

PGS.TEX

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| | <i>TITLE :</i> PGS.TEX | | |
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Chapter 1

PGS.TEX

1.1 Entering Text

Entering Text

You can type text directly in PageStream or you can import it from a word processor. PageStream can import the text from a word processor file and maintain its text attributes.

PageStream also offers a wide range of word processing features to allow you to enter and edit text for your document without having to use a word processor. You may prefer to type directly in PageStream for small blocks of text. If you have a faster computer, you may wish to type all your text directly in PageStream.

Typing Text

After you have created a text frame (text column, text object or text shape), you can enter text in it by typing directly into PageStream, or by

importing a text file created by another program. You must position the text insertion point before you can enter text. The insertion point is a vertical line that indicates where the new text will appear. As you type, text appears at the insertion point as the insertion point moves to the right.

If your text reaches the right margin as you continue to type, it will wrap down to the next line automatically; you do not need to press Return to end a line as you would on a typewriter. Use the Return key only when you want to end a paragraph.

See also

Typing Special Characters

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Ending a Paragraph

Paragraphs are ended by pressing the Return key. Ending a paragraph forces the text to wrap to the next line without continuing to the right edge. Paragraph spacing is normally used to set the space between paragraphs, but you can also press the Return key a second time to insert a blank line between paragraphs.

If you end a paragraph by holding down a Shift key while pressing Return, PageStream will ignore the paragraph spacing value and will start the next paragraph on the next line.

You can break a paragraph into two paragraphs by moving the cursor to the desired position and pressing the Return key.

Correcting Mistakes

When you make a mistake, you can correct it by backspacing over it with the Backspace key. You can erase characters anywhere in your text by positioning the insertion point in it and pressing the Backspace or Del keys. The Backspace key deletes the character to the left of the insertion point, and the Del key deletes the character to the right of the insertion point.

If the insertion point is at the beginning of a paragraph, pressing Backspace will erase the end of paragraph of the previous paragraph, joining the two paragraphs together. Similarly, if the insertion point is at the end of a paragraph, pressing Del will erase the end of paragraph, joining the two together.

1.2 Insertion Point

Insertion Point

You must select the Text tool before you can enter new text or edit existing text in a text column or object. When the Text tool is selected, the mouse pointer will change to the text cursor shape.

You must position the text insertion point before you can enter text. The insertion point is a vertical line that indicates where the new text will appear. As you type, text appears at the insertion point as the insertion point moves to the right.

Placing the Insertion Point

If you choose the Text tool when a text frame is selected, the insertion point will be placed automatically in that frame. If one was not selected, or if you wish to enter text in a different text frame, you must place the insertion point manually. To place the insertion point in a text frame, move the mouse cursor over it at the desired point and click the left mouse button. If the frame does not yet contain text, the insertion point will be placed at its top left corner. If there is text at the point where you click, the insertion point will be positioned there.

Moving the Insertion Point

You can move the insertion point anywhere in your text to edit it in three ways:

- position the insertion point with the mouse cursor
- use the arrow keys
- use a keyboard shortcut

To move the insertion point with the mouse cursor, move the mouse so that the mouse cursor is between the characters where the insertion point should be positioned. Click the mouse the place the insertion point at the mouse position.

To move one character left or right, press the left or right arrow key. To move up or down one line, press the up or down arrow key. You can hold down arrow keys to move the insertion point repeatedly. You can also use the arrow keys in conjunction with the Ctrl, Alt and Shift keys to move the cursor greater distances.

1.3 Typing Special Characters

Typing Special Characters

PageStream allows you to enter many special characters that are not shown on the keyboard. The KeyShow program in your Tools directory shows you how to type some of these special characters. Run KeyShow and select the Alt key or the Alt and Shift keys to see which characters are available using standard Amiga keystrokes.

PageStream allows you to enter more characters than provided by the Amiga operating system, so it offers another way to enter special characters. Each character has a character identification number, and a few of the common ones also have mnemonic sequences. To enter a character by its character identification number, simply press Ctrl-D and then type the unicode character number. To enter a character by its mnemonic sequence, press Ctrl-C and then type the mnemonic.

Some common typographic characters and their identification numbers are:

| Special Character | Identification Number (Ctrl-D) | Mnemonic (Ctrl-C) |
|--------------------|--------------------------------|-------------------|
| left double quote | 08220 | "l |
| right double quote | 08221 | "r |
| bullet | 08226 | bu |
| em dash | 08211 | m- |
| en dash | 08212 | n- |
| trademark | 08482 | tm |
| copyright mark | 00169 | co |
| registered mark | 00174 | rm |
| paragraph marker | 00182 | p! |
| section marker | 00167 | se |

The Insert Character command can be used to enter a character without knowing its identification number or mnemonic.

1.4 Import/Export Filters

Import/Export Filters

PageStream's Insert Text command allows you to import text created with a word processor or text editor. You can import text only from programs for which PageStream has an import/export filter, and from programs that allow you to save in ASCII format. Import/export filters translate text from word processor formats into a format that PageStream can understand and are also used for exporting text to word processing formats.

The text import/export filters provided with this release of PageStream3 are:

Filters

- ASCII.tfilter
- FinalWriter.tfilter
- Wordworth.tfilter
- Excellence.tfilter
- ProWrite.tfilter
- WordPerfect.tfilter
- Word.tfilter
- IFFCTXT.tfilter
- IFFDTXT.tfilter
- IFFFTXT.tfilter

Soft-Logik makes every attempt to ensure complete compatibility with the word processors listed. However, because they are often updated and changed, Soft-Logik cannot guarantee complete compatibility.