

PGS.VIE

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Chapter 1

PGS.VIE

1.1 Menus: View

View:

Actual Size

Change the magnification to 100% of actual size.

Full Page

Change the magnification so that the full page is visible.

Full Width

Change the magnification so that the full width is visible.

50%

Change the magnification to 50% of actual size.

75%

Change the magnification to 75% of actual size.

200%

Change the magnification to 200% of actual size.

Custom Scale...

Change the magnification to any percentage of actual size.

Variable Zoom

Zoom in on an area of the document.

Facing Pages

Change the view to display two pages.

Set Grid...

Set the grid spacing.

Show Grid

Toggle the display of the grid.

Snap-to-Grid
Toggle the magnetic attraction of the grid.

Set Guides...
Set the guide positions.

Show Guides
Toggle the display of the guides.

Snap-to-Guides
Toggle the magnetic attraction of the guides.

Show Rulers
Toggle the display of the rulers.

Show Pictures
Toggle the display of bitmap pictures and EPS previews.

Show Drawings
Toggle the display of structured drawings.

Show Column Outlines
Toggle the display of column outlines.

Show Text Frame Links
Toggle the display of text routing indicators.

Show Invisibles
Toggle the display of paragraph symbols.

Greek Text
Display text as hash marks to increase display speed.

1.2 View/ Actual Size

View/ Actual Size

This command changes the current view magnification of the document to 100% of the actual size. One inch on screen will equal one inch on paper, if your monitor is correctly adjusted and if the Display DPI is correctly set with the Screen settings command.

1.3 View/ Full Page

View/ Full Page

This command changes the current view magnification of the document so

that the entire page will fit in the window.

The actual view magnification percentage will vary depending on the page and window sizes. You can see the percentage view magnification in the toolbar's Custom Scale gadget.

If you hold down a Shift key while selecting the Full Page command, the view magnification will change so that the full workspace will fit in the window.

A checkmark will appear beside the command to indicate when it is selected.

1.4 View/ Full Width

View/ Full Width

This command changes the current view magnification of the document so that the entire width of the page will fit in the window. The full height may or may not fit in the window.

The actual view magnification percentage will vary depending on the page and window sizes. You can see the percentage view magnification in the toolbar's Custom Scale tool.

If you hold down a Shift key while selecting the Full Width command, the view magnification will change so that the entire height of the page will fit in the window. The full width may or may not fit in the window.

A checkmark will appear beside the command to indicate when it is selected.

1.5 View/ 50%

View/ 50%

This command changes the current view magnification of the document to 50% of the actual size. One inch on screen will equal two inches on paper.

If you hold down a Shift key while selecting the 50% command, the view magnification will change to 25%.

A checkmark will appear beside the command to indicate when it is selected.

1.6 View/ 75%

View/ 75%

This command changes the current view magnification of the document to

75% of the actual size. One inch on screen will equal 1.33 inches on paper.

If you hold down a Shift key while selecting the 75% command, the view magnification will change to 150%.

1.7 View/ 200%

View/ 200%

This command changes the current view magnification of the document to 200% of the actual size. One inch on screen will equal half an inch on paper.

If you hold down a Shift key while selecting the 200% command, the view magnification will change to 400%.

A checkmark will appear beside the command to indicate when it is selected.

1.8 View/ Custom Scale...

View/ Custom Scale...

This command changes the view magnification of the page in the current window. When you choose the Custom Scale command, the Custom Scale requester will open to enter a magnification level from 10 3000%. If you hold down a Shift key while choosing the command, PageStream will revert to the last specified custom scale without opening the requester.

A checkmark will appear beside the command to indicate when a custom scale is selected. The magnification level is also shown in the Custom Scale button in the document window toolbar.

If an object is selected or if the insertion point is placed in text, choosing this command will center the display on the selected object or insertion point.

1.9 View/ Variable Zoom

View/ Variable Zoom

This command changes the view magnification of the page in the current window. It allows you to define the area to magnify without specifying the actual magnification level.

After choosing the Variable Zoom command, position the mouse over the center of the area to magnify. Drag the mouse out from the point to define the size of the area to magnify; a dashed line will indicated the area that will be magnified. When you release the mouse button, the area

you selected will fill the document window.

Press the right mouse button to cancel the command if you choose it accidentally.

1.10 View/ Facing Pages

View/ Facing Pages

This command toggles the display of facing pages in the document window. A checkmark will appear beside the command to indicate when it is selected.

If the command is unchecked, only the current page will be displayed in the window. If the command is checked, the current page and its facing page will be displayed. You can edit both pages simultaneously.

1.11 View/ Set Grid...

View/ Set Grid...

This command sets the grid spacing and snap options. When you choose the Set Grid command, the Set Grid requester will open.

Set Grid	Description
Master Page	Choose the master page to modify. Each master page has a separate grid. This option defaults to the current master page, but you can set any available master page's grid with this requester.
Spacing	Choose a preset grid spacing from the popup, or enter the spacing into the associated Horz and Vert gadgets. Alternatively, drag the grid intersection in the preview to the left to the desired spacing. The grid spacing determines the interval of the grid points to which objects may be snapped.
Display interval	Enter the horizontal and vertical display interval. The display interval is used to decrease the number of grid points shown on the screen, in order to reduce screen clutter. If you want every grid point to be shown, enter 1; if you want every second grid point to be shown, enter 2, etc. Note: If the magnification is reduced so that the grid would excessively clutter the screen, it will not be shown at all. Increase the magnification to display the grid. The display interval is represented in the preview by a large dot.
Snap	Click to toggle between always snapping objects to the grid, and only snapping when they are within a specified range of a grid point. If you choose Within,

enter a range into the associated Horz and Vert text gadgets.

Grid offset Enter the offset of the grid from the top left corner of the page. Use this when you do not want the grid points to be a multiple of the grid spacing from the page origin. This should normally be set to zero.

1.12 View/ Show Grid

View/ Show Grid

This command toggles the display of the snap-to-grid. A checkmark will appear next to the command in the menu when the grid is displayed.

The display of grid points can clutter the display, so you may wish to toggle the grid off when you do not need it. Turning off the grid will also slightly speed up screen redraws.

Hold down a Shift key while choosing the Show Grid command to open the Show Grid requester. This allows you to configure how the grid is displayed.

Show Grid	Description
Display grid	Check to display the grid. This is equivalent to choosing the menu command without Shift.
Show	Click to toggle between showing the grid points in front of, or in back of objects on the page. This is normally set to In Back, but you may wish to change this if the grid points are obscured by large background object(s).
Color	Drag the slider, or enter a number between 0 and 3, to set the color of the grid points. You may choose from the four interface colors.

1.13 View/ Snap-to-Grid

View/ Snap-to-Grid

This command toggles the snap-to-grid feature. A checkmark will appear next to the command in the menu when grid snap is activated.

When grid snap is activated, objects will snap to the closest grid points when moved, scaled or drawn. When grid snap is off, objects can be moved, scaled or drawn without being constrained to the grid points.

1.14 View/ Set Guides...

View/ Set Guides...

This command sets guide snap options and the position of ruler guides. When you choose the Set Guides command, the Set Guides requester will open.

Set Guides	Description
Master Page, Side	Choose the master page and side to modify. Each master page side has separate guide settings. The Master Page and Side options default to the current master page and side, but you can set any available master page's guides with this requester. If the master page selected is single-sided, the Side option will not be available.
Snap	Click to toggle between always snapping objects to the guides, and only snapping when they are within a specified range of a guide. If you choose Within, enter a range into the associated Horz and Vert text gadgets.
Position	Enter the position of the selected guide. The selected guide is indicated by a small black triangle next to a guide marker line. Select a guide by clicking on its guide marker in the white part of the guide rulers. Create a new guide by clicking in the gray part of the guide rulers. You can also change the position of a guide by dragging its guide marker to a new position.
Delete	Click to delete the selected guide.

1.15 View/ Show Guides

View/ Show Guides

This command toggles the display of the guides. A checkmark will appear next to the command in the menu when guides are displayed.

The display of guides can clutter the display, so you may wish to toggle them off when you do not need it.

Hold down a Shift key while choosing the Show Guides command to open the Show Guides requester. This allows you to configure how guides are displayed.

Show Guides	Description
Display ruler guides	Check to display ruler guides (guides created with the Set Guides requester).
Display margin and column	Check to display page (margin and column)

guides (guides created with the New Document or Edit Master Page requesters).

Show	Click to toggle between showing the guides in front of or in back of objects on the page. This is normally set to In Back, but you may wish to change this if the guides are obscured by large background object(s).
Color	Drag the slider, or enter a number between 0 and 3, to set the color of the guides. You may choose from the four interface colors.

1.16 View/ Snap-to-Guides

View/ Snap-to-Guides

This command toggles the snap-to-guides feature. A checkmark will appear next to the command in the menu when guide snap is activated.

When guide snap is activated, objects will snap to the closest guides and the edges of the page when moved, scaled or drawn. When guide snap is off, objects can be moved, scaled or drawn without being constrained to the guides.

1.17 View/ Show Rulers

View/ Show Rulers

This command toggles the display of the rulers. A checkmark will appear next to the command in the menu when rulers are displayed.

The rulers are a useful aid in positioning and scaling objects and text. If you do not need them, toggling them off will increase the space available for displaying the page.

Hold down a Shift key while choosing the Show Rulers command to open the Show Rulers requester. This allows you to configure how the rulers are displayed.

Show Rulers	Description
Display rulers	Check to display the rulers. This is equivalent to choosing the menu command without Shift.
Ruler offset	Enter the ruler offset from the top left corner of the window, in pixels. Entering 0 for Horz and Vert will position the rulers at the top left corner. Enter 10,000 for both to position them at the bottom right corner. You can also set the ruler offset by holding down a Shift key while dragging from the ruler origin to the desired position.

Zero offset	Enter the ruler zero point offset from the top left corner of the page. Entering 0 for Horz and Vert will begin numbering from the top left corner of the page. You can also set the zero point offset by dragging from the ruler origin to the desired position.
+ Direction	Choose the horizontal and vertical measurement directions. The default is to measure the page from the top left corner down and to the right. You can measure in either direction for both axes.
Measuring systems	Choose the horizontal and vertical ruler measuring systems. The default is to use the measurement systems in use for the document, but you can display a different system on the rulers if desired. This is useful if you wish to work in small units such as points, but show larger ruler increments such as picas or inches.

Moving the ruler zero point visually:

The zero point of the ruler is normally the top left corner of each page. The page is measured in positive units down and to the right of the zero point, and in negative units in the opposite direction. The zero point of the ruler may be moved to any point on a page by dragging the ruler intersection to the desired position. Click on the ruler intersection to restore the zero point to the default position.

Moving the ruler offset visually:

The rulers can be offset from the top left corner of the window by dragging the ruler intersection while holding down a Shift key. Shift click on the ruler intersection to restore the ruler to the desired position.

1.18 View/ Show Pictures

View/ Show Pictures

This command toggles the display of pictures. A checkmark will appear next to the command in the menu when pictures are displayed.

Large pictures can slow down screen redraws, so if you do not need to see the subject of your pictures you can toggle off their display. A crossed box will be shown in their place when pictures are not displayed.

1.19 View/ Show Drawings

View/ Show Drawings

This command toggles the display of drawings. A checkmark will appear

next to the command in the menu when drawings are displayed.

Complex drawings can slow down screen redraws, so if you do not need to see the contents of your drawings you can toggle off their display. A crossed box will be shown in their place when drawings are not displayed.

1.20 View/ Show Column Outlines

View/ Show Column Outlines

This command toggles the display of column outlines. A checkmark will appear next to the command in the menu when column outlines are displayed.

Text frames and the columns in them do not have a stroke (unless you choose to apply a stroke), so their position can be difficult to determine if they are not filled with text. Use this option to see the outline of text objects, and the columns in text frames. Outlines are shown as dashed lines.

1.21 View/ Show Text Frame Links:

View/ Show Text Frame Links

This command toggles the display of text frame links. A checkmark will appear next to the command in the menu when links are displayed.

When links are displayed, a bar will appear at the top of each text frame. The leftmost number is the page number of the text frame from which the frame is linked. The rightmost number is the page number of the text frame to which the frame is linked. The center numbers indicate the article number (A: #), the number of frames in this linked series and the number of the frame in this series (F: current # / # in series).

See also [Link Text Frames](#) and [Unlink Text Frames](#)

1.22 View/ Show Invisibles

View/ Show Invisibles

This command toggles the display of the invisible codes embedded in text. A checkmark will appear next to the command in the menu when the invisible codes are displayed.

It can be difficult to find invisible codes such as page breaks, text marks and word spaces. The Show Invisibles option inserts a symbol representing the code. Note that the symbols are fixed-sized; they will not be scaled with the text, and are designed for use with common body type sizes at standard magnification levels.

1.23 View/ Greek Text

View/ Greek Text

This command changes the appearance of text to speed up its display. Instead of rendering the actual characters, PageStream will display lines showing where text is located instead of the actual text. You can configure this option so that only text below a certain size will be greeked.

When you choose the Greek Text command, the Greek Text requester will open.

Greek Text	Description
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Greek below	Enter the size in points below which text should be greeked. Values from 4 8 points are suitable because most text below 8 points is illegible on screen at normal view magnifications.
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