PGS.PRO

		COLLABORATORS	

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PGS.PRO

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1.2 Project/ New...

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Project/ New...
```

This command creates a new document and a default master page. The master
page will be used for all pages created in the document, unless you
specify otherwise.

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

```
New Document          Description
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Document Name   Enter the document name. Document names may not
                         contain illegal AmigaDOS characters, but they may
                         be up to 255 characters. You can set the internal
                         name separately from the filename.

Document Description   Enter a description of up to 255 characters for
                         the document.

Master Page Name   Enter the master page name. Master page names
                         cannot contain colons : or tildes ~.

Master Page Description Enter a description of up to 255 characters for
                         the master page.

Page Size   Choose a predefined page size for the master
                         page, or choose Custom to enter a custom page
                         size.

Page Width, Height   Enter the master 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.

The New Document requester has an attached Settings menu. Choose its Save
as Default command to save the page, bleed and guide values as the
default for future documents.

See also Edit » Master Page

1.3   Project/ Open...

Project/ Open...

This command opens a saved document file so that you can continue working
on it. When you choose the Open command, a file requester will open to
select a document file to open. After you click on Open in the file
requester, PageStream will load the document into a window.

Only documents and document templates in PageStream 1.0 3.0 and documents
in Professional Page 3.0 4 .1 formats may be opened. Opening a document
created in a program other than PageStream 3.0 will cause the document to
be recomposed which may change the link breaks.

See also Converting Professional Page and PageStream 1 & 2 Documents

1.4   Project/ Append...

Project/ Append...

This command merges the current document with another document. All the
pages and chapters in the appended document will be added after any pages
or chapters in the current document.

When you choose the Append command, a file requester will open to select
the document file to append. Choose the file and click on Append.

Only PageStream 3 IFF DOC format documents and templates can be appended.
Older PageStream documents and Professional Page documents must be opened
and saved in PageStream format before appending.

1.5   Project/ Save, Save As..., and Save As Template...

Project/ Save, Save As..., and Save As Template...
Text}

These three commands save the current document. Use the Save command to
save the document with its current filename and path. Use the Save As
command to save the document with a new filename or path. Use the Save As
Template command to save the document as a document template.

The Save As command opens a file requester to choose a filename and path.
The Save command opens an alert requester to prompt you for permission to
overwrite the existing file. If you choose the Save command for a
document that has not been saved previously, the command will have the
same effect as the Save As command.

The Save As Template command is identical to the Save As command except

that when you open the document template, the document will be untitled.
This prevents you from accidentally overwriting the template file.

If the Keep History option is toggled on in the General Preferences
requester, the Revision History requester will open so that you can make
an entry in the revision log.

Revision History   Description

What changes were made Enter a revision log entry.

User   Shows the user name that will be entered with the
                          log entry. This is set with the Job number prefix
                          option in the General Preferences requester.

Date   Shows the date of the log entry.

1.6   Project/ Revert to Saved

Project/ Revert to Saved

This command undoes the changes you have made to the current document
since it was last saved, by closing the document and re-opening it. This
is a shortcut for manually closing and opening the document.

1.7   Project/ Print...

Project/ Print...

This command is used to print the current document. You can print
documents using PageStream's custom printer drivers, which are available
for selected printers, or using the Amiga's Preferences printer drivers.

You must select a printer driver and make other printer settings prior to
printing a document for the first time. Choose the Printing settings
command or click on the Settings gadget in the Printer requester to open
the Printing Preferences requester to make your printer settings.

When you choose the Print command, the Print requester will open.

Print   Description

Printer driver   The top of the requester shows the printer driver,
                      model, or PPD file selected in the Printing
                      Preferences requester, as applicable. If the Amiga
                      Preferences printer driver is selected, the driver
                      you select with the System:Prefs/Printer program
                      will be shown here. If the PostScript printer
                      driver is selected, the PPD (PostScript Printer
                      Description) name will be shown, and if the Epson,
                      Hewlett-Packard or Canon drivers have been chosen,
                      the selected model name will be shown.

Settings	Opens the Printing Preferences requester.
Plates	Opens the Plate Control requester, to specify how each color plate will be printed.
Copies	Enter the number of copies to print.
Pages	Choose which pages to print. If you choose All from the left popup, all pages in the document will be printed. Chapter will print only the pages in the current chapter and Page will print only the current page. If you choose Range, enter a page range into the text gadget below the popup. The format for a range is the smaller page number, a hyphen, then the larger page number. If you wish to print more than one range, separate them with a comma. i.e., 3 6 ,12 2 4 would print pages three to six and twelve to twenty four.
	Choose Both in the right popup to print all the pages selected in the left popup. Choose Even to print only even pages, or Odd to print only odd pages. This option is useful for printing both sides of your paper in separate passes.
Scale	Choose to print the document at actual size, or at a different size. Choose Custom Size and enter the percentage of actual size in the associated text gadget. Choose Scale to Fit to make PageStream scale the page so that the entire page fits on the paper. Choose Thumbnails to print multiple small pages on one piece of paper. Enter the thumbnail scale into the associated text gadget. Printing thumbnails of one page size on paper of the same size will print six thumbnails per page.
Tile	Check to print a page larger than the paper size, on more than one piece of paper. The separate page tiles can then be pasted together to create the actual page. Printers' Marks should be toggled to make it easier to align and trim the tiles. Enter the overlap of the tiles into the associated text gadget. One inch is the default.
Print	Choose whether to print in grayscale or color, or whether to create separations. Choose Grayscale to print a composite of all colors as a grayscale image.
	Choose Color to print a color version of the document to a color printer. This option is available only for color printers, but it is always listed in the popup.
	Choose Separations to print spot and process color separations of the document. PageStream will print

Cyan, Magenta, Black and Yellow plates for each page, as well as plates for spot colors used on those pages (if applicable). You can control which plates will be printed by clicking on the Plates gadget.

Choose Process Separations to print all colors as process separations, even if spot colors are used. Use this option when you have used a spot color in a document, but do not want to print a separate plate for it.

Print pictures   Check to print the pictures in the document. If this option is off, pictures will be printed as boxes. Use this option to print quick drafts of documents.

Collate copies   Check to print one copy of all the pages before printing the next copy of all the pages. This slows down printing but ensures that each copy is in the correct order.

Reverse order   Check to print the pages in the reverse of the normal order. This will print the pages in descending order instead of ascending order.

Print blank pages   Check to print blank pages in the document. When this option is off, PageStream will not print pages without objects to save paper.

Printers' marks   Check to print crop marks, registration marks, density control bars, gray balance patch, trapping patches, slur gauges and page slug. Add 72 points (1 inch or 25.4 mm) to the paper size when this option is on.

                        Note that only crop and registration marks will be printed on non-PostScript printers; the other printers' marks are for PostScript only.

Emulsion down   Check to print pages mirrored. Film is always printed emulsion side down, but check with your service bureau before setting this option because some service bureaus prefer to set this option themselves.

Negative   Check to print pages as negatives. Film is always printed as negative, but check with your service bureau before setting this option because some service bureaus prefer to set this option themselves.

Plate Control   Description

Plates scrolling list Choose the plate to set. Each ink for each page in the range to be printed is a separate plate. The page number and ink name for each plate are shown

                        in the scrolling list.

Print this plate   Check to print this plate when you click on the
                      Print gadget in the Print requester. You can toggle
                      off the printing of any plate for any page. Plates
                      that will be printed are indicated by a Y in the P
                      column of the Plates scrollng list. Plates that
                      will not be printed are indicated by a N.

Ink   Toggle between Overprint (print this plate's ink on
                      top of other inks) and Knockout (leave holes in
                      inks printed before this plate's ink). Plates that
                      are set to knockout are indicated by a K in the KO
                      column of the Plates scrolling list. Plates that
                      will be overprinted are indicated by a O.

Screen   Choose whether to use the Optimized screen values
                      for the selected PostScript Printer Description
                      file, or to enter Custom values. If you choose
                      Custom, enter the values into the Angle and
                      Frequency gadgets. The angles and frequencies will
                      be show in the Plates scrolling list for each
                      plate. (PostScript only)

1.8 Project/ Insert Text...

Project/ Insert Text...

This command is used to import text created with a word processor or text
editor into the current text object at the insertion point. Objects,
graphics and text not in columns in word processing files will not be
imported.

The insertion point must be placed in a text object before choosing the
Insert Text command. When you choose the command, a file requester will
open to choose the text file to insert. After clicking on Insert in the
file requester, the Insert Text requester will open. The options
available in it depend on the format of the text file.

Insert Text   Description

Filter   Shows the text import filter being used to insert the
                 text. If more than one text filter can be used to import
                 the text, you can select the filter to use.

Convert quotes   Check to convert straight quotation marks to
                 typographer's quotation marks. Do not choose this option
                 if quotation marks are used for inch marks.

Convert dashes   Check to convert double dashes to en-dashes, and triple
                 dashes to em-dashes.

Retain format   Check to use the formatting attributes in the text file.
                 If this is toggled off, no text attributes will be
                 imported. (All formats except ASCII.)

Line has LF   Check to strip line feeds from an ASCII file. Text
                   editors, not including PageLiner, save text with a line
                   feed at the end of every line, and must be stripped for
                   the lines to be joined into paragraphs. (ASCII only.)

Character set   Choose whether the file was created on an Amiga,
                   Macintosh or MS-DOS. This is required because character
                   sets vary between computers. (ASCII only.)

Codes   Choose the format of text codes to import, or None if you
                   do not want to import text codes.

See also Importing Text

1.9   Project/ Place Graphic...

Project/ Place Graphic...

This command is used to import a picture, EPS object or drawing into the
current document.

When you choose the Place Graphic command, a file requester will open to
choose the graphic file to import. After clicking on Place in the file
requester, the Place Graphic requester will open. The options available
in it depend on the format of the file. The Place Graphic requester will
not open if there are no options available and if there is only one
import filter that may be used to place the graphic.

If you want to import a graphic and anchor it to a position in a text
frame, choose the Place Graphic command when the Text tool is selected
and the insertion point is in a text frame. If you choose the command
when the Object tool is selected, the graphic will be placed at the
center of the visible page.

Place Graphic   Description

Filter   Shows the graphic import filter being used to place the
                 graphic. If more than one graphic filter can be used to
                 import the graphic, you can select the filter to use.

Clip   Choose which clip to import. (Professional Draw only.)

Leave external   Check to keep the graphic external to the document.

See also Anchored Graphics   Importing Graphics

1.10   Project/ Export Text...

Project/ Export Text...

This command exports the selected text as a text or word processor file.

The text must be highlighted with the Text tool.

When you choose the Export Text command, the Export Text requester will
open. Choose the export format from the Filter popup. Only the available
file formats will be listed in the Filter popup. Additional options may
appear when you choose a filter, depending on the filter selected. After
clicking on Export, a file requester will open to choose the filename and
path for the text file to create.

Export Text	Description
Filter	Choose the text format in which to export the text.
Version	Choose the version of the text format in which to export if the format has more than one supported version.
Convert quotes	Check to convert typographer's quotation marks to straight quotation marks.
Convert dashes	Check to convert en-dashes to double dashes, and em-dashes to triple dashes.
Character set	Choose whether to save the file with Amiga, Macintosh or PC character sets. This is required because character sets vary between computers. (ASCII only.)
Text codes	Check to choose the format of text codes to export, or None if you do not want to export text codes.
Retain formatting	Check to export the text with text attributes.

1.11   Project/ Export Graphic...

Project/ Export Graphic...

This command exports the selected objects as a graphic file. If a bitmap
picture is selected, it can be exported as a picture. If another type of
object, or more than one object is selected, they can be exported in any
of the available drawing or EPS formats.

When you choose the Export Graphic command, the Export Graphic requester
will open. Choose the export format from the Filter popup. Only the
available file formats will be listed in the Filter popup. Additional
options may appear when you choose a filter, depending on the filter
selected. After clicking on Export, a file requester will open to choose
the filename and path for the graphic file to create.

Export Graphic	Description
Filter	Choose the graphic format in which to export the selected object(s), if more than one format is available.
Version	Choose the version of the graphic format in which to export if the format has more than one supported version.

Compression   Choose a compression type or None for no compression. If
                   you choose LZW compression, you can toggle on horizontal
                   differencing if you wish. This is a precompression
                   algorithm that improves LZW compression, but it is not
                   supported by all programs. (TIFF only)

Type   Choose whether the picture is stored in Amiga/Macintosh
                   (Motorola byte order) or PC (Intel byte order) format.
                   (TIFF only)

1.12   Project/ New View

                   Project/ New View

This command opens another window for the current document. It does not
create another document, but another view of the current document. You
can use an additional view so that different pages are displayed in the
windows, or different view magnifications.

View windows can be temporarily closed with the
                   Hide
                    command, and can be
permanently closed with the
                   Close
                    command.

1.13   Project/ Hide »

                   Project/ Hide »

The Hide submenu commands close document windows without
                   closing
                    the
documents. The windows are hidden so they do not clutter the screen, but
no information is lost---the windows may be displayed again by choosing a
command from the Reveal submenu.

Choose the Current submenu command to hide the active window or choose
the Others submenu command to hide all but the active window. Choose the
All submenu command to hide every document window. Alternatively, choose
the name of the window to hide from the list of open windows at the
bottom of the submenu.

1.14   Project/ Reveal »

Project/ Reveal »

The Reveal submenu commands open hidden document windows, and brings
windows to the front if they are already open. The submenu lists all the

open and hidden windows. Choose the name of the window you wish to open
or bring to the front. Choose the All submenu command to open all hidden
windows.

Choose the name of a window while holding down a Shift key to rename the
window view. This opens the Window requester.

```
Window      Description

Document    Shows the document name.

View name   Enter the name of the window view.
```

1.15   Project/ Close

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Project/ Close
```

This command closes the current document window without exiting
PageStream. If the window is the last open view of a document and the
document has not been saved since it was last changed, an alert requester
will open to confirm that you wish to close the document.

If you choose the Close command while holding down a Shift key, all open
views of the document will be closed.

1.16   Project/ About...

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Project/ About...
```

This command displays your personal information and describes how to
contact Soft-Logik Publishing.

1.17   Project/ Quit PageStream

```
Project/ Quit PageStream
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This command ends your current session of PageStream. If you have not
saved your documents, PageStream will prompt you to save each unsaved
document before quitting the program.