

greenstreet Publishing Suite '99

for Windows 95/98/NT

April 28th, 1999

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1. Installation instructions

To install and run greenstreet Publishing Suite '99 your computer setup must meet certain requirements. Refer to the "What you need to run Publisher" section on page 1 of the Installation Guide for further details. When you are sure that your computer setup meets these requirements, you can install Publisher.

Read this section if you are upgrading from an earlier version of Publisher.

Publishing Suite '98 users

If you have a previous version of Publishing Suite on your computer please uninstall it before continuing.

Pressworks 2.51 or earlier users

When you install Publishing suite '99 it will not overwrite your existing copy of Pressworks. If you decide to delete your old copy of Pressworks, make sure that you don't delete any documents that you want to keep. (These files may be located in your old Pressworks folder. If you delete this folder without first moving your files to another location, you will lose your files.)

Where to begin

For an introduction to Publishing Suite we suggest that you work through the tutorials provided in the Publisher 3.10 Getting Started Guide. The online Help provides detailed information on every feature in Publishing suite - it is there to help you get the most out of the product.

2. Notes for existing users

Loading Pressworks 2, Pressworks 1, 1st Press or Timeworks Publisher documents

DTP files created by all versions of Pressworks, 1st Press and Timeworks Publisher can be loaded into Publisher 3.10. However, files saved by Publisher 3.10 cannot be loaded into these older programs. When you load an old document into Publisher 3.10 it should appear much the same as it did before, however there are a few points of difference that you should note:

- Some old documents may take a lot longer to open in Publisher 3.10 than they did before. This is because the program may have to do a lot of work converting the document to Publisher 3.10. The document will load quicker again once it has been saved in Publisher 3.10.
- Publisher 3.10 formats text in a printer independent fashion. The text layout does not change when printing to different printers. The consequence of this is that when you load an old document the line breaks may change slightly.
- Any document in Publisher 3.10 can be treated as a template file. You can create a new document based on an existing document (or old template).
- Drawn graphics held in earlier documents are converted into a group of shaped frames when loaded in to Publisher 3.10. If you wish to edit the drawn graphics 'ungroup' them. You can then manipulate the shapes as you would any other shape or frame on the page. Publisher 3.10 uses the same tools for manipulating shapes as frames.
- Background and foreground frames have been superceded by 'repeating frames' in Publisher 3.10 - which can be repeated and manipulated over any range of pages. Background and foreground frames are converted to repeating frames when older documents are loaded. The converted frames are marked as 'annotations' and thus will not print by default.

3. Version history

3.1 New Features for Publisher 3.10

- New Startup dialogs
- Sample documents recategorised
- Close document option on file menu
- Tooltips anchored to Mouse Pointer and not toolbar buttons
- The words 'paragraphs', 'fonts', and 'contents' will be displayed in the appropriate empty toolbar drop-down lists.
- There is now a Show/Hide Help Assistant button on the 'general tools' toolbar.
- .DTP file extensions aren't shown when browsing documents anymore.
- Documents now re-centre themselves when the Help Assistant is toggled off and on.
- Frame Handles are now smaller and coloured black
- The Taskbar menu utility has been removed

- The PagePilot final dialog has been changed from "Exit to Publisher" to "Continue working with your document"

3.2 New Features for Publisher 3

Web Documents

Publisher combines the latest technology in Web documents and the power of desktop publishing to bring you the capacity to publish your documents on the Web. If you are already familiar with the basis of creating Web Documents, the functionality is there for you to create any hyper links that you might need.

But if you are just discovering these skills, Publisher comes complete with a Web Wizard that will guide you step-by-step through creating your own Web documents for the Internet.

Tables

You can include tables in your Publisher documents without having to use another program. Either position the Text Insertion Point where you want the table to be and insert the table or just use the Table tool to have Publisher to create the frame and table for you. Just tell Publisher how many rows and columns and what table style you want.

If you have a table with figures, you can insert an auto sum field into a cell so that it displays the total of the figures above it in that column.

Once the table is in place you can edit its style by changing the color of the lines and background or by choosing a style from a set of pre-defined table layouts. It really couldn't be easier to make them eye-catching and attractive as well as practical and informative.

Undo\ Redo

Ever made a change to your document and wish you could just undo it? Well now you can. If you're not happy with the changes you've made to your document, just undo the changes one-by-one until you're back to a point you're happy with. And if you decide you did really like the changes you had made, just redo them again. There's no more need to worry that your changes will be permanent.

Mail Merge

Using mail merge is the simplest way to insert information, such as names and addresses, into a standard document, such as a letter. Just create the mailing list with all the information in it you need. When you create your document, in place of the actual name and address, insert fields that correspond to the information you want in that position. When you print the document you are given the opportunity to select which records from your mailing list you want to print. Not only is it simple and reliable, but it saves time creating a separate document each time for each person/business.

Once you have created your mailing list you can use it time after time, editing it when necessary and updating it with new entries or information. You'll be surprised how mail merge can make your life much easier, whether it's a letter to all your customers or clients or a party invitation for your friends.

Mode-less Frames

To make designing and working on your Publisher documents more intuitive, traditional modes have been taken away. You no longer need to select different modes for the tasks you want to perform, now Publisher is completely 'modeless' and you can perform all tasks without having to select a mode. This will make your work less fiddly and save time.

PowerText

To create amazing text effects, PowerText is the tool to use.

- Easy to use

The large preview area gives you a good idea of how the finished PowerText will look before inserting it into your document.

PowerText lets you use up to ten lines of text and we've even included a whole range of ready-made PowerText designs that you can edit and use yourself and you can give your 2D text a graduated fill style.

- 3D PowerText

Turn your normal 2D text into stunning 3D text that will stand out on the page and grab your audience's attention. You can apply a variation of different 3D effects too, including changing the angle of lighting and the orientation. You'll be completely amazed.

Text

- Headers and Footers

Headers and footers have become more accessible and easily editable than ever before. You can still specify what text you want to appear in the headers and footers and where you want it to appear (the left, right or centered in the header or footer). But now, you can also specify the style it appears in and edit the text directly.

- Spell checking

Publisher can check the spelling in your document as you type. Any misspelt words will be highlighted for you, just right-click on the word to display a list of alternatives and select the correct spelling.

- Setting a neutral language

You can set the language dictionary used for the whole document, a selected paragraph style or for selected text to be neutral. This means that the text will not be spell checked and will be hyphenated according to the default language. This can be useful if you are creating a document that contains either non-standard words or perhaps mathematical equations and do not want to check their spelling.

- Auto kerning

Kerning is a term used for reducing or increasing the space between characters. Some letter pairs are nearly always kerned to improve their appearance, e.g. VA, Ta. Some fonts have kerning information built into them and will automatically kern letter pairs such as these if kerning is enabled.

- Auto numbering

Publisher makes it much easier to create numbered lists. Simply turn on auto-numbering and the numbers are added for you automatically. Not only can you have standard list numbering, but you can use heading numbering too.

- Rotate text

Create an impact for short pieces of text, such as headlines or catchphrases, by rotating it at any angle.

- Text flow

Control the way you flow your text through frames. You can add and remove frames to and from the flow without a problem. Publisher simply redirects the text through the existing frames it is linked to.

- Bookmarks

Bookmarks are useful for marking sections in large documents that you might want to go to quickly and without having to search for it. Simply create a bookmark for the areas you want and tell Publisher where to go to.

- Insert fields

There is a wide range of fields that you can insert anywhere in your document, including the author of the document or the date it was created on. These fields are then updated automatically when the document is changed.

- Drop caps

Drop caps are stylish design elements that can make a big impact on your documents. Use them to highlight the start of chapters, paragraphs or just to add power to your page.

- Tabs

Using tabs in your text in Publisher has been much improved. You can specify your default tab spaces and also definite tab positions.

Graphics

- If you wish to edit the drawn graphics 'ungroup' them. You can then manipulate the shapes as you would any other shape or frame on the page. Publisher uses the same tools for manipulating shapes as frames.

- Ungroup metafiles

Publisher lets you ungroup the metafile to re-color any part of it or to delete part of it so that you can use just a small part in your document.

- Rotate pictures

You can even rotate a graphic within a frame to create a wacky and imaginative layout that will soon get your audience's attention.

- Tile pictures

You can tile any picture in a frame as many times as you want. This can create a background for your document or can be used for some other design effect and it's certainly eye-catching. Why not try creating a mosaic tile effect for something completely different.

- Flip pictures

Graphic not facing the way you want? Just flip it around to face the other direction, it's so easy.

- Transparent bitmaps

If you are using a bitmap in your document, Publisher now gives you the option of turning any white in the bitmap transparent so that you can see the background behind it. This is especially useful for bitmaps with white backgrounds that may look untidy in a frame.

- Cropping graphics

Cropping your graphics has been made even easier and more precise than before. Use the Picture Cropping dialog box to specify the area you want to crop to and watch as the changes are made directly in your document.

Frames

- Frame contents

Frames can hold more than one object type, such as text and a picture.

- Rotate frames

You can rotate a frame and its contents at any angle you want by either dragging the rotate handle or specifying a specific angle. Use this powerful design feature to add extra intensity to your documents.

- Lock frames

With Publisher you can lock frames into position so that you can't accidentally change their position, angle or size.

- Repeat frames

If you have a design feature, such as a company logo, address or even borders you want to apply to the page, you can repeat them on the pages you specify. This not only saves time by copying it onto all the pages, it also means that you can be sure that it is in the same place on every page. Best of all, if you edit one of these frames, all of the frames change too.

- Frame shapes

Now it's even easier to have your frames any shape you want. You have the option of drawing rectangles, ellipses, round boxes and stars straight away and can use the Frame Properties dialog box to give your frame the number of sides you need. And that's not all. You can ungroup your frames and edit their shape directly by moving the points or changing them from corner to curve points and vice versa.

- Fill styles

To add color and draw attention to your documents Publisher offers you the ability to give your frames more stylish backgrounds than before. You now have the option of choosing a graduated fill style or a textured fill style.

- Design snippets

Do you ever find that you are using the same set of frames and objects in several of your documents and wish it was easier to put them into new ones? Well now it is. All you need to do is select the frame(s) you want to use in other documents and save it as a design snippet. You can then insert this design snippet into any other Publisher document you create.

- Group frames

Group a set of frames together and manipulate them as if they were one object. Once the frames are grouped together you can still select individual frames and change its color or style.

Drawing shapes and lines

In Publisher every shape or closed line that you draw is also a frame. This means that all the improvements that have been made to frames have also been applied to shapes, including graduated and textured fill styles and rotating.

The basic shapes available are:

Rectangle
Round box
Star
Ellipse.

As with frames, you can use the Frame Properties dialog box to edit the number of sides and you can also ungroup the shape to edit it manually.

The lines available are:

Straight lines
Curved lines
Freehand lines.

As with the shapes, lines can be edited manually, even changing the style of a point, such as a curve point to a corner point or adding arrow heads to the start or end of your line.

Working with documents

- Starting work

When you start work in Publisher you have the option of working through a Wizard, creating a document from a blank page, opening and continuing work on an existing document or creating a new document based on an existing document.

- Any document in Publisher can be treated as a template file. You can create a new document based on an existing document (or old template).

- Opening files

The style of the dialog boxes for opening documents and importing pictures has been vastly improved to make the whole process more visual. When you select a folder that contains the type of document or picture you are looking for, a preview of those files appears in the preview area so that you can immediately decide which one you need. A real must for those of us who can never remember filenames.

- Viewing your document

Gone are the days when you could only view one or two pages of your document at a time, now you can view as many pages as you want. This is especially useful if you want to see how making a change on one page will affect the following pages or if you just want to see how all the pages look together.

- Contents box

The contents box only lists the items you actually use in your document. But if you want to keep an item in the list without using it in the document you still can. All you need to do is mark the item in the list as being kept and it will stay there until you choose to remove it.

Printing

There's no need to open several different dialog boxes to setup all your printing options, as we have incorporated all the printing options into one easy-to-use dialog box.

Other features to look out for are:

- Label printing

Publisher can help you print to any set of standard sticky labels, making printing out address labels a breeze. It really couldn't be easier. You only need to create one label and you can print the number of labels you want according to the label style you have chosen in the page setup.

- Improved print preview

Now that you can only access the print preview via the Print dialog box, you can be certain that the preview will show exactly what you want to print. This way, you are reminded to set your print options before you look at the print preview which is especially useful if you are printing color separations.

- Annotations

You can use helpful design tips and comments on your document to help you while you are working on it, but you won't want to print them out with the finished document. All you need to do is mark the relevant objects as annotations and tell Publisher whether or not you want to print them.

- Intelligent printing

Printing in Publisher is extremely convenient and stress free. If you have chosen to create a greetings card, Publisher will determine how it should be folded and print it accordingly. Even printing on both sides of the paper has been made easier.

3.3 Bugs fixed between Maintenance Releases

Bugs fixed in 3.10

- Printable area lines are no longer drawn off the page.

- Holding down CTRL or Shift when drawing lines now works correctly
- Print Margin no longer disappears after Exporting to Web
- Booklet and Paper Mapping now works correctly with Postscript printers
- Keyboard shortcut for fitting page to screen now works straight after startup
- Converting Colors between Pantone and CMYK now works perfectly
- Some of the Avery Label templates have been updated to avoid Mailmerge problems
- Exporting to the Web in NT4 has been fixed
- Color Postscript booklet printing now works
- When booklet printing "Pause between sheets" is now on by default
- If you have Microsoft Internet Explorer 4 installed you can now import GIF graphics
- Resource leak when printing Color Separations has been fixed.

Bugs Fixed in v3.04

- you can now print multiple booklets without having to turn your paper over for each one.
- old documents containing more than ten powertext objects can now be opened.
- exporting to the web no longer converts powertext into hundreds of .jpg files
- exporting a powertext object to the web now only give the object a white background if the frame is transparent i.e. if the frame itself has a background, it will be displayed.
- the open powertext dialog now resizes itself to fit on a 800x600 Large Fonts display.
- rotated bitmaps don't print with a black line along the frame edge any more.
- Publisher now works correctly on NT after the Year2000 patch is installed.

Bugs Fixed in v3.03

- MS Excel objects now display better in Publisher.

Bugs Fixed in v3.02

- Browser updated to have large, small and no previews displayed.
- Browser updated so that files can be re-arranged.
- Browser updated to stop it from searching the floppy drive all the time.
- Browser Explorer bar now scans a lot quicker

- Publisher now accepts the Euro Symbol.
- Euro Symbol added to "Insert Character" dialog.
- Publisher's display refreshes better when its window is resized.
- tooltips added to the browser window.
- nudging a locked frame no longer causes a crash.
- various postscript printing bugs fixed (mostly to do with powertext).
- deleting the "Body Text" paragraph style no longer makes the file invalid.

Bugs Fixed in v3.01

- Rounded boxes converted correctly now.
 - "neutral" text in old documents now converted to "default" language.
 - various language pack bugs fixed.
 - folders with the same name can now be browsed correctly.
 - undoing, then redoing, a table row paste no longer causes a crash
 - typing with tabs no longer drains resources
 - error no longer occurs when editing the mailmerge list on WindowsNT
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4. Technical Support

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In all communication, reference greenstreet Technical Support

We hope that you enjoy working with Publisher!

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6/ Microsoft's DirectX 5

Please Note: We recommend that you re-install greenstreet Publisher and DirectX after any changes to your computer's hardware configuration.

DirectX Information

Direct3D and DirectSound3D were designed to run on Pentium-class processors, which have built-in math co-processors.

Users of the ATI-TV tuner option will experience loss of TV tuner and MPEG viewing functionality after installing DirectX drivers. If this happens, the user should uninstall the DirectX drivers by going to the control panel, selecting Add/Remove Programs, then selecting DirectX drivers and pressing the "Restore Display Drivers" button.

The DirectX setup program may be unable to restore ATI OEM drivers for Rage 1 & 2 using the uninstall option. If this happens, the user may reinstall the original OEM drivers using the following steps: in the control panel, select "Display" to bring up the "Display Properties" window. Click on the "Settings" tab, and select the "Change Display Type" button setting tab. Now click on the Adapter Type "Change" button, and select the original OEM driver to be reinstalled.

Users of the NEC PC-9821Ct20 may experience loss of video adapter functionality if the "no" option is selected rather than the "yes" option in the display driver installation dialog box during DirectX5 setup. If "no" is selected, the user might see a screen when the system reboots saying, "The display adapter is disabled. Press 'OK' to start Device Manager and resolve the problem". The user must then re-enable the display driver by selecting 'Display Driver' from the device manager list and selecting the box that says, "Use this device in all hardware profiles". Then select "OK" from device manager. Next, press the "Yes" button to restart the computer. The display driver should now be functional.

Users of the NEC PC-9821Cu13/Cu16/Ct20 may experience loss of the 98TV tuner functionality after installing DirectX 5 display drivers. If this happens, please update your 98TV software. To get those updated software, please consult the guide book "CanBe WO TSUKAI KONASOU"- "Software SAISHIN NO OSHIRASE(The latest software information)". This page contains descriptions about the NEC user support information.

Multiple Monitor Support (Windows 98 only)

On the Microsoft Windows 98 operating system, DirectDraw is capable of supporting multiple displays.

AGP Support (Windows 98 only)

On the Microsoft Windows 98 operating system, DirectDraw can make use of display hardware that supports Intel's AGP architecture.

MMX Support

DirectDraw supports Intel's MMX architecture. Some major performance improvements may be seen when running DirectDraw applications on MMX machines.

Video Port Extensions

On suitably equipped hardware, DirectDraw VPE improves video quality and performance by allowing applications to control the flow of data through the display adapter's hardware video port.

For further information on DirectX contact Microsoft.

DirectX Email: directx@microsoft.com

DirectX Web: <http://www.microsoft.com/directx>