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For Help on Help, Press F1

Page Module



The Page module is divided into two command groups: the Page Layout command group and the Master Page command group. The first is for working with document pages; the second is for working with master pages.

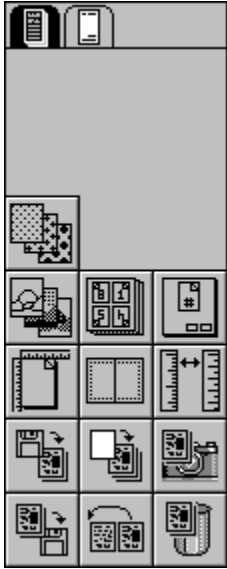
Master pages are like style sheets which allow you to establish elements that will appear on one or more related document pages. Examples of such elements are:

- Headers and footers, including lines, text, and graphics
- Registration marks and crop marks
- Guidelines

[Page Layout Command Group](#)

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Page Layout Command Group



This command group deals with document pages. It lets you select units of measure, page format, page layout and a page numbering system. You can also load, save, copy, insert, move and delete pages. This command group also includes icons related to three other modules: Raster Generator, Color Separation, and Mount.

Functions:

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Raster Generator Module



This icon calls up the Raster Generator module. If the module is not loaded, an alert will appear. All page elements are printed with raster points. In fill patterns and graphics, these raster points have various attributes (shape, spacing, and angle) which the Raster Generator module allows you to set. More information is found in the Raster Generator Module, chapter 4.

Color Separation Module



This icon calls up the Color Separation module. If the module is not loaded, an alert will appear. Information regarding the use of this module is found in the Color Separation Module, chapter 3. The principles of color separation are also explained in Appendix E.

Mount Module

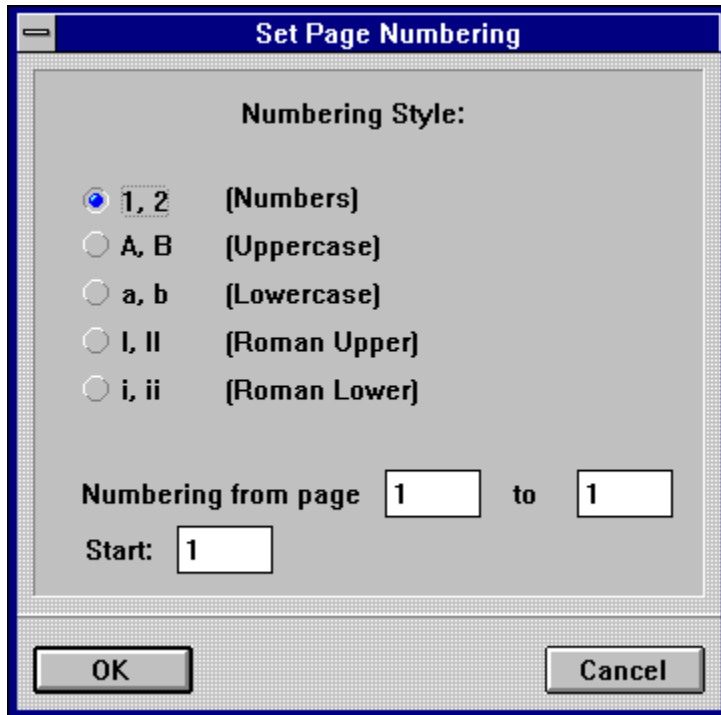


This icon calls up the Mount module. If the module is not loaded, an alert will appear. This command allows you to print multiple document pages on one page. Detailed information is found in the Mount Module, chapter 3.

Page Numbering



This command lets you choose a number style and a range of pages to be numbered. When you click the icon, the dialog box appears:



Click the number style, enter the page range and click OK.

You can create page numbers manually or automatically. The manual method requires a text frame to contain a page number control code. The page number control code is inserted in the text frame by using the Insert Current Page Number function. This function is described in the Text Module, later in this chapter.

To create automatic page numbering, place a text frame on a master page and insert a page number control code using the Insert Current Page Number function. After assigning the master page to the appropriate pages, select the page number style in the Set Page Numbering dialog box. Page numbers will appear on each document page to which the master page is assigned.

If you have assigned different master pages in a document, use the Clipboard to paste a copy of the page number text frame in the same location on each master page.

For facing page layouts, page numbers may appear on one or both pages. Create a text frame on the left and/or right side and insert the page number control code as described above.

Page numbering is used in conjunction with the Reformat Document function found in the Options menu. If you add or delete pages after selecting page number style, the Reformat

Document function will update all page number control codes. For further information, see Reformat Document in Menus, chapter 2.

You can control the numbers to be printed on specific pages. The page number printed does not have to match the physical page number shown in the Page Number Display of the Toolbar.

For example, if you wish to create a series of chapters as separate documents, the starting page number for each chapter could follow the last page number of the previous chapter by entering the appropriate starting page number in the Start field:

Set Page Format



With this function, you can set the page format for the current document. When you click the icon, the following dialog box appears:

The dialog box titled "Set Page Format" contains the following options:

- A5
- A4
- A3
- B5
- Letter
- Legal
- Double
- Half

Format: Format: × inch

Orientation: Portrait Landscape

Type: Single Page Facing Pages

Buttons: OK, Cancel

Set the page size of the document in the top section of the dialog box. There are four standard North American and four European DIN size defaults. If the page size you want is not listed, customize one by selecting Format and entering the desired size in the fields provided.

The standard North American paper sizes are Letter, Legal, Double, and Half. A Letter page is twice the size of a Half page, and a Double page is twice the size of a Letter page; a Legal page is not proportional to a Letter page.

North American page measurements are:

Half:	5.5	x	8.5
Letter:	8.5	x	11
Double:	11.0	x	16.29
Legal:	8.5	x	14.0

European DIN sizes work by halving. Two A5 pages fit onto an A4 page, two A4 pages fit onto an A3 page, etc. The ratio of height to width is always 2:1. The default DIN page sizes are:

DIN A3:	29.73 cm	x	42.04 cm
DIN A4:	21.02 cm	x	29.73 cm
DIN A5:	14.86 cm	x	21.02 cm
DIN B5:	17.59 cm	x	24.99 cm

In the bottom part of the dialog box, you can select Single Page or Facing Pages layout. Books and magazines are usually laid out in facing pages; flyers, posters, etc. are laid out in single pages.

When you select Facing Pages, several things happen. Each page becomes either a left or a righthand page. If you add pages, Calamus will alternate between left and righthand pages. Page 1 is usually a righthand page. If you change the position of page 1 to left, the position of subsequent pages will also change; Calamus will reassign layouts for left and righthand pages accordingly. To change page 1 from a right to a lefthand page, click the Left button in the alert which appears after you select Facing Pages.

Be aware that all header and footer information on the master page will be affected.

[Facing Pages Conflict](#)

Facing Pages Conflict

If you use facing pages in a document, there will be left and righthand pages. If you delete a page from a document, there will be two left or two right pages in a row. You may cancel the command, insert an empty page, or modify pages so that they alternate left and right again.

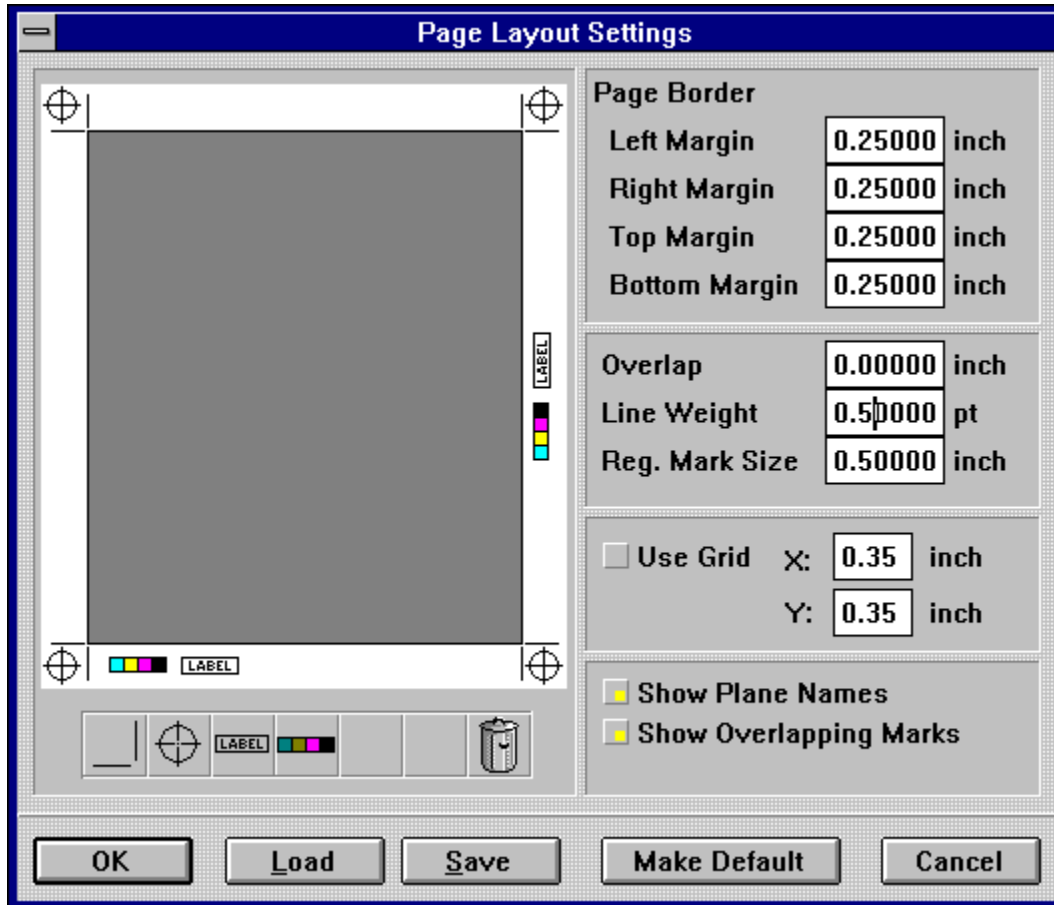
Page conflicts can also happen when merging documents.

When you insert or delete an odd number of pages in a document, the Facing Pages Conflict alert will appear twice; you must decide what to do at the beginning of the merge, and what to do at the end.

Another consideration arises when working with facing pages if you put a frame in the middle of the layout. Half of the frame will lie on the left page and half on the right. If you insert a page between the two, the frame will be divided. Calamus assigns the frame to the page which contains its central point. If, for example, 2/3 of a frame appear on the left page, Calamus will assign the frame to the left page. When you insert a new right page, Calamus will keep the frame on the old left page, but print 1/3 of it on the new right page. If you change the left/right page setup, the frame will appear on the right side of the right page as illustrated on the next page.

Page Layout Settings

Click the Page Layout Settings icon and its dialog box will appear:



This function creates various layout marks: crop marks, registration marks, overlap marks, text labels, color strips and the names of each color plane. These marks appear in a page border outside the document page. The page border contains information used for proofing and aligning color separations; it is eventually trimmed from the final page.

Crop marks are used for precise trimming of printed pages. Registration marks ensure the alignment of each color separation. Overlap marks define the amount of material that will be duplicated on adjacent edges of a facing page layout. Color strips are used for color balancing. Text labels hold time, date and filename information for reference purposes. The name of the color separation plane applies only to color documents and only if the Color Separation module is loaded. As a rule, individual separations are printed on the same (monochrome) output device. It is very important to be able to tell which color applies to which separation.

Layout marks will be printed and made visible in master page mode if the Layout button in the Advanced tab dialog box in the Printer Settings dialog box has been selected. See Printer Settings, chapter 3.

[Page Border](#)
[Layout Marks](#)

[Crop Marks](#)
[Registration Marks](#)
[Text Labels](#)
[Color Strips](#)
[Overlap](#)
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Page Border

The left, right, top and bottom margin settings define the page border around a document page. The values input for the respective margin areas define the dimensions of the page border and affect the size of crop marks and registration marks.

Calamus images a page from the topleft corner; therefore, the topleft crop mark will always print. However, other crop marks may not print if the combined page border and document page exceed paper size. Depending on the size of the top and left margins, you may also lose some of the bottom and right portions of a document.

Layout Marks

In the bottom left area of the Page Layout Settings dialog box is the layout marks iconbar. The iconbar holds icons for crop marks, registration marks, text labels and color strips. There is also a trashcan icon for deleting layout marks.

Crop Marks



Crop marks are printed as vertical and horizontal lines outside the corners of a document page; crop marks can also be set at midpage. Crop marks are used to trim pages from print signatures. Since cutting machines are never 100 percent accurate, crop marks allow a slight margin of error. The size of crop marks is automatically defined by the margins set in the Page Border fields, above.

To place a crop mark on the page border, drag the crop mark icon to a corner of the page layout settings window. The crop mark icon will automatically snap to a position in the corner.

To adjust the position of a crop mark, click the right mouse button on a crop mark icon and a popup menu appears, as shown at left. Click Corner to place a crop mark in the nearest corner; click Middle to place a crop mark midway along the left or right page border. Click Free to manually position a crop mark. For precise placement of a crop mark, click Position and the Absolute Positioning dialog box appears:

Enter the X and Y coordinates to position the selected crop mark.

Registration Marks



Registration marks help to align color separations. It is unlikely that you will be able to align the color planes correctly without registration marks. Registration marks appear as crossed circles in the corners of the page border. A number of styles is available. To select a style, click the right mouse button on the registration mark icon in the layout marks iconbar. The registration marks iconbar, shown at right, will popup. Click the registration mark of your choice.

The maximum size of registration marks is set in the Reg. Mark Size field, see below. If the page border is too narrow for the size set, registration marks will be automatically sized to fit the page border.

To place a registration mark on the page border, drag a registration mark icon from the layout marks iconbar to any position on the page border. To adjust the position of a crop mark, click the right mouse button on its icon and a popup menu appears, as shown at left. This menu works the same as the one described in Crop Marks, immediately above.

Text Labels



Text labels in the page border can be used for statistical information that is useful for sorting printed pages. Text label codes are used to enter date (%d), time (%t) and document name (%n).

To place a text label on the page border, drag a text label icon from the layout marks iconbar to any of the four margins. The text label will automatically rotate if placed in the left or right margin. To adjust the position of a text label, click the right mouse button on its icon and a popup menu appears, as shown above. Click Position to access the Absolute Positioning dialog box, described on the previous page. Click Edit to enter text label codes in the popup edit field that appears.

Color Strips



Color strips may be printed in the page border and are used for checking color balance. Color strips are larger than the icon suggests and may overwrite other page border elements if not placed carefully. To position a color strip, click its icon. A popup menu will appear, as shown above. Click Position to call the Absolute Positioning dialog box, described on the previous page.

Overlap

When binding documents with facing pages, such as books or magazines, a frame which spans two pages can disappear in the gutter between the pages. This option allows you to set an overlap to compensate for the gutter. As a result, internal portions of the page will be printed twice: once on the right side of the left page, and once on the left side of the right page.

Line Weight

This function sets the maximum line weight for both crop marks and registration marks. A fine line of one point is recommended.

Registration Mark Size

Although registration marks are automatically sized in proportion to the page border, you can set a maximum size. If the maximum size exceeds the page border, it will be automatically resized to the correct maximum or best fit.

Use Grid

A grid can be created to snap layout marks in the page border. Set the grid spacing in the X and Y fields. Layout marks will be snapped to the nearest grid position when placed in the page border.

Show Plane Names

If the Color Separation module is loaded, the name of each color plane, e.g. Cyan, will appear in the page border. If a spot color is printed, its color name will be printed as well.

Show Overlapping Marks

If an overlap setting has been entered, overlap marks may be shown if this option is selected.

Load/Save Layout

Page border elements and settings can be saved in a CPL page layout file and loaded when needed. As with the Merge Document function, differences in page size will affect the appearance and placement of the layout marks. Loading a page layout file for a page size that is larger than the page size of the current document will cause some marks to be unseen.

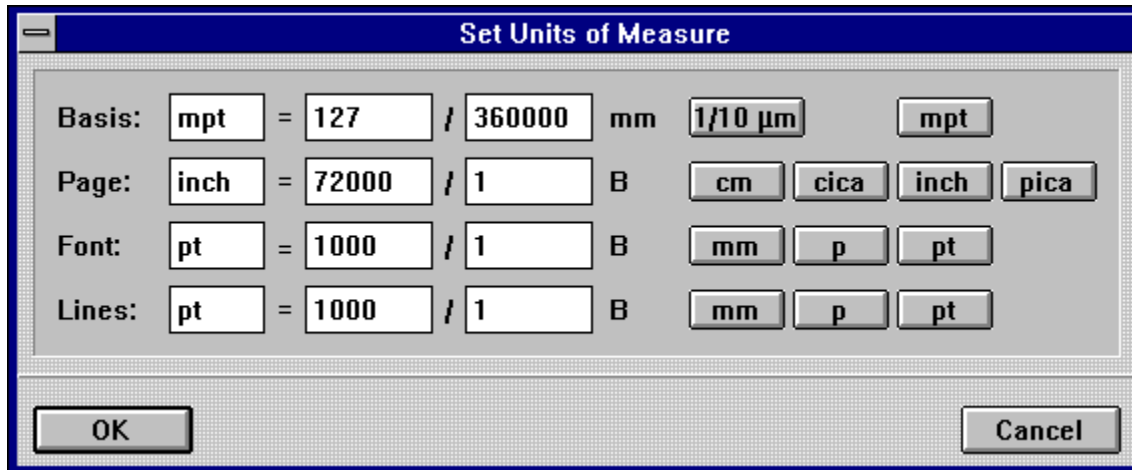
Make Default - Layout

This function will save the current page border elements and settings as a default. The elements and settings will be loaded whenever you use the Page Layout Settings function in a new document.

Set Units of Measure



Use this function to set the measurement system for the current document. Click the icon and the following dialog box appears:



You can select the Basis measurement system, the unit Calamus uses internally for computation. You may choose between 1/10 of a micrometre (100 nanometres) or millipica points (approximately 1/72,000 of an inch or 353 nanometres). The measurement chosen will not affect standard roundoff in character and frame calculations, but the unit you choose for internal Calamus use will. If Calamus is working internally with millipica points, it will be faster, but roundoffs may occur.

The Page measurement unit can be set to centimetres, ciceros, inches or picas. The choice will affect the Coordinate Display (in the Toolbar) and the layout rulers which you can display beside a document. The Page measurement unit is also used for various guidelines. If you are new to desktop publishing, you will probably want to work in inches. For more advanced work, picas (approx. 1/6) allow greater precision. The centimetre and cicero (4.5 mm) are used mainly in European layout.

This table presents different units of measure:

- 1 centimetre (cm) = 10 millimetres (mm)**
- 1 pica = 12 points pica (pt) = approx. 1/6 (inch) = 4.23 mm**
- 1 point pica (pt) = approx. 1/72 = approx. 0.352 mm**
- 1 cicero (cic) = 12 points cicero (p) = 4.5 mm**
- 1 point cicero (p) = 0.375 mm**

Measurement type for fonts and spacing (word, line, paragraph and text effects) is set in the Font row. In North America, the standard for these measurements is points pica (pt), while in Europe millimetres (mm) or points cicero (p) are more common.

The bottom row of the dialog box allows you to set the measurement unit for lines and raster areas. This selection is separate from text measurements for good reason. In professional layout, font sizes are usually given in points pica (pt), while certain page elements, such as lines and raster areas, are measured in a different unit.

DTP professionals may select a unit of measurement according to their requirements and enter the number in the field supplied. The base unit of measurement will be given as a fraction of millimetres. The unit "1/10 ?m" corresponds to 1/10,000 mm, and "1 mpt" corresponds to 254/720,000 mm. All other units must be given as fractions of the base measurement.

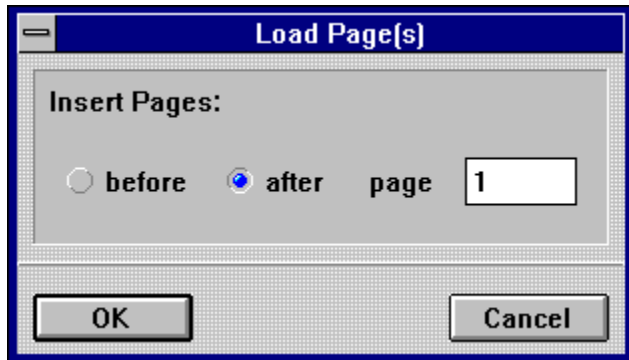
In North America, we generally use "mpt" for Basis, "inch" for Page, and "pt" for Font and Lines.

You can change any measurement unit without affecting the layout of current or previous documents. However, the unit of measure and the associated values in each function's number field will change accordingly.

Load Pages



To load a saved page, click this icon. The file selector will appear and prompt you for a filename. Select a file containing Calamus pages (CSE extension) and this dialog box will appear:



Indicate where the pages should be inserted in the document. By default, they will be placed immediately after the page on which you are working. If you want pages to appear at the beginning of the document, click the Before button and enter the number 1. (This number is the page number which appears in the Toolbar and is not necessarily the number which will be printed on the page.)

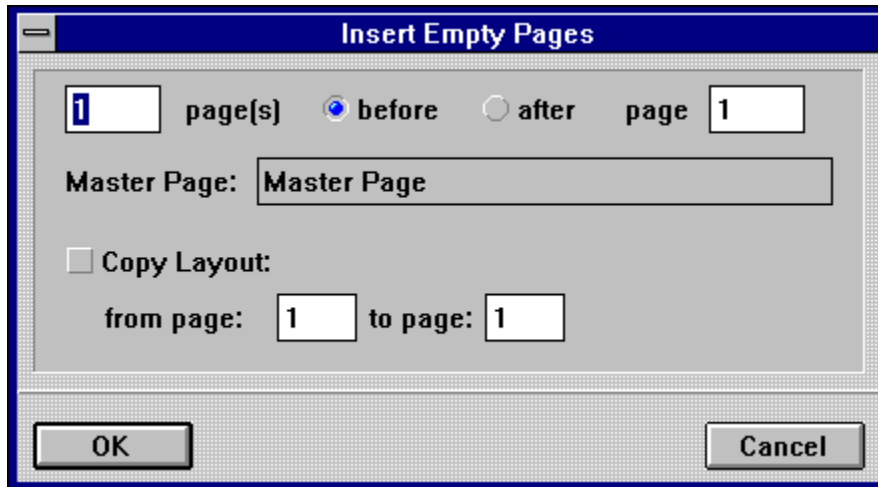
Every time you load a Calamus page, you automatically load the master page assigned to it. There may already be a master page of the same name in your document. To deal with this problem, see Name Conflict in Standard Elements, chapter 1.

By inserting pages, you may change master page elements, especially if the pages to be loaded contain different elements than those currently in the document. In this case, an alert will appear to guide you. For additional information see [Facing Pages Conflict](#) earlier in this chapter.

Insert Empty Pages



This function allows you to add one or more empty pages to a document. When you click the Insert Empty Pages icon, this dialog box appears:



The dialog box titled "Insert Empty Pages" features the following controls:

- A text box containing the number "1" followed by the label "page(s)".
- Two radio buttons: "before" (selected) and "after".
- A text box containing the number "1" followed by the label "page".
- A text box labeled "Master Page:" containing the text "Master Page".
- An unchecked checkbox labeled "Copy Layout:".
- Two text boxes: "from page:" containing "1" and "to page:" containing "1".
- "OK" and "Cancel" buttons at the bottom.

Enter the number of pages you wish to insert. The maximum number of pages in a document is either 999,999 or limited by available RAM.

The next buttons allow you to specify if the new pages are to be inserted before or after the current page.

You may also assign a master page to the new page(s). Click the Master Page field and a list of available master pages will appear.

The contents of all frames on a master page are copied to all pages to which a particular master page is assigned. A master page may include elements such as lines, raster areas, graphics and text. However, empty frames on a master page are not copied to the layout page.

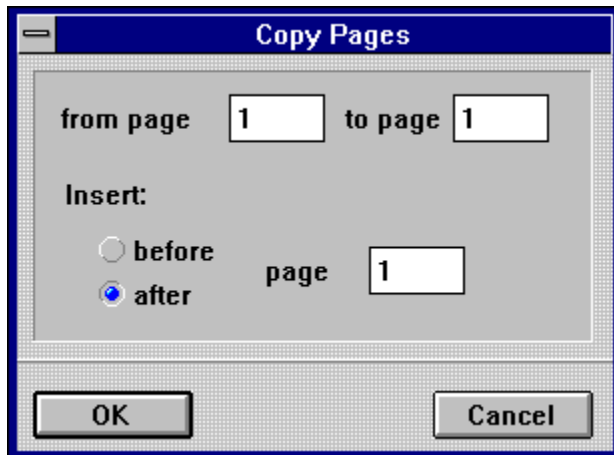
You may want to have empty frames on the new pages in order to quickly flow text or import a graphic. In this case, the Copy Layout option will make empty copies of the frames type found on the page range specified below the Copy Layout button. After this is done, you can go to the [Master Page command group](#) and assign a master page (with text and graphic elements) to the page(s) you have just inserted.

Copy Pages



This function allows you to copy a page or range of pages in the current document to another part of the same document.

Click the Copy Pages icon and this dialog box appears:



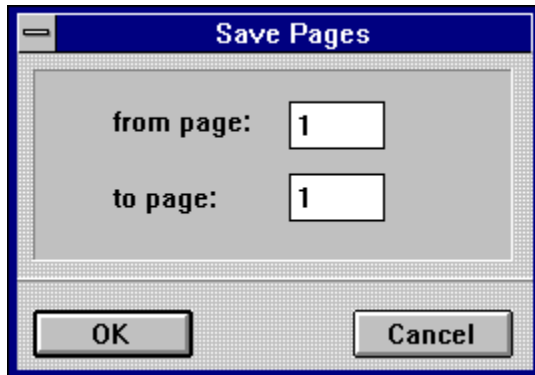
Enter the page or range of pages you want to copy in the page range fields. Then select the destination of the copies by clicking before or after in the Insert section. You may change the destination page by editing the page field. Click OK to execute the copy operation.

The current page is the default. If you wish to copy a single page, enter its number in both the from page and to page fields. These numbers refer to physical pages as shown in the Page Number Display in the Toolbar, and are not necessarily the numbers that will be printed on the document.

Save Pages



This function allows you to save single or multiple pages. A page consists of all the frames on it, including the contents of those frames. When you click the Save Pages icon, this dialog box appears:



As with Copy Pages and Move Pages, you must specify a page or range of pages to be saved. These numbers refer to physical pages as shown in the Page Number Display in the Toolbar. When the file selector appears, enter a filename. The CSE extension is added automatically.

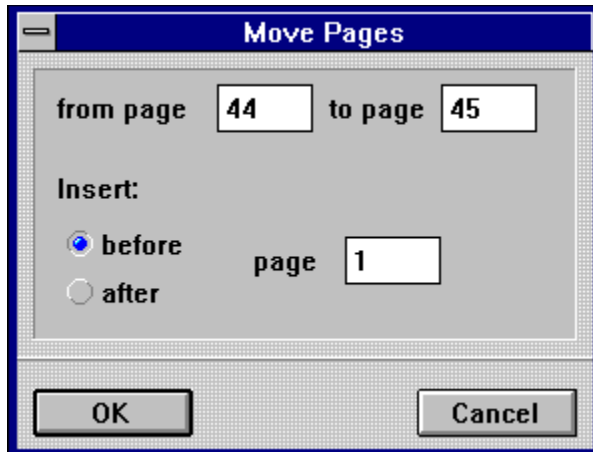
The current page is the default. If you wish to save a single page, enter its number in both the from page and to page fields.

Move Pages



This function allows you to change the position of one or more pages in a document. The pages (including text piping chains) will be removed from one location and placed in another.

When you click the Move Pages icon, this dialog box appears:



As with the Copy Pages command, you may specify the page or range of pages to be moved and their destination. The numbers refer to physical pages as shown in the Page Number Display in the Toolbar.

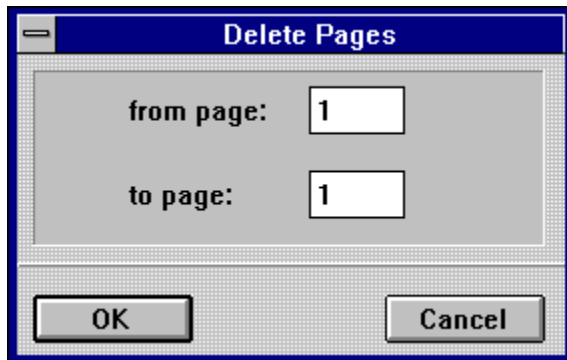
An example will clarify how piping chains are affected: Let's say you have a threepage document whose text frames are linked by a piping chain. When you move the third page in front of the second, the text flows from page 1 to page 3 to page 2. If a block of text was deleted from the first page, text would flow back from the third page to fill the gap, and text from the second page would flow back to fill the third.

The current page is the default. If you wish to move a single page, enter its number in both the from page and to page fields.

Delete Pages



When you click this icon, this dialog box appears:



Select the page or range of pages to be deleted. The current page is the default. If you wish to delete a single page, enter its number in both the from page and to page fields and click OK. The page(s) and their contents, will be deleted from memory.

The contents of text frames, however, are only deleted when the frames are not part of a piping chain. If there is a piping link to the next page, the text will be moved to the next frame. If this is not the case and the frame is at the end of a piping chain, the text will be appended to the final frame. This frame will then be marked with the overflow symbol [+] to indicate that not all text fits within it.

When you delete an uneven number of pages from a document with facing pages, you will alter page layout. See [Facing Pages Conflict](#), earlier in this chapter, for more information.

Master Page Command Group

Master pages are like style sheets which allow you to establish elements that will appear on one or more related document pages. Examples of such elements are: lines, text, graphics, registration marks, crop marks and guidelines.

This command group allows you to create, assign, identify, change, copy and delete master pages. After you select this command group, switch to Master Page mode by clicking the Master Page icon in the Toolbar. Calamus will display the master page of the current document page.

Master Page Mode

Functions:

Master Page List

Load/Save/Replace Master Pages

Create Master Page

Copy Master Page

Assign Master Page

Identify Current Master Page

Delete Master Page

Master Page Mode



To enter Master Page mode, click the master page icon in the Toolbar above the Next Page icon. In master page mode, you can create or modify the master page(s) used in a document. As in layout mode, you can create, modify and delete frames, pipe text frames and place guidelines. You cannot link text frames on a master page to other pages. Since master pages always use a single or facing pages format, you cannot move to other pages. Each master page has a name. When you are working on a master page, its name appears in the title bar of the document window, beside the name of the document file.

While working in master page mode, you will see the complete page just as Calamus will print it. To see the page border with layout marks (crop marks, registration marks, etc.), select the Layout button in the Options tab dialog box in the Printer Settings dialog box.

To see the complete page border in master page mode, click the Full Page Display icon in the Toolbar. To return to layout mode, click the master page icon in the Toolbar.

[Master Page Basic Principles](#)

Master Page Basic Principles

Each document must have at least one master page whether that master page is blank or filled with frames. It is possible to use more than one master page in a document, but only one master page may be assigned to each document page.

All elements on a master page will appear on every document page to which the master page has been assigned - exactly as they appear on the master page - unless the Show Master Page Elements icon is deselected in the Display command group of the Frame module. Any type of frame may be placed on a master page; frames which are empty, however, will not be displayed on document pages.

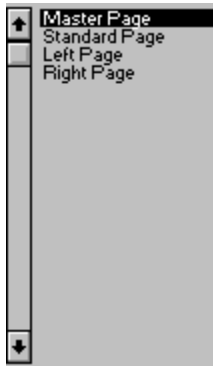
You cannot edit master page frames on document pages, but you can move master page frames to the background or foreground and show or hide their contents. Guidelines and layout rulers, on the other hand, can be edited either in master page mode or in layout page mode. Any changes made will be reflected throughout the document.

To install registration or crop marks on a master page, use the functions in the Page Layout Settings and activate the Layout button in the Options dialog box in the Printer Settings dialog box.

To create automatic page numbering, use the Insert Current Page Number function in a text frame on a master page. See Text Module, later in this chapter.

Every master page has a name to identify it. When you add a new page to your document, you must specify which master page it should use. If there is only one master page, it is used automatically. When you delete a master page which is assigned to a document page, you must specify a replacement master page.

Master Page List



The Master Page command group contains a list of available master pages. Every document must have at least one master page; a default name is provided when you create a new document. The list will also show any other master pages which are loaded. If a document has more than 24 master pages, use the arrow buttons or vertical scroll bar to view the remainder. To select a master page, click its name in the list.

Load/Save/Replace Master Pages



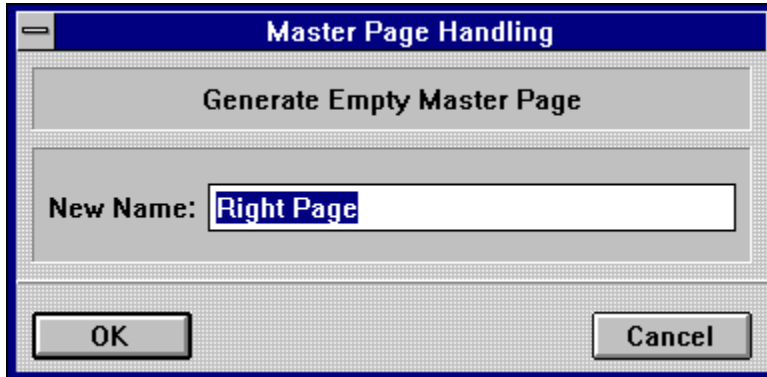
This command allows you to load or save one or more master pages. You can also replace one master page with another. When you click this icon, the Master Page object selector will appear.

If you want to load a master page, click the Load button and select a filename in the file selector. If one of the new master pages has the same name as one already in the document, an alert will appear - see Name Conflict in Standard Elements, chapter 1.

To replace a master page, select it and click Replace. You can then choose a replacement master page from the list.

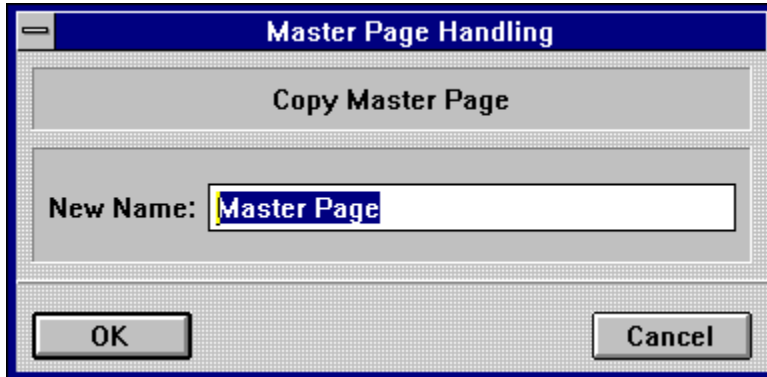
To save a master page, select the master page name and click the Save button. The file selector will appear, allowing you to save the master page in a file with a CSS extension.

Create Master Page



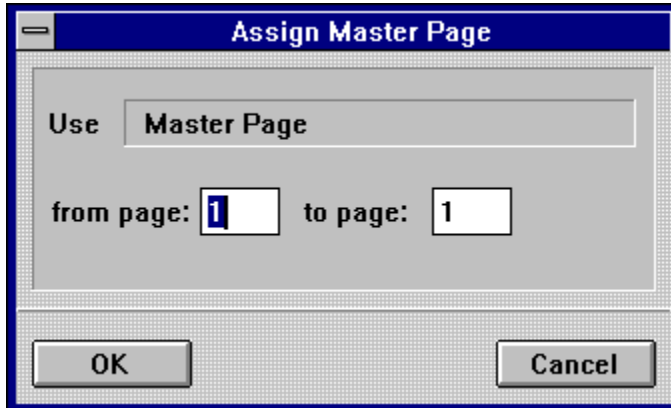
This command lets you create a blank master page. A dialog box appears, prompting you to supply a name for the new master page. A suggested name (New Master) appears, which you can edit. The example, above, is aptly named for a right page layout.

Copy Master Page



This command lets you copy a master page to create one or more variations while sharing some common elements, e.g. a logo. It is recommended that you select Virtual copies in the Copy Options item of the Options menu. If you do, the master pages will be virtual copies of each other; common elements, such as bitmap graphics, can be automatically changed on all master pages when you do so on any one of them. While the contents of virtually copied frames may be changed in this way, their position is not affected.

Assign Master Page



All pages in a new document are assigned a default master page. This command lets you assign the master page of your choice. First, select a master page from the master page list and then click this icon. In the dialog box, enter the page or range of pages to which the master page should be assigned.

Identify Current Master Page



This command displays the name of the master page assigned to the current document page. Click the icon, and the name of the master page assigned to the current document page will be highlighted in the master page list.

Delete Master Page



To delete a master page, click this icon. If the master page is assigned to any document pages, an alert will appear asking for a replacement. You may keep the current master page by clicking the OK or Cancel buttons. To choose a replacement, click the master page name in the Replacement field. The master page list will appear. Select a replacement name and click OK.

