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Introduction

Welcome to Extensis PageTools. You've purchased a collection of plug-ins that make PageMaker® work faster, easier, and more efficiently than ever before. The PageTools collection provides fast, easy solutions for your everyday desktop publishing needs.

Whether you're laying out a brochure, creating a catalog, or designing a poster, PageTools increases your efficiency by reducing desktop navigation time. PageTools not only enhances PageMaker, but improves its usability, thereby increasing your productivity.

The fifteen plug-ins in this collection share a consistent user interface and are designed and tested to work seamlessly with PageMaker version 6.0. We believe you'll find PageTools a natural extension of PageMaker.

Installation

PageTools works with any Windows 95 or Win32s compatible computer capable of running PageMaker 6.0. PageTools is designed to work with Adobe PageMaker version 6.0 or later. PageTools will occupy approximately 2MB of space on your hard drive.

▶ To Install PageTools

Note
The PageTools Installer installs the following PageTools files into the PlugIns Directory.

Pgalign, Pgbars, Pgcolors, Pgcounter, Pgguides, Pgmarks, Pgmover, Pgprinter, Pgscaler, Pgtoolbox, Pgthumb, PgTools.add.

The following PageTools files are installed into the Startup or System Directory.

Startpg.exe, XTOOLBX2.DLL, EREGREG2.DLL, EREGLIB.DLL

1. Insert the PageTools disk into the disk drive.

2. Click the Start button on the Windows 95 Task bar.

The Start menu appears.

3. Select the Run item in the Start menu.

The Run dialog box appears.

4. Type A: Setup in the Open field.

If you install from a different drive, substitute that drive letter for "A".

4. Click the OK button.

The PageTools Setup application starts. Follow the on-screen instructions to complete the installation of PageTools.

Personalization and Registration
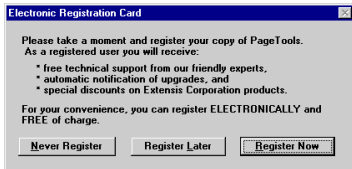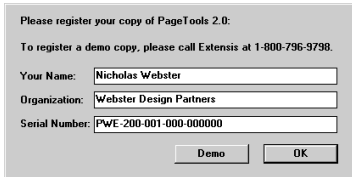
It is important to register your copy of PageTools so we can provide you with the best possible service. Registered users of PageTools are eligible for technical support, information regarding new versions and products, and discounts and special offers on new products.

PageTools includes electronic registration, so registering has never been easier! The first time you run PageMaker after installing PageTools, the PageTools Personalization dialog box appears. To personalize PageTools, enter your name, company, and PageTools serial number. Your product serial number is located on your PageTools disk. If you choose not to personalize your copy, PageTools will run in demonstration mode. In demonstration mode, PageTools plug-ins can be used for 30 minutes.

Once you have personalized PageTools, a dialog box appears and asks if you would like to register. To register PageTools, click the Register Now button. An electronic registration screen appears. After you have completed the registration screen, Market Research and System Configuration screens follow. The Market Research screen asks basic questions that enable us to better understand your needs. The System Configuration screen provides a "snapshot" of your system configuration, which enables Extensis to support you more effectively. Sending the Market Research and System Configuration information is optional. If you don't want to send this information to Extensis, you may check the box at the bottom of these screens.

If you have a modem connected to your computer, you can use it to register toll-free. If you do not have a modem, you can print the registration sheet and fax it to (503) 274-0530 or drop it in the mail using the postage-paid envelope provided in the PageTools box. If you don't have access to a modem or printer, you can still register by filling out the registration sheet located at the end of this manual.

Technical Support

For questions regarding PageTools, please refer to this manual, which describes the features and basic operations. If you have a question or a problem that is not addressed in the Troubleshooting section of the manual, technical support is available at **(503) 274-7030**, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. Pacific time.

When calling technical support, please be at your computer and have the following information available: your PageTools registration number, your Windows configuration, and your question or a description of the difficulty you're experiencing—what specifically occurs and when. Take note of any error messages and any other information you think may be relevant.

Suggestions

We'd love to hear your comments about PageTools, ideas for new plug-ins, or improvements on existing plug-ins. A suggestion sheet is included at the end of this manual. Please fax or mail your comments and suggestions to Extensis.

Accessing PageTools Plug-ins

In PageMaker version 6.0, plug-ins are listed in the PageMaker Plug-ins menu, found in the Utilities menu. Selecting a PageTools plug-in from the menu displays the palette or dialog box associated with the plug-in.

The Start PageTools Application

The Start PageTools application automatically loads the PageTools collection when PageMaker is opened. Most of the PageTools remain invisible until selected.

The installer places the Start PageTools shortcut in the Startup directory. To turn off the automatic loading option, move the Start PageTools shortcut out of the Startup directory and restart Windows. When the automatic loading option is disabled, PageTools does not load at startup and plug-ins can't be accessed until you select one of the PageTools plug-ins in the PageMaker Plug-ins menu.

The PageToolbox

You will see the PageToolbox listed in the PageMaker Plug-ins cascade menu in the Utilities menu. PageToolbox is not a plug-in you can directly use—instead, it is a shared "toolbox" that provides necessary resources for the other PageTools. Selecting PageToolbox does not affect the PageTools plug-ins or display a dialog box.

PageTools Summary

New in Version 2.0

This Plug-in...		Does this...
PageCaps	(page 17)	Converts a block of selected text to lowercase, all caps, sentence caps, title caps, or random caps. Includes an exceptions list for text you want to capitalize a particular way, such as PageMaker or ThinkPad.
PageCounter	(page 22)	Displays the number of characters, words, lines, and paragraphs in the specified text, story, or publication.
PageMarks	(page 27)	Draws crop marks and registration marks exactly where you need them.
PageTips	(page 49)	Offers hundreds of valuable PageMaker tips and tricks from Olav Kvern. Tips are displayed when you launch PageMaker or whenever you select PageTips.
PageType	(page 50)	Provides the power and ease of applying type styles at the character level. Even complex character formats are available with a single keystroke or mouse click.

Improved in Version 2.0

This Plug-in...		Does this...
PageAlign	(page 14)	Offers alignment and distribution options to quickly create complex object arrangements without using a guide, ruler, or control palette.
PageBars	(page 5)	Brings one-click access to more than three hundred commands in PageMaker through multiple, customizable toolbars that put at your fingertips the tools, commands, hidden commands, and plug-ins you use most.
PageColors	(page 20)	Finds and changes the color of lines, rectangles, ovals, polygons, and text—one at a time or all at once. Similar to the find and change feature in the Story Editor, PageColors quickly finds and changes colored objects in the publication.
PageGuides	(page 24)	Adds, deletes, and duplicates all types of guides in your publication—it even duplicates and applies column guides—with unprecedented ease.
PageMover	(page 30)	Moves selected objects, such as graphics or text, to any page in the publication—without leaving the current page. PageMover also moves objects to the pasteboard and clears your pasteboard with just one click.
PagePreview	(page 32)	Displays a thumbnail preview of the first five pages of any PageMaker publication in the Open Publication dialog box—before opening it—so you can be sure you're opening the correct publication and version.
PagePrinter	(page 34)	Makes printing easier with a Print dialog box that streamlines page selection, finds pages that have been edited, and previews pages before printing.
PageScaler	(page 38)	Makes scaling text and graphics a snap. Even handles grouped objects in PageMaker 6.0.
PageScripts	(page 40)	Automates repetitive tasks through the creation and execution of scripts. Scripts appear as buttons in any toolbar and can be launched with a single click. Many predefined scripts are provided, and you can create your own.
PageThumb	(page 46)	Offers a floating window to help you navigate through your publication quickly, without leaving the page where you are currently working. The PageThumb window displays thumbnail previews of other pages in the publication.

PageBars

For years, users of software programs such as Microsoft Word® and Excel® have enjoyed the benefits of customizable toolbars. Now PageBars brings the one-click convenience of toolbars to PageMaker, offering instant access to hundreds of PageMaker commands, tools, and menus.

Several preconfigured toolbars are provided that include tools and commands that any PageMaker user will find useful. Since not all users are the same, PageBars gives you the power to customize toolbars by adding, removing, or arranging buttons according to your preference. Also, toolbars can be displayed or hidden as needed. For example, you can create a toolbar specifically for formatting text. When you're not formatting text, you can keep the toolbar hidden, freeing screen space.

You can display toolbars as resizable floating palettes or as embedded toolbars on the edge of the screen. These flexible display options allow you to maximize valuable screen space. Toolbars can also eliminate the need for PageMaker's tool palette. PageBars allows you to collect in one place the commands and tools you use most. PageBars also provides easy access to commands previously unavailable from a palette. For example, you can add difficult-to-remember special characters, such as £, ®, —, or hidden kerning commands to a toolbar.

Features:
- One-click access to menus, cascade menus, invisible keyboard commands, special characters, PageTools plug-ins, and specific PageTools commands.
- Choose from more than 300 command buttons.
- Move and group buttons to any location on the toolbar.
- Display toolbars as free-floating palettes or embed them into a side of the application window.

Starting PageBars

When first installed, PageBars automatically displays several default toolbars.

The default toolbars contain preselected buttons. Each button represents a PageMaker or PageTools command. You can customize the toolbars by adding, removing, or arranging the buttons according to your preference.
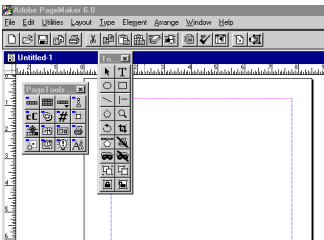
▶ To open the PageBars dialog box:

- **Click the PageBars button on the PageTools toolbar,** *or*
- **Select PageBars from the PageMaker Plug-ins cascade menu in the Utilities menu.**

The PageBars dialog box

A The list of available toolbars. Toolbars shown with a check mark are currently displayed. Click in the checkmark area to show or hide a toolbar.

B The Show Tool Tips option–Click the checkbox to display floating help below toolbar buttons. The floating help appears when you hold the cursor over a button for more than one second.

C The Done button–Click to close the PageBars dialog box.

D The Customize button–Click to display the Customize PageBars dialog box.

E The New button–Click to create a new toolbar.

The Duplicate button–Click to create a copy of the toolbar selected in the list.

The Rename button–Click to edit the name of the selected toolbar.

F The Delete button–Click to remove the selected toolbar.
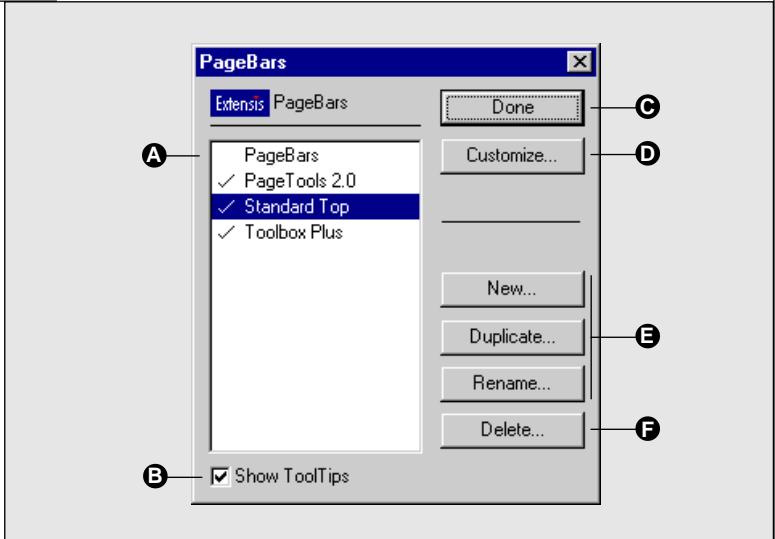
Changing Toolbar Types, Location, and Size

PageBars provides two types of toolbars: embedded and floating. Embedded toolbars are fixed to the top, bottom, left, or right of the screen. Floating toolbars are resizable, movable, and float over PageMaker's windows. The name of a floating toolbar is displayed above the toolbar icons.

▶ To display or hide toolbars:

- **Select a toolbar from the Toolbars pop-up menu on PageTools toolbar, or**
- **In the PageTools dialog box, click in the checkmark area next to a toolbar.**

Checked toolbars are visible.

▶ To change toolbars from embedded to floating:

- **Double-click in an unused portion of the toolbar,** *or*
- **Click and hold the mouse button in an empty area of the toolbar. Drag the cursor out of the toolbar area and release the mouse button.**

  The embedded toolbar disappears and a floating toolbar appears.

▶ To change toolbars from floating to embedded:

- **Double-click in the title bar or an empty area of the toolbar,** *or*
- **Click and hold the mouse button in the title area of the floating toolbar. Drag the cursor to the edge of the screen and release the mouse button.**

  The floating toolbar disappears and an embedded toolbar appears.

▶ To change an embedded toolbar's location:

1. **Click and hold the mouse button in an empty area of the toolbar.**
2. **Drag the cursor out of the toolbar area and to the edge of the screen where you want the toolbar. Release the mouse button.**

   The toolbar moves to the specified edge of the screen.

▶ To change a floating toolbar's location:

1. **Click and hold the mouse button in the title area of the toolbar.**
2. **Drag the cursor to the desired location for the toolbar and release the mouse button.**

   The toolbar moves to the specified location.

▶ To change a floating toolbar's size:

1. **Click and drag the edge of the toolbar.**

   As you drag the edge, the outline of the toolbar changes.

2. **Release the mouse button.**

   The toolbar is displayed in the new size.

Customizing Toolbars

All toolbars in PageBars are configurable. Using the Customize Toolbars dialog box, you can create, edit, and delete toolbar buttons.

▶ To open the Customize Toolbars dialog box:

- **In the PageBars dialog box, click the Customize button,** *or*
- **Click the Customize PageBars button on the PageTools toolbar.**

  The Customize Toolbars dialog box appears.

The Customize Toolbars dialog box

A The Categories list–Click a category name to display the buttons available in that category.

B The Done button–Click to close the Customize Toolbars dialog box.

C The New button–Click to display the Edit Custom Button dialog box. Use the Edit Custom Button dialog box to create toolbar buttons for actions not included in the PageBar categories.

D The New PageScript button–Click to display the PageScript dialog box. Use the PageScript dialog box to create or edit PageScripts.

E The Buttons field–Displays the buttons contained in the selected category. Click and drag a button to a toolbar to add it to the toolbar.
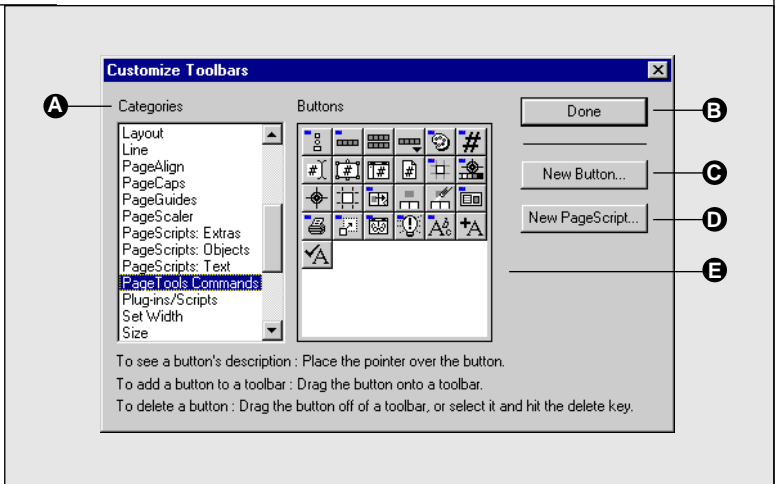
▶ To create a new toolbar:

- **In the Customize Toolbars dialog box, click and drag a button to an area of the screen not occupied by a toolbar,** *or*

1. **Click the New button in the PageBars dialog box.**

   The New Toolbar dialog box appears.

2. **Enter a name for the toolbar in the New Toolbar Name field.**
3. **Click the OK button.**

   The new toolbar is displayed. To add buttons, click and drag them from the Customize Toolbars dialog box to the toolbar.

▶ To add a button to a toolbar:

1. **Make sure the toolbar you want to add the button to is displayed on the screen.**
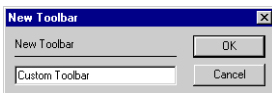
2. In the Customize Toolbars dialog box, select a category in the Categories list.

The buttons in that category appear in the Buttons field.

3. Click and drag the desired button from the Button field to the toolbar.

When you release the mouse button, the button is added to the toolbar.

4. Click the Done button when you are finished.
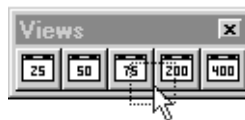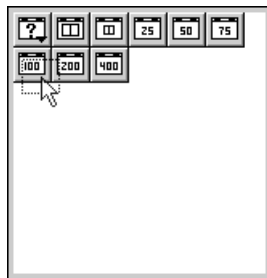
▶ **To remove a button from a toolbar:**

1. Make sure the toolbar containing the button you want to remove is shown on the screen.

2. With the Customize Toolbars dialog box open, click on the button you want to move and drag it off of the toolbar.

When you release the mouse button, the button is removed from the toolbar.

3. Click the Done button when you are finished.

▶ **To move buttons on a toolbar:**

1. Make sure the toolbar containing the button you want to move is shown on the screen.

2. With the Customize Toolbars dialog box open, click and drag the button to a new location.

The new location can be on the same toolbar or on a different toolbar. When you release the mouse button, the button moves to the new location.

▶ **To add space between buttons:**

1. Make sure the toolbar you want to work with is shown on the screen.

Tip
To delete or move a button, or to modify a button's spacing without opening the Customize Toolbars dialog box, hold down the Alt key while clicking and dragging a button.

2. With the Customize Toolbars dialog box open, click and drag the button slightly to the left, right, up, or down.

When you release the mouse button, a space appears next to the button. Vertical spacing of buttons is allowed only in single column floating toolbars.

Creating PageScript Buttons

See the PageScripts section of this manual for information on writing PageScripts.

▶ To paste a script into PageScripts:

1. Select the script text from the Trace or Edit Script dialog box and select Copy from the Edit menu.

2. Open the PageBars Editor and click the Customize button.

To open the PageBars Editor, choose PageBars from the Plug-ins cascade menu in the Utilities menu or click the PageBars icon on a toolbar.

3. Click the New PageScript button.
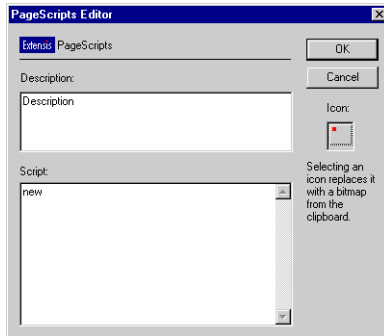
The PageScript Editor opens.

4. Paste the script into the Script field using the Ctrl-V keyboard command.

It is important to comment your code within the script section. Comments have "--" before each comment to differentiate them from script commands. This enables you or others to easily understand the script.

5. Write a brief description of the script in the Description field.

To distinguish script buttons from regular buttons, we recommend that all script titles end with the word "script."

Creating Custom Buttons

In addition to the hundreds of predefined buttons available in PageBars, you can also create your own custom buttons.

▶ **To create a custom button:**

1. **In the Customize Toolbars dialog box, click the New Button button.**

   The Edit Custom Button dialog box appears. Custom buttons can represent Keystrokes, PageMaker menu items, or Plug-In items.

2. **Click the Keystroke, Menu, or Plug-In Item option button.**

3. **Provide PageBars with additional information about the button.**

   - **If you selected Keystroke, enter the keystroke now. PageBars will activate the keystroke when the toolbar button is pressed.**

   - **If you selected Menu, enter the menu and menu item numbers corresponding to the desired menu item.**

   - **If you selected Plug-In Item, select the Plug-In name and command number. This command will be triggered when the toolbar button is pressed.**

   A description of the button command appears in the Description field. You can edit the button description by changing the text in this field.

4. **Click the OK button.**

   The button is added to the Custom Buttons category. You can add the Custom button to a toolbar, just as you would a predefined button.
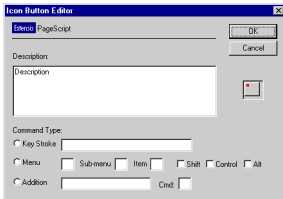
7. Click the OK button.

The new PageScript button appears in the selected category. To use the PageScript, drag the button to a toolbar.

Creating a Custom Icon

You can attach custom icons to scripts that you create. You can design your own icons using any Windows paint program.

▶ To paste an icon:

1. Design an icon in any Windows paint program.

The designed icon must be a 19 x 17 (width/height) pixel bitmap image to paste correctly into the PageScript icon field. The PageScripts Editor provides the necessary border for selected and deselected icons. For consistency, all PageScript icons should have a 4 x 4 pixel red square identification mark at the top left corner of the icon.

2. Copy your newly created icon to the Clipboard.

3. Open PageMaker and the PageBars Editor.

To open the PageBars Editor, choose PageBars from the Plug-ins cascade menu in the Utilities menu or click the PageBars button on a toolbar.

4. Select the category that contains the PageScript you want to edit or select the New PageScript button to open a new PageScript.

The PageScript Editor appears.

5. Click inside the square below the Icon.

When you click inside the square, the icon is pasted. A PageScript alert box appears if the pasted icon is the incorrect size. The icon will paste even if it's incorrectly sized, but it may appear distorted.

Sharing Toolbars

You can share toolbars and scripts with other PageTools users.

▶ **To copy Toolbars to a floppy disk:**

1. **Insert a floppy disk in the disk drive.**

   The toolbar files will be copied to this disk.

2. **Open a Windows directory window.**

3. **Locate and open the PageBars directory.**

   The PageBars directory should be located within the Plug-Ins directory. Toolbar files are listed by the first 8 characters of their title and end with ".bar". For example, a toolbar titled "Pat's Tools" would appear as "Pat's_To.bar" in Windows Explorer or the File Manager.

4. **Select the toolbars you want to copy.**

5. **Select the Send To item in the File menu.**

   A list of Send To options appears in a cascade menu.

6. **Select Drive A in the cascade menu.**

   If you use a different drive, substitute that drive letter for "A"

   The selected toolbars are copied to the floppy disk. You can now give this disk to another PageTools Windows user.

▶ **To install PageBars from a floppy disk:**

1. **Insert the disk containing the toolbars into the disk drive.**

2. **Copy the toolbars from the floppy disk to the PageBars directory in the PlugIns directory on the hard drive.**

   To use the toolbars you've just installed, open PageMaker and select the "Edit Toolbars" button in the PageBars Editor.

PageAlign

PageAlign gives you an automatic alignment and distribution solution for objects on your page. Using PageAlign, you can align and distribute items such as text, rectangles, ovals, polygons, and graphics vertically or horizontally with one click access from PageTools toolbars. You can choose to distribute objects at a fixed or even distance apart. And since the alignment and distribution selections you choose are displayed in the PageAlign dialog box, you can preview the result of your selections before returning to the page.

For increased efficiency, several PageAlign commands and a Repeat last PageAlign command are accessible through buttons on the toolbar—without having to find and select the desired option in a menu or dialog box. PageAlign's powerful alignment and distribution options make creating uniform object arrangements quick and easy.

Features:

- Align and distribute objects horizontally or vertically.
- Select fixed or even distribution between objects.
- Access PageAlign and commonly used alignment commands from the toolbar.

Starting PageAlign

▶ **To start PageAlign:**

- **Select PageAlign from the PageMaker Plug-ins cascade menu in the Utilities menu,** *or*
- **Click the PageAlign button on the PageTools toolbar.**

The PageAlign dialog box

A The Example Area–Displays the selected object's alignment and distribution arrangement.

B The Vertical Align and Distribute option buttons–Offers alignment and distribution combinations with the selected objects.

C The Horizontal Align and Distribute option buttons–Offers alignment and distribution combinations with the selected objects.

D Displays a description of the currently selected horizontal and vertical alignment and distribution options.

The Evenly and Fixed distribution options, available from both the horizontal and vertical pop-up menus, offer the ability to distribute objects evenly or using a fixed distance that you choose.

Alignment and Distribution Options

The following table describes PageAlign's alignment and distribution options which let you create complex object arrangements quickly and easily.

Align and Distribute Options

This option...	Does this...
Horizontal Align	Aligns selected objects horizontally. For instance, if you choose to align objects horizontally left, the objects will shift so that the left edges of all the objects align to the left edge of the left-most object. After choosing a horizontal selection, the horizontal information box at the right side of the dialog box displays a written description of the selection.
Horizontal Distribute	Distributes selected objects horizontally. The Left, Center, and Right distribution options give you the ability to add space between the objects. For instance, if you choose the Horizontal Left distribution option with a fixed distance of one inch, the objects will redistribute horizontally with one inch between the left edges of each of the objects. The Specific option distributes an equal amount of space between each object so visually the objects appear evenly spaced apart.
Vertical Align	Vertically aligns selected objects. For instance, if you choose to align objects vertically centered, the objects shift so that the centers of all the objects are aligned vertically. After choosing a vertical selection, the vertical information box on the right side of the dialog box displays a written description of the selection.
Vertical Distribute	Distributes selected objects vertically. The Top, Center, and Bottom distribution options give you the ability to add space between the objects. For instance, if you choose the Vertical Bottom distribution option and choose to have the objects evenly distributed, the objects will be redistributed vertically and will be evenly spaced within the vertical space the objects currently occupy. The Specific option distributes equal distance between the edges of objects so visually the objects appear evenly spaced apart.

PageAlign Buttons on the Toolbar

Commonly used PageAlign commands are available directly from the PageTools toolbar. Other PageAlign commands may be added to the toolbar using the PageBars plug-in.

PageAlign Toolbar Buttons

This button...	Does this...
	Displays the PageAlign dialog box.
	Centers the selected objects horizontally.
	Centers the selected objects vertically.
	Distributes the selected objects vertically.
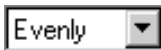
Fixed or Even Distribution

▶ To distribute objects evenly:

Choosing to distribute objects evenly redistributes objects within the currently occupied space. For instance, if you choose even vertical distribution, the top and bottom objects remain stationary, and the objects in between redistribute evenly between them.

1. **Select two or more objects you want to align.**
2. **Open the PageAlign dialog box.**
3. **Select either a horizontal or vertical distribution option.**

   The Evenly pop-up menu appears in the horizontal or vertical section at the bottom right of the dialog box. The menu options are to distribute objects evenly or fixed.

4. **Select the Evenly option.**
5. **Click the OK button.**

   The objects redistribute evenly within the currently occupied space.

▶ To distribute objects a fixed distance:

Choosing fixed distribution adds the amount of space you choose between objects. For instance, if you choose vertical top distribution and enter one inch in the Fixed edit box, the objects redistribute vertically with one inch between the top edge of each object.

1. **Select two or more objects you want to align.**
2. **Open the PageAlign dialog box.**
3. **Select either a horizontal or vertical distribution option.**

   A pop-up menu appears in the horizontal or vertical section at the bottom right of the dialog box.

4. **Select the Fixed option.**

   A measurement text box appears to the right of the Fixed option.

5. **Enter your space selection in the edit box.**

   The selected objects are redistributed with the amount of space you selected between each object.

6. **Click the OK button.**

PageCaps

PageCaps provides a quick and easy way to set the case (capitalization) style for selected text. Using PageCaps, you can convert text to lowercase, uppercase, sentence caps, title caps, and random caps with one click access from toolbar buttons.

Features:

• Multiple options for setting case styles.
• Exceptions list for words you want to capitalize a certain way, such as PageMaker or ThinkPad.
• Undo last change.
• Repeat last PageCaps command keystroke.
• PageCaps and the most commonly used PageCaps commands are accessible through the toolbar.

Starting PageCaps

▶ **To start PageCaps:**

• **Select PageCaps from the PageMaker Plug-ins cascade menu in the Utilities menu,** *or*
• **Click the PageCaps button on the PageTools toolbar,** *or*
• **Use the shortcut key (Control + Alt + C).**

The PageCaps dialog box

A PageCaps offers five options for case style. Click the option button to select the desired style.

B The "Use exceptions" option–Mark this checkbox to tell PageCaps to use the exceptions list when applying the case style.

C The Apply button–Click to convert the selected text to the specified case style.

The Undo button–Click to undo the last case change. The Undo button is dimmed until you make a case change.

The Done button–Click to close the PageCaps dialog box.

D The Exceptions button–Click to see the PageCaps Exceptions dialog box.

E The Preferences button–Click to see the Preferences dialog box.
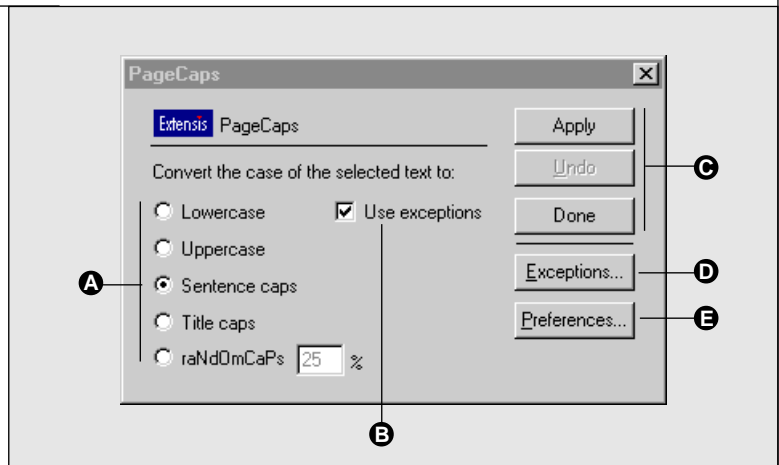
Using PageCaps

▶ To apply a case style:

1. **Select the text to be converted.**

2. **In the PageCaps dialog box, click the desired case style.**

   Lowercase sets all characters to lowercase.

   Uppercase sets all characters to UPPERCASE.

   Sentence caps sets the first character of each sentence to uppercase.

   Title caps capitalizes the first letter of each word not found in the Exceptions list. The default Exceptions list contains entries that are based on the Chicago Manual of Style.

   Random caps randomly sets characters to uppercase. The frequency of the random uppercase characters is controlled by the % field.

3. **Click the Apply button or press the Enter key.**

   The case style is applied to the text.

4. **Click the Done button.**
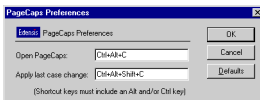
▶ To set PageCaps preferences:

1. **In the PageCaps dialog box, click the Preferences button.**

   The Preferences dialog box appears.

2. **Enter the shortcut keys for opening the PageCaps dialog box and for automatically applying the last case change.**

3. **Click the OK button.**

Adding, Removing, and Editing Exceptions

▶ To add an exception:

1. **In the PageCaps dialog box, click the Exceptions button.**

   The PageCaps Exceptions dialog box appears.

2. **Click the Add button.**

   The Add Exception dialog box appears.

3. **Enter the exception in the text field.**

4. **Click the OK button.**

5. **Click the Done button.**
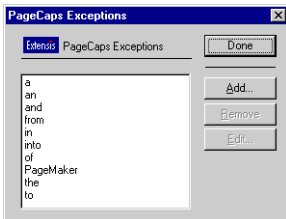
▶ To remove an exception:

1. In the PageCaps dialog box, click the Exceptions button.

The PageCaps Exceptions dialog box appears.

2. Select the exception to be removed in the Exceptions list.

3. Click the Remove button.

The exception is removed from the Exceptions list.

4. Click the Done button.

▶ To edit an exception:

1. In the PageCaps dialog box, click the Exceptions button.

The Exceptions dialog box appears.

2. Select the exception to be changed in the Exceptions list.

3. Click the Edit button or double-click the exception.

The Edit Exception dialog box appears.

4. Change the exception text as desired.

5. Click the OK button.

The exception is updated in the Exceptions list.

6. Click the Done button.

PageColors

How many times have you searched a publication to find and change objects to a new color? The function of the PageColors plug-in is similar to the Find and Change feature in the Story Editor, but it searches and replaces *colors* in your PageMaker publication.

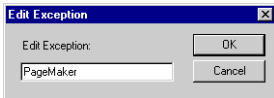PageColors automatically finds and changes colored objects such as lines, rectangles, ovals, polygons, and text. You have the versatility to specifically select any object type, search for multiple object types and colors, change all occurrences of a color, or change each color occurrence one at a time. You can also change line color without disturbing fills or make color modifications without instantly changing all objects that use the previous color.

If you work with colored objects in your publications, PageColors is a convenient plug-in that makes color changes quick and easy.

Features:

- Find selected color objects and change them to a new color.
- Uses all color libraries and tables in PageMaker.
- Find and change objects, such as lines, rectangles, ovals, polygons, and text.
- Move the PageColors dialog box to an unobtrusive location on the screen or to view objects during the find and change process.
- Access PageColors directly through a toolbar button.

The PageColors dialog box

A The Find color list displays all the colors in your color palette. Choose any color(s) in this list for PageColors to search.

B The Find icons display the object types for which PageColors can search, such as lines, rectangles, ovals, polygons, and text.

C The Change icons display the line and fill options for changing colors in the publication. You can change lines, fills, or both.

D The Change color list displays all the colors in your color palette. Choose the color you want to apply to the object(s) in the publication.

E The Find and Change buttons allow you to find next, change and find, or change all object(s) that match your specifications.
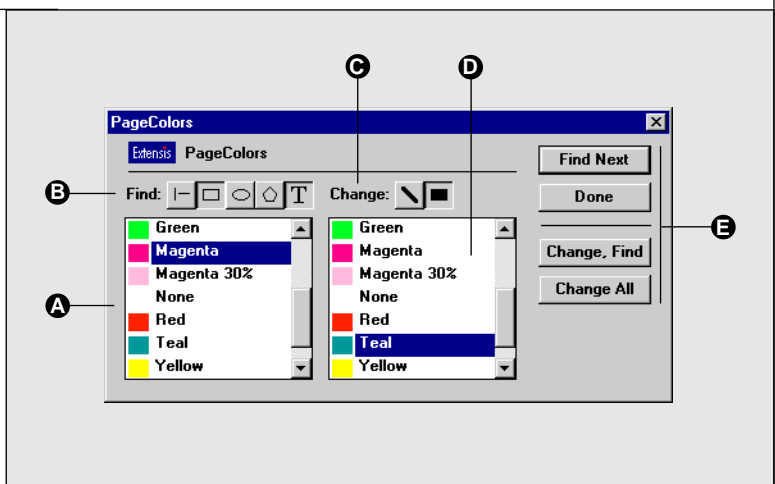
Starting PageColors

▶ **To start PageColors:**

- **Select PageColors from the PageMaker Plug-ins cascade menu in the Utilities menu,** *or*
- **Click the PageColors button on the PageTools toolbar.**

Finding and Changing Colors

▶ **To find and change colors:**

1. **In the PageColors dialog box, select the object type(s) on the Find toolbar.**

   Unselected icons appear raised on the toolbar.

2. **In the Find color list, select the object color(s) you want to find.**

3. **Select the appropriate change icon(s) on the Change toolbar.**

   Select the line icon, fill icon, or both.

   Note: You don't need to select a Change icon for text.

4. **In the Change color list, select the new object color.**

5. **Select the desired Find and Change button.**

6. **Click the Done button.**

Find and Change Buttons

The Find and Change buttons give you the option to selectively find next, change and find, or change all objects that match your specifications. The following table explains each button's function.

Find and Change Options

This button...	Does this...
Find Next	Finds the object and color you specified. To change the selected object, click the "Change, Find" button. If you don't want to change that occurrence, click Find Next again.
Done	Closes the PageColors dialog box.
Change, Find	Changes the selected object and finds the next object that matches your specifications. This option changes each object, one at a time, giving you the opportunity to verify that each of the objects should be changed.
Change All	Automatically changes all objects that match your specifications in the publication.

PageCounter

PageCounter allows you to count the words in a publication without having to copy and paste text into another application.

PageCounter tells you exactly how many words are in a PageMaker publication, story, text block or highlighted text. Additionally, PageCounter gives a complete picture of the selected text to be counted, including the number of lines, paragraphs, and printable characters.

Features:

- Counts words, characters, paragraphs, and lines.
- Works with text selections, text blocks, stories, or entire publications.
- Distinguishes numbers from words.
- Includes or excludes text blocks placed on the pasteboard.
- Includes or excludes overset text in stories.

Starting PageCounter

▶ **To start PageCounter:**

- **Select PageCounter from the PageMaker Plug-ins cascade menu in the Utilities menu,** *or*
- **Click the PageCounter button on the PageTools toolbar.**

The PageCounter dialog box

A Text Selection options–Click to count only certain text within the publication.

Text Block counts only the text in the selected block.

Highlighted Text counts only the selected text.

Entire Story counts all text in the story containing the insertion point.

B Entire Publication option–Click to count the text in all stories in the publication.

C Count options–Click to include or exclude certain types of text from the count.

Count non-printing text blocks includes text that will not be printed.

Count overset text includes overset text in the count.

Count numbers as words counts each series of numbers as a word.

Count text on pasteboard includes text in stories on the pasteboard.
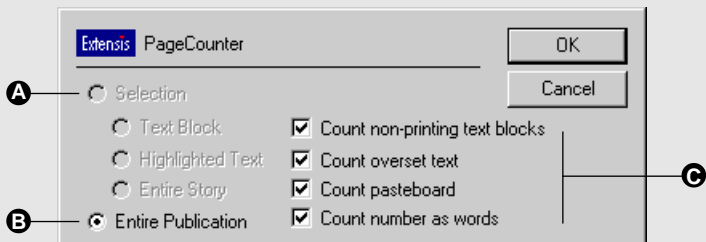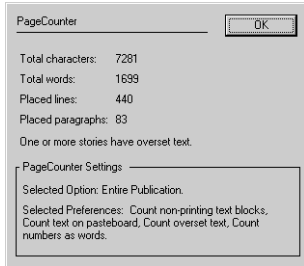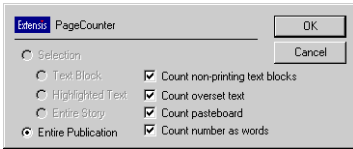
Using PageCounter

▶ To count an entire publication:

1. **In the PageCounter dialog box, click the Entire Publication option button.**

2. **Select the Options checkboxes as desired.**

3. **Click the OK button.**

    The PageCounter Results dialog box appears, showing the number of characters, words, lines, and paragraphs in the publication.

▶ To count part of a publication:
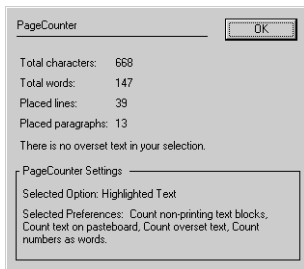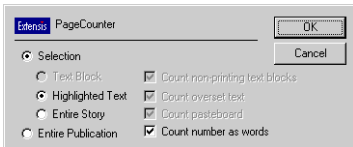
1. **In the PageCounter dialog box, click the Selection option button.**

2. **Select the appropriate option button to count the current text block, the highlighted text, or the entire story.**

3. **Select the Options checkboxes as desired.**

4. **Click the OK button.**

    The PageCounter Results dialog box appears, showing the number of characters, words, lines, and paragraphs in the specified text region.

PageGuides

How much of your time is spent manually dragging guides to objects on your page? Do you ever want to quickly delete all guides without having to individually drag each one off the page? How many times have you placed all of your master page guides only to discover you're not on the master page? Or simply wanted to copy guides to another page? With PageGuides, you can now add, delete, or duplicate guides—even column guides—with unprecedented ease.

PageGuides quickly and accurately applies guides to the edges or centers of selected objects without having to measure or drag anything. You don't even need PageMaker's rulers displayed to add guides to the page. Additionally, you can instantly delete guides and column guides from a page or from all pages in the publication.

PageGuides also lets you copy guides from a page and paste them onto another page in the publication. You can duplicate guides and column guides quickly and apply them to exactly the same location on another page.

Features:
- Add, delete, or duplicate horizontal guides, vertical guides, or both.
- Apply horizontal guides, vertical guides, or both, to the center of selected objects.
- Apply guides to selected objects on a page, all objects on a page, or all objects in the publication.
- Delete all guides on a page or for the entire publication.
- Duplicate guides from one page and apply them to another page, a master page, or all pages in the publication.
- Delete or duplicate column guides.
- Access the PageGuides plug-in and the most commonly used PageGuides commands directly through toolbar buttons.

Starting PageGuides

▶ **To start PageGuides:**

- **Select PageGuides from the PageMaker Plug-ins cascade menu in the Utilities menu,** *or*
- **Click the PageGuides button on the PageTools toolbar.**

The PageGuides dialog box

A The Apply New Guides option button–Click to add horizontal and vertical guides to the edges or center of objects. The top pop-up menu offers selections for guide orientation; the "to" pop-up menu determines where the guides will be placed.

B The Delete Guides option button–Click to delete guides from the current page or the entire publication. The top pop-up menu identifies which guide orientation to delete, while the bottom pop-up menu determines which page's guides will be deleted. Delete column guides by clicking the Columns checkbox.

C The Duplicate Guides option button–Click to copy guides from one page and apply them to any page in your publication. The top pop-up menu offers selections for guide orientation; the "from" pop-up menu lets you select which guides to copy; the "apply to" pop-up menu lets you select the page on which the guides are to be pasted. Click the Columns checkbox to duplicate column guides.
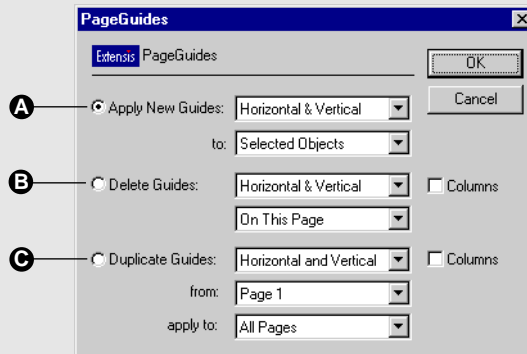
Tip
To copy guides to a range of pages, you can duplicate guides to each page individually, or you can duplicate guides to all pages and then delete guides from the pages where they are not needed.

Adding, Deleting, and Duplicating Guides

▶ To add guides:

1. **Click the Apply New Guides option button.**

2. **Select the pop-up menu to the right of the Apply New Guides option button.**

   Choose where to apply the guides.
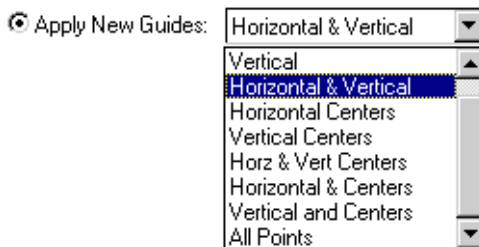
3. **Select the "to" pop-up menu.**

   Choose to apply guides to selected objects, all objects on a page, or all objects in a publication.

4. **Click the OK button.**

▶ To delete guides:

1. **Click the Delete Guides option button.**

2. **Select the pop-up menu to the right of the Delete Guides option button.**

   Choose to delete horizontal guides, vertical guides, or both. To delete column guides, mark the Columns checkbox.
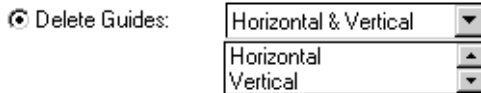
3. **Select the pop-up menu directly below the guide orientation pop-up menu.**

   Choose to delete guides from the page or the entire publication.

4. **Click the OK button.**

▶ To duplicate guides:

1. **Click the Duplicate Guides option button.**

2. **Select the pop-up menu to the right of the Duplicate Guides option button.**

   You can choose to duplicate horizontal guides, vertical guides, or both. To duplicate column guides, mark the Columns checkbox.

3. **Select the From pop-up menu.**

   Select the page containing guides you want to duplicate. The selected guides on that page are copied. You can copy guides from any page in the publication.

4. **Select the Apply To pop-up menu.**

   Duplicate the guides to a new page by selecting the page number where the guides are to be duplicated. You can duplicate guides to a single page, a master page, or all pages.
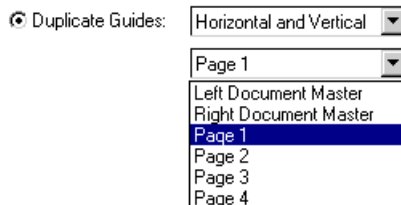
5. **Click the OK button.**

PageMarks

PageMarks automatically draws crop marks, registration marks, and grayscale bars around selected objects or any specified location. You can control the length of the crop marks and their offset from the selection. An option is provided for setting coordinates at which you want to position a single registration mark. You can also set a registration mark at your predefined coordinates with a single click.

Features:

- Draw registration marks at specific locations.
- Draw crop marks and/or registration marks around objects.
- Configure length and offset for crop marks.
- Draw optional gray density bars.
- Define shortcut keys that places a registration mark at predefined coordinates or crop marks around selected objects.
- Access PageMarks from a button on a toolbar, or from a shortcut key.

Starting PageMarks

▶ **To start PageMarks:**

- **Select PageMarks from the PageMaker Plug-ins cascade menu in the Utilities menu,** *or*
- **Click the PageMarks button on the PageTools toolbar,** *or*
- **Use the shortcut key (Control + Alt + M).**

The PageMarks dialog box

A The "Draw registration mark at" option button–Click to draw a registration mark at the specified coordinates.

B The "Draw crop marks around selection" option button–Click to draw crop marks around the selected objects.

C Click the Apply button to place the registration or crop marks. Click the Close button to close the PageMarks dialog box. Click the Undo button to remove the last mark placed by PageMarks. Click the Preferences button to display the PageMarks Preferences dialog box.

D Crop mark options—Select the "Registration marks" checkbox to draw registration marks in addition to the crop marks. Select the "Gray density bars" checkbox to add a gray gradient bar to the crop marks.
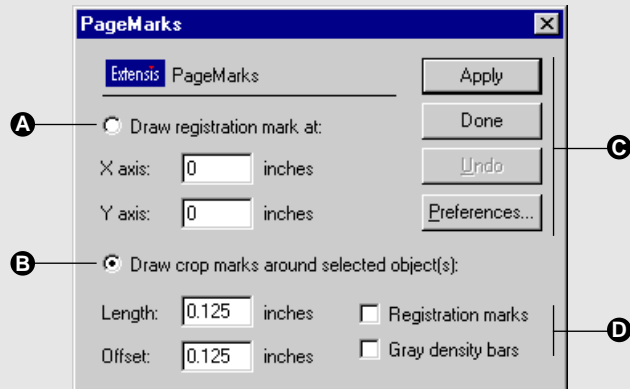
Applying PageMarks

▶ **To draw a single registration mark:**

1. **In the PageMarks dialog box, click the "Draw registration mark at" option button.**

2. **Enter the position for the registration mark in the X and Y fields.**

3. **Click the Apply button.**

   The registration mark is drawn at the specified coordinates.

4. **Click the Close button.**

▶ **To draw crop marks around an object or objects:**

1. **In the PageMarks dialog box, click the "Draw crop marks around selected object(s)" option button.**

2. **Enter the length of the crop marks in the Length field.**

3. **Enter the offset for the crop marks in the Offset field.**

4. **Click the "Registration marks" checkbox to also draw registration marks around the object(s). Click the "Gray density bars" checkbox to draw a density bar above the selected object(s).**

5. **Click the Apply button.**

   The marks are drawn around the object(s).

6. **Click the Close button.**

Tip
You can apply Registration marks and/or Gray density bars around an object without adding Crop marks by entering 0 (zero) in the Length and Offset fields.

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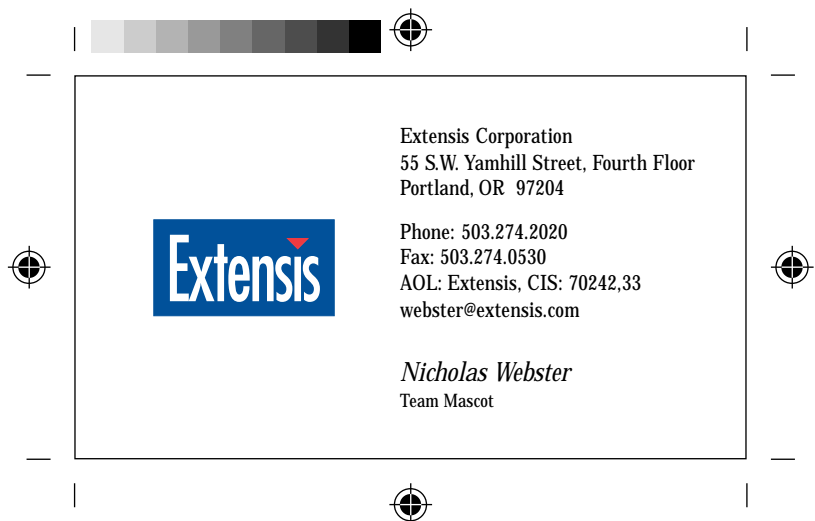
Setting PageMarks Preferences

▶ **To set PageMarks shortcut keys:**
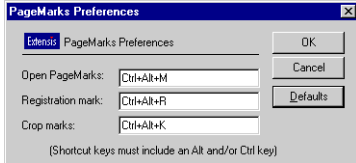
1. **In the PageMarks dialog box, click the Preferences button.**

   The PageMarks Preferences dialog box appears.

2. **For each shortcut key, click in the shortcut key field and press the keystroke combination you want to use for the shortcut key.**

   Open PageMarks defines a shortcut key that displays the PageMarks dialog box.

   "Registration mark" defines a shortcut key that places a registration mark at predefined coordinates.

   "Crop marks" defines a shortcut key that places crop marks around the selected object(s).

   Click the Reset Shortcut Keys button to revert the shortcut key settings to their default values.

3. **Click the OK button.**

PageMover

Have you ever wanted to move objects to other pages without leaving the current page? Do you sometimes want to move a graphic to the pasteboard without dragging it off manually? Now, PageMover gives you the ability to move selected objects to other pages, move objects to your pasteboard, and clear your pasteboard with just one click.

PageMover saves time by moving objects to other pages or the pasteboard without prompting PageMaker to redraw. Using PageMover, you can paste selected objects, such as graphics and text, to exactly the same location on other pages in your publication without moving to that page. PageMover also moves selected objects to the pasteboard so you can concentrate on text layout, but still have the objects easily accessible. Additionally, PageMover provides one-click removal of all "debris" in your publication's pasteboard. Clearing the pasteboard before saving with the "Save as" option can reduce the file size of a publication.

To make moving objects even easier, several PageMover commands are directly accessible through toolbar buttons.

Features:
- Cut or copy selected objects to another page in the publication.
- Move objects to the top, right, bottom, or left side of the pasteboard.
- Move with the objects to the new page location.
- Remove all objects on the pasteboard with a single click.
- Access PageMover or directly access several PageMover commands through toolbar buttons.

The PageMover dialog box

A The Move Selected Object(s) option button–Click to move selected object(s) to other pages in the publication.

B The page selection pop-up menu–Click to choose which page the selected object(s) will be moved to. You can select any page in the publication, including master pages.

C The When Moving Object(s) pop-up menu–Click to choose either Cut and Paste or Copy and Paste.

D The Go To The Page Moved To checkbox–Click to prompt PageMaker to move to the page where the objects were pasted.

E The Delete Objects On The Pasteboard option–Click to delete all objects on the publication's pasteboard.
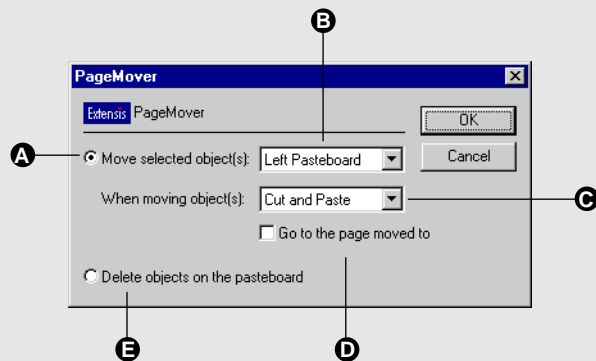
Starting PageMover

▶ **To start PageMover and move or copy objects:**

1. **Select the object(s) to be moved or copied.**

2. **Select PageMover from the PageMaker Plug-ins cascade menu in the Utilities menu,** *or* **click the PageMover button on the PageTools toolbar.**

3. **From the Move Selected Object(s) pop-up menu, select the object's new location by the page number.**

   Choose any page in the publication, including master pages. You can also choose which side of the pasteboard the objects are to be moved.

   ⊙ Move selected object(s): | Left Pasteboard ▼ |

   Top Pasteboard
   Bottom Pasteboard
   Left Document Mas
   Right Document Ma
   All Master Pages
   All Pages
   Page 1
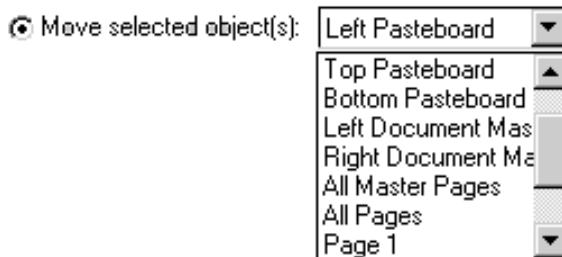
4. **From the When Moving Object(s) pop-up menu, select either the Cut and Paste or the Copy and Paste option.**

   Cut and Paste removes the object(s) from the original page and pastes them to the new page location, while Copy and Paste leaves the object(s) on the original page but moves a copy to the new page location.

Moving with Objects and Pasteboard Cleanup

▶ **To move to the object's new location in the publication:**

• **Click the Go To The Page Moved To checkbox.**

   PageMaker moves to the selected object's new location.

▶ **To delete objects from the pasteboard:**

• **Click the Delete Objects On The Pasteboard option button.**

   All objects in the pasteboard are deleted.

PagePreview

Have you ever worked with multiple versions of a publication? To find a particular version, you must spend valuable time opening and closing publications. With PagePreview, you can now select a publication, confident that you're opening the correct publication and version.

PagePreview displays previews of publications in the Open Publication dialog box, so you can view them before they are opened. PagePreview makes it easy to locate the publication you want, without wasting time opening and closing others.

Features:

- Preview the first five pages of a publication in the "Open publication" dialog box.
- Create previews of any publication you save—automatically.
- Direct access to PagePreview through a toolbar button.

Starting PagePreview

▶ **To start PagePreview:**

- **Select PagePreview from the PageMaker Plug-ins cascade menu in the Utilities menu,** *or*
- **Click the PagePreview button on the PageTools toolbar.**

The PagePreview Preferences dialog box appears.
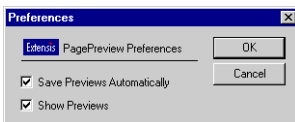
Use the dialog box to set up the PagePreview preferences for a publication. The Save Previews Automatically checkbox lets you save previews every time a publication is saved. The Show Previews checkbox lets you see previews of publications in the "Open publication" dialog box.

Previewing a Publication

For a preview to be displayed in the "Open publication" dialog box, you must save the publication with the appropriate PagePreview options selected. After making the initial PagePreview selections, those same selections are applied automatically to all the publications you open and save.

Note: PageTools must be installed and active for previews to be saved and for publications to be previewed in the "Open publication" dialog box.

▶ **To preview a publication:**

1. **Click the Save Previews Automatically and Show Previews checkboxes in the PagePreview dialog box.**

2. **Click the OK button.**

3. **Save and close your publication.**

   This enables PagePreview to preview the latest version of the publication.

4. **Select Open in the File menu.**

   The "Open publication" dialog box appears.

5. **Select the name of the publication you just closed.**

6. **Click the PagePreview checkbox.**

   The dialog box expands to the right to display a preview of the first page of the publication.

   Note: If a preview has not been saved for a publication, "No preview" is displayed across an empty preview area.
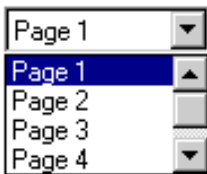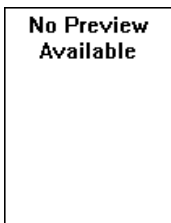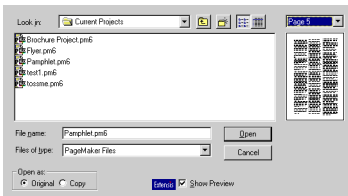
Previewing Pages 2–5

▶ **To preview pages 2–5:**

• **From the Page pop-up menu, select the page number you want to preview** *or*

• **Click directly on the displayed preview to cycle through the first five pages.**

   Clicking the Fifth Page preview returns you to the First Page preview.

PagePrinter

Do you often find yourself handwriting all the pages you need to print so you can type them in PageMaker's print range box? Do you ever wonder after you've compiled your print list if these are all the pages you need or if you're missing some? PagePrinter takes the guesswork out of printing by displaying thumbnail previews of pages prior to printing so you can be sure you're printing the pages you want.

The standard Print dialog box in PageMaker enables you to print ranges of pages, but limits how many page numbers that you can enter in the range edit box. PagePrinter offers an easy-to-use Print dialog box that previews pages before printing, finds pages that have been edited, and offers unlimited page selection. With PagePrinter's simple, one-click page selection, you no longer have to type long strings of page numbers. PagePrinter also displays the date a page was last printed.

Features:

• Select pages without typing long strings of page numbers.
• Preview a thumbnail of each selected page before printing.
• Display the time and date a page was last printed with PagePrinter.
• Scan the publication for edited pages.

Starting PagePrinter

▶ **To start PagePrinter:**

• **Select PagePrinter in the PageMaker Plug-ins cascade menu in the Utilities menu,** *or*
• **Click the PagePrinter button on the PageTools toolbar.**

The PagePrinter dialog box

A The Page # column displays all the page numbers in the publication. A checkmark to the left of the page number indicates a page that is selected to print. A bullet in the Edited column indicates a page that has been edited since last scanned.

B The Selected Page area displays a thumbnail preview of the currently selected page. The time and date that the page was last printed appears below the preview.

C The Print option buttons lets you print marked pages, all the pages in the publication, the selected page, or pages that have changed since last scanned.

D The Scan button–Click to scan the publication for changes since the previous scan.

E The Prefs button–Click to see the Preferences dialog box.
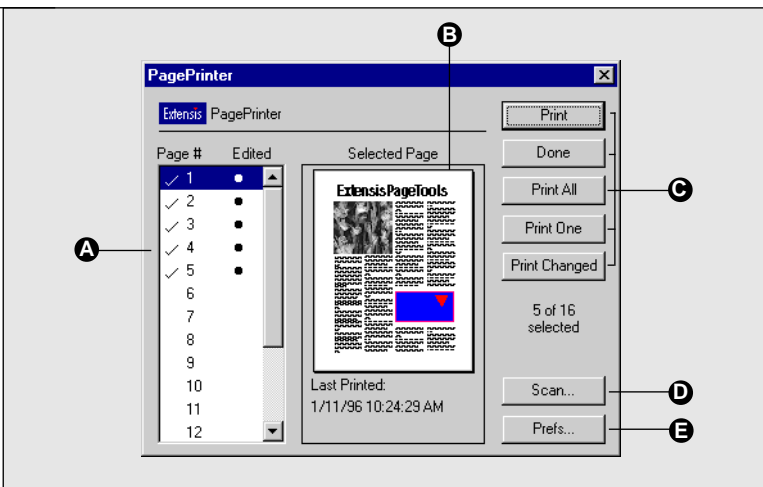
Selecting Pages to Print

▶ **To select a page to print:**

1. **Click directly to the left of the page number you want to print.**

   A checkmark appears at the left of the page number and the Selected Page window displays a thumbnail preview of the page.

2. **Click the Print button.**

▶ **To select a range of pages to print:**

1. **Click directly to the left of the page number you want to print, then drag up or down along the Page # column.**

   As you drag, the pages become selected with checkmarks. Once the mouse button is released, the page range selection is complete.

2. **Click the Print button.**

▶ **To deselect pages to print:**

• **Click directly on the check mark to the left of the page number.**

   The print selection check mark disappears.

PagePrinter Options

This option...	Does this...
Print	Prints the marked page(s).
Done	Closes the dialog box.
Print All	Prints all the pages in the publication.
Print One	Prints the currently highlighted (not necessarily marked) page. This is particularly beneficial when you've already sent a large range of pages to print, but need to print one more page. Simply select the single page and click the Print One button. This relieves you of manually unchecking all the pages you've already sent to print.
Print Changed	Prints all the pages that have been changed since the last scan. Changed pages have a bullet displayed to the right of the page number in the dialog box.
Scan	Scans the publication for changes since the previous scan. A bullet in the Edited column indicates that the page has changed since the last scan.
Prefs	Choose to hide or display the Selected Page thumbnail preview. You can also choose to replace PageMaker's Print dialog box with the PagePrinter dialog box.

Using the Scan and Prefs Buttons

▶ **To scan a publication:**

• **Click the Scan button.**

The initial scan of a publication is not able to detect changes since there isn't a previous scan for comparison. After the initial scan is complete, the scanning process thereafter can detect edits in the publication.

A bullet to the right of the page number indicates that the page has been changed since last scanned. The bullet will continue to be displayed until the page is printed.

Important: To enable PagePrinter to find pages that you have edited since last printed, you must have previously scanned the publication after printing. This scan saves information about the publication so that when you scan it again, PagePrinter can compare the new and previous scans.

The scanning process searches the publication for the movement of objects, such as adding, deleting, or resizing elements of text or graphics. Changes that are not detectable in the scanning process would include changing the font or size of text, pasting a replacement graphic in the exact location of an original, or replacing one character with another. For example, changing the word "work" to "word" would not be detected by the scanning process.

▶ To access the PagePrinter Preferences dialog box:
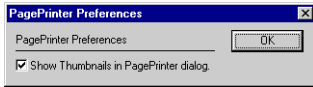
1. Click the Prefs button.

The PagePrinter Preferences dialog box appears.

2. Select the preferences you want by clicking the appropriate checkbox.

The "Show thumbnails in PagePrinter dialog" checkbox hides or displays thumbnails in the PagePrinter dialog box. Hiding thumbnails increases the print selection speed by eliminating the drawing time for each preview.

PageScaler

PageScaler provides a quick and easy way to scale text and graphics objects. With PageScaler you can resize a group of objects while maintaining the aspect ratio of the original layout. You can resize the height and width of objects individually or proportionally. You can shrink or expand a page, chart, or publication. For example, you can instantly resize an advertisement to fit a new publication.

Features:

- Resize a selected group of objects in a single step.
- Scale text, line widths, and graphics.
- Scale grouped objects.
- Resize objects from 10% to 3,000%.
- Access frequently used scaling percentages through toolbar buttons.

Starting PageScaler

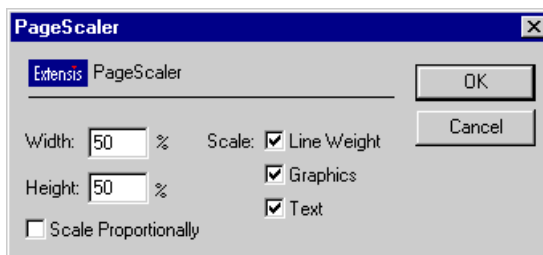▶ **To start PageScaler:**

- **Select PageScaler from the PageMaker Plug-ins cascade menu in the Utilities menu,** *or*
- **Click the PageScaler button on the PageTools toolbar.**

Using PageScaler

▶ **To scale an object:**

1. **Select the object(s) to be scaled.**
2. **Select PageScaler from the PageMaker Plug-ins cascade menu in the Utilities menu.**

The PageScaler dialog box appears.

3. **Enter the desired size for the selected object(s) in the Scale field.**

Numbers greater than 100 increase the size of the object(s). Numbers less than 100 decrease the size of the object(s).

4. **Click the Proportional checkbox to constrain scaling to the original aspect ratio.**

If you choose non-proportional scaling, line weight will not be affected.

5. **Click one or more of the Scale checkboxes to allow PageScaler to scale the various types of objects.**

You must enable at least one of the Scale checkboxes.

6. **Click the OK button.**

The example below shows a 50% reduction.

▶ **To undo scaling:**

1. **Hold down the Shift key and select Revert from the File menu.**

The Revert to Last Mini-Save confirmation dialog box appears.

2. **Click the OK button.**

The document will be restored to the previous mini-saved version. PageScaler performs a mini-save before scaling objects.

Tip
You can place a Revert To Last Mini-Save button on a toolbar by dragging it from the Special Commands category in the Customize Toolbars dialog box.

PageScripts

A script is a set of instructions that automates repetitive tasks. PageMaker scripts enable you to add custom features to PageMaker by executing a series of commands. Prior to PageScripts, the typical procedure for running a script was to choose "Run script..." from the Plug-ins cascade menu, find the script, and click the appropriate Run file or Selection option buttons in the Run Script dialog box. Now, with PageScripts, you can have one-click access to scripts from a toolbar button. Several useful scripts are provided with PageScripts, but you can also create your own scripts or install scripts from other PageMaker users. PageScripts dramatically increases the usefulness and accessibility of scripts.

See the PageBars section of this manual for information on attaching PageScripts to toolbar buttons.

Script Basics

There are two kinds of scripts: internal and external. Internal scripts use commands while external scripts use both commands and queries. PageScripts and the Adobe RunScript Addition support only internal scripts, which use commands. A **command** gives PageMaker instructions or an action to perform. For example a command tells PageMaker to open a publication or change the color of an object. Commands are one word equivalents of their menu, keyboard, or mouse counterparts. The "Bring to Front" command is written in a script as: **bringtofront**

While some commands are straight forward, other commands need parameters. A **parameter** is additional information that needs to be supplied to execute a command. Several commands bring up dialog boxes that require choices or values to be entered to execute the command. For example, the "Insert pages" command has two parameters:

insertpages nHowMany cWhere

These parameters ask two questions; "nHowMany" asks how many pages you want to insert and the "cWhere" asks where you want the pages inserted. This chapter provides a basic introduction to scripts, if you have questions or would like additional information on writing scripts, contact Adobe technical support at (206) 628-4531.

Sample Scripts

Parameter prefixes indicate the types of values which are accepted for a parameter. For example, the parameters for the "Insert pages" command are **nHowMany** and **cWhere**. The **n** prefix before the command "HowMany" indicates that a numerical value needs to be included for the number of pages you want to insert. The **c** prefix before the command "Where" requires that a choice or selection needs to be made, in this case, the "Where" refers to where do you want the pages inserted? Selections from a cascade menu or pop-up menu always appear in the same order. To select an option, type the number from the order of appearance in the dialog box, beginning with zero, or type the appropriate key word, in this case, *before*, *after*, or *between*.
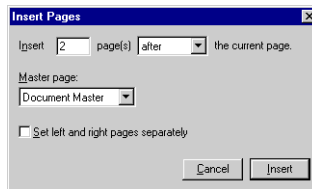
Before current page = *0 or before*
After current page = *1 or **after***
Between current pages = *2 or **between***

For example, a script to insert five pages *after* the current page would be written as follows:

insertpages 5 1 *or* **insertpages 5 after**

To give you an idea of how scripting works, the following is a basic script that opens a new publication, draws a box, selects the box, colors the box blue, and adds a fill style. The script commands and any parameters appear in the left column. Comments appear on the right preceded by "--" to differentiate the comments from the commands.

new	--Creates a new publication
box (1i 1i) (5i 5i)	--Draws a box with the specified top-left --corner coordinates (1 inch, 1 inch) and --the bottom-right corner coordinates --(5 inches, 5 inches)
select 1	--Selects the first drawn object which is --the newly created box
color "Blue"	--the color *blue* is applied to the first drawn --object
fillstyle 6	--a forty percent fill is applied to the first --drawn object

Script Guidelines

The following are some basic guidelines for writing successful scripts.

1. **Each command is one word.**

   For example, commands such as "bring to front" or "fill and line" would be written as "bringtofront" and "fillandline".

2. **Use a carriage return or semicolon to separate commands.**

save	**or**	save; close
close		

3. **Use spaces, commas, tabs, or parentheses to separate parameters.**

insertpages 5 2	**or**	insertpages 5,2

4. **Parameter values must always appear in the specified order or syntax.**

   For example, the parameters for "insertpages" are nHowmany and cWhere. The parameters must be scripted in that order.

5. **Don't worry about upper or lowercase when entering commands or parameters.**

   ManualKerning, manualkerning, or MANUALKERNING

Note: Capitalize, spell, and punctuate cascade menu, pop-up menu, and palette options exactly as they appear on-screen. Straight quotation marks are recommended for dual-platform scripts.

6. **Comment your code. Each comment must be preceded with a double hyphen (--). You can write comments on the same line or a separate line from the command.**

7. **Use caution when writing scripts. Script commands have a permanent effect on the publication. Avoid using the Save command in your scripts so that if a script has any adverse effect on a publication, you can easily undo the action.**

Parameter List

For your reference, the parameter prefixes are described in the following table.

Prefix	Parameter Type	Accepted values
b	boolean	For checkboxes and on/off values. Usually true or false, on or off, or 1 or 0 are acceptable values.
c	choice	For option button or pop-up selections. Acceptable values consist of keywords or integers (for example, none or 0, center or 2.
d	decimal	To specify point size, leading, page size, and so forth. Most parameters accept values to one decimal point (for example, 6.2).
f	filename	Used with commands that refer to a file (such as, Place or Open). The parameter requires that the filename appear between double quotation marks (for example "mydisk"). For the best results, include the full path with the filename.
n	number	Used for integer values. For example, the number of pages, columns, or new pages.
s	string	Used for text, including page-number prefixes, font names, colors, and style names. String parameters require the text to be surrounded by double quotation marks such as "Blue".
l	list	Used for lists of parameters of the same type, such as the names of publications in a book list or the x, y coordinates that define a text-wrap polygon. Items are separated by commas.
x	x-coordinate	Used to specify a horizontal location on the page, an offset or a relative position for moving, resizing, drawing, and cropping an object and for placing guides.
y	y-coordinate	Used to specify a vertical location on the page, an offset or a relative position for moving, resizing, drawing, and cropping an object and for placing guides.

Writing a Script

Writing scripts is a feature provided by Adobe PageMaker. Extensis offers technical support for the PageScripts provided with PageTools but does not offer technical support for writing custom scripts. If you have any questions or would like to receive a scripting resource, contact Adobe technical support at (206) 628-4531.

▶ To write a script:

1. **Select the Script palette from the Windows menu.**

   The Script palette appears.

2. **Select New Script from the Script palette menu.**

3. **Type in a name for the new Script and click Save.**

   The Edit Script dialog box opens. We recommend testing scripts with the Trace Script command, before placing them in the PageScripts Editor, to correct any errors within the script and to ensure the script creates the desired effect. Only PageMaker commands can be used when writing scripts.

4. **Select the Script and choose Trace Script from the palette menu.**

   The Trace Script dialog appears. Your script is displayed in this dialog box.

6. **Click the Step button.**

   This runs the script one command at a time to ensure that the script functions properly. If an error is detected, an error message appears, and that command will not be performed. Once the script runs correctly, paste it into a New PageScript (See Page 11, "Pasting a Script into PageScripts").

Note: Some scripts can only be used in specific circumstances. For example, a script can require an open publication or selected object to execute properly. Scripts with these requirements may run correctly when those specific circumstances are met, but won't work at all when they are not and may have unintended results or produce an error message. For example, if a script for changing a publication's colors runs without an open publication, you can inadvertently change PageMaker's default colors. When writing scripts, we recommend that you document script requirements in the PageScript description field so anyone using the script is aware of the script's requirements.

Editing PageScripts

If you want to edit a PageScript but don't want to alter the original script, drag the button out of the PageBars Editor before editing. Once a button is out of the PageBars Editor, it becomes a copy of the original icon. If you inadvertently edit a default PageScript, you can restore it by reinstalling PageTools; but remember, reinstalling deletes any scripts placed in any of the original PageTools categories.

▶ To edit a PageScript :

* **Hold down the Control and Alt keys while clicking the PageScript button on the toolbar, or**

1. **Open the PageBars Editor.**

   To open the PageBars Editor, choose PageBars from the Plug-ins cascade menu in the Utilities menu or click the PageBars button on a toolbar.

2. **Double-click the PageScript button you wish to edit.**

   The PageScript Editor appears. You can edit the text in the title, script, or description fields.

PageThumb

PageThumb is a navigation plug-in that allows you to view thumbnail previews of any page in the publication while continuing to work on your current page. With PageThumb you can quickly navigate through a publication to find the page you want to move to or to see the layout of another page without waiting for PageMaker to redraw every page.

For example, suppose you've placed a graphic in your publication. You can't remember if the previously placed graphics are centered or flush left with the text. And you can't check another page because you can't recall a page number that contains a graphic. With PageThumb, you can quickly view other pages in the publication until you find a page with a graphic, without waiting for PageMaker to redraw each page. Then you can continue to work on the current page or move directly to the previewed page in PageThumb.

PageThumb also offers the ability to move directly to any page in a publication.

Features:
- Preview any page in the publication without leaving the current page.
- Adjust resolution levels for quick previews or detailed previews.
- View the first, last, or specific page in a publication without leaving the page you're currently working on.
- Go directly to the page you are previewing with a single click.
- Move PageThumb's floating window to an unobtrusive location on the screen.
- Access PageThumb directly through toolbar buttons.

Starting PageThumb

▶ **To start PageThumb:**

- **Select PageThumb under the PageMaker Plug-ins cascade menu in the Utilities menu,** *or*
- **Click the PageThumb button on the PageTools toolbar.**

The PageThumb window appears. A small preview of the current page is displayed. If the publication is set up with facing pages, PageThumb displays facing page previews. The page number and total number of pages in the publication are displayed above the preview.

The PageThumb dialog box

A The Preview Area–Displays a small representation on the specified page.

B The Control Bar–Click to preview the first, previous, next or last page. Click the center (circle) button to refresh the current page.

C The Page Indicator–Shows the currently displayed page and the range of pages in the document.

D The Preferences button–Click to display the Preferences dialog box.
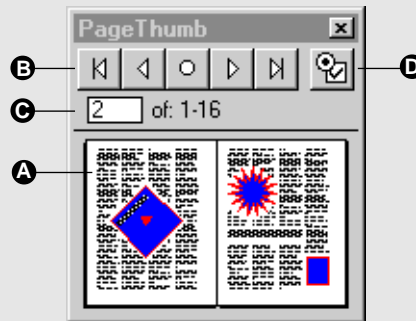
Using the Control Bar

The PageThumb Control Bar is located at the top of the PageThumb window. The directional arrows offer several options for moving through the publication. Navigational information is displayed at the end of the control bar.

▶ To preview a specific page in the publication:

1. Select the currently displayed page number.

The box below the directional arrows highlights the current page number.

2. Enter the page number you want to preview.

3. Press the Enter key.

The PageThumb window updates to display the new page.

▶ To go to the page being previewed:

**• Click the previewed page in the PageThumb window.**

PageMaker displays that page in the document window.

Setting Preview Preferences

▶ **To access PageThumb's preferences:**

• **Click the Preferences button in the PageThumb dialog box,** *or*

• **Select PageThumb in the PageMaker Plug-ins cascade menu in the Utilities menu,** *or*

• **Click the PageThumb button on the PageTools toolbar.**

The PageThumb Preferences dialog box appears.
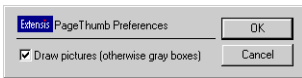
▶ **To display graphics in previews:**

• **Click the "Draw pictures" checkbox.**

With this option disabled, graphics are drawn as gray boxes and PageThumb's drawing speed increases.

PageTips

PageTips offers hundreds of valuable PageMaker tips and tricks from Olav Kvern, author of *Real World PageMaker* and columnist for *Adobe Magazine.* These tips can help you use PageMaker more productively. A new PageMaker tip is displayed each time you launch or exit PageMaker. You can also choose to view tips at any time by selecting PageTips from the PageMaker Plug-Ins menu in the Utilities menu. You can choose to view several tips at one time by clicking the Next Tip button, or select tips by topic by clicking the More Tips button. PageTips offers timesaving information for experts and novices alike.

Starting PageTips

▶ To start PageTips:

- **Select PageTips from the PageMaker Plug-ins cascade menu in the Utilities menu,** *or*
- **Click the PageTips button on the PageTools toolbar.**

The PageTips dialog box

A The Tips window–Displays the PageMaker tips.

B The "Display tips at startup" option–Click to see a new tip each time you open PageMaker.

C The "Display tips at shutdown" option–Click to see a new tip each time you exit PageMaker.

D The Next Tip button–Click to see the next tip in the series.

The More Tips button–Click to see a Tips dialog box showing a list of tip topics. Double-click a tip to see more detail.

E The About button–Click to see information about Olav Kvern, author of PageTips.
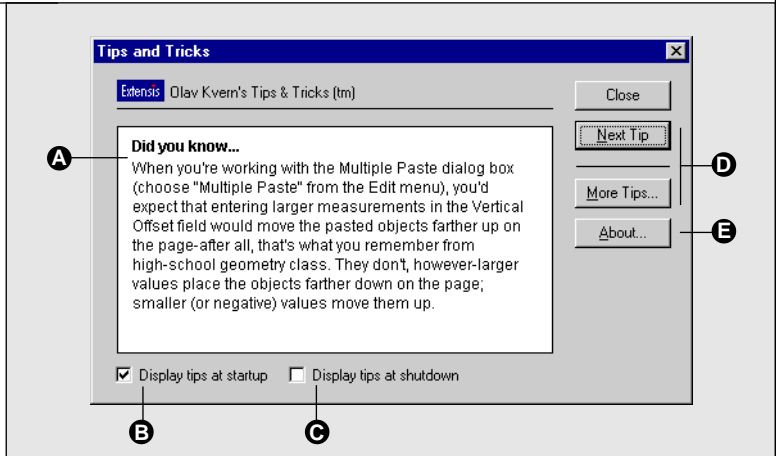
PageType

PageType makes it easy to record, apply, and manage PageMaker's character formatting. If you find you're using a specific style of character formatting over and over again, PageType formats can save you dozens of mouse clicks, key presses, and menu selections.

PageType lets you be selective about what formatting attributes to apply. For example, it's easy to create a PageType format that affects only color, kerning, type style, and baseline shift.

How is PageType different from PageMaker's Styles palette? PageMaker styles apply to the entire paragraph, while PageType formats apply only to the selected characters.

Features:

- PageType is a floating palette, so it's easy to use your formats—they're easy to see, apply, add, delete, or edit.
- Apply as much—or as little—character formatting as you want.
- Import and export format libraries.
- Define a shortcut key that applies the selected (or last-used) PageType format.
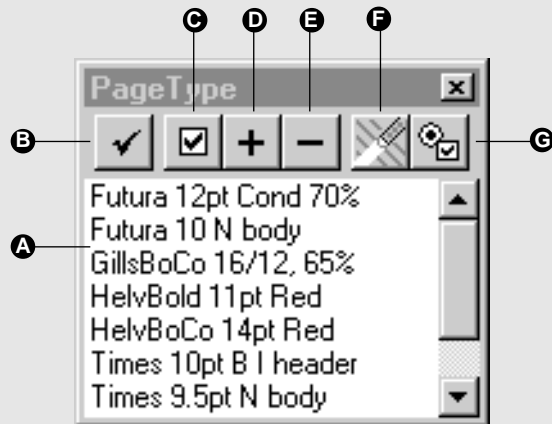- Access PageType by clicking a button on a toolbar or from a shortcut key.

Starting PageType

▶ **To start PageType:**

- **Select PageType from the PageMaker Plug-ins cascade menu in the Utilities menu,** *or*

- **Click the PageType button on the PageTools toolbar,** *or*

- **Use the shortcut key (Control + Alt + T).**

The PageType palette

Using PageType

▶ **To apply a format:**

1. **Select the text to which you want to apply the format.**

   If your cursor isn't inside a text block, PageType changes the default format for the publication. If you don't have a publication open, PageType changes the default format for all new publications.

2. **Select a format entry in the PageType palette.**

3. **Click the Apply button or double-click the format entry.**

   The format entry is applied to the text.

   To Undo the entry, click the Undo button.

Adding, Removing, and Editing Format Entries

▶ **To add a format entry:**

1. **Select the text containing the desired format attributes.**

2. **In the PageType palette, click the Add button.**

   The "Define format" dialog box appears.

Tip
Formats aren't an "all or nothing" proposition. You can set up formats that apply only a few attributes and use them with other formats to build up complex character formatting from simple building blocks. For example, if you find you often apply specific kerning or baseline shift values, you can create formats that apply only those attributes. These formats can be applied to any text without affecting other format attributes.
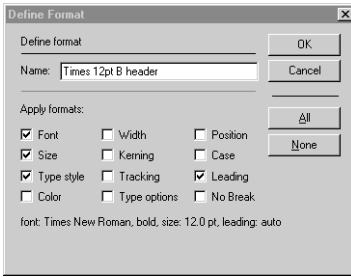
3. Enter a name for the format entry in the Name field.

4. Click the checkboxes for the format attributes you want to have applied.

The format attributes to be applied are displayed below the checkboxes.

PageType remembers all format attributes for the selection, even those you choose not to apply. Therefore you can always go back and change which attributes are applied by a format entry.

5. Click the OK button.

▶ **To remove a format entry:**

1. In the PageType palette, select the format entry to be removed.

2. Click the Remove button.

▶ **To edit a format entry:**

1. In the PageType palette, select a format.

2. Click the Edit button.

The Define Format dialog box appears.

You can change the format entry name in the Name field and select which format attributes will be applied. The format attributes to be applied are displayed below the checkboxes.

3. Click the OK button.

Importing and Exporting Format Entries

▶ **To export formats:**

1. In the PageType palette, click the Preferences button.

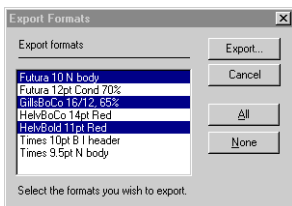The Preferences dialog box appears.

2. Click the Export Formats button.

The Export Formats dialog box appears.

3. Click to select the format entries to be exported.

4. Click the Export button.

The "Save file as" dialog box appears.

5. Enter a name for the format file.

6. Select the location for the format file and click the Save button.

▶ To import formats:

1. **In the PageType palette, click the Preferences button.**

   The Preferences dialog box appears.

2. **Click the Import Formats button.**

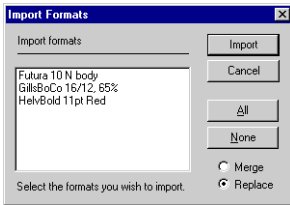   The "Select file" dialog box appears.

3. **Select a format file and click the Open button.**

   The Import Formats dialog box appears.

4. **Click to select the format entries to be imported.**

5. **Select the Merge option button to add the selected formats to the current format list. Or, select the Replace option button to replace the current format list with the selected formats.**

6. **Click the Import button.**

PageType Preferences

This option...	Does this...
Open PageType	Defines a shortcut key that displays the PageType palette. Click in the shortcut key field and press the keystroke combination you want to use for the shortcut key. You must include the Control modifier key in all shortcut keys.
Define Format	Defines a shortcut key that displays the Define Format dialog box. Click in the shortcut key field and press the keystroke combination you want to use for the shortcut key. You must include the Control modifier key in all shortcut keys.
Apply Current Format	Defines a shortcut key that applies the selected format entry to the selected text. Click in the shortcut key field and press the keystroke combination you want to use for the shortcut key. You must include the Control modifier key in all shortcut keys.
Don't warn me when removing formats	Eliminates the display of the confirmation dialog box when removing glossary entries.
Don't mini-save on Apply	Eliminates the mini-save operation that PageType performs before applying the format attributes. Checking this box also disables PageType's Undo button.
OK	Closes the Preferences dialog box, saving all changes.
Cancel	Closes the Preferences dialog box without saving changes.
Import formats	Imports some or all of the format entries from a format file.
Export formats	Exports some or all of the format entries to a format file.
Reset	Resets all PageType shortcut keys to their default settings.

Troubleshooting

General

▶ **Will deleting the PageTools Plug-ins I don't use save memory?**

Since the PageTools plug-ins don't load into memory until you use them, removing unused PageTools will not save memory.

▶ **If I don't want to have PageTools load when PageMaker opens, how do I do it? And can I still access the PageTools if they don't open at startup?**

When you open PageMaker, the "Start PageTools" application automatically loads PageTools and reopens any PageTools that were left running the last time you exited PageMaker. To disengage this automatic loading option, move the Start PageTools icon from the Startup Directory and restart Windows. When Start PageTools is disabled, PageTools will not be active unless you select each of the PageTools manually. To reopen all PageTools while in PageMaker, select the PageToolbox addition from the Plug-ins cascade menu in the Utilities menu.

▶ **PageTools isn't loading when PageMaker opens.**

The Start PageTools application, located in the Startup Directory, automatically loads PageTools. If you don't have a Startup Directory, the Start PageTools application can't be used and PageTools will have to be accessed manually from the Plug-ins cascade menu in the Utilities menu.

Error Messages

▶ **Error #7215—Invalid state for requested operation.**

This error message indicates that PageMaker is in a state that prevents it from executing a command. This message can occur when writing a script or selecting a toolbar button. The selected command may require a selected object or open publication. For example, the pointer tool can not be selected unless you have an open publication.

PageAlign

▶ **When making alignment and distribution selections, the objects aren't aligning like illustrated in the PageAlign dialog box.**

Objects are aligned and distributed in the space the objects occupy, not to the page itself. The illustration in the PageAlign dialog box does not represent the page.

▶ **When aligning and distributing objects, I notice that when I check the distance in my control palette, the distance is off slightly.**

When aligning and distributing objects, PageAlign's measurement calculations include the line width.

PageBars

▶ **Everytime I embed a toolbar all the publication windows cascade.**

When toolbars are embedded or unembedded, the publication windows will cascade to avoid obstructing any open windows.

PageCaps

▶ **When applying caps to text that is range kerned, the kerning is lost.**

PageCaps only retains pair kerning when applying caps.

PageColors

▶ **When selecting the "change all" option, PageColors appears to be changing the whole publication, even though the first few pages are the only ones that need to be changed.**

When selecting the "change all" option, PageColors searches the entire publication for objects that match your specifications, even though the only changeable objects may be on the first few pages.

PageCounter

▶ **Why doesn't PageCounter count text from the master pages?**

PageCounter counts only the characters which would actually be printed. PageCounter does not count text from master pages to avoid duplicate counting.

PageMover

▶ **When I try to move objects on the pasteboard, they don't move.**

Once objects are moved to the pasteboard they can't be moved with PageMover. PageMover can only move objects on the page.

PagePreview

▶ **Previews don't display in the Open Publication dialog box even though I've set my preferences to display them.**

If you are using an application or utility which modifies the Open Publication dialog box such as Norton File Access, previews will not display. This utility must be disabled to view previews in the Open Publication dialog box.

▶ **My publication no longer displays its preview, what happened?**

The publication and preview ("filename.PRV") are saved in the same directory, therefore, if the publication is moved without its preview, the publication will lose its preview. Resaving the publication creates a new preview.

PagePrinter

▶ **After printing with the PagePrinter dialog box, I'll return to the PagePrinter dialog box and my previous print selections are gone and none of the pages are checkmarked.**

PagePrinter requires a publication to be saved.

▶ **When I scan my publication, PagePrinter will sometimes miss pages that I've edited.**

The scanning process searches the publication for the movement of objects such as adding, deleting, or resizing elements of text or graphics. Changes that are not detectable in the scanning process would include changing the font or size of text, pasting a replacement graphic in the exact location as the original, or replacing one character for another. For example, changing the word "work" to "word" would not be detected in the scanning process.

▶ **How can I make PagePrinter find pages that have been edited since last printed?**

To enable PagePrinter to find pages that have been edited since last printed, you must have previously scanned the publication. This scan saves information about the publication so that when it's scanned again, it can make a comparison between the new and previous scans.

▶ **I've lost my preview and scan information.**

The publication and scan ("filename.exs") are saved in the same directory, therefore, if the publication is moved without its scan file, the publication will lose its scan information.

Deleting a publication and creating a publication with the same name attaches the old publication's preview to the new publication. Scanning the new publication will correct any inconsistencies.

If one publication has two filename extensions such as "Fred.pm6" and "Fred.doc", the publications could share one preview or scan. Resaving the publication with the incorrect preview will correct the preview and scans.

PageScripts

▶ **What should I do when I can't get a script I'm writing to run correctly?**

Extensis can provide technical support for the PageScripts included with PageTools, but cannot provide technical support for writing custom scripts. Writing scripts is a feature provided by Adobe PageMaker. If you have any questions about writing scripts, please direct those questions to Adobe technical support at (206) 628-4531.

▶ **Why won't my script paste into the script field of the PageScript Editor?**

When pasting scripts, use Control-V instead of selecting Paste from the Edit menu.

Registration Card

If you haven't already registered, please complete the following registration information, tear along the perforation and fax to (503) 274-0530 or mail it in the postage-paid envelope provided. Your product registration number is located on the PageTools disk.

☐☐☐ - ☐☐☐ - ☐☐☐ - ☐☐☐☐☐

Registration Number

_____
Name

_____
Organization

_____
Street Address

_____
City   State   Country   Zip/Postal Code

_____
Daytime Phone   Daytime Fax

_____
e-mail (optional)   CIS   AOL   A-Link   GEnie   Internet   Other

Hardware Configuration *(check all that apply)*
❏ Pentium   ❏ 486   ❏ Pentium Pro
❏ Modem   ❏ Scanner   ❏ CD-ROM   ❏ Network
❏ Do you also use a Macintosh, Power Macintosh or compatible? ❏ PageMaker for MacOS?

PageMaker Experience *(check one)*
❏ <6 months   ❏ 6 mo. – 1yr.   ❏ 1 yr. – 2 yrs.   ❏ 3 – 5 yrs.   ❏ >5 yrs.

Number of personal computers at site *(check one)*
❏ 1   ❏ 2–5   ❏ 6–10   ❏ 11–25   ❏ 26–50   ❏ >50

How did you learn about PageTools? *(check all that apply)*
❏ Advertisement   ❏ Review   ❏ Bundle   ❏ Demo Version   ❏ Dealer
❏ Word-of mouth   ❏ User Group   ❏ Direct Mail   ❏ Other_____

Where did you purchase PageTools?_____

Purchase Date:_____

What publications do you read? *(check all that apply)*
❏ PC Magazine   ❏ PC Computing   ❏ Windows Magazine ❏ Adobe Magazine ❏ X-Ray
❏ Publish   ❏ Other_____

Which of the following applications do you use? *(check all that apply)*

Applications Used:

❏ QuarkXPress	❏ Corel Presents	❏ HiJaak	❏ KPT Convolver	❏ Lotus 1-2-3
❏ PageMaker	❏ Ventura Publisher	❏ Director	❏ KPT Vector FX	❏ Quatro Pro
❏ Photoshop	❏ MS Publisher	❏ Premiere	❏ Andromeda	❏ MS Works
❏ Illustrator	❏ Harvard Graphics	❏ Acrobat Exchange	❏ Scan Prep Pro	❏ MS Access
❏ FreeHand	❏ PhotoStyler	❏ Extreme 3-D	❏ Netscape	❏ Quicken
❏ Corel Draw	❏ Painter	❏ Strata Studio Pro	❏ MS Internet Explorer	❏ Visio
❏ Corel Paint	❏ xRes	❏ Ray Dream	❏ MS Word	❏ PC Tools
❏ Corel Motion	❏ PhotoDeluxe	❏ PageMill	❏ WordPerfect	❏ Norton Utilities
❏ Corel Dream	❏ Canvas	❏ KPT	❏ MS Excel	❏ Uninstaller