\)}](#) Creating a new color

[{button ,JI\('>howto','edit\\_colour'\)}](#) Editing an existing color



You can use greenstreet Publisher to draw lines in your documents. These could be:

- Straight lines
- Curved lines
- Freehand lines.

Drawing lines directly in greenstreet Publisher can be especially useful for basic charts and graphs or as design elements.

The most common questions asked about lines are:

{button ,JI('>howto','line\_style\_lineart')}      How do I change the line style?

{button ,JI('>howto','move\_lineart')}              How do I move my lines?

{button ,JI('>howto','freehand\_line')}            How do I draw freehand lines?

If you close up a line you have drawn directly into greenstreet Publisher, the shape that you create acts in exactly the same way as a shape you have drawn and can be used as a frame to insert objects into.

Select a topic that you want to know more about:

{button ,JI('>second','draw\_lineart')}            Drawing shapes and lines

{button ,JI('>second','manipulate\_lineart')}    Manipulating shapes and lines

You can use shapes to add design elements to your page. The shapes available are:

- Rectangle
- Rounded box
- Ellipse
- Star

Every shape that you draw also acts like a frame that you can insert objects into, whether it is text, pictures or PowerText. The most common questions asked about shapes are:

{button ,Jl(`>howto`,`draw\_lineart\_shapes`)} How do I draw basic shapes?

{button ,Jl(`>howto`,`fill\_style\_lineart`)} How do I change the fill style?

{button ,Jl(`>howto`,`size\_lineart`)} How do I resize shapes?

Once you have drawn your shape you can manipulate it in a number of ways, including ungrouping it and editing the shape, coloring it and rotating it.

Select a topic you want to know more about:

{button ,Jl(`>second`,`draw\_lineart`)} Drawing shapes and lines

{button ,Jl(`>second`,`manipulate\_lineart`)} Manipulating shapes and lines

Drawing shapes and lines couldn't be easier. Just use a tool from the selection available to draw the shape you want. You can choose from:

- Drawing a basic shape
- Drawing a straight line
- Drawing a curved line
- Drawing a freehand line.

What do you want to know more about?

[{button ,Jl\('>howto',`draw\\_lineart\\_shapes'\)}`](#) Drawing basic shapes

[{button ,Jl\('>howto',`straight\\_line'\)}`](#) Drawing a straight line

[{button ,Jl\('>howto',`freehand\\_line'\)}`](#) Drawing a freehand line

[{button ,Jl\('>howto',`curved\\_line'\)}`](#) Drawing a curved line

Once you have drawn your shape or line you can edit it to make it exactly what you want. You can change the color and effect of the line style and fill style to make it compatible with the other colors used in your documents. Your shape or line can also be resized, moved or rotated to create whatever effect you need.

What do you want to know more about?

- {button ,JI('>howto','move\_lineart')} Moving shapes and lines
- {button ,JI('>howto','rotate\_lineart')} Rotating shapes and lines
- {button ,JI('>howto','line\_style\_lineart')} Changing the line style of shapes and lines
- {button ,JI('>howto','fill\_style\_lineart')} Changing the fill style of shapes
- {button ,JI('>howto','cut\_copy\_paste\_lineart')} Cutting, copying and pasting shapes and lines

Whether you are intending to print your document on a desktop printer or have it printed professionally at a print bureau, you will need to know at least the basics of printing. greenstreet Publisher offers you advanced printing options for printing color separations, booklet printing and printing labels.

What do you want to know more about?

{button ,JI('>howto','printable\_area')}      Displaying the printable page area

{button ,JI('>howto','setup\_printer')}      Setting up your printer

{button ,JI('>howto','print')}      Printing your document

{button ,JI('>howto','print\_colour\_sep')}      Printing color separations

Mail merge combines a mailing list of names and addresses into your documents, such as letters, to give you a customized standard letter for your recipients.

This is especially useful for a customer or client mailing list so that you don't need to create an individual letter for each one. You could even use it to send letters to your friends, such as an invitation to a party or announcing the birth of your child.

After creating your mailing list with the details of all your intended recipients you can choose which records from the list to include. You can even save the mailing list to use with other documents.

What do you want to know more about?

[{button ,JI\('>howto','new\\_mail\\_list'\)}](#) Creating a new mailing list

[{button ,JI\('>howto','insert\\_merge\\_fields'\)}](#) Inserting mail merge fields into your document

[{button ,JI\('>howto','edit\\_records'\)}](#) Editing records in a mailing list

[{button ,JI\('>howto','print\\_merge'\)}](#) Printing a mail merge document

Drawing shapes in greenstreet Publisher couldn't be easier.

Once you've selected the shape you want from the Toolbox, simply hold down the mouse button and drag the pointer across the page until the shape is the size you want.

- To draw the shape from its center, hold down **Shift** as you drag the mouse pointer.
- To draw a shape with equal proportions, hold down **Ctrl** as you drag the mouse pointer.

Once you have drawn the shape you can use the **Frame Properties** [dialog box](#) to edit it, e.g. by changing the number of sides.

Alternatively, you can ungroup the shape to edit it manually.

What do you want to know more about?

{button ,Jl('>howto',`edit\_basic\_shape')}      How do I edit a basic shape?

{button ,Jl('>howto',`manual\_shapes\_lines')}      How do I manually edit a shape?

{button ,Jl('>howto',`line\_style\_lineart')}      How do I change the line style of a shape?

{button ,Jl('>howto',`fill\_style\_lineart')}      How do I change the fill style of a shape?

Drawing straight lines is so simple, it's child's play. All you need to do is select the **Line** tool and click where you want the points on the path to be.

When you've finished drawing the line do any one of the following:

- ▶ Press **Escape**
- ▶ Press the Spacebar
- ▶ Double-click the mouse button.

If you make the last point on your line close to the first point, the two points will be joined to make a solid shape.

As with shapes, once the line is finished you can edit it using the **Frame Properties dialog box** or by ungrouping it and editing it manually.

What do you want to know more about?

{button ,JI('>howto',`manual\_shapes\_lines')}      How do I manually edit a line?

{button ,JI('>howto',`line\_style\_lineart')}      How do I change the line style of a line?

{button ,JI('>howto',`size\_lineart')}      How do I resize a line?



Use curved lines to create design effects in your documents or to create your own uniquely shaped frames. Simply select the **Curve** tool and click on the page where you want the curve points to be.

When you've finished drawing the line do any one of the following:

- ▶ Press **Escape**
- ▶ Press the Spacebar
- ▶ Double-click the mouse button.

If you make the last point on your line close to the first point, the two points will be joined to make a solid shape.

As with shapes, once the line is finished you can edit it using the **Frame Properties dialog box** or by ungrouping it and editing it manually.

What do you want to know more about?

{button ,JI('>howto',`manual\_shapes\_lines')}      How do I manually edit a line?

{button ,JI('>howto',`line\_style\_lineart')}      How do I change the line style of a line?

{button ,JI('>howto',`size\_lineart')}      How do I resize a line?

Freehand lines give you complete control over the shape you create. It's just like using a pencil. Just select the **Pencil** tool and hold down the mouse button as you drag the pointer over the page.

When you release the mouse pointer, the line is finished.

If you make the last point on your line close to the first point, the two points will be joined to make a solid shape.

As with shapes, once the line is finished you can edit it using the **Frame Properties** [dialog box](#) or by ungrouping it and editing it manually.

What do you want to know more about?

{button ,JI('>howto',`manual\_shapes\_lines')}      How do I manually edit a line?

{button ,JI('>howto',`line\_style\_lineart')}      How do I change the line style of a line?

{button ,JI('>howto',`size\_lineart')}      How do I resize a line?

greenstreet Draw is a dynamic graphics program that lets you create stylish and imaginative graphics. If you have greenstreet Draw installed on your computer, you can insert and edit greenstreet Draw objects in your documents without having to actually open greenstreet Draw.

- If you have a greenstreet Draw object in your document already, you can select it and then click on the greenstreet Draw tool to edit the object.
- If you have a frame selected without a greenstreet Draw object when you click on the greenstreet Draw tool, you can create a new greenstreet Draw object in that frame.
- If you do not have a frame selected when you click on the greenstreet Draw tool, a frame will appear for you to create your greenstreet Draw object in.

When you click on the greenstreet Draw tool, the greenstreet Draw window appears so that you can create your object. When you close greenstreet Draw, the object appears in the frame. For more information about using the greenstreet Draw tools, click on **Help Topics** in the greenstreet Draw **Help menu**.

When you have finished working with your greenstreet Draw object, click anywhere in the work area outside the selected frame to return to return to greenstreet Publisher.

Design snippets are a handy new feature of greenstreet Publisher 3. If you have a part of a document that you might want to use in any other documents you create, just select the frame(s) and save them as a design snippet. This is especially useful if you have created a company logo and want to use it over and over again without having to recreate it.

What do you want to know more about?

[How do I insert a design snippet?](#)

[How do I save part of my document as a design snippet?](#)







**GST Technology Ltd.** has accumulated a vast wealth of knowledge in the field of graphics and desktop publishing software development. Now **GST** are launching a superior range of products under its new brand name '**greenstreet**'. For full information on the company and its product availability (including language information), please view the Aboutgst.htm file included on the root of your CD. You will need to use an appropriate browser such as Microsoft Internet Explorer or Netscape Navigator to view this document.

## **greenstreet contacts**

### **World Wide Web**

CompuServe: **GO DTPVENDOR** (section S2 GST)

Web Site: <http://www.gstsoft.com/greenst>

Visit our web site to get **free** downloads, **free** templates, **free** clip-art, technical support, updates, information and much more.

### **North America**

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In all communication, reference **greenstreet** Technical Support

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## Colors dialog box

This box shows all the colors in the current color palette with their names. You can edit or rename any color from the palette. Use the scroll bar to select the color if necessary.

- Click on a color to see it in the preview box.
- Double-click on a color to select it and display the **Edit Color** dialog box.

Click on this to sort the colors by name and list them alphabetically.

Click on this to sort the colors according to their shades.

In this text box, type the number of tints of each color that you want to be shown in the color bar.

Click on this button to add a color to the palette. The **Add Color** dialog box appears, with the currently selected color in the preview box. You can use any color in the current palette as a starting point; this is useful when you want two or more shades of an existing color.

- The original color will remain in the palette, regardless of how many changes you make to it.

Click on this button to edit a color in the palette. The **Edit Color** dialog box appears with the currently selected color in the preview box.

- Editing an existing color replaces the original color in the palette.
- This option is disabled when Black (the default color) is selected.

Click on this button to delete a color from the palette.

- This option is disabled when Black (the default color) is selected.



Click on this button to display the **Load Colors** dialog box and choose another color palette to use in your document.

Click on this button to display the **Save Colors** dialog box and save your changes, which will be reflected in the color palette at the bottom of the greenstreet Publisher window. You can then use this color palette in other documents.

This preview box displays the currently selected color.

**Edit Color dialog box/Add Color dialog box**

Type a new name for your color in this box.

Click on this to select RGB as your color model. Your color will be made up of red, green and blue.

Click on this to select CMYK as your color model. Your color will be made up of cyan, magenta, yellow and black.

Click on this to select HLS as your color model. With this model you can determine the amount of hue, lightness and saturation in your colors.



Click on this to select PANTONE as your color model. PANTONE is an industry standard that is used for printing.

Check this box to specify a spot color for printing separations. You must give the color a name if you choose this option; if you do not, a message appears asking you to do so.

This preview box shows your new color. Click on the color blocks around the box to add that color. Shift-click on a color block to remove the color.

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The preview box shows your new color. Click on the color blocks around the box to add that color. Shift-click on a color block to remove the color.

The name for this bar changes according to which color model you have selected. It can be **Red**, **Cyan** or **Hue**.

Drag the slider to change the amount of red, cyan or hue.

Type the amount of red, cyan or hue you want directly into this box.

The name for this bar changes according to which color model you have selected. It can be **Green**, **Magenta** or **Lightness**.

Drag the slider to change the amount of green, magenta or lightness.



Type the amount of green, magenta or lightness you want directly into this box.

The name for this bar changes according to which color model you have selected. It can be **Blue**, **Yellow** or **Saturation**.

Drag the slider to change the amount of blue, yellow or saturation.

Type the amount of blue, yellow or saturation you want directly into this box.

Use these controls to change the amount of black in your color.

Drag the slider to change the amount of black in your color.

Type the amount of black you want directly into this box.

Drag the **Hue** slider to add more red, green or blue to your color. If the slider is directly under **r** your color will be red, under **b** it will be blue and under **g** it will be green.



Select the Pantone book you want from this drop-down list box.

Displays the Pantone colors in the book that you have chosen. Click on a color to select it.

Use the scroll bar to scroll through the list of colors available.

**Scan Picture dialog box**

Click on this button to select which scanner to use. This option is disabled if there is no scanner installed.

Click on this button to start scanning. This option is disabled if no scanner is installed. The scanning options available (e.g. speed, color) will depend on your scanner.

- Pictures are scanned as bitmaps. You can color or scale them by selecting **Picture Attributes** from the **Frame** menu, and displaying the **Frame Picture** tab.

Displays the name of the current scanner or informs you that you are not connected to a scanner.

## Add Pages dialog box



Type the number of new pages, or set the number by using the arrows on the box.

Click on this to insert the new pages before the current page.

Click on this to insert the new pages after the current page.

Displays the number of the current page.

**Delete Pages dialog box**

Type the number of the first page you want to delete.

Type the number of pages you want to delete *after* the first page.

Displays the page number of the first page in the document.



Displays the number of the current page in the document.

Displays the page number of the last page in the document.

**Go To Page dialog box**

Type the page number that you want to go to.

Click on this to go to the left master page. This button only appears when your document has both a left and right master page.

Click on this to go to the right master page. This button only appears when your document has both a left and right master page.

Click on this to go to the master page. This button only appears when your document has only one master page.

**Find & Replace dialog box/Find dialog box**



Type the text you want to find. The text may include spaces. Use '?' as a *wildcard*, e.g. **t?e** will find **tee**, **the**, the first three letters of **tree**, etc.

Type the text with which you want to replace the text in the **Find What** box.

Check this box if you want to search for the string exactly as you have typed it.

Check this box if you want to find whole words only and not parts of longer words.

Click on this to find the next occurrence of the text in the document, when the text is found it will be highlighted.

Click on this to replace the highlighted text with the text in the **Replace With** box.

Click on this to replace all occurrences of the text in the document automatically.

**Summary Information dialog box**



Type the title for the document here.

Type the subject of the document here.

greenstreet Publisher automatically inserts the user name into this box, but you can edit it to put in a different name.

Type keywords for the document here.

Type any comments you have about the document here. Use the scroll bar to view the whole box.

Click on this to display the **Document Statistics** dialog box, which contains statistical information about the document.

Displays the filename of your document.

Displays the folder where your document is saved.



Displays the name of the template (if any) used to create your document.

## Picture Status dialog box

Displays the name of the file.

Click on this to remove the file from the document. You will be requested to confirm this before you continue.

Type the amount that you want to rotate the picture by in this box, or use the arrows to select a number.

Displays the size of the file in terms of memory.

Displays the size of the file in terms of memory.

Displays the resolution of the image in dpi (dots per inch).



Displays the color depth of the image, i.e. the maximum number of colors used.

## **Align Frames dialog box**

Click on this to align the selected frames at their left edges.

Click on this to align the selected frames at their centers.

Click on this to align the selected frames at their right edges.

Click on this to turn the horizontal alignment off.

Click on this to align the selected frames at their top edges.

Click on this to align the middle of the selected frames to each other.



Click on this to align the selected frames at their bottom edge.

Click on this to turn the vertical alignment off.

Shows how your frames will align to each other.

**Thesaurus dialog box**

Displays the word that you have chosen to look up in the thesaurus. You can type a different word to look up directly into this box. The drop-down list box displays the previous thirty words you have looked up. You can select a word to look up from this drop-down list box.

Lists possible meanings for the selected word. To look up a listed word, select it and click on **Look Up**. Alternatively, double-click on the word in the list.

Displays the word that you have selected in the **Meanings** list box (or the first word in the list). You can use this word to replace the word you have looked up.

Displays alternative words or phrases for the word in the **Replace Word** box.



Click on this to look up a word you have chosen from either the meanings or synonyms list.

Click on this to replace the word you looked up in your text with the word in the **Replace Word** box.

Displays the language of the spelling, hyphenation and thesaurus dictionaries currently in use. You can select another language if you have other dictionaries installed, and the current word will be searched for in the new language.

**Object status dialog box**

Displays the name of the file. You can change this by typing a new name here.

## About greenstreet

Click on this to display information about greenstreet and their other products.

Displays information about greenstreet Publisher.



**Popup query**

Click on the action that you want to take.

Click on the action that you want to take.

Click on the action that you want to take.

Click on the action that you want to take.

Click on the action that you want to take.

**Abort printing**

Displays information about the current print job and its progress. Click on the **Cancel** button to abort the print job.



## Document statistics dialog box

Displays the time and date when the document was created.

Displays the time and date when the document was last saved.

Displays the time and date when the document was last printed.

Displays the name of the person who last saved the document.

Displays the revision number of the document. This is the number of times that the document has been edited and saved.

Displays the amount of time that has been spent working on the document.

Displays the number of pages used in the document.



**Group box generic**

Help is available for each item in the group box. Click on ? at the top of the dialog box, then click on the specific item you want help about.

**Import File dialog box**

You have attempted to import a file whose format cannot be recognized by greenstreet Publisher. Choose a different file type from the list below.

Displays a list of the file formats that can be recognized by greenstreet Publisher. Select the alternative file format you want, then click on **OK**.

Displays a list of the file formats that can be recognized by greenstreet Publisher. Select the alternative file format you want, then click on **OK**.

**Print dialog box**

Click on this to display the **General** tab.



Click on this to display the **Paper** tab.

Click on this to display the **Separations** tab.

Click on this to display the **Options** dialog box.

Click on this to print your document to the selected printer with the properties you have chosen.

Click on this to view a print preview of your document. The document will be shown exactly as it will print according to the print selections you have made.

Click on this to close the **Print** dialog box without printing your document.

## General tab (Print dialog box)

Displays the name of the currently selected printer.



Check this check box if you want to print your document to a file on disk. This option maybe disabled if your selected printer does not support this option.

When you print the document you will be asked to specify where you want to save it.

Click on this to select a different printer or change the settings of the currently selected printer.

Type the number of copies of the document you want to print or use the up and down arrows to change the number.

Check this box to print each copy of your document in the page order 1,2,3,... 1,2,3,... rather than 1,1,... 2,2,... 3,3,...etc.. This option is disabled if you are printing only one copy or only one page.

Click on this if you want to print all the pages of your document.

Click on this if you want to print only the current page of your document.

Click on this if you want to specify a page range in your document to print.

Type the first page of your document that you want to print.

This box is only enabled when you have selected **Pages** from the **Page Selection** group box.



Type the last page that you want to print.

This box is only enabled when you have selected **Pages** from the **Page Selection** group box.

Click on this if you want to print a copy of the document for all the entries in your mailing list.

Click on this if you want to print a copy of the document for the current record in the mailing list only.

Click on this if you want to print a copy of the document for the selected records in the mailing list.

Click on this to select the records from your mailing list that you want to print copies of the document for.

**Paper tab (Print dialog box)**

Select how you want your pages to be printed. The options available in this list box will vary according to the page style you selected on the **Size & Orientation** tab of the **Page** dialog box.

Check this check box if you want to print on both sides of the paper. This option is automatically checked if you selected Booklet printing from the **Paper Mapping** list box.



If you have chosen to print on both sides of the paper, check this check box if you want the printing to pause between sides.

A dialog box will appear asking for information about how the paper is fed into your printer. greenstreet Publisher will print all of the right/left sides of the document. You are then asked to return the paper to the printer and it will print the opposite sides.

Displays a pictorial representation of the paper mapping you have selected.

**Separations tab (Print dialog box)**

Check this check box to enable color separation printing.

Select the type of color separations you want to print. The spot colors available are those you specified in the **Add Color** or **Edit Color** dialog boxes.

Check this check box if you want spot colors to 'knockout' the colors beneath them, rather than printing on top of them. This option is disabled if you have selected to print process colors.

Check this check box if you want black to print on top of any other color on the page. This option is disabled if you are printing process colors.

Check this check box if you want to output each separation to disk as a separate file.



Displays all the available separations of the type you selected in the **Type of Separations** list box. Select the separations you want to print.

Click on this to change the screen settings for your separations. If you are not sure whether you should change these or not, ask your printer bureau.

**Options tab (Print dialog box)**

Check this check box if your document page is smaller than the printer paper and you want to print crop marks as a guideline to the page size.

Check this check box if you want to print any graphics you have used in your document. This includes pictures, PowerText and OLE objects.

When this box is cleared, graphics are not printed.

Check this check box if you want to print any frames you have marked as annotations in your document.  
When this box is cleared, annotation frames are not printed.

Check this check box if you want to print your document in monochrome.

Check this box to pause printing between sheets. After every page is printed you are prompted to continue printing. This option is useful if you need to change headed paper, or are using a sheet feeder.



Check this box to print the document in reverse order. This is a useful option for some printers that collate pages in reverse order.

Check this box to print your document in reverse. This option is only available when printing to a PostScript printer.

Check this box to print your document so that all colors are printed as their negatives. This option is available only when printing to a PostScript printer.

**Page dialog box**

Click on this to display the **Size & Orientation** tab.

Click on this to display the **Margins & Columns** tab.

Click on this to display the **Page Numbers** tab.

Select the pages you want to apply your changes to. Some options can only be applied to the whole document.



Check this check box if you want to resize the frames on your page in proportion with the page itself. If this check box is cleared, the frames will stay the same actual size.

## **Size & Orientation tab (Page dialog box)**

Select the page style you want from the list of those available.

The choice you make here will affect the page sizes available to you.

Select the page size you want for your document. The choices available here depend on the page style you choose.

Click on this button to add a new page size to the list.

Click on this button to edit the selected page size. You can change the name, height or width.

Click on this to remove a page size from the list.

Select this if you want your page(s) to be portrait orientation. The height of the page is greater than the width.



Select this if you want your page(s) to be landscape orientation. The width of the page is greater than the height.

Displays a pictorial representation of the selected page style.

## **Margins & Columns tab (Page dialog box)**

Type the distance you want from the top of the page to the top of the column guides in this box.

Type the distance you want from the bottom of the page to the bottom of the column guides in this box.

Type the distance you want from the left-hand side of the page to the left-hand side of the left column guide in this box.

Type the distance you want from the right-hand side of the page to the right-hand side of the right column guide in this box.

Type the width you want the binding margin to be in this box.

The binding margin is the extra space given down the edge of the page that will be bound.



Type the number of column guides you want in this box or use the up and down arrows to select the number.

Type the space you want between each column guide in this box or use the up and down arrows to select the amount.

Type the distance you want between the top of the page and the top of the header frame in this box or use the up and down arrows to select the amount.

Type the distance you want between the bottom of the page and the bottom of the footer frame in this box or use the up and down arrows to select the amount.

**Page Numbers tab (Page dialog box)**

Check this check box if you want to add page numbers to your document.

From this drop-down list box, select where you want to put the page numbers on your page(s). You can choose from either in the header or footer.

From this drop-down list box, select how you want to align the page number in the header or footer frame.



Select this if you want to style your page numbers in standard Arabic numerals i.e. 1, 2, 3, ...

Select this if you want to style your page numbers in lower case roman numerals i.e. i, ii, iii ...

Select this if you want to style your page numbers in upper case roman numerals i.e. I, II, III ...

Select this if you want to style your page numbers in lower case letters i.e. a, b, c ...

Select this if you want to style your page numbers in upper case letters i.e. A, B, C ...

Type the first page of your document that you want to put a page number on in this box.

Type the number that you want to put on the first numbered page of your document in this box.

## **Add/Edit Custom Page Size dialog box**



Type the name for your page or stationery in this box.

Type the width of your page or stationery in this box, or use the up and down arrows to select the amount.

Type the height for your page or stationery in this box, or use the up and down arrows to select the amount.

**Add Custom Stationery dialog box**

Type the distance you want between the left-hand edge of one page (e.g. a label) to the left-hand edge of the page next to it. This will determine any gap to be placed between the pages on the printed paper.

Type the distance you want between the top of one page (e.g. a label) and the top of the page below it. This will determine any gap to be placed between the pages on the printed paper.

Type the space you want from the left-hand edge of the paper and the left-hand edge of the custom page (e.g. a label).

Type the space you want from the top of the paper and the top of the custom page (e.g. a label).



Type the number of pages you want to print across the printed paper, or use the up and down arrows to select the number.

Type the number of pages you want to print down the printed paper, or use the up and down arrows to select the amount.

Displays a pictorial representation of the measurements you should specify for your custom stationery.

## Preferences dialog box

Click on this to display the **Document** tab.

Click on this to display the **Spelling** tab.

Click on this to display the **Auto Backup** tab.

Click on this to display the **Controls** tab.



Click on this to display the **View** tab.

**Document tab (Preferences dialog box)**

Select the way you want greenstreet Publisher to appear when you open it from this drop-down list box.

Check this check box if you want text to wrap around frames by default.

Select the unit of measurement you want to use in your document from this drop-down list box. The units used are displayed in the ruler intersection.

Select this if you want the **Page Up** and **Page Down** keys on your keyboard to scroll the greenstreet Publisher window.

Select this if you want the **Page Up** and **Page Down** keys on your keyboard to flip through the pages of your document.

Check this check box if you want greenstreet Publisher to create a backup copy of your document when you save it.

The file will be saved with the same name as the original, but with the file extension .BAK. Saving a backup copy of the document when you save will make saving your document take longer.



Check this check box if you want greenstreet Publisher to compress you documents to save space.

Check this check box if you want to be prompted to enter summary information about your document the first time you save it.

Select this if you want to snap objects to guides when you move them.

Type the size that you want the grid to be in this box or use the up and down arrows to select the amount.

## Spelling tab (Preferences dialog box)

Check this check box if you want greenstreet Publisher to automatically highlight words that it cannot find in the user dictionary as you type. The words are underlined in the way you specify on the **View** tab.

Check this check box if you want the spell checker to ignore any words typed entirely in capitals in your document.

Check this check box if you want the spell checker to ignore any word in your document that has a number in it.



Check this check box if you want the spell checker to ignore any words in your document that start with a capital letter e.g. names.

**Auto Backup tab (Preferences dialog box)**

Select this if you want greenstreet Publisher to beep at regular intervals to remind you to save your document.

Select this if you want greenstreet Publisher to save your work automatically at regular intervals.

Select this if you do not want your document to be automatically backed up.

Type the time in minutes you want to leave between each automatic backup.

**View tab (Preferences dialog box)**

Select the item that you want to change the color of.



Select the color you want to change the item you selected in the list box to.

Check this check box to have frames and column guides displayed in your document.

Check this check box to have ghost styles of paragraph styles displayed in your document.

Check this check box to display the printable area of your document.

Check this check box to make sure that any graphics used in your document are displayed. Graphics include any picture, PowerText effects and OLE objects.

## Controls tab (Preferences dialog box)

Check this check box to make sure that rulers are displayed.

Check this check box to make sure that the color bar is displayed.



Check this check box to make sure that the information line is displayed.

Check this check box to make sure that the contents box is displayed.

Check this check box to make sure that the nudge control is displayed.

Check this check box to make sure that the Help Assistant is displayed.

Check this check box to make sure that the General Tools are displayed.

Check this check box to make sure that the Frame Tools are displayed.

Check this check box to make sure that the Border Tools are displayed.

Check this check box to make sure that the Paragraph Tools are displayed.



Check this check box to make sure that the Text Tools are displayed.

Check this check box to make sure that the Mail Merge Tools are displayed.

Check this check box to make sure that the Web Document Tools are displayed.

## Frame Properties dialog box

Click on this to display the **Shape** tab.

Click on this to display the **Size and Position** tab.

Click on this to display the **Border Styles** tab.

Click on this to display the **Background** tab.



Click on this to display the **Frame Picture** tab.

Click on this to display the **Frame Text** tab.

**Shape tab (Frame Properties dialog box)**

Click on this to make the selected frame a rectangle.

Click on this to make the selected frame shape a rectangle with rounded corners.

Click on this to make the selected frame shape a circle or oval.

Click on this to make the selected frame shape a star. Type the number of points you want on the star in the **Number of Points** box.

Click on this if you want to make the selected frame shape a starburst. Type the number of points you want on the starburst in the **Number of Points** box.



Click on this if you want to make the selected frame shape autotrace itself around the picture it contains.

Click on this if you want to convert the selected frame to a line.

Click on this if you want to make the selected frame shape a polygon. Type the number of points you want on the polygon in the **Number of Points** box.

Type the number of points you want on your star, starburst or polygon in this box or use the up and down arrows to select the number.

Check this check box to rotate a star, starburst or polygon so that its base is the next point or side.

Check this check box if you have selected a line shape and want the path to be closed, making it a solid shape.

Drag this slider to change the length of the inner points on a starburst. The higher the percentage, the longer the inner points are.

Drag this slider to change the inner radius of a star or starburst. The higher the percentage radius, the 'fatter' the star is.



Click on this if you want the selected frame to obscure text in a frame that it is positioned over.

Click on this if you want the selected frame to force text in a frame it is positioned over to wrap around it.

Type the amount of space by which you want to repel text from the top and bottom of the frame, or use the up and down arrows to select the amount.

Type the amount of space that you want to repel text from the left and right-hand sides of the frame by or use the up and down arrows to select the amount.

## **Size and Position tab (Frame Properties dialog box)**

Type the amount of space you want between the left-hand side of the page and the left-hand side of the selected frame in this box, or use the up and down arrows to select the amount.

Type the amount of space you want between the top of the page and the top of the selected frame in this box, or use the up and down arrows to select the amount.

Type the width you want the selected frame to be in this box, or use the up and down arrows to select the amount.



Type the height you want the selected frame to be in this box, or use the up and down arrows to select the amount.

Type the angle you want the selected frame to be in this box, or use the up and down arrows to select the amount.  
Alternatively, drag the radius of the circle to the angle you want.

Check this check box to make sure that whenever you change the height or width of the selected frame, the width or height will change in proportion.

Check this check box to lock the selected frame in position. When this check box is checked you cannot change the size, position or angle of the frame, but can change all other attributes.

Check this check box to mark the selected frame as an annotation. When you print your document this frame will not be printed unless you specify printing annotation frames.

Displays the current units of measurement. You can change these using the **Preferences** dialog box.

**Border Styles tab (Frame Properties dialog box/Table Cell Properties dialog box)**

Click on the arrow to drop down the list box and select whether you want no border style, a standard line style, a traditional border style or a decorative border style from the categories available.



Displays the borders available. Select a style from the list to apply it to the selected frame(s) or cell(s).

If you have chosen a standard line style, you can select an arrow head from this box to add to the start of the selected line.

If you have chosen a standard line style, you can select an arrow head from this box to add to the end of the selected line.

Click on this to apply the selected border style to none of the sides on the selected frame.

Click on this to apply the selected border style to the top and bottom sides of the selected frame.

Click on this to apply the selected border style to the right and left-hand sides of the selected frame.

Click on this to apply the selected border style to all the sides of the selected frame.

Check the check boxes on the sides that you want to apply the selected border style to.



Check this check box if you want to specify the width of the border or line style. Type the width you want the border to be, or use the up and down arrows to specify the amount. Select the unit of measurement you want to use from the drop-down list box.

Type the width you want the border to be, or use the up and down arrows to specify the amount. Select the unit of measurement you want to use from the drop-down list box.

Check this check box if you want to specify a color for the selected line or border style other than the default.

Select the color you want the line or border style to be from this drop-down list box.

Select which sides of the selected cell(s) you want to apply the border style to.

**Background tab (Frame Properties dialog box/Table Cell Properties dialog box)**

Displays all the available background styles, including graduated fill styles and textured fills. Select the fill style you want to use.

Use this drop-down color palette to select a color for a plain fill style. If you have selected a graduated fill style, the color you choose here is the 'from' color.



Use this drop-down list box to select a 'to' color for a graduated fill style. If you have chosen a textured fill style, this will change the color of the texture.

Displays a preview of the fill style you have chosen. If you have chosen a linear or cylindrical graduated fill style, you can drag the arrow to change the angle of the fill.

Check this check box if you want to specify a color for the textured fill style.

Type the angle that you want the texture at in this box or use the up and down arrows to specify the amount. Alternatively, drag the radius of the circle to the angle you want.

Drag the slider to increase or decrease the detail of the texture. The higher the detail, the larger the texture is.

**Frame Picture tab (Frame Properties dialog box)**

Click on this to have the picture in the selected frame stretch to fit the size and shape of the frame.

Click on this to have the selected frame resize to fit the picture it contains.



Click on this to have the picture in the selected frame centered in the frame.

Click on this to have the picture in the selected frame tiled by the amount you specify in the **Tile Picture** group box.

Check this check box if you want to re-color the picture in the selected frame with shades of one color.

Drop-down the color palette and select the color that you want to re-color the picture in the selected frame in shades of.

Check this check box if you want to flip the picture in the selected frame horizontally across a vertical axis.

Check this check box if you want to flip the picture in the selected frame vertically across a horizontal axis.

Check this check box if you want to make the white areas of the picture in the selected frame transparent.

Type the angle that you want the picture at in this box or use the up and down arrows to select the amount.  
Alternatively, drag the radius of the circle to the angle you want.



Type the number of times you want to tile the picture across the frame or use the up and down arrows to select the number.

Type the number of times you want to tile the picture down the frame or use the up and down arrows to select the number.

Check this check box if you want the tiled pictures to create a mosaic style pattern.

**Frame Text tab (Frame Properties dialog box)**

Type the angle you want the text in the selected frame to be at, or use the up and down arrows to select the angle.  
Alternatively, drag the radius of the circle to the angle you want.

Click on this if you want the selected frame to resize to fit the text it contains.

## Add/Edit Web Link dialog box

Type the text that you want to create as a link. This text will be styled differently to your normal text according to your preferences.



Select this if you want to link to a bookmark in the same document. Select the bookmark from the drop-down list box.

Select this if you want to link to a completely different document. You can type the path to the document in the box or, if you have used that path before, select it from the drop-down list box.

Click on this to remove the selected link.

## Bookmarks dialog box

Select this if you want the selected text to be marked as a bookmark.

Select this if you want the selected frame to be marked as a bookmark.

Select this if you want the selected page to be marked as a bookmark.

Type the name you want to give to the bookmark in the top box.  
You can select a bookmark from the list box to go to or delete.



Click on this to add the bookmark you have just named to the list of bookmarks in the document.

Click on this button to delete the bookmark you selected from the **Name** list box.

Click on this to go to the bookmark you selected from the **Name** list box.

**Insert Field/Insert Mail Merge field dialog box**

Select the field you want to insert from this list.

## **Edit Mailing List dialog box**

The name of the columns correspond to the name of the mail merge field. Right-click on the column heading to display a shortcut menu, from which you can rename, add, delete and order columns. Left-click on the column heading to select all the records in that column. Drag the bar between the headings to change the size of the record entry area.

Click on the arrow next to a row to select the entire row. Hold down **Ctrl** as you click to selected multiple rows. Drag the bar between the buttons to change the size of the record entry area.

Click in a cell to position the text cursor in it. You can edit and type text in the record entry area in the usual way.

Click on this to select a different mailing list to use with your document.



Click on this to display the **Print** dialog box, from which you can print the mail merge document.

## Rename Column dialog box

Type the new name for your column in the text box.

**Add New Column dialog box**

Type the name for your new column in the text box.

Select this if you want to add your new column before the column you right-clicked on to create the new one.

Select this if you want to add your new column after the column you right-clicked on to create the new one.

**Typographic Symbols tab (Insert Character dialog box)**



Select the character you want to insert at the text insertion point in your document.

**Character Set tab (Insert Character dialog box)**

Select this if you want to insert a character from the list of those available to standard fonts. The character will be styled in the same font as the paragraph style you are currently using.

Select this if you want to insert a character from those available to symbol fonts, e.g. Wingdings.

Select the symbol font you want to use.

Select the character you want to insert at the text insertion point in your document.

**Repeating Frames dialog box**

Select this if you want to repeat the selected frame on the left and right pages of your document.



Select this if you want to repeat the selected frame on every other page of your document.

Select this if you want to repeat the selected frame from the start of your document to the current page.

Select this if you want to repeat the selected frame from the current page to the end of your document.

Select this if you want to repeat the selected frame throughout the whole document.

Select this if you want to place the repeated frame on top of any frames already on the page.

Select this if you want to place the repeated frame behind the frames already on the page.

## Paragraph Styles dialog box

Select the paragraph style that you want to edit or delete.



Click on this to create a new paragraph style.

Click on this to edit the selected paragraph style.

Click on this to delete the selected paragraph style.

Displays information about the paragraph style selected in the **Select Style** list box.

## Create New Paragraph Style dialog box

Type the name of the new paragraph style in the box.

Select this if you want to base your new paragraph style on an existing paragraph style.

Select the style you want to base it on from the drop-down list box.

Select this if you want to base your new paragraph style on the text selected in the document.



Select this if you do not want to base your new paragraph style on any existing text or style.

**Check Spelling dialog box**

Displays the spelling mistake or word not found in the user dictionary.

When you select a replacement word from the list box, that word is displayed here. You can also correct the word in this box yourself.

Displays a list of the alternative words for the spelling mistake. Select the word you want to replace the word with.

Displays the language being used to check the spelling in the document.

Click on this to ignore the spelling mistake found.

Click on this to replace the spelling mistake with the word selected from the list of alternatives or the word you have corrected yourself.

Click on this to ignore all occurrences of the spelling mistake found in the document.



Click on this to replace all occurrences of the spelling mistake in the document with the word you selected from the list of alternatives or the word you have corrected yourself.

Click on this to add the 'spelling mistake' to the dictionary so that it is not picked up again in any document you create.

**Insert Table dialog box/Table Auto Style dialog box**

Type the number of rows you want in your table.

Type the number of columns you want in your table.

## Halftone Screen Settings dialog box

Type the screen frequency you want to use (in lines per inch), or select a frequency from the drop-down list box. The best setting depends on the type of paper you intend to use; consult your printing company for advice.

Type the angle for the spot color separation in this text box.



Type the angle for the cyan separation in this text box.

Type the angle for the magenta separation in this text box.

Type the angle for the yellow separation in this text box.

Type the angle for the black separation in this text box.

Displays a note about changing your halftone screen settings.

## Printing on Both Sides dialog box

Click on this to make sure that the bottom face of the paper is printed on. You may have already printed on the top face.

Click on this to make sure that the top face of the paper is printed on. You may have already printed on the bottom face.



Click on this to specify that the paper is delivered from the printer face down.

Click on this to specify that the paper is delivered from the printer face up.

Displays a hint about printing your booklet.

Displays examples of booklet printing.

**Font tab**

Displays the fonts available. To select a font, drop down the list box and click on the font you want.

Displays the point size of the font. Select a pre-defined point size from the list box, or type a point size directly into the text box.

Displays the color of the font. Select a new color from the drop-down color palette.



Type the percentage that you want to compress or expand the text by, or use the arrows to select a number.  
Choose a value between 25% and 200%.

Displays the available underline styles. To select an underline style click on it in the drop-down list box.

Select the language that the text is written in so that the appropriate dictionary can be used when you are spell checking.

Check this check box to move the text up half a line.

Check this check box to move the text down half a line.

Check this check box to put a box around the text.

Check this check box to put a rounded box around the text.

Check this check box to put a line through the text.



Check this check box to make the text **bold**.

Check this check box to make the text *italic*.

Displays sample text for the font and styles you have selected.

Type the amount (in percentage) that you want to kern the text by, or use the up and down arrows to select the amount.

## Indents & Layout tab

Click on this to align text to the left of the frame.

Click on this to center text in the frame.

Click on this to align text to the right of the frame.



Click on this to align text to both the left and right of the frame. The text is justified.

Type the distance that you want for the space between the left frame edge and the start of the first line of the paragraph.

Type the distance that you want for the space between the left frame edge and the left edge of the paragraph.

Type the distance that you want for the space between the right frame edge and the right edge of the paragraph.

Type the distance that you want above the top of the paragraph.

Type the distance that you want below the bottom of the paragraph.

Type the distance you want between the top of the frame and the top of the first line of text.

Click on this to let greenstreet Publisher decide where the paragraph is split. This can be across either pages or frames.



Click on this to prevent a paragraph from being split over a frame or page.

Click on this to specify the minimum widow and orphan lines that you want. This allows you to specify the parts of a paragraph that cannot be split across frames or pages.

Type the number of lines that you want to keep at the start of the paragraph, or use the arrows to select a number.

Type the number of lines that you want to keep at the end of the paragraph, or use the arrows to select a number.

Click on this to prevent a paragraph from being separated from the paragraph above it.

Click on this to prevent a paragraph from being separated from the paragraph below it.

Click on this to force a paragraph to always start at the top of the first frame on the next page, if text is flowed into the frame.

Click on this to force a paragraph to always start at the top of the next frame in your document, if the text is flowed into the frame.



**Spacing tab**

Click on this to let greenstreet Publisher decide on the spacing for you.

Drag the slider to determine how loose or tight you want the spacing to be and greenstreet Publisher will work it out for you.

Click on this to specify the word and letter spacing yourself.

Click on this to make sure that the spaces between the letters and words are not stretched when using a monospaced font (where all the characters have the same width, e.g. Courier).

Check this box to allow letter spacing.

Check this check box to let greenstreet Publisher kern your text automatically.

Type the minimum word spacing you will allow, or use the arrows to select a number.



Type the word spacing you prefer, or use the arrows to select a number.

Type the maximum word spacing you will allow, or use the arrows to select a number.

Type the maximum letter spacing you will allow, or use the arrows to select a number.

Click on this to set the leading relative to the point size of the text. In the box, type the percentage that you want to set the leading to, relative to the text.

Click on this to type the leading you want in points. In the box, type the leading that you want in points, or use the arrows to select a number.

Click on this to set the relative leading at 100%.

Click on this to set the relative leading at 120%.

Click on this to set the relative leading at 150%.



Click on this to set the relative leading at 200%.

Check this box to make sure that, when text is set in columns, paragraphs in the columns will align horizontally so that the baselines of text will line up across the page.

Check this box to turn on hyphenation.

Drag the slider to determine how ragged you want the right-hand edge of the text to be.

Check this check box to allow the lines of text to overlap each other.

Type the space you want between the default tab stops in your text, or use the up and down arrows to select an amount.

**Bullet & Numbering tab**

Click on this if you do not want to use a bullet in your text.



Click on this to use a bullet in the selected text.

Click on this to apply list numbering to your text.

Click on this to apply heading numbering to your text.

Select the font for your bullet from the fonts listed here.

Check this box to display only symbol fonts in the **Font** list box.

Displays the bullet characters for the selected font. Use the scroll bar to view the whole selection. Click on the bullet character you want to use.

Check this check box if you want to specify a color for your bullet.

Select the color for your bullet from the drop-down color palette.



Click on this to use standard numbers for your numbered text.

Click on this to use upper case letters for your numbered text.

Click on this to use lower case letters for your numbered text.

Click on this to use upper case roman numerals for your numbered text.

Click on this to use lower case roman numerals for your numbered text.

Type any text that you want to appear before the numbers in your text.

Type any text that you want to appear after the numbers in your text.

Type the heading level that you want the text to be.



Check this check box to include the previous heading level(s) in the heading numbering for the text.

Divides the sections about number styles and heading levels.

**Drop Caps tab**

Click on this if you do not want to apply a drop cap to your text.

Click on this if you want to apply a drop cap that covers two lines of text.

Click on this if you want to apply a drop cap that covers three lines of text.

Click on this if you want to apply a drop cap that covers four lines of text.

Click on this if you want to apply a drop cap the height of two lines of text, but with its baseline aligned with the baseline of the first line of text.



Click on this if you want to apply a drop cap the height of three lines of text, but with its baseline aligned with the baseline of the first line of text.

Click on this if you want to apply a drop cap the height of four lines of text, but with its baseline aligned with the baseline of the first line of text.

**General tab**

Displays the name of the paragraph style you are editing. You can type a new name in this box.

Displays the paragraph style that this one is based on. You can select a style from the drop-down list box.

Displays the paragraph style that will be used after a paragraph of this style. You can select a style from the drop-down list box.

Displays the shortcut key for the paragraph style. You can select a shortcut key from the drop-down list box.

**Text Status dialog box**



Displays the language of the spelling and hyphenation dictionaries currently in use by the text. You can select another language from the drop-down list box if you have other language dictionaries installed. If the text language is 'neutral' the text will be hyphenated and spell-checked using the document language.

Displays the number of frames that the text is placed within.

Displays the amount of space still unused in the text's frames.

Displays the number of words in the selected text.

Displays the number of words from the text that have been placed in the document.

Displays the number of words from the text that have not been placed in the document, perhaps because there are too few frames, the frames are too small or all of the text has not been flowed into frames.

## Picture Cropping dialog box

Drag the slider to zoom into or out of the center of the area specified in the preview window, or click on the arrows to zoom in or out by small amounts.



Displays the picture you are cropping. You can define the crop area by dragging the mouse pointer over an area in the preview window or dragging the edges of the area box.

Click on this to return the picture to its original state.

Click on this to close the dialog box and keep any changes you have made.

## Tab Stop dialog box

Select the type of tab stop you want from the drop-down list box.

Type the position for the tab stop, or use the up and down arrows to select the number.

Type the character you want to use as a leader to the tab stop.

Type the spacing you want to apply to the leader.



**Import Picture/Insert Design Snippet/Insert Table/Table Auto Style dialog box**

Type the path to the folder where the document you want to open or base a new one on is stored. The folders you have opened files from recently are stored in the drop-down list box.

Displays the folders and greenstreet Publisher files in the current folder that you can use. Double-click on a folder to make it the current folder. Select the file you want to use.

If you are styling a table, select the table style you want to use.

Click on this to move up one level in the path displayed in the **Name** box.

E.g. If you are at C:\PROGRAM FILES\GREENSTREET\PUBLISHER\DOCUMENTS\BLANK PAGE you will go to C:\PROGRAM FILES\GREENSTREET\PUBLISHER\DOCUMENTS.

Click on this to open an untitled document based on the document you selected in the preview area.

Click on this to open the file you selected in the preview area.

[Click on this to return to the greenstreet Publisher default folder.](#)

Click on this to change the way your files and folders are displayed in the browser. Click on the arrow to display the menu listing the views available. You can also right-click in the preview area to display a menu listing further options.

Select **Folder tree** from the menu to display a tree view of the drives and folders available in a window on the left-hand side of the preview window. The drives and folders are displayed in the same way as in Windows Explorer.



Select the type of file that you want to open. Files of this type are displayed in the preview area.

Select the resolution that you want to import the selected picture as.

## Startup dialog box

Select this to create a new, untitled document. The **New Document** dialog box appears, from which you can select the starting point for your document.

Select this to work on a document that has already been created. The **Open Document** dialog box appears, from which you can select the document you want to work on.

Select this to work through a greenstreet Publisher tutorial. You can display the instructions for the tutorial in the Help Assistant. The **Tutorials** dialog box appears, from which you can select the tutorial you want to work through.

Select this to display the default blank page in the work area and begin work on your document.

Dispalys information about the option you have selected.



**Open Document dialog box**

Click on this to bring the tab to the front of the dialog box.

Displays the path for the folder where the selected recently used document is saved.

Displays a preview of the recently used documents. Click on a document to select it.

Displays information about how to use this dialog box.

Click on this to open the document you selected in the preview area.

Click on this to open an untitled document based on the document you selected in the preview area.

## **New Document dialog box**



Click on this to bring the tab to the front of the dialog box.

Displays the types of documents available in greenstreet Publisher. Click on a category to display the PagePilots and documents of that type in the **PagePilots and Designs** box.

Displays the PagePilots and sample documents available in the category selected in the **Category** list box.

The left-hand box displays the types of sample documents and PagePilots available in greenstreet Publisher. Click on a category to display previews of the PagePilots and sample documents in the **PagePilots and Designs** box.

Displays information about how to use this dialog box.

Click on this to open an untitled document based on the document you selected in the preview area or to run a PagePilot.

Click on this to open the document you selected in the preview area.

## Tutorials dialog box



Displays previews of the tutorial documents. Click on a tutorial to select it.

Displays information about using this dialog box.



This dialog box appears when you select **Edit Colors** from the **Edit** menu.

From this dialog box you can add, edit or delete colors, and load or save a color palette.

**Color list:**

- This box shows all the colors in the current color palette with their names. You can edit or rename any color from the palette. Use the scroll bar to select the color if necessary.
- Click on a color to see it in the preview box.
- Double-click on a color to select it and display the **Edit Color** dialog box.

**Sort by** box:

- Choose **Name** if you want your colors listed alphabetically.
- Choose **Color** if you want your colors grouped by shade (e.g. all shades of green together).

**Color Bar** box:

In the **Tints of Each Color** box, specify the number of tints of each color you would like shown on the color bar.

**Add** button:

Click on this button to add a color to the palette. The **Add Color** dialog box appears, with the currently selected color in the preview box. You can use any color in the current palette as a starting point; this is useful when you want two or more shades of an existing color.

- The original color will remain in the palette, regardless of how many changes you make to it.

**Edit** button:

Click on this button to edit a color in the palette. The **Edit Color** dialog box appears with the currently selected color in the preview box.

- Editing an existing color replaces the original color in the palette.
- This option is disabled when **Black** (the default color) is selected.

**Delete** button:

Click on this button to delete a color from the palette.

- This option is disabled when **Black** (the default color) is selected.

**Load** button:

Click on this button to display the **Load Colors** dialog box and choose another palette to use.

**Save** button:

Click on this button to display the **Save Colors** dialog box and save your changes, which will be reflected in the color palette at the bottom of the greenstreet Publisher window.

This dialog box appears when you select **Edit** from the **Colors** dialog box, or when you double-click on a color in the color palette.

From this dialog box you can mix colors to create the exact shade you want and choose whether or not you want to specify spot colors for color printing.

**Name** box:

Use this box to change the name of an existing color.

**Model** group box:

Choose one of the following color models for printing separations from this box:

- RGB
- CMYK
- HLS
- Pantone
- Change the currently selected color by clicking on the color bars surrounding it. Any changes you make are reflected in the preview box.
- If you have chosen the **RGB** model, use the slider controls to change the percentage of red, green and blue used to mix the new color, or enter the value (from 0 to 255) in the boxes beside the sliders.
- If you have chosen the **CMYK** model, use the slider controls to change the percentage of cyan, magenta, yellow and black used to mix the new color, or enter the percentage in the boxes beside the sliders.
- If you have chosen the **HLS** model, use the slider controls to change the degree of hue and the percentage of lightness and saturation used to mix the new color, or enter the figures in the boxes beside the sliders.
- If you have chosen the **PANTONE** model, use the **Publication** drop-down list box to choose the Pantone book you want. The colors in the chosen book are listed here; use the scroll bar to see the full selection. Click on one of the colors to select it, or use the slider to find the color you want. You will not be able to alter this color, as Pantone offers a standard set of colors.

**Spot Color** check box:

Select this box to specify a spot color for printing separations. You must give the color a name if you choose this option; if you do not, a message appears asking you to do so.

This dialog box appears when you select **Add** from the **Colors** dialog box, or when you click on the + button at the right-hand edge of the color palette or the color bar.

From this dialog box you can add a new color or a shade of an existing color to the palette and specify color models and spot colors for printing.

**Name** box:

Use this box to give the color a name.

**Model** group box:

Choose one of the following color models from this box:

- RGB
- CMYK
- HLS
- PANTONE
- Change the color in the box by clicking on the color bars surrounding it. If you have clicked on the + button in the palette to display this dialog box, the startup color will be Black (the default color). Any changes you make are reflected in the preview box.
- If you have chosen the **RGB** model, use the slider controls to change the amount of red, green and blue used to mix the new color, or enter the value (from 0 to 255) in the boxes beside the sliders.
- If you have chosen the **CMYK** model, use the slider controls to change the percentage of cyan, magenta, yellow and black used to mix the new color, or enter the percentage in the boxes beside the sliders.
- If you have chosen the **HLS** model, use the slider controls to change the degree of hue and the percentage of lightness and saturation used to mix the new color, or enter the figures in the boxes beside the sliders.
- If you have chosen the **PANTONE** model, use the **Publication** drop-down list box to choose the Pantone book you want. The colors in the chosen book are listed below; use the scroll bar to see the full selection. Click on one of the colors to select it, or use the slider to select the color you want. You will not be able to alter this color, as Pantone offers a standard set of colors.

**Spot Color** check box:

Select this box to specify a spot color for printing separations. You must give the color a name if you choose this option; if you do not, a message appears asking you to do so.

This dialog box appears when you select **Load** from the **Colors** dialog box.

From this dialog box you can locate and load a color palette saved in either greenstreet Publisher or greenstreet Draw.

**File name** box:

Select the file you want to load by clicking on the filename in the Folders list box, or by typing the filename into the **File name** box.

**Files of Type** drop-down list box:

The greenstreet Publisher \*.col file format (used for palette files) is selected by default in this list box.

Files of this format found in the current folder are displayed in the Folders box.

Folders box:

Displays all the folders in the path from the root to the current folder, and a list of all the sub-folders and files contained in the current folder.

- Click on any folder to select it, or double-click on it to make it the current folder.

**Look in** drop-down list box:

Click on the arrow at the right-hand side of the drop-down list box to display all the disk drives available.

- Use the scroll bar to scroll through the list of drives and select the one you want.

This dialog box appears when you select **Save** from the **Colors** dialog box.

From this dialog box you can specify the disk, folder and filename in which to save your color palette.

**File name** list box:

Enter the filename in which you want to save your color palette or, if the file already exists, select it by clicking on the filename in the Folders box.

**Save as type** drop-down list box:

The greenstreet Publisher \*.col file format (used for palette files) is selected by default in this list box.

- Your palette will be given the .col extension (for palette files) by default.

Folders box:

Displays all the folders in the path from the root to the current folder, and a list of all the sub-folders and files contained in the current folder.

- Click on any folder to select it, or double-click on it to make it the destination folder.

**Save in** drop-down list box:

Click on the arrow at the right-hand side of the drop-down list box to display all the drives available.

- Use the scroll bar to scroll through the list of drives and select the one you want.



This dialog box appears when you click on the **Halftone Screen Settings** button on the **Separations** tab of the **Print** dialog box.

From this dialog box, you can choose further options for printing separations.

**Lines per inch** box:

Use this box to type the screen frequency you want to use (in lines per inch), or select a number from the drop-down list box. The best setting depends on the type of paper you intend using; consult your printing company for advice.

**Screen Angles** group box:

You use this box to set the angle for each type of separation you are using. Enter the required figures, or use the arrows to select them. Your imagesetting bureau can give advice on this.

This dialog box appears when you select **Scan Picture** from the **File** menu.

From this dialog box you can choose a scanner and scan a picture into your document.

**Scanner** group box:

- The default scanner is listed.
- Click on **Select** to select which scanner to use. This option is disabled if none or only one scanner is installed.

**Acquire** button:

Click on this button to start scanning. This option is disabled if no scanner is installed. The scanning options available (e.g. speed, color) will depend on your scanner.

- Pictures are scanned as bitmaps. You can color or scale them by selecting **Picture Attributes** from the **Frame** menu.

This dialog box appears when you select **Add Pages** from the **Page** menu.

From this dialog box you can specify the number and location of new pages to be inserted into the document on which you are currently working.

**Number of Pages to Add** box:

Enter the number of new pages, or set the number by using the arrows on the box.

**Current Page:**

Displays the number of the page on which you are currently working.

**Add New Pages** group box:

Click on an option button to choose to insert the new pages *before* or *after* the current page.

This dialog box appears when you select **Delete Pages** from the **Page** menu.

From this dialog box you can specify the number and location of pages to be deleted from the document on which you are currently working.

**Pages** group box:

Specify the pages to be deleted.

- **First Page to Delete:** Enter the number of the first page you want to delete.
- **Number of Pages to Delete:** Enter the number of pages you want to delete *after* the first page.

**First Page Number:**

Displays the number of the first page in the document.

**Current Page:**

Displays the number of the page on which you are currently working.

**Last Page Number:**

Displays the number of the final page in the document.

This dialog box appears when you select **Go to Page** from the **Page** menu or when you click on the page indicator.

**Go To** group box:

- **Page Number:** Enter the number of the page to which you want to turn.
- **Master** button: Click on this button to go to the master page. This button appears when your document has only one master page.
- **Left Master & Right Master** buttons: Click on a button to go to the corresponding master page. These buttons appear when your document has both a left and a right master page.

This dialog box appears when you select **Find** from the **Edit** menu.

From this dialog box you can specify a word or phrase that you want to find in the text.

**Find What** box:

- Type the text you want to search for. The text may include spaces. Use '?' as a *wildcard*. For example, **t?e** will find **tee**, **the**, the first three letters of **tree**, etc.
- When the text is found, it is marked as a block. If the text is not found in the document, a message informs you of this.

**Match Whole Word Only** check box:

Check this check box if you want to find the text as a whole, not as part of another word.

**Match Case** check box:

Check this check box if you want to search for the text exactly as you have typed it.

**Find Next** button:

Click on this button to find the next instance of the text in the document.

This dialog box appears when you select **Find & Replace** from the **Edit** menu.

From this dialog box you can replace one piece of text with another.

**Find What** box:

Type the text you want to replace. The text may include spaces. Use '?' as a *wildcard*, e.g. **t?e** will find **tee**, **the**, the first three letters of **tree**, etc.

**Replace With** box:

Type the text that you want to replace the text in the **Find What** box with.

**Match Case** check box:

Check this check box if you want to search for the text exactly as you have typed it.

**Match Whole Word Only** check box:

Check this check box if you want to find the text as a whole, not as part of another word.

**Find Next** button:

Click on this button to find the next instance of the text in the document. When the text is found, it will be highlighted.

**Replace** button:

Click on this button to replace the highlighted text in the document with the text in the **Replace With** box.

**Replace All** button:

Click on this button to replace all instances of the text in the document automatically.

This dialog box appears when you select **Summary Information** from the **File** menu, or when you save a document using the **Save Document As** dialog box.

In this dialog box, you can give the current document a title and subject, and assign keywords and comments to it.

**File Name:**

Displays the filename of the current document.

**Folder:**

Displays the location of the document.

**Title box:**

Use this box to give the document a title.

**Subject box:**

Use this box to record the subject of the document.

**Author box:**

greenstreet Publisher automatically inserts the user's name into this box, but you can edit it to put in a different name.

**Keywords box:**

Use this box to record keywords from the document.

**Comments box:**

Use this box to record any comments you have about the document. Use the scroll bar to see the whole box.

**Statistics button:**

Select this button to display the **Document Statistics** dialog box, which contains statistical information about the document.



This dialog box appears when you click on the **Statistics** button in the **Summary Information** dialog box.

In this dialog box, you see the length and size of a document, the number of words placed and remaining unplaced, and the proportion of all frames still unused. It also gives dates of saving and printing.

**Document** group box:

- **Name:** Displays the name of the current document.
- **Language:** Displays the language of the spelling and hyphenation dictionaries in use by the current document.
- **Size (Kbytes):** Displays the size of the document in terms of memory.
- **Number of Pages:** Displays the number of pages the document spans.
- **Unused Frame:** Displays the unused portion (totaled) of all the frames in the document.

**Dates** group box:

- **Created:** Displays the date and time the document was created.
- **Last Saved:** Displays the date and time the document was last saved.
- **Last Printed:** Displays the date and time the document was last printed.
- **Last Saved By:** Displays the name of the person who last saved the document.
- **Revision Number:** Displays the number of times the document has been saved.
- **Total Editing Time:** Displays the number of minutes the document has been open during all editing sessions since its creation.

**Words** group box:

- **Total:** Displays how many words are in the document.
- **Number Placed:** Displays how many words have been placed, i.e. appear in the document.
- **Number Unplaced:** Displays how many words have *not* been placed, e.g. the number of words which do not appear in the document because there are too few frames, the frames are too small or the text has not been flowed into the frames.

**Note:**

The unit of measurement used on the **Document Statistics** dialog box can be changed using the **Preferences** dialog box.

This dialog box appears when you select a frame containing an imported picture, click on its filename in the contents list, and then click on the **Item Information** tool.

From this dialog box you can view information about the picture, change its name and remove it from your document.

**Picture** group box:

- **Name:** Displays the name of the picture file. This name can be changed by entering a new name in the **Name** box. The name of the original picture file will not be affected.
- **Size (Kbytes):** Displays the size of a picture in terms of memory.

**Remove** button:

Removes the picture from the document. You will be requested to confirm your choice before you continue.

This dialog box appears when you select **Save As** from the **File** menu, or when you select **Save** for a document that has not been saved before.

From this dialog box you can specify the disk, folder and filename in which to save your document.

**File name** box:

Type a filename for your document or, if the file already exists, select it by clicking on the filename in the Folders box.

**Save as type** box:

Select the file format that you want your document to be saved in.

- All greenstreet Publisher documents are saved as .dtp files and will be given the **.dtp** extension by default.

Folders box:

Displays all the folders and .dtp files contained in the current folder.

- Click on any folder to select it, double-click on it to make it the destination folder.

**Save in** box:

Click on the arrow at the right-hand side of the drop-down list box to display all the drives available.

- Use the scroll bar to scroll through the list of drives and select the one you want.

This dialog box appears when you do any of the following:

- Select **Import Text** from the **File** menu
- Right-click on a frame then select **Import Text** from the shortcut menu that appears
- Click on the **Import Text** tool in the contents box.

From this dialog box you can locate and import text files into your document.

**File name** box:

Select the text you want to import by clicking on the filename in the Folders box, or by typing the name of the text into the text box.

**Files of type** box:

Select the file format of the text you want to import. Files of the selected format found in the current folder are displayed in the Folders list box.

When **All text types** is selected, if greenstreet Publisher cannot interpret the format of the text you are trying to import, a dialog box appears from which you must select the exact format in which the file was saved.

Folders box:

Displays all the folders contained in the current folder.

- Click on any folder to select it, double-click on it to make it the source folder.

**Look in** box:

Click on the arrow at the right-hand side of the drop-down list box to display all the drives available.

- Use the scroll bar to scroll through the list of drives and select the one you want.

**Autoflow text** check box: Check this check box if you want to flow the text automatically through your document.

This dialog box appears when you select **Export Text** from the **File** menu.

From this dialog box you can specify the file name and destination to which you want to export your text, and the file's export format.

**File Name** box:

Type the filename for your document or, if the file already exists, select it by clicking on the filename in the list box.

**Save as type** box:

Select the format in which your text is to be exported. The files of this format in the current folder are displayed in the Folders list box.

Folders box:

Displays all the folders contained in the current folder.

- Click on any folder to select it, double-click on it to make it the destination folder.

**Save in** box:

Click on the arrow at the right-hand side of the drop-down list box to display all the disk drives available.

- Use the scroll bar to scroll through the list of drives and select the one you want.

This dialog box appears when you check the **Print to File** check box on the **General** tab of the **Print** dialog box, then click on **Print**.

From this dialog box you can specify a file to print your document to.

**File name** box:

Type the filename you want to print your document as or, if the file already exists, select it by clicking on the filename in the Folders box.

**Save file as type** box:

Select the file format in which you want to print your file to disk. The files of this format in the current folder are displayed in the Folders list box.

- The appropriate format will depend upon the printer you have selected. For example, if you are printing to a PostScript file the file extension will be **.ps**. Otherwise the greenstreet Publisher default is **.ptd**.

Folders box:

Displays all the folders contained in the current folder.

- Click on any folder to select it, double-click on it to make it the destination folder.

**Save in** drop-down list box:

Click on the arrow at the right-hand side of the drop-down list box to display all the drives available.

- Use the scroll bar to scroll through the list of drives and select the one you want.

This dialog box appears when you select two or more frames and choose **Align** from the **Frame** menu, or when you click on the **Align Frames** tool in the Frame Tools.

From this dialog box you can align frames within a group precisely on your page.

**Vertical** group box:

Select an option button to determine the vertical alignment relationship of the selected frames. They can be aligned to the **Top**, **Middle** or **Bottom** of each other, or vertical alignment can be turned **Off**.

**Horizontal** group box:

Select an option button to determine the horizontal alignment relationship of the selected frames. They can be aligned to the **Left**, **Center** or **Right** of each other, or horizontal alignment can be turned **Off**.

The preview box illustrates how your frames will align given the selections that you make.

This dialog box appears when you choose **Thesaurus** from the **Text** menu.

From this dialog box you can vary the vocabulary in your document, choose a precise word for a specific context, and look up the meaning of, or a synonym for, a selected word.

**Look Up Word** drop-down list box:

- The word that is selected in your document will be displayed in the **Look Up Word** box when the **Thesaurus** dialog box is first displayed. Click on **Look Up** to look up the word.
- To look up a word that is *not* selected in your document, type it in the **Look Up Word** box and click on **Look Up**.
- To look up a word that you have previously looked up, select the word from the **Look Up Word** drop-down list box and click on **Look Up**. The last thirty words you have looked up in the current greenstreet Publisher session will be listed.

**Meanings** list box:

This box lists possible meanings for the selected word. To look up a listed word, select it and click on **Look Up**. Alternatively, double-click on the word in the list.

**Replace Word** box:

When you click on **Look Up**, greenstreet Publisher inserts the word selected from the **Meanings** list box (or the first word in the list) in the **Replace Word** box.

- To look up meanings and synonyms for the word in the **Replace Word** box, click on **Look Up**.
- To look up a word that is not listed in the dialog box, type the word in the **Replace Word** box and click on **Look Up**.
- To replace the word in the document, click on the replacement word and click on **Replace**.

**Synonyms** list box:

Alternative words or phrases for the text in the **Replace Word** box are listed in the **Synonyms** list box. To look up a listed word, select it and click on **Look Up**. Alternatively, double-click on the word in the list.

**Language** drop-down list box:

Displays the language of the spelling, hyphenation and thesaurus dictionaries currently in use. You can select another language if you have other dictionaries installed, and the current word will be searched for in the new language.



This dialog box appears when you select **Insert Object** from the **Edit** menu.

From this dialog box you can create a new object or select an existing file to insert into your greenstreet Publisher document.

**Create New** option button:

Select this option to create and embed a new object into your document.

**Create from File** option button:

Select this option to link or embed an existing file into your document.

**Object Type** list box:

This list box is only displayed when the **Create New** option button is selected. It lists the types of object that you can create, e.g. **greenstreet Draw Picture**. Select the object type that you want.

- The contents of this list box depend on which of your applications support OLE.

**File** box:

This box is only displayed when the **Create from File** option button is selected. Enter the path and filename of the file you want to embed, or to which you want to link your document.

**Browse** button:

This box is only displayed when the **Create from File** option button is selected. Click on **Browse** to display the **Browse** dialog box, from which you can search for and select the file to be placed in the **File** box.

**Link** check box:

This box is only displayed when the **Create from File** option button is selected. Check this box to link the selected file to your document. When the box is *not* checked, the file will be embedded rather than linked.

**Display As Icon** check box:

Check this box to represent the linked or embedded object as an icon in your greenstreet Publisher document.

**Change Icon** button:

This button is only available when the **Display as Icon** box is checked. Click on **Change Icon** to display the **Change Icon** dialog box, from which you can choose an icon to represent the linked or embedded object.

**Result** box:

This box describes the result of your selected options.

This dialog box appears when you select **Paste Special** from the **Edit** menu.

From this dialog box you can paste, link or embed the contents of the Clipboard in a specific format.

**Source:**

This displays the path and filename of the object stored on the Clipboard.

**Paste** option button:

Select **Paste** to paste or embed the object on the Clipboard into your document.

- When you select the item with the word "Object" in its name from the **As** box, e.g. **greenstreet Draw Picture Object**, the object is embedded; at all other times it is pasted.

**Paste Link** option button:

Select **Paste Link** to link the object into your document. This button is only enabled when the object is from an application that supports Object Linking.

**As** box:

This box lists all the available formats in which the object can be inserted into your document. Select the format that you want.

**Display As Icon** check box:

Check this box to represent the linked or embedded object as an icon in your greenstreet Publisher document. This check box is disabled when the item selected in the **As** box cannot be linked or embedded.

**Change Icon** button:

This button is only available when the **Display as Icon** box is checked. Click on **Change Icon** to display the **Change Icon** dialog box, from which you can choose an icon to represent the linked or embedded object.

**Result** box:

This box describes the result of your selected options.

This dialog box appears when you click on an object name in the list of OLE Objects in the contents box, and then click on the **Item Information** tool.

**Object** group box:

Displays the name of the object. You can rename the object by typing a new name in the **Name** box.

**Remove** button:

Removes the object from the document, but not from your hard disk. A message will be displayed asking you for confirmation before the object is removed from the document.

This dialog box appears when you select **Object Links** from the **Edit** menu.

From this dialog box you can:

- Specify either automatic or manual updating for each link
- Open the source file of a selected link for editing
- Display the **Change Source** dialog box and reconnect a link to a new name and location.

**Links** box:

Displays the file path and link type for each link in your greenstreet Publisher document, and indicates whether links are set to automatic or manual updating. From this box, select the link that you want to modify. To select multiple links, hold down **Ctrl** and click on each link.

**Source:**

Displays the file path of the selected link.

- If multiple links are selected, the file path is not displayed when the links point to different source files.

**Type:**

Displays the object type of the selected link, e.g. **greenstreet Draw Picture**.

- If multiple links are selected, the object type is not displayed when the links are of different types.

**Update:**

This indicates whether the selected link is set to automatic or manual updating.

- If multiple links are selected, no option is indicated when the selected links are set to be updated in different ways.

Select **Automatic** to set all the selected links to automatic updating. Select **Manual** to set all the selected links to manual updating.

- Automatic links are updated each time the source file is edited; manual links are updated only when specified by you.

**Update Now** button:

Click on **Update Now** to update all the selected links.

- This is the only way to update links manually.

**Open Source** button:

Click on **Open Source** to open the source file of the selected link in a separate window for editing. This button is disabled when multiple links are selected.

**Change Source** button:

Click on **Change Source** to display the **Change Source** dialog box, from which you can reconnect a broken link or redirect the selected link to a different source file. This button is disabled when multiple links are selected.

This dialog box appears when you click on the **Change Source** button in the **Links** dialog box.

From this dialog box you can reconnect a broken link or redirect the selected link to a different source file.

**File name** box:

Select the source file to which you want to link by selecting the filename from the list box, or by typing the filename in the **File name** box.

**Files of type** drop-down list box:

Select the file format of the source file to which you want to link. Files of this format in the current folder are displayed in the Folders list box.

Folders box:

Displays all the folders and files of the type selected in the **Files of Type** box contained in the current folder.

- Click on a folder to select it, double-click to make it the current folder.

**Look in** box:

Click on the arrow to the right-hand side of the **Look in** box to drop-down a list of all the drives available. Select a drive.

- If necessary, use the scroll bar to display more drives.

This dialog box appears when you click on the **Change Icon** button in the **Paste Special** dialog box, or in the **Insert Object** dialog box.

From this dialog box you can choose an icon with which to represent your linked or embedded object.

**Icon group box:**

Use this box to choose from three types of icon that are available to the object.

- **Current:** Displays the icon currently in use.
- **Default:** Displays the default icon for the object (usually the program icon of the source application).
- **From File:** Displays the file path of the source application. To use an icon from a different file, enter the file path in this box. The icons in this file are listed below the **From File** list box for you to select.

Select the option that you want.

**Label box:**

This box displays the name of the source application. If you want, you can change the label to a description that will make the object easier to identify.

**Browse button:**

Click on **Browse** to display the **Browse** dialog box, from which you can search for and select the file to be placed in the **From File** box.

This dialog box appears when you click on the **Browse** button in the **Insert Object** dialog box.

From this dialog box you can search for and select the file that you want to link or embed into your document.

**File name** box:

Select the file to which you want to link or embed by selecting the filename from the Folders box, or by typing the file path in the **File name** box.

**Files of type** drop-down list box:

Select the format of the file that you want to link or embed. Files of this format in the current folder are displayed in the Folders list box.

Folders box:

Displays all the folders and files of the type selected in the **Files of type** box contained in the current drive and folder.

- Click on a folder to select it, double-click to make it the current folder.

**Look in** drop-down list box:

Click on the arrow to the right-hand side of the **Look in** box to drop-down a list of all the disk drives available. Select a disk drive.

- If necessary, use the scroll bar to display more drives.

This dialog box appears when you click on the **Browse** button in the **Change Icon** dialog box.

From this dialog box you can search for and select the file containing the icon you want to represent your object.

**File name** box:

Select the file in which the icon is located by selecting the filename from the Folders box, or by typing the file path in the **File name** box.

**Files of type** drop-down list box:

Select the format of the file that you want to open. Files of this format in the current folder are displayed in the Folders list box.

Folders box:

Displays all the folders and files of the type selected in the **Files of type** box contained in the current drive and folder.

- Click on a folder to select it, double-click to make it the current folder.

**Look in** drop-down list box:

Click on the arrow to the right-hand side of the **Look in** box to drop-down a list of all the drives available. Select a drive.

- If necessary, use the scroll bar to display more drives.



This dialog box appears when you select **Printer Setup** from the **General** tab on the **Print** dialog box.

From this dialog box you can select an alternative printer, or change the settings of the currently selected printer.

**Printer** group box:

- Select a different printer from the **Name** drop-down list box.
- **Status**: Displays the status of the selected printer, e.g. **Ready**.
- **Type**: Displays the make of the printer you have selected.
- **Where**: Displays how the selected printer is connected to your PC, e.g. **LPT1**
- **Comment**: Displays any comments you have specified in the printer properties for the selected printer.

**Orientation** group box:

- Select either **Portrait** (tall) or **Landscape** (wide) orientation for your paper. An example is shown alongside the options. These options may be disabled.

**Paper** group box:

- From the **Size** drop-down list box, select the size of paper you want to use.
- from the **Source** drop-down list box, choose how the paper is to be fed into the printer.

**Properties** button:

Select this to display the **Printer Properties** dialog box, where you can set further options for the selected printer.

Click on **OK** to return to the **Print** dialog box.

This dialog box appears when you try to import a file whose format greenstreet Publisher does not recognize.


**Type of File** list box:


Displays the types of file that are recognized by greenstreet Publisher. Select an alternative type for your file from this list.

This tabbed dialog box appears when you select **Print** from the **File** menu.

 **General tab**

 **Paper tab**

 **Separations tab**

 **Options tab**

From this dialog box you can make choices about the way you print your document.

**Printer** group box:

The currently selected printer is named in this box.

- **Printer Setup** button: Click on this button to display the **Print Setup** dialog box, from which you can select a different printer or change the settings of the current printer.
- **Print To File** check box: Check this check box to print your document to disk, rather than directly to a printer.

**Page Selection** group box:

- **All**: Prints all the pages of your document.
- **Current Page**: Prints the page you are currently working on in your document.
- To print a range of pages from your document, select **Pages** and enter the first and last page numbers of your selection in the **From** and **To** boxes.

**Copies** group box:

- **Number** spin box: Type the number of copies you want or change the amount using the up and down arrows.
- **Collate** check box: Check this check box if you want to print each copy of your document in the page order 1,2,3,... 1,2,3,... rather than 1,1,... 2,2,... 3,3,...etc. **Collate** is disabled if you are printing only one copy or only one page.

**Mail Merge Selection** group box:

- **All Records**: Prints a copy of the document for all the records in the mailing list.
- **Current Record**: Prints a copy of the document for the record that is currently displayed in the document only.
- **Selected Records**: Prints a copy of the document for the selected records in the mailing list.
- **Mailing List** button: Click on this button to display the **Edit Mailing List** dialog box, from which you can select records to print or select a different mailing list to use.

**Paper Mapping** group box:

Select the way you want to print your document on the paper. The options in this box change according to the document type you chose in the **Page** dialog box.

**Paper Sides** group box:

- **Print on Both Sides** check box: Check this check box if you want to print on both sides of the paper.
- **Pause Between Sides** check box: Check this check box if you want the printer to pause after each side it prints, e.g. to let you turn the paper over.

From this tab card, you can choose colors and options for printing separations.

**Print Separations** check box:

Check this check box if you want to print separations.

**Type of Separations** drop-down list box:

- Choose **Spot Separations** to print the colors you have specified as spot colors in the **Edit Color** or **Add Color** dialog boxes.
- Choose **Process Separations** to print process color separations (CYMK). Any spot colors in your document will be printed to their nearest process color equivalent.
- Choose **Spot & Process Separations** to print the spot colors you have specified together with process colors.

**Separations To Print** list box:

From this box you can choose which separations are to be printed. The ticked separations are the ones that will be printed.

**Knockouts** check box:

Check this check box to enable knockouts for printing. This means that items will “knockout” colors underneath them. This option is disabled if you have chosen to print process colors.

**Overprint Black** check box:

Check this check box to enable overprinting. This means that solid black items will be printed over other colors. Items drawn in any color other than black will “knockout” colors underneath them.

**Output Individual Separation Files** check box:

Check this check box to print each separation to a separate file on disk.

**Halftone Screen Settings** button:

Click on this button to display the **Halftone Screen Settings** dialog box.

- You cannot view the separations you have specified from the **Halftone Screen Settings** dialog box, although they will be printed.

**Print** group box:

- **Crop Marks** check box: Check this check box if you want to print crop marks on the paper. Crop marks will only be shown if the document page is smaller than the printed page.
- **Graphics** check box: Check this check box if you want to print any pictures or OLE objects used in your document.
- **Annotations** check box: Check this check box if you want to print any frames you have marked as annotations in your document.
- **Monochrome** check box: Check this check box if you want to print the document in monochrome. This option is only enabled if you are printing to a color printer.

**Output** group box:

- **Pause Between Sheets:** After every page is printed you are prompted to continue printing. This option is useful if you need to change headed paper, or are using a sheet feeder.
- **Reverse Sheet Order:** Select to print the document in reverse order. This is a useful option for some printers that collate pages in reverse order.
- **Reversed (Emulsion Down):** This option is available only when printing to a PostScript printer, and enables you to print your document in reverse.
- **Negative (White on Black):** This option is available only when printing to a PostScript printer, and enables you to print your document so that all colors are printed as their negatives.

This tabbed dialog box appears when you select **Preferences** from the **Options** menu.

- >> **Document tab**
- >> **Spelling tab**
- >> **Auto Backup tab**
- >> **View tab**
- >> **Controls tab**

From this dialog box you can specify the default operation and values of various program settings.



#### **Startup** group box:

Select an option from this drop-down list box for greenstreet Publisher to default to on startup.

- **Open Last Document:** Opens the last document you were working on, on startup.
- **Blank Page:** Opens a new document, using the default document settings, on startup.
- **Startup Dialog box:** Displays the **Startup** dialog box on startup.
- **Frames Repel Text** Check box: check this check box if you want text behind a frame to wrap around it by default.

#### **Units** group box:

Drop-down the list box to select the unit of measurement you want to use throughout your document.

Any changes you have made in the **Startup** group box will take effect the next time you run greenstreet Publisher. All other changes will take effect immediately.

#### **Page Up/Down Keys** group box:

You can choose one of two ways for your keyboard's **Page Up** and **Page Down** keys to work.

- **Scroll Window:** Key presses scroll up or down a window.
- **Flip Pages:** Key presses 'turn' through the pages of your document.

**Note:** **Shift PgUp/Shift PgDn** activates the option that is de-selected.

#### **File Options** group box:

- **Create .BAK Documents** check box: Check this check box if you want greenstreet Publisher to save a backup copy of your documents. This backup copy is the previously saved version of the document.
- **Compress .DTP Documents** check box: Check this check box if you want greenstreet Publisher to compress your files, to save space.
- **Prompt for Summary Info** check box: Check this check box if you want to be prompted to enter summary information the first time you save a document.

#### **Grid** group box:

- **Snap to Guides & Grid** check box: Check this check box if you want items to snap to the column guides and grid when you move them.
- **Grid Size:** Type the size you want the grid to be in this box, or use the up and down arrows to select the size.

**Background Proofing** group box:

- **Highlight Misspelt Words** check box: Check this check box to have greenstreet Publisher automatically highlight any words it cannot find in the user dictionary as you work.

**Spelling Checker** group box:

Check the boxes to specify which groups of words you want the spell checker to ignore.

- **Words in Uppercase:** Spell checker will ignore any words written entirely in uppercase letters.
- **Words with Numbers:** Spell checker will ignore any words which contain numbers (such as serial numbers or telephone numbers).
- **Capitalized Words:** Spell checker will ignore any words beginning with a capital letter (such as names).

**Action** group box:

- **Warning Beep:** Your machine will remind you to save a document. A message appears in the information line, and the beeps will continue until you save your work or until you turn automatic backup off.
- **Auto-backup:** Your document will automatically back itself up at regular intervals.
- **Off:** Disables the automatic backup facility.

**Interval** box:

If you have selected **Warning Beep** or **Auto-backup**, enter a time interval, in minutes, between automatic backups or reminder 'beeps'. The maximum interval is 60 minutes; the minimum is 1 minute.

**View Markers** group box:

Check the check boxes of the markers you want to display.

**Show Graphics** check box: Check this check box to make sure that graphics (including pictures, PowerText and OLE objects) appear in your document.

**Change Colors** group box:

Select the item you want to change the color of from the list box.

Select the color you want from the drop-down color palette.


**Show Controls** group box:


Check the check boxes of the controls you want to display.

**Show Tools** group box:

Check the check boxes of the tools you want to display.

This tabbed dialog box appears when you select **Page Size & Orientation**, **Margins & Column Guides** or **Page Numbers** from the **Page** menu.

 **Size & Orientation tab**

 **Margins & Columns tab**

 **Page Numbers tab**

From this dialog box you can specify the size, layout and numbering of your pages.

**Style and Size** group box:

From the drop-down list box, select the page style you want.

From the list box, select the size or type of paper you want to use. The types and sizes listed here will vary, depending on what paper style you chose.

**Add** button: Click on this to add your own page size to the list.

**Edit** button: Click on this to edit the selected page size.

**Delete** button: Click on this to delete the selected page size.

**Page Orientation** group box:

Use this group box to specify whether you want the page(s) to be portrait or landscape.

**Apply To** drop-down list box:

From this drop-down list box select which pages you want to apply the changes to.

**Resize Frames** check box: Check this check box if you want to resize the frames with your page.

**Margins** group box:

Type the size you want the margins and the binding margin to be in the appropriate boxes.

**Column Guides** group box:

Specify the number of column guides you want in the **Number of Columns** box.

Specify the gap you want between the columns in the **Columns Gap** box.

**Headers and Footers** group box:

Type the size you want the header and footer margins to be in the appropriate boxes.

**Apply To** drop-down list box:

From this drop-down list box select which pages you want to apply the changes to.

**Resize Frames** check box: Check this check box if you want to resize the frames with your margins.



**Insert Page Number** group box:

Check the **Insert Page Number** check box to enable this group box.

**Position** drop-down list box: Click on the arrow to drop down a list of options for where you want to put the page number on the page. Select the option you want.

**Alignment** drop-down list box: From this drop-down list box, select how you want the page number aligned in the header or footer.

**Style** group box:

From this group box, select the style that you want you page numbers to be in.

**Whole Document Numbering** group box:

- **Start From Page** box: Type the number of the page that you want to put the first number onto.
- **First Number** box: Type the number that you want to put on the first page to be numbered.

If you type 3 in the **Start From Page** box and 1 in the **First Number** box, greenstreet Publisher will start numbering from page 3 of the document and number that page 1, leaving the first two pages blank.

**Apply To** drop-down list box:

From this drop-down list box select which pages you want to apply the changes to.

This dialog box appears when you have a standard page size selected and click on the **Add** or **Edit** button in the **Size & Orientation** tab of the **Page** dialog box.

**Name** box: Type a name for your page size in this box.

**Width** box: Type the width you want the page to be, or use the up and down arrows to select an amount.

**Height** box: Type the height you want the page to be, or use the up and down arrows to select an amount.

This dialog box appears when you have a stationery page size (e.g. Labels) selected and click on the **Add or Edit** button in the **Size & Orientation** tab of the **Page** dialog box.

In this dialog box the page is the custom stationery, such as a label, and the paper is the paper the stationery will be printed to.

**Name** box: Type a name for your custom stationery in this box.

**Width** box: Type the width you want the page to be, or use the up and down arrows to select an amount.

**Height** box: Type the height you want the page to be, or use the up and down arrows to select an amount.

**Horizontal Pitch**: Type the distance you want between the left-hand edge of the page to the left-hand edge of the page next to it. This will determine any gap to be left between the pages when they are printed.

**Vertical Pitch**: Type the distance you want between the top of the page to the top of the page below it. This will determine any gap to be left between the pages when they are printed.

**Left Indent**: Type the distance you want between the left-hand edge of the page and the left-hand edge of the paper it is printed on.

**Top Indent**: Type the distance you want between the top of the page and the top of the paper it will be printed on.

**Number Across**: Type the number of pages you want to fit across the printed paper.

**Number Down**: Type the number of pages you want to fit down the printed paper.

This tabbed dialog box appears when you select any of the frame property options from the **Frame** menu.



**Shape tab**



**Size & Position tab**



**Border Styles tab**



**Background tab**



**Frame Picture tab**



**Frame Text tab**

The effects of the options you choose take effect on the selected frame as you make your choices.

**Style** group box:

Click on the button that corresponds to the shape you want your frame to be. You can choose from:

- Rectangle
- Rounded box
- Ellipse
- Star
- Polygon
- Line
- Autotrace graphic
- Starburst

**Number of Points** box: This option is enabled *only* when you choose a polygon, star or starburst. You can change the number of points by typing a number in the box, or by using the up and down arrows.

**Rotate** check box: This option is enabled *only* when you choose a polygon, star or starburst. Check this box if you want to give your frame a half-turn.

**Closed Path** check box: This option is enabled *only* when you choose a line. Check this box if you want your line to be a closed path.

**Inner Radius** slider: Drag the slider to determine the inner radius of a star or starburst.

**Inner Points** slider: Drag the slider to determine the length of the inner points of a starburst.

**Repel** group box:

**Frame Obscures Text** button: Click on this to make the selected frame have no effect on text in frames underneath it.

**Frame Repels Text** button: Click on this to make text in other frames underneath the selected frame wrap around the selected frame.

**Vertical Padding** box: This box is enabled *only* when **Frame repels text** is selected. Type the distance that you want to keep text from the top and bottom of the frame.

**Horizontal Padding** box: This box is enabled *only* when **Frame repels text** is selected. Type the distance that you want to keep text from the left and right of the frame.

**Position** group box:

**Left Position** box: Type the distance that you want between the left-hand side of the page and the left-hand edge of the selected frame.

**Top Position** box: Type the distance that you want between the top of the page and the top of the selected frame.

**Width** box: Type the width you want the frame to be.

**Height**: Type the height you want the frame to be.

**Frame Angle** group box:

Type the angle that you want the frame at in the **degrees** box. Alternatively you can drag the radius of the **degrees** circle to the angle you want.

**Preserve Aspect Ratio** check box: Check this check box if you want to make the height and width change proportionately with each other.

**Lock Size and Position** check box: Check this check box if you want to lock the frame in its current size, position and angle.

**Annotation** check box: Check this check box if you want to mark the selected frame as an annotation that you can decide whether to print or not.

**Style** group box:

**None:** Select this if you do not want to apply a border style to the selected frame.

**Lines:** Select this if you want to choose from the range of line styles available. Line styles can be applied to any shape frame or line.

- If you have selected a line style for a frame, the line style will be applied to the entire frame. You cannot select which sides to apply the line style to.

**Traditional:** Select this if you want to choose from the range of traditional border styles available. Traditional border styles can only be applied to rectangular frames.

**Decorative Categories:** Select one of these if you want to choose from the range of decorative border styles available. Decorative border styles can only be applied to rectangular frames.

Click on the border style in the list box to select it.

**Arrow Heads** group box:

This group box only appears when **Lines** is selected. Select the arrow head, if any, that you want at the start and end of the line.

**Sides** group box:

This group box only appears when **Traditional** or **Decorative** is selected. Click on a button that corresponds to the sides you want the border to appear on. You can choose from none, all, top and bottom and right and left.

Alternatively, check the check boxes on the square to have the border appear on the sides checked.

**Custom Width** group box:

Check the **Custom Width** check box to enable this group box.

Select the units you want to measure the border width in from the drop-down list box and type the width you want the border to be.

**Color** group box:

Check the **Color** check box to enable this group box. Choose a color for your border from the drop-down palette and drag the slider to change the tint. The color you choose will override any existing default colors.

**Style** group box:

Select a fill style from the list box. The options available in the **Attributes** group box differ according to whether you choose a standard color fill or a textured background.

**Attributes** group box (with a standard color fill selected):

From the top drop-down color palette, select the 'from' color for your fill style (if you selected a plain fill style, the top drop-down color palette changes the fill color).

From the bottom drop-down color palette, select the 'to' color for your fill style.

- When you change the colors, the previews in the **Style** list box change to reflect these changes.

Preview window: This displays a preview of the effect of the changes you make in the attributes group box. If you have chosen a linear or cylindrical graduated fill style, you can drag the arrow in the preview window to change the angle of the color change.

**Attributes** group box (with a textured background selected):

**Custom Color** check box: Check this check box if you want to change the color of the texture.

From the drop-down color palette, select the color you want. When you change the color of the texture, the previews in the **Style** list box change to reflect this.

**Angle** box: Type the angle you want the texture to be in this box. Alternatively, drag the radius of the **Angle** circle to the angle you want.

**Detail** slider: Drag the slider to change the detail of the texture. The higher the detail, the larger the texture appears.



**Resizing** group box:

Click on one of the button options for resizing your picture:

- Stretch
- Fit
- Center
- Tile

**Custom Color** group box:

Check the **Custom Color** check box to enable this group box. Choose a color from the drop-down palette to color your picture in shades of that color.

**Flip Picture** group box:

**Horizontally** check box: Check this check box if you want to flip the picture horizontally from left to right.

**Vertically** check box: Check this check box if you want to flip the picture vertically from top to bottom.

**Picture Angle** group box:

**degrees** box: Type the angle that you want the picture at in this box. Alternatively, drag the radius of the **degrees** circle to the angle you want.

**Tile Picture** group box:

This group box is only enabled when you select **Tile** from the **Resizing** group box.

**times across** box: Type the number of pictures that you want to fit across your frame.

**times down** box: Type the number of pictures that you want to fit down your frame.

**Mosaic Pattern** check box: Check this check box if you want to create a mosaic effect with your tiled picture.

**Angle of Text** group box:

**degrees** box: Type the angle you want your text at. Alternatively, drag the radius of the **degrees** circle to the angle you want.

**Resize Frame** group box:

Click on this button if you want the frame to automatically resize to fit the text within it.

This dialog box appears when you select **Add/Edit Web Links** from the **Edit** menu.

**Text to link from** box: Type the text that you want to create as the link. If you have selected text already, the text will appear in this box. If you have not selected text or positioned the text insertion point, this box is disabled.

If you are editing a link, you can edit the text in this box.

**Link To** group box:

**Bookmark:** Select this if you want to link to a bookmark in the current document. Select the bookmark from the drop-down list box.

**URL:** Select this if you want to link to another Web document. Type the path for the other document in the box.

**Unlink** button: Click on this to remove the selected link.

This dialog box appears when you select **Bookmarks** from the **Edit** menu.

**Bookmark** group box:

**Text:** Click on this to make the selected text the bookmark.

**Frame:** Click on this to make the selected frame the bookmark.

**Page:** Click on this to make the current page the bookmark.

**Name** box:

Type the name of the bookmark in the text box or select a bookmark from the list box.

**Add** button: Click on this to add a new bookmark to the list.

**Delete** button: Click on this to delete the selected bookmark.

**Go to** button: Click on this to go to the selected bookmark.

This dialog box appears when you select **Mail Merge Field** from the **Insert** submenu of the **Text** menu.

**Field to insert** list box:

Select the mail merge field that you want to insert, then click on **OK**.

This dialog box appears when you select **Mail Merge** from the **File** menu.

From this dialog box you can add to, edit and create mailing lists for your mail merge documents.

The column headings correspond with the mail merge fields. Type your information in the relevant boxes.

Right-click on a heading to display a shortcut menu with the following commands:

- **Sort Column Ascending**: Click on this to sort your mailing list in ascending alphabetical order according to that column.
- **Sort Column Descending**: Click on this to sort the mailing list in descending alphabetical order according to that column.
- **Rename Column**: Click on this to display the **Rename Column** dialog box, from which you can change the name of the column.
- **Delete Column**: Click on this to delete the column. A message box appears, asking if you are sure. This command cannot be undone.
- **Add New Column**: Click on this to display the **Add New Column** dialog box, from which you name and add a new column.

Left-click on a column heading to select the whole column.

Left-click on the arrow button to the left of a row to select the whole row. **Ctrl**-click selects each row you click next to. **Shift**-click selects all the rows from the first to last click.

**Change List** button: Click on this to select another mailing list.

**Print** button: Click on this to print the mailing list.

This dialog box appears when you select **Rename Column** from the shortcut menu that appears when you right-click on a column heading.

**New Name for Column** group box:

Type the new name for the column in the text box, then click on **OK**.

This dialog box appears when you select **Add New Column** from the shortcut menu that appears when you right-click on a column heading.

**New Column Name** group box:

Type the name for the new column in the text box.

**Add New Column** group box:

**Before Current Column:** Select this if you want to add the new column before the column you clicked on.

**After Current Column:** Select this if you want to add the new column after the column you clicked on.





This dialog box appears when you select **Field** from the **Insert** submenu of the **Text** menu.

**Field to insert** list box:

Select the field you want to insert and click on **OK**.

This dialog box appears when you select **Character** from the **Insert** submenu of the **Text** menu.

 **Typographic Symbols tab**

 **Character Set tab**

This tab appears when you select the **Typographic Symbols** tab from the **Insert Character** dialog box.

**Character to insert** list box:

Displays a list of characters, their names and keyboard shortcuts. Select the character you want to insert, then click on **OK**.

This tab appears when you select the **Character Set** tab from the **Insert Character** dialog box.

**Plain Text:** Select this to insert a standard text character into your document.

**From Symbol Font:** Select this if you want to insert a character from a symbol font.

Font drop-down list box: Select the symbol font you want.

Character to insert list box: Select the character you want to insert, then click on **OK**.

This dialog box appears when you click on **Change List** in the **Edit Mailing List** dialog box. From this dialog box you can select a new mailing list.

From the list box, select either the mailing list you want to use or the type of database that you want.

If you choose a type of database and click on **OK**, the **Select Database** dialog box will appear, from which you can look for and select a different mailing list.

This dialog box appears when you select a database type from the **Select Data Source** dialog box and click on **OK**. From this dialog box you can look for and select a database (mailing list) to open.

**Drives** drop-down list box:

Click on the arrow to drop down the list box and select the drive where the database you want to open is stored.

**Directories** list box:

Displays the folders available in the current drive or folder. Click on a folder to select it, double-click on it to make it the current folder. The files (of the type selected in the **List Files of Type** drop-down list box) are displayed in the **Database Name** list box.

**List Files of Type** drop-down list box:

Drop down the list box and select the type of database you want to open.

**Database Name** box:

Type the name of the database in the text box or select a database from the list box.

**Read Only** check box: Check this check box if you want to open the database as a read-only file. If you do this, you will not be able to save any changes you make to the database.

**Exclusive** check box: Check this check box if you want to make sure that nobody else can open the database while you are working with it.

This dialog box appears when you open greenstreet Publisher. From this dialog box you can start a document from scratch, open an existing document to work on, create a new document based on an existing one, run a PagePilot or open one of the sample documents provided with greenstreet Publisher. The text in the box at the bottom of the dialog box is there to help you get started.

**Start a new document:**

Select this and click on **Next** to display the **New Document** dialog box, from which you can select a document or blank page to use as the starting point for your document.

**Open an existing document:**

Select this and click on **Next** to display the **Open Document** dialog box, from which you can select an existing document to continue work on.

**Run a tutorial:**

Select this and click on **Next** to display the **Tutorials** dialog box, from which you can select a tutorial to open and work through. The instructions appear in the Help Assistant.


**Quickstart:**

Select this and click on **Next** to open the default blank page and start work straight away.

**Cancel button:**

Click on this to close the dialog box without opening a document.

This tabbed dialog box appears when you select **Open** from the **File** menu, click on the **Open Document** tool in the General Tools or select **Open an existing document** on the **Startup** dialog box. From this dialog box you can look for and open an existing document.

 Recently used tab

▪ Browse tab



**Name:** Displays the full path of the document selected in the preview area

Preview area:

The folders and files that you can open in the current folder are displayed in this area. Double-click on a folder icon to view the available files in that folder. Click on the file you want to open and click on **Open**.

**Open** button:

Click on this to open and work on the selected document. If the document you selected is read-only, this button will be replaced with a **New** button.

**Cancel** button:

Click on this to close the dialog box without opening a document and return to greenstreet Publisher.

**Name** drop-down text box:

Type the path of the folder where the document you want to open is stored. All the paths that you have visited recently are listed in the drop-down list box for you to select. **Up One Level** button:

Click on this to move up to the previous folder in the path. If you are at C:\greenstreet\DOCUMENTS\SAMPLES and you click on this, it will take you to C:\greenstreet\DOCUMENTS.

Preview area:

The folders and files that you can open in the current folder are displayed in this area. Double-click on a folder icon to view the available files in that folder. Click on the file you want to open and click on **Open**.

**Modify View** button:

Click on this to change the way your files and folders are displayed in the browser. Click on the arrow to display the menu listing the views available. You can also right-click in the preview area to display a menu listing further options.

Select **Folder tree** from the menu to display a tree view of the drives and folders available in a window on the left-hand side of the preview window. The drives and folders are displayed in the same way as in Windows Explorer. Click on a folder to make it the current folder and display all the .DTP files in the preview area.

**Home** button:

Click on this to return to the default greenstreet Publisher folder.

**Open** button:

Click on this to open and work on the selected document. If the document you selected is read-only, this button will be replaced with a **New** button.

**Cancel** button:

Click on this to close the dialog box without opening a document and return to greenstreet Publisher.

This tabbed dialog box appears when you select **New** from the **File** menu, click on the **New Document** tool in the General Tools or select **Start a new document** on the **Startup** dialog box. From this dialog box you can choose a document to base your new document on or start a document from a blank page.

- Standard types tab
- Browse tab

**Category** list box:

Displays the names of the categories of documents available. Click on a category name to display a preview of all the documents in that category in the **PagePilots and Designs** list box.

**PagePilots and Designs** list box:

Displays all the documents available in the selected category. Click on a document and click on **New**.

**Modify View** button:

Click on this to change the way your files and folders are displayed in the browser. Click on the arrow to display the menu listing the views available. You can also right-click in the preview area to display a menu listing further options.

Select **Folder tree** from the menu to display a tree view of the drives and folders available in a window on the left-hand side of the preview window. The drives and folders are displayed in the same way as in Windows Explorer. Click on a folder to make it the current folder and display all the .DTP files in the preview area.

**New** button:

Click on this to create a new document based on the one you have selected in the preview window.

**Cancel** button:

Click on this to close the dialog box without opening a document and return to greenstreet Publisher.

**Name** drop-down text box:

Type the path of the folder where the document you want to open is stored. All the paths that you have visited recently are listed in the drop-down list box for you to select. **Up One Level** button:

Click on this to move up to the previous folder in the path. If you are at C:\greenstreet\DOCUMENTS\SAMPLES and you click on this, it will take you to C:\greenstreet\DOCUMENTS.

Preview area:

The folders and files that you can open in the current folder are displayed in this area. Double-click on a folder icon to view the available files in that folder. Click on the file you want to open and click on **New**.

**Modify View** button:

Click on this to change the way your files and folders are displayed in the browser. Click on the arrow to display the menu listing the views available. You can also right-click in the preview area to display a menu listing further options.

Select **Folder tree** from the menu to display a tree view of the drives and folders available in a window on the left-hand side of the preview window. The drives and folders are displayed in the same way as in Windows Explorer. Click on a folder to make it the current folder and display all the .DTP files in the preview area.

**Home** button:

Click on this to return to the default greenstreet Publisher folder.

**New** button:

Click on this to create a new document based on the one you have selected in the preview window.

**Cancel** button:

Click on this to close the dialog box without opening a document and return to greenstreet Publisher.

This dialog box appears when you select **Import Picture** from the **File** menu or click on the **Picture** tool in the Toolbox. From this dialog box you can look for and import pictures.

**Name** drop-down text box:

Type the path of the folder where the picture you want to import is stored. All the paths that you have visited recently are listed in the drop-down list box for you to select.

**Up One Level** button:

Click on this to move up to the previous folder in the path. If you are at C:\greenstreet\DOCUMENTS\SAMPLES and you click on this, it will take you to C:\greenstreet\DOCUMENTS.

**Files of type** drop-down list box:

Select the type of picture you want to import from this list. Files of that type in the current folder are displayed in the preview area.

**Resolution** drop-down list box: This is displayed only when a Flash Pix Bitmap is selected. Select the resolution that you want to import the bitmap as.

Preview area:

The folders and files that you can open in the current folder are displayed in this area. Double-click on a folder icon to view the available pictures in that folder. Click on the picture you want to import and click on **Open**.

**Modify View** button:

Click on this to change the way your files and folders are displayed in the browser. Click on the arrow to display the menu listing the views available. You can also right-click in the preview area to display a menu listing further options.

Select **Folder tree** from the menu to display a tree view of the drives and folders available in a window on the left-hand side of the preview window. The drives and folders are displayed in the same way as in Windows Explorer. Click on a folder to make it the current folder and display all the picture files in the preview area.

**Home** button:

Click on this to return to the default greenstreet Publisher folder.

**Open** button:

Click on this to import the selected picture.

**Cancel** button:

Click on this to close the dialog box without importing a picture and return to greenstreet Publisher.

This dialog box appears when you select **Insert Design Snippet** from the **File** menu or click on the **Design Snippet** tool in the Toolbox. From this dialog box you can look for and insert design snippets into your documents.

**Name** drop-down text box:

Type the path of the folder where the design snippet you want to insert is stored. All the paths that you have visited recently are listed in the drop-down list box for you to select.

**Up One Level** button:

Click on this to move up to the previous folder in the path. If you are at C:\greenstreet\DOCUMENTS\SAMPLES and you click on this, it will take you to C:\greenstreet\DOCUMENTS.

Preview area:

The folders and files that you can open in the current folder are displayed in this area. Double-click on a folder icon to view the available design snippets in that folder. Click on the design snippet you want to import and click on **Open**.

**Modify View** button:

Click on this to change the way your files and folders are displayed in the browser. Click on the arrow to display the menu listing the views available. You can also right-click in the preview area to display a menu listing further options.

Select **Folder tree** from the menu to display a tree view of the drives and folders available in a window on the left-hand side of the preview window. The drives and folders are displayed in the same way as in Windows Explorer. Click on a folder to make it the current folder and display all the picture files in the preview area.

**Home** button:

Click on this to return to the default greenstreet Publisher folder.

**Open** button:

Click on this to insert the selected design snippet.

**Cancel** button:

Click on this to close the dialog box without inserting a design snippet and return to greenstreet Publisher.

This dialog box appears when you select **Save Design Snippet** from the **File** menu. With this dialog box you can select a folder for the design snippet and save it to use later.

**Save in** drop-down list box:

From this list box, select the drive where you want to save the design snippet. The folders available appear in the Folders box.

Folders box:

This box displays the folders and files (of the type selected in the **Save as type** drop-down list box) available in the current drive and folder. Double-click on a folder to make it the current folder.

**File name** text box:

Type a file name for the design snippet in this box. If the file already exists, select its name from the Folders box.

**Save as type** drop-down list box:

Select the file type you want to save the design snippet as. **Document Design Snippet (\*.srp)** is selected by default.

**Save** button:

Click on this to save the design snippet with the name you have specified.

**Cancel** button:

Click on this to close the dialog box without saving the design snippet and return to greenstreet Publisher.



This dialog box appears when you select **Repeat on Pages** from the **Frame** menu. From this dialog box you can specify where you want to repeat the selected frame(s).

**All Pages:** Select this if you want to repeat the selected frame(s) on each page.

**Alternate Pages:** Select this if you want to repeat the selected frame(s) on every other page.

**From the start of the document to this page:** Select this if you want to repeat the selected frame(s) on either each or alternate pages from the start of the document to the current page.

**From this page to the end of the document:** Select this if you want to repeat the selected frame(s) on each or alternate pages from the current page to the end of the document.

**Over the entire document:** Click on this if you want to repeat the selected frame(s) on each or alternate pages throughout the whole document.

**In the foreground:** Select this if you want the repeated frame(s) to be placed on top of any frames already on the page.

**In the background:** Select this if you want the repeated frame(s) to be placed behind any frames already on the page.

This dialog box appears when you select **Paragraph Styles** from the **Text** menu. From this dialog box you can add, edit and delete paragraph styles.

**Select Style** list box:

Click on the style you want to edit, delete or base a new one on.

**New** button:

Click on this to display the **Create New Paragraph Style** dialog box, through which you can create a new paragraph style.

**Edit** button:

Click on this to display the **Edit Paragraph Style** dialog box, through which you can change the properties of the selected paragraph style.

**Delete** button:

Click on this to delete the selected paragraph style.

**Close** button:

Click on this to close the dialog box.

This dialog box appears when you click on **New** in the **Paragraph Styles** dialog box. From this dialog box you can name a new paragraph style and choose what paragraph style or text to base it on.

**Paragraph Style Name** text box:

Type the name for your new paragraph style here.

**Based on** group box:

**Style:** Select this if you want to base your new paragraph style on a current paragraph style. Select the paragraph style from the drop-down list box.

**Current selection:** Select this if you want to base your new paragraph style on the text currently selected in the document.

**None:** Select this if you do not want to base your new paragraph style on any other style.

This dialog box appears when you select **Check Spelling** from the **Text** menu. From this dialog box you can select a word to replace the misspelt word with, choose to ignore the word or add the word to the user dictionary.

**Word not found box:**

This box displays the word that greenstreet Publisher cannot find in the dictionary. The alternatives are listed in the box below. You can edit the word in this box directly or choose a word from the list of alternatives.

**Language** group box: Displays the language dictionary being used for the spelling check.

**Ignore Word:** Click on this to ignore the word as a spelling mistake and move on to the next word greenstreet Publisher does not recognize.

**Replace Word:** Click on this to replace the spelling mistake with the word in the word not found box.

**Ignore All:** Click on this to ignore all occurrences of the word in the document.

**Replace All:** Click on this to replace all occurrences of the spelling mistake with the word in the word not found box.

**Add to Dictionary:** Click on this to add the word not found to the user dictionary. You can edit the user dictionary by editing the file SPUK.TXT using NotePad.

**Close:** Click on this to close the dialog box.

This dialog box appears when you select **Insert Table** from the **Table** menu or click on the **Table** tool in the Toolbox. From this dialog box you can decide how many rows and columns you want in your table.

**Based on** drop-down text box:

Type the path of the folder where the table style you want is stored. You will be taken by default to the folder where the greenstreet Publisher table styles are stored. All the paths that you have visited recently are listed in the drop-down list box for you to select.

**Up One Level** button:

Click on this to move up to the previous folder in the path. If you are at C:\greenstreet\DOCUMENTS\SAMPLES and you click on this, it will take you to C:\greenstreet\DOCUMENTS.

**Modify View** button:

Click on this to change the way your files and folders are displayed in the browser. Click on the arrow to display the menu listing the views available. You can also right-click in the preview area to display a menu listing further options.

Select **Folder tree** from the menu to display a tree view of the drives and folders available in a window on the left-hand side of the preview window. The drives and folders are displayed in the same way as in Windows Explorer. Click on a folder to make it the current folder and display all the table styles in the preview area.

**Home** button:

Click on this to return to the default greenstreet Publisher folder.

**Number of Rows:** Type the number of rows you want.

**Number of Columns:** Type the number of columns you want.

Preview area:

The folders and table styles that you can use are displayed in this area. Double-click on a folder icon to view the available table styles in that folder. Click on the table style you want to use and click on **OK**.

This dialog box appears when you select **Table Style** from the **Table** menu. From this dialog box you can change the style of all or part of your table.

**Based on** drop-down text box:

Type the path of the folder where the table style you want is stored. You will be taken by default to the folder where the greenstreet Publisher table styles are stored. All the paths that you have visited recently are listed in the drop-down list box for you to select.

**Up One Level** button:

Click on this to move up to the previous folder in the path. If you are at C:\greenstreet\DOCUMENTS\SAMPLES and you click on this, it will take you to C:\greenstreet\DOCUMENTS.

**Modify View** button:

Click on this to change the way your files and folders are displayed in the browser. Click on the arrow to display the menu listing the views available. You can also right-click in the preview area to display a menu listing further options.

Select **Folder tree** from the menu to display a tree view of the drives and folders available in a window on the left-hand side of the preview window. The drives and folders are displayed in the same way as in Windows Explorer. Click on a folder to make it the current folder and display all the files in the preview area.

**Home** button:

Click on this to return to the default greenstreet Publisher folder.

Preview area:

The folders and table styles that you can use are displayed in this area. Double-click on a folder icon to view the available table styles in that folder. Click on the table style you want to use and click on **OK**.

This tabbed dialog box appears when you select **Borders & Background** from the **Table** menu.

- **Border Styles**

- **Background**

From this dialog box you change the line and fill styles for the selected cells.

**Sides** group box:

Select the sides you want to apply the line style to, or you can choose to apply the line style to the entire grid. Hold down **Ctrl** to select individual sides from the list, hold down **Shift** to select the sides you click on and those in between.

**Style** group box:

Select the line style that you want to apply to the selected cells.

**Width** group box:

Type the width you want the line style to be in the spin box. Select the units you want to measure the width in from the drop-down list box.

**Color** group box:

Select the color you want the line style to be from the drop-down color palette.



**Style** group box:

Select a fill style from the list box. The options available in the **Attributes** group box differ according to whether you choose a standard color fill or a textured background.

**Attributes** group box (with a standard color fill selected):

From the top drop-down color palette, select the 'from' color for your fill style (if you selected a plain fill style, the top drop-down color palette changes the fill color).

From the bottom drop-down color palette, select the 'to' color for your fill style.

- When you change the colors, the previews in the **Style** list box change to reflect these changes.

Preview window: This displays a preview of the effect of the changes you make in the attributes group box. If you have chosen a line or cylindrical graduated fill style, you can drag the arrow in the preview window to change the angle of the color change.

**Attributes** group box (with a textured background selected):

**Custom Color** check box: Check this check box if you want to change the color of the texture.

From the drop-down color palette, select the color you want. When you change the color of the texture, the previews in the **Style** list box change to reflect this.

**Angle** box: Type the angle you want the texture to be in this box. Alternatively, drag the radius of the **Angle** circle to the angle you want.

**Detail** slider: Drag the slider to change the detail of the texture. The higher the detail, the larger the texture appears.

This dialog box appears when you select a frame containing an imported EPS picture and then double-click on its filename in the contents box.

From this dialog box you can see the name, size and orientation of the EPS picture. The EPS picture cannot be displayed on screen unless it contains a bitmap preview, and can only be printed on a PostScript printer.

**Picture** group box:

- **Name:** Displays the name of the picture file. This name can be changed by entering a new name in the **Name** box. The name of the original picture file will not be affected.
- **Size (Kbytes):** Displays the size of a picture in terms of memory.
- **Rotate:** Enter the angle you want to rotate the picture by in the box, or select the angle by using the arrows on the box. Alternatively drag the radius of the circle until the box displays the desired angle.

**Remove** button:

Removes the picture from the document, but does not delete it from your hard disk. You will be requested to confirm your choice before you continue.

This dialog box appears when you select a frame containing text, click on its name in the contents box, and then click on the **Item Information** tool.

From this dialog box you can see the length and size of the text, how many frames it occupies and how much of it has not yet been placed. You can also re-name the text.

**Text** group box:

- **Name:** Displays the current name of the text. A text name can be changed by entering a new name into the **Name** box.
- **Size (Kbytes):** Displays the size of the text in terms of memory.
- **Number of Frames Used:** Displays how many frames the text occupies.
- **Unused Frame (*units*):** Displays the amount of space remaining in the text's frames.

**Language** drop-down list box:

Displays the language of the spelling and hyphenation dictionaries currently in use by the text. You can change this setting from the **Language** drop-down list box if you have other language dictionaries installed. If the text language is 'neutral' the text will be hyphenated and spell-checked using the document language. This can be set from the **Language** command in the **File** menu.

**Words** group box:

- **Total:** Displays the number of words that are in the text. Note that this is not the total number of words in the document if the document contains more than one piece of text.
- **Number Placed:** Displays the number of words in the text that have been placed, i.e. those that appear in the document.
- **Number Unplaced:** Displays how many of the text's words have *not* been placed, i.e. the number of words that do not appear in the document because there are too few frames, or because the frames are too small.

**Remove** button:

Removes the text from the document but does not delete it from your hard disk. You will be requested to confirm your choice before you continue.

**Note:**

- The unit of measurement used in the **Text Status** dialog box can be changed using the **Units** dialog box.

This dialog box appears when you select **Booklet printing** and/or **Pause Between Sides** from the **Paper** tab of the **Print** dialog box, and then go ahead with printing.

In order for greenstreet Publisher to print on both sides (i.e. with two pages on each sheet of paper), it needs to know more about the direction in which your printer accepts and outputs paper. You specify this information in this dialog box.

**Paper Tray** group box:

Select either **Paper is Loaded Face Down** or **Paper is Loaded face Up**, according to how your printer loads paper.

**Output Bin** group box:

Select either **Paper is Delivered Face Down** or **Paper is Delivered Face Up**, according to how your printer delivers printed sheets.

This tabbed dialog box appears when you select any of the following from the **Text** menu: **Layout**, **Spacing**, **Bullets & Numbers**, **Drop Caps**, **Ruler Lines**.

- Indents & Layout tab
- Spacing tab
- Bullets & Numbering tab
- Drop Caps tab

From this dialog box you can change the properties of selected text.

**Font** drop-down list box:

Click on the arrow to drop-down the list of fonts available and select the font you want from the list.

**Language** drop-down list box:

Select the language the text is written in (so that the correct dictionary - if you have additional dictionaries - is used).

**Underline** drop-down list box:

To attribute an underline style to the text, drop down the list and select the underline style you want:

- **None:** Turns off underlining
- **Single:** Underlines all text with a single line
- **Single Words:** Underlines words only with a single line
- **Double:** Underlines all text with a double line
- **Double Words:** Underlines words only with a double line

**Point Size** drop-down list box:

To select a point size:

- Click on the point size in the drop-down list box
- Type the size into the **Point Size** box.

Drop-down **Color** palette:

To attribute a color to the text, click open the drop-down color palette, move the mouse pointer over it and click on the color of your choice. Color is attributed to text in exactly the same way as a font style such as **bold** or *italic*. Use the slider to change the tint of the color.

**Set Width** box:

To compress or expand text, type a value into the **Set Width** box. Acceptable values range from 25% to 200%.

A value of less than 100% will compress text by an equivalent percentage. A value greater than 100% will expand it accordingly.

Style check boxes:

Check the seven style check boxes to apply further styling to the text:

- **Bold**
- *Italic*
- **Superscript:** Moves text up half a line and reduces the size of the text
- **Subscript:** Moves text down half a line and reduces the size of the text
- **Boxed:** Puts a box around text
- **Round Boxed:** Puts a rounded box around text
- **Strikeout:** Puts a line through text.

**Preview** group box:

This displays the screen representation of the chosen font.

**Shortcut:**

Use the color palette at the bottom of the greenstreet Publisher window to attribute text color to selected text instead of opening this dialog box.

**Note:**

The color of text displayed on a 16-color screen may not appear the same as the color you have selected from the palette.

### **Justification:**

Click on one of the buttons that corresponds to the alignment you want:

- **Flushed Left** for left justified text
- **Centered** for text justified to the center of the frame
- **Flushed Right** for right justified text
- **Justified** for left and right justified text

### **Indents** group box:

Use this group box to set the amounts by which the text will be indented within its frame:

- In the **First Line** box, type the amount of space you want between the left frame edge and the start of the first line of the paragraph.
- In the **Left** box, type the amount of space you want between the left frame edge and the rest of the paragraph.
- In the **Right** box, type the amount of space you want between the right frame edge and the right edge of the paragraph.

### **Space Between Paragraphs** group box:

Use this box to specify how much space you want to leave blank above and below the paragraph and at the top of the frame. Type the measurements, or use the arrows to select them.

### **Keep Lines Together** box:

Use this box to determine how paragraphs are split across frames and pages:

- **None** if you don't mind where the paragraph is split
- **Whole Paragraph** to prevent a paragraph from being split over a frame or page
- **At Start and End** if you want to specify the minimum widow lines and orphan lines that you want (these are the lines that cannot be split at the start and end of a paragraph). Type the numbers of lines in the **Start** and **End** boxes.

### **Keep Paragraphs Together** group box:

Check the check boxes to specify which paragraphs are to be kept together:

- Select **Keep with Previous** to prevent a paragraph from being separated from the paragraph above it.
- Select **Keep with Next** to prevent a paragraph from being separated from the paragraph below it. This is especially useful for headings.

### **Start Paragraph** group box:

Check the check boxes to specify where new paragraphs will be started:

- Select **On Next Page** to force a paragraph to always start at the top of the first frame on the next page, if text is flowed into the frame.
- Select **In Next Frame** to force a paragraph to always start at the top of the next frame in your document, if the text is flowed into the frame.

**Word & Letter Spacing** group box:

Choose one of three options to specify how the words and letters are spaced:

- **Standard:** greenstreet Publisher decides on spacing for you, but you can specify how tight or loose this is to be by moving the slider.
- **Custom:** You can type the minimum, optimum and maximum space you want between words, and the maximum space allowed between letters.
- **Monospacing:** Select this to ensure that the spaces between the letters and words are not stretched when using a monospaced font (where all the characters have the same width, e.g. *Courier*).
- If you want greenstreet Publisher to be able to put extra space between letters as well as between words, when necessary, check the **Allow Letter Spacing** check box.
- If you want greenstreet Publisher to kern your text automatically, check the **Autokern** check box.

**Line Spacing** group box:

Choose one of two options to specify which type of leading is used to put space between lines of text:

- **Relative Leading:** Select this to set the leading relative to the point size of the text. Four buttons represent common choices or you can type the amount in the % box.
- **Absolute Leading:** Select this to type the leading you want in points.

**Allow Line Overlap** check box: Check this check box if you want to let your lines of text overlap each other.

**Align Baselines** check box:

Check this check box to make sure that, when text is set in columns, paragraphs in the columns will align horizontally so that the baselines of text will line up across the page.

**Hyphenation** group box:

Check the **Hyphenation** check box to turn on hyphenation.

Drag the **Raggedness** slider to specify how ragged you want the right-hand edge of the text to be.

**Tab Spacing** group box:

Type the default tab spacing you want for your text.



**None** button: Click on this if you do not want to use bullets or numbering in your text.

**Bullet** button: Click on this if you want to use a bullet in the selected text.

**List Numbering** button: Click on this if you want to apply list numbering to your text.

**Heading Numbering** button: Click on this if you want to apply heading numbering to your text.

***If you have selected Bullet:***

**Font** drop-down list box:

Select the font you want to use. By default, all of the fonts for the currently selected printer are listed.

**Show Symbol Fonts Only** check box: Check this check box to display only symbol fonts in the **Font** list box.

**Custom Color** check box: Check this check box if you want to apply a specific color to your bullets. Select the color you want from the drop-down color palette.

**Bullet Character** list box:

This displays the bullet characters for the selected font. Use the scroll bar to display the whole selection. Click on the bullet character you wish to use.

▪ A bullet always appears as the first character on the first line of the paragraph. Use the **Indents & Layout** tab to create a hanging indent so that there is a space between the bullet and the text.

***If you have selected List Numbering or Heading Numbering:***

Number styles:

Select the style of numbering you want from the list of those available.

**Text before** box: Type any text you want to appear before the numbers.

**Text after** box: Type any text you want to appear after the numbers.

***If you have selected Heading Numbering:***

**Heading Level** box: Type the number of the heading level you want the text to be.

**Include Previous Levels** check box: Check this check box if you want the heading numbering of the text to include any previous levels.

**None** button: Click on this if you do not want to apply a drop cap to your text.

**Lowered** or **Raised**: Click on the drop cap style you want.

The drop cap will appear as the first letter of that paragraph of text.

This dialog box appears when you select **Crop Picture** from the **Frame** menu.

**Preview window:** Drag the mouse pointer over the area that you want to crop to, alternatively you can drag the edges of the crop box to mark the area you want.

**Zoom slider:** Drag the zoom slider to zoom in and out of the selected area in the preview window.

**Reset button:** Click on this to restore the picture to its original 'uncropped' state.

The changes you make to the picture will take effect in your document as you work in the dialog box.

This tabbed dialog box appears when you click on **Edit** button in the **Paragraph Styles** dialog box, or click on the **Edit Paragraph Style** tool in the Paragraph Tools.

You can use this dialog box to change all aspects of the paragraph style by clicking on the appropriate tab:

- General tab
- Font tab
- Indents & Layout tab
- Spacing tab
- Bullets tab
- Drop Caps tab

You can easily switch from one option to another (e.g. to change the format when you are choosing a font) simply by clicking on a tab in the dialog box.

**Name** box: Displays the name of the paragraph style. You can edit the name by typing a new name in this box.

**Based on** drop-down list box: Displays the paragraph style this one is based on. You can select a style from the drop-down list.

**Next Style** drop-down list box: Displays the next paragraph style to be used after this one. You can select a paragraph style from the drop-down list.

**Shortcut Key** drop-down list box: Displays a shortcut key for the paragraph style. You can select a shortcut key from the drop-down list.

**Font** drop-down list box:

Click on the arrow to drop-down the list of fonts available and select the font you want from the list.

**Language** drop-down list box:

Select the language the text is written in (so that the correct dictionary - if you have additional dictionaries - is used).

**Underline** drop-down list box:

To attribute an underline style to the paragraph style, drop down the list and select the underline style you want:

- **None:** Turns off underlining
- **Single:** Underlines all text with a single line
- **Single Words:** Underlines words only with a single line
- **Double:** Underlines all text with a double line
- **Double Words:** Underlines words only with a double line

**Point Size** drop-down list box:

To select a point size:

- click on the point size in the drop-down list box
- type the size into the **Point Size** box.

Drop-down **Color** palette:

To attribute a color to the paragraph style, click open the drop-down color palette, move the mouse pointer over it and click on the color of your choice. Color is attributed to text in exactly the same way as a font style such as **bold** or *italic*. Use the slider to change the tint of the color.

**Set Width** box:

To compress or expand text, type a value into the **Set Width** box. Acceptable values range from 25% to 200%.

A value of less than 100% will compress text by an equivalent percentage. A value greater than 100% will expand it accordingly.

Style check boxes:

Check the seven style check boxes to apply further styling to the text:

- **Bold**
- *Italic*
- **Superscript:** Moves text up half a line and reduces the size of the text
- **Subscript:** Moves text down half a line and reduces the size of the text
- **Boxed:** Puts a box around text
- **Round Boxed:** Puts a rounded box around text
- **Strikeout:** Puts a line through text.

**Preview** group box:

This displays the screen representation of the chosen font.

**Shortcut:**

Use the color palette at the bottom of the greenstreet Publisher window to attribute text color to selected text instead of opening this dialog box.

**Note:**

The color of text displayed on a 16-color screen may not appear the same as the color you have selected from the palette.

### **Justification:**

Click on one of the buttons that corresponds to the alignment you want:

- **Flushed Left** for left justified text
- **Centered** for text justified to the center of the frame
- **Flushed Right** for right justified text
- **Justified** for left and right justified text

### **Indents** group box:

Use this group box to set the amounts by which the text will be indented within its frame:

- In the **First Line** box, type the amount of space you want between the left frame edge and the start of the first line of the paragraph.
- In the **Left** box, type the amount of space you want between the left frame edge and the rest of the paragraph.
- In the **Right** box, type the amount of space you want between the right frame edge and the right edge of the paragraph.

### **Space Between Paragraphs** group box:

Use this box to specify how much space you want to leave blank above and below the paragraph and at the top of the frame. Type the measurements, or use the arrows to select them.

### **Keep Lines Together** box:

Use this box to determine how paragraphs are split across frames and pages:

- **None** if you don't mind where the paragraph is split
- **Whole Paragraph** to prevent a paragraph in that style from being split over a frame or page
- **At Start and End** if you want to specify the minimum widow lines and orphan lines that you want (these are the lines that cannot be split at the start and end of a paragraph). Type the numbers of lines in the **Start** and **End** boxes.

### **Keep Paragraphs Together** group box:

Check the check boxes to specify which paragraphs are to be kept together:

- Select **Keep with Previous** to prevent a paragraph from being separated from the paragraph above it.
- Select **Keep with Next** to prevent a paragraph from being separated from the paragraph below it.

### **Start Paragraph** group box:

Check the check boxes to specify where new paragraphs will be started:

- Select **On Next Page** to force a paragraph to always start at the top of the first frame on the next page, if text is flowed into the frame.
- Select **In Next Frame** to force a paragraph to always start at the top of the next frame in your document, if the text is flowed into the frame.

**Word & Letter Spacing** group box:

Choose one of three options to specify how the words and letters are spaced:

- **Standard:** greenstreet Publisher decides on spacing for you, but you can specify how tight or loose this is to be by moving the slider.
- **Custom:** You can type the minimum, optimum and maximum space you want between words, and the maximum space allowed between letters.
- **Monospacing:** Select this to ensure that the spaces between the letters and words are not stretched when using a monospaced font (where all the characters have the same width, e.g. *Courier*).
- If you want greenstreet Publisher to be able to put extra space between letters as well as between words, when necessary, check the **Allow Letter Spacing** check box.
- If you want greenstreet Publisher to kern your text automatically, check the **Autokern** check box.

**Line Spacing** group box:

Choose one of two options to specify which type of leading is used to put space between lines of text:

- **Relative Leading:** Select this to set the leading relative to the point size of the text. Four buttons represent common choices or you can type the amount in the % box.
- **Absolute Leading:** Select this to type the leading you want in points.

**Allow Line Overlap** check box: Check this check box if you want to let your lines of text overlap each other.

**Align Baselines** check box:

Check this check box to make sure that, when text is set in columns, paragraphs in the columns will align horizontally so that the baselines of text will line up across the page.

**Hyphenation** group box:

Check the **Hyphenation** check box to turn on hyphenation.

Drag the **Raggedness** slider to specify how ragged you want the right-hand edge of the text to be.

**Tab Spacing** group box:

Type the default tab spacing you want for your text.



**None** button: Click on this if you do not want to use bullets or numbering in your text.

**Bullet** button: Click on this if you want to use a bullet in the selected text.

**List Numbering** button: Click on this if you want to apply list numbering to your text.

**Heading Numbering** button: Click on this if you want to apply heading numbering to your text.

***If you have selected Bullet:***

**Font** drop-down list box:

Select the font you want to use. By default, all of the fonts for the currently selected printer are listed.

**Show Symbol Fonts Only** check box: Check this check box to display only symbol fonts in the **Font** list box.

**Custom Color** check box: Check this check box if you want to apply a specific color to your bullets. Select the color you want from the drop-down color palette.

**Bullet Character** list box:

This displays the bullet characters for the selected font. Use the scroll bar to display the whole selection. Click on the bullet character you wish to use.

▪ A bullet always appears as the first character on the first line of the paragraph. Use the **Indents & Layout** tab to create a hanging indent so that there is a space between the bullet and the text.

***If you have selected List Numbering or Heading Numbering:***

Number styles:

Select the style of numbering you want from the list of those available.

**Text before** box: Type any text you want to appear before the numbers.

**Text after** box: Type any text you want to appear after the numbers.

***If you have selected Heading Numbering:***

**Heading Level** box: Type the number of the heading level you want the text to be.

**Include Previous Levels** check box: Check this check box if you want the heading numbering of the text to include any previous levels.

**None** button: Click on this if you do not want to apply a drop cap to your text.

**Lowered** or **Raised**: Click on the drop cap style you want.

The drop cap will appear as the first letter of that paragraph of text.

This dialog box appears when right-click on a tab stop in the ruler at the top of the page and select **Properties** from the shortcut menu that appears.

From this dialog box you specify an actual tab position for the tab.

**Type** drop-down list box: Select the type of tab stop you want.

**Tab Position** box: Type the position you want the tab to be in or use the up and down arrows to select the position.

**Leader Character** box: Type the character you want to use as a leader.

**Leader Spacing**: Type the spacing you want to apply to the tab leader.

**No longer used?**

This dialog box appears when you select a frame that is already filled, e.g. with a picture, a PowerText object or some text, and then click on the **Clipart** tool in the Toolbox.

**Replace contents of selected frame with clipart**

Select this option to clear the frame of its contents and fill it with the clipart you are about to insert.

**Create or select frame for clipart**

Select this option to return to your document. You can then create a new frame in which to insert the clipart, or select an empty frame that already exists.

This dialog box appears when you select a frame that is already filled, e.g. with a picture, a PowerText object or some text, and then click on the **Picture Browser** tool in the Toolbox.

**Replace contents of selected frame with Picture Browser**

Select this option to clear the frame of its contents and fill it with the photo you are about to insert.

**Create or select frame for Picture Browser**

Select this option to return to your document. You can then create a new frame in which to insert the photo, or select an empty frame that already exists.

This dialog box appears when you select a frame that is already filled, e.g. with a picture, a PowerText object or some text, and then click on the **Object** tool in the Toolbox.

**Replace contents of selected frame with object**

Select this option to clear the frame of its contents and fill it with the object you are about to insert.

**Create or select frame for object**

Select this option to return to your document. You can then create a new frame in which to insert the object, or select an empty frame that already exists.

This dialog box appears when you select a frame that is already filled, e.g. with a picture, a PowerText object or some text, and then try to insert a PhotoFX object.

**Replace contents of selected frame with PhotoFX**

Select this option to clear the frame of its contents and fill it with the PhotoFX bitmap you are about to insert.

**Create or select frame for PhotoFX**

Select this option to return to your document. You can then create a new frame in which to insert the PhotoFX bitmap, or select an empty frame that already exists.



This dialog box appears when you select a frame that is already filled, e.g. with a picture or some text, and then click on the **PowerText** tool in the Toolbox.

**Replace contents of selected frame with PowerText**

Select this option to clear the frame of its contents and fill it with the PowerText you are about to create.

**Create or select frame for PowerText**

Select this option to return to your document. You can then create a new frame in which to insert the PowerText, or select an empty frame that already exists.

This dialog box appears when you select a frame that already contains a PowerText object, and then click on the **PowerText** tool in the Toolbox.

**Edit the existing PowerText in the selected frame**

Select this option to display PowerText, from where you can edit the PowerText object.

**Create or select frame for PowerText**

Select this option to return to your document. You can then create a new frame in which to insert the PowerText, or select an empty frame that already exists.

This dialog box appears when you select a frame that is already filled, e.g. with a picture or some text, and then click on the **greenstreet Draw** tool in the Toolbox.

**Replace contents of selected frame with greenstreet Draw**

Select this option to clear the frame of its contents and fill it with the greenstreet Draw picture you are about to insert.

**Create or select frame for greenstreet Draw**

Select this option to return to your document. You can then create a new frame in which to insert the greenstreet Draw picture, or select an empty frame that already exists.

This dialog box appears when you try and import text into a frame that is already filled, e.g. with a PowerText object.

**Create a new frame for the imported text**

Select this option to create a new frame at the top left-hand corner of the page, and import the text into this new frame.

**Replace contents of selected frame with imported text**

Select this option to clear the frame of its current contents and fill it with the imported text.

**Import text without flowing it into a frame**

Select this option to import the text without placing it in a frame. The text file is listed in the contents box for you to flow through frames later.

This dialog box appears when you do not have a frame selected and you import a text file.

**Create a new frame for the imported text**

Select this option to create a new frame at the top left-hand corner of the page, and import the text into this new frame.

**Import text without flowing it into a frame**

Select this option to import the text without placing it in a frame. The text file is listed in the contents box for you to flow through frames later.

This dialog box appears when you try and import a picture into a frame that is already filled, e.g. with a PowerText object.

**Create a new frame for the imported picture**

Select this option to create a new frame at the top left-hand corner of the page, and import the picture into this new frame.

**Replace contents of selected frame with imported picture**

Select this option to clear the frame of its current contents and fill it with the imported picture.

**Import picture without placing it in a frame**

Select this option to import the picture without placing it in a frame. The picture file is listed in the contents box for you to place in a frame later.

This dialog box appears when you do not have a frame selected and you import a picture.

**Create a new frame for the imported picture**

Select this option to create a new frame at the top left-hand corner of the page, and import the picture into this new frame.

**Import picture without placing it in a frame**

Select this option to import the picture without placing it in a frame. The picture file is listed in the contents box for you to place in a frame later.

This dialog box appears when you import several text or picture files into your document at the same time, e.g. by dragging and dropping them from the Windows Explorer.

**Create a new frame for each of the imported items**

Select this option to create a new frame into which each new item will be placed. You can then size and position these frames to suit your required layout.

**Import items without placing them into frames**

Select this option to import the items without placing them in frames. The items are listed in the contents box for you to place in frames later.



This dialog box appears when you select **Tutorials** from the **Help** menu or when you select **Run a tutorial** from the **Startup** dialog box.

Preview area:

The tutorials available are displayed in this area. Click on the document you want to import and click on **Open**.

**Open** button:

Click on this to open and work through the selected tutorial. The instructions are displayed in the Help Assistant.

**Cancel** button:

Click on this to close the dialog box without opening a tutorial and return to greenstreet Publisher.





Click on a tab for more glossary entries.

**- A -**

[Active window](#)

[Align](#)

[Alignment](#)

[Annotation frame](#)

[ASCII](#)

[Aspect ratio](#)

[Auto-numbering](#)

[Autotrace](#)

**- B -**

[Baseline](#)

[Background shapes](#)

[Basic shape](#)

[Binding margin](#)

[Bitmap](#)

[Body text](#)

[Bold text](#)

[Bookmark](#)

[Boxed text](#)

[Break control](#)

[Bullet](#)

**- C -**

[Case](#)

[Cell](#)

[Centered text](#)

[Character](#)

[Check box](#)

[Clear](#)

[Clipart](#)

[Clipboard](#)

[CMYK](#)

[Color palette](#)

[Color separation](#)

[Column](#)

[Column guides](#)

[Command](#)

[Contents box](#)

[Control menu](#)

Copy

Crop

Crop marks

Custom page

Cut



Click on a tab for more glossary entries.

**- D -**

[Decimal tab](#)

[Delete](#)

[Design snippet](#)

[Dialog box](#)

[Dithered color](#)

[Dockable toolbars](#)

[Document](#)

[DPI](#)

[Drag-and-drop](#)

[Drop caps](#)

[Duplicate frames](#)

**- E -**

[Em](#)

[Embed](#)

[En](#)

[Exceptions dictionary](#)

[Export text](#)

**- F -**

[Facing pages](#)

[Fancy fonts](#)

[Field](#)

[File](#)

[File extension](#)

[File format](#)

[Fill style](#)

[Floating tools](#)

[Folder](#)

[Font](#)

[Footer](#)

[Frame](#)



Click on a tab for more glossary entries.

**- G -**

[Ghost styles](#)

[Graduated fill style](#)

[Greeking](#)

[Grid](#)

**- H -**

[Hairline](#)

[Handles](#)

[Hanging indent](#)

[Hard space](#)

[Header](#)

[Help Assistant](#)

[Highlight](#)

[HLS](#)

[Hue](#)

[Hyphenation](#)

**- I -**

[Import](#)

[Indent](#)

[Information line](#)

[In-place editing](#)

[Internet](#)

[Inverse video](#)

[Italic text](#)



Click on a tab for more glossary entries.

**- J -**

[Justified text](#)

**- K -**

[Kern](#)

[Keyboard alternatives](#)

[Keyboard shortcuts](#)

**- L -**

[Landscape](#)

[Language dictionary](#)

[Leader](#)

[Leading](#)

[Left-aligned text](#)

[Letter spacing](#)

[Lightness](#)

[Line-art file](#)

[Line style](#)

[Link](#)

**- M -**

[Mailing list](#)

[Mail merge](#)

[Margin](#)

[Master page](#)

[Menu](#)

[Menu bar](#)



Click on a tab for more glossary entries.

**- O -**

[Object](#)

[OLE](#)

[Orphan](#)

[Overprint](#)

**- P -**

[Padding](#)

[Page format](#)

[Pantone](#)

[Paper mapping](#)

[Paragraph](#)

[Paragraph style](#)

[Paste](#)

[Pasteboard](#)

[Path](#)

[Pica](#)

[Picture format](#)

[PagePilot](#)

[Plain fonts](#)

[Point](#)

[Pointer](#)

[Point size](#)

[Portrait](#)

[PowerText](#)

[Print margin](#)

[Process color](#)

[Proportional spacing](#)





Click on a tab for more glossary entries.

**- R -**

[Ragged text](#)

[Redo](#)

[Registration](#)

[Repel text](#)

[RGB](#)

[Right-aligned text](#)

[Rivers](#)

[Roman](#)

[RTF](#)

**- S -**

[Sans serif](#)

[Saturation](#)

[Scale](#)

[Scanner](#)

[Screen font](#)

[Scroll bar](#)

[Selected block](#)

[Serif](#)

[Slider](#)

[Snap](#)

[Soft hyphen](#)

[Source application](#)

[Source file](#)

[Spot color](#)

[Stack pages](#)

[String](#)

[Subscript](#)

[Superscript](#)

[Summary information](#)

[Synonym](#)



Click on a tab for more glossary entries.

**- T -**

[Tab bar](#)

[Tabbed dialog box](#)

[Tab stop/point](#)

[Text insertion point](#)

[Text runaround](#)

[Text selection](#)

[Tile](#)

[Tile pages](#)

[Tint](#)

[Title bar](#)

[Toggle](#)

[Toolbar](#)

[Tool tips](#)

[TWAIN](#)

**- U -**

[Undo](#)

**- V -**

[Variable space](#)

[View size](#)

[Visibility](#)



Click on a tab for more glossary entries.

**- W -**

[Web link](#)

[Widow](#)

[Word spacing](#)

[Work area](#)

[WYSIWYG](#)

**- X -**

[x-height](#)

A

**American Standard Code for Information Interchange**; a computer code used to represent letters and numbers.

The relationship between the height and width of an object.

The window in which you are currently working or that is currently selected; only one window can be active at a time. When a window is active, its title bar is highlighted to differentiate it from other windows.

The positioning of a selected group of frames relative to each other.



The positioning of text on the page; left aligned, right aligned, centered, or justified.

The process of numbering lines of text, paragraphs or headings automatically. Each new section is numbered in sequence.

A frame that has been marked as an annotation. Annotation frames can be useful for adding notes for yourself in your document because you can opt not to print them out when you print the document.

To trace the outline of an imported picture automatically.

**B**

This is a feature of PowerText which allows the creation of background effects such as rectangles or starbursts.

A box, rounded box, ellipse or star created with one of greenstreet Publisher's frame shape tools.

An invisible line on which text rests.



Extra space added to the side of a printed page to allow for punching or binding: usually the left-hand side of a right page and the right-hand side of a left page.

The main text of a document.

A weight of text characterized by **thick heavy** lines.

Text which has a box drawn around it.

A heavy dot or other symbol, used in lists and as an ornament before a paragraph.

A picture that is made up of individual dots created with a paint program or with a scanner.  
Compare with *Line-art*.

The paragraph style attribute that controls where and how paragraphs are broken and where they begin.

A marker in the document that you can jump to quickly. Bookmarks are particularly useful in long documents and for jumps in Web pages. Bookmarks can refer to text, frames or pages.



c

A color model of subtractive mixing with **C**yan, **M**agenta, **Y**ellow and black (**K**) used to make any other color. These are the colors of the four inks used in process color printing.



A set of colors available to your greenstreet Publisher documents. You can create more colors to add to the color palette, or you can delete colors if you do not want to use them. When you save a document, the color palette is saved as part of the document, with any changes that you have made. Each document can be saved with a different selection of colors in the palette.

A technique used in color printing. A color document is separated into a number of components, each of which is printed using a single color ink. The combination of separate components reconstitutes the original full color document.

The color of each separation depends on the separation method used.

Hairlines drawn on a printout to mark the edge of the document when the printout is printed on paper larger than the page size of the document.

Text can be either upper case (CAPITAL letters), lower case (small letters), or initial capitals (First Letters Upper Case).

Text that is positioned halfway between the left and right edges of the frame.

Any single letter, number, punctuation mark, or symbol.



A temporary holding place for a block of text, a frame or a graphic that has been cut or copied.

The vertical arrangement of text on the page.

Dotted lines displayed on screen that can be used to help position frames on the page.  
Column guides are not printed.

To place a block of text, a frame, or a graphic onto the Clipboard without removing it from the page, so that you can transfer it to another location.

Compare with *Cut*.

To select a part of the picture, imported bitmap, line-art file or OLE object or to be displayed in the document.

To move a block of text, a frame or a graphic from the page onto the Clipboard so that you can transfer it to another location.

Compare with *Copy* and *Delete*.

A standard Windows menu displayed by clicking on the program icon at the top left of a window that allows you to move, resize and close the window.

The small window that lists the named text, pictures and OLE objects in your document.

The contents box can be turned on or off from the **Controls** tab of the **Preferences** dialog box.



A small square box on a dialog box that can be selected or cleared. A check box represents an option that you can turn on or off.

To remove the contents of the selected frame(s), table(s) or cell(s) to allow you to place another item into them.

A 'library' of pictures, often classified by themes, that can be used in your documents.

A word or phrase found in a menu that you choose in order to carry out an action.

A user-defined page size.

A section of a table that you insert your information into. Every table is divided up into cells.

D

These are toolbars that you can move to different positions on the desktop.



The number of dots (pixels) per inch that a printer can produce. Most laser printers print at 300 or 600 dpi. High-resolution phototypesetters provide several thousand dpi.

The higher the dpi, the sharper the printout.

A tab stop that allows columns of decimal numbers to be aligned at the decimal point.

The combination of text and pictures. Also called a greenstreet Publisher DTP file.

A window used to supply information to greenstreet Publisher.

To remove a block of text, a frame, or a graphic, from the page without placing it on the Clipboard.  
Compare with *Cut* and *Copy*.

A color made up of two or more solid colors. For example, orange is a combination of red and yellow.

An enlarged first letter that drops below or is raised above the first line of text. Sometimes called fancy first letters.

A section of a document (a frame or group of frames) that has been saved separately from the main document and can be inserted into other greenstreet Publisher documents.



The act of dragging an object (text, pictures etc.) from one program to another. For example, you might drag-and-drop a picture from PhotoFX into your greenstreet Publisher document.

Frames and their contents that have been copied and repeated on other pages in the document using the **Repeat on Pages** command.

E

A unit for measuring widths in a font, equal to the width of the letter 'm' in the current font and point size.

A unit for measuring widths in a font, half the width of an em.

A file containing a list of words that are exceptions to the standard hyphenation rules, or that are not hyphenated at all (for example, personal names).

This file is used by greenstreet Publisher when deciding where to split a word at the end of a line.

To extract text from a DTP file so that it can be edited using a word-processor. The text is saved as a text file that can be opened in word-processing programs.

To copy an object that was created in a source application, e.g. greenstreet Draw, into your greenstreet Publisher document. By embedding an object, you gain fast access to the features of the source application *without* having to leave greenstreet Publisher.

When you embed an object, a copy of the object file is made and stored within your greenstreet Publisher document: the original file is not altered in any way and remains available for future use.



F

Fonts of this type may include Ornamental, Script and Brushwood. These and similar fonts are used for more decorative or ornate text, and are useful for PowerPoint effects.

The full-stop and characters at the end of a filename. An extension usually identifies the kind of information a file contains. For example, files that you create using greenstreet Publisher have the .DTP extension.

The way in which information is structured in a file. Applications always store files in a particular format. A format readable by one application may not be readable by another application.

The optional display of the greenstreet Publisher tools in a moveable window.

This is used in greenstreet Publisher to mean the style of type, for example Sans, Serif or Courier.

Elsewhere this may be called a typeface, with the term *font* reserved for a particular weight, size and style of a typeface.

Text that appears at the bottom of the page. greenstreet Publisher has standard footer frames that appear at the bottom of the page, ready for you to add information into.

A shape used to hold text, pictures, graphics, PowerText or OLE objects.



Part of a structure for organizing your files on a disk. A folder can contain files and other folders called *sub*-folders.

A document stored on a hard or floppy disk, or other media.

The attribute of graphics, frames and PowerText specifying how they should be filled.  
Fill styles can have different colors, and can be plain, graduated or textured.

A special code that you insert into your document that tells greenstreet Publisher to insert specific information, such as the date and time. These fields update automatically when the document changes.

A way of displaying pages in the greenstreet Publisher window. Both the left and right pages will be displayed at the same time (left pages are even page numbers and right pages are odd page numbers).

**G**

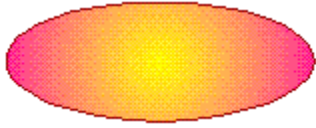
A method of representing text by a series of gray horizontal lines, used when text is too small to display legibly, or when a small enough screen font is unavailable.

An invisible overlay of crossed lines to help accurate positioning of frames.

Precise positioning is assisted by the option of making frames snap to the grid when they are drawn or moved.



A fill style that graduates from one color to another.



Gray text displaying the name of the paragraph style on blank lines of text or the name of a mail merge field if it is empty. Ghost styles only appear when they are selected in your preferences. When ghost styles appear, paragraph markers also appear at line breaks.

H

A color model using **Hue**, **Lightness** and **Saturation** to specify a color.

The position of a color along the color spectrum from 0 to 360 degrees where red is 0, yellow is 60, green is 120, cyan is 180, blue is 240, magenta is 300 and red is 360, again.

A space that is never 'stretched' during justification or split across line breaks.  
Compare with *Variable space*.

Small squares on the edges and corners of a selected frame that are used for sizing or rotating.

A paragraph style where the first line is flush with the left margin and subsequent lines are indented.



A thin line displayed or printed at the finest possible resolution of a particular screen or printer.

Text that appears at the top of the page. greenstreet Publisher has standard header frames that appear at the top of the page, ready for you to add information into.

To emphasize an area of text in some way, for example, in inverse video.

Splitting a word at the end of a line, to produce a more even distribution of text between lines.

A window that appears as part of the greenstreet Publisher desktop, displaying information about the task you are performing. From this window you can jump to relevant Help topics for further information.



A bar at the foot of the greenstreet Publisher desktop giving hints and tips as you work.

To load text or a picture created with another program into greenstreet Publisher.



The gap between the left or right-hand margin and one or more lines of text.

To display black and white reversed so that white characters are shown on a black background and vice versa.

A style of text characterized by letters *slanting to the right*.

To edit an embedded object *without* having to leave greenstreet Publisher. Some of the greenstreet Publisher menus and tools will be temporarily replaced by those of the source application.

Linked objects *cannot* be edited in-place.

A collection of computer networks that connect millions of computers around the world. The Internet is a constantly changing source of information available to anyone, from big businesses to the home user. Searching through the Internet is often referred to as 'surfing the Web'.

J

Text that aligns evenly with both the left and right margins. This is done by adding extra space between words and characters where necessary.

K



An alternative to using the mouse for selection. Keyboard alternatives are shown by underlining a letter in menu titles, dialog boxes and so on. They are also given in other sections of the Help system, when appropriate.

To adjust the spacing between pairs of characters to move them closer together or further apart.

A key or key combination that you press to carry out a command or action.

If a menu command has a keyboard shortcut, the key combination is listed to the right of the command name on the menu.

L

The percentage by which a color approaches black (0 percent) and white (100) percent.

The attribute of frames, lines or shapes that specifies how the line or outline should be drawn. Line styles can be drawn with or without arrow-heads and in different colors and thicknesses.

A page whose width is greater than its height.

Compare with *Portrait*.

A row of characters, usually dots, used to guide the reader's eye across the page in, for example, a table of contents.



The distance in points from the baseline of one line of text to the next.

Text that is flushed with the left margin and uneven on the right margin.  
Compare with *Right-aligned* text.

When text is justified, extra space is inserted between the words in each line (see *Justified text*).

If this space exceeds a user-defined maximum value (see *Word Spacing*), then extra space is added between the letters in each word.

A picture made up of lines, curves, etc.

Compare with *Bitmap*.

To create a reference in your greenstreet Publisher document to a source file.

By creating links between files, you save time and ensure consistency in your work. You can share information from one file with several others, and you need only maintain the original file.

A set of files containing information about the spelling and hyphenation rules of a particular language.

**M**

The white space surrounding the text area of a page.



A single or double-sided page that acts as the foundation for any new pages added to a document.

A list of available commands and actions in greenstreet Publisher.

Menu names are displayed in the menu bar near the top of the greenstreet Publisher window.

The horizontal bar containing the names of greenstreet Publisher's menus.  
It is displayed below the title bar.

The combination of a standard document, such as a letter, and a data source containing the details of a mailing list. Insert mail merge fields into your document that will automatically pick up the appropriate information from the mailing list e.g. a person's name and address.

A set of records with information, such as name address, telephone numbers, for the people/companies you would send mail merged documents to.

0

When a color *without* the overprint property overlaps another color, the color lying under the line or fill is removed when spot color separations are produced. This is sometimes called under color removal. However, if a color has the overprint property selected, it is printed on top of the underlying object without under color removal. The usual color for overprinting with is black, as this can overprint any other color without itself being affected.

Under color removal prevents the color of the foreground color being mixed with the underlying color, but imperfect registration of the spot color separations may produce a white hairline around the foreground color. Overprinting can be used to make traps which prevent unwanted color mixing and offset the effects of imperfect registration.

A technical term for one or more lines of a paragraph left at the bottom of a column or page.  
Compare with *Widow*.



A file such as a drawing, chart or sound file that can be linked or embedded into a greenstreet Publisher document.

A way to transfer and share files between Windows applications. OLE lets you produce a document consisting of information created in multiple applications.

P

A color model in which colors are specified from a standard reference set.

This is a means of choosing the way you want your documents to be laid out on the page for printing, e.g. as a booklet, or with a number of document pages to one printed page.

The area around your page that provides an alternative to the Clipboard, but allows you to keep several objects to be pasted visible at one time. You can also move objects from the document to the paste board.

A PagePilot is a feature which can quickly create a certain kind of document, such as a newsletter. It does this by asking you questions and using your answers to automatically lay out and format the type of document you specify. Each PagePilot gives you a choice of several document templates.

Fonts of this type may include Serifed and Sans. These and similar fonts are most useful for creating plain documents.



The area within the boundaries of the blue rectangular outline on the work area, which shows how much of the page will be printed. This is based on the current page size and orientation of your printer driver.

A color model of subtractive mixing with cyan, magenta, yellow and black used to make any other color. Black is used to replace equal mixtures of the other three colors to produce better dark colors.

The space around a frame into which text cannot flow.

The size and orientation of your document's pages, and whether there are left and right pages or all the pages are alike.

The name for a particular type of paragraph with its own set of features, for example, font, alignment, bullets and indents.

To insert the contents of the Clipboard into a document.

A typesetting unit of measurement equal to 1/6 of an inch.

Twelve points equal one pica.

The kind of file (line-art or bitmap) that a picture has been saved as.



A typesetting unit of measurement equal to 1/72 of an inch.

The height of a font measured in points.

A page whose height is greater than its width.

Compare with *Landscape*.

A means of spacing characters such that the space each character occupies varies according to the width of that character.

For example, the letter 'i' occupies less space than the letter 'm'.

Text that can be stretched, rotated, skewed, filled and made 3D to create a variety of effects.

Any line or lines of text ended by pressing the **Enter** key.

A single letter, word, or line is considered a paragraph if the **Enter** key is pressed after entering it.

The arrow-shaped cursor on the screen that follows the movement of the mouse and indicates which area of the screen will be affected when you press the mouse button.

The pointer will change shape when you perform certain tasks.

A straight or curved line consisting of one or more segments joined together at points.



R

The alignment of color separations to reconstitute the full color version.

A color model for additive mixing, in which **R**ed, **G**reen and **B**lue are mixed to produce any color.

Another term for *Left-aligned* text.

To make text run around the edges of a frame.

Text which is flush with the right margin and uneven on the left margin.  
Compare with *Left-aligned* text.

The alignment of spaces in adjacent lines of text that join together to form white 'rivers' of space running through the text.

Rivers are most noticeable when text is justified in narrow columns, because large spaces can occur between words.

A style of text characterized by upright letters.

Compare with *Italic* text.



Rich Text Format. A standard Windows text format that many word-processors use to save their files.

To **Redo** an action that has been undone.

Compare with *Undo*.

**S**

The intensity of a color, or how much hue is present or absent. Completely saturated color is color at its most intense (100 percent). At its least intense, a color is Grey (0 percent).

A device used to convert a picture on paper to a bitmap in a computer. Scanners are usually either hand held or flat bed and either color or monochrome; most have a TWAIN Windows driver, which greenstreet Publisher supports. Scanners usually scan at a resolution of between 300 dpi and 600 dpi.

A box that you can drag to adjust the effect of the control e.g. the tint slider on a color palette.

A color specified as a spot color can have its own separation when it is printed instead of being made up of a mixture of process colors.

A highlighted section of text that can be cut, copied, deleted or styled.



A font without serifs (see *Serif*).

This Help system is written in a sans serif font.

To increase or decrease the size of an imported bitmap or line-art file within a frame.

See also *Aspect ratio*.

A short line at the end of strokes in a character. Times New Roman is a commonly-used serif font.  
Compare with *Sans serif*.

To make a frame or graphic positionable only on the current grid divisions or column guides.

A hyphen inserted by the user that overrides any automatic hyphenation by the program.

A soft hyphen placed at the beginning of a word ensures that the word is not hyphenated at all.

A series of characters and/or spaces of any length.

Text, in a reduced point size, that is dropped below the baseline of the surrounding text.

Text, in a reduced point size, that is raised above the baseline of the surrounding text.



A bar that appears at the bottom and/or right edge of a window whose contents are not entirely visible.

The font that is displayed on your screen, which will approximate a printer font so that documents look as similar as possible on screen to their printed counterparts.

The application in which the linked or embedded object was created.

The file that provides information to greenstreet Publisher through a link.

A word that means the same as another word, for example, *transparent* and *clear*.

A way of displaying pages in the greenstreet Publisher window. Stacked pages are stacked one above the other so that when you scroll down, you also scroll through the pages.

Information about a greenstreet Publisher document, including the author and any notes about the document. You can use the preferences to choose to be prompted to insert any summary information when you save the document.

T



This is a line embedded in the horizontal ruler bar, which lets you drag tabs to the position you want.

A type of dialog box in which each tab, when selected, shows a different page of the dialog box.

Tool tips appear as a small flag with a brief description (one or two words) of a tool or object on the greenstreet Publisher desktop when you position the mouse pointer over it. These can be turned on and off from the **Options** menu.

A standard interface for scanners with a TWAIN Windows driver.

A means of aligning text in columns using **Tab**.

A thin vertical flashing line that indicates where text editing will take place.

The amount of whiteness applied to a color, where 0% is white and 100% is the full color.

An option that is turned ON or OFF using the same action.



The horizontal bar that contains the title of the window or dialog box.

A number of tools, each representing a menu command, that you can use to create or modify your document.

Text flowing around the edge of a frame.

A way of arranging open windows so that all the windows are visible on the screen.

A selected block of text for editing.

A way of displaying pages in greenstreet Publisher. When you tile pages, greenstreet Publisher will determine how many pages to have in each column and row.

U

To undo the last command performed on your document.



V

A space inserted by pressing **Space**, that may be 'stretched' during justification and at which lines may be broken.  
Compare with *Hard space*.

Whether a frame is solid (hiding what is behind it) or transparent (allowing items behind to show through).

The on-screen magnification of a greenstreet Publisher document.

W

A technical term for one or more lines of a paragraph left at the top of a column or page.  
Compare with *Orphan*.

The adjustment controlling the minimum and maximum amount of space allowed between words.

**What You See Is What You Get:** the ability to show on screen an accurate representation of what will be printed.



The on-screen area within which a greenstreet Publisher document is created.

A link created in a Web document that will take you to another Web document or a marked point in the same Web document.

x

The height of the main body of a lower case letter, not including the ascenders and descenders.



## **Work with documents**

## ***Page basics***

1. From the **File menu**, select **New**. The **New Document dialog box** appears.
2. Click on the **Standard types** tab.
3. From the **Category** list box, select **Blank Page**. A list of the available page sizes appears in the PagePilots and Designs list box.
4. Click on the page size you want for your document.
5. Click on **New**. The blank page appears in the greenstreet Publisher window, ready for you to start work.

**Note:**

- The paths you have visited recently are listed in the **Name** drop-down list box on the **Browse** tab.
- You can also change the page size and orientation of a document once the document has been opened.

**Tools:**



---

{button ,KL("documents, creating");}Related Topics



1. From the **File menu**, select **New**. The **New Document dialog box** appears.
2. Click on the **Browse** tab.
3. In the **Name** box, type the path for the folder where the document you want to base your new one on is stored. The greenstreet Publisher documents in this folder appear in the preview area.  
If you have visited this folder recently, it will be listed in the **Name** drop-down list and you can select it from there.
4. Click on the document you want to base your new document on.
5. Click on **New**. The document appears in the greenstreet Publisher window as an untitled document that you can edit and save with a different filename.

**Note:**

- If you cannot remember the path for the folder you want, drag the divider bar at the left-hand side of the preview area to display the drives and folders on your computer.

**Tools:**



---

{button ,KL("documents, creating")}Related Topics

1. From the **File menu**, select **Open**. The **Open Document dialog box** appears.
2. Click on the **Browse** tab.
3. In the **Name** box, type the path for the **folder** where the document you want to work on is stored. The greenstreet Publisher **documents** in this folder appear in the preview area.  
If you have visited this folder recently, it will be listed in the **Name** drop-down list and you can select it from there.
4. Click on the document you want to open.
5. Click on **Open**. The document appears in the greenstreet Publisher window.

**Note:**

- If you have opened this document recently, it will be displayed in the preview area on the **Recently used** tab.
- If you cannot remember the path for the folder you want, drag the divider bar at the left-hand side of the preview area to display the drives and folders on your computer.

**Tools:**



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{button ,KL('documents')} Related Topics

1. From the **File menu**, select **Insert Design Snippet**. The **Insert Design Snippet dialog box** appears.
2. In the **Name** box, type the path of the folder where the design snippet is saved. A list of all the design snippet files appears in the preview area.  
If you have visited this folder recently, it will be listed in the **Name** drop-down list and you can select it from there.
3. Select the design snippet you want to insert.
4. Click on **Open**. The design snippet is inserted into your document.

**Note:**

- If you cannot remember the path for the folder you want, drag the divider bar at the left-hand side of the preview area to display the drives and folders on your computer.

**Tools:**



---

{button ,KL('design snippet')}

Related Topics

1. Select the **File** menu.

The most recently opened documents are listed at the bottom of the menu.

2. Click on the document you want to open.

**Note:**

- You can also open a recently used document by clicking on the **Recently used** tab in the **Open Document** dialog box.

---

{button ,KL('opening')} [Related Topics](#)

## ***Saving your documents***

1. From the **File menu**, select **Save As**. The **Save Document As dialog box** appears.
2. Select the disk drive and **folder** where you want to save your document.
3. In the **File name** box, type the name you want to give the document.
4. Click on **Save**. The **document** is saved to a file of that name and the filename will appear in the **title bar**.
  - If you type a filename that already exists, a message box will appear, asking if you want to overwrite the original document. Click on **Yes** or **No** as appropriate.

**Note:**

- If you have checked the **Prompt for Summary Info** check box on the **Document** tab of the **Preferences** dialog box, the **Summary Information** dialog box will appear after you click on **Save**. Type in the appropriate information, then click on **OK**.
- You can also save a **file** by selecting **Save** from the **File** menu.

**Tools:**



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{button ,KL(`saving`)}      Related Topics

1. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears.
  2. Select the **Auto Backup** tab.
  3. In the **Action** group box, choose whether you want to be prompted to save your document (**Warning Beep**), or let the document be saved automatically (**Auto-backup**). Select **Off** if you want neither.
  4. In the **Interval** box, type the number of minutes you want between each automatic backup or warning beep.
  5. Click on **OK** to close the dialog box.
- 

{button ,KL('saving')}      [Related Topics](#)

1. Select the frame(s) containing the objects you want to save as a design snippet.
2. From the **File** menu, select **Save Design Snippet**. The **Save As Design Snippet dialog box** appears.
3. Select the disk drive and folder where you want to save the design snippet.
4. In the **File name** box, type the name you want to give the design snippet.
5. Click on **Save**. The design snippet is saved to a file of that name and given the file extension .SRP.
  - If you type a filename that already exists, a message box will appear, asking if you want to overwrite the original file. Click on **Yes** or **No** as appropriate.

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{button ,KL(' design snippet')}

Related Topics



1. From the **Options** menu, select **Preferences**. The **Preferences dialog box** appears.
2. Select the **Document** tab.
3. In the **File Options** group box, check the **Create .BAK Documents** check box.

When you next save your document, the previous version is renamed as <FILENAME>.BAK and the latest version, with your most recent changes, is saved as <FILENAME>.DTP (where <FILENAME> is the name of your document).

4. Click on **OK** to close the dialog box.

**Note:**

- You can open your .BAK files by double-clicking on them in Windows Explorer or by manually changing their file extension to .DTP and opening them from greenstreet Publisher.
- This is separate from the **Automatic Backup** command.

---

{button ,KL('saving')}      [Related Topics](#)

1. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears.
2. Select the **Document** tab.
3. From the **File Options** group box, check the **Compress .DTP Documents** check box.

You can compress your .DTP files when saving to reduce their size by up to fifty percent. If you are short of disk space, or your .DTP files contain large color bitmaps, we recommend that you choose to compress your files.

4. Click on **OK** to close the dialog box.

**Note:**

- If you are using an automatic disk compression utility, selecting the greenstreet Publisher compression option will not save any disk space. In this case, for speed of operation, we recommend that you do *not* select file compression in greenstreet Publisher.

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{button ,KL('saving')}      Related Topics

1. From the contents list, select the item you want to keep.
2. Click on the **Keep Item** button. The item in the list is marked with a paper clip to show that it is kept.
3. You can now delete the item from your page(s) and keep it in the contents box.

**Note:**

- When you add an item to your document, it will be listed in the contents box. If you then delete that item from the page(s), it will also be deleted from the contents box. You can keep an item in the contents box, even after deleting it from your page(s). This can be useful if you want to use that item again later in your document.
- If you cannot see the contents list, right-click on the toolbar area and select **Contents** from the shortcut menu that appears.

**Tools:**



## ***Working with pages***

1. From the **Page menu**, select **Page Size & Orientation**. The **Page dialog box** appears with the **Size & Orientation** tab card selected.
2. From the **Style and Size** drop-down list box, select the type of pages you want.
3. From the **Style and Size** list box, select the page size you want. The choices available here will depend on the style you chose.
4. From the **Page Orientation** group box, choose whether you want the page to be portrait or landscape.
5. If you do not want to resize the frames with your page, clear the **Resize Frames** check box.
6. Click on **OK**.

**Note:**

- If you are only changing the orientation, you can select which pages to apply it to from the **Apply To** drop-down list box.
- Changing the page size will always affect the whole document.

---

{button ,KL("pages, setting up")} Related Topics

1. From the **Page menu**, select **Page Size & Orientation**. The **Page dialog box** appears with the **Size & Orientation** tab card selected.
2. from the **Style and Size** drop-down list box, select any style other than **Label**, **Business Card** or **Compliments Slip**.
3. Click on the **Add** button. The **Add Custom Page Size** dialog box appears.
4. In the **Name** box, type a name for your page size.
5. In the **Width** box, type the width of the page.
6. In the **Height** box, type the height of the page.
7. Click on **OK** to return to the **Page** dialog box.
8. Click on **OK**.

**Note:**

- Use the up and down arrows on the **Width** and **Height** boxes to move up or down by small amounts.

---

{button ,KL("pages, setting up")} [Related Topics](#)

1. From the **Page menu**, select **Page Size & Orientation**. The **Page dialog box** appears with the **Size & Orientation** tab card selected.
2. From the **Style and Size** drop-down list box, select **Label**.
3. Click on the **Add** button. The **Add Custom Stationery** dialog box appears.
4. In the **Name** box, type a name for your page size.
5. In the **Width** box, type the width of the page.
6. In the **Height** box, type the height of the page.
7. In the **Horizontal Pitch** box, type the distance you want between the left-hand edge of the label and the left-hand edge of the label next to it.
8. In the **Vertical Pitch** box, type the distance you want between the top edge of the label and the top edge of the label below it.
9. In the **Left Indent** box, type the distance you want between the left-hand edge of the label and the left-hand edge of the paper you print on.
10. In the **Top Indent** box, type the distance you want between the top of the label and the top of the paper you print on.
11. In the **Number Across** box, type the number of labels you want to print across the paper.
12. In the **Number Down** box, type the number of labels you want to print down the page.
13. Click on **OK** to return to the **Page** dialog box.
14. Click on **OK**.

**Note:**

- Use the up and down arrows on the boxes to move up or down by small amounts.
- You can also use the **Add Custom Stationery** dialog box to create a layout for business cards and compliments slips.

1. From the **Page menu**, select **Margins & Column Guides**. The **Page dialog box** appears with the **Margins & Columns** tab card selected.
2. In the **Number of Columns** box, type the number of columns you want.
3. In the **Columns Gap** box, type the width of the space you want between the columns.
4. From the **Apply To** drop-down list box, select which pages of the document you want to apply the column guides to.
5. Click on **OK**.

**Note:**

- You can use the up and down arrows on the boxes to select the number you want.
- Column guides are displayed when **Frames & Margins** is checked on the **View** tab of the **Preferences** dialog box.

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{button ,KL('margins')} [Related Topics](#)



1. From the **Page menu**, select **Margins & Column Guides**. The **Page dialog box** appears with the **Margins & Columns** tab card selected.
2. In the **Margins** group box, type the width you want each of the margins to be.
3. In the **Headers and Footers** group box, type the space you want the headers and footers to be from the top and bottom of the page.
4. From the **Apply To** drop-down list box, select which pages of the document you want to apply the margins to.
5. If you do not want to resize the frames when you change the margins, clear the **Resize Frames** check box.
6. Click on **OK**.

**Note:**

- The binding margin is the space left at the edge of the page that will be bound, ensuring that none of the items on the page are obscured when the document is bound.
- Any margin given to the edge of the page that will be bound is added to the binding margin i.e. if the binding margin is 1 cm and the edge margin is 2 cm, a space of 3 cm is left between the edge of the page and the edge of the column guide.
- You can use the up and down arrows on the boxes to select the margin widths.

---

{button ,KL('column guides')}

Related Topics

1. From the **Page menu**, select **Add Pages**. The **Add Pages dialog box** appears.
2. In the **Number of Pages to Add** box, type the number of pages you want to add.
3. From the **Add New Pages** group box, choose whether they should be added before or after the current page.
4. Click on **OK**. The number of pages you specified are added to your document.

**Note:**

- You can also click on the **Add Page** button on the page controls to add a page after the current page.

**Tools:**



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{button ,KL('pages')}      Related Topics

- If you add pages to the middle of your document, the following pages are renumbered appropriately.
- New pages are copies of the master page and contain any features that you have placed on the master page.
- If you add an odd number of pages when using separate left and right-hand pages, any following pages will change sides and frames may need to be realigned as a result.
- You cannot add pages via the **Add Pages** dialog box when the master page is displayed.

---

{button ,KL(' pages')}      Related Topics

1. From the **Page menu**, select **Delete Pages**. The **Delete Pages dialog box** appears.
2. Type the number of the first page you want to delete and the number of pages to be deleted. To delete the current page only, leave the values unchanged.
3. Click on **OK** to delete the pages you have specified.

**Note:**

- You cannot delete pages when the master page is displayed.
- If you delete an odd number of pages when using different left and right-hand pages, any following pages will change sides and frames may need to be realigned as a result.
- If you delete a page that contains part of a piece of text, the text will be flowed onto the next page.

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{button ,KL('pages')}      Related Topics

1. From the **Page menu**, select either **Edit Header** or **Edit Footer**. The text cursor appears in the header/footer frame and the Header and Footer Tools appear.
2. Do any of the following:
  - Type your text directly into the frame
  - Click on the **Insert a page number** button in the Header and Footer Tools
  - Click on the **Insert the total number of pages** button in the Header and Footer Tools
  - Click on the **Insert date** button in the Header and Footer Tools
  - Insert a field.
3. From the **Apply To** drop-down list box, select which pages of the document you want to apply the changes to.
4. Click away from the header/footer frame to close the Header and Footer Tools.

**Note:**

- You can clear the contents of a header or footer frame by clicking on the **Clear Header/Footer** button in the Header and Footer Tools.
- If you have made a change to the header or footer that applies to only that page, you can click on the **Reset Header/Footer** button in the Header and Footer Tools to restore the header or footer to the default for the whole document.
- You can also double-click on a header or footer frame to edit that header or footer.

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{button ,KL('pages')}}      Related Topics

1. From the **Page** menu, select **Page Numbers**. The **Page dialog box** appears with the **Page Numbers** tab card selected.
2. Check the **Insert Page Number** check box. The group box is enabled.
3. From the **Position** drop-down list box, select where you want the page numbers to be.
4. From the **Alignment** drop-down list box, select how you want the page numbers to be aligned with the page.
5. In the **Style** group box, select the format for your page numbers.
6. In the **Start From Page** box, type the number of the page that you want to start numbering from.
7. In the **First Number** box, type the number that you want to start numbering from.
8. From the **Apply To** drop-down list box, select which page(s) you want to apply the page number to.
9. Click on **OK**.

**Note:**

- If you type 3 in the **Start From Page** box and 1 in the **First Number** box, greenstreet Publisher will start numbering from the third page of your document and number that Page 1.
- You can also apply page numbering via the headers and footers.

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{button ,KL("pages, setting up")} [Related Topics](#)

1. From the **Page** menu, select **Go to Page**. The **Go to Page dialog box** appears.
  - If you have only one master page for your document, there is one **Master** button on this dialog box. If you have left & right master pages, there is a **Left Master** button and a **Right Master** button.
2. Click on **Master**, **Left Master** or **Right Master** to display the master page that you want.

**Note:**

- The page indicator changes to display **Page M**, indicating that the page currently displayed is the master page. If there are two master pages, the page indicator shows whether you have a left (**PAGE ML**) or right (**PAGE MR**) master page displayed.
- Changes made to the master page will not affect existing pages, but will affect any new pages that you add to the document.

---

{button ,KL('master pages')}

Related Topics

One of the keys to a well-designed document is consistency of page layout. greenstreet Publisher makes this consistency easy by letting you put items that will be repeated on every page onto the master page. These items could be frames to flow text through, or features such as pictures or PowerText.

- The master page acts as the foundation for any new pages that you add to your document; existing pages are unaffected by any changes that you make to the master page.
- You cannot place named text on the master page, but you can type text directly into a frame, or set up frames to automatically flow text into your document.

### **To use left and right master pages**

If you intend to print your document on both sides of the paper, you should use left and right master pages. The binding margin is then on the left for each right-hand page, and on the right for each left-hand page.

Use left and right master pages when page numbers have to appear consecutively on the left-hand side, then the right-hand side of the page.

#### **Note:**

- The right-hand page is normally an odd numbered page and the left-hand page normally even numbered.

---

{button ,KL('master pages')}

Related Topics



1. Select the text, frame or page you want to mark as a bookmark.
2. From the **Edit menu**, select **Bookmarks**. The **Bookmarks dialog box** appears.
3. From the **Bookmark** group box, select whether you want the bookmark to be the selected text, frame or page.
4. In the **Name** text box, type a name for the bookmark.
5. Click on the **Add** button. The bookmark is added to the list of bookmarks in the document and the dialog box closes.

**Tools:**



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{button ,KL('bookmarks')} Related Topics

1. From the **Edit menu**, select **Bookmarks**. The **Bookmarks dialog box** appears.
2. From the **Name** list box, select the bookmark you want to move to.
3. Click on the **Go to** button. The document changes to make the bookmark the focus and the dialog box closes.

---

{button ,KL('bookmarks')} Related Topics

1. From the **Edit menu**, select **Bookmarks**. The **Bookmarks dialog box** appears.
2. From the **Name** list box, select the bookmark you want to remove.
3. Click on the **Delete** button. The bookmark is removed from the document, but the text, frame or page that was marked as the bookmark remains.
4. Click on **Close** to close the dialog box.

**Tools:**



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{button ,KL(`bookmarks`)} Related Topics

***Viewing your document***

1. From the **Page menu**, select **Go to Page**. The **Go To Page dialog box** appears.
2. In the **Page Number** box, type the page number you want to go to.
3. Click on **OK**. The page number you specified appears in the work area.

**Note:**

- To go to the master page, click on the **Master** button. If you have different left and right master pages, you will have the choice of a **Left Master** and **Right Master** button.

**Tools:**



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{button ,KL('pages')}      Related Topics

Do any of the following:

- From the **View** menu, select **Actual Size**, **Fit Page**, **Fit Window** or **Fit Selection**.
- Click on the view size indicator and select the size you want from the shortcut menu that appears.
- Click on the + or - buttons in the view size controls to enlarge or reduce the view size to the next available percentage.

**Note:**

- On most monitors **Actual Size** is WYSIWYG but, because the screen and printer have different resolutions, the printed document may look slightly different.

**Tools:**



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{button ,KL("pages, viewing")}      Related Topics

- From the **View** menu, select one of the following:
- **Single Page** - to view only one page at a time.
- **Facing Pages** - to view left and right facing pages.
- **Stack Pages** - to position the pages one on top of the other so that you can scroll through them all.
- **Tile Pages** - to tile the pages, greenstreet Publisher will decide how many pages to have per row and column.

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{button ,KL("pages, viewing")}      Related Topics

1. From the **Options menu**, select **P**references. The **P**references dialog box appears.
2. Select the **C**ontrols tab.
3. In the **S**how Controls group box, select **R**ulers. The rulers are displayed when this check box is checked.
4. Click on **O**K.

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{button ,KL('hiding')}      [Related Topics](#)



1. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears.
2. Select the **Document** tab.
3. From the **Units** drop-down list box, select the units you want.
4. Click on **OK**.

**Note:**

- The currently selected unit is indicated by two letters where the rulers intersect.
- The unit of measurement that you use in a document is saved in the .DTP file. Therefore, if you open a document the unit setting may change from that of the previous document.

**Shortcut:**

- Click on the unit indicator where the rulers intersect, then select a unit from the shortcut menu that appears.

---

{button ,KL(`preferences')}

Related Topics

1. From the **File** menu, select **Summary Information**. The **Summary Information** dialog box appears.
2. Click on **Statistics** to display the **Document Statistics** dialog box.

This dialog box contains information about your document, such as:

- Its length
- The language dictionary used
- The number of pages
- The number of words.

***Web pages and stuff***

1. Do one of the following:
  - Select the text you want to use as the link.
  - Position the text insertion point at the position you want to insert the link.
  - Select the frame you want to use as the link.
2. From the **Edit menu**, select **Add Web Link**. The **Add Web Link dialog box** appears.
3. If you chose to place the text insertion point at the position where you want to insert the link, type the text you want to use as a link in the **Text to link from** box.
4. In the **Link To** group box, select **URL**.
5. In the **URL** text box, type the path of the file you want to link to.
6. Click on **OK**.

**Note:**

- You cannot select text that includes a paragraph break (created by pressing **Enter**) to use as a link.
- You can also edit or change a link using the **Edit Web Link** dialog box.

**Tools:**



---

{button ,KL('Web')}

Related Topics

1. Do one of the following:
  - Select the text you want to use as the link.
  - Position the text insertion point at the position you want to insert the link.
  - Select the frame you want to use as the link.
2. From the **Edit menu**, select **Add Web Link**. The **Add Web Link dialog box** appears.
3. If you chose to place the text insertion point at the position where you want to insert the link, type the text you want to use as a link in the **Text to link from** box.
4. In the **Link To** group box, select **Bookmark**.
5. From the **Bookmark** drop-down list box, select the bookmark you want to link to.
6. Click on **OK**.

**Note:**

- You cannot select text that includes a paragraph break (created by pressing **Enter**) to use as a link.
- You can also edit or change a link using the **Edit Web Link** dialog box.

**Tools:**



---

{button ,KL('Web')}

Related Topics

1. Select the link you want to remove.
2. From the **Edit menu**, select **Edit Web Links**. The **Edit Web Link dialog box** appears.
3. Click on **Unlink**.

**Note:**

- You can also edit or change a link using the **Edit Web Link** dialog box.

**Tools:**



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{button ,KL('Web')}

Related Topics

To convert your greenstreet Publisher document to a Web page, create your document and follow the steps below.

1. From the **File menu**, select **Export Web Document**. The **Printing** message box appears, showing the progress of the print operation. The **Export Web Document** dialog box then appears.
2. Click on the **Browse** button to select a location for the Internet files you will create.  
Each document that you turn into Web pages should have a separate folder.
3. Click on the **Select** button to display the **Navigation Style** dialog box and specify the type of buttons you want to appear for your users to navigate through your document on the Internet.
4. Choose one of the options listed and click on **OK** to return to the **Export Web Document** dialog box.
5. Check the **View in Web Browser after the build** check box to open your Web page in your Internet browser once the page has been built.
6. Click on **Build**. Your greenstreet Publisher document is converted to a Web page.

**Note:**

- If you checked the **View in Web Browser after the build** check box, once your Web page has been created your Internet browser opens and previews your new Web page from the folder you saved it to.

**Tools:**



---

{button ,KL('Web')}

Related Topics

- You may find that some of the fonts you have used in your document cannot be used in your Web page. If this is the case, a message will appear during the build telling you what font the original font has been replaced with.
- If you have used graduated fill styles in your Web document, you may find that they do not display properly on a machine running in 256 color mode. To avoid any display problems for your Web document readers, we advise that you do not use graduated fill styles.
- Graphics with white set to be transparent will not display correctly in greenstreet Publisher documents converted to Web documents.
- Now that your Web page has been created in the specified folder you need to copy all of the files in that folder (using File Transfer Protocol) to the Web space provided by your Internet provider.
- Each document that you put on the Internet must have its own folder.
- You can create links to your document from other Web pages using standard http addressing e.g. <http://www.mysite.com/document1>, where 'mysite' is the name of your Web address and 'document1' is the name of the folder you copied your files to (using FTP).
- To export your Web documents you must have a Java-enabled Internet browser capable of reading Java files e.g. Microsoft Internet Explorer.

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{button ,KL('Web')}

Related Topics



**Sending mail**

- From the **File** menu, select **Send Mail**. A copy of your document is saved as a temporary file and your MAPI compatible electronic mail program (e.g. Microsoft Exchange) is started.

When your electronic mail program appears on the desktop, a new message is created and the temporary file is attached to it, leaving you to type the address and message text.

## Work with frames

## ***Frame basics***

1. From the Toolbox, select the frame shape tool you want.
2. Position your mouse pointer on the page where you want to start drawing your frame. Press and hold down the left mouse button.
3. Drag the pointer diagonally. As you drag an outline of the frame is drawn, showing you the size of the frame.
4. When the frame is the size you want, release the mouse button. The frame is drawn on the page.

**Note:**

- Hold down **Ctrl** as you draw the frame to keep the height and width of the frame the same.
- Hold down **Shift** after you start to draw the frame to draw the frame from its center.
- The shape tool that you chose will remain selected until you select another shape or line tool.

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{button ,KL("frames, drawing")}    Related Topics

- Frames are not printed out unless you give them a border or background color.
- You can place frames anywhere on the page or pasteboard and move, copy, delete or resize them to manipulate the contents of your document.
- Frames can be easily sized or moved after drawing, so accuracy is not important.
- You can draw frames anywhere on the page or on the pasteboard, even within or overlapping existing frames. To draw a frame inside another frame, make sure the frame underneath is not selected.

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{button ,KL("frames, drawing")}    Related Topics

1. Position the mouse pointer over the frame you want to select.
2. Click the left mouse button. Eight handles appear around the frame, showing that it is selected.

**Note:**

- Deselect the frame by clicking anywhere outside the selected frame.
- Use **Tab** to select the frames on the page one-by-one, moving forward through their stacking order. Use **Shift+Tab** to select them one-by-one, moving backwards through their stacking order.

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{button ,KL("frames, selecting")} [Related Topics](#)

Do one of the following:

- Hold down **Ctrl** as you click on each frame you want to select.
- Hold down **Shift** and the left mouse button and then drag the mouse pointer over the frames you want to select. All the frames within the area you mark will be selected.

**Note:**

- Deselect individual frames by holding down **Ctrl** and clicking on the frames you want to deselect.
- Deselect all the selected frames by clicking away from them.

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{button ,KL("frames, selecting")} [Related Topics](#)



1. From the **View** menu, select **Fit Page** so that you can see the whole page in the work area.
2. Do one of the following:
  - From the **Edit menu**, select **Select All Frames**.
  - Right-click on the page or pasteboard and select **Select All Frames** from the shortcut menu that appears.

All the frames on the page are selected.

**Note:**

- Deselect individual frames by holding down **Ctrl** and clicking on the frames you want to deselect.
- Deselect all the selected frames by clicking away from them.
- If you are at a different view size, all the frames on the pasteboard or pages that are visible (or partly visible) are selected.

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{button ,KL("frames, selecting")} Related Topics

1. Select the frame you want to resize. Eight handles appear around the edge of the frame.
2. Position the mouse pointer over a handle so that it changes shape to a double-headed arrow.
3. Press and hold down the mouse button as you drag the handle to a different position.
4. When the frame is the size you want, release the mouse button. The frame is redrawn and remains selected.

**Note:**

- Drag a corner handle to resize the frame both vertically and horizontally.
- Drag a side handle to resize only the height or width.
- Hold down **Ctrl** as you resize the frame to maintain its aspect ratio.
- Hold down **Shift** as you resize the frame to resize it from its center.
- You can make more accurate changes to the size of the frame in the **Size and Position** tab of the **Frame Properties dialog box**.

**Tools:**



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{button ,KL("frames, resizing")}    Related Topics

- You can size a group of frames by dragging the handles on the surrounding box. All the frames in the group are resized accordingly.
- If a frame is partly hidden it can still be sized. Selecting a frame causes the handles to become visible through any frames or pages on top of it, so you can use these handles to size the frame in the usual way.
- Use **Snap to Guides & Grid** to help you size the frames accurately.

**Tools:**



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{button ,KL("frames, resizing")}    Related Topics

1. Select the frame you want to move.
2. Position the mouse pointer over the frame so that it changes shape to a four-headed arrow.
3. Press and hold down the mouse button.
4. Drag the frame to its new position. As you drag the frame the outline of the frame follows your movements, making it easier to reposition.
5. When the frame is in the position you want, release the mouse button. The frame and its contents are redrawn.

**Note:**

- You can also move a group of frames in the same way.
- You can make more accurate changes to the position of a frame(s) by using the **Size and Position** tab on the **Frame Properties dialog box** or the nudge control.
- Use **Snap to Guides & Grid** to help you move the frame(s) accurately.
- Hold down **Ctrl** as you drag the frame to make a copy of the frame and its contents.
- If the frame is full of text, move the pointer to the edge of the frame so that it changes shape to a four-headed arrow.

**Tools:**



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{button ,KL("frames, position")}    Related Topics

1. Select the **frame** you want to rotate. Eight **handles** appear around the frame.  
The top right-hand handle is a different shape to the other seven handles. This is the rotate handle.
2. Position the mouse pointer over the rotate handle so that it changes shape to a circular arrow.
3. Press and hold down the mouse button as you drag the handle. An outline of the frame appears as a guide to show you how much you have rotated the frame.
4. When the frame is at the angle you want, release the mouse button. The frame and its contents are redrawn at the angle you created.

**Note:**

- Hold down **Ctrl** as you rotate the frame to constrain the angle of rotation to multiples of 45 degrees.
- Hold down **Shift** as you rotate the frame to constrain the angle of rotation to multiples of 5 degrees.
- You can make exact changes to the angle of a frame via the **Size and Position** tab on the **Frame Properties** dialog box.

**Shortcut:**

- Hold down **Ctrl** and press the left or right arrow key to rotate the selected frame 5 degrees counter-clockwise or clockwise.
- Hold down **Ctrl** and press the up or down arrow key to rotate the selected frame 45 degrees counter-clockwise or clockwise.

**Tools:**



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{button ,KL("frames, position")}    Related Topics

1. Select the frame(s) you want to lock in position.
2. From the **Frame menu**, select **Lock Frame**. The frame is locked so that you cannot delete it or change its size, position or angle without unlocking it first.

**Note:**

- You can also lock a frame in position via the **Size and Position** tab on the **Frame Properties dialog box** or right-clicking on the frame and selecting **Lock Frame** from the shortcut menu that appears.

**Tools:**



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{button ,KL("frames, position")}    Related Topics

1. Hold down **Ctrl** and click on each of the frames you want in your group.
2. From the **Frame menu**, select **Group**. The frames are grouped together and act as one object.

**To ungroup a group of frames:**

1. Select the group of frames you want to ungroup.
2. From the **Frame menu**, select **Ungroup**. The frames are ungrouped from each other and reverted to individual frames.

**Note:**

- You can click on individual frames within a group to select them and edit them, e.g. to change the color.
- You can ungroup a single frame to make the frame an editable shape.

**Tools:**



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{button ,KL(`frames`)}      Related Topics

1. Hold down **Ctrl** and click on the frames you want to align to each other.
2. From the **Frame menu**, select **Align**. The **Align Frames dialog box** appears.
3. From the **Horizontal** and **Vertical** group boxes, select how you want to align the frames. The preview illustrates the effect of your choices.
4. Click on **OK**.

**Tools:**



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{button ,KL("frames, position")}    Related Topics



1. From the **Options menu**, select **Preferences**. The **Preferences** dialog box appears, with the **Document** tab selected.
2. In the **Grid** group box, check the **Snap to Guides & Grid check box**.
3. In the **Grid Size** text box, type the size that you want the grid divisions to be.
4. Click on **OK**.

**Note:**

- When **Snap to Guides & Grid** is turned on, any frames you draw or move will be forced to position themselves with the closest grid division or column guide.
- You can also right-click on the page or pasteboard and select **Snap to Guides and Grid** from the shortcut menu that appears.

**Tools:**



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{button ,KL("frames, position")}    Related Topics

1. Select the frame whose stacking order you want to change.
2. Do one of the following:
  - From the **Frame menu**, select **Bring to Front**. This moves the frame to the front of all the frames on the page.
  - From the **Frame** menu, select **Send to Back**. This sends the frame behind all the frames on the page.
  - From the **Frame** menu, select **Nudge to Front**. This moves the frame forward in front of the frame that was previously in front of it.
  - From the **Frame** menu, select **Nudge to Back**. This moves the frame backwards behind the frame that was previously behind it.

**Note:**

- Frames are stacked in the order in which they were created until you change their stacking order.
- When you move a frame behind another it may be completely obscured and you may have difficulty selecting it again. You can press **Tab** to select the frames one-by-one in their stacking order until the frame you want is selected. Press **Shift+Tab** to move backwards through the stacking order.

**Tools:**



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{button ,KL("frames, position")}    Related Topics

## ***Editing frames***

1. Select the frame(s) whose attributes you want to specify.
2. In the Frame Tools, click on the **Edit Frame Properties** button. The **Frame Properties dialog box** appears.
3. Make the changes to the frame attributes using the appropriate tabs.
4. Click on the Close button in the top right-hand corner of the title bar to close the dialog box and keep the attributes you have chosen.

**Note:**

- You can see the effect of your changes on the selected frame(s) on the page.
- If the **Frame Properties** dialog box obscures the frame you are making changes to, you can move it by dragging its title bar to a new location.
- You can also display the **Frame Properties** dialog box by right-clicking on a frame and selecting **Properties** from the shortcut menu that appears.

**Tools:**

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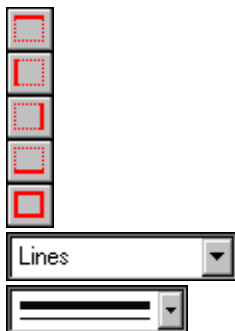
{button ,KL("frames, attributes")} [Related Topics](#)

1. Select the frame you want to apply the border style to.
2. From the **Frame menu**, select **Border**. The **Frame Properties dialog box** appears, with the **Border Styles** tab selected.
3. From the **Style** drop-down list box, select whether you want no border, a basic line style, a traditional style border or a decorative border from the categories available.
4. From the list of border styles, select the style you want.
  - If you have chosen a basic line style, you can choose arrow heads to apply to that style from the **Arrow Heads** list boxes.
  - If you have chosen a decorative or traditional border style, you can choose which sides of the frame you want to apply the border to.
5. Click on the Close button in the top right-hand corner of the title bar to close the dialog box and keep the border style you have chosen for the frame.

**Note:**

- You can see the effect of your changes on the selected frame on the page.
- If the **Frame Properties** dialog box obscures the frame you are applying the border to, you can move it by dragging its title bar to a new location.
- You can apply a traditional or decorative border to rectangular frames only.
- You can also use the Frame Border Tools to apply a border to the selected frame(s).

**Tools:**



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{button ,KL('borders')}    Related Topics

1. Select the frame whose border you want to edit.
2. From the **Frame menu**, select **Border**. The **Frame Properties dialog box** appears, with the **Border Styles** tab selected.

**To change the width of the border style:**

1. Check the **Custom Width** check box.
2. From the units drop-down list box, select the unit of measurement you want.
3. In the width box, type the width you want for the border.

**To change the color of the border:**

1. Check the **Color** check box.
2. From the drop-down color palette, select the color you want the border to be. The border styles in the list will change accordingly.
3. Change the tint of the color by dragging the tint slider to the percentage you want.
4. Click on the Close button in the top right-hand corner of the title bar to close the dialog box and keep the changes you have made to the border.

**Note:**

- You can see the effect of your changes on the selected frame on the page.
- If the **Frame Properties** dialog box obscures the frame you are applying the border to, you can move it by dragging its title bar to a new location.
- You can change the border color by right-clicking on the color in the color bar and selecting **Frame Border** from the shortcut menu that appears.

**Tools:**

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{button ,KL('borders')}    Related Topics

1. Select the frame you want to change the shape of.
2. From the **Frame menu**, select **Shape**. The **Frame Properties dialog box** appears, with the **Shape** tab selected.
3. From the **Style** group box, click on the button for the shape you want.
  - If you chose the polygon, starburst or star, specify the number of points you want in the **Number of Points** box.
  - If you chose the polygon, starburst or star, you can check the **Rotate** check box to rotate the frame so that its base is changed to the next point or side.
  - If you chose a starburst or star, you can specify the shape of the star using the **Inner Radius** and **Inner Points** sliders.
  - If you chose the line, specify whether you want a closed or open path by checking the **Closed Path** check box. The path is closed when the box is checked.
4. Click on the Close button in the top right-hand corner of the title bar to close the dialog box and keep the changes you have made to the frame shape.

**Note:**

- You can see the effect of your changes on the selected frame on the page.
- If the **Frame Properties** dialog box obscures the frame you are changing the shape of, you can move it by dragging its title bar to a new location.

**Tools:**

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{button ,KL('shapes')}    Related Topics

Frames are formed from closed paths and can be converted back into these paths so that you can edit the shape.

1. Select the frame whose shape you want to edit.
2. From the **Frame menu**, select **Ungroup**. The frame is ungrouped and converted to points and paths.
3. Move the mouse pointer over a point so that it changes shape to a pointer with a four-headed arrow at its base.
4. Press and hold down the mouse button as you drag the point to a new position.
5. Add a point to a path by right-clicking on the point you want to add the point next to and selecting **Add Point** from the shortcut menu that appears.
6. Delete a point from a path by **Ctrl**-clicking on the point you want to delete or right-clicking on the point and selecting **Delete Point** from the shortcut menu that appears.
7. Change the type of point by right-clicking on the point and selecting the point type from the shortcut menu that appears.
8. Split the path by right-clicking on a point and selecting **Open Path** from the shortcut menu that appears.
9. When the frame is the shape you want, select **Group** from the **Frame** menu.

**Note:**

- If you have split the path to make it an open path, you cannot put anything into the frame or give it a fill style.

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{button ,KL('shapes')}    Related Topics



1. Select the frame that you want to repel text around.
2. From the **Frame menu**, select **Shape**. The **Frame Properties dialog box** appears, with the **Shape** tab selected.
3. In the **Repel** group box, select whether you want the frame to repel text or not.
4. In the **Vertical Padding** box, type the amount you want to repel text from the top and bottom of the frame.
5. In the **Horizontal Padding** box, type the amount you want to repel text from the left and right-hand sides of the frame.
6. Click on the Close button in the top right-hand corner of the title bar to close the dialog box and keep the changes you have made to the frame.

**Note:**

- You can see the effect of your changes on the selected frame on the page.
- If the **Frame Properties** dialog box obscures the frame you are making changes to, you can move it by dragging its title bar to a new location.

**Tools:**

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{button ,KL("frames, attributes")} [Related Topics](#)

1. Select the frame whose background you want to change.
2. From the **Frame menu**, select **Background**. The **Frame Properties dialog box** appears, with the **Background** tab selected.
3. From the **Style** list box, select the background style you want.
4. In the **Attributes** group box, make any changes to the style you want, such as color.
5. Click on the Close button in the top right-hand corner of the title bar to close the dialog box and keep the changes you have made to the background style.

**Note:**

- You can see the effect of your changes on the selected frame on the page.
- If the **Frame Properties** dialog box obscures the frame you are making changes to, you can move it by dragging its title bar to a new location.

**Tools:**

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{button ,KL('background style')}    Related Topics

1. Select the frame whose graduated background style you want to edit.
2. From the **Frame menu**, select **Background**. The **Frame Properties dialog box** appears, with the **Background** tab selected.
3. From the **Style** list box, select the graduated style you want.
4. In the **Attributes** group box, select the colors for the style from the two drop-down color palettes.
  - If you have chosen a linear style you can drag the arrow in the preview window to change the direction of the graduation.
5. Click on the Close button in the top right-hand corner of the title bar to close the dialog box and keep the changes you have made to the background style.

**Note:**

- You can see the effect of your changes on the selected frame on the page.
- If the **Frame Properties** dialog box obscures the frame you are making changes to, you can move it by dragging its title bar to a new location.
  - You can change the 'from' color by clicking on the color in the color bar.
  - You can change the 'to' color by **Shift**-clicking on the color in the color bar.
  - You can also right-click on a color in the color bar to display a shortcut menu and select either **Frame Background** or **Frame Grad Fill** from the shortcut menu that appears.

**Tools:**

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{button ,KL('background style')}    Related Topics

1. Select the frame whose textured background style you want to edit.
2. From the **Frame menu**, select **Background**. The **Frame Properties dialog box** appears, with the **Background** tab selected.
3. From the **Style** list box, select the texture style you want.
4. In the **Attributes** group box, check the **Custom Color** check box.
5. From the drop-down color palette, select the color you want the texture to be.
6. In the **Angle** box, type the angle you want the texture at or drag the radius of the circle to specify the angle.
7. Drag the **Detail slider** to specify the size of the texture tiles.
8. Click on the Close button in the top right-hand corner of the title bar to close the dialog box and keep the changes you have made to the textured style.

**Note:**

- You can see the effect of your changes on the selected frame on the page.
- If the **Frame Properties** dialog box obscures the frame you are making changes to, you can move it by dragging its title bar to a new location.
- You can change the color of the texture by clicking on the color in the color bar.

**Tools:**

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{button ,KL('background style')}    Related Topics

1. Draw or select the frame(s) you want to repeat through your document.
2. From the **Frame menu**, select **Repeat on Pages**. The **Repeating Frames dialog box** appears.
3. Select which pages you want to repeat the frame(s) on.
4. Click on **OK**. The frame(s) is drawn on the pages you specified and any changes you make to the frame will be applied to each page.

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{button ,KL("frames, attributes")} [Related Topics](#)

**To cut or copy a frame:**

1. Select the frame(s) you want to cut or copy.
2. From the **Edit menu**, select **Cut** or **Copy** as appropriate.

**To paste a frame:**

- From the **Edit** menu, select **Paste**. The frame is pasted onto the page.

**Note:**

- The Clipboard can only contain one item at a time, so when you cut or copy a frame onto the Clipboard, any previous item on the Clipboard is lost.
- You can right-click on a frame and select **Cut** or **Copy** from the shortcut menu that appears.
- You can right-click on the page or pasteboard and select **Paste** from the shortcut menu that appears.

**Tools:**

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{button ,KL(`cutting;copying;pasting')}

Related Topics

1. Select the frame you want to mark as an annotation.
2. From the **Frame menu**, select **Size, Position & Angle**. The **Frame Properties dialog box** appears, with the **Size and Position** tab selected.
3. Check the **Annotation check box**. The frame is marked as an annotation.
4. Click on the Close button in the top right-hand corner of the title bar to close the dialog box.

**Note:**

- When you print your document you have the option of printing annotation frames or not.

**Tools:**

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{button ,KL("frames, attributes")} [Related Topics](#)

Select the frame(s) you want to delete, then do any of the following:

- From the **Edit menu**, select **Delete**.
- Press **Delete** on your keyboard.
- Right-click on the frame and select **Delete** from the shortcut menu that appears.

The frame and its contents are deleted from the page.

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{button ,KL('deleting')} [Related Topics](#)



Select the frame you want to clear, then do one of the following:

- From the **Edit** menu, select **Clear Frame**
- Right-click on the frame and select **Clear Picture** or **Clear Text** from the shortcut menu that appears.

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{button ,KL('frames')}    Related Topics

1. From the **Options menu**, select **Preferences**. The **Preferences** dialog box appears.
2. Select the **View** tab.
3. In the **View Markers** group box, the **Frames & Margins** check box is checked when the frames are showing. Clear the check box to hide the frames.

**Note:**

- You can also right-click on the page or pasteboard and select **Show Frames and Guides** from the shortcut menu that appears. This command is checked when frames are displayed.
- Hiding frames is useful when you need to see which frames need borders to make them stand out on the page.

**Tools:**



**Work with paragraph styles**

1. From the **Text menu**, select **Paragraph Styles**. The **Paragraph Styles dialog box** appears.
2. Click on the **New** button. The **Create New Paragraph Style** dialog box appears.
3. In the **Paragraph Style Name** box, type the name of the new paragraph style.
4. From the **Based on** group box, select either a style to base the paragraph style on, to base the style on the currently selected text or to base it on no style at all.
5. Click on **OK** to return to the **Paragraph Styles** dialog box.
6. Click on **Edit** to go to the **Edit Paragraph Style** dialog box and specify the attributes of the new paragraph style.
7. When you have specified the paragraph style attributes, click on **OK** to return to the **Paragraph Styles** dialog box.
8. Click on **Close**.

---

{button ,KL("paragraph styles, working with")}

Related Topics

1. From the **Text menu**, select **Paragraph Styles**. The **Paragraph Styles dialog box** appears.
2. From the **Select Style** list box, select the paragraph style you want to edit.
3. Click on the **Edit** button. The **Edit Paragraph Style** dialog box appears.
4. Make any changes you want to the paragraph style.
5. Click on **OK** to return to the **Paragraph Styles** dialog box.
6. Click on **Close**. The changes to the paragraph style are applied to all text in the document styled in that paragraph style.

**Tools:**



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{button ,KL("paragraph styles, working with")}

Related Topics

1. Place the text insertion point in the paragraph or select a range of paragraphs you want to apply the paragraph style to.
2. From the **Paragraph Style** drop-down list box in the Paragraph Tools, select the paragraph style you want. The paragraph you are working on takes on the characteristics of the new style.

**Note:**

- Any changes you make to individual pieces of text override the paragraph style.

**Tools:**

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{button ,KL("paragraph styles, working with")}

Related Topics

1. From the **Text menu**, select **Paragraph Styles**. The **Paragraph Styles dialog box** appears.
2. From the **Select Style** list box, select the paragraph style you want to delete.
3. Click on the **Delete** button. The paragraph style is removed from the list and any text styled in that paragraph style is styled in 'normal'.
4. Click on **Close**.

---

{button ,KL("paragraph styles, working with")}

Related Topics

1. From the **Text menu**, select **Paragraph Styles**. The **Paragraph Styles dialog box** appears.
2. From the **Select Style** list box, select the paragraph style you want to make changes to.
3. Click on **Edit**. The **Edit Paragraph Style** dialog box appears.
4. Select the **Font** tab.
5. From the **Font** drop-down list box, select the font you want.
6. From the **Point Size** drop-down list box, select the point size you want.
7. From the **Color** drop-down list box, select the color you want.
8. Click on **OK** to return to the **Paragraph Styles** dialog box.
9. Click on **Close**. The changes are applied to all text in the document styled in that paragraph style.

**Tools:**



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{button ,KL("paragraph styles, attributes")} Related Topics



1. From the **Text menu**, select **Paragraph Styles**. The **Paragraph Styles dialog box** appears.
2. From the **Select Style** list box, select the paragraph style you want to make changes to.
3. Click on **Edit**. The **Edit Paragraph Style** dialog box appears.
4. Select the **Font** tab.
5. Make your selections from the list of effects available e.g. **Bold**.
6. Click on **OK** to return to the **Paragraph Styles** dialog box.
7. Click on **Close**. The changes are applied to all text in the document styled in that paragraph style.

**Tools:**



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{button ,KL("paragraph styles, attributes")} [Related Topics](#)

1. From the **Text menu**, select **Paragraph Styles**. The **Paragraph Styles dialog box** appears.
2. From the **Select Style** list box, select the paragraph style you want to make changes to.
3. Click on **Edit**. The **Edit Paragraph Style** dialog box appears.
4. Select the **Font** tab.
5. From the **Language** drop-down list box, select the language dictionary you want.
6. Click on **OK** to return to the **Paragraph Styles** dialog box.
7. Click on **Close**. The changes are applied to all text in the document styled in that paragraph style.

**Note:**

- If you do not want to make a paragraph style language specific, select **Neutral** from the **Language** drop-down list box. The text will not be spell-checked but will be hyphenated in the language set for the whole document. This language can be changed using the **Text Status** dialog box.
- If you have not purchased a separate language pack, you will be able to select an English language dictionary only.

**Tools:**



1. From the **Text menu**, select **Paragraph Styles**. The **Paragraph Styles dialog box** appears.
2. From the **Select Style** list box, select the paragraph style you want to make changes to.
3. Click on **Edit**. The **Edit Paragraph Style** dialog box appears.
4. Select the **Indents & Layout** tab.
5. Click on the justification button that corresponds to the alignment you want.
6. Click on **OK** to return to the **Paragraph Styles** dialog box.
7. Click on **Close**. The changes are applied to all text in the document styled in that paragraph style.

**Note:**

- You cannot have monospaced and justified text. If you select both, the last option you selected will be kept, but the previous option will be changed. For example if you select **Monospacing** and then **Justified** text, the text will be justified, but monospacing will be turned off.

**Tools:**



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{button ,KL("paragraph styles, attributes")} Related Topics

1. From the **Text menu**, select **Paragraph Styles**. The **Paragraph Styles dialog box** appears.
2. From the **Select Style** list box, select the paragraph style you want to make changes to.
3. Click on **Edit**. The **Edit Paragraph Style** dialog box appears.
4. Select the **Indents & Layout** tab. The controls for indentation are in the **Indents** group box.
5. In the **First Line** box, type the space you want between the left edge of the frame and the start of the first line of the paragraph.
6. In the **Left** box, type the space you want between the left edge of the frame and the left edge of the rest of the paragraph.
7. In the **Right** box, type the space you want between the right edge of the frame and the right edge of the paragraph.
8. Click on **OK** to return to the **Paragraph Styles** dialog box.
9. Click on **Close**. The changes are applied to all text in the document styled in that paragraph style.

**Note:**

- The **First Line** setting must be *smaller* than the **Left** setting to create a hanging indent.

**Tools:**

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{button ,KL("paragraph styles, attributes")} Related Topics

1. From the **Text menu**, select **Paragraph Styles**. The **Paragraph Styles dialog box** appears.
2. From the **Select Style** list box, select the paragraph style you want to make changes to.
3. Click on **Edit**. The **Edit Paragraph Style** dialog box appears.
4. Select the **Indents & Layout** tab.
5. Select one of the following from the **Keep Lines Together** group box.
  - **None** if you do not mind where the paragraph is split.
  - **Whole Paragraph** to prevent a paragraph in that style from being split over a frame or page.
  - **At Start and End** if you want to specify the number of lines at the top and bottom of the paragraph that you do not want to be split. Use the **Start** and **End** boxes to specify the number of lines.
6. In the **Keep Paragraphs Together** group box, select **Keep With Previous** if you do not want the paragraph to be separated from the previous paragraph. Select **Keep With Next** if you do not want the paragraph to be separated from the following paragraph.
7. In the **Space Between Paragraphs** group box, specify the space you want between each paragraph and the top of the frame.
8. In the **Start Paragraph** group box, select **On Next Page** to force a paragraph in that style to always start at the top of the first frame on the next page. Select **In Next Frame** to force a paragraph in that style to always start at the top of the next frame in your document.
9. Click on **OK** to return to the **Paragraph Styles** dialog box.
10. Click on **Close**. The changes are applied to all the text in the document styled in that paragraph style.

▪ **Tools:**

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{button ,KL("paragraph styles, attributes")} Related Topics

- The **Whole Paragraph** option is ignored if the paragraph is too long to fit into *any frame*.
- If the widow and orphan values overlap for a paragraph of text, that paragraph is prevented from being broken at all. For example, if the paragraph is four lines long, with minimum widow lines set at three and minimum orphan lines set at two, the paragraph will not be broken.
- **Keep With Previous** is not available if the paragraph style is set to have a frame or page break.

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{button ,KL('paragraph control')} [Related Topics](#)

1. From the **Text menu**, select **Paragraph Styles**. The **Paragraph Styles dialog box** appears.
2. From the **Select Style** list box, select the paragraph style you want to make changes to.
3. Click on **Edit**. The **Edit Paragraph Style** dialog box appears.
4. Select the **Spacing** tab.
5. In the **Word & Letter Spacing** group box, select either **Standard**, **Custom** or **Monospacing**.
6. Do one of the following:
  - If you choose **Standard**, greenstreet Publisher decides on spacing for you, but you can specify how tight or loose this is to be by moving the slider.
  - If you choose **Custom**, you can type in the minimum, optimum and maximum space required between words, and the maximum space allowed between letters.
  - In a monospaced font, all of the characters, including the space character, have the same width: *Courier* is an example. When using monospaced fonts, you can ensure that the spaces between letters and words are not stretched for the selected paragraph style by selecting **Monospacing**.
7. If you want to allow greenstreet Publisher to vary the spacing between letters as well as between words check the **Allow Letter Spacing** check box.
8. Check the **Auto Kern check box** to make sure that the letters always kern together properly.
9. Check the **Hyphenation** check box to allow hyphenation and set how ragged you want the right-hand side to be using the **Raggedness** slider.
10. Click on **OK** to return to the **Paragraph Styles** dialog box.
11. Click on **Close**. The changes are applied to all the text in the document styled in that paragraph style.

**Note:**

- You cannot have monospaced and justified text. If you select both, the last option you selected will be kept, but the previous option will be changed. For example, if you select **Monospacing** and then **Justified** text, the text will be justified, but monospacing will be turned off.

**Tools:**

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{button ,KL("paragraph styles, attributes")} Related Topics

- The minimum, maximum and letter spacing values are only used in justified text. In ragged text only the optimum spacing can be defined.
- You can insert soft hyphens to override the hyphenation rules.
- If there are words that you never want to be hyphenated, or that you always want to be hyphenated in a particular way, you can edit the hyphenation exceptions dictionary.

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{button ,KL('word spacing')}

Related Topics



1. From the **Text menu**, select **Paragraph Styles**. The **Paragraph Styles dialog box** appears.
2. From the **Select Style** list box, select the **paragraph style** you want to make changes to.
3. Click on **Edit**. The **Edit Paragraph Style** dialog box appears.
4. Select the **Spacing** tab.
5. In the **Line Spacing** group box, select either **Relative** or **Absolute leading**.
6. If you chose **Relative**, set the leading relative to the **point size** of the text or click on one of the line spacing tools. If you chose **Absolute**, type the leading (in **points**) you want in the **Absolute** box.
7. To make sure that, when text is set in columns, lines of text in the columns align across the page, check the **Align Baselines check box**.
8. To make the line spacing the same from baseline to baseline, regardless of the size of text, check the **Allow line overlap** check box.
9. Click on **OK** to return to the **Paragraph Styles** dialog box.
10. Click on **Close**. The changes are applied to all text in the **document** styled in that paragraph style.

■ **Tools:**

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{button ,KL("paragraph styles, attributes")} Related Topics

- If in doubt, make the leading 20% greater than the point size by specifying a relative leading of 120%.
- Relative leading is automatically recalculated if you change point size.
- If part of the paragraph is styled in a larger point size, the text around it is moved downwards to align with its baseline and therefore the space above it increases.
- If you check the **Allow line overlap** check box, the distance between the baselines of lines of text will stay the same, no matter how large the text is. This means that if your text is 12 points high, but one line has some text at 20 points high, the large text will overlap the line above it.

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{button ,KL('line spacing')}

Related Topics

1. From the **Text menu**, select **Paragraph Styles**. The **Paragraph Styles dialog box** appears.
2. From the **Select Style** list box, select the paragraph style you want to make changes to.
3. Click on **Edit**. The **Edit Paragraph Style** dialog box appears.
4. Select the **Bullets & Numbering** tab.
5. From the **Style** list box, select **Bullet**.
6. From the **Font** drop-down list box, select a font for the bullet.
7. Check the **Show Symbol Fonts Only** check box if you want to only display symbol fonts in the **Fonts** drop-down list box.
8. From the **Bullet Character** list box, select the bullet you want.
9. If you want to change the color of the bullet, check the **Custom Color** check box and select a color for the bullet from the drop-down color palette.
10. Click on **OK** to return to the **Paragraph Styles** dialog box.
11. Click on **Close**. The changes are applied to all text in the document styled in that paragraph style.

**Note:**

- A bullet always appears as the first character on the first line of a paragraph. Use the **Indents & Layout** tab to create a hanging indent so that there is a space between the bullet and the text.

**Tools:**

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{button ,KL("paragraph styles, attributes")} Related Topics

1. From the **Text menu**, select **Paragraph Styles**. The **Paragraph Styles dialog box** appears.
2. From the **Select Style** list box, select the paragraph style you want to make changes to.
3. Click on **Edit**. The **Edit Paragraph Style** dialog box appears.
4. Select the **Bullets & Numbering** tab.
5. From the **Style** list box, select either **List Numbering** or **Heading Numbering**.
6. Select the style of numbering you want to use.
7. Type any text you want to appear before or after the number in the **Text Before** and **Text After** boxes.
8. If you have chosen **Heading Numbering**, type the heading level you want the paragraph style to be in the **Heading Level** box.
9. If you have chosen **Heading Numbering**, check the **Include Previous Levels** check box if you want the numbering to include any previous heading levels.
10. Click on **OK** to return to the **Paragraph Styles** dialog box.
11. Click on **Close**. The changes are applied to all text in the document styled in that paragraph style.

**Note:**

- A number appears as the first character on the first line of a paragraph. Use the **Indents & Layout** tab to create a hanging indent so that there is a space between the number and the text.

**Tools:**

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{button ,KL("paragraph styles, attributes")} Related Topics

### **List numbering**

List numbering is the standard numbering format where each new paragraph (the next line after **Enter** is pressed) is numbered in sequence.

1. One.
2. Two.
3. Three.

You can choose to number your text in this way by selecting list numbering and the style of numbers you want. Having greenstreet Publisher number the text for you will make typing numbered lists much easier.

### **Heading numbering**

Heading numbering is slightly different to list numbering because you can stagger the level of the numbered points. Lower level headings are indented slightly from the higher level headings and you can also choose to include the higher level heading numbers in the lower level heading numbers.

Standard heading numbering:

1. Level One.
  1. Level Two.
  2. Level Two, point two.
    1. Level Three.

Heading numbering, including previous levels:

1. Level One.
  - 1.1. Level Two, including Level One.
  - 1.2. Level Two, point two, including Level One.
    - 1.1.1. Level Three, including Level One and Level Two.

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{button, Klink(numbering)}Related Topics

1. From the **Text menu**, select **Paragraph Styles**. The **Paragraph Styles dialog box** appears.
2. From the **Select Style** list box, select the paragraph style you want to make changes to.
3. Click on **Edit**. The **Edit Paragraph Style** dialog box appears.
4. Select the **Spacing** tab.
5. In the **Tab Spacing** group box, type the space you want each tab to be in the **Default** text box.
6. Click on **OK** to return to the **Paragraph Styles** dialog box.
7. Click on **Close**. The changes are applied to all text in the document styled in that paragraph style.

**Note:**

- This will only change the default space between tab positions. To set specific tab positions, use the tab bar.

**Tools:**

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{button ,KL('tabs')}

Related Topics

1. From the **Text menu**, select **Paragraph Styles**. The **Paragraph Styles dialog box** appears.
2. From the **Select Style** list box, select the paragraph style you want to make changes to.
3. Click on **Edit**. The **Edit Paragraph Style** dialog box appears.
4. Select the **Drop Caps** tab.
5. Click on the style of drop caps that you want.
6. Click on **OK** to return to the **Paragraph Styles** dialog box.
7. Click on **Close**. The changes are applied to all text in the document styled in that paragraph style.

**Tools:**

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{button ,KL("paragraph styles, attributes")} Related Topics

1. From the **Text menu**, select **Paragraph Styles**. The **Paragraph Styles dialog box** appears.
2. From the **Select Style** list box, select the paragraph style you want to make changes to.
3. Click on **Edit**. The **Edit Paragraph Style** dialog box appears.
4. Select the **General** tab.
5. From the **Shortcut Key** drop-down list box, select the shortcut key you want to use for the paragraph style.
6. Click on **OK** to return to the **Paragraph Styles** dialog box.
7. Click on **Close**. The shortcut is applied to the paragraph style.

■ **Tools:**

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{button ,KL("paragraph styles, attributes")} Related Topics



**Work with text**

## ***Text basics***

1. Select the frame you want to type text in.
2. Position the mouse pointer over the frame so that it changes shape to an I-beam.
  - If the frame is empty, this will be the top left-hand corner.
  - If the frame already contains text, this will be when the mouse pointer is over the text.
3. Click the left mouse button. The text insertion point is placed where you clicked.

You can move the text insertion point using the mouse, arrow keys or keyboard shortcuts.

***Using the arrow keys:***

- To move the text insertion point up or down a line, use the up and down arrow keys.
- To move the text insertion point by one character, use the left and right arrow keys.

***Keyboard shortcuts:***

- **Home** moves to the start of the line containing the text insertion point.
- **End** moves to the end of the line containing the text insertion point.
- **Ctrl Home** moves to the beginning of the frame containing the text insertion point.
- **Ctrl End** moves to the end of the frame containing the text insertion point.
- **Shift Ctrl Home** moves to the start of the story containing the text insertion point.
- **Shift Ctrl End** moves to the end of the story containing the text insertion point.

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{button ,KL("text, adding")}

Related Topics

1. Select the frame that you want to type text into.
2. Type your text. The text appears in the selected frame.

**Note:**

- If there is already text in the frame you want to type text into, position the text insertion point where you want to begin typing text or text will be added to the end of the text in the frame.
- If you have a completely blank page and start typing, greenstreet Publisher will automatically create a frame for you and place the text into it. The frame will fit to the margins on the page.

---

{button ,KL("text, adding")}

Related Topics

1. Select the frame you want to import text into.
2. From the **File menu**, select **Import Text**. The **Import Text dialog box** appears.
3. From the **Files of type** drop-down list box, select the format of the file you want to import.
4. Select the disk drive and folder where the file was saved. A list of the files with the selected format in the folder you have selected is displayed in the Folders list box.
5. Select the file that you want to import.
6. Check the **Autoflow Text** check box if you want the text to automatically flow into frames in the document. If all the frames in the document are filled and there is still more text to place, greenstreet Publisher will create the frames for you.
7. Click on **Open**.

**Note:**

- If you do not have a frame selected when you import text, greenstreet Publisher will create one for you.
- You can also import text by right-clicking on a frame and selecting **Import Text** from the shortcut menu that appears.
- If you select **All text types** from the **Files of type** drop-down list box and greenstreet Publisher cannot interpret the file format, a dialog box will appear asking you to select the file format.

**Tools:**



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{button ,KL("text, adding")}

Related Topics

The text file formats that you can import into greenstreet Publisher include:

<b>File Type</b>	<b>Versions</b>	<b>Extensions</b>
Word Star	3.3... 7.0	WS
MS Word/DOS	3.0... 6.0	DOC
Word Perfect 4	4.1... 4.2	WPD
Word Perfect 5	5.0... 5.2	WPD
WordStar 2000	3.0... 3.5	WS
Xywrite	iii, iv, win	XYW
Lotus 1 2.3	1a, 2, 3, 4, 5,	WK*
MS Excel	2.1, 3.0 - 7.0	XLS
Samna	iv, iv+	SW4
(HP advance write)		HPP
Ami Pro	1.1, 1.2, 2.0 - 3.1	SAM
Pro Write Plus		
WordStar/Windows (legacy)	1.x, 2	WSD NVO
(Uniplex OnGo)	1.x, 2	NVO
MS Works	2 (DOS)	WKS
	3 (win)	WKS
Windows Write	3.0, 3.1	WRI
MS Word	1.x, 2.x, 6.0	DOC
MS Word	95, 97, 2000	DOC
Word Perfect	6.0, 6.1, 7.0	WPD
HTML	any	HTM
Quattro Pro	1.0 - 7.0	WB*

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{button ,KL("text, importing")}

Related Topics

1. Select the text you want to export or position the text insertion point in the piece of text you want to export.
2. From the **File menu**, select **Export Text**. The **Export Text dialog box** appears.
3. In the **File name** text box, type the name you want to give the text.
4. From the **Save in** drop-down list box, select the disk drive and folder where you want to save the text file.
5. From the **Save as type** drop-down list box, select a format for your text file.
6. Click on **Save**.

**Note:**

- If you type a filename that already exists, a message will appear asking if you want to overwrite the existing file. Click on **Yes** or **No** as appropriate.

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{button ,KL('text')}

Related Topics

1. Open the program that contains the text you want to paste. Cut or copy the text to the Clipboard.
2. Exit the program and switch to greenstreet Publisher.
3. Position the text insertion point where you want to paste the text or select the frame that you want to paste the text into.
4. From the **Edit** menu, select **Paste**. The text is pasted at the text insertion point.

**Note:**

- You can also paste text by right-clicking on the page, pasteboard, a frame or text and selecting **Paste** from the shortcut menu that appears.
- If you have not selected a frame when you select **Paste**, greenstreet Publisher will create a frame for you.

**Tools:**

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{button ,KL("text, adding")}

Related Topics



1. Open the program containing the text you want to drag-and-drop into your document.
2. Make sure that both greenstreet Publisher and the other program are visible on your screen.
3. Select the text you want to drag-and-drop into your document.
4. Press and hold down the mouse button as you drag the text over the greenstreet Publisher window.
5. When the pointer has a + symbol below it, release the mouse button. The text is placed in your document.

**Note:**

- You can also paste text by right-clicking on the page, pasteboard, a frame or text and selecting **Paste** from the shortcut menu that appears.
- If you have not selected a frame when you select **Paste**, greenstreet Publisher will create a frame for you.

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{button ,KL("text, adding")}

Related Topics

Do one of the following:

- Drag the text cursor from one end of the block of text you want to select to the other.
- Position the text insertion point at one end of the block of text you want to select, then press **Shift** and the arrow keys to select the text you want.
- Double-click on a word to select it.
- Press **Shift Home** to select a block of text from the text insertion point to the beginning of the current line.
- Press **Shift End** to select a block of text from the text insertion point to the end of the current line.
- Right-click on the text and select **Select All Text** from the shortcut menu that appears.

The selected text is highlighted.

**Note:**

- To deselect a block of text, click anywhere in the work area.

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{button ,KL('text')}

Related Topics

1. Select the frame containing the text you want to rotate.
2. From the **Frame menu**, select **Text Attributes**. The **Frame Properties dialog box** appears, with the **Frame Text** tab selected.
3. In the **Angle of Text** group box, type the angle you want the text to be in the **degrees** spin box. The text is rotated and appears at the angle you specified within the frame.

**Note:**

- You can also drag the radius of the **degrees** circle to specify the angle.
- Use the up and down arrows on the **degrees** spin box to move the angle up and down by one degree.
- If you rotate a frame containing text, the text will be rotated with the frame.
- If the **Frame Properties** dialog box obscures the text you are rotating, you can move it by dragging its title bar to a new location.

**Tools:**

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{button ,KL("text, attributes")}

Related Topics

1. Select the frame containing the text you want to flow into another frame.
2. Click on the link tool at the bottom right-hand corner of the frame.
3. Click on or draw the frame that you want to flow the text into. The text flows from the first frame into the second.

**Note:**

- You can also flow text through frames by clicking on the frame you want to flow the text into and selecting the text name in the contents box.
- To remove a frame from a flow text sequence, click on that frame's link tool then click away from the frame. The frame is removed from the sequence and the frames on either side of it are linked together.

---

{button ,KL('flowing')}}    Related Topics

- Each frame has a link tool at its bottom right-hand corner. This link tool can be in one of two states.
  - If there is a T and a link chain, this means that the text in the frame either does not overflow the frame or it flows into another frame.
  - If there is a T and an arrow, this means that the text overflows the frame, but does not flow into another frame.
- To insert a frame into a flow sequence, click on the link tool of the frame you want before the one you are about to insert into the sequence. Then click on the frame you want to insert. The text flows from the original frame, into the inserted frame and then into the frame the original frame was first linked to.
- If you right-click on the link tool, a shortcut menu appears offering you the opportunity to either link or unlink the frame.
- You can move through the frames in the flow sequence by clicking on the left and right arrows in the link tool.
- Hold down **Ctrl** as you click on the left and right arrows of the link tool to move to the first or last frame in the flow sequence.

---

{button ,KL('flowing')}    Related Topics

1. Select the last frame in the sequence of frames containing the text you want to autoflow.
2. From the **Text menu**, select **Autoflow Text**. The text is flowed onto new pages and the frames and pages needed to hold the text will be created.

**Note:**

- You can right-click on the link tool on the last frame and select **Autoflow Text** from the shortcut menu that appears.
- If the frame containing the text fills the page, position the text cursor in the bottom line of text and use the arrow keys to move down past the bottom of the frame. The text is automatically autoflowed.

- The frames are copied from the master page. If the master page does not contain any frames, the new frames are copied from the page in your document where you selected the **Autoflow Text** command. Only the frames containing the text on the original page will have the text flowed through them on the new pages.
- When you select the **Autoflow Text** command on any page other than the last page of the document, the new pages are inserted into your document and all of the following pages are renumbered appropriately.

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{button ,KL('flowing')}    Related Topics

1. In the contents box, select the text you want to rename.
2. Click on the **Item Information** tool. The **Text Status dialog box** appears.
3. In the **Name** text box, type the new name for your text.
4. Click on **OK** to confirm the new name.

**Tools:**



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{button ,KL("text, attributes")}

Related Topics



1. In the contents box, select the text you want to remove.
2. Click on the **Delete Item** tool. The text is removed from the document.

**Note:**

- You can also remove text from your document by deleting any frame(s) containing the text.

**Tools:**



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{button ,KL("text, deleting")}

Related Topics

### To delete a block of text

Select the block of text you want to delete, then do one of the following:

- From the **Edit menu**, select **Delete**.
- Press the **Delete** key on your keyboard.

The block of text is removed from the page.

### To delete a single character

Place the text insertion point next to the character you want to delete, then do one of the following:

- To delete the character to the *left* of the text insertion point, press **Backspace** on your keyboard.
- To delete the character to the *right* of the text insertion point, press **Delete** on your keyboard.

---

{button ,KL("text, deleting")}

Related Topics

1. Select the text you want to cut or copy.
2. From the **Edit menu**, select either **Cut** or **Copy**. If you cut the text it is removed from the document.
3. Place the text insertion point where you want to paste the text you have just cut or copied.
4. From the **Edit** menu, select **Paste**. The text is pasted into the document at the text insertion point.

**Note:**

- The Clipboard can only contain one item at a time, so when you cut or copy text onto the Clipboard, any previous item on the Clipboard is lost.
- You can paste in as many copies of the text in as many documents as you like.

**Tools:**



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{button ,KL('cutting;copying;pasting')}

Related Topics

1. Position the text cursor where you want to insert the character.
2. From the **Text** menu, select **Insert**. The **Insert** submenu appears.
3. From the **Insert** submenu, select **Character**, the **Insert Character** dialog box appears.
4. Select one of the listed symbols or characters.
5. Click on **OK**. The character is inserted at the text insertion point.

**Note:**

- You can also insert characters from KeyPad into your greenstreet Publisher documents. For information about using KeyPad, refer to its online Help.

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{button ,KL('inserting')}    Related Topics

1. Position the text insertion point where you want to insert the field.
  2. From the **Text menu**, select **Insert**, the **Insert** submenu appears.
  3. From the **Insert** submenu, select **Field**. The **Insert Field dialog box** appears.
  4. From the **Field to Insert** list box, select the field you want to insert.
  5. Click on **OK**. The field is inserted into your document and will be updated automatically when the document changes.
- 

{button ,KL('inserting')} [Related Topics](#)

1. Position the text insertion point where you want to insert the page break.
2. From the **Text menu**, select **Insert**. The **Insert** submenu appears.
3. From the **Insert** submenu, select **Page Break**. A page break is inserted into your document and any text after this point will appear in a linked frame on the following page.

---

{button ,KL('inserting')} [Related Topics](#)

1. Position the text insertion point where you want to insert the frame break.
2. From the **Text menu**, select **Insert**. The **Insert** submenu appears.
3. From the **Insert** submenu, select **Frame Break**. A frame break is inserted into your document and any text after this point will appear in the next linked frame.

---

{button ,KL('inserting')} [Related Topics](#)

***Editing text***



1. Position the text insertion point in the text.
2. From the **Edit menu**, select **Find**. The **Find dialog box** appears.
3. In the **Find What** text box, type the word(s) you want to search for.
  - Check the **Match Case** check box to make sure that words *exactly* matching the search word(s) will be found. If this option is not selected, words with the correct characters in *any case* will be found.
  - Check the **Match Whole Word Only** check box to make sure that words that are whole words and not part of longer words are found.
4. Click on **Find Next** to start the search.
5. When you have finished searching the text, click on **Close** to close the dialog box.

greenstreet Publisher starts searching from the text insertion point onwards. If found, the word is highlighted.

---

{button ,KL("text, editing")}

Related Topics

1. Position the text insertion point in the text.
2. From the **Edit menu**, select **Find & Replace**. The **Replace dialog box** appears.
3. In the **Find What** text box, type the word that you want to replace.
4. In the **Replace With** text box, type the word that you want to replace the original word with.
  - Check the **Match Case** check box to make sure that words *exactly* matching the search word(s) will be found. If this option is not selected, words with the correct characters in *any case* will be found.
  - Check the **Match Whole Word Only** check box to make sure that words that are whole words and not part of longer words are found.
5. Click on **Find Next** to have greenstreet Publisher find each occurrence of the word and let you choose whether or not to replace it.
6. Click on **Replace** to replace the word or click on **Find Next** again to skip that word and find the next occurrence.

**Note:**

- Click on **Replace All** to replace all occurrences of the word.

---

{button ,KL("text, editing")}

Related Topics

1. From the **Text menu**, select **Thesaurus**. The **Thesaurus dialog box** appears.
2. In the **Look Up Word** box, type the word you want to look up and click on **Look Up**.
3. From the **Language** drop-down list box, select the language of the word you are looking up.  
Possible meanings for the word are listed in the **Meanings** list box and alternative words and phrases are listed in the **Synonyms** list box.
4. To look up a different word in the thesaurus, repeat the steps above or do one of the following:
  - To look up the word in the **Replace Word** box, click on **Look Up**
  - To look up a word in either the **Meanings** or **Synonyms** box, double-click on the word
  - To look up a word that you have previously looked up, select the word from the **Look Up Word** drop-down list box.
5. When you have finished looking up words, click on **Cancel**.

**Note:**

- If you have selected a word before you select **Thesaurus**, that word will be displayed in the **Look Up Word** box.

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{button ,KL('thesaurus')} Related Topics

1. Position the text insertion point in the word you want to replace.
  2. From the **Text menu**, select **Thesaurus**. The **Thesaurus dialog box** appears.  
Possible meanings for the word are listed in the **Meanings** list box and alternative words and phrases are listed in the **Synonyms** list box.
  3. If you are not happy with any of the alternatives, you can look up another word by doing one of the following:
    - To look up the word in the **Replace Word** box, click on **Look Up**
    - To look up a word in either the **Meanings** or **Synonyms** box, double-click on the word
    - To look up a word that you have previously looked up, select the word from the **Look Up Word** drop-down list box
    - To look up a word that is not listed, type the word in either the **Look Up Word** box or **Replace Word** box and click on **Look Up**.
  4. Click on a word in the **Synonyms** list box to put it in the **Replace Word** box.
  5. Click on **Replace**. The word in your document is replaced with the word in the **Replace Word** box.
- 

{button ,KL('thesaurus')} Related Topics

- If you have not purchased a separate language pack, you will only be able to select an English language dictionary.

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{button ,KL('thesaurus')} Related Topics

1. Position the text insertion point in the paragraph you want to hyphenate.
  2. From the **Text** menu, select **Spacing**. The **Override Paragraph Style** dialog box appears with the **Spacing** tab selected.
  3. Check the **Hyphenation** check box.
  4. Drag the **Raggedness** slider to determine how ragged you want the right-hand edge of the text to be.
  5. Click on **OK**.
- 

{button ,KL("text, editing")}

Related Topics

1. From the **Text menu**, select **Check Spelling**. greenstreet Publisher begins to check the document for spelling mistakes.

If greenstreet Publisher finds a word that is *not* in its dictionary, the **Check Spelling dialog box** appears. The word not found is displayed in a text box and alternative suggestions listed in the box below.

2. To leave the word unchanged, choose to **Ignore Word**, **Ignore All** occurrences of the word or **Add to Dictionary**.

3. To change the word, do one of the following:

- Select the replacement word from the list of suggestions
  - Type the replacement word in the text box displaying the original word.
4. Click on either **Replace Word** or **Replace All**. The spell checking continues.

**Note:**

- The spelling checker will ignore text that has a neutral language applied to it.

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{button ,KL('spelling')}    Related Topics

**To turn on automatic spell checking**

1. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears.
2. Select the **Spelling** tab.
3. From the **Background Proofing** group box, check the **Highlight Misspelt Words** check box.
4. From the **Spelling Checker** group box, select the words you want the spell checker to ignore.
5. Click on **OK**. When you type text, misspelt words will be underlined to draw your attention to them.

**To correct misspelt words**

1. Right-click on the misspelt word. A shortcut menu appears.
2. From this shortcut menu, select one of the following:
  - The word you want to replace the misspelt word with
  - To ignore the misspelt word
  - To ignore all instances of the misspelt word
  - To add the misspelt word to the dictionary.

**Note:**

- You can specify the color of the underlining for misspelt words using the **View** tab of the **Preferences** dialog box.

---

{button ,KL('spelling')}    Related Topics



- When the spell checker picks up the word you want to add to the dictionary, click on **Add to Dictionary**.

**Note:**

The dictionary is case-sensitive, so it is important to type the word in the appropriate case (lower case is the most useful) for future recognition by the spelling checker. The dictionary interprets as follows:

- Lower case - the spelling checker recognizes all words entered into the dictionary in lower case as correct.
- Upper case - the spelling checker recognizes a word entered into the dictionary as correct only in upper case.
- Capitalized - the spelling checker recognizes capitalized words entered into the dictionary as correct in upper case and capitalized, but *not* in lower case.

---

{button ,KL('spelling')} [Related Topics](#)

## ***Formatting text***

1. Select the text you want to make changes to.
2. From the **Text menu**, select **Font**. The **Character Properties dialog box** appears with the **Font** tab selected.
3. Select the style(s) you want from those available.
4. Click on **OK**. The changes are applied to the selected text.

**Tools:**



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{button ,KL("text, attributes")}

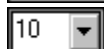
Related Topics

1. Select the text you want to make changes to.
2. From the **Text menu**, select **Font**. The **Character Properties dialog box** appears with the **Font** tab selected.
3. From the **Font** drop-down list box, select the font you want.
4. From the **Point Size** drop-down list box, select the point size you want.
5. From the drop-down color palette, select the color you want.
6. Click on **OK**. The changes are applied to the selected text.

**Shortcuts:**

- You can color selected text by clicking on the color in the color bar.

**Tools:**



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{button ,KL("text, attributes")}

Related Topics

1. Select the text you want to change the case of.
2. From the **Text menu**, select **Case**. The **Case** submenu appears.
3. From the **Case** submenu, select either:
  - **Upper Case**, to style your text in all CAPITALS
  - **Lower Case**, to style your text in all lower case
  - **Capitalize**, to have each word begin with a Capital Letter.

---

{button ,KL("text, attributes")}

Related Topics

1. Select the lines of text you want to number.
2. From the **Text menu**, select **Bullets & Numbers**. The **Override Paragraph Style dialog box** appears with the **Bullets & Numbering** tab selected.
3. From the **Style** group box, select either **List Numbering** or **Heading Numbering**.
4. Select the number style you want.
5. Type any text you want to appear before or after your number in the **Text Before** and **Text After** boxes.
6. If you have chosen **Heading Numbering**, type the heading level you want the text to be in the **Heading Level** box.
7. If you have chosen **Heading Numbering**, check the **Include Previous Levels** check box if you want the numbering to include any previous heading levels.
8. Click on **OK**. The changes are applied to the selected text.

**Tools:**



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{button ,KL("text, attributes")}

Related Topics

1. Select the text you want to bullet.
2. From the **Text menu**, select **Bullets & Numbers**. The **Override Paragraph Style dialog box** appears with the **Bullets & Numbering** tab selected.
3. From the **Style** group box, select **Bullet**.
4. From the **Font** drop-down list box, select the **font** you want to style the **bullet** in.
5. If you want the **Font** list box to display only symbol fonts, check the **Show Symbol Fonts Only check box**.
6. From the list of characters available, select the character you want to use as the bullet.
7. If you want to change the color of the bullet, check the **Custom Color** check box and select the color you want the bullet to be from the drop-down **color palette**.
8. Click on **OK**. The changes are applied to the selected text.

**Tools:**



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{button ,KL("text, attributes")}

Related Topics

1. Position the text insertion point in the paragraph you want to add drop caps to.
  2. From the **Text menu**, select **Drop Caps**. The **Override Paragraph Style dialog box** appears with the **Drop Caps** tab selected.
  3. Click on the style of drop caps that you want.
  4. Click on **OK**. The selected text is given the drop cap style you selected.
- 

{button ,KL("text, attributes")}

Related Topics



1. Select the text you want to set the language dictionary for.
2. From the **Text menu**, select **Font**. The **Character Properties** dialog box appears with the **Font** tab selected.
3. From the **Language** drop-down list box, select the language you want.
4. Click on **OK**.

**Note:**

- You need only select a language dictionary for a block of text if the text is in a different language from the rest of your document.
- Text set with a neutral language will be ignored by the spelling checker.
- If you have *not* purchased a separate language pack, you will only be able to select an English language pack.

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{button ,KL("text, attributes")}      Related Topics

1. Select the text you want to change the alignment of.
2. From the **Text menu**, select **Layout**. The **Override Paragraph Style dialog box** appears with the **Indents & Layout** tab selected.
3. Click on the **Alignment** button that corresponds to the alignment you want.
4. Click on **OK**. The changes are applied to the selected text.

**Tools:**



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{button ,KL("text, attributes")}

Related Topics

1. Position the text insertion point in the paragraph you want to set the tab position for.
2. Click somewhere in the tab bar. A tab marker appears.
3. Right-click on the tab marker. A shortcut menu appears.
4. From the shortcut menu, select **Properties**. The **Tab Stop dialog box** appears.
5. From the **Type** drop-down list box, select the type of tab stop you want.
6. In the **Tab Position** box, type the position you want the tab stop to be, or use the up and down arrows to select the number.
7. In the **Leader Character** box, type the character you want to use as a leader, if any.
8. In the **Leader Spacing** box, type the spacing you want for the leader character.
9. Click on **OK**. The tab stop is set.

**Note:**

- You can also change the default tab spacing for selected text on the **Spacing** tab of the **Override Paragraph Style** dialog box.

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{button ,KL('tabs')}

Related Topics

- You can also change the default tab spacing for selected text on the **Spacing** tab of the **Override Paragraph Style** dialog box.
- You can only set specific tab positions for selected text. You cannot set tab positions for paragraph styles.
- Drag tab stops to the position you want them to be.
- Drag a tab stop off the tab bar to remove it.
- If you want to set tab positions for several paragraphs of text, select the paragraphs before setting the tab position.
- You can specify the type of tab stop you want by clicking on the **Tab Type** button at the left-hand edge of the tab bar and selecting the tab type from the drop-down list that appears. When you then click on the tab bar a tab of that type is set.
- Hold down **Ctrl** as you drag a tab marker to make sure the tab position does not snap to specific ruler divisions.
- Hold down **Shift** as you drag a tab marker to move the tab markers on its right with it.
- If you are having trouble organizing your text using tabs, why not try using a table instead.

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{button ,KL('tabs')}

Related Topics

## Work with tables

1. Select the frame that you want to insert the table into.
2. Position the text insertion point where you want to start your table.
3. From the **Table** menu, select **Insert Table**. The **Insert Table dialog box** appears.
4. In the **Number of Rows** box, type the number of rows you want in your table.
5. In the **Number of Columns** box, type the number of columns you want.
6. From the preview area, select the style you want for the table.
7. Click on **OK**. The table is inserted into your frame, ready for you to add to.

**Note:**

- You can change the style of the table or part of the table using the **Table Auto Style** dialog box.
- You can also insert a table by clicking on the **Table** tool in the Toolbox.
- If you have not selected a frame when you click on the **Table** tool, greenstreet Publisher will create one for you.

**Tools:**



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{button ,KL('tables')}

Related Topics

**To select a single cell:**

- Drag the text cursor over the cell you want to select. You will need to go slightly too far so that two cells are selected and then move back slightly so that just the cell you want is selected.

**To select more than one cell, do one of the following:**

- Drag the text cursor over the cells you want to select.
- Hold down **Shift** and use the arrow keys to select consecutive cells.

**To select a row or column of cells:**

1. Position the text insertion point in any cell on the row or column you want to select.
2. From the **Table menu**, select either **Select Row** or **Select Column**.

The selected cells are marked by a highlighted box.

**Note:**

- You can only select consecutive cells.

---

{button ,KL('tables')}      Related Topics

To change the height or width of cells you need to drag the cell border to the position you want.

1. Position the mouse pointer over the cell border until it changes shape to a two-headed arrow.
2. Press and hold down the mouse button.
3. Drag the border to the position you want.
4. Release the mouse button.

**Note:**

- This will also change the height or width of the row or column containing the cell.
- When you create a table, the width of the whole table will automatically size to the width of the frame containing the table and the columns are equal widths across the table.

---

{button ,KL('tables')}

Related Topics



1. Select the cell(s) you want to change the border of.
2. From the **Table menu**, select **Borders & Background**. The **Table Cell Properties dialog box** appears.
3. Select the **Border Styles** tab.
4. From the **Sides** list box, select the sides you want to apply the border to.
5. From the **Style** list box, select the line style for the border.
6. In the **Width** group box, specify the width of the border.
7. From the drop-down color palette, select the color for the border.
8. Click on Close button in the top right-hand corner of the title bar to close the dialog box and keep any changes you have made.

**Note:**

- You can see the effect of your changes on the selected cell(s) on the page.
- Hold down **Ctrl** as you click on the sides in the **Sides** list box to select more than one side or side(s) and the grid.

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{button ,KL('cells')}

Related Topics

1. Select the cell(s) you want to change the background of.
2. From the **Table menu**, select **Borders & Background**. The **Table Cell Properties dialog box** appears.
3. Select the **Background** tab.
4. From the **Style** list box, select the background style you want.
5. From the drop-down color palette(s), select the color for the background.
6. In the **Attributes** group box, specify the attributes of the background style.
7. Click on Close button in the top right-hand corner of the title bar to close the dialog box and keep any changes you have made.

**Note:**

- You can see the effect of your changes on the selected cell on the page.

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{button ,KL('background style')}    Related Topics

1. Select the table or part of the table that you want to change the style of.
  2. From the **Table** menu, select **Table Style**. The **Table Auto Style** dialog box appears.
  3. From the preview area, select the table style you want to use.
  4. Click on **OK**. The table or part of the table is styled in the style you chose.
- 

{button ,KL('tables')}      Related Topics

**To insert a row:**

1. Position the text insertion point in the row above the place you want to add a row.
2. From the **Table** menu, select **Insert Row**. A row is inserted below the row where the text insertion point was placed.

**To insert a column:**

1. Position the text insertion point in the column to the left of the place you want to add a column.
2. From the **Table** menu, select **Insert Column**. A column is inserted to the right of the column where the text insertion point was placed.

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{button ,KL('tables')}      Related Topics

1. Position the text insertion point in the row or column you want to delete.
  2. From the **Table menu**, select either **Select Row** or **Select Column**. The row or column is selected.
  3. Press **Delete**. The selected row or column and its content is deleted.
- 

{button ,KL('tables')}      Related Topics

1. Select the cell(s) you want to empty.
2. Right-click on the selected cells. A shortcut menu appears.
3. From the shortcut menu, select **Clear Cells**. The cell(s) is cleared, ready for you to add to.

**Note:**

- Deleting the contents of a cell does not affect the background and border style of that cell.

---

{button ,KL('tables')}      Related Topics

1. Select the cells you want to merge into one cell.
2. From the **Table** menu, select **Merge Cells**. The cells and their content are merged together.

**Note:**

- You can only merge cells that are on the same row of the table.

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{button ,KL('cells')}

Related Topics

1. Select or position the text insertion point in the merged cell you want to split.
2. From the **Table** menu, select **Split Cells**. The selected cell is split into its original cells.

---

{button ,KL(' cells')}

Related Topics



To move between cells in a table, do any of the following:

- Press **Tab** to move to the next cell
- Use the up and down arrow keys to move up and down either rows of text or rows in the table
- use the right and left arrow keys to move right and left through the text in the cell and move to the previous/next cell when you reach the beginning/end of that text.

---

{button ,KL('tables')}

Related Topics

1. Position the text insertion point in the cell you want to put the sum of the figures in.
2. From the **Table menu**, select **Auto Sum**. greenstreet Publisher automatically adds up the sum of the figures in the cells above the auto sum cell in the same column.

**Note:**

- The auto sum figure will change if any of the figures in the cells above it change.
- greenstreet Publisher will add up as far as another auto sum cell or the top of the table.

---

{button ,KL('tables')}      Related Topics

1. Select the text that you want to convert to a table.
2. From the **Table** menu, select **Convert to Table**. The **Table Auto Style** dialog box appears.
3. From the preview area, select the style you want the table to be.
4. Click on **OK**. The selected text is converted into a table with the tabs between words converted into cell divisions and each new paragraph converted to a row.

---

{button ,KL('tables')}      Related Topics

## **Work with mail merge documents**

When you open a mailing list in a new document, a default blank mailing list will appear. You can edit the column titles in this list and insert all the information you need.

1. From the **File menu**, select **Mail Merge**. The **Edit Mailing List dialog box** appears, through which you can add records.
2. Add the records you want.
3. Click on **Close** to close the dialog box and save the mailing list.

**Note:**

- When you save your document, the mailing list will be saved as “DOCUMENT NAME”.MDB in the same folder as the document. Do not move the .MDB file from this folder, because greenstreet Publisher will not be able to find it again.

**Tools:**



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{button ,KL(` mailing lists')}Related Topics

1. From the **File** menu, select **Mail Merge**. The **Edit Mailing List dialog box** appears.
2. Click on the **Change List** button. The **Select Data Source** dialog box appears.
  - If the mailing list you want to use is listed here, select it and click on **OK** to display it in the **Edit Mailing List** dialog box.
3. If the mailing list is not listed here, select the database driver for the database you want to use as a mailing list.
4. Click on **OK**. The **ODBC 'Database' Setup** dialog box appears.
  - This dialog box will differ according to the database driver you selected. We will use the Microsoft Text Driver (\*.txt, \*.csv) as an example here. The **ODBC Text Setup** dialog box appears.
5. In the **Data Source Name** box, type a name for your mailing list.
6. Clear the **Use Current Directory** check box.
7. Click on **Select Directory**, the **Select Directory** dialog box appears.
8. Select the folder where the database is stored.
9. Click on **OK** to return to the **ODBC Text Setup** dialog box.
10. Click on **OK** to return to the **Select Data Source** dialog box. The new mailing list is displayed here.
11. Select the new mailing list, then click on **OK**. The **Select Table** dialog box appears.
12. Select the file you want.
13. Click on **OK**. The file is opened as a mailing list in the **Edit Mailing List** dialog box so that you can edit it if necessary.
14. Click on **Close** to return to your document.

**Note:**

- For more information about the **ODBC 'Database' Setup** dialog box for other database drivers, refer to the ODBC Help.
- When you save your document, the mailing list will be saved as "DOCUMENT NAME".MDB in the same folder as the document. Do not move the .MDB file from this folder, because greenstreet Publisher will not be able to find it again.

**Tools:**



---

{button ,KL(' mailing lists')}}Related Topics

1. Open the mailing list you want to edit in the **Edit Mailing List** dialog box.
2. Click the mouse pointer in the record you want to edit, the text cursor appears in the text.
3. Edit the text in the normal way.
4. Click on **Close** to close the dialog box and keep the changes you have made.

**Note:**

- When you save your document, the mailing list will be saved as “DOCUMENT NAME”.MDB in the same folder as the document. Do not move the .MDB file from this folder, because greenstreet Publisher will not be able to find it again.

**Tools:**



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{button ,KL(' mailing lists')}Related Topics

1. Open the mailing list you want to rename the field(s) of.
2. Right-click on a column name. A shortcut menu appears.
3. From the shortcut menu, select **Rename Column**. The **Rename Column dialog box** appears.
4. In the **New Name for Column** text box, type a new name for the field.
5. Click on **OK** to return to the **Edit Mailing List** dialog box.
6. Click on **Close** to close the dialog box and keep the new name for the column.

**Note:**

- The names of the columns correspond with the names of the mail merge fields.

---

{button ,KL(' mailing lists')}}Related Topics



1. Open the mailing list you want to delete the field from.
  2. Right-click on the column name you want to delete. A shortcut menu appears.
  3. From the shortcut menu, select **Delete Column**. A message box appears, asking if you are sure you want to delete the column.
  4. Click on **Yes**. The column and its contents are removed from the mailing list.
  5. Click on **Close** to close the **Edit Mailing List** dialog box and keep the changes you have made.
- 

{button ,KL(' mailing lists')}}Related Topics

1. Open the mailing list you want to add a field to.
2. Right -click on the name of the column you want to add the field next to. A shortcut menu appears.
3. From the shortcut menu, select **Add New Column**. The **Add New Column dialog box** appears.
4. In the **New Column Name** text box, type the name you want to give the field.
5. In the **Add New Column** group box, specify whether you want to add the new field before or after the selected field.
6. Click on **OK** to return to the **Edit Mailing List** dialog box.
7. Click on **Close** to close the dialog box and keep the changes you have made.

---

{button ,KL(' mailing lists')}Related Topics

1. Open the mailing list you want to add records to.
  2. In the blank line at the bottom of the list of records, type your new records.
  3. Click on **Close** to close the **Edit Mailing List** dialog box and keep the changes you have made.
- 

{button ,KL('records')}    Related Topics

1. Open the [mailing list](#) you want to delete records from.
  2. Do one of the following:
    - To remove an individual entry, double-click on the record to select it and press **Delete**.
    - To remove a whole row, position the mouse pointer to the left of the row so it changes to a right-pointing arrow. Click the mouse button to select the row and press **Delete**.
  3. Click on **Close** to close the **Edit Mailing List dialog box** and keep the changes you have made.
- 

{button ,KL('records')}    Related Topics

1. Open the [mailing list](#) you want to sort the records in.
2. Right-click on the column name of the records you want to sort. A shortcut [menu](#) appears.
3. Select one of the following:
  - **Sort Column Ascending** - to sort the entries in that column in alphabetical order from A onwards.
  - **Sort Column Descending** - to sort the entries in that column in alphabetical order from Z backwards.  
The records are re-ordered to correspond with that column.
4. Click on **Close** to close the **Edit Mailing List dialog box** and keep the changes you have made. When you browse through the records in a [field](#), they will appear in the order you specified.

**Note:**

- When you print your mail merge document, it will be printed in the order you specified for the records in the mailing list.

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{button ,KL('records')}    Related Topics

1. Place the text insertion point where you want to insert your mail merge field.
2. From the **Text menu**, select **Insert**. The **Insert** submenu appears.
3. From the **Insert** submenu, select **Mail Merge Field**. The **Insert Mail Merge Field dialog box** appears.
4. Select the field you want to insert.
5. Click on **OK**. The mail merge field is inserted into your document and the first record in the mailing list is displayed.

***Tools:***



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{button ,KL('mail merge')} Related Topics

1. Insert your mail merge field(s) in your document.

2. In the Mail Merge Tools, click on one of the following arrows:

- **Move First** - to move to the first record in the mailing list so that it is displayed in your mail merge fields.
- **Move Previous** - to move to the previous record in the mailing list so that it is displayed in your mail merge fields.
- **Move Next** - to move to the next record in the mailing list so that it is displayed in your mail merge fields.
- **Move Last** - to move to the last record in the mailing list so that it is displayed in your mail merge fields.

**Tools:**



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{button ,KL(' mail merge')} Related Topics

1. Create your mail merge document.
2. From the **File** menu, select **Mail Merge**. The **Edit Mailing List dialog box** appears.
3. If you want to print selected records, hold down **Ctrl** as you click on the records you want to print.
4. Click on **Print**. The **Print** dialog box appears.
5. Select the **General** tab.
6. In the **Mail Merge Selection** group box, select whether you want to print only the record currently selected in the document, all records in the mailing list or the records selected in the **Edit Mailing List** dialog box.
7. Make any other selections you want for printing.
8. Click on **Print**.

**Note:**

- If you want to print a document for all of the records or for only the current record, you may find it easier to go to the **Print** dialog box via the **File** menu and select either **All Records** or **Current Record** from the **General** tab.

**Tools:**



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{button ,KL('printing')}    Related Topics



When you go to print your mail merge document, you can choose which records from the mailing list you want to include.

1. From the **General** tab on the **Print dialog box**, click on **Mailing List**. The **Edit Mailing List** dialog box appears.
2. Move the mouse pointer to the left of the record you want to select so that it changes shape to a right-pointing arrow.
3. Hold down **Ctrl** and select the records you want to include. The records you select are highlighted.
4. Click on **Close** to close the dialog box and return to the **Print** dialog box.

---

{button ,KL('mail merge')} Related Topics

## Work with pictures

## ***Adding and removing pictures***

1. From the **File menu**, select **Import Picture**. The **Import Picture dialog box** appears.
2. In the **Name** box, type the path of the **folder** where the picture you want to **import** is stored.  
If you cannot remember the path to the folder, drag the divider bar at the left-hand side of the preview area, so that you can view the list of drives and folders on your computer and select the folder from there.
3. From the **Files of type** drop-down list box, select the file type of the picture you want to import. A preview of all the available pictures of that type in that folder appears.
4. Click on the picture you want to import.
5. Click on **Open**. The picture is imported into greenstreet Publisher.

**Note:**

- If you do not have a frame selected when you import a picture, greenstreet Publisher will create a frame for it.
- You can right-click on a frame and select **Import Picture** from the shortcut menu that appears.

**Tools:**



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{button ,KL("pictures, adding")}    Related Topics

- If you select a frame before importing the picture, the picture is automatically displayed in it.
- If you do not select a frame before importing the picture, a frame is created for it.
- You do not have to wait for all the previews to appear in the **Import Picture** dialog box before you can import a picture.
- Once a picture is listed in the contents box, you can use it over and over again in as many different frames and on as many different pages as you like. Simply select a frame and click on the picture in the contents box to place it in the frame.

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{button ,KL("pictures, adding")}    Related Topics

1. From the **File menu**, select **Scan Picture**. The **Scan Picture dialog box** appears.
2. The default **scanner** is listed in the **Scanner** box. Click on **Select** to see any other installed scanners and select the one you want.
3. Click on **Acquire** to start scanning. Any further dialog boxes or instructions will be supplied by your scanner.

**Note:**

- Every scanner works differently, and for detailed instructions you will need to refer to the documentation that came with your scanner. However, whichever scanner you are using, you start the process within greenstreet Publisher in the same way.

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{button ,KL("pictures, adding")}      Related Topics

- If you selected a frame before scanning the picture, the picture is placed in the frame.
- If you did not select a frame before scanning the picture, greenstreet Publisher creates a frame for you.
- Once a picture is listed in the contents box, you can use it over and over again in as many different frames and on as many different pages as you like. Simply select a frame and click on the picture in the contents list to place it in the frame.

#### **Keep in mind:**

When scanning, it is important to plan what you want to achieve before you begin the actual scanning process.

Bear the following points in mind:

- How do you want the scanned image to look?
- Will the image be used in a document or saved in a file for future use?
- What publishing software (such as greenstreet Publisher) or image-editing software (such as PhotoFX) will you use, and what file formats does the software accept?
- How will the image be reproduced - with what type of printer and what type of paper?
- What is the original image type and what scanned image type will you select to achieve the best results?

Knowing your planned end result and the equipment and tools you need to use are an important part of the scanning process.

#### **Types of images**

There are three basic types of images: line-art, continuous-tone and halftone. Each of them has advantages and disadvantages when it comes to scanning them.

Line-art images are always black and white. Examples are text, architectural plans and sketches. The best line-art images for scanning have sharp edges and good contrast (i.e. the white is very white and the black is very black).

The most common example of a continuous-tone image is a photograph printed on photographic paper. These images are made up of gradient levels, shading from level to level. In a black and white photograph, the image shades from black to white. In a color photo, it shades from darker hues to light ones. The best continuous-tone images for scanning have a broad, even distribution of tones.

Examples of halftone images are photographs printed in books, magazines or newspapers. Through the halftoning printing process, various sized solid dots are used to simulate a continuous-tone effect. You can see these dots if you look closely at a halftone image. The best halftone images for scanning have a very fine dot pattern.

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{button ,KL('scanning')} Related Topics

1. Open the program that contains the picture you want to paste into your document.
2. Cut or copy the picture onto the Clipboard.
3. In greenstreet Publisher, open the document you want to paste the picture into.
4. Draw or select the frame you want to paste the picture into.
5. From the **Edit menu**, select **Paste**. The picture is pasted into the frame and its name appears in the contents box.

**Note:**

- Pictures from programs that support OLE are automatically pasted as OLE objects. This means that you can edit them from within greenstreet Publisher.
- If you do not have a frame selected when you paste the picture, a frame is created for you.
- You can also right-click on the page, pasteboard or a frame and select **Paste** from the shortcut menu that appears.

**Tools:**

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{button ,KL("pictures, adding")}    Related Topics



### **To remove a picture from the document**

1. In the contents box, select the picture you want to remove.
2. Click on the **Delete Item** tool. The picture is removed from your document.

### **To remove a picture from a frame**

1. Right-click on the frame you want to remove the picture from. A shortcut menu appears.
2. From the shortcut menu, select **Clear Picture**. The picture is removed from the frame.

#### **Note:**

- The picture is removed from your current document only. The original file remains on disk.
- If you want to remove the picture file from disk, run Windows Explorer and use the **Delete** command in the **File menu**.
- If you remove a picture from all the frames containing it and it has not been marked as kept in the contents list, the picture will also be removed from your document.

#### **Tools:**

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{button ,KL("pictures, removing")} Related Topics

1. Select the frame containing the picture you want to replace.
2. Do one of the following:
  - Import the new picture into the frame
  - Paste the new picture into the frame
  - Click on the new picture's name in the contents box.

The new picture appears in the frame, replacing the original picture.

**Note:**

- If you replace the last instance of a picture in your document, the picture will also be removed from the contents list unless it has been marked as kept.

**Tools:**

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{button ,KL("pictures, removing")} Related Topics

## ***Editing pictures***

1. Select the frame containing the picture you want to re-color.
2. From the **Frame menu**, select **Picture Attributes**. The **Frame Properties dialog box** appears, with the **Frame Picture** tab selected.
3. Check the **Custom Color check box**.
4. From the drop-down color palette, select the color you want.
5. To make the white areas of the picture transparent, check the **Make white transparent** check box.
6. Click on the Close button in the top right-hand corner of the title bar to close the dialog box and keep the changes you have made.

**Note:**

- You can see the effect of your changes on the selected picture on the page.
- You can also click on a color in the color bar to change the color of the picture in the selected frame or right-click on the color and select **Picture** from the shortcut menu that appears.
- If the **Frame Properties** dialog box obscures the frame containing the picture you are re-coloring, you can move it by dragging its title bar to a new location.

**Tools:**

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{button ,KL("pictures, editing")}      Related Topics

1. Select the frame containing the picture you want to resize.
2. From the **Frame menu**, select **Picture Attributes**. The **Frame Properties dialog box** appears, with the **Frame Picture** tab selected.
3. In the **Resizing** group box, select whether you want the picture to stretch to fit the frame, to center the picture in the frame, tile the picture or resize the frame to fit the picture.
4. Click on the Close button in the top right-hand corner of the title bar to close the dialog box and keep the changes you have made.

**Note:**

- To change the actual dimensions of the picture, change the size of the frame; either by dragging its handles until it is the size you want or by specifying its size on the **Size & Position** tab of the **Frame Properties** dialog box.
- You can see the effect of your changes on the selected picture on the page.
- If the **Frame Properties** dialog box obscures the frame containing the picture you want to resize, you can move it by dragging its title bar to a new location.

**Tools:**

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{button ,KL("pictures, editing")}      Related Topics

1. Select the frame containing the picture you want to move.
2. Position the mouse pointer over the frame so that it changes shape to a four-headed arrow.
3. Press and hold down the left mouse button.
4. Drag the mouse pointer to a new position, an outline of the frame follows the pointer as a guideline for positioning.
5. When the frame is in the position you want, release the mouse button. The frame and picture are redrawn in the new location.

**Note:**

- You can also use the **Size & Position** tab on the **Frame Properties dialog box** to position the frame and picture more accurately.

**Tools:**

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{button ,KL("pictures, position")}    Related Topics

1. Select the frame containing the picture you want to rotate.
2. From the **Frame menu**, select **Picture Attributes**. The **Frame Properties dialog box** appears, with the **Frame Picture** tab selected.
3. In the **Picture Angle** group box, type the angle you want the picture at in the **degrees** box.
4. Click on the Close button in the top right-hand corner of the title bar to close the dialog box and keep the changes you have made.

**Note:**

- You can also drag the radius of the **degrees** circle or use the up and down arrows on the **degrees** box to specify the angle of rotation.
- You can see the effect of your changes on the selected picture on the page.
- If you rotate a frame containing a picture, the picture will also be rotated with the frame.
- If the **Frame Properties** dialog box obscures the frame containing the picture you want to rotate, you can move it by dragging its title bar to a new location.

**Tools:**

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{button ,KL("pictures, position")}    Related Topics

1. Select the frame containing the picture you want to tile.
2. From the **Frame menu**, select **Picture Attributes**. The **Frame Properties dialog box** appears, with the **Frame Picture** tab selected.
3. From the **Resizing** group box, select **Tile**.
4. In the **Tile Picture** group box, specify the number of times you want the picture to tile across and down.
5. Check the **Mosaic Pattern check box** to create a mosaic effect when the picture is tiled.
6. Click on the Close button in the top right-hand corner of the title bar to close the dialog box and keep the changes you have made.

**Note:**

- You can see the effect of your changes on the selected picture on the page.
- If the **Frame Properties** dialog box obscures the frame containing the picture you want to tile, you can move it by dragging its title bar to a new location.

**Tools:**

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{button ,KL("pictures, position")} Related Topics



1. Select the frame containing the picture you want to flip.
2. From the **Frame menu**, select **Picture Attributes**. The **Frame Properties dialog box** appears, with the **Frame Picture** tab selected.
3. In the **Flip Picture** group box, select whether you want to flip the picture horizontally, vertically or both.
4. Click on the Close button in the top right-hand corner of the title bar to close the dialog box and keep the changes you have made.

**Note:**

- You can see the effect of your changes on the selected picture on the page.
- If the **Frame Properties** dialog box obscures the frame containing the picture you want to flip, you can move it by dragging its title bar to a new location.
- You can also flip the picture by dragging a side handle so that it is on the other side of its opposite handle.

**Tools:**

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{button ,KL("pictures, position")}    Related Topics

- Double-click on the frame containing the picture you want to edit. PhotoFX appears, ready for you to edit the picture.

**Note:**

- With PhotoFX you can change picture attributes such as the focus, texture and contrast.
- For more information about using PhotoFX, refer to its online Help.

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{button ,KL('PhotoFX')} [Related Topics](#)

1. Select the frame containing the picture you want to crop.
2. From the **Frame menu**, select **Crop Picture**. The **Picture Cropping dialog box** appears with a preview of the picture in the preview window.
3. In the preview window, do one of the following:
  - Drag the mouse pointer over the area of the picture you want to crop to. A box appears around the area you specified.
  - Drag the edges of the box around the picture to specify the area you want to crop to.
4. Drag the **Zoom** slider to zoom in and out of the crop area you specified.
5. If you want to specify the crop area again from scratch or want to restore the picture to its original state, click on the **Reset** button.
6. Click on **Close** to close the dialog box.

**Note:**

- The picture in your document is cropped as you work in the **Picture Cropping** dialog box, giving you a better idea of the effect of your changes.

**Tools:**



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{button ,KL("pictures, editing")}    Related Topics

1. Select the frame containing the picture you want to ungroup.
2. From the **Frame menu**, select **Ungroup Metafile**. A copy of the picture is created and ungrouped into its individual components.
3. You can select each part of the picture to change its color.
4. If you want to remove or edit the shape of any part of the picture, select **Ungroup** from the **Frame** menu. The picture is ungrouped again into its individual components, which are no longer linked together.

**Note:**

- Although the picture is ungrouped when you select **Ungroup Metafile**, the components stay linked together in the same way as a set of grouped frames.
- You can only ungroup metafile type pictures, such as those with the file extensions .WMF or .CGM.

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{button ,KL("pictures, editing")}    Related Topics

1. From the **Options menu**, select **Preferences**.
2. Select the **View** tab.
3. Clear the **Show Graphics check box**.

This check box is checked when pictures are displayed.

**Note:**

- When pictures are not displayed they are replaced by a box with a cross through it and the picture name.
- When you hide the pictures in your document you also hide any PowerText and OLE objects.

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{button ,KL('hiding')}

Related Topics

1. In the contents box, select the picture you want to view the status of.
2. Click on the **Item information** tool, the **Picture Status dialog box** appears.
3. When you have read the information you want, click on **OK**.

**Tools:**

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{button ,KL('status')}

Related Topics

1. In the contents box, select the picture you want to change the name of.
2. Click on the **Item information** tool, the **Picture Status dialog box** appears.
3. In the **Name** box, type the new name of your picture.
4. Click on **OK**. The picture is renamed.

**Tools:**

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{button ,KL("pictures, editing")}    Related Topics

## Editing pictures in PhotoEditor



- Double-click on the frame containing the picture you want to edit. PhotoFX appears, with the picture displayed in both the **Original** and **Preview** windows.

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{button ,KL('PhotoFX')} [Related Topics](#)

1. Select the **Crop** tab.
2. In the **Original** area, position the cursor over the original image so that the cursor changes shape to a pair of scissors.
3. Press and hold down the left mouse button.
4. Drag the scissors so that they mark the area you want to crop.
5. Release the mouse button. The cropped area appears in the **Preview** area.

**Note:**

- To restrain the cropped area to a square, hold down **Ctrl** or **Shift** as you drag the scissors.
- You can adjust the size of the cropped area by dragging the border edges on the original image.
- You can also adjust the size of the cropped area using the arrow keys. Hold down **Shift** as you press the arrow keys to move the left and top edges of your cropped area. Hold down **Ctrl** as you press the arrow keys to move the right and bottom edges of your cropped area.
- Press the arrow keys on their own to move the cropped area over the original image.

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{button ,KL('PhotoFX')} [Related Topics](#)

1. Select the **Size** tab.
2. From the **Units** group box, select the units you want to use. You have the choice of:
  - Centimeters**
  - Inches**
  - Pixels**
3. In the **Width** box, type the width you want the image to be, or use the up and down arrows on the right of the box to increase and decrease the amount.
4. In the **Height** box, type the height you want the image to be, or use the up and down arrows on the right of the box to increase and decrease the amount.

The changes are made in the **Preview** area.

**Note:**

- To maintain your image's proportions, check the **Preserve image proportions** check box.

---

{button ,KL('PhotoFX')} [Related Topics](#)

1. Select the **Brightness and Contrast** tab.
2. In the **Brightness** group box, drag the slider to make the image lighter or darker.
3. In the **Contrast** group box, drag the slider to increase and decrease the contrast of the image.

The changes are made in the **Preview** area.

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{button ,KL('PhotoFX')} [Related Topics](#)

1. Select the **Focus and Texture** tab.
2. In the **Focus** group box, drag the slider to sharpen or soften the focus of the image.
3. In the **Texture** group box, drag the slider to make the image smoother or more grainy.

The changes are made in the **Preview** area.

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{button ,KL('PhotoFX')} [Related Topics](#)

1. Select the **Rotate and Flip** tab.
2. In the **Rotate** group box, type the angle of rotation in the **degrees** box, or use the up and down arrows on the right of the box to increase and decrease the angle.  
You can also click on one of the rotate tools in the **Rotate** group box.
3. In the **Flip** group box, click on either the **Flip Vertically** or **Flip Horizontally** tool.

The changes are made in the **Preview** area.

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{button ,KL('PhotoFX')} [Related Topics](#)

1. Select the **Colors** tab card.
2. In the **Format** group box, select either **Color** or **Black and White**.
3. In the **Quality** group box, drag the slider to select the number of colors you want.

The changes are made in the **Preview** area.

**Note:**

- The number of colors available depends on the number of colors in the original image and the changes you have made to the image in PhotoFX. You may find that after making some changes to the image, you can increase the number of colors in the image.

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{button ,KL('PhotoFX')} [Related Topics](#)

To undo the changes on each tab:

- Click on the **Undo** tool. The changes you have made on that tab card are undone.

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{button ,KL('PhotoFX')} [Related Topics](#)



To exit PhotoFX and return to greenstreet Publisher, do one of the following:

- Click on the Close button in the top right-hand corner of the window
- From the Control menu, select **Close**
- From the File menu, select **Exit and Return to greenstreet Publisher**
- Double-click on the Control-menu icon.

**Note:**

- When you return to greenstreet Publisher the original picture is changed according to the changes you made in PhotoFX.

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{button ,KL('pictures')}    Related Topics

**Work with color**

1. From the **Options menu**, select **Preferences**. The **Preferences** dialog box appears.
2. Select the **Controls** tab.
3. From the **Show Controls** group box, select **Color Bar**. The **Color Bar** check box is checked when the color bar is displayed.
4. Click on **OK**.



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{button ,KL('hiding')}

Related Topics

1. Select the object you want to color.
2. In the color bar, click on a color to change the color of the selected item.

Right-click on a color bar to display a shortcut menu, from which you can select the item you want to change the color of.



**Note:**

If you have selected a graduated fill style, you can change the 'from' and 'to' color using the color bar:

- To change the 'from' color, click or **Ctrl**-click on the color in the color bar.
- To change the 'to' color, **Shift**-click on the color in the color bar or right-click on the color and select **Frame Grad Fill** from the shortcut menu that appears.

---

{button ,KL("colors, working with")} Related Topics

1. From the **Edit menu**, select **Edit Colors**. The **Colors dialog box** appears.
2. Click on **Add** to display the **Add Color** dialog box.
3. You can mix colors using RGB, CMYK, or HLS color models or you can choose a Pantone color. Use the sliders to create the color you want. A preview of the color is shown on the right-hand side of the dialog box.
4. Check the **Spot Color** check box if you want to define the color as a spot color.
5. When you have created the color you want and given it a name, click on **OK**. You are returned to the **Colors** dialog box.
6. Click on **OK**. The color is added to the color bar.

**Note:**

- If you have created a lot of custom colors to use in your documents, you can save them as a color palette that you can use in the future.
- You cannot edit tints. The **Add Color** dialog box only shows colors at 100% tint.

**Shortcut:**

- Click on the **+** button at the right-hand end of the color bar to display the **Add Color** dialog box.

**Tools:**



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{button ,KL("colors, working with")} Related Topics

1. From the **Edit menu**, click on **Edit Colors**. The **Colors dialog box** appears.
2. Select the color you want to edit and click on **Edit**. The **Edit Color** dialog box appears.
3. You can mix the colors using **RGB**, **CMYK** or **HLS** color models or you can choose a Pantone color. Use the **sliders** to create the color you want. A preview of the color is displayed on the right-hand side of the dialog box.
4. Check the **Spot Color** check box if you want to define the color as a **spot color**.
5. When you have created the color you want, click on **OK**. You are returned to the **Colors** dialog box.
6. Click on **OK**. The original color in the color bar is changed to the new color.

**Note:**

- Anything in the **document** using the original color is redrawn in the new color.
- If you have created a lot of custom colors to use in your documents, you can save them as a **color palette** that you can use in the future.
- You cannot edit **tints**. The **Edit Color** dialog box only shows colors at 100% tint.

**Shortcut:**

- In the color bar, right-click on the color you want to edit, then select **Edit Color** from the shortcut menu that appears. The **Edit Color** dialog box appears.

**Tools:**



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{button ,KL("colors, working with")} Related Topics

1. From the **Edit menu**, click on **Edit Colors**. The **Colors dialog box** appears.
2. Select the color you want to delete.
3. Click on **Delete**. The color is removed from the color bar and anything in the document using that color is redrawn in black.

**Tools:**



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{button ,KL(`colors')}      Related Topics

1. Make sure that the selection of colors you want is displayed in the color bar.
2. From the **Edit menu**, select **Edit Colors**. The **Colors dialog box** appears.
3. Click on **Save**. The **Save Colors** dialog box appears.
4. Select a disk drive and folder where you want to save the file to.
5. In the **File name** text box, type a name for the palette. greenstreet Publisher automatically adds the extension .COL.
6. Click on **Save**. The palette is saved, ready for you to use in future documents.

**Tools:**



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{button ,KL('color palette')}

Related Topics



1. From the **Edit menu**, select **Edit Colors**. The **Colors dialog box** appears.
2. Click on **Load**. The **Load Colors** dialog box appears.
3. Select the disk drive and folder where the palette you want to open is stored.
4. From the Folders list box, select the palette you want to open.
5. Click on **Open**. The color bar changes to show the color palette you have just loaded.

**Tools:**



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{button ,KL('color palette')}

Related Topics

**Work with shapes and lines**

You can draw shapes in your documents using the frame shape tools. Every shape that you draw is also a frame that you can place objects into.

1. From the Toolbox, select the shape you want to draw.
2. Position the mouse pointer on the page where you want to start drawing your shape.
3. Press and hold down the mouse button as you drag the mouse diagonally. An outline of the shape appears as a guideline.
4. When the shape is the size you want, release the mouse button. The shape is drawn on the page.

**Note:**

- The shapes available are: box, rounded box, ellipse and star.
- Hold down **Ctrl** as you drag the mouse to keep the height and width of the shape the same.
- Hold down **Shift** as you drag the mouse to draw the shape from the center.
- You can ungroup and edit the basic shapes to make any other shape you want.

---

{button ,KL('drawing')}    Related Topics

Any shape that you draw can also be used as a frame that you can place objects into. You can use the **Frame Properties** dialog box to change the properties of your shapes.

1. Select the shape you want to edit.
2. From the **Frame menu**, select **Shape**. The **Frame Properties dialog box** appears, with the **Shape** tab selected.
3. From the **Style** group box, click on the button for the shape you want.
  - If you chose the polygon, starburst or star, specify the number of points you want in the **Number of Points** box.
  - If you chose the polygon, starburst or star, you can check the **Rotate** check box to rotate the frame so that its base is changed to the next point or side.
  - If you chose the line, specify whether you want a closed or open path by checking the **Closed Path** check box. The path is closed when the box is checked.
  - If you chose the starburst or star, you can change the inner radius of the frame using the **Inner Radius** slider.
  - If you chose a starburst, you can change the length of the inner points using the **Inner Points** slider.
4. Click on the Close button in the top right-hand corner of the title bar to close the dialog box and keep the changes you have made to the shape.

**Note:**

- You can see the effect of your changes on the selected shape on the page.
- If the **Frame Properties** dialog box obscures the shape you are editing, you can move it by dragging its title bar to a new location.

**Tools:**

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{button ,KL("shapes, editing"}}      Related Topics

1. From the Toolbox, select the **Line** tool.
2. Position the mouse pointer on the page where you want to start drawing the line.
3. Click the left mouse button. A corner point is placed on the page.
4. Move the pointer to the position you want your next point. An outline of the line follows the mouse pointer as a guide for positioning.
5. Click the left mouse button. A line is drawn between the two points. Repeat steps 4 - 5 until the line is the shape you want.
6. To end the path, do one of the following:
  - Double-click on the last point
  - Press **Escape**, the line is finished at the last point you placed
  - Press the **Spacebar**, the line is finished at the last point you placed.

**Note:**

- If you make the final point close to the first point, the points will join to create a closed path and a shape you can apply fill styles to.
- To draw a single line, select the **Line** tool then press and hold down the mouse button as you drag the pointer across the page. When you release the mouse button the line is drawn on the page.
- Hold down **Ctrl** as you create a point to constrain the angle between that point and the one before it to multiples of 45 degrees.

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{button ,KL('drawing')}    Related Topics

1. From the Toolbox, select the **Pencil** tool.
2. Position the mouse pointer on the page where you want to start the line.
3. Press and hold down the mouse button as you draw the line on the page.
4. When you have finished the line, release the mouse button.

**Note:**

- If you make the final point close to the first point, the points will join to create a closed path and a shape you can apply fill styles to.

---

{button ,KL(`drawing')}}    Related Topics

1. From the Toolbox, select the **Curve** tool.
2. Position the mouse pointer on the page where you want to start the line.
3. Click the left mouse button. A point is placed on the page.
4. Move the pointer to the position you want your next point. An outline of the line follows the mouse pointer as a guide for positioning.
5. Click the left mouse button, a curved line is drawn between the two points. Repeat steps 4 - 5 until the line is the shape you want.
6. To end the path, do one of the following:
  - Double-click on the last point
  - Press **Escape**, the line is finished at the last point you placed
  - Press the **Spacebar**, the line is finished at the last point you placed.

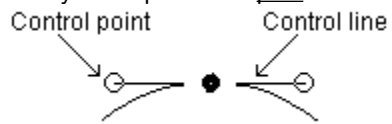
**Note:**

- The outline of the line that appears after the first point will appear as a straight line because the line cannot be curved until there are at least three points.
- If you make the final point close to the first point, the points will join to create a closed path and a shape you can apply fill styles to.
- If you drag the curve pointer rather than clicking, a straight line will be drawn.
- Hold down **Ctrl** as you create a point to constrain the angle between that point and the one before it to multiples of 45 degrees.

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{button ,KL('drawing')}    Related Topics

Every curve point on a path has two control points on the end of control lines.



You can drag these control points to change the curvature of the path.

To move both control points the same amount, hold down **Shift** as you drag one of the points.

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{button, Klink(lines;shapes)}

Related Topics



Shapes are formed from closed paths and can be converted back into these paths so that you can edit them. Lines are already open paths.

1. Select the shape or line you want to edit.
2. If you have selected a shape, select **Ungroup** from the **Frame menu**. The shape is ungrouped and converted to points and paths.
3. Move the mouse pointer over a point so that it changes shape to an arrow with a four-headed arrow at its base.
4. Press and hold down the mouse button as you drag the point to a new position.
5. Add a point to a path by right-clicking on the point you want to add the point next to and selecting **Add Point** from the shortcut menu that appears.
6. Delete a point from a path by right-clicking on the point and selecting **Delete Point** from the shortcut menu that appears or by holding down **Ctrl** as you click on the point.
7. Change the type of point by right-clicking on the point and selecting the point type from the shortcut menu that appears.
8. Close the path of a line by right-clicking on a point and selecting **Close Path(s)** from the shortcut menu that appears.
9. Split a path by right-clicking on a point and selecting **Open Path** from the shortcut menu that appears.

**Note:**

- You can group the line or shape again so that if you select or drag it, you will not accidentally change any of the points.

1. Select the shape or line you want to size.
2. If the shape or line is not grouped, select **Group** from the **Frame** menu. Eight handles appear around it to show that it is selected and grouped.
3. Position the pointer over one of the handles so that it changes shape to a two-headed arrow.
4. Press and hold down the mouse pointer as you drag the handle. An outline of the shape/line appears as a guideline.
5. When the shape/line is the size you want, release the mouse button.

**Note:**

- Hold down **Ctrl** as you resize the shape/line to maintain its aspect ratio.
- Hold down **Shift** as you resize the shape/line to resize it from its center.
- You can make more accurate changes to the position of the shape/line by using the **Size and Position** tab on the **Frame Properties** dialog box.

**Tools:**

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{button ,KL("shapes, editing")}      Related Topics

1. Select the shape or line you want to move.
2. Position the mouse pointer over the shape or line so that it changes shape to a four-headed arrow.
3. Press and hold down the mouse button.
4. Drag the shape/line to its new position. As you drag the shape/line the outline of the shape/line follows your movements, making it easier to reposition.
5. When the shape/line is in the position you want, release the mouse button. The shape/line is redrawn.

**Note:**

- You can also move a group of shapes/lines in the same way.
- You can make more accurate changes to the position of shape/line by using the **Size and Position** tab on the **Frame Properties dialog box**, the nudge control or the cursor keys on your keyboard.
- Use **Snap to Guides & Grid** to help you move the shape/line accurately.
- Hold down **Ctrl** as you drag the shape/line to make a copy of the shape/line.

**Tools:**

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{button ,KL("shapes, position")}    Related Topics

1. Select the shape or line you want to rotate.
2. If the shape or line is not grouped, select **Group** from the **Frame** menu. Eight handles appear around the shape/line.  
The top right-hand handle is a different shape to the other seven handles. This is the rotate handle.
3. Position the mouse pointer over the rotate handle so that it changes shape to a circular arrow.
4. Press and hold down the mouse pointer as you drag the handle. An outline of the shape/line appears as a guide to show you how much you have rotated the shape/line.
5. When the shape/line is at the angle you want, release the mouse button. The shape/line is redrawn at the angle you created.

**Note:**

- Hold down **Ctrl** as you rotate the shape/line to constrain the angle of rotation to multiples of 45 degrees.
- Hold down **Shift** as you rotate the shape/line to constrain the angle of rotation to multiples of 5 degrees.

**Shortcut:**

- Hold down **Ctrl** and press the left or right arrow key to rotate the shape/line by 5 degrees counterclockwise or clockwise.
- Hold down **Ctrl** and press the up or down arrow key to rotate the shape/line by 45 degrees counterclockwise or clockwise.

**Tools:**

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{button ,KL("shapes, position")}    Related Topics

1. From the **Options menu**, select **Preferences**. The **Preferences** dialog box appears, with the **Document** tab selected.
2. In the **Grid** group box, check the **Snap to Guides & Grid check box**.
3. In the **Grid Size** text box, type the size that you want the grid divisions to be.
4. Click on **OK**.

**Note:**

- When **Snap to Guides & Grid** is turned on, any shapes or lines you draw or move will be forced to position themselves with the closest grid division or column guide.
- You can also right-click on the page or pasteboard and select **Snap to Guides and Grid** from the shortcut menu that appears.

**Tools:**

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{button ,KL('shapes')}}    Related Topics

1. Select the shape or line whose stacking order you want to change.
2. Do one of the following:
  - From the **Frame menu**, select **Bring to Front**. This moves the shape/line to the front of all the frames/shapes/lines on the page.
  - From the **Frame menu**, select **Send to Back**. This sends the shape/line behind all the frames/shapes/lines on the page.
  - From the **Frame menu**, select **Nudge to Front**. This moves the shape/line forward in front of the frame/shape/line that was previously in front of it.
  - From the **Frame menu**, select **Nudge to Back**. This moves the shape/line backwards behind the frame/shape/line that was previously behind it.

**Note:**

- Shapes/lines are stacked in the order in which they were created until you change their stacking order.

**Tools:**

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{button ,KL("shapes, position")}    Related Topics

Every shape and line that you draw is also a frame. You can edit them using the **Frame Properties** dialog box.

1. Select the shape or line you want to change the line style of.
2. From the **Frame menu**, select **Border**. The **Frame Properties** dialog box appears, with the **Border Styles** tab selected.
3. From the **Style** drop-down list box, select **Lines**.
4. From the list box, select the line style you want.
5. To change the width of the line style, select the units you want from the drop-down list box.
6. Type the width in the Width box.
7. To change the color of the line style, select a color from the drop-down color palette.
8. If you have an open path you can select an arrowhead for the start and end of your line from the **Start** and **End** drop-down list boxes.
9. Click on the Close button in the top right-hand corner of the title bar to close the dialog box and keep the changes made to the selected shape or line.

**Note:**

- You can change the color of the line style by right-clicking on the color in the color bar and selecting **Frame Border** from the shortcut menu that appears.
- You can see the effect of your changes on the selected shape on the page.
- If the **Frame Properties** dialog box obscures the shape you are editing, you can move it by dragging its title bar to a new location.

**Tools:**

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Every shape and line that you draw is also a frame. You can edit them using the **Frame Properties dialog box**.

1. Select the shape you want to change the fill style of.
2. From the **Frame menu**, select **Background**. The **Frame Properties** dialog box appears, with the **Background** tab selected.
3. From the **Style** list box, select the fill style you want to apply to the selected shape.
4. Select the color(s) for the fill style from the drop-down color palette(s) in the **Attributes** group box.
5. Click on the Close button in the top right-hand corner of the title bar to close the dialog box and keep the changes you have made to the selected shape.

**Note:**

- If you have selected a textured fill style, use the **Attributes** group box to edit the color, angle and size of the texture.
- You can change the color of the fill style by clicking on the color in the color bar.
- Change the 'from' color by clicking on the color in the color bar.
- Change the 'to' color by **Shift**-clicking on the color in the color bar.
- You can see the effect of your changes on the selected shape on the page.
- If the **Frame Properties** dialog box obscures the shape you are editing, you can move it by dragging its title bar to a new location.

**Tools:**

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{button ,KL('background style')}    Related Topics



**To cut or copy shapes and lines:**

1. Select the shape or line you want to cut or copy.
2. From the **Edit menu**, select **Cut** or **Copy** as appropriate.

**To paste shapes and lines:**

- From the **Edit** menu, select **Paste**. The shape/line is pasted onto the page.

**Note:**

- The Clipboard can only contain one item at a time, so when you cut or copy something onto the Clipboard, any previous item on the Clipboard is lost.
- You can also right-click on a shape or line and select **Cut** or **Copy** from the shortcut menu that appears.
- You can also right-click on the page or pasteboard and select **Paste** from the shortcut menu that appears.

**Tools:**



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{button ,KL('cutting;copying;pasting')}

Related Topics

Select the shape or line you want to delete, then do any of the following:

- From the **Edit menu**, select **Delete**.
- Press **Delete** on your keyboard.
- Right-click on the shape or line and select **Delete** from the shortcut menu that appears.

The shape/line is deleted from the page.

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{button ,KL('deleting')} [Related Topics](#)

## **Linking and embedding objects**

1. From the **Edit menu**, select **Insert Object**. The **Insert Object dialog box** appears.

2. Select **Create From File**.

3. In the **File** box, type the path and filename of the file you want to embed.

If you do not know the path and filename, click on the **Browse** button to search for the file you want.

4. Click on **OK**.

The entire file is embedded into your document and the object's name is added to the list of OLE objects in the contents box.

***Tools:***



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{button ,KL('embedding')} Related Topics

1. Open the source program and open the file that contains the object(s) you want to embed into your greenstreet Publisher document.
2. Select the object(s) you want to embed and select **Copy** from the source program's **Edit menu**.
3. If it is not already running, start greenstreet Publisher and open the document you want to embed the object into.
4. From the **Edit** menu, select **Paste Special**. The **Paste Special dialog box** appears.
5. Select **Paste** and in the **As** box, ensure that the item with the word 'object' in its name is selected.  
e.g.greenstreet Draw Picture Object.
6. Click on **OK**.

The selected object is embedded into your document and its name is added to the list of OLE objects in the contents box.

**Note:**

- Alternatively you can select **Paste** directly from the **Edit** menu to embed the object into your document. (**Paste** will only embed the object when it has been placed on the Clipboard by an OLE server program).

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{button ,KL('embedding')} Related Topics

1. From the **Edit menu**, select **Insert Object**. The **Insert Object dialog box** appears.
2. Select **Create New**.
3. From the **Object Type** list box, select the object type that you want to create, e.g. greenstreet Draw Picture.  
The contents of the **Object Type** list box vary depending on which of your programs support OLE.
4. Click on **OK**. Now one of two things will happen:
  - Either, the source program for the object type you have selected will open in a separate window
  - Or, some of the greenstreet Publisher toolbars will be temporarily replaced by those of the source program.
5. Create the object, then do one of the following to resume work in greenstreet Publisher:
  - If the object was created in a separate program window, select **Exit** from the **File** menu of that program. If a message is displayed asking if you want to update the document, click on **Yes**.
  - If the object was created in-place, click anywhere outside the embedded object.

The new object is embedded into your greenstreet Publisher document and its name is added to the list of OLE objects in the contents box.

**Tools:**



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{button ,KL('embedding')} Related Topics

- When you embed an object into greenstreet Publisher, a copy of the object file is made and stored within the document. The original file is not altered in any way and remains available for future use.
- Once an object is listed in the contents box you can use it over and over again in as many different frames and on as many different pages as you like. Simply select a frame and click on the object name in the contents list to place it in that frame.
- You can scale, crop and hide an embedded object in the same way as an imported picture.

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{button ,KL(' objects')}    Related Topics

1. From the **Edit menu**, select **Insert Object**. The **Insert Object dialog box** appears.

2. Select **Create From File**.

3. In the **File** box, type the path and filename of the file that you want to link to.

If you do not know the path and filename, click on the **Browse** button to search for the file you want.

4. Check the **Link** check box.

5. Click on **OK**.

The entire file is linked to your greenstreet Publisher document and its name is added to the list of OLE objects in the contents box.

**Note:**

- You can only create links to existing files that have been saved in an OLE source program.

**Tools:**



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{button ,KL('linking')}

Related Topics



1. Open the source program and open the file you want to link to.
2. Select the part of the file you want to display in greenstreet Publisher and select **Copy** from the source program's **Edit menu**.
3. If it is not already running, start greenstreet Publisher and open the document that you want to link the file into.
4. From the **Edit** menu, select **Paste Special**. The **Paste Special dialog box** appears.
5. Select **Paste Link** and from the **As** list box, make sure that the item with the word 'Link' in its name is selected. E.g. greenstreet Draw Picture Link.
6. Click on **OK**.

The entire file is linked to your greenstreet Publisher document, but only the part of the file you selected is displayed. The link's name is added to the list of OLE objects in the contents box.

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{button ,KL('linking')}}      Related Topics

- Once a [link](#) is listed in the [contents box](#) you can use it over and over again in as many different frames and on as many different pages as you like. Simply select a frame and click on the link in the contents list to place it in the frame.

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{button ,KL('linking')}      Related Topics

1. Make sure that greenstreet Publisher and the program you want to drag-and-drop from are both open and visible on your screen.
2. In the source program, create the object or open the file that contains the object you want to drag-and-drop.
3. Select the object you want to drag-and-drop.
4. Press and hold down the mouse button on the object and drag it over the greenstreet Publisher window. The mouse changes shape to an arrow with a rectangle at its base.
5. Now do one of the following:
  - To embed the object in your greenstreet Publisher document, release the mouse button
  - To embed a copy of the object, hold down **Ctrl** and release the mouse button
  - To create a link to the object, hold down **Ctrl** and **Shift** and release the mouse button.

The object is linked or embedded in your document and its name is added to the list of OLE objects in the contents box.

**Note:**

- If you select a frame before dropping an object, the object is placed in the frame.

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{button ,KL('OLE')}

Related Topics

1. Double-click on the object.

Double-clicking on an object opens the source program, either in a separate window or temporarily replacing some of the greenstreet Publisher toolbars and menus allowing you to edit the object in-place.

2. When you have finished editing the object, do one of the following to return to greenstreet Publisher:

- If you edited the object in a separate window, select **Exit** from the **File menu** of that program. If a message is displayed asking if you want to update that object, click on **Yes**.
- If you edited the object in-place, click anywhere outside the object.

**Note:**

- You cannot edit a linked object in-place. The source file will always open in a separate program window.
- Links are updated automatically unless you specify otherwise.
- You can also do one of the following to edit an object:
- Select the object, then select **Edit Object** from the **Edit** menu.
- Right-click on the object, select the object type from the shortcut menu and select **Edit** from the submenu.

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{button ,KL('OLE')}

Related Topics

Some objects will perform a different command when you double-click them, e.g. double-clicking on a sound clip will cause it to 'play' instead of allowing you to edit it. To edit one of these objects you must do one of the following:

- Select the object, then select **Edit Object** from the **Edit menu**
- Right-click on the object, select the object type from the shortcut menu and select **Edit** from the submenu.
- If you are then presented with the option of **Open** or **Edit**, select **Open** to edit the object in a separate window and select **Edit** to edit the object in-place.

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{button ,KL('OLE')}

Related Topics

1. From the **Edit menu**, select **Object Links**. The **Links dialog box** appears.
2. From the **Links** list box, select the **link** you want to set to manual updating. To select multiple links, hold down **Ctrl** and click on each link.
3. Select **Manual**.
4. Click on **Close**.

**Note:**

- When you edit a **file** that is linked to your greenstreet Publisher **document**, the document will be updated to reflect the changes in the linked file. Links will be updated automatically unless you specify otherwise by selecting manual updating for certain links.
- To update any links that are set to manual updating, select the link(s) in the **Links** dialog box, then click on **Update Now**. For each selected link, your document will reflect any changes made to the source file since the last update.

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{button ,KL('OLE')}

Related Topics

1. From the **Edit menu**, select **Object Links**. The **Links dialog box** appears.
2. From the **Links** list box, select the link you want to reconnect.
3. Click on **Change Source**. The **Change Source** dialog box appears.
4. Select the drive and folder where the source file is stored, then select the source file you want to reconnect the link to.
5. Click on **OK** to return to the **Links** dialog box, then click on **Close**.

The link is reconnected and can now be edited and updated.

**Note:**

- If you change the name or location of the source file the link breaks because it is connected to a folder path and/or filename that no longer exists.
- You can also use the **Change Source** dialog box to redirect a link to a different file.

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{button ,KL('OLE')}

Related Topics

1. From the **Edit menu**, select **Insert Object**. The **Insert Object dialog box** appears.
2. Check the **Display As Icon** check box.
3. Click on **Change Icon**. The **Change Icon** dialog box appears.
4. In the **From File** box, type the path and filename of the **file** containing the icon you want to use.  
If you do not know the path and filename, click on the **Browse** button to search for the file you want.
5. The icons contained in the selected file are listed below the **From File** box. Scroll through the icons and select the one you want.
6. The **Label** box contains the name of the **source program**; this will be displayed beneath the icon. If you want, change the label to a description that will make the object easier to identify.
7. Click on **OK** to return to the **Insert Object** dialog box, then click on **OK** again.

**Note:**

- This feature is useful when the **document** that the **object** is being linked or embedded into will be read on-screen and the object contains supplementary information.
- When **linking** or **embedding** an object into your greenstreet Publisher document, check the **Display As Icon** check box on the **Insert Object** or **Paste Special** dialog box. The default icon will be displayed and a **Change Icon** button appears below it.

**Tools:**



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{button ,KL('OLE')}

Related Topics



1. Select the frame containing the picture object you want to resize.
2. From the **Frame menu**, select **Picture Attributes**. The **Frame Properties dialog box** appears, with the **Frame Picture** tab selected.
3. In the **Resizing** group box, select whether you want the object to stretch to fit the frame, to center the object in the frame, tile the object or resize the frame to fit the object.
4. Click on the close button in the top right-hand corner of the title bar to close the dialog box and keep the changes you have made.

**Note:**

- To change the actual dimensions of the object, change the size of the frame. To do this, do one of the following:
  - Drag its handles until it is the size you want.
  - Specify its size on the **Size and Position** tab of the **Frame Properties** dialog box.
- You can see the effect of your changes on the selected object on the page.
- If the **Frame Properties** dialog box obscures the frame containing the object you want to resize, you can move it by dragging its title bar to a new location.

**Tools:**

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{button ,KL('objects')}    Related Topics

1. Select the frame containing the object you want to move.
2. Position the mouse pointer over the frame so that it changes shape to a four-headed arrow.
3. Press and hold down the mouse button as you drag the frame and object to a new position. An outline of the frame acts as a guideline for positioning the frame.
4. When the frame is in the position you want, release the mouse button. The frame and object are redrawn.

**Note:**

- To move an object accurately, use the **Size and Position** tab of the **Frame Properties dialog box**.

**Tools:**

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{button ,KL('objects')}    Related Topics

1. Select the frame containing the object you want to crop.
2. From the **Frame menu**, select **Crop Picture**. The **Picture Cropping dialog box** appears with a preview of the object in the preview window.
3. In the preview window, do one of the following:
  - Drag the mouse pointer over the area of the object you want to crop to. A box appears around the area you specified.
  - Drag the edges of the box around the object to specify the area you want to crop to.
4. Drag the **Zoom** slider to zoom in and out of the crop area you specified.
5. If you want to specify the crop area again from scratch or want to restore the object to its original state, click on the **Reset** button.
6. Click on **Close** to close the dialog box.

**Note:**

- The object in your document is cropped as you work in the **Picture Cropping** dialog box, giving you a better idea of the effect of your changes.

**Tools:**

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{button ,KL('objects')}    Related Topics

1. Select the frame containing the object you want to color.
2. From the **Frame menu**, select **Picture Attributes**. The **Frame Properties dialog box** appears, with the **Frame Picture** tab selected.
3. Check the **Custom Color check box**.
4. From the drop-down color palette, select the color you want.
5. To make the white areas of the object transparent, check the **Make white transparent** check box.
6. Click on **Close** to close the dialog box and keep the changes you have made.

**Note:**

- You can see the effect of your changes on the selected object on the page.
- You can also click on a color in the color bar, or right-click on the color and select **Picture** from the shortcut menu that appears.
- If the **Frame Properties** dialog box obscures the frame containing the object you are coloring, you can move it by dragging its title bar to a new location.

**Tools:**



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{button ,KL('objects')}      Related Topics

You can change the name of a linked or embedded object in your document. You might want to do this to make the object easier to identify.

1. From the contents box, select the object you want to rename.
2. Click on the **Item Information** tool. The **Object Status dialog box** appears.
3. In the **Name** box, type a new name for the object.
4. Click on **OK** to confirm the new name.

■ **Tools:**

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{button ,KL('objects')}    Related Topics

1. From the contents box, select the object you want to remove.
2. Click on the **Delete Item** tool. The object is removed from the contents list and the document.

**Note:**

- The object is removed from your current document only. The original file remains on disk.
- If you delete the last frame containing the object, the object is also removed from your document unless the object is marked as kept in the contents list.
- If you want to remove the file from disk, run **Windows Explorer** and use the **Delete** command in the **File menu**.

**Tools:**

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{button ,KL('objects')}    Related Topics

**Printing**

1. From the **Options menu**, select **Preferences**. The **Preferences** dialog box appears.
2. Select the **View** tab.
3. In the **View Markers** group box, make sure the **Printer Margins** check box is checked.
4. Click on **OK**. The printable area is marked by a blue dotted line.

To turn off the printer margins, clear the **Printer Margins** check box.

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{button ,KL('printing')}    [Related Topics](#)



1. From the **File** menu, select **Print**. The **Print dialog box** appears.
2. Make all your choices for printing the document so that when you preview the printed document it will be completely accurate.
3. Click on the **Preview** button. A preview of your printed document appears in the work area.
4. In the Print Preview Tools, click on any of the following:
  - **Print** - to print the document.
  - **Options** - to return to the Print dialog box and change your print options.
  - **Close** - to return to the normal document view without printing the document.

▪ **Tools:**

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{button ,KL('printing')}    Related Topics

1. From the **File** menu, select **Print**. The **Print dialog box** appears.
2. On the **General** tab, click on **Printer Setup**. The **Print Setup** dialog box appears.
3. From the **Name** drop-down list box, select the printer you want to setup.
4. From the **Size** drop-down list box, specify the paper size you are using, and from the **Source** drop-down list box, choose the paper source.
5. Click on **Properties** to display a dialog box providing various settings for the selected printer. The options on this dialog box vary depending on which printer you have selected. It is usually in this dialog box that you will set, for example, duplex printing and graphics quality.
6. Select the appropriate options on this dialog box.
7. Click on **OK** to confirm the new settings and return to the **Print Setup** dialog box.
8. Click on **OK** to close this dialog box and return to the **Print** dialog box, making the printer that you have just set up the current printer.

**Tools:**

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{button ,KL('printing')}    Related Topics

- The default paper size depends on the country that is currently selected in your Microsoft Windows Regional Settings dialog box. For information about customizing Windows for international use, refer to your Microsoft Windows documentation.

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{button ,KL('printing')} [Related Topics](#)

1. From the **File** menu, select **Print**. The **Print dialog box** appears.
2. In the **Printer** group box, choose whether to print to file or to the selected printer.
  - Click on the **Printer Setup** button to display the **Print Setup** dialog box, from which you can choose a different printer and make changes to your printer setup.
3. In the **Copies** group box, specify the number of copies you want to print and whether you want to collate the copies (1,2,3... 1,2,3... rather than 1,1... 2,2... 3,3 etc.).
4. From the **Page Selection** group box, specify which pages you want to print.
  - If you are printing a mail merge document, select which records to print from the **Mail Merge Selection** group box.
5. Select the **Paper** tab.
6. From the **Paper Mapping** list box, select the way you want to print the document on the paper.
7. From the **Paper Sides** group box, select whether you want to print on both sides of the paper and if you want to pause printing between sheets.
8. Select the **Options** tab.
9. In the **Print** group box, select which components you want to print, such as crop marks.
10. In the **Output** group box, select how you want to output the document to the printer.
11. Click on **Print**. The document is sent to the printer as you specified and a box appears to report the progress of the print job. To abandon printing the document, click on **Cancel** on this box.

**Note:**

- The options in the **Paper Mapping** list box vary according to the document page type you specified on the **Size & Orientation** tab of the **Page** dialog box.

**Tools:**

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{button ,KL('printing')}    Related Topics

1. From the **File** menu, select **Print**. The **Print dialog box** appears.
2. Select the **Separations** tab.
3. Check the **Print Separations** check box.
4. From the **Type of Separations** drop-down list box, select the type of separations you want to print.
  - **Spot Separations** - prints a separation for each spot color defined in the current palette.
  - **Process Separations** - prints separations for cyan, magenta, yellow and black. Any spot colors in the document will be converted to their nearest process color equivalent.
  - **Spot & Process Separations** - prints the four process color separations along with an additional separation for each spot color in the palette.
5. From the **Separations to Print** list box, select the separations you want to print.
6. If you have chosen spot separations, check the **Knockout** check box if you want to print items in colors other than solid black so that they knock out the colors underneath.
7. Check the **Overprint Black** check box if you want to print solid black items over other colors.
8. Check the **Output Individual Separation Files** check box to produce separate output files for each separation.
9. Click on **Halftone Screen Settings** to set the frequency and angle for each type of separations you are using. Your print bureau can give you advice on this.
10. Click on **Print**. The separations you have chosen are printed.

**Note:**

- If you view a print preview of a document being printed as color separations, the preview will show each separation as a separate page.

**Tools:**

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{button ,KL('color separations')}} [Related Topics](#)

1. From the **File** menu, select **Print**. The **Print dialog box** appears.
2. On the **General** tab, check the **Print to File** check box.
3. Make any other print selections you need.
4. Click on **Print**. The **Filename for disk output** dialog box appears.
5. Specify a folder and a name for the file.
6. Click on **Save**. The file is printed to disk with the name you have chosen.
7. You can then copy the file to a printer or give the files directly to your print bureau.

■ **Tools:**

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{button ,KL('printing')}    Related Topics

## Customizing greenstreet Publisher

1. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears.
2. Make all your preferences choices on the appropriate tab cards.
3. Click on **OK** to close the dialog box and keep the changes you have made.

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{button ,KL('customizing')}

Related Topics



1. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears.
2. Select the **Controls** tab.
3. In the **Show Tools** group box, check the appropriate check boxes. The toolbars are displayed when their check boxes are checked.
4. Click on **OK**.

**Note:**

- You can also hide and display a toolbar by selecting its name from the shortcut menu that appears when you right-click in the toolbar area.

You can move the toolbars so that they are attached to a different side of the desktop or even choose to have them floating freely on the desktop.

1. Right-click on the toolbar you want to move. A shortcut menu appears.
2. From this shortcut menu, select either **Place at Bottom**, **Place at Top**, **Place at Right**, **Place at Left** or **Make Floating**.
3. The toolbar is moved to where you specified. If you floated the toolbar, it is given a title bar that you can drag to move it to a new position.

**Note:**

- Some toolbars can only be moved to certain sides of the desktop.
- You can drag a toolbar from one side to another or leave it over the work area to make it float.
- To reset the toolbars to their default positions, select **Reset Toolbars** from the **Options** menu.
- To arrange the toolbars according to their importance, select **Auto Arrange Toolbars** from the **Options** menu.

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{button ,KL('customizing')}

Related Topics

1. From the **Options menu**, select **Preferences**. The **Preferences dialog box** appears.
2. Select the **View** tab.
3. From the list of items in the **Colors** group box, select which item you want to change the color of.
4. From the drop-down **color palette**, select the color you want.
5. Click on **OK**.

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{button ,KL('customizing')}

Related Topics

- From the **Options** menu, select **Tool Tips**. Tool tips are displayed when this menu command is checked.

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{button ,KL('customizing')}

Related Topics

Do one of the following:

- From the **Help** menu, select **Show Help Assistant**. The Help Assistant is displayed when this menu command is checked.

Or

1. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears.
2. Select the **Controls** tab.
3. The Help Assistant is displayed when the **Help Assistant** check box is checked.
4. Click on **OK**.

**Tools:**



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{button ,KL('online Help')} Related Topics

1. From the **Options** menu, select **Preferences**. The **Preferences dialog box** appears.
2. Select the **Controls** tab.
3. Check the appropriate check boxes as required. The controls are shown when their check boxes are checked.
4. Click on **OK**.

---

{button ,KL('customizing')}

Related Topics

Do any one of the following:

- From the **File menu**, select **Exit greenstreet Publisher**.
- From the greenstreet Publisher Control menu, select **Close**.
- Double-click on the greenstreet Publisher Control-menu icon.
- Click on the **Close** button at the top right-hand corner of the greenstreet Publisher window.

If your document contains any unsaved changes you are asked whether you want to save the changes before exiting. Click on **Yes** or **No** as appropriate.

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{button ,KL('exit')}

Related Topics





If you are familiar with Windows, you will already know that there are many keyboard equivalents to using the mouse.

greenstreet Publisher provides its own additional equivalents and shortcuts, these are listed below.

- **Moving the text insertion point**
- **Moving around the document**
- **Editing keys**
- **Menu shortcuts**

Press	To
← →	Move the text insertion point left or right one <u>character</u>
↓	Move the <u>text insertion point</u> up or down one line
<b>Home</b>	Move to the beginning of the current line
<b>End</b>	Move to the end of the current line
<b>Ctrl ←</b>	Move the text insertion point to the beginning of the current word
<b>Ctrl →</b>	Move the text insertion point to the beginning of the next word
<b>Ctrl</b>	Move the text insertion point to the start of the current paragraph
<b>Ctrl ↓</b>	Move the text insertion point to the start of the next paragraph
<b>Ctrl Home</b>	Move to the start of the text in the current frame
<b>Ctrl End</b>	Move to the end of the text in the current frame
<b>Shift ←</b>	Extend the text selection one character to the left
<b>Shift →</b>	Extend the text selection one character to the right
<b>Shift</b>	Extend the text selection up one line
<b>Shift ↓</b>	Extend the text selection down one line
<b>Shift Home</b>	Extend the text selection to the start of the line
<b>Shift End</b>	Extend the text selection to the end of the line
<b>Ctrl Shift ←</b>	Extend the text selection to the start of the current word
<b>Ctrl Shift →</b>	Extend the text selection to the start of the next word
<b>Ctrl Shift</b>	Extend the text selection to the start of the current paragraph
<b>Ctrl Shift ↓</b>	Extend the text selection to the end of the current paragraph

Press	To
<b>PgUp</b>	Scroll the page up by one screen
<b>PgDn</b>	Scroll the page down by one screen
<b>Alt 1</b>	Display the document at 75% its actual size
<b>Alt 2</b>	Display the document at its actual size
<b>Alt 3</b>	Display the document at double its actual size
<b>Alt 4</b>	Display the document so that the whole page is visible
<b>Alt 6</b>	Display the document so that the width of the page fits the width of the greenstreet Publisher desktop
<b>Alt 0</b>	Display the document at half its actual size
<b>Ctrl PgUp</b>	Go to the first page of your document
<b>Ctrl PgDn</b>	Go to the last page of your document
<b>Shift PgUp</b>	Go to the previous page of your <u>document</u> or, with the right <u>master page</u> on screen, go to the left master page
<b>Shift PgDn</b>	Go to the next page of your document or, with the left master page on screen, go to the right master page. With the right (or only) master page on screen, go to the first page of your document

**Note:**

- The function of the **PgUp/PgDn** and the **Shift PgUp/Shift PgDn** keyboard shortcuts can be reversed using the **Preferences** dialog box.

Press	To
<b>Backspace</b>	Delete the character to the left of the text insertion point. Also used to delete a selected <u>frame</u> , graphic or <u>text selection</u>
<b>Delete</b>	Delete the character to the right of the text insertion point. Also used to delete a selected <u>frame</u> , graphic or <u>text selection</u>
<b>Alt &lt;</b>	Move to the previous mail merge record
<b>Alt &gt;</b>	Move to the next mail merge record
<b>Ctrl Backspace</b>	Delete the word to the left of the text insertion point
<b>Ctrl Delete</b>	Delete the word to the right of the text insertion point
<b>Ctrl B</b>	<b>Bold</b> text on/off
<b>Ctrl I</b>	<u>Italic text</u> on/off
<b>Ctrl K</b>	Kern text
<b>Ctrl N</b>	Restore the font of the selected text
<b>Ctrl U</b>	Underlined text on/off
<b>Ctrl Enter</b>	Insert a line break at the text insertion point
<b>Ctrl Space</b>	Insert a <u>hard space</u> at the text insertion point
<b>Ctrl [</b>	Insert a single open quote at the text insertion point
<b>Ctrl ]</b>	Insert a single close quote at the text insertion point
<b>Ctrl =</b>	Insert an en dash at the text insertion point
<b>Ctrl &lt;</b>	Insert a smaller < symbol
<b>Ctrl &gt;</b>	Insert a smaller > symbol
<b>Ctrl</b>	Rotate the selected frame by 45 degrees to the left
<b>Ctrl ↓</b>	Rotate the selected frame by 45 degrees to the right
<b>Ctrl ←</b>	Rotate the selected frame by 5 degrees to the left
<b>Ctrl →</b>	Rotate the selected frame by 5 degrees to the right
<b>Ctrl Shift =</b>	Insert an em dash at the text insertion point
<b>Ctrl Shift [</b>	Insert a double open quote at the text insertion point
<b>Ctrl Shift ]</b>	Insert a double close quote at the text insertion point
<b>Ctrl Shift &lt;</b>	Insert left guillemets (<<) at the text insertion point
<b>Ctrl Shift &gt;</b>	Insert right guillemets (>>) at the text insertion point
<b>Ctrl Shift K</b>	Remove any kerning from the text
<b>Alt Ctrl Shift &lt;</b>	Move to the first mail merge record
<b>Alt Ctrl Shift &gt;</b>	Move to the last mail merge record
<b>Alt Ctrl Shift B</b>	Insert a bullet point at the text insertion point
<b>Alt Ctrl Shift C</b>	Insert a copyright symbol at the text insertion point
<b>Alt Ctrl Shift D</b>	Insert a dagger (†) at the text insertion point
<b>Alt Ctrl Shift E</b>	Insert ellipses (...) at the text insertion point
<b>Alt Ctrl Shift G</b>	Insert a double dagger (‡) at the text insertion point
<b>Alt Ctrl Shift M</b>	Insert an <u>em</u> space at the text insertion point

<b>Alt Ctrl Shift N</b>	Insert and <u>en</u> space at the text insertion point
<b>Alt Ctrl Shift O</b>	Insert a degrees symbol at the text insertion point
<b>Alt Ctrl Shift P</b>	Insert a plus/minus ( $\pm$ ) symbol at the text insertion point
<b>Alt Ctrl Shift R</b>	Insert a registered symbol at the text insertion point
<b>Alt Ctrl Shift T</b>	Insert a trademark symbol at the text insertion point
<b>F12</b>	Redraw the screen
<b>Escape</b>	If a dialog box is displayed, cancel it
<b>Tab</b>	When a frame is selected, select the next frame in the stacking order
<b>Shift Tab</b>	When a frame is selected, select the previous frame in the stacking order

Press	To
<b>Alt F4</b>	Exit greenstreet Publisher; <b>File</b> menu
<b>Alt Backspace</b>	Undo the last command; <b>Edit</b> menu
<b>Alt Enter</b>	Display the <b>Frame Properties</b> dialog box; <b>Frame</b> menu
<b>Alt -</b>	Nudge the selected frame towards the back
<b>Alt =</b>	Nudge the selected frame towards the front
<b>Alt #</b>	Display the <b>Bookmarks</b> dialog box; <b>Edit</b> menu
<b>Alt A</b>	Select all frames on the pages that are visible (or partly visible) in the work area; <b>Edit</b> menu
<b>Alt B</b>	Select and display the <b>Table</b> menu
<b>Alt E</b>	Select and display the <b>Edit</b> menu
<b>Alt F</b>	Select and display the <b>File</b> menu
<b>Alt G</b>	Group the selected frame(s); <b>Frame</b> menu
<b>Alt H</b>	Select and display the <b>Help</b> menu
<b>Alt I</b>	Display the <b>Align Frames</b> dialog box; <b>Frame</b> menu
<b>Alt L</b>	Locks/unlocks the selected frame(s); <b>Frame</b> menu
<b>Alt O</b>	Select and display the <b>Options</b> menu
<b>Alt P</b>	Select and display the <b>Page</b> menu
<b>Alt R</b>	Select and display the <b>Frame</b> menu
<b>Alt S</b>	Turn <b>Snap to Guides &amp; Grid</b> on/off; <b>Document</b> tab of <b>Preferences</b> dialog box
<b>Alt T</b>	Select and display the <b>Text</b> menu
<b>Alt U</b>	Ungroup the selected frame(s); <b>Frame</b> menu
<b>Alt V</b>	Select and display the <b>View</b> menu
<b>Ctrl A</b>	Redo the last <b>Undo</b> command; <b>Edit</b> menu
<b>Ctrl C</b>	<u>C</u> opy frame, text selection or graphic; <b>Edit</b> menu
<b>Ctrl D</b>	Display the <b>Delete Pages</b> dialog box; <b>Page</b> menu
<b>Ctrl E</b>	Show/hide frames and columns; <b>View</b> tab of <b>Preferences</b> dialog box
<b>Ctrl F</b>	Search for a word in the text; <b>Edit</b> menu
<b>Ctrl G</b>	Display the <b>Go To Page</b> dialog box; <b>Page</b> menu
<b>Ctrl J</b>	Show/hide rulers; <b>Controls</b> tab of <b>Preferences</b> dialog box
<b>Ctrl M</b>	Display the <b>Add Pages</b> dialog box; <b>Page</b> menu
<b>Ctrl N</b>	Restore font attributes; <b>Restore</b> submenu
<b>Ctrl O</b>	Open a greenstreet Publisher document; <b>File</b> menu
<b>Ctrl P</b>	Print a document; <b>File</b> menu
<b>Ctrl R</b>	Display the <b>Replace</b> dialog box; <b>Edit</b> menu
<b>Ctrl S</b>	Save your document; <b>File</b> menu
<b>Ctrl T</b>	Display the <b>Character Properties</b> dialog box; <b>Text</b> menu
<b>Ctrl V</b>	<u>P</u> aste in a frame, text selection or graphic; <b>Edit</b> menu
<b>Ctrl W</b>	Show/hide <u>contents box</u> ; <b>Controls</b> tab of <b>Preferences</b> dialog box

<b>Ctrl X</b>	<u>C</u> ut a frame, text selection or graphic; <b>Edit</b> menu
<b>Ctrl Y</b>	Show/hide graphics; <b>View</b> tab of <b>Preferences</b> dialog box
<b>Ctrl Z</b>	Undo the last command; <b>Edit</b> menu
<b>Ctrl /</b>	Display the <b>Insert Character</b> dialog box; <b>Text</b> menu
<b>Ctrl Alt Shift -</b>	Send the selected frame to the back; <b>Frame</b> menu
<b>Ctrl Alt Shift =</b>	Send the selected frame to the front; <b>Frame</b> menu
<b>Ctrl Shift A</b>	Display the page at actual size; <b>View</b> menu
<b>Ctrl Shift C</b>	Display stacked pages; <b>View</b> menu
<b>Ctrl Shift F</b>	Display facing pages; <b>View</b> menu
<b>Ctrl Shift I</b>	Display at single page view; <b>View</b> menu
<b>Ctrl Shift N</b>	Restore paragraph style attributes; <b>Restore</b> submenu
<b>Ctrl Shift P</b>	Display the page at full page size; <b>View</b> menu
<b>Ctrl Shift S</b>	Display the current page scaled to fit the current selection
<b>Ctrl Shift T</b>	Display tiled pages; <b>View</b> menu
<b>Ctrl Shift W</b>	Display the current page scaled to fit the width of the window
<b>F1</b>	Start the <b>Help</b> facility; <b>Help</b> menu

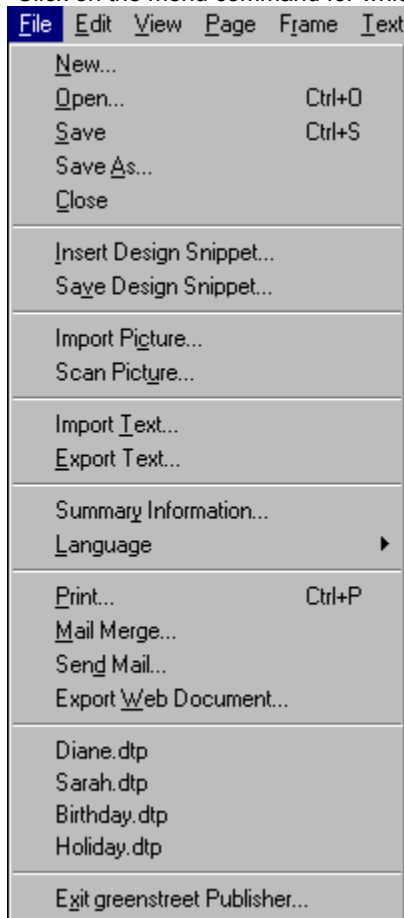
**Note:**

- When using any of the shortcuts that include numbers, use the numeric keys on the main keyboard, *not* those on the numeric keypad.





Click on the menu command for which you want help.



**Hint:**

When you highlight a menu command the information line displays a prompt for how to use that command.

Click on the menu command for which you want help.

<u>E</u> dit	<u>V</u> iew	<u>P</u> age	<u>F</u> rame	<u>I</u> text	<u>T</u>
<u>U</u> ndo					Ctrl+Z
<u>R</u> edo					Ctrl+A
<u>C</u> ut					Ctrl+X
<u>C</u> opy					Ctrl+C
<u>P</u> aste					Ctrl+V
Paste Special...					
<u>D</u> elete					Del
Clear Frame					
<u>S</u> elect All Frames					Alt+A
<u>F</u> ind...					Ctrl+F
<u>F</u> ind & Replace...					Ctrl+R
Edit Colors...					
Edit <u>O</u> bject					
<u>I</u> nsert Object...					
<u>O</u> bject Links...					
<u>B</u> ookmarks...					Alt+'#'
Add/Edit Web Links...					

**Hint:**

When you highlight a command the information line displays a prompt for how to use that command.

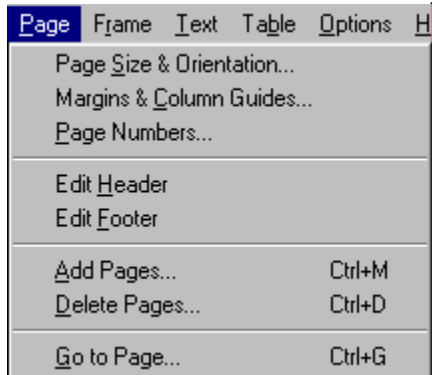
Click on the menu command for which you want help.

<u>V</u> iew	<u>P</u> age	<u>F</u> rame	<u>I</u> nter	<u>T</u> able
Actual Size				Ctrl+Shift+A
Fit Page				Ctrl+Shift+P
Fit Window				Ctrl+Shift+W
Fit Selection				Ctrl+Shift+S
✓ Single Page				Ctrl+Shift+I
Facing Pages				Ctrl+Shift+F
Stack Pages				Ctrl+Shift+C
Tile Pages				Ctrl+Shift+T

**Hint:**

When you highlight a command the information line displays a prompt for how to use that command.

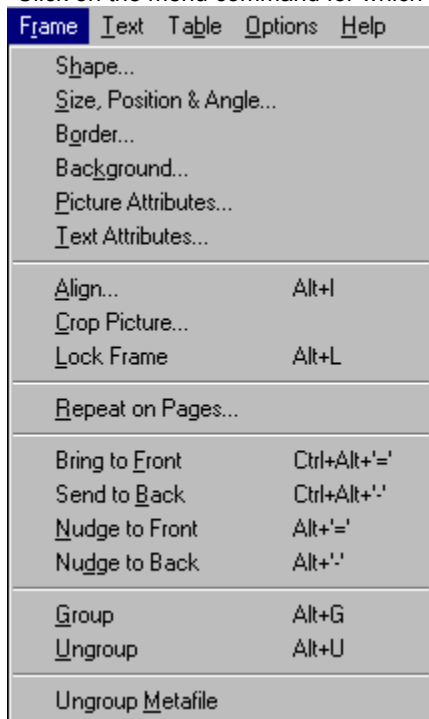
Click on the menu command for which you want help.



**Hint:**

When you highlight a command the information line displays a prompt for how to use that command.

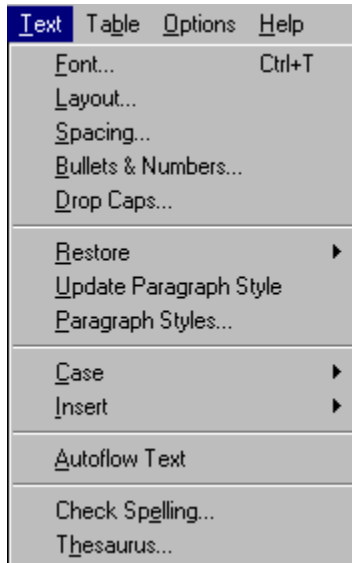
Click on the menu command for which you want help.



**Hint:**

When you highlight a command the information line displays a prompt for how to use that command.

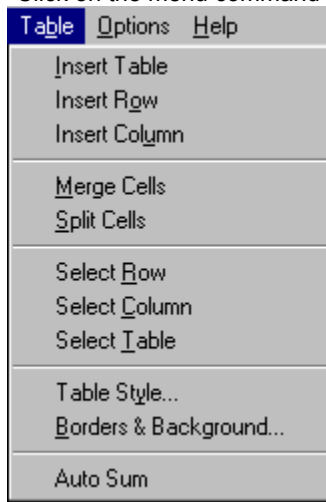
Click on the menu command for which you want help.



**Hint:**

When you highlight a command the information line displays a prompt for how to use that command.

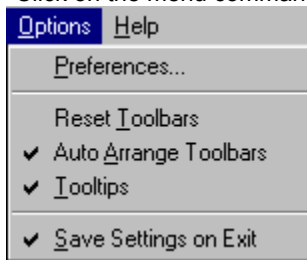
Click on the menu command for which you want help.



**Hint:**

When you highlight a command the information line displays a prompt for how to use that command.

Click on the menu command for which you want help.

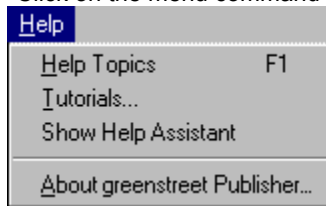


**Hint:**

When you highlight a command the information line displays a prompt for how to use that command.



Click on the menu command for which you want help.



**Hint:**

When you highlight a command the information line displays a prompt for how to use that command.

## FILE MENU

Click on this menu command to create a new document. The **New** dialog box appears, from which you can choose a blank page or an existing document to base your new one on.

Click on this menu command to open a document that you have previously saved. The **Open** dialog box appears.

Click on this menu command to save the active document with its current filename. If the document has not already been saved the **Save Document As** dialog box appears, where you can specify a name and location to save your document.

Click on this menu command to save a new unsaved document or to save an existing document with a different filename or in a different location. The **Save Document As** dialog box appears.

Choose a disk drive and folder to save the document to and type a filename.

Click on this menu command to insert a design snippet into your document. The **Insert Design Snippet** dialog box appears, from which you can choose the design snippet you want to insert.

Click on this menu command to save the selected frame(s) as a design snippet that you can later insert into other documents. The **Save As Design Snippet** dialog box appears, from which you can specify a name and location for your design snippet.



Click on this menu command to import a picture into your greenstreet Publisher document. The **Import Picture** dialog box appears, from which you can choose the picture you want to import.

Click on this menu command to scan a picture into greenstreet Publisher. The **Scan Picture** dialog box appears.  
Select the scanner you want to use. Click on **Acquire** to display the scanner's TWAIN dialog box and begin scanning.

Click on this menu command to import text that you have previously created and saved in another program. The **Import Text** dialog box appears. Select the format of the text file and select the file.

When you import the text the filename will appear in the contents box.

Click on this menu command to export text that you have created in greenstreet Publisher so that you can use it and edit it further in other programs. The **Export Text** dialog box appears. Choose a location and filename for your text.

Click on this menu command to enter or view information about the current document. The information you can save includes author's name, the subject of the document and comments about the document.

Click on this menu command to display a submenu from which you can select a language dictionary for spell-checking and hyphenating your document.

You will only be able to select English unless you have purchased additional language packs.

Click on this menu command to print the current document. The **Print** dialog box appears, from which you can select all your printing options.

Click on this menu command to open the **Edit Mailing List** dialog box, with which you can select a mailing list to use in your document, create a new mailing list or edit a mailing list.



Click on this menu command to save the current document to a temporary file and start up your electronic mail program. Once your electronic mail program has opened, a new message will be opened and the temporary file will be attached to it.

In order for this command to be enabled you must have a MAPI-compatible electronic mail program installed e.g. Microsoft Exchange.

Click on this menu command to export your greenstreet Publisher document as a Web document that you can then open in an Internet browser.

These commands are the filenames of the most recently opened documents. Select the document you want to open, after a few moments it will appear in greenstreet Publisher.

Click on this menu command to close greenstreet Publisher. If the current document contains any unsaved changes a message box appears, giving you the opportunity to save or abandon those changes or cancel the exit command.

Click on this menu command to close the document currently displayed on the desktop. If the current document contains any unsaved changes a message box appears, giving you the opportunity to save or abandon those changes or cancel the close command.

## **EDIT MENU**

Click on this menu command to undo the last action performed.

You cannot undo commands that do not affect your document's content, such as opening a document, scrolling a window or making selections in a dialog box.

Click on this menu command to abandon the previous Undo command.



Click on this menu command to remove selected frames, blocks of text and graphics from your document and place them on the Clipboard ready to be pasted into another location.

Click on this menu command to copy selected frames, blocks of text and graphics to the Clipboard, *without* removing the originals from the page.

Click on this menu command to paste the contents of the Clipboard into your current document. If the contents of the Clipboard comes from an OLE source application, the item will be embedded rather than pasted.

Click on this menu command to specify the format that the contents of the Clipboard are pasted, linked or embedded as. The **Paste Special** dialog box appears.

Click on this menu command to remove the selected object(s) from the page without placing it on the Clipboard. Any object(s) that you delete cannot be pasted back into the document.

Click on this menu command to remove the contents of the selected frame.

Click on this menu command to select all the frames on the visible or partly visible pages are selected.

Click on this menu command to search for a specific word(s) of text. The **Find** dialog box appears. When greenstreet Publisher finds the word(s), it is highlighted as a selected block.



Click on this menu command to search for a specific word(s) and replace it with another. The **Find & Replace** dialog box appears. Type in the word(s) you want to search for and the word(s) you want to replace it with.

Click on this menu command to add, edit or delete colors in the color palette or to load and save a color palette.  
The **Colors** dialog box appears.

Click on this menu command to make changes to the selected object, picture or PowerText object.

Click on this menu command to create a new object or insert an existing file into your document. The **Insert Object** dialog box appears.

Click on this menu command to specify either manual or automatic updating for each link, to open the source file of a selected link for editing or to reconnect a link to a new name and location. The **Links** dialog box appears.

Click on this menu command to add, edit and remove bookmarks in your document. The **Bookmarks** dialog box appears.

Click on this menu command to create, edit or remove Web hyperlinks in your document.

**VIEW MENU**



Click on this menu command to view your document at its actual size (100%).

Click on this menu command to view the full page of your document scaled to fit into the greenstreet Publisher window. The size will vary according to the size of the window and page.

Click on this menu command to make the page width of your document fit the width of the greenstreet Publisher window. The size will vary according to the size of the window and page.

Click on this menu command to fit the selected object to the greenstreet Publisher window. This is useful for working in fine detail.

Click on this menu command if you want to view one page of the document in the work area at a time.

Click on this menu command to view facing pages of your document in the work area. E.g. Pages 2 and 3 would be displayed at the same time.

Click on this menu command to stack the pages of your document in a column. Use the scroll bar to scroll up and down through the pages.

Click on this menu command to tile the pages of your document. greenstreet Publisher determines the best way to tile the pages for you.



## PAGE MENU

Click on this menu command to specify the size and orientation of the pages in your document. The **Page** dialog box appears with the **Size & Orientation** tab selected.

Click on this menu command to specify the width of your margins, your column guides and the position of the headers and footers. The **Page** dialog box appears with the **Margins & Columns** tab selected.

Click on this menu command to add and edit page numbers in your document. The **Page** dialog box appears with the **Page Numbers** tab selected.

Click on this menu command to edit the headers in your document. The header frame is selected and the Header and Footer Tools appear. You can type directly into the frame or use the tools provided.

Click on this menu command to edit the footers in your document. The footer frame is selected and the Header and Footer Tools appear. You can type directly into the frame or use the tools provided.

Click on this menu command to add extra pages to your document. The **Add Pages** dialog box appears. You can add pages before or after the current page.

Click on this menu command to delete pages from your document. The **Delete Pages** dialog box appears.



Click on this menu command to go to a specific page in your document. The **Go To Page** dialog box appears.

## FRAME MENU

Click on this menu command to specify the shape of the selected frame(s), if the frame(s) repel text and how much the frame(s) repels the text around it. The **Frame Properties** dialog box appears, with the **Shape** tab selected.

Click on this menu command to specify the size, position and angle of rotation of the selected frame(s) and whether or not you want to lock the frame(s) in position. The **Frame Properties** dialog box appears with the **Size and Position** tab selected.

Click on this menu command to add, edit or remove a border from the selected frame(s). The **Frame Properties** dialog box appears, with the **Border Styles** tab selected.

Click on this menu command to change the background properties of the selected frame(s). The **Frame Properties** dialog box appears, with the **Background** tab selected.

Click on this menu command to change the way the picture(s) in the selected frame(s) is displayed. The **Frame Properties** dialog box appears, with the **Frame Picture** tab selected.

Click on this menu command to change the way text appears in the selected frame(s). The **Frame Properties** dialog box appears with the **Frame Text** tab selected.



Click on this menu command to align the selected frames to each other. The **Align** dialog box appears.

Click on this menu command to crop the picture in the selected frame. The **Picture Cropping** dialog box appears, with which you can specify how to crop the picture.

Click on this menu command to lock the selected frame(s) in their positions. The frame(s) cannot be moved, resized or rotated until they are unlocked.

Click on this menu command to repeat the selected frame(s) on other pages in your document. The **Repeat on Pages** dialog box appears, from which you can select which pages you want to repeat the frame(s) on.

Click on this menu command to move the selected frame(s) to the front of the other frames on the page.

Click on this menu command to move the selected frame(s) to the back of the other frames on the page.

Click on this menu command to move the selected frame(s) in front of the frame that was previously in front of it.

Click on this menu command to move the selected frame(s) behind the frame that was previously behind it.



Click on this menu command to group the selected frames together so that they act as one object.

Click on this menu command to ungroup a frame or group of frames.

Click on this menu command to ungroup the selected metafile graphic into its components, which you can then re-color and edit. The components of the metafile remain grouped together. You can ungroup this group so that the components are independent of each other.

## TEXT MENU

Click on this menu command to select a font, point size and style for the selected text or text you are about to type. The **Character Properties** dialog box appears with the **Font** tab selected.

Click on this menu command to set the alignment and indents for the selected text or text you are about to type. The **Override Paragraph Style** dialog box appears with the **Indents & Layout** tab selected.

Click on this menu command to adjust the letter, line and character spacing of the selected text or text you are about to type. The **Override Paragraph Style** dialog box appears with the **Spacing** tab selected.

Click on this menu command to select a bullet or number style for the selected text or text you are about to type. The **Override Paragraph Style** dialog box appears with the **Bullets & Numbering** tab selected.



Click on this menu command to select a drop caps style for the selected text or text you are about to type. The **Override Paragraph Style** dialog box appears with the **Drop Caps** tab selected.

Click on this menu command to display the **Restore** submenu, from which you can choose to restore the font or paragraph style attributes to the selected text.

Click on this menu command to change the attributes of the current paragraph style to match the currently selected text.

Click on this menu command to add, delete or edit a paragraph style. The **Paragraph Styles** dialog box appears.

Click on this menu command to display the **Case** submenu, from which you can choose to have your selected text all upper case, all lower case or a combination of upper and lower case.

Click on this menu command to display the **Insert** submenu, from which you can choose to insert a field, mail merge field, character, page break or frame break.

Click on this menu command to automatically flow a whole piece of text into a document. greenstreet Publisher adds as many new pages and frames as are needed.

Click on this menu command to check through the text for spelling mistakes. When a spelling mistake is found it is highlighted and you are given the option of correcting it.



Click on this menu command to display a list of meanings and synonyms for a selected word. The **Thesaurus** dialog box appears. Select an alternative word if you prefer.

## TABLE MENU

Click on this menu command to insert a table into your document. The **Insert Table** dialog box appears, from which you can specify the number of rows and columns you want and the style for the table.

If you have selected a block of tabulated text, this menu command changes to **Convert to Table**, which changes the selected text into a table.

Click on this menu command to add an extra row to the selected table. The new row is added below the currently selected row.

Click on this menu command to add an extra column to your table. The new column is added to the right-hand side of the currently selected column.

Click on this menu command to combine the selected cells so that the contents of each cell appear in one cell.

Click on this menu command to split cells that have been merged together back into their individual cells.

Click on this menu command to select every cell in the row that your cursor is currently positioned in.



Click on this menu command to select all the cells in the column that your cursor is currently positioned in.

Click on this menu command to select every cell in the selected table.

Click on this menu command to determine how you want the selected table to appear on the page. The **Table Auto Style** dialog box appears.

Click on this menu command to specify the borders and background style for the selected cell(s). The **Table Cell Properties** dialog box appears.

Click on this menu command to insert an auto sum field in the currently selected cell. greenstreet Publisher will automatically add up the figures in the cells directly above this cell and display the total in the auto sum field.

## OPTIONS MENU

Click on this menu command to specify options for the way in which greenstreet Publisher works, including the way it starts, how it looks and how your spelling checker works. The **Preferences** dialog box appears.

Click on this menu command to reset the toolbars to their default positions and settings.



Click on this menu command to give each of the toolbars a 'weighting' or importance. When you drag them around, certain toolbars take priority and assume the most prominent positions.

This command is checked when the toolbars are 'weighted'.

Click on this menu command to turn the display of small tool hints on and off.  
This command is checked when tool tips are displayed.

Click on this menu command to make sure that the way the desktop is organized and the folder paths from which you last opened a document and imported text and pictures are remembered when you close down greenstreet Publisher and restored when you next open it.

This command is checked when your settings will be saved.

## HELP MENU

Click on this menu command to display the **Help Topics** dialog box, from which you can view Help about using greenstreet Publisher or search for a specific topic.

Click on this menu command to turn the display of the Help Assistant on and off. This command is checked when the Help Assistant is displayed.

Click on this menu command to display the greenstreet Publisher billboard. This shows the version number of the program you are using and a copyright notice.

Click on the **About** button to find out more about greenstreet.

Click on this menu command to display the **Tutorials** dialog box, from which you can select a tutorial to work through. Follow the instructions displayed in the Help Assistant to complete the tutorial.





You have a piece of text in your document that overflows the frames it has been placed into. The text that you are searching for has been found in a part of the text that is not placed in a frame on the page.

To display the text, flow the remainder of the text story into new frames so that it is all shown on the page.

DirectX is needed to use PowerText effectively. To solve the problem, you need to re-install DirectX onto your PC.

An error has occurred in DirectX which you need to run PowerText effectively. This will cause PowerText to close down. Any changes you have made will be lost unless you save them now.

You are trying to edit an object whose source program is no longer available, i.e. it has been moved or deleted. You cannot edit the object until its source program is available again. Click on **OK** to close the message box then, depending on the problem, try one of the following:

- Using Windows Explorer, search for the source program and, if located, move it back to its original location
- Reinstall the source program in which you created the object.

You are trying to open a document that another user already has open; you cannot open a document that is already being used.

Click on **OK** to close the message box, then ask the other user to close the document before trying again.

You cannot save this document. Check that you have write access to the folder in which you are trying to save the file. If you do not have write access to that folder, try saving the document into another folder.

greenstreet Publisher cannot open the document because there are too many documents already in use. Check to see if you have more than one copy of greenstreet Publisher running and close any that you don't need.



**Path + \*.HYP**

**Your document will not be hyphenated automatically; the hyphenation rules file cannot be found.**

greenstreet Publisher has encountered a problem while trying to load the hyphenation rules file \*.HYP. Click on **OK** to close the message box and then, depending on the problem, try one of the following:

- The file is not in the \PUBLISH folder where greenstreet Publisher is installed; locate the file and place it in this folder using Windows Explorer
- The file is corrupt; reinstall greenstreet Publisher then try again.

greenstreet Publisher was unable to complete OLE registration of this file. The Type Library file is missing or corrupt. Reinstall greenstreet Publisher and try again.

greenstreet Publisher was unable to complete OLE registration of this file. Reinstall greenstreet Publisher and try again.

Do you want any unfinished **Replace All** commands to be completed before the spell-check is cancelled?

Click on **Yes** to replace all remaining occurrences of the spelling mistake with the correction before the spell-check is cancelled; click on **No** to cancel the spell-check without making any further changes.

Spell-checking has been completed, but text of the above language was not checked; you do not have an appropriate language dictionary installed. For example, if you have not purchased a separate language pack, you will be able to spell-check English text only.

Click on **OK** to return to your document.

You are looking up a word that is not in the greenstreet Publisher Thesaurus. Do you want to look up another word?

Click on **Yes** to return to the **Thesaurus** dialog box, then enter the new word you want to look up; click on **No** to close the **Thesaurus** dialog box and return to your document.

You are looking up a word that is not in the greenstreet Publisher Thesaurus.

Click on **OK** to return to your document.

The language in which this text is written does not have a thesaurus file, or the thesaurus file could not be loaded.

- Not all language packs contain a thesaurus file.

Click on **Yes** to return to the **Thesaurus** dialog box; click on **No** to close the **Thesaurus** dialog box and return to your document.



The utility you attempted to run cannot be opened, this could be due to insufficient memory or because the search path is invalid.

(a) If there is insufficient memory available to run this utility, click on **OK** to close the message box, then try any of the following to free some memory:

- Close any programs you aren't using
- Reduce Windows programs you are running in the background to icons
- Clear the contents of the Clipboard
- Remove any unnecessary fonts from your Windows Setup
- If you are using ATM, reduce the size of its font cache
- If you are using a desktop wallpaper, select **Display** from the Windows Control Panel, then set the Wallpaper option to None
- Make sure you have enough hard disk space free for Windows to create and use swap files
- Close and restart Windows.

If you regularly experience memory problems you should consider adding more memory to your computer. The more memory your computer has, the better your programs will perform. Contact your computer dealer for details of upgrading your memory.

(b) If the search path specified for this utility is no longer valid; the utility has probably been moved or deleted. Search paths are specified in the Windows 95 Registry under the HKEY\_LOCAL\_MACHINE\SOFTWARE\GST\UTILITIES\GENERAL key. Click on **OK** to close the message box then, depending on the problem, do one of the following:

- If the utility has been deleted, reinstall it then ensure that the registry key points to the new search path
- If the utility has been moved, edit the Registry key to specify its new location.

The document that has been selected for loading contains unsaved changes. Would you like to resume working on these changes?

Click on **Yes** to open the backup file and resume work on it; click on **No** to open the document at the last full save.

When you last ran greenstreet Publisher it closed unexpectedly, e.g. your computer crashed. As a result this file contains unsaved changes. Do you want to open this file?

Click on **Yes** to open the file and resume work on it; click on **No** to start greenstreet Publisher as usual.

One of the files required for the spell checker or thesaurus cannot be opened. If this file is not available the spell checker or thesaurus may not work correctly. Reinstall greenstreet Publisher.

There is insufficient memory available for greenstreet Publisher to display this dialog box. Click on **OK** to close the message box, then try any of the following to free some memory:

- Close any programs you aren't using
- Reduce Windows programs you are running in the background to icons
- Remove any unnecessary fonts from your Windows Setup
- If you are using ATM, reduce the size of its font cache
- If you are using a desktop wallpaper, select Display from the Windows Control Panel, then set the Wallpaper option to None
- Make sure you have enough hard disk space free for Windows to create and use swap files
- Close and restart Windows.

If you regularly experience memory problems you should consider adding more memory to your computer. The more memory your computer has, the better your programs will perform. Contact your computer dealer for details of upgrading your memory.



The disk to which you are trying to save has insufficient disk space available. Click on **OK** to close the message box, then try any of the following to free some disk space:

- Delete program files or documents that you no longer need or use
- Use ScanDisk to search for and repair lost clusters that are taking up space on your hard disk.

If the disk still has insufficient space, try saving to a different disk.

The disk to which greenstreet Publisher saves your document files has insufficient disk space available; your document cannot be backed up. Until some disk space is made available, a warning beep will be issued to remind you to save your document. Click on **OK** to close the message box, then try any of the following to free some disk space:

- Delete program files or documents that you no longer need or use
- Use ScanDisk to search for and repair lost clusters that are taking up space on your hard disk.

If the disk still has insufficient space, try saving the document to a different disk; future backups of your document are also saved to this disk.

When you save a document, greenstreet Publisher creates temporary files on your hard disk. These temporary files are stored in the folder specified in your AUTOEXEC.BAT file using the **set temp=** command. There is currently insufficient disk space available in which to store these temporary files. Click on **OK** to close the message box, then try any of the following to free some disk space:

- Delete program files or documents that you no longer need or use
- Use ScanDisk to search for and repair lost clusters that are taking up space on your hard disk.

Please ensure that your disk has at least three times as much space as the largest .DTP file you are likely to create. If you have more than one hard disk, you should specify that temporary files be stored on the fastest hard disk.



When you insert an object into your document, greenstreet Publisher creates temporary files on your hard disk. These temporary files are stored in the folder specified in your AUTOEXEC.BAT file using the **set temp=** command. There is currently insufficient disk space available in which to store these temporary files. Click on **OK** to close the message box, then try any of the following to free some disk space:

- Delete program files or documents that you no longer need or use
- Use ScanDisk to search for and repair lost clusters that are taking up space on your hard disk.

Please ensure that your disk has at least three times as much space as the largest .DTP file you are likely to create. If you have more than one hard disk, you should specify that temporary files be stored on the fastest hard disk.

**Note:** You are particularly likely to have problems if the **set temp=** command is set to your RAM drive. Making a RAM drive large enough for temporary files will probably take up too much memory, which could make your entire system slower, or even prevent Windows from running.

greenstreet Publisher could not finish reading the file.

Click on **OK** to close the message box, then re-start greenstreet Publisher and try the operation again. If this does not work, try opening the backup (.BAK) file or a previously saved version.

greenstreet Publisher is unable to read the file, this could be because the file is corrupted.

Click on **OK** to close the message box, then re-start greenstreet Publisher and try the operation again. If this does not work, revert to a previously saved version.

You cannot save this document. Check that you have write access to the folder in which you are trying to save the file. If you do not have write access to that folder, try saving the document into another folder.

greenstreet Publisher has encountered a problem while trying to open the document. Click on **OK** to close the message box and then try one of the following:

- There is insufficient memory to open the document; free some memory by closing down other programs then try again.
- Another user or program has the document open already; close the document then try again.
- Check that the file has not been moved or deleted.
- The document is corrupt; try opening the backup (.BAK) file or a previously saved version instead.

greenstreet Publisher has encountered a problem while trying to paste from the Clipboard. Click on **OK** to close the message box then try one of the following:

- Free some memory by closing down other programs then try again.
- Use **Paste Special** from the **Edit** menu to paste the item in a different format.
- Copy the object onto the Clipboard again.

A file operation was attempted with no open file.

You have tried to open a file with an invalid mode.



You have tried to read from a file opened for writing.

You have tried to write to a file opened for reading.

greenstreet Publisher cannot load the filter library needed to complete this operation.

The filter libraries are stored in: PROGRAM FILES\greenstreet\SYSTEM\FILTERS and are named \*00n.dll, where \* is the filter type and n is a version number e.g. bmp001.dll.

Click on **OK** to close the message box, then check that these filters have not been moved or deleted.

- If the filters are there, re-start greenstreet Publisher and try again.
- If the filters are not there, re-install greenstreet Publisher.

greenstreet Publisher cannot complete the operation because the filter library needed is broken.

The filter libraries are stored in: PROGRAM FILES\greenstreet\SYSTEM\FILTERS and are named \*00n.dll, where \* is the filter type and n is a version number e.g. bmp001.dll.

Click on **OK** to close the message box, then re-install greenstreet Publisher.

If this does not work, contact Technical Support.

greenstreet Publisher cannot find the filter library needed to complete this operation.

The filter libraries are stored in: PROGRAM FILES\greenstreet\SYSTEM\FILTERS and are named \*00n.dll, where \* is the filter type and n is a version number e.g. bmp001.dll.

Click on **OK** to close the message box, then check that these filters have not been moved or deleted.

- If the filters are there, re-start greenstreet Publisher and try again.
- If the filters are not there, re-install greenstreet Publisher.

greenstreet Publisher cannot find any filter libraries.

The filter libraries are stored in: PROGRAM FILES\greenstreet\SYSTEM\FILTERS and are named \*00n.dll, where \* is the filter type and n is a version number e.g. bmp001.dll.

Click on **OK** to close the message box, then check that these filters have not been moved or deleted.

- If the filters are there, re-start greenstreet Publisher and try again.
- If the filters are not there, re-install greenstreet Publisher.

An unknown error has occurred.

Re-start greenstreet Publisher and try again.

There is insufficient memory available for greenstreet Publisher to carry out your command. Click on **OK** to close the message box, then try any of the following to free some memory:

- Close any programs you aren't using
- Reduce Windows programs you are running in the background to icons
- Clear the contents of the Clipboard
- Remove any unnecessary fonts from your Windows Setup
- If you are using ATM, reduce the size of its font cache
- If you are using a desktop wallpaper, select Display from the Windows Control Panel, then set the Wallpaper option to None
- Make sure you have enough hard disk space free for Windows to create and use swap files
- Close and restart Windows.

If you regularly experience memory problems you should consider adding more memory to your computer. The more memory your computer has, the better your programs will perform. Contact your computer dealer for details of upgrading your memory.



You do not have enough virtual memory to execute this command.

1. Open the **Control Panel**.
2. Double-click on the **System** icon. The **System Properties** dialog box appears.
3. Select the **Performance** tab. The **Performance** tab card is brought to the front.
4. Click on the **Virtual Memory** button. The **Virtual Memory** dialog box appears.
5. In the **Virtual memory** group box, select **Let Windows manage my virtual memory settings** or increase the maximum amount of virtual memory.

You cannot make the maximum more than the amount of free space on your disk.

7. Click on **OK** to close the **Virtual Memory** dialog box and return to the **System Properties** dialog box.
8. Click on **OK** to close the **System Properties** dialog box and return to the **Control Panel**.
9. Close the **Control Panel**.

Try the operation again.

You are attempting to import a picture that has a large file size and there is not enough memory to execute the command.

Click on **OK** to close the message box, then try any of the following to free some memory:

- Close any programs you aren't using
- Reduce Windows programs you are running in the background to icons
- Clear the contents of the Clipboard
- Remove any unnecessary fonts from your Windows Setup
- If you are using ATM, reduce the size of its font cache
- If you are using a desktop wallpaper, select Display from the Windows Control Panel, then set the Wallpaper option to None
- Make sure you have enough hard disk space free for Windows to create and use swap files
- Close and restart Windows.

If you regularly experience memory problems you should consider adding more memory to your computer. The more memory your computer has, the better your programs will perform. Contact your computer dealer for details of upgrading your memory.

greenstreet Publisher cannot complete the operation because the filter library needed has incurred an error.

The filter libraries are stored in: PROGRAM FILES\greenstreet\SYSTEM\FILTERS and are named \*00n.dll, where \* is the filter type and n is a version number e.g. bmp001.dll.

Click on **OK** to close the message box, then try one of the following:

- Re-install greenstreet Publisher
- If that does not work, contact Technical Support.

You are trying to open a piece of text that greenstreet Publisher cannot interpret.

Is it a file type that is recognized by greenstreet Publisher? If not, take it to WordPad or another text editing program and save it as a different type.

If this does not work, re-install greenstreet Publisher and try again.

greenstreet Publisher cannot export the text you are trying to export. This could be because you do not have write access to the folder you are attempting to export to, greenstreet Publisher cannot interpret the file type you are attempting to export it as or the appropriate filter library has been lost or corrupted.

Click on **OK** to close the message box, then check the following:

- Do you have write access to the folder you are attempting to export to?
- Re-install greenstreet Publisher and try again.

The command you are trying to execute has been cancelled.

Click on **OK** to close the message box, then re-start greenstreet Publisher and try again.

If you want to include a 1st Design or greenstreet Draw picture in your greenstreet Publisher document, do one of the following:

- Copy the picture onto the Clipboard and paste it into your document.
- Export the picture from 1st Design\greenstreet Draw in GEM Artline 2 format then import it into your greenstreet Publisher document.
- Insert the picture into your document as a greenstreet Draw OLE object.

You are trying to access a file that has not been compressed properly. This could be because the file has become corrupted.

Click on **OK** to close the message box.

Do you have a previously saved version of the image? If so, use this and try again.



You are trying to open an RTF file that greenstreet Publisher cannot interpret.

Is it a file type that is recognized by greenstreet Publisher? If not, take it to WordPad or another text editing program and save it as a different type.

greenstreet Publisher has encountered a problem while trying to import the file (including using the drag & drop technique). Click on **OK** to close the message box and then, depending on the problem, try one of the following:

- There is insufficient memory to import the file; free some memory then try again.
- Another user has the file open; ask them to close the file then try again.
- The file is of a file format unknown to greenstreet Publisher; open the program in which the file was created and save it to a file format that greenstreet Publisher recognizes.
- The file has been saved with an incorrect file extension, e.g. its file format might be .TXT but it has the .RTF file extension. Make sure the file extension reflects the true format of the file.
- The file is corrupt; if available try importing a backup file instead.

You are trying to open a DCA/RFT file that greenstreet Publisher cannot interpret.

Is it a file type that is recognized by greenstreet Publisher? If not, take it to WordPad or another text editing program and save it as a different type.

You are trying to open a file that is not a valid greenstreet Publisher DTP file or is a greenstreet Publisher file has become corrupted.

Click on **OK** to close the message box.

Do you have a previously saved version of the greenstreet Publisher DTP? If so, use this and try again.

You are trying to open a document whose format greenstreet Publisher does not recognize.

The current document contains unsaved changes. Do you want to save these changes before you continue?

Click on **Yes** to save the changes to your document. If the document is untitled, greenstreet Publisher prompts you to specify a name for the document by displaying the **Save Document As** dialog box. Click on **No** to abandon the unsaved changes; click on **Cancel** to cancel the command you selected and continue working on your document.

The thesaurus has encountered an error and will not work correctly. We suggest you try the following remedies in the order presented:

- Quit and restart greenstreet Publisher
- Quit greenstreet Publisher and Windows, then restart both
- Re-install greenstreet Publisher.

If the thesaurus still doesn't work after trying all these options, contact our technical support service.

The language dictionary you have specified on the **Thesaurus** dialog box is not installed; you cannot look up words of this language. For example, if you have not purchased a separate language pack, you will be able to look up English words only. Do you want to choose a different language dictionary?

Click on **Yes** to return to the **Thesaurus** dialog box, then specify the language of the word you want to look up; click on **No** to close the **Thesaurus** dialog box and return to your document.



The file you are trying to save cannot be saved. Click on **OK** to close the message box and then check the following:

- That the full file path and name is correct
- That you have the rights to save this document
- That the disk you are trying to save on is not corrupt, full or damaged.

There is insufficient memory available for greenstreet Publisher to load the default font table. Click on **OK** to close the message box, then try any of the following to free some memory:

- Close any programs you aren't using
- Reduce Windows programs you are running in the background to icons
- Clear the contents of the Clipboard
- Remove any unnecessary fonts from your Windows Setup
- If you are using ATM, reduce the size of its font cache
- If you are using a desktop wallpaper, select Display from the Control Panel, then set the Wallpaper option to

None

- Make sure you have enough hard disk space free for Windows to create and use swap files
- Close and restart Windows.

If you regularly experience memory problems you should consider adding more memory to your computer. The more memory your computer has, the better your programs will perform. Contact your computer dealer for details of upgrading your memory.

You are trying to draw a graphic in a frame that already contains the maximum number of graphics. Click on **OK** to return to your document, then do any of the following:

- Delete one or more of the existing graphics from the frame
- Draw the graphic in a different frame.

Do you really want to abandon printing your document?

Click on **Yes** to abandon printing; click on **No** to continue printing.

Windows has run out of timers and has none free to allocate for the automatic backup command. If you are running lots of Windows programs or have lots of files open, close any that you don't need. This will free up some timers and the automatic backup should be able to happen.

The spell checker has encountered an error and will not work correctly. We suggest you try the following remedies in the order presented:

- Quit and restart greenstreet Publisher
- Quit greenstreet Publisher and Windows then restart both
- Re-install greenstreet Publisher.

If the spell checker still doesn't work after trying all these options, contact our technical support service.

There is insufficient memory for this dialog box to be displayed.

Click on **OK** to close the message box, then try any of the following to free some memory:

- Close any programs you aren't using
- Reduce Windows programs you are running in the background to icons
- Clear the contents of the Clipboard.

greenstreet Publisher cannot scan from the selected driver. This may be because of a memory shortage or because your scanner installation has become corrupted.

Click on **OK** to close the message box, then reinstall your TWAIN device driver and try again.

- For information that is specific to the operation of your scanner, please refer to your scanner documentation or contact your scanner manufacturer.



There is insufficient memory available for greenstreet Publisher to carry out your command. Click on **OK** to close the message box, then try any of the following to free some memory:

- Close any programs you aren't using
- Reduce Windows programs you are running in the background to icons
- Clear the contents of the Clipboard
- Remove any unnecessary fonts from your Windows Setup
- If you are using ATM, reduce the size of its font cache
- If you are using a desktop wallpaper, select Display from the Windows Control Panel, then set the Wallpaper option to None
- Make sure you have enough hard disk space free for Windows to create and use swap files
- Close and restart Windows.

If you regularly experience memory problems you should consider adding more memory to your computer. The more memory your computer has, the better your programs will perform. Contact your computer dealer for details of upgrading your memory.

Your TWAIN device driver has produced an error, probably because it has become corrupted.

Click on **OK** to close the message box, then reinstall your TWAIN device driver and try again.

- For information that is specific to the operation of your scanner, please refer to your scanner documentation or contact your scanner manufacturer.

Alternatively, it could be that there is insufficient memory for this image to be scanned.

Click on **OK** to close the message box, then try any of the following to free some memory:

- Close any programs you aren't using
- Reduce Windows programs you are running in the background to icons
- Clear the contents of the Clipboard.

The word or phrase you are searching for cannot be found.

Click on **OK** to close the message box.

This message appears when you start greenstreet Publisher without having a default printer selected in your Windows setup. Until you select a default printer you will have the following problems when using greenstreet Publisher:

- The print border will not appear, i.e. the printable area of the page will not be indicated
- The text within your document will be formatted using screen fonts only
- You will not be able to print your document.

Click on **OK** to close the message box then, using the Windows Control Panel, check that you have installed at least one printer and that one is set up as the default printer.

Your document has not been spell-checked; you haven't selected any text. Click on **OK** to return to your document, then do any of the following to select the text to be spell-checked:

- To spell-check your whole document, ensure that no frames or blocks of text are selected
- To spell-check a piece of text, select a frame containing all or part of the text. The whole text will be spell-checked, even if it continues into another frame
- To spell-check unnamed text that you have entered directly into a frame, select the frame. Only the text in that frame will be spell-checked.
- To spell-check a block of text, select the text.

greenstreet Publisher has encountered a problem while trying to autoflow the text. Click on **OK** to close the message box then, depending on the problem, try one of the following:

- There is insufficient memory to autoflow the text; free some memory then try again.
- The text has filled the maximum number of pages; part of the text is still unplaced.

If each page has more room through which you can flow the text, delete the pages that autoflow created and then, on page 1 of your document, enlarge the existing frames and/or draw some new ones. Reflow the text through these additional frames, then autoflow again. The text may now fit within the page limit.

If part of the text is still unplaced, remove it from your document. Open the program in which the text was created, then divide it in two and save it as two separate files. Import and autoflow each file into a separate greenstreet Publisher document.

greenstreet Publisher has been unable to carry out the autoflow command. This is probably because the frame to be copied is too small to contain any text, so creating another page with the same frame isn't going to help.

- Check that the frame you are trying to autoflow the text into is larger than the point size of the text.



There is insufficient memory for the frame outline to be generated.

Click on **OK** to close the message box, then try any of the following to free some memory:

- Close any programs you aren't using
- Reduce Windows programs you are running in the background to icons
- Clear the contents of the Clipboard.



greenstreet Publisher has encountered a memory error; save your document, then restart Windows.

If the message persists, note what you did before the problem occurred, then contact technical support service. State that you are using greenstreet Publisher and give the version number; you can find this by selecting **About greenstreet Publisher** from the **Help** menu.

You have either rotated a PowerPoint frame that has a decorative border, or you have applied a decorative border to a rotated PowerPoint frame.

Decorative borders cannot be applied to frames that have been rotated.

You are trying to add a point to a frame edge that already contains 64 points; you cannot add more than 64 points to any one frame edge.

Click on **OK** to return to your document, then delete one or more of the existing points from the frame edge before trying to add another one.

greenstreet Publisher has encountered a problem while trying to save your document. Click on **OK** to close the message box then, depending on the problem, try one of the following:

- The folder you specified does not exist; create the folder using Windows Explorer then try again.

Alternatively, save the document to a different folder.

- You do not have sufficient rights to the folder you specified, e.g. if the folder is on a network drive you may not have rights to save files to it. Speak to your network supervisor for assistance, or save the document to a different folder.

- The document is read-only, e.g. because it is on a network, or because you have set it to be read-only by mistake. If you have the appropriate rights to the document, you can change it from being read-only using Windows Explorer. Alternatively, save the document under a different file name.

You are trying to draw a frame on a page that already contains the maximum number of frames. Click on **OK** to return to your document, then do any of the following:

- Delete one or more of the existing frames from the page
- Move one or more of the existing frames onto the pasteboard
- Draw the frame on the pasteboard
- Draw the frame on a different page.

You are trying to draw a frame in a document that already contains the maximum number of frames. Click on **OK** to return to your document, then do any of the following:

- Delete one or more of the existing frames from the document
- Move one or more of the existing frames onto the pasteboard
- Draw the frame on the pasteboard.

greenstreet Publisher cannot be used with the version of OLE installed on your system. The correct version of OLE is installed when you install greenstreet Publisher. If your system has been changed since you installed greenstreet Publisher, install greenstreet Publisher again.

If you are printing in booklet format and have selected the **Pause Between Pages** print option, the first side of each page is printed, then this message is displayed to prompt you to turn the paper over so that greenstreet Publisher can print the second side of each page.



You have not entered a name for the new paragraph style; you cannot create a new paragraph style without giving it a name.

Click on **OK** to return to the **Create New Paragraph Style** dialog box, then enter a name for the paragraph style before clicking on **OK**.

You have entered a name for the new paragraph style that is already being used by another paragraph style in your document or template. You cannot give two paragraph styles the same name.

Click on **OK** to return to the **Create New Paragraph Style** dialog box, then enter a different name.

You are printing a document whose paper size is larger than that of the selected printer, e.g. your document is A4, but you are printing to letter sized paper. This might cause your printout to be incomplete.

Click on **OK** to continue printing your document without changing the printer's paper size; click on **Cancel** to change the printer's paper size before printing your document.

- To change the printer's paper size, select **Print Setup** from the **File** menu to display the **Print Setup** dialog box, then select the correct paper size from the **Paper** group box.

You have chosen to pause between pages when printing your document, e.g. to print on both sides of the paper or to change the paper type during printing.

Change the paper as required, then click on **OK** to resume printing.

Removing a file from your document will delete it from any frames in which it is contained. Do you really want to remove this file from your document?

Click on **Yes** to remove the file from your document; click on **No** to return to your document without removing the file.

- Removing files from your document does not delete them from your hard disk. If you want to delete a file from your hard disk, use the Delete command in Windows Explorer.
- Text that has been typed within greenstreet Publisher is not saved on your hard disk unless you export it. If you want to use the text at a later date you must export it before removing it from your document.

You have entered a path name for your file that is too long, you must choose a shorter path. A path name includes the drive (e.g. C:\), the folder (e.g. \PUBLISH) and the file name and extension (e.g. MYFILE.DTP).

Click on **OK**, then enter a shorter path name.

The color palette file you are attempting to open is not a valid greenstreet Publisher color palette file. A valid color palette file must have the extension .COL and must have been saved as a color palette in greenstreet Publisher.

**Not used any more?**



Do you really want to abandon all the changes you have made to your document since you last saved it?

Click on **Yes** to abandon all the changes made since you last saved your document; click on **No** to return to your document without abandoning any changes.

- If you click on **Yes** you will return to your file as it was at the last full save.

greenstreet Publisher has encountered a problem while trying to open the document. The problem could be that: The file isn't a DTP file; it's a corrupt DTP file; or it's a DTP file that was created in a later version of greenstreet Publisher which is not supported in the version you're running.

Click on **OK** to close the message box then, depending on the problem, try one of the following:

- Check that the document actually is a DTP file and that you are not trying to 'open' a text or picture file.
- Try opening a backup copy of the file.
- Find out which version of greenstreet Publisher it was created in, then try opening it in that version.

The frame is too small to allow whole pixel scaling for the bitmap it contains, i.e. each pixel in the original bitmap cannot be represented by a whole number of printer pixels. This may result in a tartan or moiré-type pattern occurring in the printed bitmap.

Click on **OK** to return to your document. You must then choose between having the bitmap exactly the size you want, and the best reproduction without unwanted pattern effects.

You are trying to turn to the next page of your document, but the last page is already displayed. Do you want to add a new page to your document?

Click on **Yes** to add a new page and display it the greenstreet Publisher window; click on **No** to continue working with the current number of pages.

greenstreet Publisher has encountered a problem while trying to export the text. Click on **OK** to close the message box then, depending on the problem, try one of the following:

- There is insufficient memory to export the text; free some memory then try again.
- There is insufficient disk space to export the text; free some disk space then try again.

greenstreet Publisher has encountered a problem while trying to paste from the Clipboard. Click on **OK** to close the message box then, depending on the problem, try one of the following:

- There is insufficient memory to paste from the Clipboard; free some memory then try again.
- Use **Paste Special** from the **Edit** menu to paste the item in a different format.

greenstreet Publisher has encountered a problem while trying to import the text. Click on **OK** to close the message box then, depending on the problem, try one of the following:

- There is insufficient memory to import the text; free some memory then try again.
- Another user or program has the text file open; ask them to close the file then try again.
- The text file is of a format unknown to greenstreet Publisher; open the program in which the text was created and save it to a file format that greenstreet Publisher recognizes.
- The text file is corrupt; if available, try importing a backup file instead.

greenstreet Publisher has encountered a problem while trying to import the picture. Click on **OK** to close the message box then, depending on the problem, try one of the following:

- There is insufficient memory to import the picture; free some memory then try again.
- Another user or program has the picture file open; ask them to close the file then try again.
- The picture file is of a file format unknown to greenstreet Publisher; open the program in which the picture was created and save it to a file format that greenstreet Publisher recognizes.
- The picture file is corrupt; if available, try importing a backup file instead.



One or more of the frames you are trying to delete contains text that you have entered directly (unnamed text), or graphics that you have drawn. Do you still want to delete the frames?

Click on **Yes** to delete the frames and their contents from the page; click on **No** to return to your document without deleting the frames.

- If the frames you are trying to delete appear empty, one or more of the frames has previously contained text or graphics that you have since deleted; deleting items from within a frame does not clear the frame completely.

One or more of the frames you are trying to clear contains text that you have entered directly (unnamed text), or graphics that you have drawn. Do you still want to clear the frames?

Click on **Yes** to clear the contents of the frames; click on **No** to return to your document without clearing the frames.

The frame you are trying to delete contains text that you have entered directly (unnamed text), or graphics that you have drawn. Do you still want to delete the frame?

Click on **Yes** to delete the frame and its contents from the page. Click on **No** to return to your document without deleting the frame.

- If the frame you are trying to delete appears empty, it has previously contained text or graphics that you have since deleted; deleting items from within a frame does not clear the frame.

The frame you are trying to clear contains text that you have entered directly (unnamed text), or graphics that you have drawn. Do you still want to clear the frame?

Click on **Yes** to clear the contents of the frame. Click on **No** to return to your document without clearing the frame.

Do you really want to delete the specified page(s) from your document?

Click on **Yes** to delete them; click on **No** to return to your document without deleting the page(s).

- If you delete an odd number of pages when using separate left and right master pages, any following page(s) will change sides and frames may need to be realigned as a result.
- If you delete a page that contains part of a piece of text, the text is flowed onto the following page.

greenstreet Publisher has encountered a problem while trying to automatically backup your document; a backup was not saved. Click on **OK** to close the message box then, depending on the problem, try one of the following:

- The folder containing the document no longer exists; recreate the folder using Windows Explorer then try again. Alternatively, save the document to a different folder; future auto-backups of the document are also saved to this folder.
- You do not have sufficient rights to the folder containing the document, e.g. if the folder is on a network drive you may not have rights to save files to it. Speak to your network supervisor for assistance, or save the document to a different folder; future auto-backups of the document are also saved to this folder.
- The existing auto-backup (.ATB) file for the document is read-only and cannot be overwritten, e.g. because it is on a network, or because you have set it to be read-only by mistake. If you have the appropriate rights to the file, you can change it from being read-only using Windows Explorer. Alternatively, save the document under a different file name; future auto-backups of the document are also saved under this file name.
- Another user has the existing auto-backup (.ATB) file open; ask them to close the file so that future auto-backups can be saved. Alternatively, save the document under a different file name; future auto-backup of the document are also saved under this file name.

You are trying to delete the **Body text** paragraph style; you cannot delete this paragraph style, but you can edit and rename it instead.

Click on **OK** to return to your document. If you want to edit and/or rename **Body text**, double-click on its name in the contents list.

You are trying to create a new paragraph style for a document that already contains 112 paragraph styles; you cannot create more than 112 paragraph styles for any one document. Click on **OK** to return to your document, then do any of the following:

- Delete one or more of the existing paragraph styles from the document
- Edit one of the existing paragraph styles instead of creating a new one.



You are trying to create a new page for a document that already contains the maximum number of pages. Click on **OK** to return to your document, then do any of the following:

- Delete one or more of the existing pages from the document
- Continue work in a new document.

You have turned monospacing on for a paragraph style with a justified alignment. You cannot prevent the space between letters and words from being stretched when a paragraph style is justified.

Click on **OK** to change the alignment of the paragraph style to flushed left; click on **Cancel** to turn monospacing off and leave the alignment of the paragraph style as justified.

The current paragraph style has monospacing turned on and you are trying to change its alignment to justified.

You cannot choose this for a paragraph style without turning monospacing off.

Click on **OK** to turn monospacing off and change the alignment to justified. Click on **Cancel** to cancel the operation and leave monospacing turned on.

Do you really want to delete this paragraph style from your document?

Click on **Yes** to delete the selected paragraph style; click on **No** to return to your document without deleting the paragraph style.

- If you click on **Yes**, the style name is removed from the contents list and any paragraphs tagged with the style revert to **Body text**.

The PowerText file you have tried to load is either corrupt, or it is not a PowerText file.

The PowerText file you have tried to open was created in a version of greenstreet Publisher later than the version you are running. Run the very latest version of greenstreet Publisher, then try loading this PowerText file into it.

The word or phrase for which you are searching has been found and is highlighted in your document. Do you want to replace this occurrence of the word or phrase with the string you specified on the **Find & Replace** dialog box?

Click on **Yes** to replace the word and then search for the next occurrence; click on **No** to leave the word as it is and search for the next occurrence; click on **Cancel** to leave the word as it is and stop searching.

Windows has run out of timers and has none free to allocate for the command you tried to perform. If you are running lots of Windows programs or have lots of files open, close any that you don't need. This will free up some timers, making them available to greenstreet Publisher.



greenstreet Publisher is not able to set the orientation of your printer (whether the page is in portrait or landscape format). This may be because you are using an old printer driver. Contact your printer dealer for the latest driver.

You are trying to run greenstreet Publisher from the network when it is already being run by another user; this copy of greenstreet Publisher has not had a Network License Pack installed and cannot be run by more than one network user at any one time.

- If you do have a greenstreet Publisher Network License Pack installed, its installation was probably unsuccessful, or a component of it has been erased. Reinstall the Network License Pack, then try again.

You have not entered any text for the PowerText object; you cannot create a PowerText object without entering some text.

Click on **OK** to return to the **PowerText** dialog box, then enter some text in the text box before clicking on **OK**.

The font used in the original PowerText object is not available on your Windows setup. You can edit it and greenstreet Publisher will substitute another font for the original.

**Path + FNTALIAS.INI**

**No default font table.**

Part of your greenstreet Publisher installation has become corrupt. You must reinstall the greenstreet Publisher program.

The dtp file you have tried to load is corrupt.

Spell-checking has been completed, i.e. all of the selected text has been spell-checked.

Click on **OK** to return to your document.

The PowerText object you're trying to create is too complicated. If you are using a detailed decorative font, select something simpler such as Arial and try again.

Alternatively your system is running low on memory. Try the following to free some memory, then try again.

- close any programs you aren't using
- reduce Windows programs you are running in the background to icons
- clear the contents of the Clipboard



One or more of the frames on this page is too small to allow whole pixel scaling for the bitmap it contains, i.e. each pixel in the original bitmap will not be represented by a whole number of printer pixels. This may result in a tartan or moiré-type pattern occurring in the printed bitmap.

Click on **OK** to cancel the message box. You must then choose between having the bitmap exactly the size you want, and the best reproduction without unwanted pattern effects.

You have entered a path name for your print-to-disk file that is too long; you must enter a path name that does not exceed the 31 characters allowed by Windows' printer drivers. A path name includes the drive (e.g. C:\), the folder (e.g. \PUBLISH) and the file name and extension (e.g. MYFILE.DTP).

Click on **OK** to return to the **Filename for Disk Output** dialog box, then enter a path name that contains 31 characters or less.

You do not have any fonts associated to your default printer. Until you select a default printer that has fonts you will have the following problems:

- The text within your document will be formatted using screen fonts only
- You will not be able to print your document.

Click on **OK** to close the message box then, using the Windows Control Panel, check that you have the correct printer-driver selected for your printer.

- For information that is specific to the operation of your printer, please refer to your printer documentation or contact your printer manufacturer.

You are trying to run greenstreet Publisher when all the licenses are already in use. Contact your network supervisor about having a license assigned specifically to you giving you priority access to greenstreet Publisher.

An error has occurred when greenstreet Publisher tried to check for a Network License. If you are using greenstreet Publisher on a network, contact your network supervisor. greenstreet Publisher, or it's license pack, may not be installed correctly.

You are opening a document that is read-only; any changes that you make cannot be saved under the same file name. The document may be read-only because it is on a network, or because you have set it to read-only.

If you have appropriate rights to the document, you can change it from being read-only by using the Windows Explorer. Alternatively, save any changes to the document under a different file name.

greenstreet Publisher has encountered a problem while trying to open the document. Click on **OK** to close the message box and then, depending on the problem, try one of the following:

- There is insufficient memory to open the document; free some memory then try again.
- Another user has the document open already; ask them to close the document then try again.
- The document is corrupt; try opening a backup file instead.

You are trying to create a PowerText object when there are no TrueType or ATM fonts available; you cannot create PowerText without these fonts. Click on **OK** to close the message box, then check that TrueType and/or ATM fonts are turned on.

- to turn on ATM fonts, select the ATM Control Panel from the **Start** menu, then select On from the ATM group box.

Once you have turned TrueType and/or ATM fonts on you must restart Windows; you will not be able to use the fonts until you do this.



greenstreet Publisher is unable to find the path in which your personal configuration files are stored. This is either because you have not yet run the user setup program, or because the path that you specified for your personal files is no longer valid.

Click on **OK** to close the message box, then run the user setup program again.

You have entered a name for the new template that is already being used by an existing template. Do you want to overwrite the existing template?

Click on **Yes** to overwrite the existing template; click on **No** to return to the **Save Template** dialog box, then enter a different name.

Do you really want to remove the OLE object from your document? Removing an object from your document will delete it from any frames in which it is contained.

Click on **Yes** to remove the object from your document; click on **No** to return to your document without removing the object.

The text that you are editing no longer fits into the existing frames. Do you want the text to autoflow onto the next page? This will create new pages and frames automatically for you to contain the text.

Click on **Yes** to autoflow the text onto the next page; click on **No** if you want to draw more frames on the current page .

greenstreet Publisher has encountered a problem while trying to import the file (including using the drag & drop technique). Click on **OK** to close the message box and then, depending on the problem, try one of the following:

- There is insufficient memory to import the file; free some memory then try again.
- Another user has the file open; ask them to close the file then try again.
- The file is of a file format unknown to greenstreet Publisher; open the program in which the file was created and save it to a file format that greenstreet Publisher recognizes.
- The file has been saved with an incorrect file extension, e.g. its file format might be .TXT but it has the .RTF file extension. Make sure the file extension reflects the true format of the file.
- The file is corrupt; if available try importing a backup file instead.

greenstreet Publisher cannot handle the picture you have imported. This may be because the picture is very large or that you are zoomed in very closely. Reduce the zoom level or try importing the picture in a different file format.

The shape of the selected frame is too complex or you are zoomed in too closely. Reduce the zoom level or simplify the frame shape by selecting a regular shape or defining a less complex shape manually.

The PowerText object you are editing was created in a previous version of greenstreet Publisher which did not contain quite the same effects as PowerText in the current version of greenstreet Publisher. If you edit this PowerText object, you will not get exactly the same result.



The printer-driver that is selected for the current printer may not be able to print bitmaps correctly. This can lead to poor quality results when you print a document containing color bitmaps.

Click on **OK** to close the message box then, using the Windows Control Panel, check that you have the correct printer-driver selected for your printer.

- If you are using the correct driver, check with your supplier to see if a more up-to-date version is available.
- For information that is specific to the operation of your printer, please refer to your printer documentation or contact your printer manufacturer.



There is insufficient space to make an automatic backup copy of the file you are working on.

Click on **OK** to close the message box, then try any of the following to free some memory:

- Close any programs you aren't using
- Reduce Windows programs you are running in the background to icons
- Clear the contents of the Clipboard.

You have scanned in an image that is too large for greenstreet Publisher to handle.

Click on **OK** to close the message box, then try scanning it in again at a lower resolution and color depth.

You are trying to replace the contents of a frame with a different type of item (such as a picture with text, or PowerText with named text).

Click on **Yes** to replace the contents of the frame as specified; click on **No** to cancel the operation.

The PowerText object that you are trying to edit was created in a previous version of PowerText. Due to the enhancements added to this version of PowerText, it may not be 100% compatible with objects created in previous versions.

When you edit the PowerText object, the effect achieved may be slightly different than that produced by your previous version of PowerText.

The frame you are trying to delete contains text that you have entered directly (unnamed text). Do you still want to delete the frame?

Click on **Yes** to delete the frame and its contents from the page. Click on **No** to return to your document without deleting the frame.

- If the frame you are trying to delete appears empty, it has previously contained text that you have since deleted; deleting items from within a frame does not clear the frame. To clear a frame, select **Clear Frame** from the **Edit** menu.

The frame you are trying to delete contains PowerText. Do you still want to delete the frame?

Click on **Yes** to delete the frame and its contents from the page. Click on **No** to return to your document without deleting the frame.

The frame you are trying to delete contains an OLE object. Do you still want to delete the frame?

Click on **Yes** to delete the frame and its contents from the page. Click on **No** to return to your document without deleting the frame.



The frame you are trying to delete contains a picture. Do you still want to delete the frame?

Click on **Yes** to delete the frame and its contents from the page. Click on **No** to return to your document without deleting the frame.

The frame you are trying to delete contains a named text file. Do you still want to delete the frame?

Click on **Yes** to delete the frame and its contents from the page. Click on **No** to return to your document without deleting the frame.



Do you really want to delete the selected template?

Click on **Yes** to delete the template from your hard disk; click on **No** to return to greenstreet Publisher without deleting the template.

You have attempted to open a dialog box via the Help, but the appropriate menu command is not enabled.  
Make sure that you have followed the steps in the Help carefully before you tried to open the dialog box.

You have attempted to open a dialog box, but another dialog box is already open. Close the dialog box that is open and then continue.

You are trying to open a picture that greenstreet Publisher cannot interpret.

Is it a file type that is recognized by greenstreet Publisher? If not, take it to Paint or another image editing program and save it as a different type.

Check that the appropriate filter library is still available. The filter libraries are stored in: greenstreet\SYSTEM\FILTERS and are named \*001.dll, where \* is the filter type e.g. bmp001.dll.

If the filter library is not available, re-install greenstreet Publisher and try again.

You are trying to access an image that has not been compressed properly. This could be because the file has become corrupted.

Click on **OK** to close the message box.

Do you have a previously saved version of the image? If so, use this and try again.





## Working with PowerText

1. Do one of the following:

- If you are in greenstreet Publisher, click on the PowerText tool in the Toolbox.
- If you are working on a PowerText effect, save any changes you want to keep. Delete all of the layers, then click on the **Gallery** button.

The **PowerText Gallery** appears.

2. Select the layer you want for your new PowerText effect.
3. Click on **Open**. The selected layer appears in the preview window ready for you to begin work.

**Tools:**



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{button ,KL("PowerText, effect")} [Related Topics](#)

**If you are in PowerPoint:**

1. Click on the **Gallery** button. The **PowerText Gallery** appears.
2. In the **Name** box, type the path to the folder where the PowerPoint effect is stored.
3. Select the PowerPoint effect.
4. Click on **Open**. The PowerPoint effect opens in the preview window ready for you to edit or use in your documents.

**If you are using the document containing the PowerPoint effect:**

- Double-click on the PowerPoint effect. The PowerPoint effect opens in PowerPoint.

**Note:**

- If you can't remember the path, click on the **Modify View** button and make sure **Folder tree** is checked to view the drives and folders available.
- You may need to delete any existing and unwanted layers using the **Delete** button.
- Click on the **Home** button to return to the default PowerPoint folder.

**Tools:**



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{button ,KL("PowerText, effect")} Related Topics

1. Click on the **Gallery** button. The **PowerText Gallery** appears.
2. Select the layer you want.
3. Click on **Open**. The selected layer appears in the preview window ready for you to begin work.

■ **Tools:**

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{button ,KL('layers')}

Related Topics

1. Select the layer you want to delete.
2. Click on the **Delete** button. The layer is deleted from the PowerText effect.

▪ **Tools:**

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{button ,KL('layers')}

Related Topics

1. Select the layer whose position you want to change.
2. Click on either the **Move layer forward** or **Move layer back** button.

**Tools:**



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{button ,KL('layers')}

Related Topics

1. Click on the **Save To Gallery** button. The **Save As dialog box** appears.
  2. From the **Save in** drop-down list box, select the drive where you want to save the PowerPoint effect.
  3. From the folder list box, select the folder where you want to save the PowerPoint effect.
  4. In the **File name** text box, type a name for the PowerPoint effect.
  5. Click on **Save**. The PowerPoint effect is saved and can be opened again to edit further or to use in your documents.
- 

{button ,KL("PowerText, effect")} [Related Topics](#)

Do any of the following:

- Click on the Close button in the top right-hand corner of the PowerText window.
- From the PowerText **Control menu**, select **Close**.
- Double-click on the PowerText **Control-menu** icon.
- Hold down the **Alt** key on your keyboard and press **F4**.

**Note:**

- If your PowerText effect contains any unsaved changes, a message box appears enabling you to save the unsaved changes before exiting.

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{button ,KL('exit')}

Related Topics



## Working with Text

1. If you do not have a text layer, insert a 2D or 3D text layer.
2. From above the preview window, select the **Text** tab. You are now in Text control.
3. Delete the default text from the **Text** box.
4. Type in your text.

**Note:**

- You can have up to 10 lines of text.

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{button ,KL("PowerText, text")}      Related Topics

1. From above the preview window, select the **Text** tab. You are now in Text control.
2. Click on the **Font** tab.
3. From the **Font** list box, select a font. The text now appears in the preview window in the selected font.

**Note:**

- The font names are displayed in their respective fonts.

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{button ,KL("PowerText, text")}      Related Topics

1. From above the preview window, select the **Text** tab. You are now in Text control.
2. Click on the **Font** tab.
3. In the **Size spin box**, type the point size you want your text to be.

**Note:**

- You can also change the size of the font by using the up and down arrows on the **Size** spin box.

---

{button ,KL("PowerText, text")}      Related Topics

1. From above the preview window, select the **Text** tab. You are now in Text control.
2. Click on the **Font** tab.
3. Select one of the **Position** tools. The text changes accordingly in the preview window.

**Tools:**



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{button ,KL("PowerText, text")}      Related Topics

1. From above the preview window, select the **Text** tab. You are now in Text control.
2. Click on the **Font** tab.
3. Select one of the **Style** tools. The text changes accordingly in the preview window.

**Tools:**



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{button ,KL("PowerText, text")}      Related Topics

1. From above the preview window, select the **Text** tab. You are now in Text control.
2. Click on the **Font** tab.
3. In the **Skew spin box**, type the angle you want to skew your text at.

**Note:**

- You can also change the angle by using the up and down arrows on the **Skew** spin box, or by dragging the radius of the **Skew** circle to the angle you want.

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{button ,KL("PowerText, text")}      Related Topics

1. From above the preview window, select the **Text** tab. You are now in **Text control**.
2. Click on the **Font** tab.
3. Select a **Baseline** tool. The text changes accordingly.

**Note:**

- The option to change the way the text sits on the baseline only occurs with certain text effects.

**Tools:**



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{button ,KL("PowerText, text")}      Related Topics



1. From above the preview window, select the **Text** tab. You are now in Text control.
2. Click on the **Spacing** tab.
3. From the **Letter Spacing** group box, select one of the Spacing tools.

**Note:**

- Finer adjustments can be made using the Percentage spin box.

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{button ,KL("PowerText, text")}      Related Topics

1. From above the preview window, select the **Text** tab. You are now in Text control.
2. Click on the **Spacing** tab.
3. From the **Line Spacing** group box, select one of the Spacing tools.

**Note:**

- Finer adjustments can be made using the Percentage spin box.

---

{button ,KL("PowerText, text")}      Related Topics

1. From above the preview window, select the **Text** tab. You are now in **Text control**.
2. Click on the **Spacing** tab.
3. In the **Letter Spacing** group box, select the **Overlap** tool.
4. From the **Overlap** group box, select an overlapping style by clicking on the radio buttons. The text changes accordingly.

**Tools:**



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{button ,KL("PowerText, text")}      Related Topics

1. From above the preview window, select the **Text** tab. You are now in Text control.
2. Click on the **Text Effect** tab.
3. From the **Choose an effect** box, select an effect. Use the scroll bar along the bottom to view the range of effects available.
4. In the **Degree Of Effect** group box, move the slider to create the degree of distortion you want.

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{button ,KL("PowerText, text")}      Related Topics

## Working with 2D text

1. From above the preview window, select the **2D Text** tab. You are now in **2D Text** control.
2. Click on the **Color** tab.
3. From the **Fill** list box, select a fill style. Use the scroll bar along the side to view the range of fill styles available.
4. From the drop-down color palette in the **Fill** group box, select a color. The selected style and color are applied to the text in the preview window.

**Note:**

- If you select a graduated fill style, two drop-down color palettes will appear. The top palette is the 'from' color and the bottom palette is the 'to' color.
- With the **LOGARITHMIC** and **LINEAR** fill styles you have the option of changing the direction of the graduation by dragging the arrow in the preview box.

---

{button ,KL('2D text')}    Related Topics

1. From above the preview window, select the **2D Text** tab. You are now in **2D Text** control.
2. Click on the **Color** tab.
3. From the **Outline** list box, select an outline. Use the scroll bar along the side to view the range of outlines available.
4. From the drop-down color palette, in the **Outline** group box, select a color. The selected outline and color are applied to the text in the preview window.

---

{button ,KL('2D text')}    Related Topics

1. From above the preview window, select the **2D Text** tab. You are now in 2D Text control.
2. Click on the **Shadow** tab.
3. Select a shadow type.

---

{button ,KL('2D text')}    Related Topics



1. From above the preview window, select the **2D Text** tab. You are now in 2D Text control.
2. Click on the **Shadow** tab.
3. In the **Direction** spin box, type the angle you want the shadow to be at.
4. Drag the **Offset** slider to change the length of the shadow.

**Note:**

- You can also change the direction by using the up and down arrows on the **Direction** spin box, or by dragging the radius of the **Direction** circle to the angle you want.

---

{button ,KL(`2D text`)}      Related Topics

1. From above the preview window, select the **2D Text** tab. You are now in **2D Text** control.
2. Click on the **Shadow** tab.
3. From the **Outline** drop-down list box, select an outline.
4. From the drop-down color palette, select a color.
5. From the **Fill** drop-down list box, select a fill style.
6. From the drop-down color palette, select a color.

**Note:**

- If you select a graduated fill style, two drop-down color palettes will appear. The top palette is the 'from' color and the bottom palette is the 'to' color.
- With the **LOGARITHMIC** and **LINEAR** fill styles you have the option of changing the direction of the graduation by dragging the arrow in the preview box.

---

{button ,KL('2D text')}      Related Topics

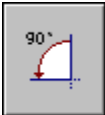
1. From above the preview window, select the **2D Text** tab. You are now in **2D Text** control.
2. Click on the **Rotate** tab.
3. In the **degrees spin box**, type the angle you want the text to be at.

**Note:**

You can also change the angle by:

- Using the up and down arrows on the **degrees** spin box
- Dragging the radius of the circle next to the **degrees** spin box to the angle you want.

**Tools:**



1. From the top of the preview window, select the **2D Text** tab. You are now in **2D Text** control.
2. Click on the **Rotate** tab.
3. From the **Flip** group box, select one of the tools.

**Tools:**



---

{button ,KL('2D text')}    Related Topics

## Working with 3D Text

1. From above the preview window, select the **3D Text** tab. You are now in **3D Text** control.
2. Click on the **3D Effects** tab.
3. From the **3D Effect** box, select the effect you want to use.

---

{button ,KL('3D text')}    Related Topics

1. From above the preview window, select the **3D Text** tab. You are now in **3D Text** control.
2. Click on the **3D Effects** tab.
3. In the **Character Depth** group box, drag the slider to create the required depth of text.

---

{button ,KL('3D text')}    Related Topics

1. From above the preview window, select the **3D Text** tab. You are now in 3D Text control.
  2. Click on the **Lighting** tab.
  3. In the **Text Color** group box, select a color from the **Color** drop-down palette.
  4. Drag the **Brightness** slider to determine how dim or bright you want the color to be.
- 

{button ,KL('3D text')}    Related Topics



1. From above the preview window, select the **3D Text** tab. You are now in **3D Text** control.
2. Click on the **Lighting** tab.
3. In the **Spotlight** group box, select a color from the **Color** drop-down palette.
4. Drag the **Brightness** slider to determine how dim or bright you want the light to be.
5. Drag the **Direction** arcball to control the direction of the spotlight.

**Note:**

- To return the direction of the spotlight to its default position, select the Straight On tool.

**Tools:**



---

{button ,KL('3D text')}      Related Topics

1. From above the [preview window](#), select the **3D Text** tab. You are now in **3D Text** control.
2. Click on the **Orientation** tab.
3. Drag the **Orientation arcball** to control the orientation of the text.

**Note:**

- To return the text to its default position, click on the **Home** button.

---

{button ,KL('3D text')}    [Related Topics](#)

1. From above the preview window, select the **3D Text** tab. You are now in 3D Text control.
  2. Click on the **Orientation** tab.
  3. Drag the slider to determine how high or low you want the perspective to be.
- 

{button ,KL('3D text')}    Related Topics

## **Working with Backgrounds**

1. From above the preview window, select the **Background** tab. You are now in **Background control**.
2. Click on the **Shape** tab.
3. From the **Choose A Shape** group box, select a shape for your background.
4. If you have selected a star or a diamond shape, check the **Text Inside** check box if you want to display your text inside the shape.
5. If you have selected a star shape:
  - In the **No. Of Points** box, type the number of points you want the star to have, or use the up and down arrows to select the number.
  - Check the **Inner Points** check box to add inner points to the star.
  - Use the slider to choose how fat you want the star to be.

**Note:**

- If you have more than one text layer, the text immediately in front of the background will be placed inside the shape.

---

{button ,KL("PowerText, background")}      [Related Topics](#)

1. From above the preview window, select the **Background** tab. You are now in **Background control**.
2. Click on the **Color** tab.
3. From the **Outline** list box, select an outline.
4. From the drop-down color palette in the **Outline** group box, select a color.
5. From the **Fill** list box, select a fill style.
6. From the drop-down color palette in the **Fill** group box, select a color.

**Note:**

- If you select a graduated fill style, two drop-down color palettes will appear. The top palette is the 'from' color and the bottom palette is the 'to' color.
- With the **LOGARITHMIC** and **LINEAR** fill styles you have the option of changing the direction of the graduation by dragging the arrow in the preview box.

---

{button ,KL("PowerText, background")}

Related Topics

1. From above the preview window, select the **Background** tab. You are now in **Background control**.
2. Click on the **Shadow** tab.
3. Select a shadow type by clicking on the radio button or on the text beside it.

---

```
{button ,KL("PowerText, background")}
```

Related Topics

1. From above the preview window, select the **Background** tab. You are now in **Background control**.
2. Click on the **Shadow** tab.
3. In the **Direction spin box**, type the angle you want the shadow to be at.
4. Drag the **Offset slider** to change the length of the shadow.

**Note:**

- You can also change the direction by using the up and down arrows on the **Direction** spin box, or by dragging the radius on the **Direction** circle to the angle you want.

---

{button ,KL("PowerText, background")}

Related Topics



1. From above the preview window, select the **Background** tab. You are now in **Background control**.
2. Click on the **Shadow** tab.
3. From the **Outline** drop-down list box, select an outline.
4. From the drop-down color palette in the **Outline** group box, select a color.
5. From the **Fill** drop-down list box, select a fill style.
6. From the drop-down color palette in the **Fill** group box, select a color.

**Note:**

- If you select a graduated fill style, two drop-down color palettes will appear. The top palette is the 'from' color and the bottom palette is the 'to' color.
- With the **LOGARITHMIC** and **LINEAR** fill styles you have the option of changing the direction of the graduation by dragging the arrow in the preview box.

---

{button ,KL("PowerText, background")}      Related Topics

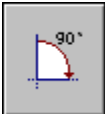
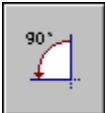
1. From above the preview window, select the **Background** tab. You are now in **Background control**.
2. Click on the **Rotate** tab.
3. In the **degrees spin box**, type the angle you want the background to be at.

**Note:**

You can also change the angle by:

- Using the up and down arrows on the **degrees** spin box
- Dragging the radius of the circle next to the **degrees** spin box to the angle you want.

**Tools:**



---

{button ,KL("PowerText, background")}

Related Topics

1. From above the preview window, select the **Background** tab. You are now in **Background control**.
2. Click on the **Rotate** tab.
3. From the **Flip** group box, select a tool.

**Tools:**



---

{button ,KL("PowerText, background")}

Related Topics

Click on this to change your text to italics.

Click on this to make your text bold.

Click on this to toggle your text between small caps and lower case.

Click on this to direct the spotlight from the top left-hand corner.

Click on this to rotate your 2D text or background 45 degrees to the left.



Click on this to rotate your 2D text or background 90 degrees to the left.

Click on this to align your text to the right.

Click on this to flip your 2D text or background horizontally over a vertical axis.

Click on this to flip your 2D text or background vertically over a horizontal axis.

Click on this to rotate your 2D text or background 45 degrees to the right.

Click on this to rotate your 2D text or background 90 degrees to the right.

Click on this to align your text to the left.

Click on this to direct the spotlight straight on to your text. This is also the default spotlight position.



Click on this to justify your text.

Click on this to center your text.

Click on this to stretch your text to fit the frame.

Click on this to direct the spotlight from the top right-hand corner.

Click on this to skew the baseline of your text.

Click on this to rotate the baseline of your text.

Click on this to render the baseline of your text upright.

Click on the radio button to the left of this to select an overlapping style, where the letter on the left overlaps the letter on the right.



Click on the radio button to the left of this to select an overlapping style, where the letter on the right overlaps the letter on the left.

Click on this to display the **PowerText Gallery**, from which you can select a PowerText layer or existing PowerText effect to open in PowerText.

Click on this to delete the currently selected PowerText layer.

Click on this to move the selected layer so that it is in front of the layer that was previously in front of it.

Click on this to move the selected layer behind the layer that was previously behind it.



A bar that appears at the bottom and/or right edge of a window whose contents are not entirely visible.

A list of available commands and actions in PowerText.

Menu names are displayed in the menu bar near the top of the PowerText window.



A temporary holding place for a picture that has been cut or copied.

A window used to supply information to PowerText

When a dialog box is displayed, all interaction with PowerText must be through the dialog box.

Part of a structure for organizing your files on a disk. A folder can contain files and other folders called *subfolders*.

A file stored on hard or floppy disk, or other media.

A key or key combination that you press to carry out a command or action.

If a menu command has a keyboard shortcut, the key combination is listed to the right of the command name in the menu.

To save a picture onto the **Clipboard** without removing it from the PowerText window, so that it can be transferred to another location.

To insert the contents of the **Clipboard** into PowerText.

The horizontal bar displaying the names of PowerText menus.  
It is displayed below the title bar.



You are in text control when any text tab above the preview window is selected. All the tabs to the right of the preview window are text related.

A standard windows menu displayed by clicking on the icon at the top left of a window. By using **Control** menu commands you can restore, move, size, minimize, maximize and close the window.

This is used in PowerText to mean the style of type, for example Sans, Serif, or Courier.

Elsewhere this may be called a typeface, with the term *font* reserved for a particular weight, size and style of a typeface.

An area where files and folders are stored. This could be a floppy disk drive, a CD-ROM drive, your hard disk drive or a network drive.

A small box with up and down arrows on its right-hand side that allow you to increase or decrease the value in the box.

You can also type directly into the box.

A fill style which is made up of two colors that blend into each other.

The line on which the text sits. The option to change the baseline only occurs with certain text effects.

You are in Background control when the background tab above the preview window is selected. All the tabs to the right of the preview window are background related.



You are in 3D Text control when a 3D text tab above the preview window is selected All the tabs to the right are 3D Text related.

A dialog box from which you can choose from a wide range of layers to insert into your PowerText effect. The layers you can choose from are 2D text, 3D text and a background shape. You can also choose from a selection of predefined PowerText effects or any PowerText effects you have created and saved.

A window in which you can view your PowerText effect and all the changes you make. It updates automatically.

A set of colors available to PowerText.

A box that you can drag to change the effect of the control, e.g. to change the degree of brightness or the tint of a color from a color palette.

A ball that you can drag to change the direction of the 3D text or its lighting.

These are what your PowerText effects are made up of. You can have layers of 2D or 3D text or background shapes.

These are white circles that have a black dot inside them when they are selected.



You are in 2D Text control when the 2D text tab above the preview window is selected. All the tabs to the right of the preview window are 2D text related.

Save your PowerPoint effect by clicking on the **Save to Gallery** button.



You can specify words that you want *never* to be hyphenated, or that you want to be hyphenated in a special way, in the exceptions dictionary.

- Make a backup copy of the exceptions dictionary file - HYUS.TXT - before you edit it. You can then revert to the original exceptions dictionary if you have any difficulties with the new one.

#### **How to edit the exceptions dictionary**

1. Start up any text editor that can save files in ASCII format, for example Windows WordPad.
2. Open the file called HYUS.TXT in the \greenstreet folder.
3. The list of words is in alphabetical order. Insert your word into the list in the correct place. The list *must* remain in alphabetical order.
4. Insert a hyphen wherever you want the word to be hyphenated. For instance, you might want the word 'greenstreet' to be hyphenated in the middle, so you would type it as 'green-street'. If a word can be hyphenated in more than one place, you can insert more than one hyphen, for example 'Or-ganiz-ation'.
5. If you do *not* want a word to be hyphenated at all (for instance, a company or product name), add the word to the list *without* a hyphen.
6. When you have completed your edits, save the file in ASCII format.

If you have upgraded to greenstreet Publisher 3, you may have edited your earlier hyphenation exceptions dictionary. If you want to use your old exceptions dictionary, do one of the following:

- If you have upgraded from an earlier version of Pressworks or PageMagic, the exceptions dictionary is called HYUS.TXT and is in the folder of your original installation. Copy it into the folder in which you have installed your upgraded version.
- If you have upgraded from Timeworks Publisher 2 or earlier, your edited hyphenation exceptions dictionary is named PUBLISH.HYP. Rename it to HYUS.TXT and copy it into the \greenstreet folder.
- If you have upgraded from Timeworks Publisher 3 or above, your edited hyphenation exceptions dictionary is named UKUS.XCP. Rename it to HYUS.TXT and copy it into the \greenstreet folder.

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{button ,KL('dictionary')} Related Topics

When you use greenstreet Publisher's spelling checker, the spelling in your document is checked against the dictionary supplied with the program. There is also a user dictionary to which you can add words that you do *not* want to be picked out as spelling mistakes, such as "proper" names or technical terms.

Once you have added a word to the user dictionary (by selecting **Add to Dictionary** on the **Check Spelling** dialog box), you *cannot* change or delete the word except by editing the user dictionary itself, which is in an ASCII file called SPUS.TXT.

#### **How to edit the user dictionary**

1. Start up any text editor that can save files in ASCII, for example Windows Wordpad.
2. Open the file called SPUS.TXT in the \greenstreet folder.
3. Make the changes you want and save the edited file in ASCII (\*.txt) format.

When editing the user dictionary, remember the following points:

- A word in the user dictionary *must* be a single string of characters. If you try to add a string containing a space, only the characters up to the space will be retained in the dictionary.
- The user dictionary lists words in phonetic order, so you do *not* have to take care to place words in alphabetical order. When you save the file and later reopen it, you may find that words that you have added or deleted are now in a different order.
- The dictionary is case-sensitive. If the word is in lowercase, the spelling checker will interpret future occurrences of that word in lowercase, uppercase and capitalized as being correct. If the word is capitalized, the spelling checker will interpret future occurrences of that word in uppercase and capitalized text but *not* lowercase as being correct. If the word is in uppercase, the spelling checker will interpret future occurrences of that word in uppercase but *not* capitalized and lowercase as being correct.

If you have upgraded to greenstreet Publisher from an earlier version of Pressworks or from Timeworks Publisher 3, and want to use the user dictionary that you have compiled using that program, copy it into the \greenstreet folder.

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{button ,KL('dictionary')} Related Topics

Windows Explorer provides an alternative way for you to open .DTP files and import text and picture files into greenstreet Publisher. This alternative method is known as "dragging-and-dropping" because you "drag" the document or file from Explorer, and "drop" it into the greenstreet Publisher window.

#### **How to use Windows "dragging-and-dropping"**

1. From the **Start** menu, select **Windows Explorer**.
2. Make sure that greenstreet Publisher is running as a window.
3. Arrange the windows on your screen so that both Explorer and the greenstreet Publisher window are visible.
4. Open the folder containing the document that you want to open or the file you want to import.
5. Select the document or file, then holding down the mouse button, drag the item onto the greenstreet Publisher window and release the mouse button.

The document will then open in greenstreet Publisher and the name of the imported file will be listed in the contents list.

If you select a frame *before* "dragging-and-dropping", the file will automatically be placed in the frame.

If you move the mouse pointer over a frame while you are dragging it not greenstreet Publisher, the frame will be selected and you can drop the file into it.

If you *do not* select a frame, greenstreet Publisher will create a new frame and place the file in it.

- When importing into greenstreet Publisher, you can drag-and-drop more than one file.

---

{button ,KL(' drag-and-drop')} Related Topics

The first step towards effective page design is a clear understanding of your audience. Some of the points you should consider before beginning your page design are listed below:

**Where will my document be read?**

Physical environment is an important consideration; e.g. natural or artificial lighting, in a factory, at a desk in front of a computer with limited space. These factors should influence your choice of page and print size, binding, and the use of matte or glossy paper.

**Who is my reader?**

Try to write in a style that is appropriate for your audience and be careful not to use words or pictures that may cause offense.

**What is the age of my typical reader?**

Small print is difficult for the young or elderly to read. You should avoid it when choosing the size of text intended for these audiences.

**How motivated is my reader?**

The less motivated your audience, the more visual appeal is necessary to capture their attention.

**How easily can my reader pick out the relevant information?**

What is the best way to structure the document and present the different levels of headings? Less important headings should be smaller than main headings.

**What sort of image do I want to convey?**

The image your document conveys, e.g. fun or serious, formal or casual, could make the difference between whether people read it or not.

Take a look at page design in books and magazines to see how the above factors have influenced the design of the different pages.

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{button ,KL('practical issues')} Related Topics

When designing a document, there are certain practical issues you should consider. Some of these are suggested below:

**Is there a limit to the number of pages in my document?**

The density of text on the page will affect the number of pages in a document. Density of text is in turn influenced by point size, leading, column width, the number of illustrations and the amount of white space on each page.

**What kind of information will the document contain?**

Will there be a lot of reference material, tables and diagrams? How will you produce any tables and diagrams that you require?

**Does this document have to conform to a company style?**

Will it be filed with other company literature and have to fit into a standard-sized folder?

**How will my document be bound?**

Will it be stapled in the corner, folded and stapled in the middle, spiral-bound, glued or bound in some other way? You need to allow sufficient margin space for binding.

**Is the document to be printed on one or both sides of the paper?**

If the document is to be printed on one side of the paper only, you should base your design around a single master page

If the document is to be printed on both sides of the paper, you will require left and right master pages, as the binding margin needs to be swapped around on alternate pages. You will need to bear in mind that the left and right hand pages are going to be seen at the same time so they should balance and complement each other.

**What is my budget?**

Your budget for the task will influence your decision on paper size and type, binding, the number of illustrations, the use of color, and the time you can spend working on the document.

When you are aware of all the practical issues involved in the design of your document, you can begin to consider the details of its layout.



The number and width of columns is important to the overall look of the page. Professional designers usually start with a page grid, showing the number and width of columns, and the position of different features on the page. When deciding how many columns to have on the page, consider the following issues:

**What is the page size, and what proportion of the page is devoted to text?**

There is a physical limit to the number of columns you can fit into the available space. Unless your page is very wide, you probably do not want to have more than three columns on the page. A three column layout is most popular for newsletters.

**Are all the columns to be equal in width?**

Generally, make all the columns to be filled with the same piece of text equal in width.

**How large is the body text?**

The larger the body text, the wider the column should be. A line of body text should usually be no more than 65 characters long. The optimal line length for body text is considered to be between 40 and 60 characters.

**Are headings meant to fit the column?**

If your headings are expected to fit the column, is the column wide enough, or will any headings have to be hyphenated or split over several lines?

**Where will pictures be placed in relation to the columns?**

Will the pictures be at the top or bottom of the columns and will they overlap more than one column?

**How much space do you need between the columns?**

The column spacing should be sufficient to prevent the reader's eye running horizontally between the columns, but not so large that it makes the text look fragmented.

greenstreet Publisher lets you choose how many columns to have on a page, and how much space to leave around and between them. Use **Column Guides** in the **Page** menu to set the number of columns and the space to be left between the column guides.

## Choosing fonts

The look of your text gives your document an immediate feel, which may invite or deter your reader from reading beyond the first page. The choice of font is a major part of this effect, and can be the most important decision you make when designing your document.

Some fonts such as Copper Black and Brushwood are ideal for producing posters and other material that has to be eye-catching. Serif fonts such as Toujours are suitable for large blocks of body text. The serifs help to guide the reader's eye horizontally along the line of text and reduce the reflection of light around the letters. Serif is particularly suitable where space is limited or columns are narrow. Sans serif fonts are more appropriate for headings, or if you are typesetting large blocks of text in very small point sizes.

Be selective in your choice of fonts. Generally, use just one font for body text and one other for the headings and subheadings.

## Choosing point sizes and text styles

You may find it helpful to start by deciding what point size to use for the bulk of the text (body text). Next, think about the point sizes to use for the different heading levels. Headings should guide the reader through your document by providing sufficient visual contrast (visual cues) to mark the conclusion of one section or article and the start of another. If they are too small, they may be insignificant, and if they are too large, they may be overwhelming.

- Think about the point size of other types of text, such as picture captions and headers and footers.
- A change in font or style can be just as effective in providing visual contrast as a change in point size.
- The more fonts you use in a document, the longer it will take to load and print.

---

{button ,KL('text')} Related Topics

The alignment of your text is another factor influencing its appearance. The alignments available in greenstreet Publisher are:

- Centered and flushed right alignments are used for short lines of text such as headings, invitations, posters and special effects.
- Flushed left and justified alignments are mostly used for body text.

### **Body text**

Body text is usually flushed left with a ragged right margin, or justified. Some people feel that flushed left text is more readable because the spacing between words is more even and the ragged right margin adds visual interest to the page. On the other hand, a fully justified alignment is often adopted for long documents, where the unsurprising look of the text on the page is considered to be more restful to the eye. Take care, however, that a document is not so unsurprising that the reader loses interest.

Fully justified text needs careful control over the spacing between words to avoid unsightly gaps. These gaps distract the reader from the content of the document, giving it a fractured appearance. They can also line up in successive lines, giving the effect of a white river flowing down the column. A river is particularly likely to arise if the column is narrow.

---

{button ,KL('text')} Related Topics

The leading or line spacing, can make all the difference between text that is clear and legible and text that looks cramped.

Generally, the leading should be proportional to the point size of the text and the size of the lower case letters.

- A good guideline is to make leading 20% greater than the point size, e.g. choose 12 point leading for 10 point text.

Text in very small point sizes or styled in a Sans font such as Autumn requires rather more leading to ensure legibility.

If you are using long lines of text, you may find that you need a larger leading to make sure that your readers can follow the lines easily.

Fonts with a large x-height (such as the curve on a letter d) may also need a larger leading to balance the text and space evenly.

---

{button ,KL('text')} Related Topics

### **Using margins**

Use margins to frame the page, making the features on the page stand out. It is more interesting to have uneven margins. The following ratios are suggested to achieve a balanced page:

Top - 4 units, e.g. 1.00 inch (2.54 cm)

Bottom - 8 units, e.g. 2.00 inches (5.08 cm)

Left - 6 units, e.g. 1.50 inches (3.81 cm)

Right - 3 units, e.g. 0.75 inch (1.91 cm)

### **Using white space**

You don't have to fill your page with text and pictures. White space can be used as a design feature in its own right.

Use white space to:

- Draw the reader's attention to certain features on the page
- Throw a piece of design into relief
- Form the background to the text and features on the page.

---

{button ,KL('pages')} Related Topics

Pages that are too evenly balanced with text and graphics are unexciting. Try to have one main visual feature such as a picture, graph or tinted frame to act as the focal point of the page. Use enough white space around the main feature to make sure that it stands out from the page.

To make a page containing only text more readable:

- Make white space the main visual feature on the page
- Use frame borders, shadowed boxes or tinted frames to divide the text into more readable chunks
- Use effects to highlight the important points.

---

{button ,KL(`pages')} Related Topics

This Help gives you some advice about how to create good page designs using greenstreet Publisher.

### **Before starting work**

Decide on your page size before you start designing your document, as this will determine the amount of space you have for text and graphics. Although you can alter the page size later, it will mean resizing all the frames on all the pages.

Before you start your work with greenstreet Publisher, use the program to draw a rough sketch of your document, to get a feel for the relative size of the different features on the page (e.g. text, pictures, logo); draw empty boxes to represent these features. Allow borders of white space around the features and the whole page.

- Your printer may have a limited print area; bear this in mind when arranging the features on the page.

### **Tips to help your page design**

- Put items which need to be repeated, such as a company logo or a surrounding border, onto the master page.
- Use frame borders to put ruling lines in your document. A vertical ruling line can be used to separate columns of unjustified text.
- Position page numbers on the outer edge of the page (left on left pages and right on right pages), particularly in long documents. This helps the reader flick through the document quickly without having to open it fully.
- Avoid unsightly gaps between words by using the **Spacing** dialog box to control the minimum and maximum space allowed.
- Design a distinctive cover page and save it as part of the document.
- Include graphics, boxes or tinted panels of text to liven up pages.
- To create an alternative frame background for a small item of text, draw a graphics box and give it a fill style.

Place the frame containing the text on top of the graphics box. The frame must have a clear frame tint so that the graphic fill style shows through the text frame.

- Print the document at the best quality available to you.
- Scanned illustrations often have a grainy look. If you are producing camera-ready artwork for printing at a professional bureau, consider pasting the original illustration (or photograph) onto the page.

### **Remember...**

- Don't be afraid to experiment. If you see a page layout that appeals to you, think about why you find it attractive, and how you might reproduce or adapt it with greenstreet Publisher.
- Don't be afraid to use professional designers if you require their help, and the work is too important or complicated for you to handle. Desktop publishing is an excellent tool that lets you produce good results, but it is not a substitute for experience.

There are several ways in which you can save time when designing or working with your documents.

## Documents

Create [paragraph styles](#) for the styles that you use frequently.

## Shortcut menus

All objects in greenstreet Publisher have a shortcut menu available by right-clicking on the object. This menu contains many of the most common menu commands for that object.

## Buttons

Use the shortcut buttons to gain quick access to many of the menu commands.

To turn to the first or last page of a document, use the **First Page** and **Last Page** tools, instead of scrolling through the document one page at a time.

## Paragraph styles

- When working on a document with several [paragraph styles](#), set up a following paragraph style to speed up the process of styling your text. For example, set Body Text to always follow Subhead. Use the **Next Style** option on the **Edit Paragraph Style** dialog box to specify the following paragraph style.
- Assign function keys to frequently used paragraph styles so that you can style your text without using the tools and menus.
- Style your text by choosing a style from the paragraph style drop-down list box.

## Color palette

Modify the color of text, frames and graphics by clicking on the [color palette](#) at the bottom of the greenstreet Publisher window, instead of using the dialog boxes.

## Hiding pictures

When working on a document with several pictures, PowerText objects or [OLE](#) objects, hide them to speed up the rate at which the screen is redisplayed. Use **Show Graphics** on the **View** tab of the **Preferences** dialog box to turn the display of pictures, PowerText, OLE objects and decorative borders on and off.

## Shortcut:

**Ctrl Y** turns the display of pictures or objects on or off.

## Graphics

If you want to use drawn graphics within the text, wait until the text is finalized before putting them in. Otherwise, you may find that the relative position of the text to the graphics changes during text editing and reformatting, and you may then have to spend time repositioning the graphics.

- Remember that when you resize a frame, any graphics objects it contains are rescaled to fit the new frame size. You can resize a frame without rescaling the graphics objects by holding down **Ctrl** while dragging on the frame handle to resize it.

## PowerText

To edit PowerText, double-click on the PowerText to display the **PowerText** dialog box. Remember that you can always save frequently-used PowerText for use again and again.

## Keyboard shortcuts

Learn the keyboard shortcuts. Many people find they can work faster using the keyboard, once they are familiar with the software.

## Clipboard

Don't forget that you can cut, copy and paste between your documents.

Use the Clipboard and the **Paste Special** command from the **Edit** menu to paste information created in other [OLE](#) supporting programs into your greenstreet Publisher documents. You will then gain fast access to the features of another application without having to leave greenstreet Publisher.



This topic lists the most common questions asked of our technical support staff. Check the greenstreet Publisher guide and Help before contacting our technical support department for advice.

To find the answer to your question, click on the button next to the question.



I have imported a piece of text and some characters appear that are not in the text file.



When importing text into greenstreet Publisher, all the tabs that I have created in the text file are lost.



I have set up some tabs but they do not position the text where I intended.



How do I put some text on the master page?



I have drawn a frame but cannot type any text into it.



Can I change my document's orientation?



The **Add Pages** and **Delete Pages** options are disabled in the **Page** menu. Why can't I add or delete pages?



I am trying to delete some text. I deleted the frame containing the text but seem to have lost the text at the end instead.



PowerText objects are not displaying in my document.



I want to rescale a PowerText object, but when I resize the frame, the object doesn't change size.



I have created a PowerText object, but some of the characters have not displayed on the screen.

Can I prevent graphics objects being rescaled when I size frames?

My printer is not responding.

The edges of the page are not being printed.

Most , if not all, of the greenstreet Publisher error messages now have **Help** buttons. If a message box appears and you don't understand what it says, click on the **Help** button for an explanation of why the message has appeared, and what you should do to avoid it appearing in future.

The Help for some message boxes may advise you to contact our technical support department.

You can contact our technical support department if you experience difficulties when using greenstreet Publisher. Before you contact us, please:

- Check the greenstreet Publisher guide, Help, and the README file provided for information enabling you to resolve the problem yourself.
- Note what you did before the problem occurred.
- If you are getting an error message, or greenstreet Publisher is crashing, can you repeat the problem to produce the same result?

When you contact us, please:

- Give your name or membership number
- State that you are using greenstreet Publisher and give the version number; you can find this by selecting **About greenstreet Publisher** in the **Help** menu
- Know the computer, mouse, printer and any extras such as Expanded or Extended Memory that you are using. Please also mention, if possible, the size of your swap file and memory, and the amount of space you have on your hard disk.

Details for contacting technical support are provided on the registration card.

If a text file has any formatting, greenstreet Publisher attempts to interpret the format characters, e.g. end of paragraph markers. If greenstreet Publisher cannot interpret the formatting, unexpected characters may appear when the text is imported. Additional characters may also appear if you attempt to import text using the wrong file format.

You need to set up your tab settings in greenstreet Publisher to the same dimensions as those in the text file. The text will then tabulate across the page. When importing text in ASCII format, all tab settings (and any other formatting) will be lost.

Tabs are calculated from the left-hand edge of the frame, not the edge of the page. To calculate the required tab position, subtract the left margin of the frame from the ruler measurement. For example, if your frame has a left margin of 1 inch and you want to set a tab at 6 inches according to the ruler measurement, the tab position would be five inches. Alternatively, set the tabs by width instead of position.

You can type or import text into frames on the master page. Text on the master page will be copied onto every new page in the document.

You have probably selected a point size that is too large to fit into the frame. Either increase the size of the frame or choose a smaller point size.



Yes. You can switch the orientation of your document by using the **Page Size & Orientation** command in the **Page** menu. You will need to adjust the frames in your document to fit on the new page layout.

The master page is probably displayed on the screen. To add or delete pages, you must not be viewing the master page.

The text is part of an imported piece of text and has been moved into the next frame, pushing the text at the end of the text out of its frame. To delete text that is part of an imported piece of text, you must select it and use the **Cut** command.

greenstreet Publisher must be set to hide pictures, which will also hide any PowerText objects. Check the **Show Graphics** check box on the **View** tab of the **Preferences** dialog box to turn the display of pictures and PowerText objects on.

The PowerText object has been given a fixed point size. To rescale the PowerText object so that it fills the new frame, change the point size on the **Font** tab in PowerText.

When the PowerText frame is not large enough to contain the whole PowerText object (for example, if you have selected a large point size), the frame will clip the characters that cannot be fitted inside the frame. To display the whole PowerText object either increase the size of the frame, or select a smaller point size.

Yes, hold down the **Ctrl** key as you select the frame handle, then release **Ctrl** and drag the frame handle until the frame is the size you want.

Check that your printer is connected to your computer, switched on, on-line and correctly set up on the Windows Control Panel. Make sure that it has not run out of paper and then try to print again. If you are still unable to print, check that you did not select an incompatible printer during the installation procedure.



You need to adjust your printer offsets. When adjusting the printer offsets for a landscape page, remember that the **Vertical** and **Horizontal** positions (on the **Page Setup** dialog box) refer to the page as it comes out of the printer. Hold the page in portrait orientation when measuring by how much you need to adjust the offsets.



There are a wide range of toolbar shortcuts for the most commonly used procedures and actions in greenstreet Publisher. These tools are all organized into appropriate toolbars according to their use. In all there are eleven toolbars, including the Nudge Control.

- **Toolbox**
- **General Tools**
- **Frame Tools**
- **Paragraph Tools**
- **Text Tools**
- **Contents Box**
- **Frame Border Tools**
- **Mail Merge Tools**
- **Web Document Tools**
- **Header and Footer Tools**

You can choose whether or not the toolbars are displayed by selecting the ones you want from the **Controls** tab of the **Preferences** dialog box or from the shortcut menu that appears when you right-click on the toolbar area.

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{button ,KL('toolbars')}    Related Topics

The following are available in the Toolbox. Click on a tool to pop up a description of its function.



**Note:**

- The full selection of tools is available only when the toolbar is fully expanded. Click on the down **Change Toolbar Size** button to expand the toolbar.

---

{button ,KL('toolbars')} [Related Topics](#)

The following are available in the General Tools. Click on a tool to pop up a description of its function.



**Note:**

- The full selection of tools is available only when the toolbar is fully expanded. Click on the right **Change Toolbar Size** button to expand the toolbar.

---

{button ,KL('toolbars')} [Related Topics](#)

The following are available in the Frame Tools. Click on a tool to pop up a description of its function.



**Note:**

- The full selection of tools is available only when the toolbar is fully expanded. Click on the right **Change Toolbar Size** button to expand the toolbar.

---

{button ,KL('toolbars')}    Related Topics

The following are available in the Paragraph Tools. Click on a tool to pop up a description of its function.



**Note:**

- The full selection of tools is available only when the toolbar is fully expanded. Click on the right **Change Toolbar Size** button to expand the toolbar.

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{button ,KL('toolbars')} [Related Topics](#)

The following are available in the Text Tools. Click on a tool to pop up a description of its function.



**Note:**

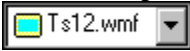
- The full selection of tools is available only when the toolbar is fully expanded. Click on the right **Change Toolbar Size** button to expand the toolbar.

---

{button ,KL('toolbars')} [Related Topics](#)



The following are available in the Contents Box tools. Click on a tool to pop up a description of its function.



**Note:**

- The full selection of tools is available only when the toolbar is fully expanded. Click on the right **Change Toolbar Size** button to expand the toolbar.

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{button ,KL('toolbars')} [Related Topics](#)

The following are available in the Border Tools. Click on a tool to pop up a description of its function.



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{button ,KL('toolbars')} [Related Topics](#)

The following are available in the Mail Merge Tools. Click on a tool to pop up a description of its function.



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{button ,KL('toolbars')} Related Topics

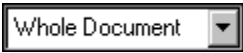
The following are available in the Web Document Tools. Click on a tool to pop up a description of its function.



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{button ,KL('toolbars')} Related Topics

The following are available in the Header and Footer Tools. Click on a tool to pop up a description of its function.



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{button ,KL('toolbars')} [Related Topics](#)

## General Tools

This is the toolbar shortcut for the **New** command in the **File** menu.  
Click on it to display the **New Document** dialog box.

This is the toolbar shortcut for the **Open** command in the **File** menu.

Click on it to display the **Open Document** dialog box, and open a previously saved document.

**Keyboard shortcut:** *Ctrl O*



This is the toolbar shortcut for the **Save** command in the **File** menu.

Click on it to save any changes you have made to the document on which you are currently working. If you have not yet given the document a name, the **Save Document As** dialog box appears.

**Keyboard shortcut:** *Ctrl S*

This is the toolbar shortcut for the **Print** command in the **File** menu.

Click on it to display the **Print** dialog box and print your document to paper or to disk.

**Keyboard shortcut:** *Ctrl P*

This is the toolbar shortcut for the **Cut** command in the **Edit** menu.

Click on it to remove selected items from your page and place them on the Windows Clipboard.

**Keyboard shortcut:** *Ctrl X*

This is the toolbar shortcut for the **Copy** command in the **Edit** menu.

Click on it to copy selected items from your page and place them on the Windows Clipboard.

**Keyboard shortcut: Ctrl C**

This is the toolbar shortcut for the **Paste** command in the **Edit** menu.

Click on it to paste the contents of the Windows Clipboard onto your page.

**Keyboard shortcut:** *Ctrl V*

This is the toolbar shortcut for the **Undo** command in the **Edit** menu.

Click on it to undo the last edit you made to your document.

***Keyboard Shortcut: Ctrl Z***

This is the toolbar shortcut for the **Redo** command in the **Edit** menu.

Click on it to redo the last undone command.

***Keyboard Shortcut: Ctrl A***

This tool toggles between whole page view and the view size that is currently selected in the **View** menu.

When **Fit Page** view is selected in the **View** menu, this tool toggles between whole page view and actual view size.



This tool toggles between showing the markers selected in the **Preferences** dialog box and showing no markers at all.

**Keyboard Shortcut: Ctrl E**

This is the toolbar shortcut for the **Edit Colors** command in the **Edit** menu.

Click on it to display the **Colors** dialog box, and then click on the **Edit** button to edit the colors in the color palette.

This is the toolbar shortcut for the **Snap to Guides & Grid** check box on the **Document** tab of the **Preferences** dialog box.

When snapping is turned on, frames jump to align themselves with the column guides and grid. Toggle this tool to turn snapping on and off.

This is the toolbar shortcut for the **Show Help Assistant** command in the **Help** menu.  
Click on it to turn the display of the Help Assistant on and off.

## Contents Box

In the contents box, this tool is the toolbar shortcut for the **Import Picture** command in the **File** menu. Click on it to display the **Import Picture** dialog box and import a picture into your document.

In the contents box, this tool is the toolbar shortcut for the **Import Text** command in the **File** menu. Click on it to display the **Import Text** dialog box and import a piece of text into your document.

In the contents box, this tool displays the **Picture Status** or **Text Status** dialog box, depending on the item highlighted in the contents list.



In the contents box, this tool deletes the item selected in the contents list from the document.

Lists the text, bitmaps, line-art and OLE objects used in the current document. Click on an item in the list to place it in the selected frame.

In the contents box, this tool marks the item selected in the contents list to be kept, even if you delete the frame containing the item from the document.

To remove the 'kept' marker, click on this button again.

## Paragraph Tools

Use the **Paragraph Style** drop-down list box to select a different paragraph style for the paragraph containing the text insertion point.

This is the toolbar shortcut for the **Paragraph Style** command in the **Restore** submenu of the **Text** menu.

Click on it to reset the attributes of the paragraph containing the text insertion point back to those of the underlying paragraph style.

**Keyboard shortcut:** *Ctrl Shift N*

Click on this tool to display the **Edit Paragraph Style** tabbed dialog box and define the font, layout, spacing, bullets and tabs for the selected paragraph style.

This is the toolbar shortcut for the **Update Paragraph Style** command in the **Text** menu. Click on it to update the current paragraph style to match the attributes of the selected text.



This is the toolbar shortcut for the **Flushed Left** option in the **Indents & Layout** dialog box.  
Click on it to make the paragraph containing the text insertion point left-aligned.

This is the toolbar shortcut for the **Centered** option in the **Indents & Layout** dialog box.  
Click on it to make the paragraph containing the text insertion point centered.

This is the toolbar shortcut for the **Justified** option in the **Indents & Layout** dialog box.  
Click on it to make the paragraph containing the text insertion point justified.

This is the toolbar shortcut for the **Flushed Right** option in the **Indents & Layout** dialog box.  
Click on it to make the paragraph containing the text insertion point right-aligned.

Click on this tool to apply the default bullet to the paragraph containing the text insertion point. You use this tool to toggle between a paragraph with or without a bullet point.

Click on this tool to apply the default numbering style to the paragraph containing the text insertion point. You use this tool to toggle between a paragraph with or without numbering.

This is the toolbar shortcut for the tight line spacing button in the **Spacing** dialog box.

Click on it to apply tight line spacing (i.e. 100% leading) to the paragraph containing the text insertion point.

This is the toolbar shortcut for the standard line spacing button in the **Spacing** dialog box.

Click on it to apply standard line spacing (i.e. 120% leading) to the paragraph containing the text insertion point.



This is the toolbar shortcut for the loose line spacing button in the **Spacing** dialog box.

Click on it to apply loose line spacing (i.e. 150% leading) to the paragraph containing the text insertion point.

This is the toolbar shortcut for the **Space Between Paragraphs** settings in the **Indents & Layout** tab of the **Edit Paragraph Style** dialog box.

This option takes away any space before the chosen paragraph.

This is the toolbar shortcut for the **Space Between Paragraphs** settings in the **Indents & Layout** tab of the **Edit Paragraph Style** dialog box.

This option puts a small space before the chosen paragraph.

This is the toolbar shortcut for the **Space Between Paragraphs** settings in the **Indents & Layout** tab of the **Edit Paragraph Style** dialog box.

This option puts a large space before the chosen paragraph.

## Text Tools

Use the **Font** drop-down list box to choose a different font for a selected block of text, or to pre-set the font before typing text.

Use the **Point Size** drop-down list box to choose a different point size for a selected block of text, or to pre-set the point size before typing text.

Use the **Width** control to set a different width for a selected block of text, or to pre-set the width before typing text.



This is the toolbar shortcut for the **Bold** style option from the **Font** tab.

Click on this tool to apply bold styling to selected text or text you are about to type.

***Keyboard shortcut: Ctrl B***

This is the toolbar shortcut for the **Italic** style option from the **Font** tab.

Click on this tool to apply italic styling to selected text or text you are about to type.

**Keyboard shortcut:** *Ctrl I*

This is the toolbar shortcut for the **Single** underline style option from the **Font** tab.

Click on this tool to apply single underlining to selected text or text you are about to type.

**Keyboard shortcut:** *Ctrl U*

This is the toolbar shortcut for the **Subscript** style option from the **Font** tab.

Click on this tool to move selected text or text you are about to type down half a line and reduce its point size.

This is the toolbar shortcut for the **Superscript** style option from the **Font** tab.

Click on this tool to move selected text or text you are about to type up half a line and reduce its point size.

This is the toolbar shortcut for the **Font** command in the **Restore** submenu of the **Text** menu.

Click on it to reset the font attributes of the selected text, or text you are about to type, to those of the underlying paragraph style.

***Keyboard shortcut: Ctrl N***

## Mail Merge Tools

This is the toolbar shortcut for the **Mail Merge** command in the **File** menu.

Click on it to display the **Edit Mailing List** dialog box, from which you can add, edit or open a mailing list.



This is the toolbar shortcut for the **Mail Merge Field** command in the **Insert** submenu of the **Text** menu.  
Click on it to display the **Insert Mail Merge Field** dialog box, from which you can insert a mail merge field.

Click on this tool to move to the first item in your mailing list.

Click on this tool to move to the previous item in your mailing list.

Click on this tool to move to the next item in your mailing list.

Click on this tool to move to the last item in your mailing list.

## Toolbox

Click on this to draw a rectangular frame. This shape remains selected until you choose a different shape frame tool from the Toolbox.

Click on this to draw a rounded box frame. This shape remains selected until you choose a different shape frame tool from the Toolbox.



Click on this to draw a round or oval frame. This shape remains selected until you choose a different shape frame tool from the Toolbox.

Click on this to draw a star frame. This shape remains selected until you choose a different shape frame tool from the Toolbox.

Click on this to draw a straight line.

If you finish the line close to the starting point, the points will be joined and the line becomes a frame.

Click on this to draw a curved line.

If you finish the line close to the starting point, the points will be joined and the line becomes a frame.

Click on this to draw a freehand line.

If you finish the line close to the starting point, the points will be joined and the line becomes a frame.

Click on this to insert a design snippet into your document.

The **Insert Design Snippet** dialog box appears, from which you can select and insert a design snippet.

Click on this to insert a table into your document.

The **Insert Table** dialog box appears, from which you can choose the number of rows and columns for your table and a table style.

Click on this to import a picture into your document.

The **Import Picture** dialog box appears, from which you can select and import a picture.



Click on this to add a PowerText effect or edit the selected PowerText effect.

Click on this to add or edit a greenstreet Draw object in your document.

The greenstreet Draw window appears, in which you can create or edit the greenstreet Draw picture.

Click on this tool to insert an object into your document or to edit the selected object.

## Nudge Tools

Use the nudge control to 'nudge' the selected frame(s) by a small amount.

Click on this to rotate the selected frame ? degrees to the right.

Click on this to rotate the selected frame ? degrees to the left.

## Page Controls



[Click on this to move to the first page of your document.](#)

[Click on this to move to the page immediately before the page you are currently on.](#)

This displays the number of the page you are currently working on. Click on it to display the **Go To Page** dialog box and specify a page to go to.

Click on this to go to the page immediately after the page you are on.

Click on this to move to the last page of your document.

Click on this to add a page after the current page.

## View Size Controls

Click on this to reduce the view size of your document to the next available view size.



This displays the percentage view size of your document. Click on it to display a shortcut menu, from which you can choose a specific view size.

Click on this to increase the view size of your document to the next available view size.

## **Color bar and buttons**

Left-click on this to remove the fill style or color from the selected frame, picture or text. Right-click to display a shortcut menu, from which you can select which item you want to remove the color from.

Click on this to scroll the color bar and view more of the color available in the current palette.

Left-click on a color in to color the fill style of the selected frame, picture or text. If the fill color is a graduated fill style, left-click changes the 'from' color and **Shift**-click changes the 'to' color.

Right-click on a color to display a shortcut menu, from which you can select the item to color.

Click on this to scroll the color bar and view more of the colors available in the selected palette.

Click on this to display the **Add Color** dialog box, from which you can create and add a new color to the selected palette.



## Frame Tools

This is the toolbar shortcut for the **Shape, Size, Position & Angle, Border, Background, Picture Attributes** and **Text Attributes** commands in the **Frame** menu.

Click on it to display the **Frame Properties** dialog box, and select the tab you want.

***Keyboard shortcut: Alt Enter***

This is the toolbar shortcut for the **Nudge to Front** command in the **Frame** menu.

Click on it to move the selected frame in front of the frame that was previously in front of it.

**Keyboard shortcut: Alt =**

This is the toolbar shortcut for the **Nudge to Back** command in the **Frame** menu.

Click on it to move the selected frame behind the frame that was previously behind it.

**Keyboard shortcut: Alt -**

This is the toolbar shortcut for the **Align** command in the **Frame** menu.

Click on it to display the **Align Frames** dialog box and align the selected group of frames relative to each other.

**Keyboard shortcut: Alt I**

This is the toolbar shortcut for the **Crop Picture** command in the **Frame** menu.

Click on it to display the **Picture Cropping** dialog box, from which you can select the area you want to crop the picture to.

This is the toolbar shortcut for the **Group** and **Ungroup** commands in the **Frame** menu.

***Keyboard shortcut: Alt G, Alt U***

This is the toolbar shortcut for the **Lock Frame** command in the **Frame** menu.

When this tool is selected, the selected frame cannot be moved, resized, rotated or deleted.

***Keyboard shortcut: Alt L***



This is the toolbar shortcut for the **Frame Repels Text** button on the **Shape** tab of the **Frame Properties** dialog box.

When this tool is selected, text in frames beneath the selected frame(s) is repelled around the border of the selected frame(s). When the tool is not selected, text runs underneath the border of the frame.

This is the toolbar shortcut for the **Fit** button on the **Frame Picture** tab of the **Frame Properties** dialog box. Click on this tool to resize the frame so that it matches the size of the picture it contains.

This is the toolbar shortcut for the **Stretch** button on the **Frame Picture** tab of the **Frame Properties** dialog box.  
Click on this tool to resize the picture so that it matches the size of its frame.

This is the toolbar shortcut for the **Center** button on the **Frame Picture** tab of the **Frame Properties** dialog box. Click on this tool to reposition the picture so that it is in the center of its frame.

## Header and Footer Tools

Click on this to insert a page number into the selected header or footer.  
If the page order changes, this will be updated automatically.

Click on this to insert the number of pages in the document into the selected header or footer.  
If the number of pages changes, this will be updated automatically.

Click on this to insert the current date into the selected header or footer.  
If the date changes, this will be updated automatically.



Select whether you want to apply the header or footer to just the current page or the whole document.

Click on this to restore the currently selected header or footer to whatever the default for the whole document is.  
This tool is only enabled when you have made a change to the header or footer that only applies to the current page.

Click on this to remove the contents of the current header or footer frame.

## Border Tools

This is the toolbar shortcut for the **Table Style** command in the **Table** menu.

Click on it to display the **Table Auto Style** dialog box, from which you can select and apply a new table style to the selected table.

This is the toolbar shortcut for the top edge only option from the **Border Styles** tab of the **Frame Properties** dialog box.

Click on this tool to give the frame a top border.

This is the toolbar shortcut for the left edge only option from the **Border Styles** tab of the **Frame Properties** dialog box.

Click on this tool to give the frame a left border.

This is the toolbar shortcut for the right edge only option from the **Border Styles** tab of the **Frame Properties** dialog box.

Click on this tool to give the frame a right border.



This is the toolbar shortcut for the bottom edge only option from the **Border Styles** tab of the **Frame Properties** dialog box.

Click on this tool to give the frame a bottom border.

This is the toolbar shortcut for the all edges option from the **Border Styles** tab of the **Frame Properties** dialog box.  
Click on this tool to give the frame all four borders.

Use the border category drop-down list box to select which type of border styles you want to be displayed in the border style drop-down list box.

Use the border style drop-down list box to choose a style for the border(s) of the selected frame.

The list shows the top edge of the border style. If the top edge is empty, either the bottom or side edge will be used to give you some idea of the style.

This is the toolbar shortcut for the **Grid** option on the **Border Styles** tab of the **Table Cell Properties** dialog box. Click on it to apply the selected border style to the grid lines of the selected table.

## Web Document Tools

This is the toolbar shortcut for the **Bookmarks** command in the **Edit** menu.

Click on it to display the **Bookmarks** dialog box, from which you can add and edit bookmarks in your document.

***Keyboard shortcut: Alt #***

This is the toolbar shortcut for the **Add/Edit Web Links** command in the **Edit** menu.

Click on it to display the **Add/Edit Web Link** dialog box, from which you can add and edit Web links in your document.



Click on this to go to the bookmark that the selected item is linked to.

This is the toolbar shortcut for the **Export Web Document** command in the **File** menu.  
Click on it to export your greenstreet Publisher document as a Web document.

These tools are used to change the size of the toolbar.

Click on the right-facing arrow to expand the toolbar. When the toolbar is at its largest size, this button is disabled.

Click on the left-facing arrow to collapse the toolbar. When the toolbar is at its smallest size, this button is disabled.

These tools are used to change the size of the toolbar.

Click on the down-facing arrow to expand the toolbar. When the toolbar is at its largest size, this button is disabled.

Click on the up-facing arrow to collapse the toolbar. When the toolbar is at its smallest size, this button is disabled.




## Tutorial one

Welcome to the greenstreet Publisher Tutorials! This is the first of eight tutorials we have put online to make them easier to work through. To move on to the next page, just click on the Next (>>) button.

While creating your standard memo, you will learn how to:

- Create and set up column guides
- Draw frames
- Copy and paste frames
- Drag and resize frames
- Type in text
- Format text.

Working with frames is a vital part of greenstreet Publisher, as frames contain everything that makes up the finished document.

 **Note** Where this icon appears, click on it to display a popup hint.

If you click on a tool name, a popup will appear containing its picture.

**Click on the Next (>>) button.**

**Setting up the page**

1. From the **View** menu, select **Fit Window**. The width of the page now fits the width of the work area.
2. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears.
3. Click on the **View** tab.
4. In the **View Markers** group box, make sure the **Frames & Margins** check box is checked.
5. Click on **OK**.

**Click on the Next (>>) button.**



**Setting the column guides**

1. From the **Page** menu, select **Margins & Column Guides**. The **Page** dialog box appears with the **Margins & Columns** tab selected.
2. In the **Column Guides** group box, type **2** in the **Number of Columns** box.
3. In the **Columns Gap** box, type **0.5**.
4. Click on **OK**. The column guides change on the page.

**Click on the Next (>>) button.**

## Headers and Footers

Headers and footers can contain information about your document such as the name of the author or page numbers.

### Adding headers and footers

1. From the **Page** menu, select **Edit Header**. The Header and Footer Tools appear and the text insertion point appears in the header frame at the top of the page.
2. In the Header and Footer Tools, click on the **Insert Date** tool. The date appears in the header frame.
3. Click outside the header frame to close the Header and Footer tools.
4. From the **Page** menu, select **Edit Footer**. The text insertion point appears in the footer frame at the bottom of the page.
5. Type **Documentation**.
6. Click outside the footer frame to close the Header and Footer Tools.

**Click on the Next (>>) button.**

### Using frames to create a page layout

To turn on frame snapping:

1. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears.

2. In the **Grid** group box, make sure the **Snap to Guides & Grid** check box is checked.



3. In the **Grid Size** box, make sure **0.04** is selected.

4. Click on **OK**.

5. Use the scroll bar at the right-hand side of the desktop to scroll up so that the top of the page is visible.

Click on the **Next (>>)** button.

### Drawing frame one

To draw your first frame:

1. From the extended Toolbox, make sure the **Box** tool is selected.



2. Position the frame cursor in the top left-hand corner of the left column guide.

3. Press and hold down the left mouse button.

4. Drag the frame cursor diagonally down and to the right, so that the frame reaches the left edges of the **TO:** and **FROM:** frames and the bottom of the frame reaches the top of the **DATE:** frame.



5. Release the mouse button. A frame is drawn on the page with eight handles around it, showing that it is selected.

**Click on the Next (>>) button.**

### **Drawing frame two**

You now need to draw another frame alongside the **TO:** frame:

1. Position the frame cursor on the page at the top right-hand corner of the **TO:** frame, inside the right-hand column guide.
2. Press and hold down the left mouse button.
3. Drag the frame cursor diagonally down and to the right, until the frame is the same height as the **TO:** frame and reaches to the right-hand edge of the right column guide.
4. Release the mouse button. A frame is drawn on the page with eight handles around it, showing that it is selected.

**Click on the Next (>>) button.**

### Adding a border

You are now going to add a border to the frame you have just drawn:

1. From the **Frame** menu, select **Border**. The **Frame Properties** dialog box appears with the **Border Styles** tab selected.
2. From the **Style** drop-down list box, select **Traditional**.
3. Click on the border style at the top of the list. The border appears around the selected frame.



4. Make sure that the **Custom Width** check box is cleared.
5. In the **Sides** group box, clear the top, right and left check boxes, so that only the bottom one is checked. The border appears along the bottom of the selected frame.
6. Click on the Close button in the top right-hand corner of the title bar.

**Click on the Next (>>) button.**

### Copying and pasting frames

1. Make sure that the second frame you drew is still selected.



2. In the General Tools, click on the **Copy** tool to make a copy of the frame.

3. In the General Tools, click on the **Paste** tool. A copy of the frame is pasted on top of the original.

4. Click on the **Paste** tool once more. The two copies are stacked on top of the original frame with the top frame selected.

**Click on the Next (>>) button.**

### **Dragging frames**

To move the frames that you have copied and pasted:

1. Position the mouse pointer over the selected frame. The frame cursor changes to a four-headed arrow.
2. Press and hold down the left mouse button.
3. Drag the frame down so that it is below the original frame and level with the **FROM:** frame.
4. Release the mouse button. The selected frame now appears in its new position.
5. Select the other pasted frame on top of the original. The frame cursor changes to a four-headed arrow.
6. Drag this pasted frame next to the **RE:** frame, so that the left-hand edge of the pasted frame is level with the right-hand edge of the **RE:** frame.

**Click on the Next (>>) button.**



### **Resizing frames**

To resize your frame:

1. Make sure the frame next to the **RE:** frame is still selected.
2. Position the frame cursor over the middle right-hand frame handle. The frame cursor changes to a horizontal double-headed arrow.
3. Press and hold down the mouse button.
4. Drag the arrow to the right until the frame extends to the right-hand edge of the right column guide.
5. Release the mouse button. The frame is now resized.

**Click on the Next (>>) button.**

**Typing text into frames**

1. Select the empty frame in the top left-hand corner of the page.
2. Make sure that **Caps Lock** is selected on your keyboard.
3. Type **MEMO**.

**Click on the Next (>>) button.**

## Formatting text

You are now going to format the text you have just typed:

1. Double-click on **MEMO** to select it.
2. From the **Font** drop-down list box in the Text Tools, select **Copper Black**. The text changes font.
3. From the **Point Size** drop-down list box in the Text Tools, select **72**.
4. In the Paragraph Tools, click on the **Centered** tool. The text is now centered in the frame.
5. In the color bar at the bottom of the desktop, click on 100% Dark Blue. The text changes color.



6. In the Text Tools, click on the **Underline** tool. The text is now underlined.
7. Click away from the page to make sure nothing is selected.

**Click on the Next (>>) button.**

### Hiding frames and margins

For a better view of the finished memo, you are going to hide the frames and column guides:

1. From the **View** menu, select **Fit Page**. The whole page is now displayed in the work area.
2. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears.
3. Click on the **View** tab.
4. In the **View Markers** group box, make sure the **Frames & Margins** and **Printer Margins** check boxes are cleared.
5. Click on **OK**. This gives you a better idea of what the finished document would look like if it were printed out.

This tutorial has explained how to work with frames and text. You can now go on to create similar documents of your own using the skills you have learnt from this tutorial.




## Tutorial two

Welcome to the greenstreet Publisher Tutorials! This is the second of eight tutorials we have put online to make them easier to work through. To move on to the next page, just click on the Next (>>) button.

While creating your Halloween poster, you will learn how to:

- Draw a round frame
- Size and align frames
- Add color to frames
- Edit a border
- Import a picture.

Working with frames is a vital part of greenstreet Publisher, as frames contain everything that makes up the finished document.

 **Note** Where this icon appears, click on it to display a popup hint.

If you click on a tool name, a popup will appear containing its picture.

**Click on the Next (>>) button.**

### Setting up the page

1. In the extended General Tools, click on the **Fit Page** tool. The whole page is now visible in the work area.

#### **Note**

2. Right-click on the pasteboard. A shortcut menu appears.
3. From the shortcut menu, make sure the **Show Frames and Guides** option is checked.
4. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears.
5. In the **Startup** group box, clear the **Frames Repel Text** check box.
6. Click on **OK**.

Click on the **Next (>>)** button.

### **Drawing a round frame**

1. From the extended Toolbox, select the **Ellipse** tool.



2. Position the frame cursor just below the bottom left-hand corner of the top frame.
3. Press and hold down the mouse button.
4. Drag the frame cursor down and to the right, towards the top right-hand corner of the bottom frame.
5. Release the mouse button. A round frame is drawn roughly in the middle of the page.



**Click on the Next (>>) button.**



### Sizing frames

1. Make sure the round frame is selected.



2. From the **Frame** menu, select **Size, Position & Angle**. The **Frame Properties** dialog box appears with the **Size and Position** tab selected.

3. In the **Width** box, type **5.7**.



4. In the **Height** box, type **5.7**.

5. Click on the Close button in the top right-hand corner of the title bar.

**Click on the Next (>>) button.**

### Aligning frames

To make sure the frame you have drawn is in the correct place, you can align it with another frame:

1. Make sure the round frame you have just drawn is still selected.

2. Hold down **Ctrl** and select the frame with the 'witch' border.



3. Release **Ctrl**.

3. From the **Frame** menu, select **Align**. The **Align Frames** dialog box appears.

4. In the **Vertical** group box, select **Middle**.

5. In the **Horizontal** group box, select **Center**.

6. Click on **OK**. The round frame is now positioned directly in the center of the large bordered frame.

7. Deselect both frames by clicking anywhere outside the page.

**Click on the Next (>>) button.**

### Adding color to frames

You are now going to add some color to the frame with the 'witch' border:

1. Select the frame with the 'witch' border.
2. From the **Frame** menu, select **Background**. The **Frame Properties** dialog box appears with the **Background** tab selected.
3. Select the fourth fill style on the bottom row.
4. From the top drop-down color palette, select Fuchsia.



5. Drag the tint slider to the left until it displays a 50% tint. The changes are shown in the preview window.



6. From the bottom drop-down color palette, select Dark Blue.

Click on the **Next (>>) button**.

### **Editing a border**

You now need to change the color of the border:

1. On the **Frame Properties** dialog box, click on the **Border Styles** tab.
2. Check the **Color** check box above the drop-down color palette.
3. From the drop-down color palette, select Orange. The border changes to orange.
4. Click on the Close button in the top right-hand corner of the title bar.

**Click on the Next (>>) button.**

### **Clearing a background color**

An easy way to make sure that two overlapping frames appear the same color is to clear the color of the frame in front:

1. Select the frame at the bottom of the page.
2. Right-click on the **Clear Color** button (**X**) at the left of the color bar. A shortcut menu appears.
3. Select **Frame background**. This clears the frame of color, so you can see through to the frame behind.

**Click on the Next (>>) button.**

### **Importing a picture**

To add a picture to your Halloween poster:

1. Select the round frame.
2. From the **File** menu, select **Import Picture**. The **Import Picture** dialog box appears.
3. In the **Name** box, type C:\PROGRAM FILES\GREENSTREET\PUBLISHER\TUORIALS where C: is the drive you installed greenstreet Publisher onto. Previews of all the pictures in this folder are shown in the preview area.
4. Select Castle5.
5. Click on **Open**. The picture is now imported into the selected frame.

**Click on the Next (>>) button.**

### Editing a picture

1. Make sure the frame is still selected.
2. From the **Frame** menu, select **Picture Attributes**. The **Frame Properties** dialog box appears with the **Frame Picture** tab selected.
3. In the **Resizing** group box, click on the **Stretch** button. The picture stretches to fit the frame.
4. In the **Flip Picture** group box, check the **Horizontally** check box. The picture now flips horizontally over a vertical axis.
5. Click on the Close button in the top right-hand corner of the title bar.

Your poster is now finished. This tutorial has explained how to work with color and how to import a picture into your document.



## Tutorial three



Welcome to the greenstreet Publisher Tutorials! This is the third of eight tutorials we have put online to make them easier to work through. To move on to the next page, just click on the Next (>>) button.

While editing your multi-page flier, you will learn how to:

- Rotate frames
  - Add a border
  - Import text
  - Format text.
- Where this icon appears, click on it to display a popup hint.

If you click on a tool name, a popup will appear containing its picture.

**Click on the Next button (>>).**

**Setting up your page**

1. On your keyboard press down **Ctrl**, **Shift** and **P**. The whole page is now visible in the work area.
2. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears.
3. Click on the **View** tab.
4. In the **View Markers** group box, make sure the **Frames & Margins** check box is checked.
5. Click on **OK**.
6. Click on the **First Page** button to the left of the page indicator, to make sure that Page 1 is displayed in the work area.

You will now go on to add the finishing touches to the flier.

**Click on the Next (>>) button.**

### **Ungrouping a frame**

You can change the shape of a frame by ungrouping it and altering the individual frame points:

1. Select the frame containing the blue flower.
2. From the **Frame** menu, select **Ungroup**. The frame handles change to frame points.
3. Position the mouse pointer over the top right-hand frame point. The mouse pointer changes to a pointer with a four-headed arrow at its base.
4. Right-click on the point. The point shortcut menu appears.
5. From the shortcut menu, select **Make Curve**. The corner of the frame becomes curved.
6. Repeat steps 4 and 5 with the bottom left-hand frame point. The frame now has two curved corners.
7. From the **Frame** menu, select **Group**. The frame is now grouped again.

**Click on the Next (>>) button.**

### **Rotating frames**

You are now going to rotate the frame containing the rose:

1. Select the frame containing the rose.
2. Move the mouse pointer over the top right-hand frame handle. The mouse pointer changes to a circular arrow.
3. Hold down **Ctrl** on your keyboard.
4. Press and hold down the left mouse button.
5. Drag the frame handle down. You will notice an outline of the frame appears as a guideline.
6. When the frame is rotated 45 degrees, release the mouse button and the **Ctrl** key.

**Click on the Next (>>) button.**

### Adding a border

You are now going to add a border to the document:

1. Select the large green frame on the right-hand side of the page.
2. From the **Frame** menu, select **Border**. The **Frame Properties** dialog box appears with the **Border Styles** tab selected.
3. From the **Style** drop-down list box, select **Miscellaneous**.
4. Scroll through the border styles and select the green vine border.



▪ The border appears around the frame.

**Click on the Next (>>) button.**

### **Changing the width of a border**

You are now going to change the width of the border:

1. Check the **Custom Width** check box.
2. In the Width box, type **0.5**. The border changes size accordingly.
3. Click on the Close button in the top right-hand corner of the title bar.

**Click on the Next (>>) button.**

**Changing text color**

1. Select the frame at the bottom of the page with the red text.
2. Position the mouse pointer at the beginning of **MORE INSIDE.....** The mouse pointer changes to an I-beam.
3. Press and hold down the left mouse button.
4. Drag the mouse pointer along to the right until all of the text is highlighted.
5. In the color bar at the bottom of the desktop, click on 100% Dark Blue.

**Click on the Next (>>) button.**

**Formatting text**

1. Select the frame with the text **EXCITING SPECIAL OFFERS!**.
2. Position the mouse pointer at the beginning of the text. The mouse pointer changes to an I-beam.
3. Press and hold down the left mouse button.
4. Drag the mouse diagonally down and to the right until all the text in the frame is highlighted.
5. In the Paragraph Tools, click on the **Centered** tool. The text is now centered in the frame.

**Click on the Next (>>) button.**



### **Using the line tool**

You are going to draw an arrow on the map between the **N** and the traffic circle:

1. From the extended Toolbox, select the **Line** tool.
2. Position the line cursor just below the **N** on the map.
3. Press and hold down the mouse button.
4. Drag the line cursor down, keeping the line straight, so it is positioned just above the traffic circle.
5. Release the mouse button. A vertical line is drawn underneath the **N**.

**Click on the Next (>>) button.**

### Changing the line style

You are now going to change the style of the line you have just drawn:

1. Make sure the line you have just drawn is still selected.
2. From the **Frame** menu, select **Border**. The **Frame Properties** dialog box appears with the **Border Styles** tab selected.
3. From the **Start** drop-down list box, select the first arrow style.
4. In the Width box, type **0.05**.
5. Click on the Close button in the top right-hand corner of the title bar.
6. Click on the **Next Page** button on the right of the page indicator. Page 2 is displayed.

**Click on the Next (>>) button.**

**Importing text**

1. Select the long empty frame on the right-hand side of the page.
2. From the **File** menu, select **Import Text**. The **Import Text** dialog box appears.
3. In the **Look In** drop-down list box, select the drive which you installed greenstreet Publisher onto. This would normally be C.
4. From the **Files of type** drop-down list box, select **Plain Text (.txt)**.
5. Double-click on the PROGRAM FILES folder, the GREENSTREET folder, then the PUBLISHER folder and finally the TUTORIALS folder.
6. Select Garden1.txt.
7. Click on **Open**. The text is imported into the frame.

**Click on the Next (>>) button.**

### **Formatting text**

1. From the **View** menu, select **Fit Selection**. The page is now zoomed in on the selected frame.
2. Position the mouse pointer over the text. The mouse pointer changes to an I-beam.
3. Click the right mouse button. The text shortcut menu appears.
4. From the text shortcut menu, select **Select all text**. All the text in the frame is now selected.
5. From the **Font** drop-down list box in the Text Tools, select **Arial**.
6. From the **Point Size** drop-down list box in the Text Tools, select **10**.

Your garden center flier is now finished. You can use all the skills you have learned from this tutorial to go on and create other useful documents.

## Tutorial four

Welcome to the greenstreet Publisher Tutorials! This is the fourth of eight tutorials we have put online to make them easier to work through. To move on to the next page, just click on the Next (>>) button.

While making your calendar, you will learn how to:

- Create a table
- Edit a paragraph style
- Import a picture.

Working with tables is a useful part of greenstreet Publisher as many documents can use tables.

- Where this icon appears, click on it to display a popup hint.

If you click on a tool name, a popup will appear containing its picture.

**Click on the Next (>>) button.**

**Setting up your page**

1. Click on the **View Size** control above the color bar at the bottom of the desktop. A shortcut menu appears.
2. From the shortcut menu, select **Fit Page**. The whole page is now visible in the work area.
3. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears.
4. Click on the **View** tab.
5. In the **View Markers** group box, make sure the **Frames & Margins** check box is checked.
6. Click on **OK**.

**Click on the Next (>>) button.**

### **Drawing frame one**

You need to create frames for your page layout. To draw your first frame:

1. From the extended Toolbox, make sure the **Box** tool is selected.
2. Position the frame cursor in the top left-hand corner of the page.
3. Press and hold down the left mouse button.
4. Drag the frame cursor diagonally down and to the right, until the frame has a width of approximately 4 inches and a height of approximately 2.5 inches.
5. Release the mouse button. A frame is drawn in the top left-hand corner of the page.

**Click on the Next (>>) button.**



**Drawing frame two**

You are now going to draw a second frame underneath the one you have just drawn:

1. Position the frame cursor under the bottom left-hand corner of the frame you have just drawn.
2. Press and hold down the left mouse button.
3. Drag the frame cursor diagonally down and to the right, until the frame fills the rest of the page.
4. Release the mouse button. A frame is drawn underneath the first frame, covering the rest of the page.

**Click on the Next (>>) button.**

### **Sizing and positioning frame one**

1. Select the first frame you drew.
2. From the **Frame** menu, select **Size, Position & Angle**. The **Frame Properties** dialog box appears with the **Size and Position** tab selected.
3. In the **Left Position** text box type **0.4**.
4. In the **Top Position** text box, type **0.20**.
5. In the **Width** text box, type **4**.
6. In the **Height** text box, type **2.5**.

**Click on the Next (>>) button.**

**Sizing and positioning frame two**

1. Select the second frame you drew.
2. In the **Left Position** text box, type **0.40**.
3. In the **Top Position** text box, type **2.8**.
4. In the **Width** text box, type **7.65**.
5. In the **Height** text box, type **7.5**.
6. Click on the Close button in the top right-hand corner of the title bar.

**Click on the Next (>>) button.**

### **Inserting a table**

Tables help to display separate pieces of information in an orderly and attractive way.

1. Make sure the second frame you drew is still selected.
2. From the extended Toolbox, select the **Table** tool. The **Insert Table** dialog box appears.
3. In the **Number of Rows** text box, type **6**.
4. In the **Number of Columns** text box, type **7**.
5. In the preview area, click on **Table 11**.
6. Click on **OK**. The table appears in the selected frame.

**Click on the Next (>>) button.**

### **Adding a border to the table**

1. From the **View** menu, select **Fit Window**. The page is now the width of the window to make it easier to see the table.
2. From the **Table** menu, select **Select Table**. The table is selected.
3. From the **Table** menu, select **Borders & Background**. The **Table Cell Properties** dialog box appears.
4. In the **Sides** list box, select **Left**.
5. Hold down **Shift** on your keyboard.
6. In the **Sides** list box, select **Bottom**. The first four options in the list are now all selected.
7. Release **Shift** and the mouse pointer.
8. In the **Width** text box, type **0.1**. The border width changes accordingly.
9. From the **Color** drop-down palette, select **Blue**.

**Click on the Next (>>) button.**

**Adding a border to the table grid**

1. In the **Sides** list box, select **Grid**.
2. In the **Width** text box, type **0.05**.
3. From the **Color** drop-down palette, select Dark Blue.

**Click on the Next (>>) button.**

**Adding a background to the table**

1. On the **Table Cell Properties** dialog box, click on the **Background** tab.
2. From the **Style** list box, select the third texture on the bottom row. The texture appears in the table.
3. In the **Attributes** group box, check the **Custom Color** check box.
4. From the **Color** drop-down palette, select Red.
5. Drag the **Detail** slider all the way towards **High**.
6. Click on the Close button in the top right-hand corner of the title bar.

**Click on the Next (>>) button.**

### Typing text into the table

To add text to your calendar:

1. Position the frame cursor inside the cell in the top left-hand corner of the table. The mouse pointer changes to an I-beam.
2. Click the left mouse button. The text insertion point appears in the cell.
3. Type **Mon.** The text appears in the cell.
4. Press **Tab** on your keyboard. The text insertion point moves to the next cell.
5. Type **Tues.** and press **Tab**.
6. Type **Wed., Thurs., Fri., Sat.** and **Sun.** in the other cells in the top row.

**Click on the Next (>>) button.**



You are now going to add the numbers to the calendar. June 1998 begins on a Monday.

1. Press **Tab**. The text insertion point moves to the first cell in the **Mon.** column.
2. Starting from this cell type in the numbers 1-30 in sequence, pressing **Tab** to move to the next cell.

**Click on the Next (>>) button.**

### **Editing a paragraph style**

You are now going to change the font, point size and color of the text in the table:

1. From the Paragraph Tools, select the **Edit Paragraph Style** tool. The **Edit Paragraph Style 'normal'** dialog box appears.
2. From the **Font** drop-down list box, select **Comic Strip MN**.
3. From the **Point Size** drop-down list box, select **18**.
4. From the **Color** drop-down palette, select Dark Blue.
5. Click on **OK**. The dialog box closes and the text appears as you have specified.

**Click on the Next (>>) button.**

### **Resizing your table**

You are going to resize your table to fit the frame.

1. From the **View** menu, select **Fit Page**. The whole page is now visible in the work area.
2. From the **Table** menu, select **Select Table**.
3. Position the mouse pointer over the bottom edge of the table. The mouse pointer changes to a double-headed arrow.
4. Press and hold down the left mouse button.
5. Drag the arrow down until the bottom edge of the table reaches the bottom edge of the frame.
6. Release the mouse button. The table now fits the frame and the cells have all resized proportionately.

**Click on the Next (>>) button.**

### **Adding a heading**

You need to add a heading for your calendar:

1. Select the first frame you drew at the top of the page.
2. From the **View** menu, select **Fit Selection**. The selected frame is now magnified to make entering text easier.
3. Make sure **Caps Lock** is selected on your keyboard.
4. Type **JUNE**.
5. On your keyboard, press **Enter**.
6. Type **1998**.

**Click on the Next (>>) button.**

**Selecting a font, point size and color**

1. Right-click on the text. The text shortcut menu appears.
2. Select **Select all text**. All the text is now selected.
3. In the **Point Size** drop-down list box in the Text Tools, type **65**.
4. In the color bar, click on 100% Red. The selected text changes color.

**Click on the Next (>>) button.**

### **Importing a picture**

To add a finishing touch, you are going to import a picture:

1. From the **View** menu, select **Fit Page**. The whole page is now displayed.
2. Click away from the page to deselect any frames.
3. In the Toolbox, select the **Picture** tool. The **Import Picture** dialog box appears.
4. In the **Name** box, type C:\PROGRAM FILES\GREENSTREET\PUBLISHER\TUORIALS where C: is the drive you installed greenstreet Publisher onto. Previews of all the pictures in this folder are shown in the preview area.
6. Select Balloons.
7. Click on **Open**. A frame is created into which the picture is imported.

**Click on the Next (>>) button.**

**Positioning your picture**

1. Make sure the frame is still selected.
2. Position the mouse pointer over the frame. The mouse pointer changes to a four headed arrow.
3. Press and hold down the left mouse button.
4. Drag the frame into the top right-hand corner of the page.
5. Release the mouse button.
6. Position the mouse pointer over the bottom left-hand frame handle. The mouse pointer changes to a double-headed diagonal arrow.
7. Press and hold down the left mouse button.
8. Drag the arrow up and to the right until the frame fits into the top right-hand corner of the page.
9. Release the mouse button. The balloon picture appears in its new position.

■ With a small amount of editing, your finished calendar can be used for any month.

## Tutorial five



Welcome to the greenstreet Publisher Tutorials! This is the fifth of eight tutorials we have put online to make them easier to work through. To move on to the next page, just click on the Next (>>) button.

While adding the finishing touches to your newsletter, you will learn how to:

- Edit text
  - Flow text into frames
  - Add page numbers
  - Insert tabs
  - Print your document as a booklet.
- Where this icon appears, click on it to display a popup hint.

If you click on a tool name, a popup will appear containing its picture.

**Click on the Next (>>) button.**

### Setting up the page

1. In the extended General Tools, click on the **Fit Page** tool. The whole page is now visible in the work area.
2. Right-click on the pasteboard. A shortcut menu appears.
3. In the shortcut menu, make sure the **Show Frames and Guides** option is checked.
4. Click on the **First Page** button, to the left of the page indicator, to make sure that Page 1 is displayed in the work area.

Click on the **Next (>>)** button.

### **Changing the font size**

1. Select the frame with the main article text.
2. Right-click on the text. The text shortcut menu appears.
3. From the shortcut menu, select **Select all Text**. All the text in the frame is now selected.
4. From the **Point Size** drop-down list box in the Text Tools, select **11**.

**Click on the Next (>>) button.**

### **Flowing text into frames**

If you import text into a frame that is too small, you can select or draw another frame in which to flow the remainder of the text:

1. Select the frame with the main article text.
2. Position the mouse pointer over the Text Flow tool at the bottom of the frame. The mouse pointer changes to the text flow cursor.
3. Click on the Text Flow tool.
4. Position the text flow cursor over the frame on the right-hand side.
5. Click the left mouse button. The text flows into the selected frame.

**Click on the Next (>>) button.**

### **Using tabs**

Tabs are very useful for lining up text accurately. You can also apply leaders, that lead your eyes across the page to the tab position.

#### **Positioning a tab**

1. Select the frame at the top and center of the page.
2. Right-click on the text. The text shortcut menu appears.
3. Select **Select all text**. All the text in the frame is now selected.
4. On the tab bar in the top ruler, position the mouse pointer over the number **2.5**.
5. Click the mouse button. A tab stop appears.

**Click on the Next (>>) button.**

**Editing a tab stop**

1. Right-click on the tab stop. The tab stop shortcut menu appears.
2. Select **properties**. The **Tab Stop** dialog box appears.
3. In the **Leader Character** text box, type a period( . ).
4. In the **Leader Spacing** text box, type **3**.
5. In the **Tab Position** box, make sure **2.5** is displayed.
6. From the **Type** drop-down list box, make sure **Left** is selected.
7. Click on **OK**.

**Click on the Next (>>) button.**

**Inserting a tab**

1. Position the mouse pointer at the end of the first line of text.
2. Click the mouse button. The text insertion point appears at the end of the text.
3. On your keyboard, press **Tab**. A row of dots appears at the end of the line of text.
4. Type **2**.
5. Repeat steps 1-4 with the other two lines of text, inserting the numbers **4** and **6**.

**Click on the Next (>>) button.**

## **Page numbering**

You are now going to add page numbers to the newsletter:

1. From the **Page** menu, select **Page Numbers**. The **Page** dialog box appears with the **Page Numbers** tab selected.
2. Check the **Insert Page Number** check box.
3. From the **Style** group box, select the second style of page numbers: **i ii iii**.
4. In the **Position** drop-down list box make sure **Bottom of Page (in Footer)** is selected.
5. In the **Alignment** drop-down list box, make sure **Center** is selected.
6. Click on **OK**. The page number appears centrally in the footer of each page.

**Click on the Next (>>) button.**



**Booklet printing**

If you want to turn your finished document into a booklet, you will need to select this function when printing it out. It automatically organizes the pages to print in such an order, that when you fold them into a booklet, the pages are in their original order. The pages automatically resize to fit into half the printed page. There are on-screen prompts to tell you when to turn the paper over.

**Click on the Next (>>) button.**

### **Printing your document**

1. From the **File** menu, select **Print**. The **Print** dialog box appears.
  2. Click on the **Paper** tab.
  3. From the **Paper Mapping** list box, select **Booklet printing**.
  4. In the **Paper Sides** group box, check the **Pause Between Sides** check box.
  5. Click on **Print**. The **Printing on Both Sides** dialog box appears.
  6. In the **Paper Tray** group box, check the details match the printer you are using.
  7. In the **Output Bin** group box, check the details match the printer you are using.
  8. Click on **OK**. Your newsletter will now be printed in booklet form.
- You have made all the necessary changes to the newsletter and can now go on to create a newsletter for yourself.

## Tutorial six

Welcome to the greenstreet Publisher Tutorials! This is the sixth of eight tutorials we have put online to make them easier to work through. To move on to the next page, just click on the Next (>>) button.

While producing your business cards, you will learn how to:

- Set up custom stationery
  - Insert fields
  - Add textures
  - Create PowerText
  - Print a mail merge document.
- Where this icon appears, click on it to display a popup hint.
- If you click on a tool name, a popup will appear containing its picture.

**Click on the Next (>>) button.**

**Setting up the page**

1. Right-click on the pasteboard. A shortcut menu appears.
2. From the shortcut menu, make sure the **Show Frames and Guides** option is checked.

**Click on the Next (>>) button.**

### Setting up custom stationery

You are now going to create custom stationery for your business card:

1. From the **Page** menu, select **Page Size & Orientation**. The **Page** dialog box appears with the **Size & Orientation** tab selected.
2. From the **Style and Size** drop-down list box, select **Business Card**.
3. In the **Style and Size** group box, click on **Add**. The **Add Custom Stationery** dialog box appears.
4. In the **Name** box, type a name for your custom stationery, e.g. **Fish**.
5. Type the following amounts in the appropriate boxes:
  - Width:3.55
  - Height:1.95
  - Left Indent:0.5
  - Top Indent:0.6
  - Horizontal Pitch:3.75
  - Vertical Pitch:2.15
6. In the **Number Across** box, make sure **2** is selected.
7. In the **Number Down** box, make sure **5** is selected.
8. Click on **OK**. You return to the **Size & Orientation** tab of the **Page** dialog box.
9. Make sure the **Resize Frames** check box is checked.
10. In the Size list box, make sure the name of your custom stationery is selected.
11. Click on **OK**.
12. From the **View** menu, select **Fit Page**. The whole page is now visible in the work area.

**Click on the Next (>>) button.**

### **Creating a mailing list**

1. From the **File** menu, select **Mail Merge**. The **Edit Mailing List** dialog box appears.
2. In the first row of the **Name** column, type **Joe Bloggs**.
3. Use the right arrow key to move the text insertion point to the first row of the **E-mail** column.
4. In the first row of the **E-mail** column, type **joe@email.com**.
5. In the first row of the **Phone** column, type **555-123-456**.
6. Enter a second and third row of details in exactly the same way for the following people:

**Name:** John Doe

Jane Smith

**E-mail:** john@email.com

jane@email.com

**Phone:** 555-987-654

555-654-321

7. When you have entered the details in the columns, click on **Close**.

**Click on the Next (>>) button.**

### Inserting a field

To insert the mail merge fields into your document:

1. Select Frame 1.

**Frame 1**

**Frame 2**

**Frame 3**

2. Position the mouse pointer over the top left-hand corner of the frame. The mouse pointer changes to an I-beam.
3. Click the mouse button. The text insertion point appears in the frame.
4. From the **Text** menu, select **Insert**. The **Insert** submenu appears.
5. From the **Insert** submenu, select **Mail Merge Field**. The **Insert Mail Merge Field** dialog box appears.
6. From the **Field to insert** list box, select **Name**.
7. Click on **OK**. The currently selected name from the mailing list appears in the frame.
8. Select Frame 2.
9. Repeat steps 2-7, this time selecting **E-mail** from the **Insert Mail Merge Field** dialog box.
10. Select Frame 3.
11. Repeat steps 2-7, this time selecting **Phone** from the **Insert Mail Merge Field** dialog box.

**Click on the Next (>>) button.**



### **Adding a background texture**

You are going to color your business card using a background texture:

1. Select the large frame that covers the whole page.
2. From the **Frame** menu, select **Background**. The **Frame Properties** dialog box appears with the **Background** tab selected.
3. From the **Style** box, select the fifth texture on the bottom row. The texture appears in the selected frame.
4. In the **Attributes** group box, check the **Custom Color** check box.
5. From the drop-down color palette, select Dark Red. The texture changes color to Dark Red.
6. Drag the **Detail** slider all the way to **High**. The texture is now displayed in greater detail.
7. Click on the Close button in the top right-hand corner of the title bar.

**Click on the Next (>>) button.**

### **Creating PowerText**

Please read through the following pages of this tutorial before opening PowerText as the Next (>>) button cannot be accessed while PowerText is running. The next step is to create a logo for your business card using PowerText:

1. Select the frame on the right-hand side of the page.
2. From the extended Toolbox, select the **PowerText** tool. The **PowerText Gallery** appears.
3. Click on the **Home** button to make sure the default folder is displayed in the preview area.
4. From the **PowerText Gallery**, select **Tutorial**.
5. Click on **Open**. The 3D text layer appears in the **PowerText** preview window, ready for you to begin work.

**Click on the Next (>>) button.**

**Entering text**

1. In the **Text** box, double-click on the existing text. The text is now highlighted.
2. Make sure **Caps Lock** is selected on your keyboard.
3. Type **FISH**.
4. Press **Enter**.
5. Deselect **Caps Lock** on your keyboard.
6. Type **music**.
7. Press **Enter**.
8. Type **studios**.

**Changing the font**

1. Make sure the **Font** tab is selected.
2. From the **Font** list box, select **Ravel**.

**Click on the Next button (>>).**

**Choosing the letter spacing**

1. Click on the **Spacing** tab.
2. In the **Letter Spacing** group box, click on the **Loose** button. The text changes accordingly in the preview window.

**Click on the Next (>>) button.**

### Changing the text color

1. Click on the **3D Lighting** tab.
2. In the **Text Color** group box, select Orange from the **Color** drop-down palette.
3. Drag the **Brightness** slider so that it is approximately three quarters of the way towards **Bright**.
4. In the **Spotlight** group box, select Yellow from the **Color** drop-down palette.
5. In the **Spotlight** group box, click on the **Top Right** button next to the **Direction** arcball.
6. Click on **OK**. The PowerText is placed in the selected frame, and you return to your document.

Click on the **Next (>>)** button.

### **Printing your document**

1. From the **File** menu, select **Print**. The **Print** dialog box appears.
2. In the **Mail Merge Selection** group box, select **All Records**.
3. In the **Number** text box, type **3**.
4. Click on **Print**. Your business card will now print 3 copies of each mail merge entry on a Letter sized page.

## Tutorial seven

Welcome to the greenstreet Publisher Tutorials! This is the seventh of eight tutorials we have put online to make them easier to work through. To move on to the next page, just click on the Next (>>) button.

While designing your fundraising poster, you will learn how to:

- Create PowerText
  - Edit a border
  - Format text.
- Where this icon appears, click on it to display a popup hint.
- If you click on a tool name, a popup will appear containing its picture.

**Click on the Next (>>) button.**



**Setting up your page**

1. From the **View** menu, select **Fit Page**. The view size is changed so that you can see the whole page.
2. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears.
3. Click on the **View** tab.
4. In the **View Markers** group box, make sure the **Frames & Margins** check box is checked.
5. Click on **OK**.

**Click on the Next (>>) button.**

### **Creating PowerText**

Please read through the following pages of this tutorial before opening PowerText as the Next (>>) button cannot be accessed while PowerText is running.

1. Select the empty frame at the top of the page with no border.
2. From the extended Toolbox, click on the **PowerText** tool. The **PowerText Gallery** appears.
3. Click on the **Home** button to make sure the default folder is displayed in the preview area.
4. From the **PowerText Gallery**, select **2D Text**.
5. Click on **Open**. The 2D text layer appears in the **PowerText** preview window, ready for you to begin work.

**Click on the Next (>>) button.**

**Entering text**

1. In the Text box, select the existing text.
2. On your keyboard, make sure **Caps Lock** is selected.
3. Type **FUNDRAISING**.
4. Press **Enter**.
5. Type **EVENT**. The text appears in the preview window and has the current effects applied to it.

**Click on the Next (>>) button.**

### Selecting a font and text effect

1. Make sure the **Font** tab is selected.
2. From the **Font** list box, select **Glowworm MN**.
3. From the **Position** tools, select **Centered**.
4. Click on the **Text Effect** tab.
5. From the **Effects** scroll box, select the effect shown below:



6. Drag the **Degree of Effect** slider all the way to the right.

Click on the **Next (>>)** button.

**Selecting a color, pattern and line style**

1. Click on the **Color** tab.
2. In the **Outline** group box, select the third unbroken line style from the Style list box.
3. From the drop-down color palette, select Red.
4. In the **Fill** group box, select **Cylindrical** from the Pattern list box.
5. From the top drop-down color palette, select Dark Blue.
6. From the bottom drop-down color palette, select Red.

**Click on the Next (>>) button.**

**Setting the spacing**

1. Click on the **Spacing** tab.
2. In the **Letter Spacing** group box, select **Tight**.
3. In the **Line Spacing** group box, select **Loose**.
4. Click on **OK**. You return to greenstreet Publisher and the PowerText is placed in the selected frame.

**Click on the Next (>>) button.**

### **Editing a border**

You are going to change one of the borders for one more suited to this poster:

1. Select the frame at the bottom of the page with the 'heart' border.
2. From the **Frame** menu, select **Border**. The **Frame Properties** dialog box appears with the **Border Styles** tab selected.
3. Scroll down and select the border below the 'sun' border. The border appears around the selected frame and should match the border around the large yellow frame.
4. Click on the Close button in the top right-hand corner of the title bar.

**Click on the Next (>>) button.**

### **Changing text color**

1. Position the mouse pointer over the text in the bottom frame. The mouse pointer changes to an I-beam.
2. Click the right mouse button. The text shortcut menu appears.
3. From the text shortcut menu, select **Select all text**. All of the text in the frame is highlighted.
4. In the color bar, click on 100% Dark Blue. The text changes color.

**Click on the Next (>>) button.**



**Formatting text**

1. Make sure the text is still selected.
2. In the Paragraph Tools, click on the **Centered** tool. The text is now centered in the frame.
3. In the Text Tools, click on the **Bold** tool.
4. Click away from the page to deselect any frames.

**Click on the Next (>>) button.**

### **Clearing a background color**

An easy way to make sure that two overlapping frames appear the same color is to clear the background color of the frame in front:

1. Select the frame at the bottom of the page.
2. Right-click on the **Clear Color** button (**X**) at the left of the color bar. A shortcut menu appears.
3. Select **Frame background**. This clears the frame of color, so you can see the frame behind.

The fundraising poster is now complete. This tutorial has explained how to create PowerPoint, format text and edit border styles.

■

## Tutorial eight

Welcome to the greenstreet Publisher Tutorials! This is the last of eight tutorials we have put online to make them easier to work through. To move on to the next page, just click on the Next (>>) button.

This tutorial explains how to use PhotoFX in greenstreet Publisher. PhotoFX allows you to make a photo brighter, sharper in focus or even black and white. You can alter the texture of a photo or crop a specific area of it.

▪ Where this icon appears, click on it to display a popup hint.

If you click on a tool name, a popup will appear containing its picture.

**Click on the Next (>>) button.**

**Setting up the page**

1. From the **View** menu, select **Fit Page**. The view size is changed so that you can see the whole page.
2. From the **Options** menu, select **Preferences**. The **Preferences** dialog box appears.
3. Click on the **View** tab.
4. In the **View Markers** group box, make sure the **Frames & Margins** check box is checked.
5. Click on **OK**.

**Click on the Next (>>) button.**

### **Editing the first picture**

To edit the cloud photo:

1. Double-click on the frame containing the cloud photo at the top of the page. PhotoFX opens, with the photo displayed in both the **Original** and **Preview** windows.
2. Click on the **Focus and Texture** tab.
3. In the **Texture** group box, drag the slider all the way towards **Grainy**.
4. In the **Focus** group box, drag the slider all the way towards **Soft**.
5. From the **File** menu select **Exit and return to greenstreet Publisher**. PhotoFX closes and the edited photo now appears in the selected frame.

**Click on the Next (>>) button.**

### **Editing the second picture**

To edit the photo of the sunset at the bottom of the page:

1. Double-click on the frame containing the sunset picture. PhotoFX opens, with the photo displayed in both the **Original** and **Preview** windows.
2. Click on the **Brightness and Contrast** tab.
3. In the **Brightness** group box, drag the slider all the way towards **Light**.
4. Click on the **Focus and Texture** tab.
5. In the **Focus** group box, drag the slider all the way towards **Sharp**.
6. From the **File** menu select **Exit and return to greenstreet Publisher**. PhotoFX closes and the edited photo now appears in the selected frame.

Your holiday poster is now completed. You can now change the look of any document containing photos.

To extend the Toolbox, click on the down arrow in the bottom right-hand corner of the Toolbox.



When you are drawing a frame, an outline of the frame appears as a guideline to help you.

If you can't see the changes being made to the frame, you can move the dialog box to one side by dragging its title bar.

When you move the mouse pointer over a color, its name appears in the information line.

When you move the mouse pointer over a color, its name appears in the information line. If you can't see the color you need, use the left and right arrows at each end of the color bar to scroll along the selection.

To extend the General Tools, click on the right arrow at the right-hand side of the toolbar.

Don't worry about the exact size or position, you will change that next.

Any changes you make when inside this dialog box, take effect immediately.

This frame is locked and so the frame cursor appears similar to a No Entry sign and the frame handles have a cross through them.



Use the left and right arrow keys on your keyboard to move the slider by increments of 1%.

If the first page is already displayed in the work area, the **First Page** button is disabled.

When you hold down **Ctrl**, you can only rotate a frame by multiples of 45 degrees.

The exact measurements of the frame are shown at the right-hand end of the information line.



For information on saving and printing, refer to the online Help.

Use the scroll bar at the bottom of the dialog box to view the columns.

Use the scroll bar at the bottom of the preview box to view the range of backgrounds available.

To see exactly how this document will be printed out, click on **Print Preview**.



Use the scroll bar at the bottom of the box to view the range of effects.

The changes you have made are shown in the preview window.

The note will appear here.

When you draw or resize a frame with **Snap to Guides & Grid** turned on, the horizontal and vertical edges of the frames are drawn to the column guides and grid ensuring that accurate and consistent frames are created.

When the frame handles around the frame are visible, the frame is selected.

The photo in the **Preview** window shows the effect of these changes.

If you make a mistake, click on the **Undo** button; all the changes you have made on the current tab are undone.  
The photo in the **Preview** window shows the effect of these changes.

Column guides are represented by gray dotted rectangles, with an equal amount of space between each column guide. They appear on every page, but are not printed.



- Box tool.

- Ellipse tool.

- Line tool.

- Table tool.

- Picture tool.

- PowerText tool.

- Copy tool.

- Paste tool.



- Fit Page tool.

- Edit Paragraph Style tool.

- Centered tool.

- Bold tool.

- Underline tool.

- Insert date tool.

The pasteboard is the area around the document page.

*f***F** Font tab.



**3D**  
← → 3D Spacing tab.



3D Lighting tab.



Text Effect tab.

 Color tab.

**ABC**  
←-----→ 2D Spacing tab.



## Main dialog box

Click on this to display the 3D Text tab and 3D text controls.



Click on this to display the Text tab and text controls.

Click on this to display the Background tab and background controls.

Click on this to insert a layer from the **PowerText Gallery**.

Click on this to delete the current layer.

Displays your PowerText effect and any changes you make to it.

Type your text in here.

Click on this to save your PowerPoint effect to the **Gallery**.

Click on this to move the selected layer forward one level.



Click on this to move the selected layer back one level.

**Font tab**

Click on this to display the **Font** tab, with which you can change the font, position, style and baseline of your text. With this tab you can also skew your text.

Displays the list of fonts available in their respective font styles. Use the scroll bar to view the range of fonts.

Type directly into the **Size** box, or use the up and down arrows at the side to select a point size for your font.

Click on this to align your text to the left.

Click on this to justify your text.

Click on this to align your text to the right.



Click on this to center your text.

Click on this to stretch your text to fit the frame.

Click on this to rotate the baseline of your text.

Click on this to skew the baseline of your text.

Click on this to render your text upright on its baseline.

Skew your text by doing one of the following:

- typing directly into the **Skew** box
- using the up and down arrows on the side of the box
- dragging the radius of the **Skew** circle.

Click on this to toggle your text between small caps and lower case.

Click on this to change your text to italics.



Click on this to make your text bold.

**Spacing tab**

Click on this to display the **Spacing** tab, with which you can change the line and letter spacing of your text.

Click on this to select loose letter spacing.

Click on this to select normal letter spacing.

Click on this to select tight letter spacing.

Click on this to select overlapping letter spacing.

Type directly into the percentage box, or use the up and down arrows on the side of the box to further adjust the letter spacing.



Click on this to select double line spacing.

Click on this to select loose line spacing.

Click on this to select normal line spacing.

Click on this to select tight line spacing.

Type directly into the percentage box, or use the up and down arrows to further adjust the line spacing.

Click on the radio button to select an overlapping style, where the letter on the left overlaps the letter on the right.

Click on the radio button to select an overlapping style, where the letter on the right overlaps the letter on the left.

**Color tab**



Click on this to display the **Color** tab with which you can change the color of your 2D text or background. With this tab you can also change the outline and fill style of your 2D text or background.

Use this list box to select the outline of your 2D text or background. Use the scroll bar to view the range of outlines available.

Click on the arrow to display the drop-down color palette, from which you can change the outline color of your 2D text or background.

Use this list box to select the fill style of your 2D text or background. Use the scroll bar to view the range of fill styles available.

Click on the arrow to display the drop-down color palette, from which you can change the color of your 2D text or background fill style.

Displays a pictorial representation of the currently selected graduated fill style. If you have selected **Logarithmic** or **Linear**, you can drag the arrow to change the direction of the color blend.

Click on the arrow to display the drop-down color palette, from which to change the 'from' color of your 2D text or background fill style.

Click on the arrow to display the drop-down color palette, from which you can change the 'to' color of your 2D text or background fill style.



**Text effect tab**

Click on this to display the **Text Effect** tab, with which you can change your text effect and its degree of distortion.

Displays the text effects available. Use the scroll bar at the bottom of the box to view the range of effects.

Displays a pictorial representation of the minimum degree of distortion on your text effect.

Displays a pictorial representation of the maximum degree of distortion on your text effect.

Drag the slider to change the degree of distortion on your text effect.

**Shadow tab**

Click on this to display the **Shadow** tab, with which you can add a shadow to your 2D text or background. With this tab you can also change the position, style, and color of the shadow.



Click on this to have no shadow for your 2D text or background.

Click on this to select a **Drop Shadow** for your 2D text or background.

Click on this to select a **Skew Shadow** for your 2D text or background.

Change the direction of the shadow by doing one of the following:

- typing directly into the **Direction** box
- using the up and down arrows on the side of the box
- dragging the radius on the **Direction** circle.

Drag the slider to change the position of the 2D text or background shadow.

Click on the arrow to display the **Outline** drop-down list box, from which you can select an outline for your 2D text or background shadow. Use the scroll bar to view the range of outlines.

Click on the arrow to display the drop-down color palette, from which you can change the outline color of your 2D text or background shadow.

Click on the arrow to display the **Fill** drop-down list box, from which you can select a fill style for your 2D text or background shadow. Use the scroll bar to view the range of fill styles.



Click on the arrow to display the drop-down color palette, from which you can change the color of your 2D text or background shadow fill style.

Displays a pictorial representation of the currently selected graduated fill style. If you have selected **Logarithmic** or **Linear**, you can drag the arrow to change the direction of the color blend.

Click on the arrow to display the drop-down color palette, from which you can change the 'from' color of your 2D text or background shadow fill style.

Click on the arrow to display the drop-down color palette, from which you can change the 'to' color of your 2D text or background shadow fill style.

**Rotate tab**

Click on this to display the **Rotate** tab, with which you can rotate your 2D text or background.

Click on this to rotate your 2D text or background 45 degrees to the left.

Click on this to rotate your 2D text or background 45 degrees to the right.



Click on this to rotate your 2D text or background 90 degrees to the left.

Click on this to rotate your 2D text or background 90 degrees to the right.

Click on this to flip your 2D text or background horizontally across a vertical axis.

Click on this to flip your 2D text or background vertically across a horizontal axis.

Change the angle of rotation by doing one of the following:

- typing directly into the box
- using the up and down arrows on the side of the box
- dragging the radius on the **Rotate** circle.

## Background tab

Click on this to select a square background.

Click on this to select a diamond background.



Click on this to select a circle background.

Click on this to select a star background.

Click on this to select a background shape to match your text effect.

Select the number of points for your star background by typing directly into the **No. Of Points** box or by using the up and down arrows on the side of the box.

A pictorial representation of the minimum inner radius of your star.

A pictorial representation of the maximum inner radius of your star.

Drag the slider to change the inner radius of your star. The lower the radius, the thinner your star will be.

Check this check box to toggle the **Text Inside** option on and off. This option is only enabled when a star or diamond background shape is selected.



Check this check box to toggle the **Points Inside** option on and off. This option is only enabled when a star background shape is selected.

## 3D text tab: effects

Click on this to display the **3D Effects** tab, with which you can choose either a solid or hollow effect for your 3D text and how far back the text extrudes.

Displays the 3D effects.

A pictorial representation of the minimum thickness of the 3D effect.

A pictorial representation of the maximum thickness of the 3D effect.

Drag the slider to change the thickness of the 3D effect.

**Lighting tab**



Click on this to display the **Lighting** tab, with which you can change the color of your 3D text and the color and brightness of the light shining on it.

Drag the slider to alter the brightness of the text color.

Click on the arrow to display the drop-down color palette, from which you can change the color of your 3D text.

Drag the slider to alter the brightness of the spotlight color.

Click on the arrow to display the drop-down color palette, from which you can change the color of the spotlight on your 3D text.

Drag this arcball to change the angle of the spotlight on your 3D text.

Click on this to direct the spotlight straight on to your text.

Click on this to direct the spotlight from the top left-hand corner.



Click on this to direct the spotlight from the top right-hand corner.

## Orientation tab

Click on this to display the **Orientation** tab, with which you can alter the orientation and view of your 3D text.

Drag the arcball to control the orientation of the 3D text.

Click on this to move the arcball and 3D text back to the default position.

A pictorial representation of the lowest perspective on your 3D text.

A pictorial representation of the highest perspective on your 3D text.

Drag the slider to determine the perspective on your 3D text.



## Gallery

Displays the layers available.

Click on this to open or insert a selected layer.

Click on this to cancel the command and close the PowerText Gallery.

Type your path in the text box, or click on the arrow to display a drop down list box from which you can select a folder.

Click on this to display the contents of the folder one level above the currently selected folder in its path.

Drag this to display all the drives available. You can select folders and files in the same way as you would in **Windows Explorer**.

Click on this to display the default folder in the preview area.



Click on this to change the way your files and folders are displayed in the browser. Click on the arrow to display the menu listing the views available. You can also right-click in the preview area to display a menu listing further options.

Select **Folder tree** from the menu to display a tree view of the drives and folders available in a window on the left-hand side of the preview window. The drives and folders are displayed in the same way as in Windows Explorer.



