

PGS.LAY

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	<i>TITLE :</i> PGS.LAY		
<i>ACTION</i>	<i>NAME</i>	<i>DATE</i>	<i>SIGNATURE</i>
WRITTEN BY		August 23, 2022	

REVISION HISTORY

NUMBER	DATE	DESCRIPTION	NAME

Contents

1	PGS.LAY	1
1.1	Menus: Layout	1
1.2	Layout/ Document Structure	2
1.3	Layout/ Edit »	3
1.4	Layout/ Edit » Document...	4
1.5	Layout/ Edit » Chapter...	6
1.6	Layout/ Edit » Master Page...	7
1.7	Layout/ Edit » Page...	9
1.8	Layout/ Information »	9
1.9	Layout/ Information » Document...	9
1.10	Layout/ Information » Chapter...	10
1.11	Layout/ Insert Page...	11
1.12	Layout/ Delete Page...	11
1.13	Layout/ Move Page...	12
1.14	Layout/ Create Columns...	12
1.15	Layout/ Link Text Frames	13
1.16	Layout/ Unlink Text Frames	13

Chapter 1

PGS.LAY

1.1 Menus: Layout

Layout:

Document Structure...
Create master pages and chapters.

Edit »

Document...
Edit document attributes.

Chapter...
Edit chapter attributes.

Master Page...
Edit master page attributes.

Page...
Edit page attributes.

Information »

Document...
View document information.

Chapter...
View chapter information.

Insert Page...
Insert a new page between existing pages.

Delete Page...
Delete a page.

Move Page...
Move a page between other pages.

Create Columns...

Create text columns.

Link Text Frames

Link text columns in any order.

Unlink Text Frames

Break the links to and from the current column.

1.2 Layout/ Document Structure

Layout/ Document Structure

This command creates and edits master pages and chapters. You can set the master page size, guide positions, page numbering and many other options that affect how a document is constructed.

When you choose the Document Structure command, the Document Structure requester will open.

Document Structure	Description
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New Master Page icon	Drag the icon into the scrolling list to create a new master page. If you drag and then release it on top of the document name or a document level master page, the master page will be created at the document level. If you drag and then release it on top of a chapter or a chapter level master page, the master page will be created in that chapter. The
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Edit Master Page

requester will open to set the options for the new master page.

New Chapter icon	Drag the icon into the scrolling list to create a new chapter. If you drag and then release it on top of the document name or a document level master page, the chapter will be created at the document level. If you drag and then release it on top of a chapter or a chapter level master page, a subchapter will be created in that chapter. The
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Edit Chapter

requester will open to set the options for the new chapter.

Delete	Click to delete the selected chapter or master page.
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Edit	Click to edit the options for the selected document, chapter or master page. The
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Edit Document

,
 Edit Chapter
 , or
 Edit Master Page
 requester will open, as appropriate.

Info Click to view information about the selected document or chapter. The Document Information or

Chapter Information
 requester will open, as appropriate.

Document name Click to select the document name. Choose Edit to open the Edit Document requester to set the document name, description, page numbering and chapter numbering options. Choose Info to open the

Document Information
 requester to view information about the document.

Chapter name Click to select a chapter or subchapter name. Choose Edit to open the

Edit Chapter
 requester to set the chapter name, description, page numbering and subchapter numbering options. Choose Info to open the

Chapter Information
 requester to view information about the chapter. Choose Delete to delete the chapter and all the subchapters and master pages in it.

Master Page name Click to select a master page name. Choose Edit to open the

Edit Master Page
 requester to set the master page name, description, size, orientation and guide positions. Choose Delete to delete the master page.

1.3 Layout/ Edit »

Layout/ Edit »

The Edit submenu commands set various options for the current document, chapter, master page or page. Do not confuse this command with the Edit command in the Object menu, which is used to edit object coordinates.

The four subrequester commands open requesters with options specific to what you are editing.

Edit » Document

Edit » Chapter

Edit » Master Page

Edit » Page

1.4 Layout/ Edit » Document...

Layout/ Edit » Document...

When you choose the Edit » Document command, the Edit Document requester will open.

Edit Document	Description
Name	Enter the document name. Document names cannot contain colons : or tildes ~. Documents have internal names and external filenames. The internal name defaults to the external filename. If you change the internal name in this requester, it will no longer match the external filename. This option is useful if you wish to insert the document name into a text object with the Insert Variable » Document Name command.
Description	Enter a description of up to 255 characters for the document.
Chapter numbering	Choose Automatic to begin numbering chapters in the document from one, or choose Manual to start at any number. If you choose Manual, enter the starting number into the text gadget. This option affects subchapters in chapters, as well as chapters, unless the chapter numbering system is overridden for a chapter's subchapters with the Edit Chapter requester.
Page numbering	In a document without chapters, choose Automatic or Start At Next Odd Page to begin page numbering from one, or choose Manual to start at any number. If you choose Manual, enter the starting number into the text gadget. In a document with chapters, choose Automatic to number pages from one sequentially throughout the document. Choose Start At Next Odd Page to begin each chapter on the next available odd page number, or Start At Next Even Page to begin each chapter on the next available even page. Choose Manual to begin all

chapters on a specified page number. (This is useful in books where pages are numbered from one in each chapter, preceded by the chapter number. i.e., 3.1, 3.2)

This option affects pages in all chapters and subchapters, unless the page numbering system is overridden for pages in a chapter or subchapter with the

Edit Chapter
requester.

Chapter length Choose Automatic to make chapters a variable length; chapters will be as long as the number of pages in them that you place objects on. Choose Manual to make chapters a fixed length. The length is independent of the number of pages in the chapter. If you choose Manual, enter the chapter length into the text gadget. If a chapter has more pages than the set length, they cannot be printed until the chapter length is changed.

Blank master page Choose the master page to use for blank pages in a chapter. (This option does not apply to documents without chapters.) Blank pages occur when the chapter length is set to manual and the chapter has less pages than the length, or when page numbering is set to Start At Next Odd Page or Even Page, forcing a blank page to be created. This option affects chapters and subchapters in the document, and can be overridden for a chapter's subchapters with the

Edit Chapter
requester.

Format Choose the default page numbering format to use for page numbers inserted in the document. This option affects page numbers in chapters and subchapters in the document as well as pages at the document level, and can be overridden for a chapter or subchapter with the Edit Chapter requester. The default format can be overridden for each inserted page number by holding down a Shift key when choosing the Insert Variable » Page Number command.

Language Choose a language from those available. This is used to spell out page numbers for the Long option in the Format popup. This option affects page numbers in chapters and subchapters in the document as well as pages at the document level, and can be overridden for a chapter or subchapter with the

Edit Chapter
requester. The default language can be overridden for
each inserted page number by holding down a Shift key when choosing the Insert Variable » Page Number command.

Prefix Enter a prefix to add to page numbers inserted in the

document. This option affects pages in chapters and subchapters in the document as well as pages at the document level, and can be overridden for a chapter or subchapter with the Edit Chapter requester.

1.5 Layout/ Edit » Chapter...

Layout/ Edit » Chapter...

When you choose the Edit » Chapter command, the Edit Chapter requester will open. This command is only available when a page of a chapter is displayed in the current document window. Use the Go to Page button in the toolbar to change to a page in a chapter.

Edit Chapter	Description
Name	Enter the chapter name. Chapter names cannot contain colons : or tildes ~.
Description	Enter a description of up to 255 characters for the chapter.
Subchapter numbering	Choose Automatic to begin numbering subchapters in the chapter from one, or choose Manual to start at any number. If you choose Manual, enter the starting number into the text gadget. Refer to Chapter numbering in the Edit Document requester for more information.
Page numbering	Choose Automatic, Start at Next Odd Page, or Start At Next Even Page to continue page numbering from the previous chapter or document pages. Choose Manual to restart page numbering at any number. If you choose Manual, enter the starting number into the text gadget. Refer to the Edit Document page numbering description for more information. This option affects pages in all subchapters, unless the page numbering system is overridden for pages in a subchapter by using this requester when that subchapter is the current chapter.
Subchapter length	Choose Automatic to make subchapters a variable length; subchapters will be as long as the number of pages in them that you place objects on. Choose Manual to make subchapters a fixed length. The length is independent of the number of pages in the subchapter. If you choose Manual, enter the subchapter length into the text gadget. If a

subchapter has more pages than the set length, they cannot be printed until the chapter length is changed.

Blank master page Choose the master page to use for blank pages in a subchapter. Blank pages occur when the subchapter length is set to manual and the subchapter has less pages than the length, or when page numbering is set to Start At Next Odd Page or Even Page, forcing a blank page to be created. This option affects subchapters and can be overridden for a subchapter's subsubchapters by using this requester when that subchapter is the current chapter.

Format Choose the default page numbering format to use for page numbers inserted in the chapter. This option affects page numbers in subchapters as well as pages at the chapter level, and can be overridden for a subchapter's subsubchapters by using this requester when that subchapter is the current chapter. The default format can be overridden for each inserted page number by holding down a Shift key when choosing the Insert Variable » Page Number command.

Language Choose a language from those available. This is used to spell out page numbers for the Long option in the Format popup. This option affects page numbers in subchapters as well as pages at the chapter level, and can be overridden for a subchapter's subsubchapters by using this requester when that subchapter is the current chapter. The default language can be overridden for each inserted page number by holding down a Shift key when choosing the Insert Variable » Page Number command.

Prefix Enter a prefix to add to page numbers inserted in the document. This option affects pages in subchapters as well as pages at the chapter level, and can be overridden for a subchapter or subsubchapter by using this requester when that subchapter is the current chapter. To number pages as 1.1, 1.2, 1.3 instead of just 1, 2, 3, insert a different prefix for each chapter by changing to each chapter with the Go to Page button in the toolbar, and then choosing the

Edit » Chapter command. While you could insert the prefix manually when inserting page numbers, this option allows the prefix to be included with indices and tables of contents.

1.6 Layout/ Edit » Master Page...

Layout/ Edit » Master Page...

When you choose the Edit » Master Page command, the Edit Master Page requester will open. This command edits the master page used for the current page. If you wish to edit a master page that is not used for the current page, select the master page name in the

Document Structure
requester and click on its Edit gadget.

Edit Master Page	Description
Name	Enter the master page name. Master page names cannot contain colons : or tildes ~.
Description	Enter a description of up to 255 characters for the master page.
Page Size	Choose a predefined page size, or choose Custom to enter a custom page size.
Page Width, Height	Enter the page width and height into the text gadgets for custom sizes.
Bleed Horz, Vert	Enter the bleed area size. The bleed area is the pasteboard surrounding the page on which you can store objects.
Orientation	Choose Portrait (vertical) or Landscape (horizontal) page orientation. Switching between Landscape and Portrait will reverse the master page's width and height.
Facing Pages	Choose Single Sided or Double Sided. If you choose Single Sided, the master page will have only one side, so all pages based on this master page will have identical guides and master page objects. If you choose Double Sided, the master page will have three sides (left, center and right) to allow for books and other facing page documents. Center sides are used for spreads.
Margin Guides	Enter the margin guide offsets from the edges of the page. You can specify top, bottom, left and right margin guides. If the master page is double sided, the left and right margin guides are replaced with inside and outside guides.
Column Guides	Enter the number of columns into which the page should be divided, and the gutter space between them. This does not create text column frames, but only places guides where they should be created. Use the Create Columns command to create columns.

1.7 Layout/ Edit » Page...

Layout/ Edit » Page...

When you choose the Edit » Page command, the Edit Page requester will open. This command's primary purpose is to select the master page used for the current page.

Edit Page	Description
Name	Enter the page name. Page names cannot contain colons : or tildes ~.
Description	Enter a description of up to 255 characters for the page.
Page number	Shows the absolute page number; the number of the page without regard to the starting page number.
Master Page	Choose a master page on which to base the current page.
Edit Master Page	Edit the master page selected in the Master Page popup. This will open the Edit Master Page requester.
Show master page objects	Choose whether to show master page objects in front of or in back of the objects on the real page. You can also choose not to show master page objects.

1.8 Layout/ Information »

Layout/ Information »

The Information submenu commands display information about the current document or chapter. Do not confuse this command with the Information command in the Object menu, which is used to display object information.

When you choose the Information » Document or Information » Chapter command, the Information requester will open. The Document command provides information about the entire document, while the Chapter command is restricted to the current chapter only.

Information » Document

Information » Chapter

1.9 Layout/ Information » Document...

Layout/ Information » Document...

When you choose the Information » Document command, the Information requester will open.

Information	Description
Fonts	Check to list the fonts used in the document. If a font is used but not installed, a question mark will appear to the left of its name in the Report scrolling list.
Styles	Check to list the style tags used in the document.
Colors	Check to list the colors used in the document.
Graphics	Check to list the graphics used in the document. If a graphic is external and is not present, a question mark will appear to the left of its name in the Report scrolling list.
Articles	Check to list the articles used in the document. If an article is external and is not present, a question mark will appear to the left of its name in the Report scrolling list.
Revision history	Check to display the revision history of a document, if a revision log has been created. This option is not applicable to the Information >> Chapter command.
Report	Drag the scroll bar to read the report generated by PageStream for the options you have selected.
Save As	Click to save the report as an ASCII text file that you can import into PageStream or a text editor, and then edit or print. This will open a file requester to enter the name and path for the file to save.

1.10 Layout/ Information » Chapter...

Layout/ Information » Chapter...

When you choose the Information » Chapter command, the Information requester will open.

Fonts	Check to list the fonts used in the chapter. If a font is used but not installed, a question mark will appear to the left of its name in the Report scrolling list.
Styles	Check to list the style tags used in the chapter.
Colors	Check to list the colors used in the chapter.
Graphics	Check to list the graphics used in the chapter. If a graphic is external and is not present, a question mark

will appear to the left of its name in the Report scrolling list.

Articles	Check to list the articles used in the chapter. If an article is external and is not present, a question mark will appear to the left of its name in the Report scrolling list.
Report	Drag the scroll bar to read the report generated by PageStream for the options you have selected.
Save As	Click to save the report as an ASCII text file that you can import into PageStream or a text editor, and then edit or print. This will open a file requester to enter the name and path for the file to save.

1.11 Layout/ Insert Page...

Layout/ Insert Page...

This command is used to add one or more pages before or after an existing page. You can also insert pages with the Page palette.

If you insert an odd number of pages into pages based on double-sided master pages, left pages will become based on the right master page side, and vice versa. This can cause your text and graphics to be offset if the master page sides have different inside and outside margins.

Insert Page	Description
Chapter	Choose the chapter in which to insert the pages. Choose the document name to insert pages at the document level.
Master page to use	Choose the master page on which to base the new page(s).
Number of pages to insert	Enter the number of pages to add. You can create up to 9999 pages in a chapter or at the document level.
Insert	Choose whether to insert the new pages before or after the page specified in the Page text gadget.
Page	Enter the page before or after which to insert the new pages.

1.12 Layout/ Delete Page...

Layout/ Delete Page...

This command deletes a range of pages from a document. When you choose the Delete Page command, the Delete Page requester will open.

Delete Page Description

Chapter Choose the document level (document, chapter or subchapter) from which to delete page(s). This defaults to the current document level.

From, To Enter the first and last pages of the page range to delete.

1.13 Layout/ Move Page...

Layout/ Move Page...

This command moves a range of pages to another position in the document. In a document with chapters, you can move pages only to another position in the same chapter.

When you choose the Move Page command, the Move Page requester will open.

Move Page Description

Chapter Choose the document level (document, chapter or subchapter) from which to move page(s). This defaults to the current document level.

Move pages, to Enter the first and last pages of the page range to move.

And place Choose whether to place the pages before or after the page specified in the Page text gadget.

Page Enter the page before or after which to move the page (s).

1.14 Layout/ Create Columns...

Layout/ Create Columns...

This command creates text column frames for entering text. The text frames can contain multiple columns, and can be linked across pages.

When you choose the Create Columns command, the Create Columns requester will open.

Create Columns Description

Chapter Choose the document level (document, chapter or subchapter) in which to create the text frame(s). This defaults to the current document level.

Inside, Outside / Left, Right & Top, Bottom Enter the text frame margins, measured from the edges of the page. The

margins are referred to as Inside and Outside for double-sided master pages, and Left and Right for single-sided master pages. These default to the margin guides of the current page's master page.

Number, Gutter	Enter the number of columns you want in each text frame, and the space between them. This defaults to the column guides of the current page's master page.
From, To	Enter the first and last pages of the range in which to create text frames. This defaults to the current page only.
Link Columns	Check to link the text frames from page to page. Note that multiple columns within each frame are always linked.

1.15 Layout/ Link Text Frames

Layout/ Link Text Frames

This command is used to link two or more text frames so that text can flow between them. Existing text in the linked frames will be combined into one article.

When you choose the Link Text Frames command, the mouse pointer will change to an empty frame shape. Click on the text frame from which to flow text. The mouse pointer will change to a full frame shape to indicate that you have picked up text. Click on the text frame to which to flow text. This frame can be on the same page or any other page. Text from the first frame will flow into the second frame if there is overset text in the first frame.

The mouse pointer will remain unchanged so that you can continue to link frames in this series. To end text linking, click again on the last frame in the series or choose a tool in the toolbox.

1.16 Layout/ Unlink Text Frames

Layout/ Unlink Text Frames

This command is used to break the links between a text frame and the text frames from and/or to which it is linked. The text in each of the linked frames will remain in its current text frame.

When you choose the Unlink Text Frames command, links to the preceding and next text frames will be severed. To break the link in one direction only, hold down a Shift key while choosing the Unlink Text Frames command to open the Unlink Text Frames requester.

Unlink Text Frames	Description
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From previous text frame Check to break the link from the preceding text frame.

To next text frame Check to break the link to the next text frame.
