XEROX VENTURA PUBLISHER EDITION
REFERENCE GUIDE

610E03760

This manual, including the table of contents and index, was produced and printed using Xerox Ventura Publisher.

This manual was written by John Meyer, Ventura Software, Inc.

TABLE OF CONTENTS

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INTRODUCTION

How to use this documentation

READ THE NEXT TWO PAGES, EVEN IF YOU DON'T READ ANYTHING ELSE.

Many people only read their user's manual as a last resort. If you are one of those, the next two pages tell you where to find information when you need it.

1) To learn how to install Xerox Ventura Publisher, read **Chapter 2: Setup and Installation**. If you want to install without reading the manual, insert the **Application Disk** in the **A** drive, type **A:VPPREP** and then press the **Enter** key.

2) To run Ventura Publisher, type **VP** and then press the **Enter** key. To quit, select the **QUIT** option in the File menu.

3) This is a Reference Guide. It provides a complete description of each feature, and assumes you already understand concepts unique to Xerox Ventura Publisher, such as **Style Sheets** and **Chapters**. To learn how to use the basic features, read the **Ventura Publisher Edition Training Guide**.

4) To learn by looking at examples, **OPEN** the example chapters contained in the **TYPESET** subdirectory. The style sheets associated with each of these chapters are described in Appendix L.

5) Read the **User Interface** chapter to learn about using the mouse and keyboard shortcuts.

6) Read the **Functions** chapter to learn about Xerox Ventura Publisher's four separate functions (Frame Setting, Paragraph Tagging, Text Editing, and Graphic Drawing.)

7) Read the **Menu Commands** chapter to obtain a complete description of each menu operation.

8) If you have a problem, read through the **Common Problems** appendix (Appendix C.) You should also consult the **Problem** heading in the index.

9) Other useful information about printers, wordprocessors, and advanced operation is contained in the various appendices.

10) If you want to add additional fonts to your printer, read **Appendix K**.

Do not use the DOS COPY command to copy chapters. Use Xerox Ventura Publisher's Multi-chapter Copy command instead (see the Multi-chapter section in the Menu Commands chapter.)

Background utilities (such as Sidekick) should not be installed when running Xerox Ventura Publisher because they reduce the chapter size.

For technical support, call Xerox at (214) 436-2616. If you are interested in joining the Ventura Publisher User Groug (VPUG), a non-profit user group which is not affiliated with Xerox, you can contact them at:

VPUG
675 Jarvis Drive
Morgan Hill, CA 95037

Contents of package

Xerox Ventura Publisher includes:

Eleven 5 1/4 inch MS-DOS formatted floppy disks:

• 1. Xerox Ventura Publisher Application Disk

- 2. Xerox Ventura Publisher Examples Disk (contains sample style sheets, table templates, and example documents.)
- 3-10. Xerox Ventura Publisher Device Driver Disks (contain configuration software for various printers and displays, plus fonts for each printer and display.)
- 11. Xerox Ventura Publisher Utilities Disk (contains font and picture conversion utilities)

Ventura Publisher Edition Reference Guide
Ventura Publisher Edition Training Guide
Ventura Publisher Edition Quick Reference
Registration Card
License Agreement

Features

Xerox Ventura Publisher is a professional page layout system that lets you create typeset documents by automatically combining text from wordprocessors with pictures from AutoCAD, Lotus 1-2-3, Mentor Graphics PC CAD programs, GEM Draw, GEM Graph, PC Paintbrush™, and Macintosh (see Appendix J for a complete list of graphics software supported.) Also, pictures created in many other programs (such as Lotus Freelance), and then converted to General Parametric's Video Show format, AutoCAD DXF format, HPGL, CGM, or encapsulated PostScript, can be used as well. Images created by a graphics artist can be digitized with a scanner, converted to GEM or PC Paintbrush file format, and then displayed, scaled, cropped, and moved on the computer screen. You can also create simple drawings directly in Xerox Ventura Publisher.

The resulting pages are formatted automatically by **Style Sheets**. A Style Sheet is a computer file which contains typographic attributes (e.g., fonts, ruling lines, inter-line spacing.) These attributes are grouped together into **Tags** which can then be ap-

plied to each paragraph in your document. By apply-
ing a tag to a paragraph, you change the typographic
attributes for that paragraph. The same Style Sheet
can be used for many documents, resulting in consis-
tent typography from one document to the next. Also,
a style sheet designed by a typographic professional
can be used by an amateur to produce sophisticated
documents.

Depending on the number of pictures, number of
paragraphs, version of DOS, and size of width table,
each chapter can contain up to 500K bytes of text in
a 640K system. Up to 128 chapters can be combined
together into a **Publication**. Thus, you can develop
and print documents which are thousands of pages in
length.

Appendix J contains a complete features list.

Typographical conventions

The ☞ callout emphasizes important points
throughout this manual.

Throughout this manual, when you see

Enter

you should press the **Enter** key (sometimes called the
Return key.)

Anything to be typed by you is shown in upper case,
but can always be typed in any combination of upper
and lower case.

The terms **Text**, **Line Art**, **Images**, and **Graphics**
are used throughout this manual. **Text** refers to
everything that originates either in a wordprocessor
or in Xerox Ventura Publisher's Text Editing func-
tion. **Line Art** refers to artwork generated by com-
puter graphics programs such as AutoCAD or GEM

Draw. **Images** refers to artwork generated by a scanner or paint program. Text, line art, and images are all stored and maintained in their original format under their original file names. **Graphics** refers to any drawing generated with Xerox Ventura Publisher's drawing package.

The term **Mouse Cursor** refers to the cursor that moves when you move the mouse. The shape of this cursor depends on the function selected, and on the nature of the action being performed.

The term **Text Cursor** refers to the vertical line cursor that indicates the location where text is currently being added or deleted. The text cursor is always placed **between** characters.

Throughout this manual, the phrase **Select the...** is used. This means you should move the mouse cursor to the middle of the item to be selected and then press the left mouse button once.

Except when explicitly stated, the computer hard disk is always assumed to be **C**.

The correct name for this product is **Xerox Desktop Publishing Series: Ventura Publisher Edition**. Within this manual, this is abbreviated to **Xerox Ventura Publisher**.

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SETUP AND INSTALLATION

System requirements

Xerox Ventura Publisher requires an IBM PC, IBM XT, IBM AT, or a compatible computer which runs the same software as these machines. Your computer must also contain the following or equivalent:

A minimum of 512 kilobytes of RAM (640 kilobytes is recommended when creating chapters of more than 20 pages.)

A hard disk drive with one to three megabytes available space to hold software and fonts (space required depends on printers installed—see the **Software Installation** section which follows.)

A graphics board:
*   Hercules Graphics Card, or equivalent
*   IBM Color Card and compatible color monitor
*   IBM Enhanced Graphics Adapter and compatible color monitor
*   Micro Display Systems Genius display
*   Wyse 700
*   Xerox 6065 color display adapter
*   Xerox 6065 full page display adapter
*   Xerox 6065 monochrome display adapter

A mouse:
*   Microsoft Mouse (serial or bus mouse)
*   Mouse Systems PC Mouse, or one of the following equivalents:
    *   Summagraphics Summa Mouse
    *   Logitek Logi-mouse
    *   Torrington Mouse
    *   Microage Mouse
*   Xerox 6065 Mouse

MS-DOS or PC-DOS version 2.10 (or higher)

You must also have one of the following printers in order to print what you see on the screen:

- Any Interpress or PostScript compatible printer or typesetter
- Apple Laserwriter or LaserWriter Plus
- AST TurboLaser
- Cordata laser printer
- Epson MX-80/FX-80/RX-80
- Hewlett-Packard LaserJet Plus
- Hewlett-Packard LaserJet with 92286F font cartridge
- IBM Proprinter
- Tall Tree Systems JLaser printer card and compatible printer
- Xerox 4020 Color Ink Jet Printer
- Xerox 4045 Laser Printer

Additional display and printer drivers are available from other companies although they are not supported directly by Xerox.

☞ **TO RUN THIS SOFTWARE, YOUR COMPUTER MUST CONTAIN HARDWARE FROM THE OPTIONS LISTED ABOVE AND ON THE PREVIOUS PAGE—INCLUDING A MOUSE AND A GRAPHICS BOARD**

Software installation

☞ If you previously installed version 1.0 of Xerox Ventura Publisher, please consult Appendix A in the section Updating From Version 1.0.

This section provides installation instructions intended for use by a person who has basic familiarity with the IBM PC. Step-by-step installation instructions, along with instructions on how to modify an existing installation, are provided in Appendix A.

Note that Xerox Ventura Publisher will not operate when shared between multiple computers, nor is it licensed for sharing between multiple computer workstations on a communications network. It can, however, print over a network provided:

- Each computer workstation on which it is installed contains 640K bytes of RAM
- The network software which runs on each workstation adds less than 64K bytes to the memory required by DOS.

Installation preparation

You need to know the following about your computer hardware:

- Graphics board installed in your computer.
- Printer port used by your printer e.g., serial or parallel ports (or special printer interface.)
- Serial port or special board used by your mouse.

You should make backup copies of your distribution disks to guard against accidental damage. Read the Software License and Warranty Agreement at the beginning of this manual to understand the legal restrictions governing copying and installation of the software.

You need between one and three megabytes of space on your computer's hard disk to hold all printer fonts, screen fonts, system software, application software, and examples. Approximate space requirements are as follows:

```
Xerox 4045, HP LaserJet Plus  . . 3.0 Megabytes
PostScript . . . . . . . . . . . . 1.2 Megabytes
JLaser, Dot Matrix, Xerox 4020   . 2.0 Megabytes
```

Exact space requirements are given in Appendix A.

If you'll be using a Microsoft Bus Mouse, Xerox opti-
cal mouse, or AT&T 6300 mouse, locate the disk that
contains the MOUSE.COM file. (The Xerox 6060
mouse file is on the MS-DOS with ScreenMate disk.)
You must copy this file to your computer's hard disk
when finished with installation.

Installation

☞ The installation process can be aborted at any time
by pressing and holding the **Ctrl** key and then press-
ing the **Break** key.

Make sure that MS-DOS or PC-DOS version 2.10 or
above has been booted.

Insert the Xerox Ventura Publisher disk labeled
Xerox Ventura Publisher Application Disk #1
into the **A** drive. The 1.2 Mbyte drive in an AT is
usually the A drive and can be used. Close the drive
door, type **A:VPPREP** and then press the **Enter** key.

☞ If you install from any drive other than A, type
n:VPPREP n: where n is replaced with letter of the
floppy disk drive.

The system responds with: **Is your hard disk drive
C? Y**

To install Xerox Ventura Publisher on drive C, press
Enter. If your computer uses a different letter, or you
have more than one hard disk drive and want to in-
stall on another disk drive, type **N** and then press the
Enter key.

If you answer **N**, the computer asks you to:

```
Type your hard disk drive letter ( A-Z )?
```

Respond by typing the appropriate letter. For in-
stance to install for the **D** drive, type **D** and then
press the **Enter** key.

After you enter the drive letter, the computer asks:

```
Are you installing this version for the first
time? Y.
```

Respond by pressing **Enter**. (Note: If you have al-
ready installed Xerox Ventura Publisher version 1.1,
you can change part of the installation without going
through the entire installation process by typing **N**
and then pressing the **Enter** key in response to this
question.)

Xerox Ventura Publisher then creates new direc-
tories, and instructs you to insert Screen Device
Driver Disk #3.

You are then asked what type of graphics board, dis-
play, mouse, and printer you wish to install. You are
given a list of choices for each hardware option. Type
the letter of the option you want to install, and then
press **Enter**. If you make a mistake and type the
wrong letter, merely type the new letter. If you press
Enter after typing the wrong letter, either abort and
start over, or continue until you are asked to confirm
your choices, and then tell the system that your
choices are **not** all correct. You can install up to five
printer drivers.

After you have confirmed your choices, you are asked
to insert one or more of the Xerox Ventura Publisher
disks, depending on what display, mouse, and
printers you are using. Don't be surprised if you
never use certain disks, and you are asked to insert
others more than once. This is normal.

The installation process takes five to thirty minutes depending on the printers installed. The message **Expanding Font Files** stays on the screen for five to ten minutes, for each printer installed, towards the end of installation.

For complete installation information, consult Appendix A.

Post-installation

To assure best performance, use the ASCII text function of your wordprocessor to modify the file in your computer called CONFIG.SYS to contain the lines:
BUFFERS=15
FILES=15.

Any number greater than 15 also works. Any number less than 15 noticeably degrades performance. Without a BUFFERS statement in the CONFIG.SYS file, the default is BUFFERS=3.

If CONFIG.SYS does not exist, you can create it, and add the line **BUFFERS = 15** by typing the following directly from the DOS prompt (this example assumes that the computer boots from hard disk **C**):

COPY CON: C:\CONFIG.SYS Enter
BUFFERS=15 Enter
FILES=15 Enter
<Ctrl Z> Enter

where <Ctrl Z> means "hold down the **Ctrl** key while typing a **Z**."

☞ Failure to add the BUFFERS and FILES statements to your CONFIG.SYS file results in slower performance.

If you installed a bus mouse (option C in the mouse menu), copy the file **MOUSE.COM** from your mouse distribution disk to the root directory of your com-

puter. Then use the ASCII text function in your word-processor to add the word **MOUSE** to the AUTOEXEC.BAT file:

If your system does not have an AUTOEXEC.BAT file, you can create one, and place the MOUSE command in it by typing the following:

COPY   CON: C:\AUTOEXEC.BAT   Enter
MOUSE   Enter
<Ctrl Z>   Enter

where **<Ctrl Z>** means "hold down the **Ctrl** key while typing a **Z**." Some mice use the CONFIG.SYS file to load the mouse driver. In this case you must copy the file called MOUSE.SYS to the root directory of your hard   disk,   and   add   the   statement **DEVICE=MOUSE.SYS** to the CONFIG.SYS file. Consult your mouse manual for more information.

You must place the **MOUSE** statement in your AUTOEXEC.BAT file when using a Microsoft Bus mouse, or AT&T or Xerox 6065 Keyboard mouse.

Starting the program

To run Xerox Ventura Publisher, make sure that you have logged-onto to your computer's hard disk drive, and that you are in the root directory. To log onto your computer's hard disk drive (assuming it is drive **C**), and change to the root directory, type the following:

C: Enter
CD   \   Enter

Make sure you type \ not /.

To run Xerox Ventura Publisher, type **VP   Enter.**

Depending on your computer, Xerox Ventura Publisher takes anywhere from five to forty-five seconds

to load. If loading time seems excessively long (more than 45 seconds), make sure that the CONFIG.SYS file contains the statement BUFFERS=15, as described under **Post Installation.**

You can specify the chapter you want to load when you start the program by typing the file name on the same line with **VP**. For example:

VP   C:\TYPESET\SCOOP.CHP   Enter

If your computer contains at least 1.2 megabytes of RAM, you can increase performance when creating long documents. To do this, follow these steps:

➤ Use the software supplied with your memory card to create a RAM disk of at least 500 Kbytes.
➤ Add **/O=n** :to the last line of the VP.BAT file, where **n** is the letter of your RAM disk drive. For instance, to use a RAM disk configured as drive D, the last line of the VP.BAT file should read:

　 DRVRMRGR VP %1 /S=SD_X6655.EGA/M=32/O=D:

The /S and /M options may differ depending on the screen and mouse installed

To load Xerox Ventura Publisher using Xerox Screen-Mate:

➤ Press **F1**, then **F9**
➤ Highlight **VP.BAT**
➤ Press **F2** and **Enter**
　 OR
➤ Press **F9**, then **Esc** (to exit to the DOS prompt)
➤ Type **VP   Enter**

Quitting

To quit from Xerox Ventura Publisher, select the **QUIT** option in the File menu.

USER INTERFACE

This chapter describes the use of the mouse and function of each keyboard key.

Mouse

Description

The mouse is used to move the **Mouse Cursor** to items on the screen which are to be selected. It is also used to draw frames and graphics.

Operation

Single items are selected by placing the mouse cursor anywhere inside the item to be selected and then pressing the left mouse button once. Placement of the cursor is not critical as long as the point of the cursor lies within the item to be selected.

Xerox Ventura Publisher uses only the left mouse button.

When selecting file names, pressing the mouse button twice in a row, very quickly, is equivalent to selecting an item and then selecting **OK**.

The mouse cursor changes shape depending on the function selected, as shown in Figure 3-1.

Keyboard keys

Description

Various keys on the keyboard perform special functions:

Frame Setting   ➕

Add New Frame   ▎FR

Re-size Frame   ✌

Pan Image   🖐

Move Frame   ✥

Paragraph Tagging   ▦

Text Editing   I

Graphic Selection   ◥

Box Text   ▎Te

Line Drawing   ✎

Circle Drawing   ⊕

Rectangle Drawing   ⌐

Rounded Rectangle Drawing   ⌐

Figure 3-1   Mouse Cursor Shapes

The keyboard **Cursor** keys control the movement of the **Text Cursor**.

The **Home** key goes to the first page of the document.

The **End** key goes to the last page of the document.

The **Pg Up** key goes to the previous page.

The **Pg Dn** key goes to the next page.

The **Del** key deletes the character to the right of the text cursor when you are using the Text Editing function. When a block of text, frame, or graphic is selected, pressing the **Del** key is equivalent to selecting the Cut option in the Edit menu. Pressing the **Shift** key simultaneously with the **Del** key is equivalent to selecting the Copy option in the Edit menu.

Pressing the **Ins** key is equivalent to selecting the Paste option in the Edit menu.

The **Backspace** key deletes the character to the left of the text cursor.

The **Esc** key halts the print operation for the current chapter when printing. When going to a page, the **Esc** key also halts a "go to page" operation. In a Dialog Box, the **Esc** key deletes all characters on the line that contains the text cursor. At all other times, the **Esc** key reformats the current page.

The **Alt** key performs several functions:

• Used in conjunction with the mouse to move cropped pictures within frames. Press and hold down the **Alt** key, move the mouse cursor to the center of the image to be moved, press and hold the mouse button, and then move the image. Release both the **Alt** key and the mouse button when finished.

The **Shift** keys are used in conjunction with the mouse to select multiple paragraphs, frames, or

graphics. Press and hold down either shift key while selecting in order to select several items. Also, pressing the **Shift** key while adding frames or graphics keeps the Add New Frame or graphic tool enabled, thus letting you draw several frames or graphics in a row. Finally, pressing the *right* **Shift** key and the **Ctrl** key simultaneously causes the keyboard cursor keys to toggle between controlling the text cursor (normal operation) and controlling the mouse cursor.

The **Tab** key inserts horizontal tab characters.

The **Special Function Keys** can be used to tag paragraphs, if the style sheet has assigned tags to these keys. See **Assign Function Keys** in the **Menu Commands** chapter.

The **Ctrl** key is used:

- With the **Enter** key to insert a line break
- With the **Hyphen** key to insert a discretionary hyphen.

Pressing and holding the **Ctrl** key while selecting graphics or frames with the mouse lets you select graphics which are "hidden" beneath other graphics. Pressing the **Ctrl** and right **Shift** keys simultaneously toggles the keyboard cursor keys between control of the mouse and text cursors.

Keyboard shortcuts

Many of Xerox Ventura Publisher's functions can be controlled directly from the keyboard, as shown in the table on the following page. The ^ symbol means "press and hold down the **Ctrl** key."

Function	Key
Assign Func. Keys	^K
Bring to Front	^A
Copy	Shift Del
Cut	Del
Enlarged View	^E
Fill Attributes	^F
Frame Setting Function . .	^U
Go to Page	^G
Graphic Drawing Function .	^P
Line Attributes	^L
Normal View	^N
Paragraph Tagging Function	^I
Paste	Ins
Recall Last Dialog Box . .	^X
Reduced View	^R
Renumber Chapter	^B
Save	^S
Select All (graphics)	^Q
Send to Back	^Z
Show/Hide Tabs & Returns .	^T
Show/Hide Side-Bar . . .	^W
Text Editing Function . . .	^O

Adding characters not on keyboard

Many typographic characters not found on the stand-
ard computer keyboard can be entered using the
keyboard combinations shown below.

Many characters can be entered using the Alt key
and numeric keypad combination as follows: Press
and hold down the **Alt** key, and type the numeric
equivalent on the keypad for the character you wish
to enter; then release the **Alt** key (Appendix E shows
the numbers for each character.) For commonly used
typographic characters, Xerox Ventura Publisher
provides the keyboard shortcuts shown below. Also
shown below are the keyboard combinations for
various types of typographic spaces. As in the pre-
vious table, the ^ symbol means "press and hold
down the **Ctrl** key."

Function	Key
Addition button	^ 2
Copyright mark ©	^ Shift C
Discretionary hyphen . . .	^ -
Em dash —	^]
Em space	^ Shift M
En space	^ Shift N
En dash –	^ [
Figure space	^ Shift F
Non-breaking space	^ space
Quote, open "	^ Shift [
Quote, closed "	^ Shift]
Registered trademark ® . .	^ Shift R
Thin space	^ Shift T
Trademark ™	^ Shift 2

Operation—Cursor keys

While in a Dialog Box, Item Selector, or when using the Text Editing function, the text cursor can be moved to another location on the screen by moving the mouse cursor to the desired new position and pressing the mouse button once. Once placed, the text cursor can be moved back and forth one character at a time, as well as up and down one line at a time, using the keyboard cursor keys.

The keyboard cursor keys can also be used to control the mouse cursor. Changing from text cursor to mouse cursor control is done by pressing the **Ctrl** and right **Shift** key simultaneously. Xerox Ventura Publisher causes the computer to beep, indicating that the usage of the cursor keys has changed from controlling the text cursor to controlling the mouse cursor. In this mode, pressing the **Home** key once is equivalent to pressing and releasing the mouse button. Pressing the **End** key is equivalent to pressing and holding the mouse button. (Press the **Home** key to "release" the mouse button.) Press and hold the **Shift** key to reduce the travel of the mouse cursor each time the keyboard cursor key is pressed. Press-

ing the **Ctrl** and right **Shift** keys again resumes the
keyboard cursor keys' normal operation.

☞   If the keyboard keys do not affect either the mouse or
the text cursor, press the **Num Lock** key once and try
again. On many computers, Num Lock must be off for
the keyboard cursor keys to work.

Dialog box

```
RULING LINES ABOVE

Width:  [None]  [Text]  [Margin]  [Column]  [Frame]  [Custom]

Color:  [White] [Black] [Red] [Green] [Blue] [Cyan] [Yellow] [Magenta]

Pattern:  [1] [2] [3] [4] [5] [6] [7] [Solid]        [Dashes Off]

Space Above Rule 1:  0.000          Dash Width:    0.000
   Height of Rule 1:  0.000          Dash Spacing:  0.000
Space Below Rule 1:  0.000          Custom Indent:  0.000  [+] [-]
   Height of Rule 2:  0.000          Custom Width:   0.000
Space Below Rule 2:  0.000
   Height of Rule 3:  0.000          0.500  inches

Space Below Rule 3:  0.000  [+] [-]
   Overall Height:   0.000                      [OK]  [Cancel]
```

Point to the
measurement units
with the mouse
cursor, and press the
mouse button to
change the
measurement units

*Figure 3-2   Typical Dialog Box. Note that **Frame,**
Black, Solid, and + are selected.*

Description

Most of Xerox Ventura Publisher's features are con-
trolled through **Dialog Boxes** similar to the one
shown in Figure 3-2.

Operation

To set a feature in a Dialog Box, use the mouse to
point to the selection you want to choose, and then
press the mouse button. The background in the box
just selected changes from white to black.

If the item you select is a **Command** or **Insert**, the background will not change color permanently, but the command you requested will be executed.

If the text within the item you want to select is shown in gray instead of black type (e.g., the word **Column** in Figure 3-2), this means that the item is not available for selection given the current Dialog Box settings.

To enter information, first place the text cursor on the line whose value you want to change. This is done either by moving the mouse cursor to the line whose value you want to change and then pressing the mouse button once, or by moving the text cursor from its current location using the keyboard cursor keys. The vertical text cursor then appears on the chosen line. You can then use the **Backspace** key or **Del** key to erase some of the line; use the **Esc** key to erase the entire line; or use the keyboard cursor keys to move the text cursor without erasing information. Then, type the desired value.

☞ The **Esc** key is used in the Dialog Box to erase an entire line of text or numbers.

To accept the new settings in a Dialog Box, move the mouse cursor to the box labeled **OK** and press the mouse button. Pressing the **Enter** key on the keyboard is equivalent to selecting **OK** with the mouse button. If you decide not to make any changes, move the mouse cursor to the box labeled **Cancel** and press the mouse button once. None of the changes will take effect.

☞ Do not use the **Enter** key to move the text cursor to the next line. Pressing this key is equivalent to selecting **OK**. Use the keyboard up and down arrows, or tab and backtab instead.

Changing measurement system

Numerical settings in each Dialog Box may be set in inches, centimeters, picas & points, or fractional points. The measure used can be changed at any time. To change a measure, simply point to the unit of measurement (e.g., the word **Inches**), and press the mouse button once (Figure 3-2.) The unit of measure changes and the value for that setting is recalculated. Each press of the mouse button changes to the next unit of measure, until you return to the original measure. Fractional Points provides the greatest precision.

When Fractional Points is selected, you may notice that Xerox Ventura Publisher changes the number you entered slightly. For instance, 2.00 points is changed to 1.98 points. This is normal, and is due to the way numbers are converted from one measurement system to another.

When setting measurements in picas, the numbers to the left of the comma are picas, and to the right of the comma the numbers are points. Thus, to set three picas, two points, you should type **3,02**.

Since there are twelve points in a pica, 3,12 is equivalent to 4,00.

For those not familiar with typesetter measures, seventy-two points and six picas both equal one inch.

When changing between measurement units, the tilde (~) character may appear. This indicates that the setting is too large to be displayed in that measurement unit. For instance, if you set the top margin to 2.00 inches and then change to Fractional Points, you will see the tilde character because two inches is larger than 99.99 points, the largest setting allowed in that measurement unit. If the tilde is displayed, the original setting is not lost. Simply select

a different unit of measure and make the desired changes in that different measurement system.

Item selector
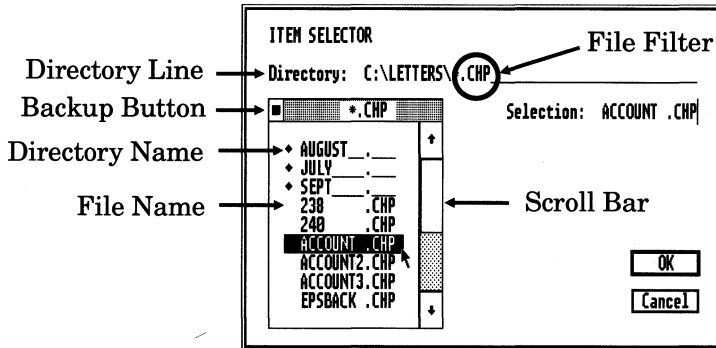
Figure 3-3   Item Selector. Directory names are preceded by the ♦ character. The backup button moves up one directory level.

Description

The display shown in Figure 3-3 is called an **Item Selector.** The Item Selector is used for saving and retrieving files.

Application

The Item Selector allows you to save and retrieve files by pointing to the file name, or by typing the file name.

The Item Selector also provides a simple way to move between various DOS subdirectories where text, line art, image, chapter, and publication files may be stored.

The Item Selector automatically "filters" the files displayed so that you need only search for files which match specified criteria. For instance, only chapter files (which are stored with a file extension **CHP**) are displayed when loading or saving chapters. The method for filtering files follows standard DOS conventions, including wildcard characters (e.g., * and **?**.) These filters can be changed by placing the text cursor on the **Directory** line and typing a new filter name. Figure 3-3 shows the filter set to display all chapter (CHP) files that are contained in the subdirectory called LETTERS.

Operation

To save or retrieve a file once the Item Selector is displayed on the screen, select the file name with the mouse and then select **OK**.

Until you press the mouse button while pointing to **OK**, you can change your mind and select some other file name. If you decide not to make any selections, point to **Cancel** and press the mouse button.

If the file name you are looking for is not shown, use the Scroll Bar to move up and down through the list of files. Scrolling operations are described later in this section.

Pointing to the desired file name, holding the mouse stationary, and pressing the mouse button twice, with little hesitation between each depression is equivalent to selecting the file name and then selecting **OK**.

If the file name does not yet exist (when saving a file), or if you want to save the file under a different name, or if you prefer to use the keyboard to type the name of the desired file, place the text cursor on the Selection line, erase any text on this line, type the new file name, and then select **OK**.

☞   If the computer **beeps** when the Item Selector is dis-
     played, more than 64 files match the file filter in the
     current subdirectory. The last files modified are not
     shown. Either change the file filter to restrict the
     number of files shown, or delete some files using the
     DOS File Operations option in the Options menu.

Subdirectories

Changing directories and disk drives is covered in
the Training Guide. Please note, however, the follow-
ing two cautions:

☞   If you have only one disk drive, and you select the **B**
     drive, DOS attempts to print a message on the screen
     telling you to insert a disk in the B drive. You may not
     be able to read the message, however, and will see
     several jagged horizontal lines through the display.
     Ignore these lines, place a disk in the floppy disk
     drive, and press **Enter**. The horizontal lines disap-
     pear as you continue working on your chapter.

☞   Be careful when reading files directly from a floppy
     disk. If you create a chapter with files from a floppy
     disk and then save the chapter on your computer's
     hard disk, Xerox Ventura Publisher expects those
     same files to be available in the floppy disk drive
     when that chapter is next opened.

File name conventions

The default file name extensions are shown on the
next page. Any changes to these default extensions
remain in effect until next changed, even if you Quit
and then return to Xerox Ventura Publisher.

Program	Extension
ASCII	*.TXT
AutoCAD	*.SLD
CGM	*.CGM
DCA	*.DCA
GEM Line Art	*.GEM
GEM Image	*.IMG
HPGL	*.HPG
Lotus 1-2-3	*.PIC
Macintosh Paint	*.PNT
Macintosh PICT	*.PCT
Mentor Graphics	*.P*
MS Word	*.DOC
Multimate	*.DOC
PC Paintbrush	*.PCX
PostScript Encapsulated . .	*.EPS
Video Show files	*.PIC
Wordperfect	*.WP
Wordstar	*.WS
Wordstar UK	*.TXT
Xerox Writer	*.XWP
Xywrite	*.TXT
Ventura Publisher	
Captions	*.CAP
Chapters	*.CHP
Chapter Information . . .	*.CIF
Generated text	*.GEN
Fonts	*.FNT
Graphics	*.VGR
Hyphenation algorithms . .	*.HY1, *.HY2
Hyphenation dictionaries .	*.DIC
Printer information file . .	*.CNF
Print files	*.C00
Publications	*.PUB
Style sheets	*.STY
Width tables	*.WID

☞ If you can't find a file name, check to make sure you are looking in the correct subdirectory, on the proper disk drive, using a file filter that matches the type of file you are retrieving (e.g., CHP or STY files.)

These file name conventions are designed to help you
avoid loading the wrong type of file. For example, if
you specify a text file after choosing **Load Text/Pic-
ture**, but instead actually load an image file, the
results of this operation cannot be guaranteed.

Main screen controls
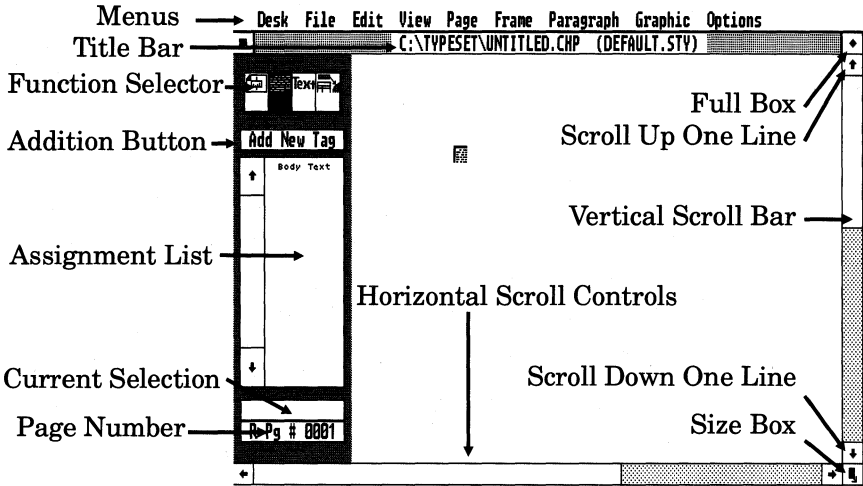
Figure 3-4   Ventura Publisher Main Screen

Figure 3-4 shows the Xerox Ventura Publisher screen
with the Paragraph Tagging function enabled. The
operation of each function shown in this figure is
described below. The functions are explained, in
clockwise order, starting at the top of the screen.

Menus

When the mouse cursor points to the menu names at
the top of the screen, menus drop down.

☞   To clear a menu that has dropped down, move the
mouse cursor outside the drop down menu and press
the left mouse button once.

As you move the mouse cursor down through the menu, each menu option, initially shown as black on white, reverses to white on black. This highlighting indicates that the item is available for selection. To select a highlighted item, press the left mouse button once.

Some items in a menu are shown in gray rather than black and cannot be highlighted. This indicates that the option is not available with the current function selected.

Title bar

The **Title Bar** shows the current chapter and style sheet file names. If the chapter has not yet been saved, the word "UNTITLED.CHP" appears.

Full box

Xerox Ventura Publisher pages appear within a window on the screen. If you have used the Size Box to make the window smaller, the **Full Box** returns the window to full screen size.

Scroll up one line

The **Scroll Up One Line** feature moves the screen up over the page in increments of approximately one line.

To operate, move the mouse cursor to the scroll up box and press the mouse button once. To continue scrolling, press and hold the mouse button until the display is where you want it, then release the mouse button. For large movements, use the Vertical Scroll Bar instead.

Vertical scroll bar

The **Vertical Scroll Bar** moves the screen up or down over the page by an amount that depends on how far you move the scroll bar.

To operate, move the mouse cursor to the scroll bar, press and hold the mouse button, and "drag" the scroll bar up or down, depending on which direction you want the screen to move over the page. When the scroll bar is where you want it, release the mouse button.

The gray area above and below the scroll bar indicates how much of the page is not displayed. For instance, if the gray area is three times as long as the scroll bar, then three times more page length is not shown compared to what is shown.

To move up or down approximately one screen length, move the mouse cursor to the gray area above or below the scroll bar and press the mouse button once.

Scroll down one line

This works identically to Scroll Up One Line, described on the previous page, except that it moves the screen in the other direction.

Size box

The **Size Box** is used to change the size of the Xerox Ventura Publisher window.

The Size Box is installed for future use.

Horizontal scrolling controls

These controls work like the Vertical Scroll controls, except that they move the screen horizontally.

Side-bar

The left side of the screen, called the Side-Bar, consists of four features: The Page Number Indicator, the Assignment List, the Current Selection Indicator, and the Function Selector.

Page number indicator

The **Page Number Indicator** shows which page is currently displayed and whether the page is a left or right page. When you change a tag, renumber sections, or go to page, the page number indicator shows which page is currently being reformatted.

Assignment list

The **Assignment List** shows the items which can be assigned to whatever is currently selected in the main screen area. The Assignment List displays, in alphabetical order, the choices available with each Xerox Ventura Publisher function. The Assignment List is used to transfer a file, tag, attribute, or

Function	Assignment List Contents	What's Selected	What's Changed
Frame Setting	Text/Picture Files	Pages/Frames	Frame Contents, Size, Placement
Paragraph Tagging	Tags	Paragraphs	Paragraph Format
Text Editing	Text Attributes	Text	Text Attributes
Graphic Drawing	Graphic Tools	Graphic Objects	Graphics Size, Placement

Figure 3-5   *Assignment List contents depend on function selected.*

graphic object from the Assignment List to either the frame, the paragraph, or the text that has been selected. The contents of the Assignment List for each function are shown in Figure 3-5.

☞ If nothing happens when you point to the item in the Assignment List, you probably forgot to first select a frame, paragraph, or text.

The operation of the scroll bars in the Assignment list is identical to the main screen scroll bars, described on the previous page.

Current selection indicator

The Current Selection Indicator shows what item from the Assignment List is currently assigned to the selected frame, paragraph, text or graphic.

Function selector

The Function Selector consists of four icons (pictures) in the upper left corner of the screen. These icons show which of the four major functions is currently enabled. The operation of the four major functions is described in the next chapter.

Immediately below the Function Selector is the **Addition Button** which lets you add a frame, tag, or text attribute, depending on which function is currently enabled. The addition button can be activated by selecting with the mouse, or by holding the **Ctrl** key and then pressing **2**.

WYSIWYG

Xerox Ventura Publisher is designed to provide What You See (on the screen) Is What You Get printed (WYSIWYG.) This means that the computer display should match as closely as possible, at all times, what you will see on the final printed page. Of course, the

difference between the technology used to display a page on a computer screen and the technologies used to print a page on a laser printer or typesetter do create some unavoidable differences. In particular, because a computer screen cannot produce anywhere near the same resolution as a printer or typesetter, and because what is displayed is shown in a different aspect ratio (height to width ratio), the space between words and between lines will appear larger or smaller on the computer screen than on the printed page.

All colors other than white appear as the same shade of black on a monochrome monitor. In order to see color on the screen, you must use an Enhanced Graphics Adapter (EGA) or Display Enhancement Board (DEB) and compatible color monitor. The number of colors displayed depends on the EGA or DEB hardware configuration. However, regardless of monitor used, the text prints in the color chosen if a color printer is used and if that printer is capable of producing the color selected.

Most printers do not print to the edge of the page. Therefore, if you place pictures, graphics, or text near the edge of the page, these will show correctly on the screen, but will not print. Consult Appendix F for information on the blank space left at the edge of the page by your printer, or print the **CAPABILI** chapter contained in the **TYPESET** directory to see the capabilities of your particular printer.

The character set for certain printers doesn't include all characters available in Xerox Ventura Publisher's character set (Appendix E.) Consult Appendix F to see which characters are available for your printer.

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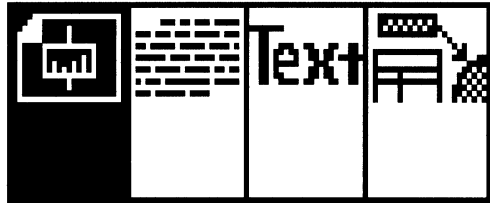
FUNCTIONS

Figure 4-1 Function Selector. (The Frame Setting Function is enabled.)

This chapter describes Xerox Ventura Publisher's four major functions (modes of operation.)

- Frame Setting
- Paragraph Tagging
- Text Editing
- Graphic Drawing

To enable a function, move the mouse cursor to the appropriate box in the Function Selector and press the mouse button once. The background of the selected icon changes from white to black, and the contents of the Assignment List immediately change to show the attributes available in that function. In Figure 4-1, the Frame Setting function is selected.

The use of each of the functions is described on the following pages.

Frame setting function

Frame definition

A frame is a rectangular area of the page which can contain either:

- Text
- Line art
- Graphics

Frames can be moved and re-sized.

Underneath the frames you draw is a special frame called the **Underlying Page**. When text fills the underlying page, a new page is automatically created. However, when text fills a frame that you've drawn, you must draw a new frame.

The underlying page cannot be cut, copied, re-sized, or moved.

☞ Placing text in frames which you draw is used for newsletter and magazine layout. Placing text in the underlying page is used for books and manuals.

Frame setting function application

The **Frame Setting** function allows you to:

- Create new frames
- Place files from the Assignment List into frames
- Select, move, re-size, copy, and delete frames
- Remove files from selected frames, or from the Assignment List
- Change frame attributes such as column balance, margins and columns, ruling lines, captions, and background pattern

Adding frames

The **Addition Button** displays the words **Add New Frame** when the Frame Setting function is enabled. Add New Frame has three primary purposes:

- Add new frames to an existing layout.
- Block text from flowing into unwanted areas of the page. This is particularly useful for constructing **runarounds**, where text is made to flow around an irregularly shaped object.
- Add additional space between lines or paragraphs.

To add a new frame, first select the Frame Setting function (Figure 4-1) and then select the Add New Frame button or hold the **Ctrl** key and then press **2**. Frames are then created by moving the mouse cursor to the point on the page where you want to start the upper left corner of the frame. Press and hold the mouse button. Then drag the lower right corner of the frame to the desired location (Figure 4–2) and release the mouse button (Figure 4-3.) Text already on the page flows around the frame.
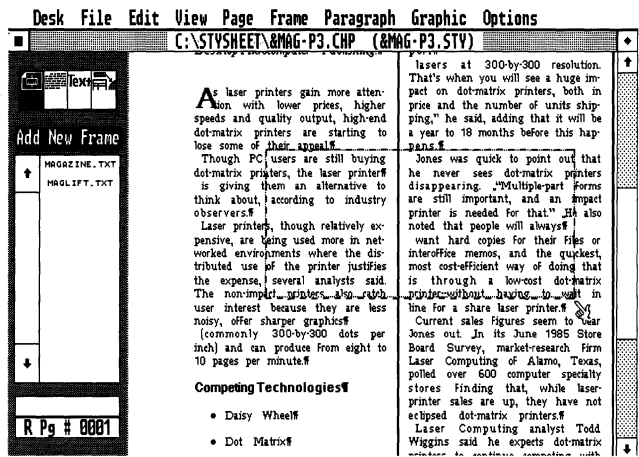
Figure 4-2   Adding New Frame. Mouse button still pressed down.
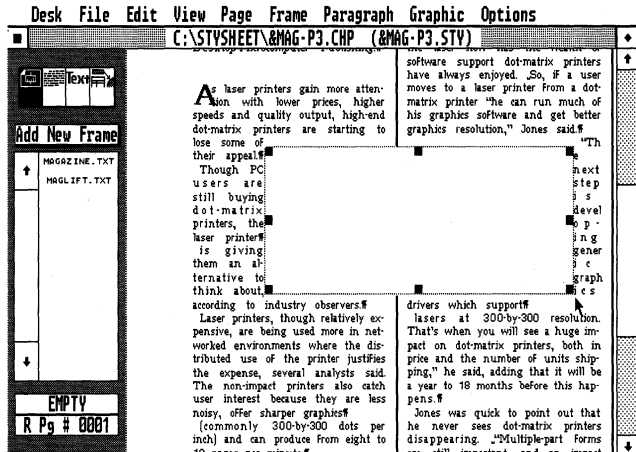
*Figure 4-3   Adding New Frame, mouse button
released. Text flows around frame automatically*

☞ Text which contains horizontal tabs will not flow
around frames if the tab stops and the frame occupy
the same position on the page.

Once the mouse button is released, Xerox Ventura
Publisher automatically de-selects the Add New
Frame button, and the frame just created is selected.
This allows you to move or re-size the frame just
created, or immediately assign a file from the Assign-
ment List. To prevent Xerox Ventura Publisher from
automatically de-selecting the Add New Frame but-
ton, press and hold either **Shift** key on the keyboard
prior to drawing a frame. As long as you hold the
Shift key, Xerox Ventura Publisher lets you draw
another frame without first selecting the Add New
Frame button.

The last frame drawn on a page is placed on top of all
other frames. Text placed in lower frames flows
around frames on top. To place an existing frame on
top, cut that frame and then immediately paste it
back to the page.

If text from a file is placed into more than one frame on a page, it will always flow into the bottom frame first and then into the top frame.

Types of files in frames

Xerox Ventura Publisher can place text or picture files into frames. Text files can originate in another wordprocessor or be entered using the built-in wordprocessor. Pictures, on the other hand, are *always* created and edited in another program. Pictures can be either **Line Art** or **Images**.

Line Art refers to pictures stored as vectors and objects (mathematical expressions) whereas **Images** refers to pictures stored as simple bits (1's and 0's.) Because the mathematical expressions can be recomputed for any output device (printer or typesetter), line art always prints at the maximum resolution that the output device can produce. By contrast, images can never be printed with more resolution than when they were first created. For instance, an image created with a 300 dot per inch scanner and printed on a 1200 dot per inch typesetter only provides 300 dots per inch quality. On the other hand, line art created on the computer screen (which is relatively low resolution), still prints with 1200 dots per inch resolution.

Placing files into frames

Select the left box in the Function Selector.

Use the Load Text/Picture option (Figure 4-4) to build up a list of text, image, and line art files in the Assignment List. To place the contents of a file into a frame, first select the frame and then select the file from the Assignment List. If a file is already in the frame, the new file takes its place. (The contents of the file which is removed this way are not affected.)

```
┌─────────────────────────────────────────────────────────┐
│ LOAD TEXT/PICTURE                                         │
│   Type of File:  [Text] [Line·Art] [Image]                │
│   Text Format:  [Generated] [ASCII] [WordStar US] [MultiMate] │
│                 [MS·Word] [Writer] [WordPerfect]          │
│                 [WordStar UK] [XyWrite] [DCA]             │
│   Line·Art Format: [GEM] [AutoCad .SLD] [Lotus .PIC] [Mentor Gr] │
│                 [VideoShow] [MAC PICT] [CGM] [PostScript] │
│                 [HPGL]                                     │
│   Image Format: [GEM / HALO DPE] [PC·Paintbrush] [MAC Paint] │
│   # of Files:  [One] [Several]               [OK] [Cancel] │
└─────────────────────────────────────────────────────────┘
```
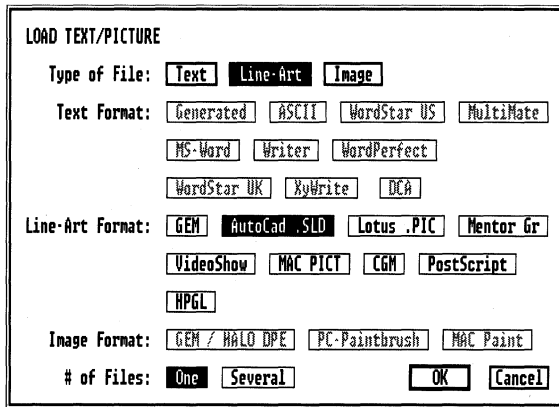
Figure 4-4   Load Text / Picture Dialog Box set to load AutoCAD file

The file currently placed in the selected frame or page is shown in the Current Selection Indicator.

When a text file is placed in the underlying page, any text that does not fit on the page automatically flows to succeeding pages. However, when placing text in a frame, you must first manually select the next frame on which you want the text to continue, and then select the file name in the Assignment List.

☞ You must always select a frame or the underlying page before selecting a file to place in the frame or page. If no frame is selected, nothing happens.

The same line art or image file can be placed within different frames in a chapter. This same picture can be scaled differently in each different frame. However, a text file, even if it fits entirely into one frame, can only be used once in a chapter. (One exception: Repeating Frames allow the same text to appear on every page. See **Repeating Frames** in the Menu Commands chapter.)

Removing files from frames

A file can be removed from a frame either by placing another file in the frame, or by selecting the frame and then selecting the **Remove File** option in the Edit menu (Figure 4-5.)

```
┌─────────────────────────────────────────────┐
│  REMOVE FILE                                 │
│                                              │
│     File Name:  GRAPH2   .PIC|               │
│                                              │
│   Remove from:  ▌List of Files▐   │ Frame │  │
│                          ↖                   │
│                        ┌──────┐  ┌────────┐  │
│                        │  OK  │  │ Cancel │  │
│                        └──────┘  └────────┘  │
└─────────────────────────────────────────────┘
```
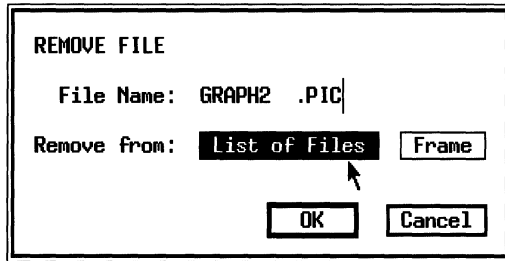
Figure 4-5   Remove File Dialog Box. GRAPH2.PIC will be removed from list of files in Assignment List as well as from frame.

Moving and re-sizing frames

To move a frame and its contents to another position on the page, first select the frame. Next, place the mouse cursor within the frame, and press and hold the mouse button. The mouse cursor changes to a picture of a cross with arrows on each end. Move the frame to the desired new location and release the mouse button. If **Turn Column Snap On** is selected in the Options menu, the frame aligns with the nearest column guide when placed near that guide.

To increase or decrease the size of a frame, first select the frame. Next, place the mouse cursor inside one of the eight sizing buttons found around the perimeter of each selected frame (Figure 4-6.) Press and hold the mouse button. The mouse cursor changes to a picture of a finger. Continue holding the mouse button and move the selected corner or edge to the desired new location. When satisfied with placement, release
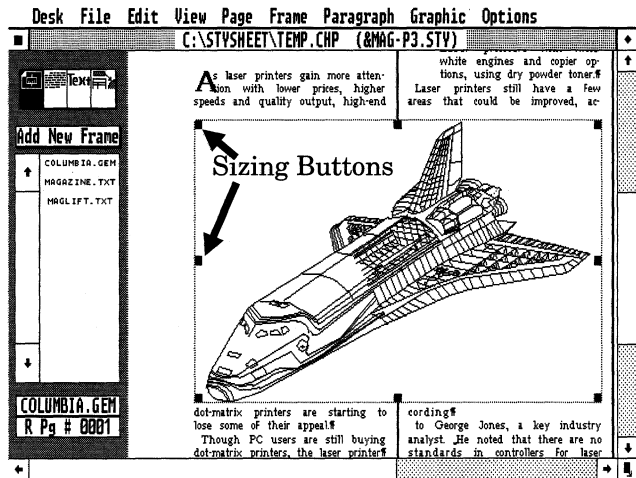
Figure 4-6   AutoCAD file placed in frame. (Note sizing buttons.)

the button. Changing a frame's size changes the size of the picture in the frame (depending on settings in the Sizing & Scaling option—see Menu chapter), and increases or decreases the amount of text the frame holds. However, any graphic drawn with the Graphic Drawing function is unaffected.

☞   If the mouse cursor changes to a picture of a cross with arrows on each end instead of a picture of a finger, you have not placed the cursor inside the sizing buttons.

Change size of picture only

To change the placement of a picture within a given frame size, first select the frame, and then select the **Margins & Columns** option in the Frame menu. To reduce the area occupied by a picture, select larger margins, and vice versa. To place the picture to the right side of the frame, increase the left margin; to place the picture at the bottom of the frame, increase the top margin, and so on.

Move/copy/delete frames

To copy or move a frame to another page, or delete a frame, follow the instructions given under Cut, Copy, and Paste, described in the Edit menu section.

Select multiple frames

To select more than one frame, hold down either **Shift** key on the keyboard while selecting each frame with the mouse. The Current Selection Indicator displays the word **Multiple** to indicate that more than one frame has been selected. Any frame in a Multiple group can be de-selected by pointing to the frame while holding the **Shift** key and pressing the mouse button once. This group of frames can then be moved, re-sized, cut, copied, and pasted.

Text blocking (run arounds)

Normally, text already on a page flows around a newly created frame. However, text can be made to flow behind a selected frame by turning **Text Flow Around** Off in the Sizing and Scaling option (found in the Frame menu.)

To use this feature to make text follow the outline of an irregular object (a run around), first create a frame as described earlier in this chapter. With this frame selected, turn Text Flow Around **Off** in the Sizing and Scaling menu. Next, select the line art or image from the Assignment List that you want to place in the frame. You should now have an image which overlaps text, as shown in Figure 4-7. Then, select the Add New Frame button and place boxes over each portion of the image or line art that you want to be free of text. To keep the Add New Frame button selected, hold down either **Shift** key while placing these frames. The process is shown in Figures 4-8 and 4-9.
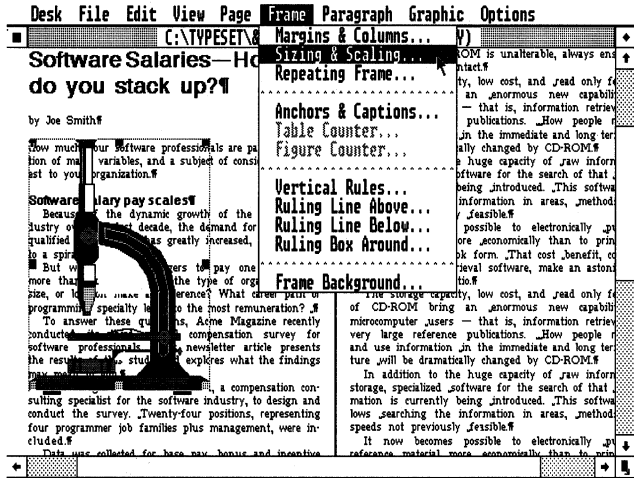
Figure 4-7   Flow text around turned off
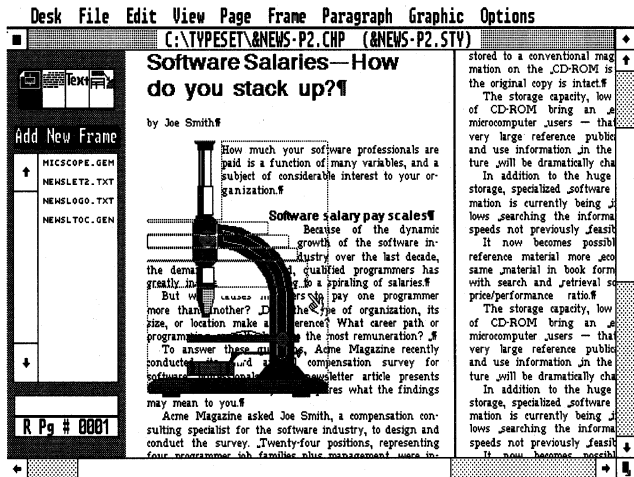
Figure 4-8   Multiple Frames added to create runaround.
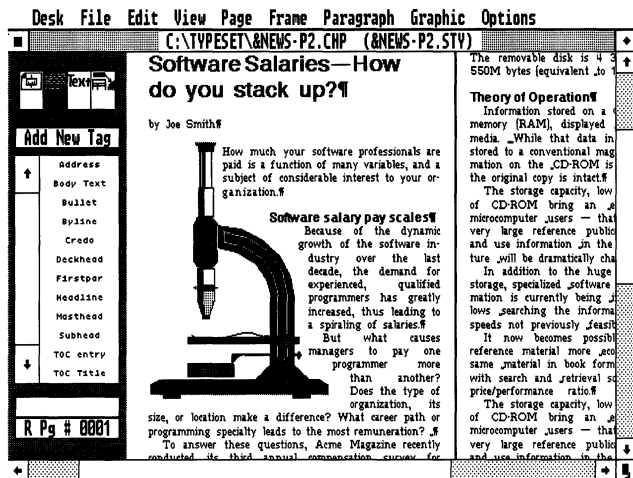
Figure 4-9   Completed run around

Adding space between lines

You can add space between paragraphs using narrow frames. Turn Column Snap and Line Snap On to assure that these frames reach the exact edges of the columns and to force each frame to be exactly 1,2,3, etc. lines high (See Figure 4-10.)
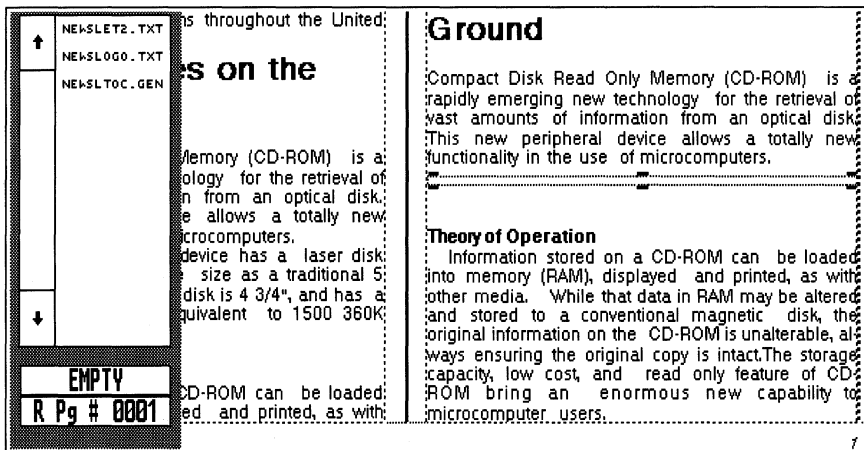
Figure 4-10   Add Frame to make column balance

Paragraph tagging function
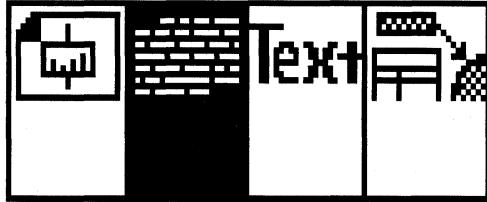
Figure 4-11   Paragraph Tagging Function

The **Paragraph Tagging** function is used to assign tags from the style sheet to individual paragraphs. Tag attributes are changed through the options in the Paragraph menu.

The Paragraph Tagging function allows you to format the chapter without having to specify point size, typeface, spacing, ruling lines, etc. for each paragraph.

To enable the Paragraph Tagging function, select the second box from the left in the Function Selector. (See Figure 4-11.)

Once the Paragraph Tagging function is enabled, you first select a paragraph with the mouse and then select a tag from the Assignment List. If multiple paragraphs are selected (see next page) the same tag is assigned to all paragraphs. The paragraph selected is highlighted in reverse video (white text on black background.) To de-select a paragraph, either select another paragraph, or move the mouse cursor to a part of the page which contains no text and press the mouse button once.

The tags available within a style sheet are shown in the Assignment List.

The tag currently assigned to a selected paragraph is shown in the **Current Selection** Indicator.

Multiple paragraph selection

To select more than one paragraph, hold down either **Shift** key on the keyboard while selecting each paragraph with the mouse. The **Current Selection** Indicator displays the word **Multiple** to indicate that more than one paragraph has been selected. Any paragraph in a Multiple group can be de-selected by pointing to the paragraph while holding the **Shift** key and pressing the mouse button once.

☞ When selecting a group of paragraphs, failure to hold down the **Shift** key results in the next paragraph selected being the only paragraph selected.

Header, footer, and caption tagging

In addition to selecting and tagging text which has been placed in a frame, you can also tag the text in headers and footers, section numbers, footnotes, or in captions. Text in headers, footers, section numbers, captions, table of contents, and indices are automatically tagged with **Generated Tags**. Generated Tags are created by Xerox Ventura Publisher, and always have names which begin with the letter **Z**. Generated Tags are assigned Body Text attributes when first created. You can change Generated Tags as you would any other tag. To remind you that you are changing a Generated Tag, the paragraph is automatically de-selected after each change is made to the tag's attributes.

When tagging a header or footer, the entire header or footer is selected.

Add new tag

```
┌─────────────────────────────────┐        Enter new tag
│┌───────────────────────────────┐│        name on
││ ADD NEW TAG                   ││        this line
││                               ││
││    Tag Name to Add: |_____   ││        New tag's initial
││                               ││        attributes are
││ Tag Name to Copy From: Body Text ◄─┤    copied from this
││                               ││        tag
││           ▐ OK ▌  [Cancel]    ││
│└───────────────────────────────┘│
└─────────────────────────────────┘
```
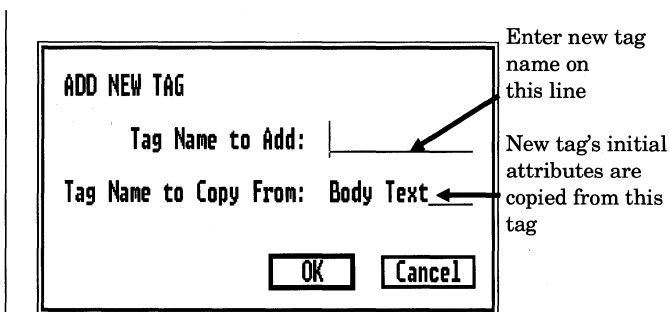
Figure 4-12   Add New Tag Dialog Box

The words **Add New Tag** appear in the Addition
Button when the Paragraph Tagging function is
enabled.

To add a new tag, select the Add New Tag button or
hold the **Ctrl** key and then press **2**. The Add New Tag
Dialog Box shown in Figure 4-12 appears. Enter the
name of the new tag. If you want to copy the settings
of another tag, enter that tag's name on the **Tag
Name to Copy From** line. Select **OK** when finished.
The new tag name immediately appears in the al-
phabetized Assignment List.

If a paragraph is already selected and the Add New
Tag button is selected, the **Tag Name to Copy
From** line is automatically set to that paragraph's
tag name. If you don't want to use that tag as a start-
ing point, use the keyboard cursor keys to erase that
name and enter a different tag name. When you
select **OK**, the currently selected paragraph is tagged
with this new tag.

Modify tag

To modify a given tag, select a paragraph that has
been tagged with the tag you wish to modify. Then,

select any of the options in the Paragraph menu and make the changes you desire. As soon as you select **OK**, *every paragraph* in the entire chapter which is tagged with this tag will be changed. If you then save the chapter or style sheet, the change to this tag will be permanently saved in the style sheet. If you save the style sheet under a new name, you will create a new style sheet.

Text editing function
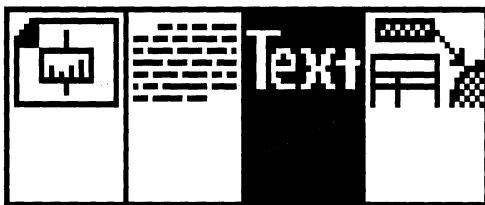
Figure 4-13   Text Editing Function enabled

The **Text Editing** function is a wordprocessor which can be used to add, delete, copy, or move text, as well as change the attributes of existing text (bold, italic, subscript, 18 point, etc.) and insert index references, frame anchors, and footnotes. With the Text Editing function, you can compose directly in Xerox Ventura Publisher.

Changing text attributes

Using the Text Editing function, you can make font and attribute changes to single characters and blocks of text. By contrast, the Paragraph Tagging function changes **all** text attributes, including line spacing, for *the entire paragraph.*

To change text attributes, first select the **Text Editing** function (Figure 4-13.) The cursor changes to an "I-Beam" and the Assignment List displays the list of

text attributes available. Next, move the mouse cur-
sor directly in front of the first letter to be selected
and then press and hold the mouse button. While
holding the mouse button, move to the end of the last
character in the text you want to select and release
the mouse button. The selected text (Figure 4-14) is
shown in reverse video (white text on black back-
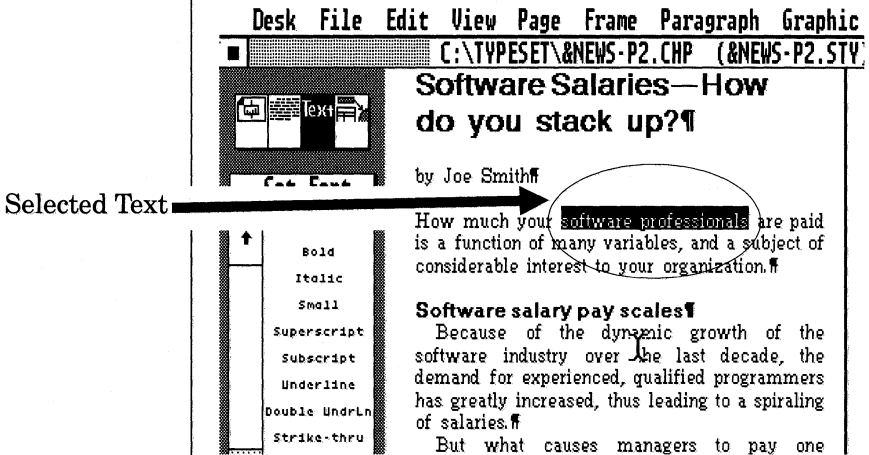
Selected Text

Figure 4-14   Text Selected

ground.) If the wrong text is selected, repeat the
selection process. The following steps can also be
used to select text:

➤ Move the mouse cursor to the beginning of the text
  to be selected
➤ Press the mouse button once
➤ Move the mouse cursor to the last character in the
  text to be selected
➤ Press and hold the **Shift** key, and then press the
  mouse button once.

An existing selection can be extended or shortened
using this **Shift** key and mouse combination.

Text cannot be selected across page or frame boun-
daries.

Once text is selected, the attributes in the Assignment List can be assigned. For instance, to change the selected text to boldface and underline, select the **Bold** attribute in the Assignment List, and then select the **Underline** attribute. Selecting **Normal** clears all attributes within the selected text and returns text to the attributes set by the paragraph tag.

The **Capitalize** attribute converts selected text to initial capital letters, whereas **Upper Case** changes *every* letter to upper case.

☞ **Normal** restores text to the attributes specified in the paragraph tag. It does not, however, undo case conversions (e.g., upper case to lower case.)

☞ Text and font attributes which are set using the Text Editing function take precedence over font attributes applied with a paragraph tag.

The attributes available in the Text Editing function are:

- Bold
- Capitalize
- Double underline
- Italic
- Lower case
- Overscore
- Small (reduces to the next smallest point size)
- Strike-through
- Subscript
- Superscript
- Underline
- Upper case

Changing font settings

The **Set Font** button lets you change the typeface, size, style, color, vertical, and horizontal position (kerning) of the selected text.

To change the font of text which has already been

```
┌─────────────────────────────────────────────────────────┐
│ FONT SETTING FOR SELECTED TEXT                          │
│                                                          │
│  ┌─ Face ──┐  ┌─ Size ─┐ ┌─ Style ─┐ ┌─ Color ─┐        │
│  ↑ Helvetica │ ↑ CUSTOM  │ Light    │ White    │        │
│    Times     │           │ Normal   │ Black    │        │
│    Courier   │           │ Bold     │ Red      │        │
│    Symbol    │           │ L-Italic │ Green    │        │
│    ITC Avant Garde       │ N-Italic │ Blue     │        │
│    ITC Bookman           │ B-Italic │ Cyan     │        │
│  ↓ Helvetica Narow       │          │ Yellow   │        │
│    Palatino  │ ↓         │          │ Magenta  │        │
│                                                          │
│  Custom Size:  010  points                              │
│                                                          │
│        Shift:  Up   Down   0.000  inches                │
│                                                          │
│        Kern:  0.000                                      │
│                                                          │
│                                    [ OK ]  [Cancel]      │
└─────────────────────────────────────────────────────────┘
```
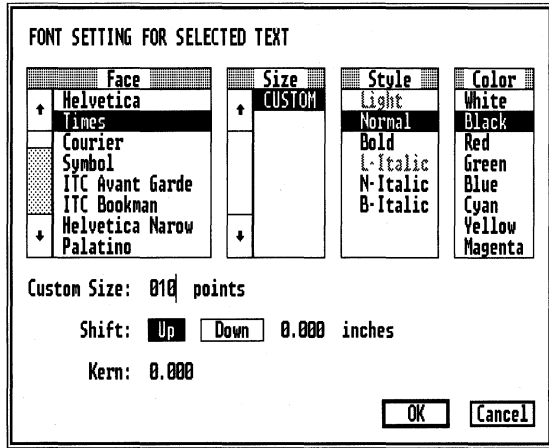
Figure 4-15   Font Setting Dialog Box. (Typeface selection shown is for PostScript printers.)

selected, select the **Set Font** button or hold the **Ctrl** key and then type **2**. (The Addition Button has the words **Set Font** in it when the Text Editing function is enabled.) A Dialog Box similar to the one shown in Figure 4-15 appears. The actual typefaces and sizes available depend on the printer installed. Select the desired typeface, size, weight, and color. Font sizes are shown in **Points**, where 72 points equals one inch.

When increasing the size of text, remember that this text must fit in the line spacing defined for the surrounding text. Since this may result in a tight fit, you may need to raise or lower the text slightly to achieve the desired effect. Simply enter the **Shift** amount, and whether you want to move the text **Up** or **Down**.

When you raise or lower text, the spacing between lines remains as set in the tag for each paragraph.

Select **OK** when finished.

Manual kerning

Kerning is the process of moving letters closer together, and is usually used in headlines where certain letter combinations, such as a capital **V** followed by a capital **A**, appear to be too far apart when spaced with normal proportional spacing. For example, the **A** in VALUE is kerned in the second line below.

Un-kerned text: **VALUE**

Kerned text: **VALUE**

To move individual letters closer together, select the first character to be moved to the left. Then select the Set Font option and set the amount of left shift by placing the text cursor on the **Kern** line and typing the desired left shift. All text to the right of the shifted character will also shift left.

Adding and deleting text

Text from either wordprocessor or caption files can be added and deleted:

- **Wordprocessor** files can be created either with an external wordprocessor, or by typing directly into the blank **underlying page**. These files are stored in separate files, under file names that you choose, and in the file format of the chosen wordprocessor.
- **Caption** files are created by typing directly into a blank **frame**; by adding a caption to a frame; or by adding box text using the Graphic Drawing function. All captions for a chapter are stored together in a single Caption file. This file is automatically created and given the same file name as the chapter, but with the extension **CAP**. A caption file is an ASCII file which can be edited and spell-checked with an external wordprocessor. (Don't change the number of paragraphs when spell checking.)

When adding and deleting text, you should use the **Show Tabs & Returns** option in order to see hidden formatting characters.

To begin adding or deleting existing text, move the mouse cursor to the point directly after the character to be edited and press the mouse button. A vertical cursor appears, indicating that you can begin typing. Use the **Backspace** key to delete text directly to the left of the cursor, and use the **Del** key to delete text directly to the right of the cursor.

As text is added or deleted, the page automatically reformats as you type, so you can always see the effect on the page layout. When editing across page boundaries, press the **Pg Dn** key to go to the next page, and place the cursor at the point where you wish to resume editing. When the cursor reaches the edge of the screen, use the scroll bars to move the screen and then resume editing.

Depress the **Caps Lock** key once to type only upper case characters. Depress the **Caps Lock** key again to resume normal text entry.

As you add and delete text, you may occasionally see some extra "ink" around certain characters and ruling lines. Press the **ESC** key to re-draw the page and eliminate this ink. This ink is particularly noticeable when editing white text on a black background.

Text may suddenly disappear when you are editing near the end of a page or column. This is caused by the **Widow & Orphan** and **Keep With Next** controls automatically placing text in the appropriate page or column. Scroll to a different part of the page, or press the **Page Up** or **Page Down** keys as necessary, and continue editing.

As you move the text cursor with the keyboard cursor keys, the presence of text attributes, index

references, footnotes, frame anchors, paragraph marks, horizontal tabs, line breaks, discretionary hyphens, and non-breaking spaces is shown in the Current Selection Indicator. Pressing the **Del** key deletes these attributes.

☞ Deleting the attribute at the **end** of text which is italic, bold, etc., causes the remaining text in the paragraph to change to italic, bold, etc. If this happens, immediately press the **Ins** key. Re-assign the desired attributes, if necessary.

Attributes are terminated at the end of each paragraph, even if the "end attribute" character has been deleted.

Use the keyboard cursor keys to move the text cursor a short distance. Use the mouse to move the text cursor to remote portions of the page.

To move, copy, or delete blocks of text, index references, footnotes, and anchors, refer to the Cut, Copy, and Paste commands found in the Edit menu section.

Adding text to a blank page

Xerox Ventura Publisher can be used to create new text files, just like any wordprocessor. The resulting files can be saved in any file format available (e.g., Wordstar, Wordperfect, DCA.)

To create a new text file, select the Text Editing function and place the text cursor in the underlying page. The following alert appears on the screen:

```
Before you can type text on an empty page you
must give the name and type of the file that
will hold that text. If you did not intend to
create a new file, choose Cancel.
```

If you select **New File**, the File Type/Rename Dialog Box appears, and you can enter the file name on the **New Name:** line, and select the **Text Format** to use when saving the file.

You are then ready to begin entering text, using Xerox Ventura Publisher as a wordprocessor. The text will begin at the upper left corner of the underlying page. To place text at a *specific* location, draw a frame and then use box text, as described in the Graphic Drawing section, to place the text at the location you desire.

To save a text file, select the **Save As** option in the File menu and save a new Chapter. Remember that the text file contains the actual text, whereas the chapter file contains information on where to place the text file, plus all header, footer, and page counter information.

☞   You store or retrieve a text file by Saving or Opening the Chapter which points to that text file.

Tagging using the text editing function

Whenever you press the **Enter** key, you automatically create a new paragraph which has the same tag as the last paragraph. Since you may want to change the tag of this new paragraph, and since it takes time to change to the Paragraph Tagging function, Xerox Ventura Publisher provides an easy shortcut. You can assign frequently used tags to the special function keys on your computer's keyboard. (See the **Assign Function Keys** option in the Paragraph menu.) Once a tag is assigned to a function key, pressing that function key while using the Text Editing function immediately tags the entire paragraph in which you are typing. Also, if you select text which spans several paragraphs, all paragraphs included in the selection will be tagged with the same tag.

Line break

When creating headlines and tables, you may want to end a line within a paragraph without breaking the text into two paragraphs. This is done with a **Line Break**. Line breaks are created by holding down the **Ctrl** key while you press the **Enter** key. Line breaks add the normal inter-line spacing, but no inter-paragraph, above, below, or ruling line space.

☞ Line breaks consume less memory than paragraphs and should therefore be used whenever possible in directory listings and other database publishing applications.

Page break

Page breaks are created by defining a page break tag and then assigning that tag to the special function key of your choice. See Chapter 6.

Spaces

Xerox Ventura Publisher can create spaces of many different thicknesses, including:

- **Em** space (**Ctrl + Shift + M**)
- **En** space (**Ctrl + Shift + N**)
- **Figure** space (**Ctrl + Shift + F**)
- **Thin** space (**Ctrl + Shift + T**)

If you want two words kept together on the same line, you can add a **Non-breaking** space between those words. Non-breaking spaces are added by pressing and holding the **Ctrl** key and then pressing the spacebar.

Whenever the chapter is retrieved, double spaces added after periods or colons are converted to a single space followed by a non-breaking space.

Discretionary hyphen

Discretionary hyphens are most often used to tighten up a "loose" line. For example:

This line is too loose because the word **overextended** has not been hyphenated.

This line is not loose because the word **overex-tended** has been hyphenated with a discretionary hyphen.

Discretionary hyphens are usually added to the first word in the line below a loose line, as in the example above.

Placing a discretionary hyphen at the beginning of a word suppresses hyphenation for that occurrence of the word.

To add a discretionary hyphen to any word:

➤ Place the text cursor at the point in the word where you wish a hyphen to be inserted
➤ Press and hold down the **Ctrl** key
➤ Press the - key (next to the **Zero** key on most keyboards.) This hyphen is not displayed on the screen (and printed) unless the word needs to be hyphenated. With **Show Tabs and Returns** on, a small hyphen is displayed at each discretionary hyphen point, although this hyphen is not printed.

As you move the text cursor across a word containing a discretionary hyphen, the discretionary hyphen's presence is displayed in the Current Selection Indicator box. Once displayed, the discretionary hyphen can be removed by pressing the **Del** key.

See Appendix B for information on the hyphenation dictionary.

Adding non-keyboard characters

Characters not on your keyboard can be added using the Edit Text function. First, locate the desired character and its numeric equivalent in Appendix E. Then, hold down the **Alt** key on the keyboard as you use numeric keypad to enter this number. (Whether or not **Num Lock** is on doesn't matter.) After the number is entered, release the **Alt** key. The character appears on the screen. This character can be deleted and its attributes changed just like any keyboard character. For instance, to enter the registered trademark symbol ®, press the **Alt** key and type **190**.

When the **Alt** key is released, the ® will appear.

Non-keyboard characters are useful for two reasons:

- Adding foreign language characters to English text. (Typing an entire document in a language different than English requires that the MS-DOS foreign language keyboard program be run before starting Xerox Ventura Publisher.)
- Adding real typographic characters such as:
  - Em dashes (— instead of --)
  - True typographic quotes (" ", instead of   ")
  - Trademark and copyright symbols (®, ©)

☞   If the character entered does not print, this character may not be available for the printer you have currently selected. Print the CHARSET chapter located in the TYPESET directory to see the character set for your printer.

Symbol character set

Xerox Ventura Publisher provides a mathematical and Greek character set, shown in Appendix E. When you tag a paragraph with a symbol font tag, each character in the paragraph is converted to symbols. For instance, an upper case **F** (decimal code 70)

displays as Φ. Text previously entered with the **Alt** key is also converted to symbols.

To create occasional symbols within a paragraph:

➤ Select a range of text
➤ Use the **Set Font** button to change this range of text to Symbol characters

Additional symbols can be added within this range using the Text Editing function.

☞ The symbol character set is not available with all printers. Consult Appendix F.

Generating mathematical formulas

Although not designed specifically to generate complex mathematical equations (e.g., large integrals, chemical equations), Xerox Ventura Publisher can easily generate simple formulas using the symbol character set.

If you only need one or two symbols within a paragraph, select the one or two characters you wish to change to symbols, and change them using the Text Editing Set Font button. For instance, to put a π in the formula

$$\pi r^2$$

type the letter **p**, then select this letter and use the Set Font button to change this one letter to a symbol. Use superscript, subscript, or Set Font **Shift** option to create powers and subscripts.

To change all characters in a paragraph to symbols, create a new tag and change its typeface to symbol.

Interaction with your wordprocessor.

Consult **Appendix D** for important information on text transfer between Xerox Ventura Publisher's wordprocessor and your favorite wordprocessor.

Graphic drawing function

Xerox Ventura Publisher includes a drawing package that lets you draw lines, ellipses, rectangles and rounded-edge rectangles. These shapes can then be filled with different colors and shades. Also included is the ability to place text in a box and move this box anywhere on a page. This drawing capability is designed to let you draw call-out boxes, create forms and tables, place additional ruling lines anywhere on the page, and create additional graphic effects.

The graphics drawn in Xerox Ventura Publisher will print with the maximum resolution your printer is capable of producing. These graphics are **not** "screen snapshots".
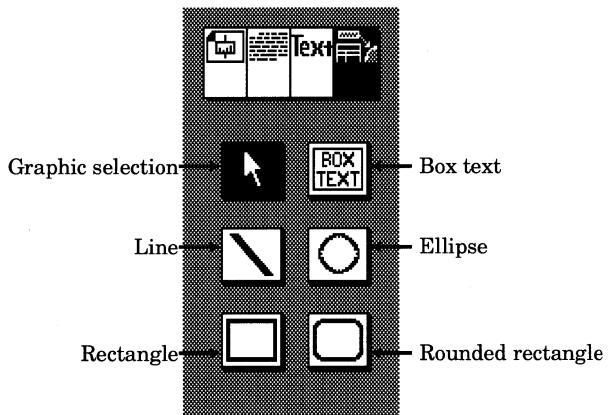
Figure 4-16   Graphic Drawing function enabled

Tying graphics to a frame

To draw graphics, *a frame must first be selected*, and then the Graphic Drawing function enabled, as shown in Figure 4-16.

Graphics are tied to a frame, and can be placed either inside or outside the frame boundaries. A frame that already contains either text or a picture file can also have graphics associated with it. When the frame is cut, copied, pasted, or moved, the graphics tied to that frame are cut, copied, pasted or moved with it.

Graphics can be moved anywhere on the page. They can also be re-sized. However, when the frame is re-sized, the graphics associated with that frame do not change size or shape.

☞ Graphics tied to the underlying page will automatically repeat on every page.

Basic drawing

Enable the Frame Setting function and select either a frame or the underlying page. Graphics are tied to the frame selected. Each frame can have its own set of graphics.

Next, enable the Graphic Drawing function. The Assignment List is replaced with six icons (pictures) which represent Graphic Selection and the five drawing tools available. Figure 4-16 shows these icons and their function.

You can select any of these tools and then draw the graphic object. To draw the object:

➤ Press and hold the mouse button
➤ Draw the object
➤ Release the mouse button when the desired size and shape has been obtained

Once a graphic is drawn, you can move it, re-size it, or change its attributes.

☞ When the Graphic Drawing function is enabled, you can select graphics, but not frames. When the Frame Setting function is enabled you can select frames, but not graphics. Always first select the frame whose graphics you want to change, and *then* enable the Graphic Drawing function.

One exception: When the Frame Setting function is enabled, you can type **Ctrl** + **Q** to select all graphics associated with that frame.

The Current Selection Indicator shows the type of graphic currently selected (i.e., ellipse, line, rectangle, box text.)

Multiple graphic objects can be selected by pressing and holding either **Shift** key and then selecting each individual graphic. All graphics associated with a frame can be selected by choosing the **Select All** function in the Graphic menu.

These graphics can then be cut, copied, pasted, or moved. Attributes can also be applied simultaneously to all selected graphics. Multiple graphic objects can also be re-sized as a group: Re-size one graphic in a group, and all graphics in that group will change size proportionally.

Grid settings

Graphics can be snapped to an invisible grid which is defined in the **Grid Settings** option in the Graphic menu (Figure 4-17.) The grid setting can be different for each frame in the chapter.

The Grid Setting is used to help align different graphic objects with one another. It also is used, in conjunction with Boxed Text, to construct complex tables or forms.

```
┌─────────────────────────────────────────────┐
│  GRID SETTINGS                                │
│                                               │
│            Grid Snap:  ▐ On ▌  │ Off │        │
│                                               │
│   Horizontal Spacing:  01,00│ picas & points  │
│                                               │
│     Vertical Spacing:  01,00                  │
│                                               │
│                         │  OK  │  │ Cancel │  │
└─────────────────────────────────────────────┘
```
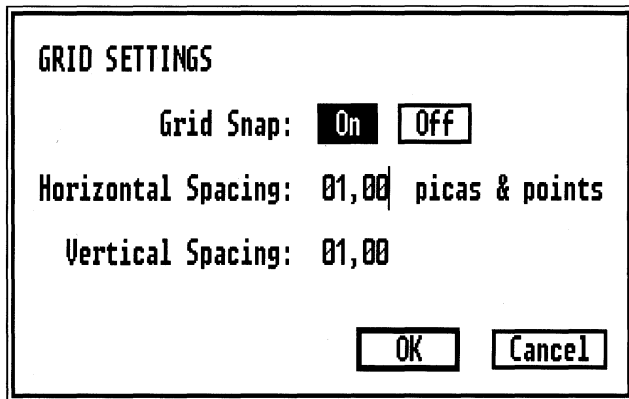
Figure 4-17   Grid Settings Dialog Box

Graphic attributes

To change a graphic's attributes, first enable the Frame Setting function and select the frame tied to the graphic. Then enable the Graphic Drawing function. Select the graphic object whose attributes you wish to change. Then choose either the **Line Attributes** or the **Fill Attributes** option in the Graphic menu. The operation of these options is explained in the Menu Commands chapter.

Graphic order

If graphics are placed on top of one another, the last graphic placed on the page is always placed on top. To change this order, first select the graphic you wish to move and then select either the **Send to Back** or **Bring to Front** option in the Graphic menu. The selected graphic is then either put on the bottom of all graphics associated with this frame (Send to Back), or on the top (Bring to Front.)
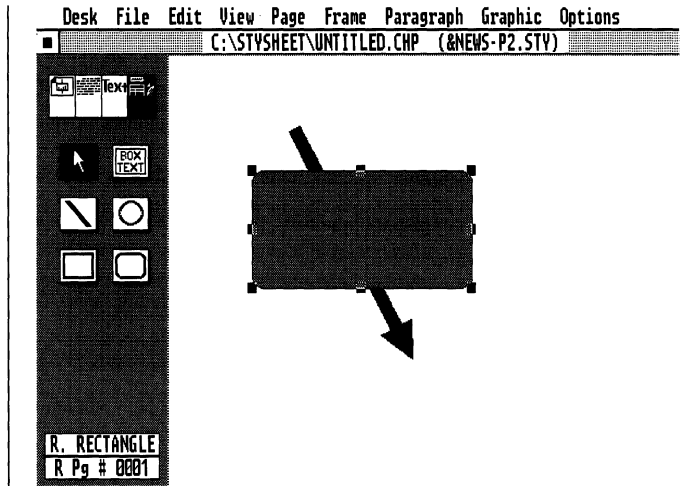
Figure 4-18   Line behind a rectangle

Figure 4-18 shows a line behind a rectangle. Figure 4-19 shows the result of selecting the line and then choosing the **Bring to Front** option.
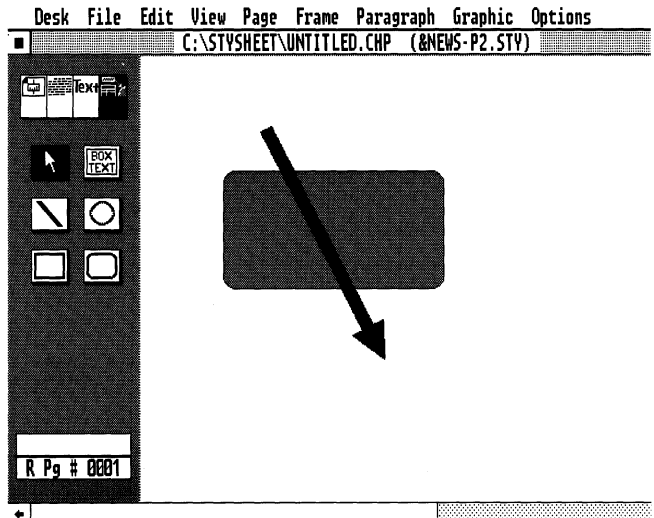
Figure 4-19   Line brought to front of rectangle

Selecting graphic on bottom

When one graphic is underneath another graphic, it is sometimes difficult to select the graphic on the bottom. To select a graphic which is covered by several other graphics, press and hold the **Ctrl** key and then select the first graphic. While holding the **Ctrl** key, press the mouse button again to select the next graphic down from the top. Continue pressing the mouse button, while holding the **Ctrl** key, until you select the desired graphic.

Drawing multiple graphics

After each graphic is drawn, Xerox Ventura Publisher automatically changes to the Graphic Selection mode. If, however, you want to draw several graphics of the same kind, you can depress and hold either **Shift** key while drawing each graphic. As long as you depress the **Shift** key while drawing the graphic, the drawing tool remains available. As soon as a graphic is drawn without pressing the **Shift** key, the Graphic Selection mode is immediately enabled.

Box text

The box text feature lets you place text anywhere on the page. Unlike text in frames, which is formatted in columns and causes text in other frames to move aside, **Box Text** is formatted in a single column, and overlaps all text and pictures on the page. Think of box text as a Post-It® (self-adhesive yellow note paper) that can be placed anywhere on the page.

To create box text, first select a frame to which the box text will be attached. Select the Box Text icon, then draw a box in the same manner as you would draw a frame. This box can then be moved anywhere on the page, and it can be increased or decreased in size.

Notice that the words **Box Text** appear within the box. Select the Text Editing function and then delete these words and place any text you desire in the box. If necessary, select the Graphic Drawing function and make the box larger or smaller, to hold more or less text. The text entered into this box is stored in the chapter's caption (CAP) file.

☞ If you don't see any text when you first draw box text, this means that the Above, Below, In From Left, or In From Right spacing for the box text tag (Z_BOX-TEXT), is greater than the box size. To correct, temporarily make the box text larger until you can see the words **Box Text**. Select the Paragraph Tagging function, select the words **Box Text**, and reduce its spacing as necessary.

Box text callouts

Use the box text feature to place callouts outside, but attached to, a picture frame. To do this, enable the Frame Setting function and select the desired frame. Then, enable the Graphic Setting function and draw a box text box. If you don't want a line around the box, select Line Attributes and set Thickness to None.

Place the box at the position inside or outside the frame where you want the callout to appear. When the box is placed correctly, select the line drawing tool and draw a line from the box to the item in the frame you wish to annotate. You can change the line's thickness and add arrows. If you want to move the line and box together, select both, using the **Shift** key and the mouse as described above, and move them both. When they are positioned correctly, enable the Text Editing function, place the text cursor in the box, and type the callout.

Box text tables and forms

Simple tables can be created using tabs and paragraph ruling lines, as described in the Tables

section in the Hints, Tips, & Techniques chapter. However, complex tables, as shown in Figure 4-21, are more easily done with box text. To create a complex table, first use the Frame Setting function to create a frame in which the table will be placed.

Next, enable the Graphic Drawing function and set the Grid Settings for this frame. Make the horizontal spacing a convenient sub-multiple of the frame width, and the vertical spacing an integer multiple of Z_BOXTEXT.
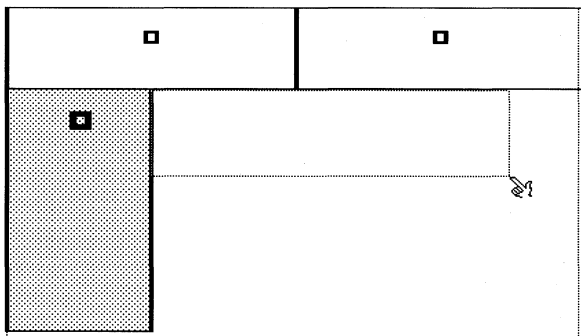
Figure 4-20   Creating table with Box Text

Figure 4-21   Table composed with Box Text

Look at Figure 4-20 to see how a table might be or-
ganized using box text. Notice that different boxes
are created for each row of items, and that two boxes
are used for the table headings. Since you are draw-
ing multiple boxes, be sure to depress the **Shift** key
to keep the box text tool available.

When all boxes have been drawn, select each box and
use the Text Editing function to add text. (You can
also change line or fill attributes for each box.) Figure
4-21 shows the finished table.

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MENU COMMANDS

This chapter describes each function controlled through the menus at the top of the screen and the options within them. These commands are presented in the order in which they appear on the screen, from left to right. Use the index for an alphabetical reference to these commands.

Menu conventions

Often, a menu option is shown in gray, and cannot be highlighted. This usually indicates that the proper function has not been selected. The table below indicates which function should be selected to use the desired option.

DESK

Publisher Info ...	Always available

FILE

New	Must Open Chapter or Load Text/Picture
Open Chapter...	Always available
Save	File name must be in title bar
Save As...	Always available
Abandon...	Chapter must have been saved
Load Text/Picture...	Always available
Load Diff. Style...	Always available
Save As New Style...	Always available
To Print...	Always available
DOS File Ops...	Always available
Quit	Always available

EDIT

Cut or Copy	Text Editing; Text selected
	Frame Setting; Frame selected
	Graphic Drawing; Graphic selected
Paste	Text Editing; Text on clipboard
	Frame Setting; Frame on clipboard
	Graphic Drawing; Graphic on clipboard
Insert Footnote	Text function; Text cursor placed
Insert/Edit Index...	Text function; Text cursor placed
Insert/Edit Anchor...	Text function; Text cursor placed
Remove Text/File...	Frame Setting function
File Type/Rename...	Frame Setting function

VIEW

Facing Pages View	Double Sided selected in Page Layout
Reduced View	Always available
Normal View (1X)	Always available
Enlarged View (2X)	Always available
Frame Setting	Always available
Paragraph Tagging	Always available
Text Editing	Always available
Graphic Drawing	Always available

PAGE

Page Layout...	Always available
Widows & Orphans...	Always available
Chapter Counter...	Chapter number set in header/footer
Page Counter...	Page number set in header/footer
Auto-Numbering...	Always available
Renumber Chapter	Auto-Numbering turned on
Re-Anchor Frames...	Always available
Headers & Footers...	Always available
Turn Header On/Off	Headers disabled/enabled for this page
Turn Footer On/Off	Footers disabled/enabled for this page
Footnote Settings...	Always available
Insert/Remove Page...	Always available
Go To Page...	Always available

Frame

Margins & Columns...	Frame Setting function; Frame selected
Sizing & Scaling...	Frame Setting function; Frame selected
Repeating Frame...	Frame Setting function; Frame selected
Anchor & Caption Setting	Frame Setting function; Frame selected
Table Counter...	Frame Setting function; Frame selected, caption defined
Figure Counter...	Frame Setting function; Frame selected, caption defined
Vertical Rules...	Frame Setting function; Frame selected
Ruling Line Above...	Frame Setting function; Frame selected
Ruling Line Below...	Frame Setting function; Frame selected
Ruling Box Around...	Frame Setting function; Frame selected
Frame Background...	Frame Setting function; Frame selected

PARAGRAPH

Font...	Paragraph Tagging; paragraph selected
Alignment...	Paragraph Tagging; paragraph selected
Spacing...	Paragraph Tagging; paragraph selected
Breaks...	Paragraph Tagging; paragraph selected
Tab Settings...	Paragraph Tagging; paragraph selected
Special Effects...	Paragraph Tagging; paragraph selected
Typographic Controls...	Paragraph Tagging; paragraph selected
Ruling Line Above...	Paragraph Tagging; paragraph selected
Ruling Line Below...	Paragraph Tagging; paragraph selected
Ruling Box Around...	Paragraph Tagging; paragraph selected
Remove Tag...	Paragraph Tagging
Rename Tag...	Paragraph Tagging
Assign Function Keys...	Paragraph Tagging

GRAPHIC

Send to Back	Graphic Drawing; Graphic selected
Bring to Front	Graphic Drawing; Graphic selected
Line Attributes...	Graphic Drawing; Graphic selected
Fill Attributes...	Graphic Drawing; Graphic selected
Select All	Graphic Drawing
Grid Settings...	Graphic Drawing

OPTIONS

Set Preferences...	Always available
Set Rulers...	Always available
Set Printer Info...	Always available
Add/Remove Fonts	Always available
Show/Hide Side-Bar	Always available
Show/Hide Rulers	Always available
Show/Hide Column Guides	Always available
Show/Hide Pictures	Always available
Show/Hide Tabs & Returns	Always available
Show/Hide Loose Lines	Always available
Turn Column Snap On/Off	Always available
Turn Line Snap On/Off	Always available
Multi-Chapter...	Always available

DESK MENU

```
Desk
  Publisher Info...
```

Figure 5-1   Desk Menu

Description

The Desk menu provides both the version and serial numbers for your copy of Xerox Ventura Publisher.

To operate, select **Publisher Info**. When finished, select **OK**.

FILE MENU

```
┌──────────────────────────────┐
│ ███████                       │
│  File                         │
│ New                           │
│ Open Chapter...               │
│ ^^^^^^^^^^^^^^^^^^^^^^^^^^^^   │
│ Save                    ^S    │
│ Save As...                    │
│ Abandon...                    │
│ ^^^^^^^^^^^^^^^^^^^^^^^^^^^^   │
│ Load Text/Picture...          │
│ Load Diff. Style...           │
│ Save As New Style...          │
│ ^^^^^^^^^^^^^^^^^^^^^^^^^^^^   │
│ To Print...                   │
│ DOS File Ops...               │
│ Quit                          │
└──────────────────────────────┘
```
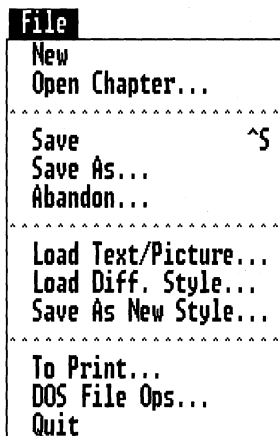
Figure 5-2   File Menu

Description/application

The **File menu** controls the flow of information into and out of Xerox Ventura Publisher.

The **File menu** provides five basic functions:

• You can **Open** or **Save** the entire chapter
• You can **Load** individual text, line art, or image files into the chapter
• You can use a different style sheet than the one currently in use, or save a newly created style sheet
• You can print the chapter
• You can execute DOS file commands
• You can finish using (Quit) Xerox Ventura Publisher

New

Description

Selecting **New** removes the current chapter from
memory and provides a blank screen. The last ver-
sion saved is still available on disk.

Application

- Start composing a brand new chapter.

Operation

Select New in the File menu. If any changes have
been made to the chapter since it was last saved, a
warning appears reminding you to save the chapter.
Also, if any changes have been made to the style
sheet since the chapter or style sheet was last saved,
a second warning appears. In both cases, select **Save**
to save all changes made, or select **Abandon** to
throw away all changes.

The current style sheet remains in effect after New
is selected.

Open chapter

Description

The **Open Chapter** option retrieves a previously stored chapter, and its related style sheet, text, and picture files.

Application

• Resume composing and editing a previously saved chapter.

Operation

Select the Open Chapter option in the File menu. If another chapter is currently being edited, Xerox Ventura Publisher prompts you to save the existing chapter. Select **Save** to save, or select **Abandon** to throw away all changes.

The Item Selector then appears. Using the conventions described under **Item Selector** in the User Interface chapter, select the chapter to open.

☞ If the file name is not shown, you may have saved the chapter with an extension different than the **CHP** default used by Xerox Ventura Publisher, or the file may be saved in a different subdirectory than currently shown in the Item Selector. Either change the default extension on the Directory line in the Item Selector, or change the subdirectory.

As the chapter is loading, different messages appear on the screen. When text files are loading, the message **Loading & Hyphenating Text File:** appears. Xerox Ventura Publisher places all possible hyphenation points in the text in order to increase re-formatting speed each time you add a frame or change a text attribute. For a large text file, this takes several minutes, depending on the speed of your computer

and size of the chapter. If you install a hyphenation algorithm other than the US English algorithm, the text loading time may increase. The hyphenation time is different for each language.

☞ Use Open Chapter to retrieve an entire chapter and all associated text, picture, and style sheet files. To add another text or picture file to an existing chapter, use Load Text/Picture instead.

Save

Description

The **Save** option stores the chapter under the name shown in the Title Bar. The style sheet and each text file are also saved if they have been changed.

Application

- Save changes under an existing file name.
- Protect against accidental erasure due to power failures.

Operation

Select the Save option in the File menu, or press and hold the **Ctrl** key and then press **S**. The file is saved under the file name shown in the Title Bar. If the name **UNTITLED.CHP** is shown in the Title Bar, the Item Selector appears and you must then specify a chapter file name.

☞ The style sheet shown in the Title Bar, and all text files shown in the Assignment List, are also saved, if they have been changed. If you don't want to change the current style sheet, use the Save as new style option to save the style sheet under a new name *prior* to saving the chapter.

All captions, graphics, and information for a chapter are automatically saved in files which have the same name as the chapter, but which have the extensions **CAP**, **VGR**, and **CIF** respectively. The CIF file is for use by future software programs.

If selected in the Set Preferences option in the Option menu, backup files (e.g., $HP) are automatically made for chapter, style sheet, and text files.

Save as

Description

The **Save As** option saves the chapter under a new name. The style sheet and each text file are also saved—under their original names—if they have been changed.

Application

- Save the same chapter under a name different than shown in the Title Bar.

Operation

Select the Save As option in the File menu, then use the Item Selector to specify the new file name. If the extension is not specified, Xerox Ventura Publisher automatically adds **CHP**.

If you don't want to change the current style sheet, use the **Save as new style** option to save the style sheet under a new name *prior* to saving the chapter.

All captions, graphics, and information for a chapter are automatically saved in files which have the same name as the chapter, but which have the extensions **CAP**, **VGR**, and **CIF** respectively. The CIF file is available for use by other future software programs.

Backup files (e.g., $HP) are automatically made for chapter, style sheet, and text files, if selected in the Set Preferences option. The first letter of the backup file extension is changed to a dollar sign.

Abandon

Description

Abandon replaces the chapter currently in memory with the last version saved.

Application

• Recover from major mistakes.

Operation

Select the **Abandon** option in the File menu. An Alert Box appears asking if you want to

```
Abandon changes to this chapter and revert to
the previously saved version?
```

Select **OK** to throw away all changes and automatically Open the last version saved. All changes made since the last time the chapter was saved are lost. Select **Cancel** to stop the Abandon operation and resume working with the existing chapter.

If the chapter has been saved, but you want to get rid of the changes and start with a blank page, select **New** instead.

Load text/picture

```
LOAD TEXT/PICTURE
  Type of File:  Text  [Line-Art]  [Image]
  Text Format:  [Generated]  ASCII  [WordStar US]  [MultiMate]
                [MS-Word]  [Writer US]  [WordPerfect]
                [WordStar UK]  [Writer G-1]  [XyWrite]  [DCA]
  Line-Art Format:  [GEM]  [AutoCad .SLD]  [Lotus .PIC]  [Mentor Gr]
                    [VideoShow]  [MAC PICT]  [CGM]  [PostScript]
                    [HPGL]
  Image Format:  [GEM / Dr. HALO]  [PC-Paintbrush]  [MAC Paint]
  # of Files:  One  [Several]                    OK  [Cancel]
```
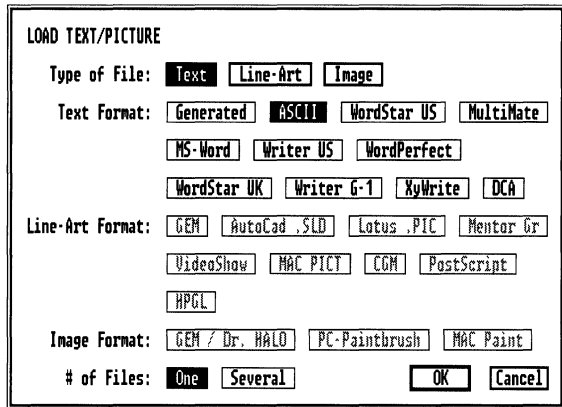
Figure 5-3   Load Text / Picture Dialog Box

Description

> The **Load Text/Picture** option places either text, line art, or image files in the Assignment List prior to placing them in a frame.

Application

> • Build a list of all files in the chapter.

Operation

> ➤ Select the Load Text/Picture option in the File menu. The Load Text/Picture Dialog Box shown in Figure 5-3 appears.
>
> ➤ Select the type of file you want to add e.g., text, line art, or image.
>
> ➤ Select the file format under which this file was saved, such as GEM, or Lotus 1-2-3. (Select **Text** and **Generated** to load a table of contents or index file generated by Xerox Ventura Publisher.)

➤ If you want to load several files of the same type (e.g., four Lotus 1-2-3 pictures) select **Several** at the bottom of the screen.

➤ Select **OK** when ready to select files.

➤ Xerox Ventura Publisher then displays the Item Selector, with the appropriate subdirectory and file filter already chosen. If the subdirectory and filter are not initially correct, change them as described in the Item Selector section.

➤ Finally, elect the file name to be loaded and then select **OK**.

For instance, if you are loading a Wordstar file, first select Text and then select Wordstar. Or, if you are loading Lotus 1-2-3 graphics, first select line art and then select **Lotus .PIC**.

☞ When loading text files, you will notice a delay—up to several minutes for large files—as Xerox Ventura Publisher converts text and inserts hyphens.

If you selected **Multiple**, the Item Selector reappears after each file is selected. To finish selecting multiple files, select **OK** without first selecting another file name, or choose cancel.

☞ Use Load Text/Picture to add another text or picture file to an existing chapter. To retrieve an entire chapter and all associated text, picture, and style sheet files, use Open Chapter instead.

Text changes made during load

The following is a list of all changes made to text during the Load Text/Picture operation:

• Multiple spaces are converted to a single space plus non-breaking spaces.

• All possible hyphen points are temporarily inserted into the text. (They are not saved back into the text file.)

- Information not used by Xerox Ventura Publisher, such as centering, indents, printing commands, and so on, is eliminated.

Most typists press **Enter** twice in a row to create blank lines between paragraphs. However, Xerox Ventura Publisher treats each carriage return in the wordprocessor file as a new paragraph and adds above, below, and inter-paragraph spacing. This may create too much space between paragraphs within Xerox Ventura Publisher and unwanted spaces at the top of columns. To eliminate these null paragraphs, type the following on the first line of the wordprocessor's text file:

@PARAFILTR ON =

Most typists type two spaces after a period or colon. This, however, is not considered correct when a page is typeset. Therefore, you should use the search and replace feature in your wordprocessor to eliminate all double spaces.

Picture changes made during load

Pictures stored in other than GEM format (e.g., a Lotus 1-2-3 PIC file), are automatically converted to Xerox Ventura Publisher's file format and saved in new files which have the same name as the original file, but with the extension GEM (line art) or IMG (image.) The original files remain unchanged. Your disk must have enough room to hold both the original and the converted files.

Graphics limitations

Xerox Ventura Publisher converts several industry standard graphics formats into its own file format, as described above. These formats include:

- GEM
- CGM
- DXF
- HPGL
- Macintosh PICT
- Macintosh Paint
- PostScript
- Video Show

Because of the tremendous range of capabilities of these programs, not all graphics produced by them can be completely displayed and printed by Xerox Ventura Publisher. The limitations noted in Appendix G for the DXF to GEM converter apply to all graphics brought into Xerox Ventura Publisher.

Use PC Paintbrush format to load files created by a scanner.

Picture size

Xerox Ventura Publisher cannot always calculate the size of pictures imported from other sources. This may result in a picture which is larger than the frame. To correct, reduce the picture size using the Sizing & Scaling option.

PostScript files

PostScript files must be in **encapsulated** (EPSF) format, or an error message will result. If your program produces PostScript files, check with the software manufacturer to make sure these are stored in encapsulated format. Note: Any single page printed to a disk file by Xerox Ventura Publisher is created in encapsulated format. This lets you load a page into a frame and then expand or shrink it.

☞ PostScript files cannot be displayed on the screen. A frame containing a PostScript file is filled with a large X, and the name of the file is displayed in the Current Selection Indicator.

Load different style

Description

Load Different Style combines a different style sheet with the chapter currently in memory. If the chapter is then saved, the reference to the old style sheet is replaced with a reference to the new style sheet.

Application

- Retrieve an existing style sheet.
- Experiment with different styles once your chapter has been tagged.

Operation

Select Load Different Style in the File menu. The Item Selector appears. Select the desired style sheet. The new style sheet name appears in the Title Bar at the top of the screen.

The Open Chapter function automatically loads the style sheet for that chapter.

If you used a special set of fonts when you last used this style sheet, the width table for these fonts will automatically be loaded when you load the style sheet.

Save as new style

Description

Save As New Style creates a new style sheet file or modifies an existing style sheet.

Application

- Create new style sheets.

Operation

Select the Save As New Style option in the File menu. When the Item Selector appears, type the name of the new style sheet, and then select OK. If you do not specify the extension, Xerox Ventura Publisher automatically appends the extension STY to the file name.

☞ Saving the chapter after modifying a style sheet, or saving a modified style sheet under its original name, changes the look of other chapters that use that same style sheet. Always save modifications to existing style sheets under a new name unless you want those modifications to affect other chapters.

If you have loaded a new width table in order to gain access to a different set of fonts, the reference to this width table will be stored with the style sheet. (See the Set Printer Info and Add/Remove Fonts sections in the Menu Commands chapter for more information on width tables.)

To print

```
PRINT INFORMATION

    Which Pages:  [All] Selected  [Left]  [Right]  [Current]

      From Page:  0023
   Through Page:  0057
 Number of Copies: 01

 Collated Copies:  Off  [On]

  Printing Order:  [1st to Last]  Last to 1st

   Configuration:  POSTSCRIPT, COM1:

      Paper Tray:  Default  [Alt #1]  [Alt #2]  [Manual]

   Multi-Chapter:  [All in One File]  [Each in Separate File]

      Crop Marks:  [Off]  On                    [OK]  [Cancel]
```

*Figure 5-4   To Print Dialog Box set to print pages 23
through 57*

Description

| **To Print** begins the printing process.

Application

- Generate printed copies of the currently opened chapter.
- Print to a file. This file can then be copied to floppy disk and sent to a remote printer or typesetter.
- Place camera guides around the edge of the page.

Operation

Select the **To Print** option in the File menu. The **Print Information** Dialog Box shown in Figure 5-4 appears. If you want to print just one copy of the entire chapter, select **OK**.

To print more than one copy of the pages selected, move the text cursor to the **Number of Copies** line and type the number of copies desired. You can have

these copies printed so they are collated by selecting Collated Copies: **On**.

☞ When printing pages that contain pictures, selecting **Collated** adds a tremendous amount of time to the printing operation.

You can change the printing order from **1st to Last** to **Last to 1st** or vice versa, depending on how your printer stacks paper in the output tray,

To print only part of the chapter, pick the **Selected** option. Next, enter the number of the first page to print on the **From Page** line. Type the number of the last page to print on the **Through Page** line. The page numbers specified refer to the page numbers shown in the on-screen Page Number Indicator, not the numbers in the header or footer. To print only the current page, select **Current**.

Duplex printing

Which Pages: Left/Right is used to print on both sides of the page (duplex printing.) To do this:

➤ Print all left pages (if the chapter begins on right page)
➤ Turn the paper over and re-insert in the paper tray (insert a blank sheet after the last page, if necessary)
➤ Print all right pages

The **Configuration** line shows which printer is selected. To change printers, or to print to a file, select the **Set Printer Info** option in the Options menu. If **Output To: Filename** is selected in the Set Printer Info option, then the Configuration line will display the word **Filename**, and the Item Selector appears as soon as you select **OK**. Type the name of the print file you wish to create, and select **OK**.

The **Paper Tray** option lets you select which paper tray to use. Select **Manual** if you want to feed paper manually, one page at a time.

The Multi-Chapter options, shown in gray, are only used in the Multi-Chapter Print option, and are not used in the **To Print** option.

☞ To stop a print operation in progress, press **Esc**. *Printing stops after the current page is printed.*

Crop marks

To place camera crop marks around the edge of the page, select Crop Marks On.

Large page printing

If Double is selected in the page layout option, a Dialog Box appears which gives you three choices: Shrink, Overlap, and Nothing. Choose **Shrink** if you want to reduce the 11 x 17 page to fit on an 8 ½ x 11 sheet. (This option os only available with PostScript printers.) Choose **Overlap** if you want to print four 8 ½ x 11 pages which can later be pasted together to form one 11 x 17 page. Choose Nothing if your printer can actually print an 11 x 17 page.

If Broadsheet is selected, you can also Shrink, or you can print in strips. Printing in strips prints three strips each 24 inches long. Note: Printing in strips is used with typesetting machines only and is not intended for use with laser printers.

DOS file operations

```
┌─────────────────────────────────────────────────────┐
│                                                       │
│  DOS FILE OPERATIONS                                  │
│  File Spec:  C:\*.IMG|                                │
│  Operation:  [ Select Different File Specification ]  │
│              [ Make Directory ]  [ Remove Directory ] │
│              [ Delete Matching File(s) ]              │
│                                                       │
│                                                       │
│                                                       │
│                                         [ Done ]      │
│                                                       │
└─────────────────────────────────────────────────────┘
```
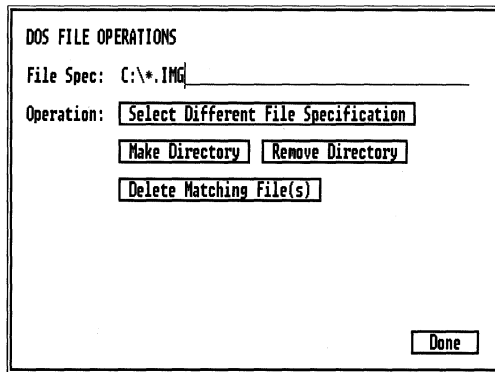
Figure 5-5   DOS File Operations Dialog Box

Description

DOS File Operations lets you delete files, and make and delete DOS directories.

Application

- Delete files before quitting from Xerox Ventura Publisher, if you run out of room on your hard disk while attempting to save a style sheet or chapter.
- Create a subdirectory if you decide to save style sheets or chapters in a new DOS sub-directory.

Delete files

To delete a file or files, select the **DOS File Opera-tions** option in the File menu (Figure 5-5.) Then, type the file name to delete (including DOS wildcard characters) directly on the **File Spec:** line, including the subdirectory, if any. Then, select **Delete Match-**

ing File(s) to delete all files matching the File Spec. Alternatively, you can select **Operation: Select Different File Specification**. The Item Selector appears and you can select the file to delete.

Make directory

To create a new directory:
➤ Type the new directory name, including disk drive and any parent directories, directly on the File Spec line.
➤ Select **Make Directory**.

For instance, to make a new sub-directory called STYSHET under the directory called TYPESET, type the following:

C:\TYPESET\STYSHET

Select **Make Directory.**

Operation—Delete directory

To delete a directory:

➤ Type the directory name, including disk drive and any parent directories, directly on the File Spec line.
➤ Select **Delete Directory**.

For instance, to delete a sub-directory called CHAP1, type the following on the File Spec line **C:\CHAP1**. Then, select **Remove Directory**.

All files must be removed from the directory before the directory can be removed.

☞ For all DOS file operations, no operation is performed if the file is write-protected or if the directory or file selected does not exist.

Quit

Description

The **Quit** option ends the current Xerox Ventura Publisher session and returns you to DOS.

Application

- Move to other programs to do wordprocessing, line art design, and image editing. When you use Xerox Ventura Publisher the next time, any changes made by these other programs to text, image, or line art files will automatically appear in your chapter.

Operation

Select Quit in the File menu. If you have made changes to your chapter or style sheet since they were last saved, Xerox Ventura Publisher asks:

```
Save or Abandon changes to this chapter?
Save, Abandon, Don't Quit.
```

Select **Save** to save the changes before quitting; select **Abandon** to throw away any changes made; select **Don't Quit** to continue editing.

When you **Quit** from Xerox Ventura Publisher, the current Function, View, and Options settings are all saved. When you next use Xerox Ventura Publisher, you resume with the same settings that were in effect at the end of the previous session. These settings are saved in the **VP.INF** file in the **VENTURA** subdirectory.

EDIT MENU

```
┌─────────────────────────┐
│ Edit                    │
│ Cut Text        Del     │
│ Copy Text      ✦Del     │
│ Paste Text      Ins     │
│ ^^^^^^^^^^^^^^^^^^^^^^^  │
│ Insert Footnote         │
│ Insert/Edit Index...    │
│ Insert/Edit Anchor...   │
│ ^^^^^^^^^^^^^^^^^^^^^^^  │
│ Remove Text/File...     │
│ File Type/Rename...     │
└─────────────────────────┘
```
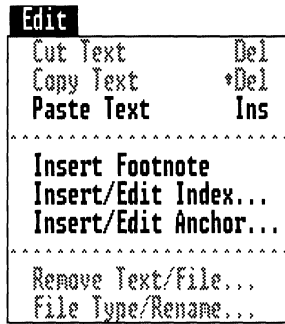
Figure 5-6   Edit Menu

Description

The **Edit menu** controls insertion and deletion of text blocks, pictures and graphics.

The **Edit** menu provides the capability to cut, copy, and paste selected text, and to insert footnote and index references. The Edit menu lets you cut (remove) frames and their contents from the page, as well as copy frames (and their contents) to another location. You can also cut, copy and paste graphics created within Xerox Ventura Publisher from one frame to the next. Finally, this menu provides the ability to remove files from the selected frame, remove them completely from the Assignment List, rename text files, or change a text file from one wordprocessor format to another.

Each feature of the Edit menu is described more fully on the following pages.

Cut/copy/paste

Description

Cut, Copy, and **Paste** let you delete, move, and copy text, frames, and graphics.

Cut removes the selected text, frame, or graphic from the screen and places it on an imaginary clipboard. The text, frame or graphic can then be pasted (moved) to another location. Xerox Ventura Publisher uses three independent clipboards: One for text, one for frames, and one for graphics. Operations on one clipboard do not affect information stored on another clipboard.

Copy places an identical copy of the selected text, frame, or graphic on an imaginary clipboard, but does not remove the selected item from the page.

Paste takes the last item which was cut or copied and places it:

- At the current location of the text cursor, if the clipboard contains text and the Text Editing function is selected.
- At the identical position on a new page or the current page, if the clipboard contains a frame and the Frame Setting function is enabled.
- At the identical position on a new page or the current page, if the clipboard contains a graphic and the Graphic Drawing function is enabled.

Application

- Text, frames, and graphics can be moved from one part of a chapter to another, as well as between chapters
- Text can be moved between different files. (For instance, if a frame on page 36 contains text

from a Wordstar file, and you want to place a copy of part of this text in a Multimate file which is in a frame on page 3, you can select the desired text on page 36, copy it to the clipboard, go to page 3, place the text cursor at the point in the text where the clipboard text is to begin, and then select Paste Text in the Edit menu.)

- Place identical copies of the same picture on more than one page
- Duplicate several blank frames. (If you want to put the same frame on **every** page, use **Repeating Frames** instead.)
- Copy or move selected graphics associated with a frame.

Operation—Text

To cut (delete) text, select the Text Editing function, and then select the text to be deleted. Next, select the **Cut Text** option in the Edit menu, or press the **Del** key on the keyboard. The text disappears from the screen, and the remaining text on the page is reformatted. If a mistake is made, the text can be restored by immediately selecting Paste Text, or by pressing the **Ins** key on the keyboard. To include the end of paragraph mark, move the text cursor in front of the first word of the next paragraph during text selection.

To move text to a new location after it has been cut, place the text cursor at the exact spot in the chapter's text where the cut text is to start. When the text cursor is placed correctly, select the Paste Text option, or press the **Ins** key on the keyboard. The inserted text is always converted to the tag and text attributes in effect at the point of insertion.

To copy text, select the Text Editing function and then select the text to be copied. Next, select the Copy Text option in the Edit menu or press and hold the **Shift** key and then press the **Del** key. The text is

placed on the clipboard. Then, place the text cursor at the exact spot in the chapter's text where the text now on the clipboard is to start. When the text cursor is placed correctly, select the Paste Text option, or press the **Ins** key on the keyboard.

Since the text remains on the clipboard after a paste operation, additional copies of the text which have been cut or copied can be placed elsewhere by following the procedure in the previous paragraphs. However, you don't have to re-cut or re-copy the text. Also, text remains on the clipboard even after a new chapter is opened. This lets you copy text between chapters.

As soon as you cut or copy a new piece of text, the text currently on the clipboard is lost. However, if a frame or graphic is cut or copied, any text on the clipboard remains on the clipboard.

 Cut, Copy, and Paste can also be used to move or copy any of the hidden attributes shown in the Current Selection indicator. To do this, first move the text cursor until the hidden attribute is shown in the Current Selection indicator. Then press either the **Del** key (cut) or the **Shift** and **Del** keys (copy.) Move the text cursor to the new location and then press the **Ins** key.

You must use the keyboard keys when cutting or copying attributes. The Cut and Copy options in the Edit menu will not work.

Note that if the Current Selection indicator is blank, pressing the Del or Shift and Del keys *will not* cut or copy text to the clipboard.

Operation—Frames

To cut (delete) a frame, first enable the Frame Setting function and then select the frame to be cut. Next, select the **Cut Frame** option in the Edit menu, or press the **Del** key on the keyboard. If a mistake is

made, the frame can be restored by immediately selecting **Paste Frame**, or pressing the **Ins** key on the keyboard.

To move a frame to a new location once it has been cut or copied, first enable the Frame Setting function. Next go to the page where the frame is to be moved, and then select the **Paste Frame** option, or press the **Ins** key. The frame, and the file it contains, is placed on the page. The frame's original location on the page prior to the cut or copy operation determines where it is pasted. You can then move the frame to a new location on the page.

To copy a frame, first activate the Frame Setting function and then select the frame to be copied. Next, select the **Copy Frame** option in the Edit menu or press the **Shift** and **Del** keys. Then go to the page where the frame is to be copied and select the **Paste Frame** option, or press the **Ins** key. The frame, and the file it contains, is placed on the page.

As soon as you cut or copy a new frame, the frame currently on the clipboard is lost. However, if text or a graphic is cut or copied, any frame on the clipboard remains on the clipboard.

Captions and graphics attached to a frame will also be cut or copied. Xerox Ventura Publisher automatically generates new Table or Figure counters in captions which are pasted onto a page. The last frame pasted on a page is always assigned the highest Table or Figure number on the page.

If multiple frames are selected, they are all Cut, Copied, or Pasted.

Operation—Graphics

To cut (delete) a graphic, first enable the Graphic Drawing function and then select the graphic to be cut. Next, select the **Cut Graphic** option in the Edit

menu, or press the **Del** key on the keyboard. If a mis-
take is made, the graphic can be restored by im-
mediately selecting Paste Graphic, or pressing the
Ins key on the keyboard.

To move a graphic to another frame once it has been
cut or copied, first enable the Frame Setting function
and select the frame where the graphic is to be
moved. Then, select the Graphic Drawing function
and select the **Paste Graphic** option, or press the
Ins key. The graphic's original location in the frame
prior to the cut or copy operation determines where
it is pasted. You can then move the graphic to a new
location within the frame.

To copy a graphic, first activate the Graphic Drawing
function and then select the graphic to be copied.
Next, select the Copy Graphic option in the Edit
menu or press the **Shift** and **Del** keys. Then, go to
the frame where the graphic is to be copied, and
select the Paste Frame option, or press the **Ins** key.
The graphic is placed in the frame.

As soon as you cut or copy a new graphic, the graphic
currently on the clipboard is lost. However, if text or
a frame is cut or copied, any graphic on the clipboard
remains on the clipboard.

If multiple graphics are selected, they are all Cut,
Copied, or Pasted.

Pasting a frame or graphic onto the same page from
which it was copied places two identical frames or
graphics on top of one another. Since the two are
identical and occupy the same position, you will see
only one copy on the screen. However, you can select
the frame or graphic on top and move it to another
location on the page.

Insert footnote

Description

The **Insert Footnote** option places footnote references at the current text cursor position, and also adds a footnote at the bottom of the current page.

Application

- Provide on-page references

Operation

Footnotes must first be turned on using the **Footnote Settings** option in the Page menu.

Enable the Text Editing function. Place the text cursor where you want the reference inserted. Then select the **Insert Footnote** option in the Edit menu. Depending on the current Footnote Settings, a number or character appears next to the text cursor. The same footnote reference appears at the bottom of the page, followed by: **TEXT OF FOOTNOTE**. Delete these words and type the desired footnote. To delete the footnote reference and the footnote itself, place the text cursor at the footnote reference in the main body of text. Move the text cursor back and forth until the Current Selection Indicator displays the word **Footnote**. Press the **Del** key. Both the footnote reference and the footnote itself are deleted.

The combined length of all footnotes on a page must be less than one half page. If your footnotes are longer, turn **Footnote Settings** off, and then create footnotes manually by typing them into frames which you draw at the bottom of the page.

Footnotes can be created from within your wordprocessor. See **Appendix D—Wordprocessors** for more details.

Insert/edit index

```
INSERT/EDIT INDEX ENTRY

    Type of Entry:  Index   See    See Also

  Primary Entry:  Movie Technologies_____
  Primary Sort Key: _____

  Secondary Entry:  3-D_____
  Secondary Sort Key: Three|_____
                          ▶                    OK    Cancel
```

Figure 5-7   Insert / Edit Index Dialog Box

Description

The **Insert/Edit Index** option inserts an index reference at the current position of the text cursor.

Once index entries have been inserted, an index is generated using the index feature in the Multi-Chapter option. This index generator collects all index references, remembers what page they're on, alphabetizes them, and generates a new text file which is the index for the entire publication. This index text file can then be loaded, tagged, edited, and printed, just like any other text file.

Application

• Insert hidden index words into the chapter.

Operation—Index entry

Place the text cursor at the location in the text you wish to reference and then select **Insert/Edit Index**. The **Index** Dialog Box shown in Figure 5-7 appears. Select **Type of Entry: Index**.

On the **Primary Entry** line, type the primary index reference. For instance, in a book about the movie industry, a primary reference might be **Movie Technologies**. Next, type a sub-heading on the **Secondary Entry** line, which should appear under the primary reference. A secondary reference in this example could be **Sound**, **3-D**, or **Wide Screen**.

Be careful to type the precisely identical words on the Primary and Secondary lines for each index entry which references the same concept. Otherwise you'll create two different entries instead of multiple page references to the same entry. For instance, if you have a reference at one point to Wide Screen, and another reference to Wide Screen**s**, two separate entries will appear in the index instead of two page references under the same entry.

Sort keys

The sort keys for each entry are used to place the entry in a different alphabetic sequence than the entry name itself would suggest. This is used for numbers and for phrases which begin with articles (e.g., a, an, the.) For instance, if the primary entry is **The Maltese Falcon**, and you want to have this alphabetized under **Maltese** rather than **The**, enter Maltese Falcon on the Primary Sort Key line.

Most index entries do not require sort keys.

Index entries can be typed directly from your wordprocessor. This lets you create index entries from within wordprocessors that don't support indexing. (See Appendix D for more information.)

The index entries shown in Figure 5-7 insert the following into the wordprocessor text file:

<$IMovie Technologies;3-D[Three]>

This entry is placed into the final index as follows:

M

Motion Picture
    See Movies
Movie Technologies
    Sound   4-12, 4-15 - 4-18
    3-D   4-34, 5-33
    Wide screen   4-25, 5-15
    See Also Technology

Note that multiple index entries result in multiple chapter and page references, separated by commas. If these entries appear on consecutive pages, the starting and ending pages are shown, separated by a dash.

Operation—See, See also

If **See** is selected, the index entry is placed in the alphabetically correct location in the index according to the Primary Entry, and the word **See** is placed in front of the Secondary Entry. The See entry does not generate a page or chapter number. **See Also** works like **See**, except the words **See Also** are added to the front of the reference.

Since See and See Also do not generate chapter or page references, their locations within a chapter or publication do not matter. It is recommended that all See and See Also references be grouped together at the beginning or end of a chapter. This lets you add and delete these cross-references without searching for them.

Operation—Editing index entries

Index entries can be edited by placing the text cursor at the location of the entry. The Current Selection Indicator displays the word **Index** if the cursor is properly placed. If you then select the **Insert/Edit Index** option in the Edit menu, the dialog box which appears will display the current index entry. Make

whatever changes you desire, and then select **OK**. To delete this index entry:

➤ Select **OK** or **Cancel** to clear the dialog box from the screen
➤ Check to make sure the word **Index** is still in the Current Selection Indicator
➤ Press the **Del** key.

Index entries placed at the beginning of the paragraph are placed *before* the first character position in the paragraph. Therefore to edit or delete an index entry at the beginning of the paragraph, use the keyboard cursor keys to move the cursor to the left until the word **INDEX** appears in the Current Selection Indicator.

Index generation is an art, far beyond the scope of this manual. In general, it is a good idea to insert more than one reference, using synonyms, at especially important points in a manual. Since an index can be inserted within your wordprocessor (see Appendix D), you can search for every occurrence of a word or phrase and insert an index entry. However, this technique should be used with caution, since it typically results in many meaningless references. The best indexes are those which index concepts as well as words, and which provide many synonym references to the same point.

Insert/edit anchor

```
┌─────────────────────────────────────────┐
│ ┌───────────────────────────────────────┐ │
│ │  REMOVE FILE                          │ │
│ │                                       │ │
│ │    File Name:  NOZZLE  .GEM           │ │
│ │                                       │ │
│ │  Remove from:  ▐List of Files▌ │Frame││ │
│ │                                       │ │
│ │                  │   OK   │  │Cancel│ │ │
│ │                                       │ │
│ └───────────────────────────────────────┘ │
└─────────────────────────────────────────┘
```
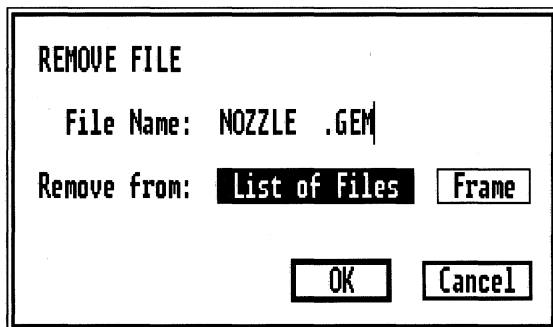
Figure 5-8   Insert / Edit Anchor Dialog Box

Description

The **Insert/Edit Anchor** option lets you place a frame anchor into text placed in the underlying page. Any time the **Re-Anchor Frames** command is executed, the referenced frame is automatically moved to the same page as the text anchor.

Application

- Insert a location in text to which frames will be anchored.

Operation

Place the text cursor where you wish to insert an anchor point and then select the **Insert/Edit Anchor** option. The **Insert/Edit Anchor** Dialog Box shown in figure 5-8 appears. Type the name of the frame you wish to reference. The name must match the name entered in the **Anchors & Captions** Dialog box. If it doesn't, an error message appears during the Re-Anchor Frames operation.

The frame can be placed either before or after the line which contains the frame anchor. If **Fixed, On Same Page As Anchor** is chosen, the frame's position on a new page is identical to its position on the old page.

☞ Always check each page after you Re-Anchor Frames to make sure that no frames have been pushed off the edge of the page, and that no frames overlap.

Remove text/file

```
REMOVE FILE

  File Name:  NOZZLE  .GEM|

  Remove from:  List of Files   [ Frame ]

                        [ OK ]    [ Cancel ]
```
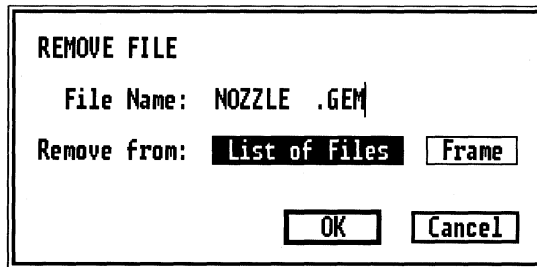
Figure 5-9   Remove File Dialog Box

Description

Remove Text/File completely removes a file and its contents from a frame or the Assignment List. The file is **not** deleted from disk. (Use **Delete Matching Files** in the **DOS Files Operations** option to delete files from disk.)

Application

- **Remove Text/File (from list of files)** is used when the wrong file has been placed in a chapter.
- **Remove Text/File (From frame)** is used to create an empty frame. This is useful when you have set a frame's margins, columns, ruling lines, background pattern, etc., and you want to use Copy Frame and Paste Frame to create additional frames with these identical settings, but with nothing in them.

Operation

To remove a file name from either the list of files in the Assignment List or from a frame or page:

➤ Activate the Frame Setting function.

➤ Select the frame whose contents you wish to remove.

➤ Select Remove Text/File in the Edit menu. The Dialog Box shown in Figure 5-9 appears.

➤ To remove the file from both the frame **and** from the list of files in the Assignment List, select **Remove from List of Files**

➤ To remove the file from the frame or page only, but keep the file name in the Assignment List, select **Remove from Frame**.

☞ It is a good idea to remove excess files from the Assignment List, since excess files slow down the time it takes to open a chapter. Also, all **text** files in the Assignment List are loaded into memory, whether or not they are placed anywhere in the chapter.

You can place a file into a frame which already contains a text or picture file by selecting the frame and then selecting a file from the Assignment List. A **Remove from Frame** operation is automatically performed on the file already in the frame.

File type/rename

```
┌─────────────────────────────────────────────────┐
│  FILE TYPE / RENAME                              │
│                                                 │
│     Old Name:  C:\TYPESET\BOOK.TXT_____  │
│                                                 │
│  ▶ New Name:  C:\TYPESET\NEWBOOK.TXT_____  │
│                                                 │
│    Text Format:  [ Generated ] [ ASCII ] [ WordStar US ] [ MultiMate ]│
│                                                 │
│                  [ MS-Word ] [ Writer US ] [ WordPerfect ]│
│                                                 │
│                  [ WordStar UK ] [ Writer G-1 ] [ XyWrite ] [ DCA ]│
│                                                 │
│                                    [  OK  ] [ Cancel ]│
└─────────────────────────────────────────────────┘
```

Enter new text file name on this line
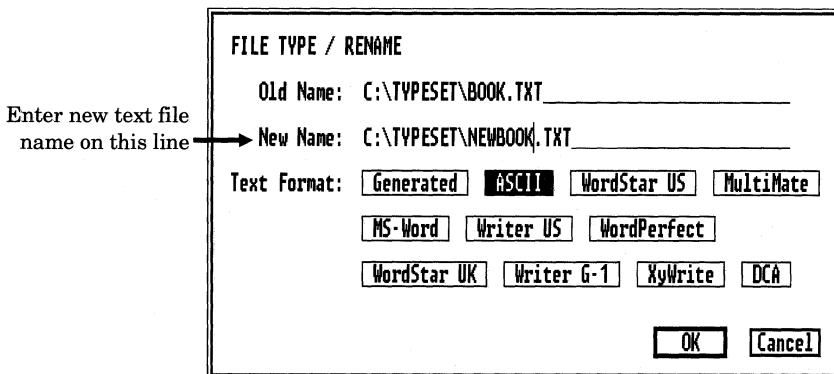
Figure 5-10   File Type/Rename Dialog Box. A new file called NEWBOOK.TXT will be created the next time the chapter is saved.

Description

File Type/Rename lets you change the name of any text file placed in a frame or page.

Application

- Assign a new name to the text file. The next time the chapter is saved, a new text file is created. The file with the old name remains unchanged.
- Convert from one wordprocessor format to another. This option lets you use text files from several wordprocessors, and yet save each file in a common format.
- Convert caption frames to text files.

Operation

➤ Enable the Frame Setting function.
➤ Select the page or frame which contains the text file to be renamed or converted.

➤ Select the File Type/Rename option in the Edit menu. The dialog box shown in Figure 5-10 appears.
➤ Enter the new file name on the **New Name:** line
➤ Select the wordprocessor format to be used.

When the chapter is next saved, a new text file is created, and the chapter will then point to this new file instead of the old file. The old text file remains unchanged.

☞ A new file is not actually created until the chapter is saved.

If you select a frame which contains a caption, then you will not only change the file name and file type, but will also cause the text to be stored in a separate file rather than in the chapter's caption (**CAP**) file.

VIEW MENU

```
┌─────────────────────────────────┐
│ View                            │
│  Facing Pages View              │
│ ⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃       │
│  Reduced View          ^R       │
│√ Normal View (1x)      ^N       │
│  Enlarged View (2x)    ^E       │
│ ⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃⌃       │
│  Frame Setting         ^U       │
│  Paragraph Tagging     ^I       │
│√ Text Editing          ^O       │
│  Graphic Drawing       ^P       │
└─────────────────────────────────┘
```
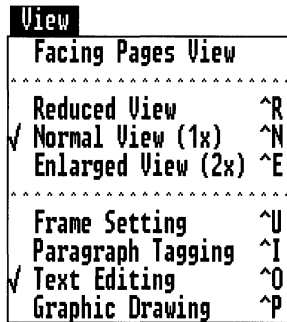
Figure 5-11   View Menu

Description

The **View menu** provides four different ways to present the chapter on your computer screen:

- Facing Pages View
- Reduced View
- Normal Page View (1X)
- Enlarged View (2X)

It also provide an alternative way to enable each of the four major functions when the Side-bar is hidden.

Application

- Check the overall layout of a page.
- Place frames (easier when you can see the whole page)

Operation

Select the desired option in the View menu (Figure 5-11.) Views can also be selected from the keyboard by pressing a combination of the **Ctrl** key and one of the following keys:

View	Key
Reduced View	R
Normal View	N
Enlarged View	E

Normal Page View is used to edit and read text. This view provides the most accurate view of the final printed page. Use Enlarged View to check picture details and graphic placement. Use reduced view to place frames and check overall layout.

In reduced view and facing pages view, text which is too small to be read on the screen is "greeked," meaning that a line of the appropriate height and length replaces the actual text. Greeking decreases the time needed to redraw the page on the screen. You can set the size of text to be greeked in the Set Preferences option in the Options menu.

When changing to a more magnified view, you can zoom into a specific area of the page as follows:

➤ Place the mouse cursor at the spot which will be the upper left corner of the more magnified view.
➤ Use the keyboard shortcuts shown above to change view

☞ In Facing Pages View, you cannot drag frames from one page to another. Use Cut, Copy, Paste instead. Facing Pages View is only available when Double Sided printing is enabled in the Page Layout option.

To enable any of the four Xerox Ventura Publisher functions, select the appropriate option in the View menu, or press a combination of the **Ctrl** key and one of the following keys:

Function	Key
Frame Setting	U
Paragraph Tagging	I
Text Editing	O
Graphic Drawing	P

PAGE MENU

```
┌─────────────────────────────┐
│ Page                        │
│  Page Layout...             │
│  Widows & Orphans...        │
│ ^^^^^^^^^^^^^^^^^^^^^^^^^^^  │
│  Chapter Counter...         │
│  Page Counter...            │
│  Auto-Numbering...          │
│  Renumber Chapter    ^B     │
│  Re-Anchor Frames           │
│ ^^^^^^^^^^^^^^^^^^^^^^^^^^^  │
│  Headers & Footers...       │
│  Turn Header On             │
│  Turn Footer On             │
│  Footnote Settings...       │
│ ^^^^^^^^^^^^^^^^^^^^^^^^^^^  │
│  Insert/Remove Page...      │
│  Go to Page...       ^G     │
└─────────────────────────────┘
```
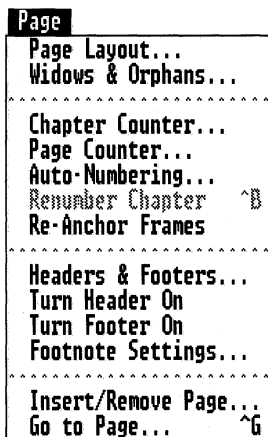
Figure 5-12   Page Menu

Description

The **Page menu** controls page formatting for the entire chapter. (The Frame menu, on the other hand, controls formatting for each individual frame.)

The individual options available in the Page menu are described on the following pages.

Page Layout, Widow & Orphan, Auto-Numbering, and Footnote Settings are stored in the style sheet. All other settings are stored with the chapter.

Page layout

```
┌─────────────────────────────────────────────┐
│ PAGE LAYOUT                                   │
│                                               │
│ Orientation:  ▓Portrait▓  [Landscape]         │
│                                               │
│ Paper Type:  [Half] ▓Letter▓ [Legal] [Double] [B5] [A4] │
│              [Broad Sheet]                    │
│                                               │
│ Dimensions:  8.5 x 11 in.                     │
│                                               │
│      Sides:  [Single] ▓Double▓                │
│                                               │
│   Start On:  [Left Side] ▓Right Side▓         │
│                                               │
│    Kerning:  ▓Globally On▓ [Globally Off]     │
│                                               │
│                              [  OK  ] [Cancel]│
└─────────────────────────────────────────────┘
```
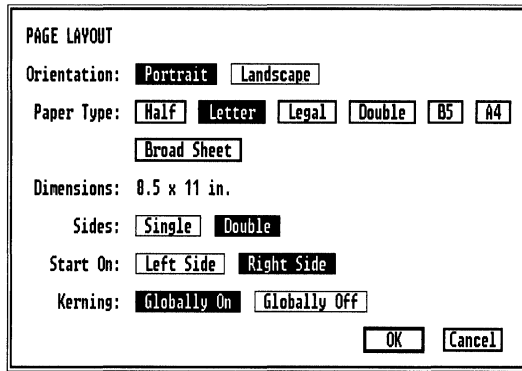
Figure 5-13   Page Layout Dialog Box. Settings shown are typical.

Description

Page Layout defines the physical size of the paper used in the printer, printing orientation, and selection of either single or double sided formatting.

Application

Page Layout is used to:

- Change between portrait and landscape (Figure 5-14) display and printing.
- Change paper sizes:
  - Half (8 ½ x 5 ½ inch)
  - Letter (8 ½ x 11 inch)
  - Legal (8 ½ x 14 inch)
  - Double (11 x 17 inch)
  - B5 (17.6 x 25 centimeters)
  - A4 (21 x 29.7 centimeters)
  - Broad Sheet (18 x 24 inch)
- Enable different formatting on left and right pages
- Turn kerning completely off

Operation

Select the Page Layout option in the Page menu. The Page Layout Dialog Box is shown in Figure 5-13. Select first whether you want the chapter to be printed in Portrait or Landscape.

Next, select the physical size of the paper on which your chapter will be printed. Smaller formats can be printed on printers that only handle one size paper by increasing the underlying page's margin settings in the Margins & Columns menu.

Finally, select either Single- or Double-sided formatting, and whether the first page should start on the Left Side or Right Side. If Single-sided formatting and Start On Left Side are both enabled, only the Left Side settings for headers & footers, margins, column widths, vertical rules, and tag (In From Left, In From Right) spacing are applied to each page. The same comment applies to Single-sided formatting and Start On Right Side.

Portrait
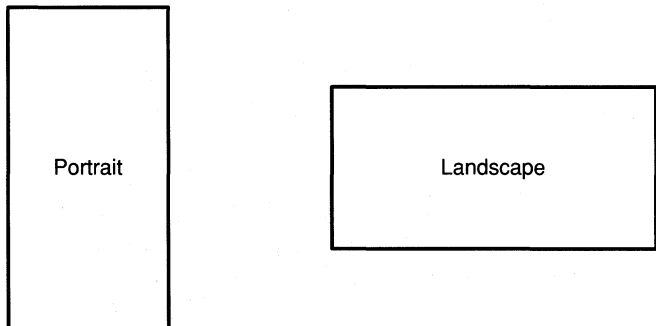
Landscape

Figure 5-14   Portrait vs. Landscape printing

The Facing Pages option in the View menu only works when Double-sided printing is selected.

☞ Double-sided must be enabled in order to allow different headers & footers, margins, column widths, vertical rules, and tag (In From Left, In From Right) spacing settings for left and right pages.

11 x 17 and Broadsheet

If 11 x 17 is chosen, a Dialog Box appears at print time which gives you three choices: Shrink, Overlap, and Nothing.

Choose **Shrink** if you want to reduce the entire 11 x 17 page to fit on an 8 ½ x 11 sheet. (This option only works on PostScript printers.) Choose **Overlap** if you want to print four 8 ½ x 11 pages which can be pasted together to form one 11 x 17 page. Choose **Nothing** if your printer can actually print an 11 x 17 page. If Broadsheet is selected, you can also Shrink (if you have a PostScript printer), or print in strips. This latter option prints three strips, each 24 inches long, and is used with certain typesetting machines. This option is not intended for use with laser printers.

Kerning

Kerning can be turned off globally by selecting Globally Off. This overrides the paragraph tag settings but does not change them. If kerning is turned Globally On, kerning will once again be enabled for those paragraph tags which specify Kerning On in the Typographic Controls menu.

Page Layout settings are stored in the style sheet file.

Widows & Orphans

```
┌─────────────────────────────────────────┐
│  WIDOWS & ORPHANS                         │
│                                           │
│              Minimum Isolated Lines       │
│      At Top (Widow):  [1] [2] [3] [4] [5] │
│   At Bottom (Orphan): [1] [2] [3] [4] [5] │
│                                           │
│                           [ OK ] [Cancel] │
└─────────────────────────────────────────┘
```
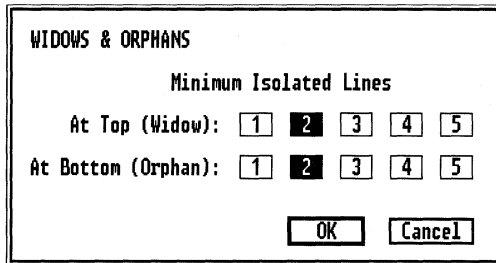
*Figure 5-15   Widow & Orphan Dialog Box. The set-
tings shown here are the normal default settings.*

Description

A widow is a single line of text at the top of a page or
column which has been separated from the
paragraph that finishes the previous page or column.
An orphan is a single line of text at the bottom of a
page or column which has been separated from the
paragraph that starts the next page or column (see
Figure 5-16.) The **Widow and Orphan** control in-
creases or decreases the number of lines that can be
widowed or orphaned.

Application

 • Improve the look of chapters.

Operation

Select the Widows & Orphans option in the Page
menu. The **Widows & Orphans** Dialog Box, shown
in Figure 5-15, appears. To change the current set-
ting, move the mouse cursor to the widow or orphan
number and select the minimum number of lines to
leave at the top or bottom of the page or column.

A default setting of 2 means that at least two lines must remain on the previous page or column or be forced to the next page/column, when possible.

Widow & Orphan settings are stored in the style sheet file.
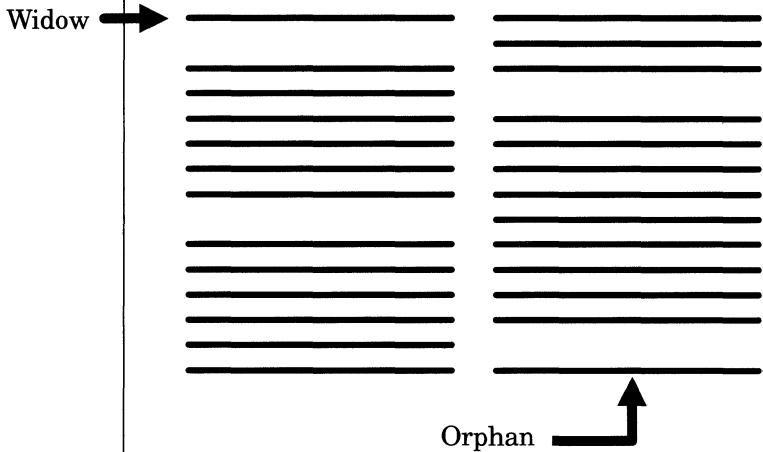
Figure 5-16   A single line widow at column top and single line orphan at column end

Chapter counter

```
┌─────────────────────────────────────────────────┐
│  CHAPTER COUNTER                                  │
│                                                   │
│  Restart Counting:  [Yes] [No]                    │
│                                                   │
│     With Number:  0034|                           │
│                                                   │
│  Number Format:  [1,2]  [A,B]  [a,b]  [I,II]  [i,ii] │
│                  [One, Two] [ONE, TWO] [one, two] │
│                                                   │
│                              [OK]  [Cancel]       │
└─────────────────────────────────────────────────┘
```
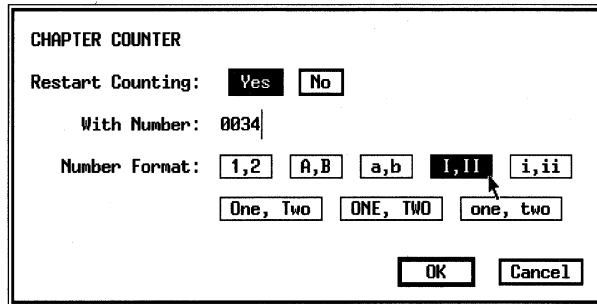
*Figure 5-17   Chapter Counter Dialog Box. The chapter number in this example will print as **XXXIV**.*

Description

The **Chapter Counter** sets the chapter numbering style to arabic numerals (1, 2, 3...), roman numerals, letters (A, B, C...) or text (One, Two, Three....) In addition to setting the numbering style, it can also set the chapter number itself.

Application

Set numbering style for a chapter. For instance, book introductions are often numbered in lower case roman numerals, the body of the book in arabic or text, and the appendices in letters.

Operation

To start chapter numbering at a number other than one, select the Chapter Counter option in the Page menu. When the **Chapter Counter** Dialog Box appears (Figure 5-17), select **YES** next to **Restart Counting**. The words **With Number:** change from

gray to black and a text cursor appears next to the page number. Enter the starting chapter number.

Next, select the appropriate number format.

☞ Only one chapter number is allowed per chapter.

If the Chapter Counter is not set, the default chapter number for any new chapter is **one**, displayed in arabic.

Chapter numbers can be placed in Section Numbers, Captions, Headers, Footers, Table of Contents, and Indexes.

Page counter

```
┌─────────────────────────────────────────────────┐
│  PAGE COUNTER                                     │
│                                                   │
│  Restart Counting:  [ Yes ]  [ No ]               │
│                                                   │
│     With Number:  0022│                           │
│                                                   │
│  Number Format:  [ 1,2 ]  [ A,B ]  [ a,b ]  [ I,II ]  [ i,ii ] │
│                                                   │
│                  [ One, Two ]  [ ONE, TWO ]  [ one, two ] │
│                          ▲                        │
│                                                   │
│                              [ OK ]   [ Cancel ]  │
└─────────────────────────────────────────────────┘
```
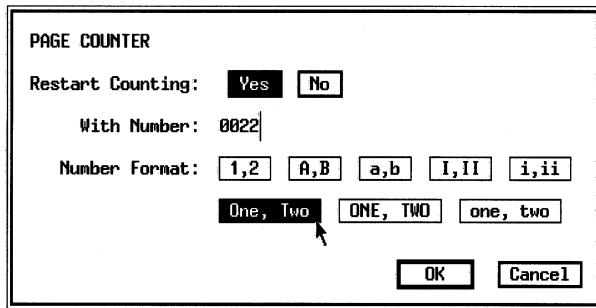
*Figure 5-18   Page Counter Dialog Box. Page num-
bering re-starts on this page. Prints as **Twenty-Two**.*

Description

The **Page Counter** sets the page numbering style to
arabic numerals (1, 2, 3...), roman numerals, letters
(A, B, C...) or text (One, Two, Three....) It can also
force the page numbering to start at a new number
on any given page.

Application

• Set numbering style for a chapter.
• Continue page numbering from last chapter

For instance, book introductions are often numbered
in lower case roman numerals, the body of the book
in arabic or text, and the appendices in letters.

When a whole series of chapters are to be printed
using the **Multi-Chapter** feature, you may want to
consecutively number all chapters. To do this, use the
page counter option to set the page number on the
first page of each chapter. The page number you set
should be one greater than the last page of the pre-
vious chapter.

Operation

The page counter can be restarted on *any* page in the chapter. To change the numbering of any page, first go to that page, and then select the Page Counter option in the Page menu. When the **Page Counter** Dialog Box appears (Figure 5-18), select **YES** next to **Restart Counting**. The words **With Number:** change from gray to black and a text cursor appears next to the current page number. Enter the new page number. In Figure 5-18, the page counter is set to restart at page 22 and to number the pages in English. Next, select the appropriate number format.

The Page Number Indicator in the lower left corner of the computer screen is **not** changed by the Restart Counting option. This on-screen page counter simply shows the number of pages relative to the start of the chapter. All references to page number within Xerox Ventura Publisher, other than **Restart Counting With Number:** refer to this on-screen page number.

The page numbers specified in the To Print option refer to the page numbers shown in the on-screen page counter, not the numbers set by the page counter.

The default page number for any new chapter is page 1, arabic (i.e., 1,2.)Page numbers can be placed in Headers, Footers, Table of Contents, and Indexes.

Auto-numbering

```
AUTO-NUMBERING

  Usage:  [On] [Off]

  Level 1:  [*Heading 1,1]._____
  Level 2:  [*Section Sub,1]._____
  Level 3:  [*Minor Head,1]_____
  Level 4:  _____
  Level 5:  _____
  Level 6:  _____
  Level 7:  _____
  Level 8:  _____
  Level 9:  _____
  Level 10: _____

  Inserts:  [Chapter #] [1,2] [A,B] [a,b] [I,II] [i,ii]

            [Suppress Previous Level] [Text Attr.]
                                              [OK] [Cancel]
```
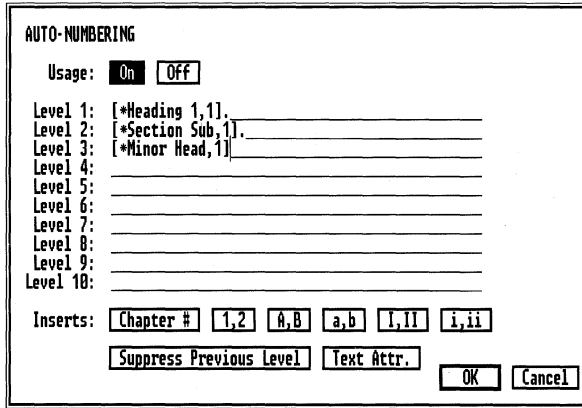
*Figure 5-19   Auto-Numbering Dialog Box. Three
levels of numbering shown, with periods after the first
two levels.*

Description

Auto-Numbering automatically inserts section
numbers before tagged paragraphs. These section
numbers can contain any combination of numbering
styles and punctuation. For example:

1. Major heading
1.1 Sub heading
1.2 Sub heading
1.2.1 Sub-sub heading

Application

• Technical manual section numbers
• Outlines
• Automatic headings

Operation

Select the Auto-Numbering option in the Page menu. The **Auto-Numbering** Dialog Box, shown in Figure 5-19, appears. Select the **On** option at the top of this Dialog Box in order to enable Auto-Numbering. Next, **insert**, on the **Level 1** line, the auto-numbering style for the top level paragraph. To do this, place the text cursor on the Level 1 line and then choose either the **1, 2**; **A, B**; **a, b**; **I, II**; or **i, ii** options. If you select arabic numbering (i.e., 1, 2), this places the words:

```
[*tag name,1]
```

on the Level 1 line. Use the keyboard cursor and backspace keys to replace the words **tag name** with the actual tag name of the highest level paragraphs you want numbered. You must type the tag name exactly as it appears in the Assignment List, although upper and lower case letters don't matter. For instance, to number all sections tagged with a tag called **Heading 1**, the level one line looks like this:

```
[*Heading 1,1]
```

If you then select **OK**, an arabic number is inserted before every paragraph tagged with **Heading 1**. Each succeeding Heading 1 paragraph is numbered consecutively, even if other paragraphs intervene.

To start numbering with a number other than one, enter this number just inside the right bracket. For instance to start numbering with the number 3, the above example would be modified to look like this:

```
[*Heading 1,1,3]
```

This starting number is optional. If omitted, one is assumed. The starting number is always entered in arabic.

Repeat the above procedure for each additional level you wish to number automatically. Add punctuation, such as periods or hyphens, that you want to appear in the numbering. For instance, if you want paragraphs tagged with the tag name **Section Sub** to be numbered with arabic numerals, followed by a period, the Level 2 line would look like this:

```
[*Section Sub,1].
```

☞ Each time a tagged paragraph is encountered, the numbers for all paragraphs tagged below that level are reset to their initial count

Section numbers are only added, deleted, or changed when you make a change in the Auto-Numbering menu or when you select the **Renumber Chapter** option in the Page menu.

Section numbers cannot be edited.

Suppress previous level

It is often unnecessary to include the numbers of higher level paragraphs in section numbers at the lower levels. Some numbering schemes, such as that used in a typical outline, only display one level of numbering with each paragraph. To suppress printing of the higher level numbers, select **Suppress Previous Level**. This places a **[-]** at the current text cursor position. This should be inserted as the very first item on the line. Figure 5-20 shows the settings for an outline that follows standard conventions (uppercase Roman letters, followed by uppercase letters, followed by arabic numbers.)

```
┌─────────────────────────────────────────────┐
│  AUTO-NUMBERING                               │
│                                               │
│    Usage:  [On]  [Off]                        │
│                                               │
│    Level 1:  [*Main,I]._____       │
│    Level 2:  [·][*Sub Head,A]._____       │
│    Level 3:  [·][*Minor Head,1]._____       │
│    Level 4:  |_____       │
│    Level 5:   _____       │
│    Level 6:   _____       │
│    Level 7:   _____       │
│    Level 8:   _____       │
│    Level 9:   _____       │
│    Level 10:  _____       │
│                                               │
│    Inserts:  [Chapter #] [1,2] [A,B] [a,b] [I,II] [i,ii] │
│                                               │
│              [Suppress Previous Level] [Text Attr.]     │
│                                       [OK] [Cancel]     │
└─────────────────────────────────────────────┘
```
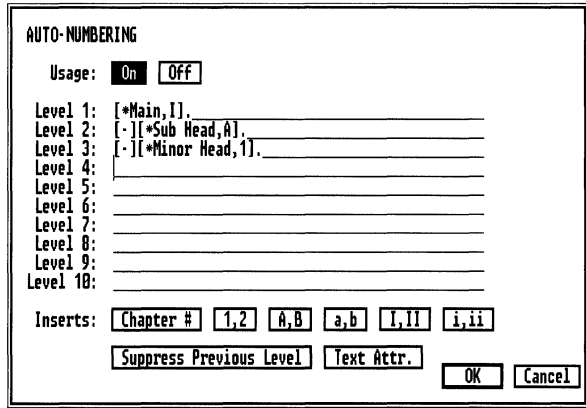
Figure 5-20   Numbering for outline. Note the [-] *at the beginning of levels 2 & 3 to suppress printing of previous level numbers.*

☞   Only text in underlying pages can be auto-numbered. Text in frames and box text will not be numbered.

Advanced operation—Section number tags

The tag names specified in the auto-numbering Dialog Box specify which paragraphs should be numbered. The numbers which Xerox Ventura Publisher creates are then automatically tagged. These **generated** tag names are Z_SEC1, Z_SEC2, ... Z_SEC8. These names cannot be changed. **Generated** tags are not shown in the Assignment List, unless requested in the **Set Preferences** option.

Initially these generated tags have the same attributes as Body Text, but these attributes can be changed just like any other tag. You can change these tags so that section numbers are placed on the same line with their associated paragraphs as shown on the following page.

Change the **section number's** tag attributes to:

Font   Same as
                                      paragraph tag
Alignment   Left
Spacing   No space below
Line Break   Before
Ruling Lines Above   As desired
Ruling Lines Below   None

Change the **paragraph's** tag attributes to:
Font   Same as section tag
Alignment   Indent relative to
                                      previous line,
                                      plus one pica
Spacing   No space above
Line Break   After
Ruling Lines Above   None
Ruling Lines Below   As desired

Figure 5-21 shows the results of changing the tags.

8.5. TIPS, TRICKS, AND TECHNIQUES

8.5.1 Text Blocking (Run Arounds)

Section num-
bers placed
on same line
with the
headings

Placing text around an irregular object is called a **Run Around**. Normally, Ventura Publisher automatically "flows" text around rectangular Frames. However, text can also be made to flow around irregular objects. The technique for doing this, which involves turning **Text Flow Around** off in the Frame Menu, is described under the **Layout** heading in the Reference Section.

8.5.2 Creating Multiple Frames

Figure 5-21   Generated numbers placed on line with headings

During text editing, some paragraphs may draw over the first line of the previous paragraph if you set the tags as described above. However, if you change the **Line Break** for all other tags in your style sheet from **Before** to **After**, you eliminate this effect.

Chapter numbers

Chapter numbers can be included at any level by selecting the **Chapter #** option in the auto-numbering Dialog Box. This places **[C#]** at the current text cursor position and automatically inserts a chapter number into the section number.

Advanced operation—Suppress numbering

If you create an outline or a numbered list using the approach shown in Figure 5-20, you cannot reset the *top* level number back to one. If you want to have several *independent* numbered lists within the same chapter, you need a way to reset numbering.

You could place **Body Text** as the tag name on level 1, and then create your numbered list hierarchy starting on level 2. Thus, as soon as any body text paragraph is encountered, the outline or list numbering resets. However, every body text paragraph will now be numbered. Fortunately, you can suppress numbering at any level merely by deleting the paragraph numbering type. For instance, if you wanted to use body text to reset numbering, then you would place the following on the level 1 line:

```
[*Body Text]
```

Note that numbering is removed

This trick works with any paragraph tag, not just body text.

Advanced operation—Auto-text addition

You can place text on any level, either before or after the tag name. Figures 5-19 and 5-20 show periods placed after some of the tag names. Any other text can be placed on these lines. If the section number is suppressed as described above, you can add text to the beginning of every paragraph tagged with the designated tag. For instance, to place the words **Daily Times:** at the beginning of every paragraph tagged as a **Question** (as is often done in interviews), type **[*Question]Daily Times:** at the appropriate level.

Text attributes

Any of the text attributes (e.g., bold—**<B>**) shown in Appendix D can be used in section numbering. These attributes must be placed outside the command brackets (i.e., **[ ]**)

Example: To change the word **Times** in the above example to bold italic, type **[*Question]Daily <BI>Times:<D>** at the appropriate level.

Renumber chapter

Description

Renumber Chapter updates the numbering of paragraphs defined in the Auto-Numbering option.

Application

- Renumber the entire chapter according to the Auto-numbering settings

Operation

Select Renumber Chapter in the Page menu, or press and hold the **Ctrl** key and then press **B**. The entire chapter is immediately renumbered. Select Renumber Chapter any time you want to update section numbering. Removing or retagging section numbered paragraphs also requires that you renumber the chapter.

☞ Section numbers are not added, deleted or modified during text editing. You must Renumber Chapter to update section numbers.

Section numbers are not saved in the text file. Instead, they are regenerated each time the chapter is loaded.

Re-anchor frames

Description

Re-Anchor Frames moves every frame in the chapter to the page on which its anchor appears. A frame is not moved if no anchor has been set for it in the Anchors & Caption option, or if the anchor name set for the frame does not match any anchor name in the text.

Application

* Move frames to anchor points in the text

Operation

If the frame anchor name specified in the Anchors & Captions option matches a frame anchor name in the text, the frame moves to a new location when Re-anchor Frames is selected.

To operate:

➤ Select the Re-Anchor Frames option in the Page menu.
➤ A Dialog Box appears. Choose whether you want to re-anchor only the frames on this page, or all the frames in this chapter.
➤ Go to each page to make sure that frames have been moved to a desireable location.

If frames are anchored above or below a point in the text, and that text is currently at the top or bottom of the page, the re-anchor operation will move those frames into the upper and lower margins. These frames must be re-located manually, as described in the Functions chapter, after the re-anchor operation.

If the anchor name in the text does not match the anchor name given to the frame, Xerox Ventura

Publisher displays a message on the screen during the re-anchor process. You can then correct the name of the anchor in the text before the re-anchor process continues.

Headers & footers

```
┌─────────────────────────────────────────────────────┐
│ HEADERS & FOOTERS                                     │
│                                                       │
│  Define:  [ Left Page Header ]  ▐ Right Page Header ▌  │
│                                                       │
│           [ Left Page Footer ]  [ Right Page Footer ] │
│                                                       │
│   Usage:  ▐ On ▌  [ Off ]                              │
│                                                       │
│    Left:  [<Heading 1]_____       │
│                                                       │
│  Center:  <P18>Page<P255> [C#]·[P#]_____     │
│                                                       │
│   Right:  [<Chapter Head]_____     │
│           |                                           │
│                                                       │
│ Inserts:  [ Chapter # ]  [ Page # ]  [ 1st Match ]  [ Last Match ] │
│           [ Text Attr. ]  [ Copy To Facing Page ]     │
│                                          [  OK  ]  [ Cancel ] │
└─────────────────────────────────────────────────────┘
```

*Figure 5-22   Headers & Footers Dialog Box. The word **Page** is set to 18 point.*

Description

Headers & Footers defines text which is placed at the top and bottom of each page.

Each header and footer can have three separate entries: One left-justified, one centered, and one right-justified, each up to two lines. Also, you can specify different headers and footers for the left and right page. Thus, pages 1, 3, 5, 7, ... can have a different set of headers and footers than pages 2, 4, 6, 8. Chapter numbers and page numbers can be inserted into any header or footer. Also, the first and/or last occurrence on a page of any paragraph tagged with a specified tag can be copied to the header or footer.

Application

- Create page and chapter numbers
- Automatic section titles
- Directory headings
- Chapter headings

General operation

To use Headers and Footers, select the Headers & Footers option in the Page menu. The **Headers & Footers** Dialog Box (Figure 5-22) appears.

Next, decide where you want to place text (e.g., left, center, right aligned.) For example, to place text at the top center of the left page:

➤ Select **Left Page Header**
➤ Turn Usage **On**
➤ Move the text cursor to the first line opposite **Center**, and enter the text

If **Double** is specified in Page Layout, all settings for a header or footer can be "reflected" to the other page (i.e., the left aligned header on the left page is transferred to the right aligned header on the right page.) To do this, select **Copy to Facing Page**. (The words Copy to Facing Page do not remain highlighted.)

If **Single** and **Start on Left Side** are specified in Page Layout, only the left header and footer are used. The same is true for **Single** and **Start on Right Side.**

☞ If either the right or left header/footer doesn't appear on the screen, make sure to check the Single and Double settings in the Page Layout option. Also check to make sure you have defined a header or footer for both the left **and** the right page. Finally, make sure the header/footer is turned on for this page.

Chapter and page numbering

To place a chapter or page number in the header or footer, select the header/footer location as described above. Next, select **Inserts Chapter #** or **Inserts Page #** at the bottom of the Dialog Box. For page numbering, this automatically places the following on the header or footer line selected:

```
[P#]
```

The symbol for chapter number is **[C#]**.

Chapter and page numbers automatically start with one, unless set by choosing **Restart Counting With Number:** in the Chapter or Page Counter options.

Generated headers & footers

Xerox Ventura Publisher can automatically place tagged text in the header or footer. For instance, suppose you want text tagged with a tag called **Heading 1** to appear left-justified on each right page. To do this, first select **Right Page Header**, place the text cursor on the **Left** line, and then select the **1st Match** option at the bottom of the Dialog Box. You will see the following appear on the Left line:

```
[<tag name]
```

Next, use the cursor and backspace keys to remove the word **tag name** and replace it with **Heading 1**. The text on your Left line should now look like this:

```
[<Heading 1]
```

This command copies the first occurrence of text tagged with the **Heading 1** tag to the top left of every right-hand page. If no text is labeled with Heading 1 on a particular page, the most recent paragraph in the chapter tagged with Heading 1 is used. Any index entries in the tagged text will also be copied to the header or footer. This automatically creates a range of index entries for the entire section.

Top Margin

Header Space Above

Header

Body of Page

Footer

Bottom Margin

Footer Space Above
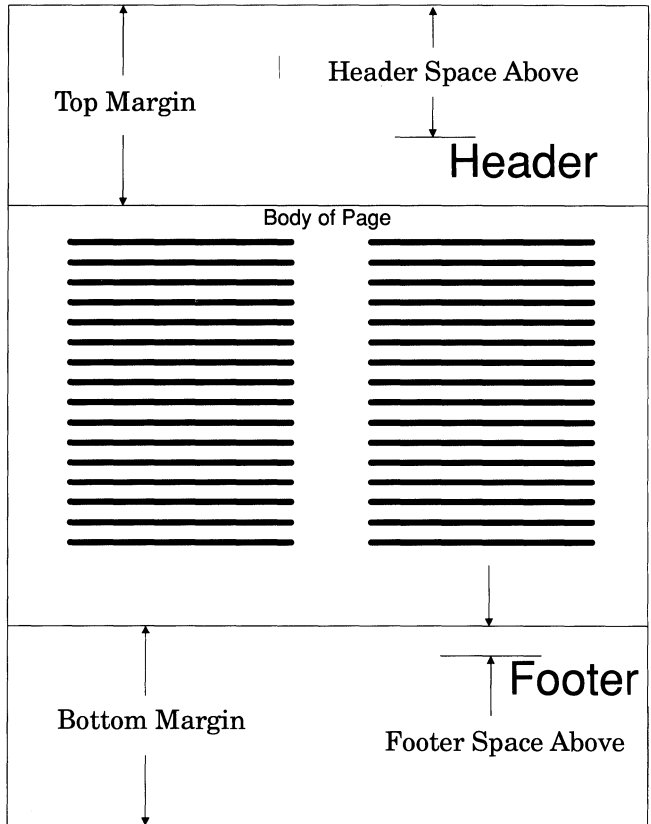
Figure 5-23   Relationship of Header & Footer Above/Below space with Header & Footer Frame margins

Text attribute

The text attributes described in Appendix D can be used to modify the header or footer text. Figure 5-22 shows how these attributes can be used to change the word **Page** to 18 point. This figure also shows how to place text from paragraphs tagged with **Heading 1** and **Chapter Head** into the right header.

Tagging headers & footers

The Z_HEADER and Z_FOOTER tags are automatically created and assigned to Headers or Footers when you select **OK** in the Headers & Footers Dialog Box. When first created, the Header and Footer tags are each assigned Body Text attributes. To place the header closer to the body of the document, increase the header tag's Above space. To place the footer closer to the body of the document, *decrease* the footer tag's Above space. (See Figure 5-23.) To place a ruling line below each header, change the header's tag to add a ruling line below, and so on.

☞ If header above plus below space is larger than the top margin, your document displays with a larger top margin than set in the Margins & Columns option. To correct, select the Paragraph Tagging function, select the header text, and then decrease the above or below space. The same comment applies to footers.

Turn header/footer off (on)

Description

Turn Header Off (On) or **Turn Footer Off (On)** suppresses (enables) the information that has been entered using the Headers & Footers option. Headers or footers can be turned off on a page by page basis throughout the chapter.

Application

- Remove header or footer from the current page

Operation

To turn headers off for the page currently displayed, select the **Turn Headers Off** option in the Page menu. To turn headers back on, select the Turn Headers On option in the Page menu. Turn Footers Off (On) works identically.

☞ Turn Headers Off/On stays associated with the page number shown in the Current Selection Indicator, even if text gets moved from one page to another. Therefore, do not turn headers or footers off until you have finished creating the chapter.

Footnote setting

```
FOOTNOTE SETTINGS

      Usage & Format:   [ Off ]  [ # From Start of Page (1,2,3) ]

                        [ # From Start of Page (User-Defined) ]

                        [ # From Start of Chapter (1,2,3) ]

         Start With #:  0005
      Number Template:  #__

    Position of Number:  [No Shift]  [ Superscript ]  [ Subscript ]

  User-Defined Strings:  1: *___  2: **__  3: ***_  4: ****
                         5: +___  6: ++__  7: +++_  8: ++++

  Separator Line Width:  ~~.~~   fractional pts
      Space Above Line:  24.00
        Height of Line:  01.00|                [  OK  ]   [Cancel]
```

Figure 5-24   Footnote Settings Dialog Box. Settings shown will place a superscripted + next to the first footnote on a page. A one point line will be placed 24 points below the last line of text on the page.

Description

Footnote Settings controls chapter footnote formatting. Footnotes are created using the **Insert Footnote** option in the **Edit** menu.

Application

• Provide quick references to other information

Operation

Select the **Footnote Setting** option in the Page menu. (See Figure 5-24.) Then, select one of the three **Usage & Format** options:

 # From Start of Page (1,2,3.) This re-starts footnote numbering at the top of each page, and numbers each footnote with an arabic number.

 # From Start of Page (User-Defined.) Same
as above, but instead of arabic numbers, each
footnote reference is shown by whatever is
defined on the **User Defined Strings:** line. The
default strings are shown in Figure 5-24, but you
can enter any other characters for up to eight
footnote references per page.

 # From Start of Chapter (1,2,3.) Same as the
first option above, but the numbers continue
increasing throughout the chapter.

☞ You must select one of the three options, or footnot-
ing is not enabled for this chapter.

To start footnote numbering at a number other than
one, place the text cursor on the **Start With #:** line
and enter the starting number. This is useful when
printing a chapter in the middle of a long document.

You can place fixed text immediately before and after
the footnote reference at the bottom of the page by
typing up to three characters on the **Number
Template:** line. The **#** character specifies where to
place the footnote number. For example, typing **(#)**
on this line places parentheses around the footnote
reference number at the bottom of the page.

Next, select your choice of **Subscript, Superscript**,
or **No Shift**. These settings control the vertical place-
ment of the footnote reference number or character.

Finally, if you want to place a ruling line above the
footnotes at the bottom of the page, enter the **Space
Above Line**, **Height of Line**, and the **Separator
Line Width** (the width of this line.) The separator
line width controls the length of the line across the
page.

To turn footnotes off, select the **Off** option and then
select **OK**. Turning footnotes off does not affect the
footnote text stored in the text files. As soon as foot-

notes are turned back on, all footnotes will once again display.

☞ Footnote references can only be placed in the underlying page. Footnotes in frames or in box text are ignored.

Footnotes are placed at the bottom of the page in a frame which is created when footnotes are turned on. This frame is automatically enlarged as additional footnotes are added. If you wish, you can select this frame and change its margins to achieve different footnote formatting. (You cannot, however, change the number of columns in the footnote frame.)

Advanced operation—Footnote tags

The footnote number at the bottom of the page is automatically assigned a tag called **Z_FNOT #**, and the footnote itself is automatically tagged with a tag called **Z_FNOT ENTRY**. Each of these tags can be independently changed to achieve different formatting effects.

☞ If you have specified a large amount of Above or Below space for Body Text prior to turning footnotes on, the frame which is automatically created to hold the footnote will be made much larger than you probably want. To correct, select the Paragraph Tagging function, select the footnote number and then decrease the Above or Below space. Repeat for the footnote text.

Insert page/remove page

```
╔══════════════════════════════════════╗
║  INSERT/REMOVE PAGE                    ║
║                                        ║
║  Operation:  ┌──────────────────────────────────┐ ║
║              │ Insert New Page Before Current Page │ ║
║              └──────────────────────────────────┘ ║
║               ┌──────────────────────────────────┐ ║
║               │ Insert New Page After Current Page │ ║
║               └──────────────────────────────────┘ ║
║              ┌────────────────────┐              ║
║              │ Remove Current Page │              ║
║              └────────────────────┘              ║
║                                                  ║
║                          ┌────────┐  ┌────────┐  ║
║                          │   OK   │  │ Cancel │  ║
║                          └────────┘  └────────┘  ║
╚══════════════════════════════════════╝
```
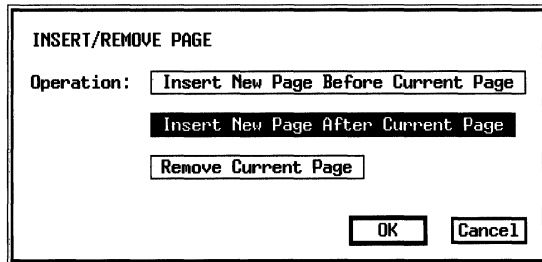
Figure 5-25   Insert / Remove Page Dialog Box

Description

Insert Page lets you insert a blank page anywhere
in your chapter. Text and pictures can then be placed
on this blank page. **Remove Page** removes an in-
serted page.

Application

• Add additional pages when text is place in
  frames (e.g., newspaper layout)
• Remove pages which have been added

Operation

To insert a page, go to the page before or the page
after the position where the new page is to be in-
serted (see Go To Page.) Next, select the In-
sert/Remove Page option. The **Insert/Remove Page**
Dialog Box shown in Figure 5-25 appears. Select
either **Insert New Page Before Current Page** or
Insert New Page After Current Page, depending

on whether the blank page should appear before or after the currently displayed page.

Any text file placed directly in an inserted page (rather than in a frame placed on top of the inserted page) creates a new underlying page, and therefore automatically inserts pages as needed, until all text is placed in the chapter. Text already in the first underlying page will automatically flow around the inserted file. Thus, if text from file number one originally flows from page one to page eight, and a new page is inserted between pages six and seven, the text from file number one will flow from page one to page six, skip page seven, and finish on pages eight and nine. If file number two is then placed on the blank page seven, and if this file takes five pages, then file one will now flow from page one to page six, then finish on pages twelve and thirteen. File two will be placed on pages seven through eleven.

To remove an inserted page, first use the **Remove File** option in the Edit menu to remove the file(s) from the inserted page. Then select **Remove Current Page**. The inserted page is removed from the chapter. You can't remove the current page until all text files have been removed from that page.

Go to page

```
┌──────────────────────────────────────────────────────┐
│ ┌──────────────────────────────────────────────────┐ │
│ │ GO TO PAGE                                        │ │
│ │                                                   │ │
│ │    Relative to:  █Document█  [ File ]             │ │
│ │                                                   │ │
│ │     Which Page:  [ First ] [ Prev ] █Selected█ [ Next ] [ Last ] │ │
│ │                                                   │ │
│ │       ShortCut:  [Home]    [PgUp]         [PgDn]  [End] │ │
│ │                                                   │ │
│ │   Current Page:  0011                             │ │
│ │   Selected Page: 0034                             │ │
│ │                               ██OK██   [Cancel]   │ │
│ └──────────────────────────────────────────────────┘ │
└──────────────────────────────────────────────────────┘
```
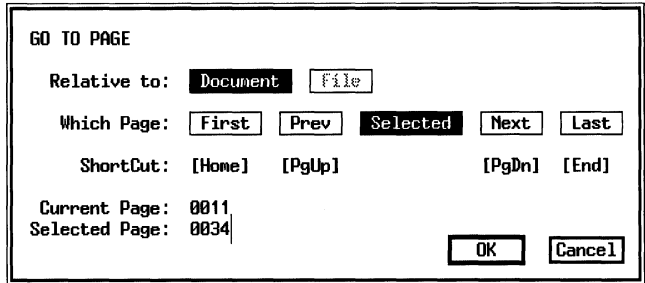
Figure 5-26   Go To Page Dialog Box. Set to go to page 34.

Description

Go To Page lets you go directly to the desired page in your chapter.

Application

- Find a specific page in a long chapter without searching.
- Find the page on which a selected file continues, in a chapter which contains multiple text files.

This is especially helpful in a newspaper or magazine layout where many articles are placed across multiple, non-contiguous pages.

Operation

To go to another page, first select the Go To Page option in the Page menu or press and hold the **Ctrl** key and then press **G**. The **Go To Page** Dialog Box shown in Figure 5-26 appears. Next, select which page to go to. You can go to the first, previous, next or last page in the chapter merely by making one of these selec-

tions and then selecting **OK**. You can also go directly
to a specified page number by choosing **Selected** and
then entering the appropriate page number on the
Selected Page line. The current page number is
shown for reference.

If you want to move forward or back one page at a
time, or go to the beginning or end of a chapter, the
keyboard shortcuts on the Go To Page Dialog Box are
the easiest way to do so. (See Figure 5-26.) Make sure
Num Lock is off.

To halt a Go To Page operation, press the **Esc** key.

When you are creating a newspaper or magazine, it
is possible to have one text file which starts on page
2 and continues on page 34, and another text file that
starts on page 5 and continues on page 12. In a chap-
ter with many files, it can become difficult to find the
next page that contains the remainder of the file. The
Relative To File selection solves this problem. To go
to the next page that contains text from a selected
file:

➤ Select the frame that contains the file
➤ Select the Go To Page option in the Page menu
➤ Select the **File** option
➤ Select **First**, **Prev**, **Next**, or **Last** to go to the first,
    previous, next, or last page which contains text
    from the selected file.

☞ The on-screen scroll bars move within a given page.
    Use the Go To Page function to change pages.

☞ When you are editing text across page boundaries,
    the text cursor must be placed at the desired location
    on the new page before you can resume editing.

FRAME MENU

```
Frame
  Margins & Columns...
  Sizing & Scaling...
  Repeating Frame...
  ----------------------------
  Anchors & Captions...
  Table Counter...
  Figure Counter...
  ----------------------------
  Vertical Rules...
  Ruling Line Above...
  Ruling Line Below...
  Ruling Box Around...
  ----------------------------
  Frame Background...
```
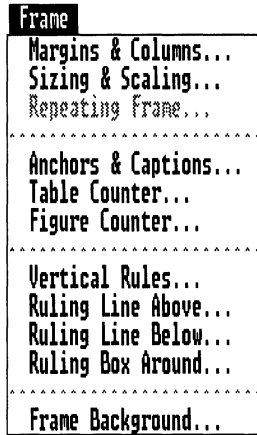
Figure 5-27   Frame Menu.

The **Frame menu** controls the format of frames, as well as the underlying page. The options in the Frame menu include margins, columns, ruling lines, frame sizing and scaling, anchors and captions, and background fill patterns.

The underlying page is like any other frame, except that Margin and Column settings for the underlying page are stored in the style sheet. All other frame settings are stored with the chapter.

Changes made to any underlying page affect all underlying pages, whereas changes made to a frame placed using the Frame Setting function only affect that frame.

Margins & columns

MARGINS & COLUMNS

# of Columns: ☐1☐ ■2■ ☐3☐ ☐4☐ ☐5☐ ☐6☐ ☐7☐ ☐8☐

Settings For: ▮Left Page▮ [Right Page]

	Widths	Gutters		Margins	
Column 1:	04.50	00.50	Top:	01.00	inches
2:	02.50	00.00	Bottom:	01.00	
3:	00.00	00.00	Left:	00.50	
4:	00.00	00.00	Right:	00.50	
5:	00.00	00.00			
6:	00.00	00.00			
7:	00.00	00.00	Calculated Width = 00.50		
8:	00.00	00.00	Actual Frame Width = 00.50		

Inserts: [Make Equal Widths] [Copy To Facing Page]

[OK] [Cancel]

Figure 5-28   Margins & Columns Dialog Box. Left page settings shown.

Description

The **Margins & Columns** option sets the margins for any underlying page or frame, including frames automatically generated by Xerox Ventura Publisher (e.g., headers, footer, footnote, or caption frames.)

For the underlying page or for any frame, **Margins & Columns** sets:

- The top, bottom, left, and right margins
- The number of columns
- The width of each column and inter-column spacing

Application

- Set different margins & columns for each frame

- Set different margins & columns for left and right page (e.g., binding margins)
- Create complementary facing pages
- Move picture placement within a frame

Equal column widths

To set equal column widths, first select the frame or page to be changed. Next select the Margins & Columns option in the Frame menu. The **Margins & Columns** Dialog Box shown in Figure 5-28 appears. Follow these steps to set equal column widths:

➤ Select the number of columns
➤ Set each margin
➤ Set the first inter-column space
➤ Select **Make Equal Widths**

If **OK** is selected at this point, each column is made the same width. Any later changes made to left or right margins, or inter-column width, change the column width.

Unequal column widths

➤ Select the number of columns
➤ Set each margin
➤ Set each column width
➤ Set each inter-column space

After entering all information, but before selecting **OK**, make sure that the **Calculated Width** (which shows the current sum of left margin, right margin, column widths, and inter-column space) equals the **Actual Frame Width**. Xerox Ventura Publisher cannot do this for you because the Margin & Columns menu gives you independent control over each setting, and it is therefore possible to create margin and column widths that don't equal the width of the page or frame. To assure correct formatting, you should adjust the margin and column settings as necessary

to make the Calculated Width equal the Actual
Frame Width.

☞ If the margin and column appearance on-screen do
not match what you specified, check to make sure
that Calculated Width equals Actual Frame Width.

Different left/right page margins

If **Double-Sided** was selected in the Page Layout op-
tion, each frame or page can have different margins
and column widths for the left pages than for right
pages. This is useful for creating binding margins
and for making left pages which look different from
right pages.

To set different margins and columns for left and
right pages, follow the above procedures for either
equal or unequal column widths. However, before
selecting **OK**, select the option **Settings For** the
other page and enter all settings for that page.

If you want the same unequal column widths on both
pages, select Settings For the opposite page and
change its left and right margin settings.

Captions

A frame is automatically created for each caption.
The caption frame's settings can be changed inde-
pendently by selecting the caption frame and setting
its margins. The caption frame can also be selected
and made larger or smaller.

Header & footer frames

A repeating frame is automatically created for
headers and footers. This frame's margins are initial-
ly set to vertically center the header text. You can
change either the frame margins or change the
Z_HEADER and Z_FOOTER tags, described under
the Headers & Footers section, to place the headers

and footers in the desired location within the header or footer frame.

Footnote frames

A frame is automatically created for each footnote. Each frame's margins are initially set to vertically center the footnote text. However, you can select any footnote frame, and then change its margins in order to put the footnote at a different place within the frame. You can also change the footnote tag's spacing to place the text at a different place within the frame.

Sizing & scaling
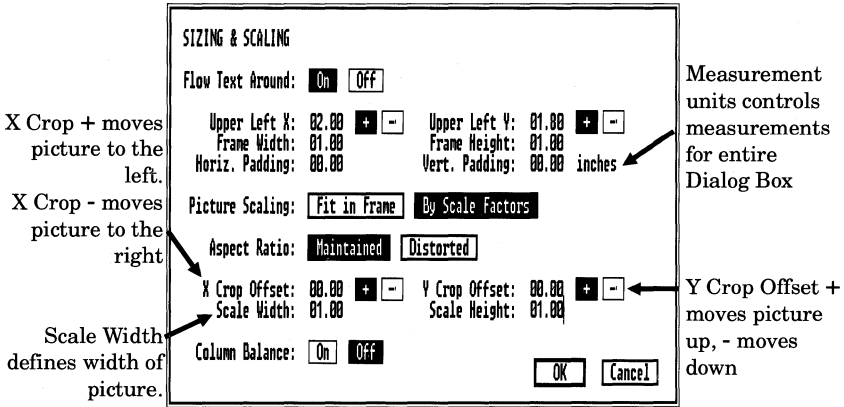
Figure 5-29   Sizing & Scaling Dialog Box

Description

The **Sizing & Scaling** option lets you precisely control the size and placement of frames. It also lets you exactly control picture reduction or enlargement. Finally, this option controls the way text is formatted both within and around a frame.

Application

- Place the frame at a precise location
- Scale pictures
- Crop pictures
- Let text flow under a picture
- Create runarounds
- Help balance columns exactly

Operation—Text flow around

To allow text to flow under a frame, turn **Flow Text Around** off. Use of this feature to make text wrap around pictures is covered in the **Frame Setting**

section in the Functions chapter. If the text contains tabs, text may not completely flow around frames.

Operation—Frame placement

A frame's placement on a page is normally controlled by the mouse. To control the *exact* placement of a frame on a page:

➤ Enable the Frame Setting function
➤ Select a frame
➤ Select the Sizing & Scaling option in the Frame menu
➤ Set the **Upper Left X** and **Upper Left Y** coordinates of the frame. These numbers refer to the distance of the upper left corner of the frame from the upper left corner of the physical page (Figure 5-30).
➤ Set the frame size by modifying the frame's Width and Height settings.
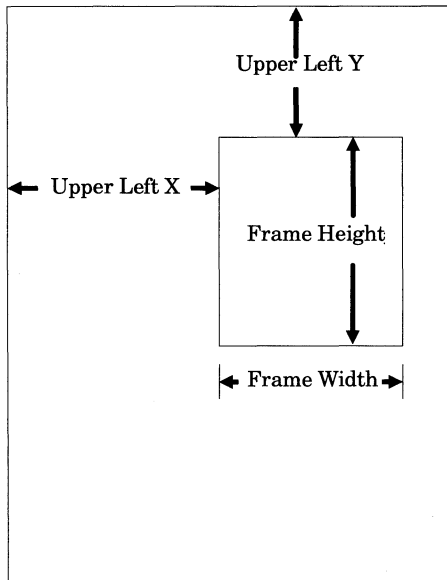
Figure 5-30   X and Y Frame placement defined

Operation—Column balance

Turn column balance on if you want:

- Columns to end at the same place in a frame/page (Figures 5-31, 5-32)
- Multi-column text to balance above a paragraph tagged to extend across the entire frame.

☞ Column balance reduces text formatting speed.

Column balance adjusts the number of lines in adjacent columns, but does not actually change the space between lines or paragraphs (vertical justification.) Therefore, if a two column page contains an odd number of lines, or if text is forced to the next column or page by the widow and orphan or keep-with-next controls, you must add additional space manually between paragraphs, using narrow frames, if you want multi-column pages to balance exactly. (See the
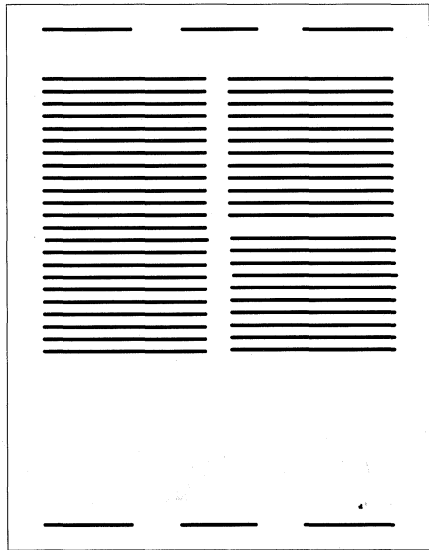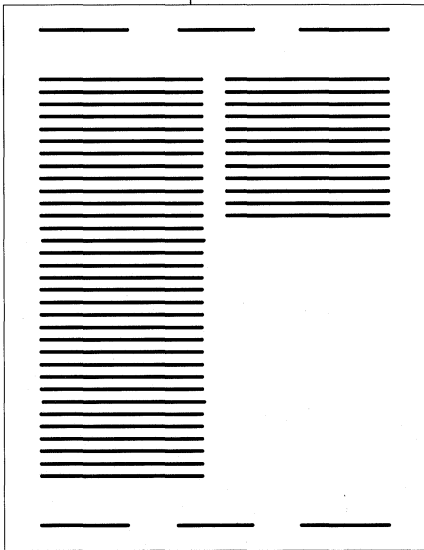
Figure 5-31   Column Unbalance   Figure 5-32   Column Balance

Frame Setting section for instructions on using frames to add space between lines and paragraphs.)

☞ When using a frame-wide tag on a paragraph (other than the first paragraph on a page) you must turn column balance on.

Scaling

When **Aspect Ratio: Maintain** is selected, the height to width aspect ratio of the original picture is maintained as the frame is made larger and smaller (Figure 5-33). By contrast, **Distorted** scales the picture to fill the entire frame minus the frame margins (Figure 5-34).

Scaling options include **Fit in Frame,** and **By Scale Factors**. When Fit in Frame is selected, the picture is scaled to fit in the frame.

By Scale Factors (Figure 5-35) lets you precisely increase or decrease the size of the picture, independent of the size of the frame. Scale Width and Scale Height control the width and height of the pic-
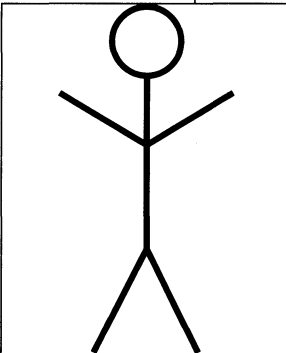
Figure 5-33 Aspect Ratio: Maintain	*Figure 5-34 Same as 5-33, except Distorted.*	*Figure 5-35 Same as Figure 5-34, except scale width & height both doubled, 0.75 inch (+) crop.*
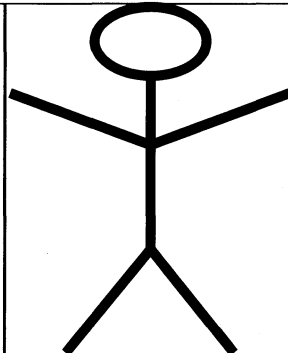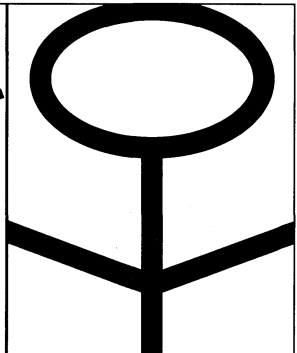
ture. For instance, selecting a Scale Width of 03.00 inches makes the picture exactly three inches wide. When Maintained is selected, only the **Scale Width** can be set. The **Scale Height** is automatically increased or decreased as necessary to maintain the original aspect ratio of the picture.

Ignore any lines that appear on the screen in scaled images. These lines result from the difference in resolution between the scanned image and the computer screen resolution.

To print a scanned image at exactly the same size and resolution at which it was scanned, select **By Scale Factors**.

Actual Picture Size (shaded area)　　Y Crop (+)

Frame (1.25x 1.5 inch)
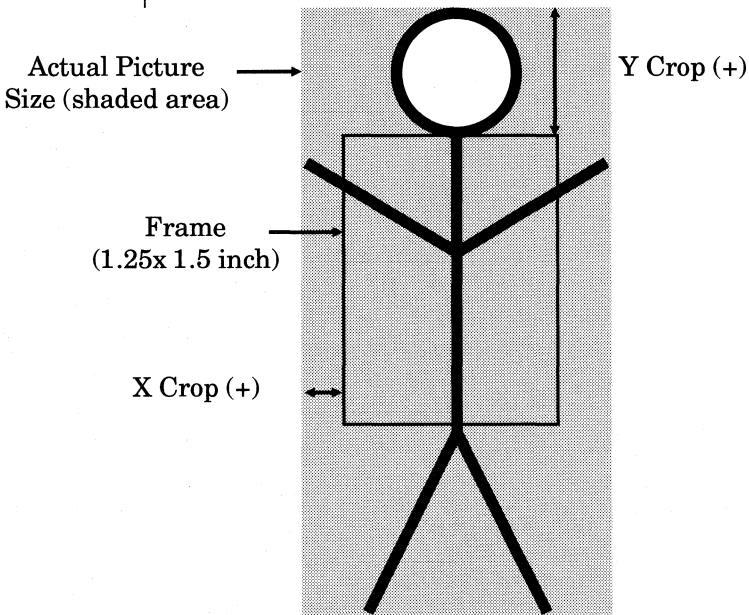
X Crop (+)

Figure 5-36   Cropping for picture which is scaled 1.5 inches in the X direction, 3.0 inches in the Y direction. X Crop Offset is 0.25 inches (+). Y Crop Offset is 0.50 inches (+).

Cropping

Pictures which have been scaled by factors can be cropped. Crop pictures by specifying the X (horizontal) and Y (vertical) amount to move the scaled picture relative to the frame (see Figure 5-36).

If the scaled picture is larger than the frame, you can also crop the picture as follows:

➤ Place the mouse cursor within the frame
➤ Press and hold the Alt key on the keyboard
➤ Press and hold the mouse button
➤ Move the image behind the frame until the desired cropping has been achieved
➤ Release the mouse button and the Alt key

Padding

The Padding settings let you increase space around a frame to keep text from touching the side of a frame.

Repeating frame

```
┌─────────────────────────────────────────────────┐
│ REPEATING FRAME                                   │
│                                                   │
│   For All Pages:  [Off] [Left] [Right] █Left & Right█ │
│   On Current Page: █Show This Repeating Frame█     │
│                                                   │
│                   [Hide This Repeating Frame]     │
│                   [Show All Hidden Frames]        │
│                                                   │
│                              [  OK  ] [Cancel]    │
└─────────────────────────────────────────────────┘
```
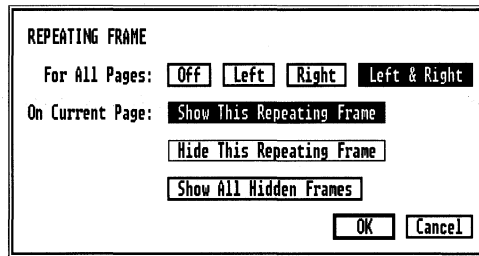
Figure 5-37   Repeating Frame Dialog Box

Description

The **Repeating Frame** option duplicates a frame, its ruling lines, background, and contents, on every page in the chapter.

Application

- Place the company logo on every page of the chapter.
- Place a black box at the edge of every page, thus providing a visual tab that can be seen at the edge of the document.
- Place a large header or footer on every page.
- Eliminate the **Frame Too Complex** message during database publishing

Operation

➤ Create the frame you wish to repeat. If it is to repeat on left pages only, make sure you create it on a left page. (The same comment applies to the right page.)

➤ Place a file into the frame

➤ Add ruling lines, background pattern, etc.

➤ Make sure that this frame is selected

➤ Select the **Repeating Frame** option in the Frame menu.

➤ If you want the frame to appear only on Left pages, select **For All Pages: Left**. If you want the frame to appear only on Right pages, select **For All Pages: Right**.

➤ If you want the frame to appear on both left and right pages, select **For All Pages: Left & Right**. The frame is automatically **reflected** on alternating, pages as shown in Figure 5-38.

To place the frame in the same position on both left and right pages without reflecting:

➤ Copy the frame to the next page. (See the **Copy** option in the Edit menu.)

➤ Select the frame on the left page and make it repeat on all left pages.

➤ Select the frame on the right page and make it repeat on all right pages.

A repeating frame can be selected, but the selection boxes around the edge of the frame are displayed in gray rather than black to alert you to the fact that this frame is a repeating frame. Repeating Frames cannot be cut, copied, or pasted. They can, however,

```
┌──────────────────┐   ┌──────────────────┐
│                  │   │                  │
│    ████████      │   │        ████████  │
│    ████████      │   │        ████████  │
│    ████████      │   │        ████████  │
│    ████████      │   │        ████████  │
│    ████████      │   │        ████████  │
│                  │   │                  │
│    Left Page     │   │    Right Page    │
└──────────────────┘   └──────────────────┘
```
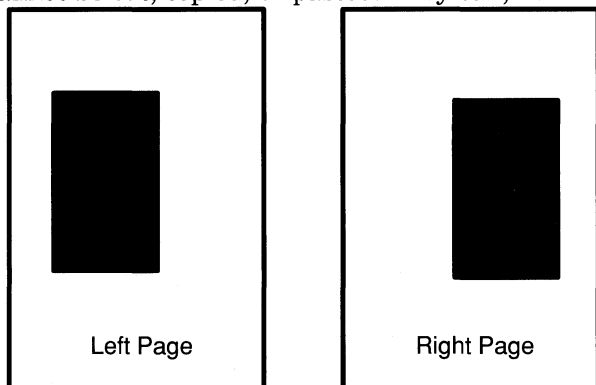
Figure 5-38   Repeating Frames reflected

be re-sized and moved. Any change made to a repeat-ing frame changes every occurrence of that frame.

Up to six frames can be repeated within a chapter. Repeating Frames cannot have captions.

Operation—Hide/delete repeating frames

To remove a repeating frame from the current page only:

➤ Select the frame
➤ Select **Hide This Repeating Frame** in the Repeating Frame option.

To restore this frame to view:

➤ Select **Show This Repeating Frame**. Once you select another frame, however, you must select **Show All Hidden Frames** to make all hidden repeating frames on the current page reappear. You can then selectively re-hide any repeating frame on the current page that you don't wish to see.

To remove a repeating frame from the entire chapter:

➤ Select the repeating frame
➤ Select **For All Pages: Off** in the Repeating Frame option.

The frame is removed from every page except the cur-rent page. Since this is now a normal frame, you can remove it from the page using the **Cut** option in the Edit menu.

Operation—Large headers/footers

To create a header larger than allowed by the Header & Footer function or create a multi-column header:

➤ Turn Headers off
➤ Place a frame at the top of a page
➤ Type the header desired directly into this frame.
➤ Make this frame a repeating frame.

The same technique works for footers. Page numbers, however, can only be placed in a header or footer created with the Headers & Footers function.

Operation—Create more columns per page

Repeating frames can be used to automatically create a large document which contains more columns per page than Xerox Ventura Publisher can normally handle. To do this:

➤ Set the number of columns in the underlying page to at least two columns
➤ Place a text file in the underlying page
➤ Draw a frame. Snap the frame to the top, bottom and both sides of one of the column guides, so that one column is completely covered.
➤ Set the number of columns in the selected frame
➤ Place the same text file into this frame
➤ Select Repeating Frame and make this frame repeat on both left and right pages

On each page, the text will flow from the underlying page first and into the repeating frame second.

If you create several repeating frames, and set more than one column in each frame, you can create documents with more than eight columns.

☞ Do not completely cover the underlying page with repeating frames when using this technique. Some text must still flow into the underlying page.

Anchors & caption settings

```
┌─────────────────────────────────────────────────┐
│ ANCHORS & CAPTIONS                               │
│   Anchor: Nozzle|_____                        │
│                                                  │
│  Caption: [Off]  [Above]  █Below█  [Left]  [Right]│
│                                                  │
│    Label: Figure [C#]-[F#]_____ │
│                                                  │
│  Inserts: [Table #]  [Figure #]  [Chapter #]  [Text Attr.]│
│                                                  │
│                              [   OK   ]  [Cancel]│
└─────────────────────────────────────────────────┘
```
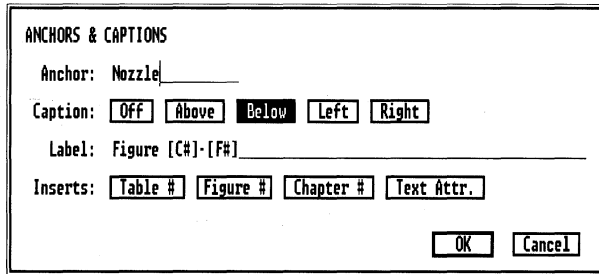
Figure 5-39   Anchors & Caption Setting Dialog Box

Description

The **Anchors & Caption Settings** option lets you:

- Assign an anchor name to a frame
- Attach a caption frame to the left, right, above, or below any given frame. The caption can consist of either automatically generated text or manually entered text.

Two different caption counters—a Table counter and a Figure counter—can be used to number captions. These counters are automatically updated as captions are added and deleted. (See the **Table Counter/Figure Counter** sections.)

All captions for a chapter are stored in a caption file which can later be edited and checked for spelling errors using the ASCII text function of a standard wordprocessor. Be careful not to change the number of paragraphs, or text will appear in the wrong captions.

Application

- Create captions for pictures
- Automatically generate figure/table numbers
- Anchor a picture to a location in the text

Operation—Anchor

Type the anchor name you wish to assign to a frame on the **Anchor** line. This name must match the anchor name inserted into the text. Whenever the Re-Anchor Frame command is executed, this frame will be moved to the page that contains the corresponding anchor reference in the text.

Operation—Generated caption

To create a caption:

➤ Select the frame which is to be captioned
➤ Select the Caption option in the Frame menu
➤ Choose whether the caption is to be placed above, below, to the left or right of the frame.
➤ Type the desired caption on the label line.
➤ Select the Table #, Figure #, or Chapter # options at any point that you want to insert an automatically updated number. Selecting these options places the following codes on the label line:

Inserts	Code
Table #	[T#]
Figure #	[F#]
Chapter #	[C#]

These codes generate table, figure, or chapter numbers. You can use either the table or figure number (not both) plus chapter number in each caption.

For example, if the caption setting shown in Figure 5-39 were the sixth caption in the fifth chapter, and the previous four captions all specified the **[F#]** figure counter, this caption would display as:

```
Figure 5-6
```

Once the caption frame is attached, it always moves with the original frame, even when using Cut, Copy, or Paste. The caption frame can be sized independently from the original frame. To remove a caption, select the frame and turn Position: **Off**.

☞ If no text appears in the caption frame, enable the Frame Setting Function, select the caption frame, and make this frame longer until the caption appears. Then enable the Paragraph Tagging function, select the caption, and adjust the above, below, and in from left/right space as necessary.

Operation—Free-form caption

If you make the caption frame longer, and if you select **Show Tabs and Returns** in the Set Preferences option, you will notice an end of file mark in the caption frame, next to or below the caption. Select the Text Editing function and place the text cursor directly in front of this paragraph mark. You can then type additional text directly into the caption frame in exactly the same manner as you would add text to any other frame in the chapter. By making the caption frame larger, this free-form caption can be made very long.

The text for all captions in the chapter is saved in a caption file which is automatically created when the chapter is saved and given the same name as the chapter, but with the extension CAP. The caption file is an ASCII text file which can be edited with a wordprocessor or checked with a spelling checker.

Advanced operation

Two tags are automatically generated the first time you add a caption to a frame within a chapter: One

for the generated caption (the part entered from the Dialog Box) and one for the free-form caption. These tag names are Z_LABEL FIG, and Z_CAPTION. These names cannot be changed.

The basic attributes for these tags are copied from Body Text, although some changes in the Alignment settings are made (e.g., Z_LABEL FIG is centered.) You can change both caption tags so that free form captions are placed on the same line as generated captions. To do this, change the **generated caption's** tag attributes to:

Font   Same as
                                free form caption

Line Break   Before
Alignment   Left
Spacing   No space below
Ruling Lines Above   (As desired)
Ruling Lines Below   None

Change the **free-form caption's** tag attributes to:

Font   Same as
                                generated caption

Break   After
Alignment   Indent relative
                                to previous line
                                plus 1 pica
Spacing   No space above
Ruling Lines Above   None
Ruling Lines Below   (As desired)

The figure captions in this document consist of two parts: The words "Figure 5-39" are created in the caption Dialog Box, and the remaining text is entered as a free form caption.

Table counter/figure counter

```
TABLE COUNTER

Restart Counting:   Yes  │ No │

    With Number:  0026│

  Number Format:  │1,2│ │ A,B │ │ a,b │ │ I,II │ │ i,ii │
                   │ One, Two │ │ ONE, TWO │ │ one, two │

                                      │ OK │ │ Cancel │
```
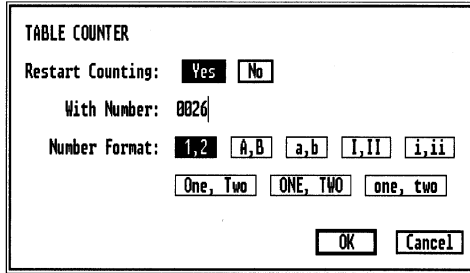
Figure 5-40   Table / Figure Counter Dialog Box

Description

The **Table Counter** sets the table numbering style
to arabic numbers (1, 2, 3, …), roman numerals, let-
ters (A, B, C, …) and text (One, Two, Three, ….) It can
also force the table numbering to start at a new num-
ber.

**The table counter and figure counter work in
the same way.** The only difference is that the Table
Counter affects captions that are numbered with
Table #, whereas the Figure Counter affects captions
numbered with Figure #. The phrase Table Counter
is used throughout this section, but the same com-
ments apply to the Figure Counter.

Application

- Set numbering style
- Start numbering captions at a number other
  than one.

Operation

To start numbering the first table with a number other than one:

➤ Select the Table Counter option in the Page menu
➤ Select **YES** next to **Restart Counting**. The words **With Number:** change from gray to black and a text cursor appears immediately to their right.
➤ Enter the starting table number.

To select a different number format, select the **Number Format** desired.

Restart Counting always restarts the counter to the same number, even if the frame is cut and moved to another location in the chapter.

Vertical rules

```
VERTICAL RULES

      Settings For:  Left Page   Right Page

  Inter-Col. Rules:  On   Off    Width: 00.5_

  Rule 1 Position:  02.00   inches
     Rule 1 Width:  02.00   fractional pts

  Rule 2 Position:  00.00
     Rule 2 Width:  00.00

          Inserts:  Copy To Facing Page

                               OK    Cancel
```
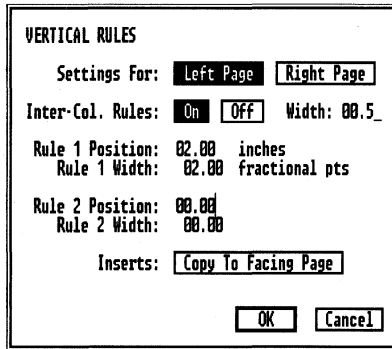
Figure 5-41   Vertical Rules Dialog Box

Description

The **Vertical Rules** option lets you place ruling lines between each column on either left pages, right pages, or both pages. In addition, vertical rules can be placed between columns of text within any frame. Up to two vertical rules can be placed anywhere within a page or within a frame.

Application

- Place rules between columns
- Place rules at edge of page or column (e.g., the vertical rule on this page)

Operation

➤ Select the frame in which you want to place vertical rules.
➤ Select the **Vertical Rules** option in the Frame menu (Figure 5-41.)
➤ Choose whether you want the rules placed on the left or on the right page.

Vertical Rule
Placement Measured
From Edge Of

Vertical
Rule
Within
Frame
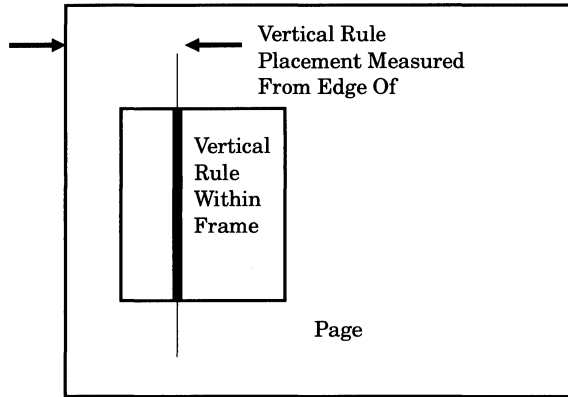
Page

Figure 5-42   Vertical Rule placement is measured from edge of page, not edge of Frame

➤ Turn inter-column Rules **On** and set the inter-column Rules Width to place ruling lines between each column.

➤ Enter Rule Width and the Rule Position for Rule 1 and/or Rule 2. The Rule Position is measured from the left edge of the physical page, not the edge of the frame. It is independent of margin settings.

☞ The dimensions for all vertical rule widths are set by changing Rule 1's width.

If the **same** settings are desired for the opposite page (when Double sided is selected in Page Layout), choose **Copy to Facing Page**. If **different** settings are desired for the opposite page, select **Settings For:** the opposite page, and enter the opposite page vertical rule information as described above.

☞ If you don't immediately see a vertical rule within a frame, the frame is probably in the wrong position on the page relative to the rule. (See Figure 5-42.)

Frame-wide paragraphs interrupt vertical rules. Column-wide paragraphs do not.

Ruling lines

```
┌─────────────────────────────────────────────────────────────┐
│  RULING LINES ABOVE                                          │
│                                                             │
│   Width:  [None]  [Text]  [Margin]  [Column]  ▐Frame▌  [Custom]│
│                                                             │
│   Color:  [White] ▐Black▌ [Red]  [Green]  [Blue]  [Cyan]  [Yellow]  [Magenta]│
│                                                             │
│   Pattern:  [1]  [2]  [3]  [4]  [5]  [6]  [7]  ▐Solid▌     [Dashes Off]│
│                                                             │
│   Space Above Rule 1:  06.        ⎤   Dash Width:    00.00 │
│     Height of Rule 1:  07.02   ▬▬▬▬▬   Dash Spacing:  00.00 │
│   Space Below Rule 1:  04.98   ▬▬▬▬▬   Custom Indent:  00.00  [+] [-]│
│     Height of Rule 2:  04.02   ▬▬▬▬▬   Custom Width:  00.00 │
│   Space Below Rule 2:  03.00   ▬▬▬                         │
│     Height of Rule 3:  01.98   ⎦   36.00 (fractional pts) │
│                                                             │
│   Space Below Rule 3:  00.00 ▐+▌[-]                       │
│       Overall Height:  27.00                              │
└─────────────────────────────────────────────────────────────┘
```
                                              Measurement
                                                 Units

Figure 5-43   Ruling Lines Dialog Box

Description

Up to three ruling lines, each of different thickness and with different spacing between each rule, can be placed above, below, or around a frame or the underlying page. Texture and color can be assigned to each set of ruling lines.

All three **Ruling Lines** menus function the same way.

Application

- Isolate text or pictures from the surrounding text.

Operation

➤ Activate the Frame Setting function.
➤ Select the frame.
➤ Select the appropriate ruling line option (Above, Below, or Box Around.)

➤ Select **Frame** to enable this ruling line.

➤ Select the ruling line Color and Pattern. The same color and pattern is assigned to all three rules.

➤ Enter the appropriate ruling line height, as well as space between each ruling line, for each of the three rules.

➤ If you wish to make dashed rules, turn dashes on, and then select the width of the dash and the space between each dash. Note: Xerox Ventura Publisher cannot display or print thick dashed rules. If dashes do not display on the screen, reduce the ruling line thickness.

The ruling lines are immediately shown to aid in determining the proper line thicknesses and spacing. The total height and space between all ruling lines is shown on the **Overall Height** line. Keep changing the thicknesses and spacing until you are satisfied.

The dimensions for all settings can be changed among inches, centimeters, picas & points, and fractional points. To change to a different unit of measurement, point to the measurement units and press the mouse button once. When setting in picas & points, remember that, three picas, twelve points (i.e., 3,12) is equivalent to four picas (4,00.) Measurement units in other Dialog Boxes can be changed in a similar manner.

Note that the ruling line Overall Height is measured from the edge of the frame and is independent of the current frame margin s, ttings. Therefore, if the frame top, bottom and side margins are set to zero, the ruling lines will overlap any text or pictures placed inside the frame. Therefore, you may need to increase the frame margins after adding ruling lines.

Frame background

```
┌─────────────────────────────────────────────┐
│  FRAME BACKGROUND                             │
│    Color:  [ White ]  [ Black ]  [ Red ]  [ Green ]  │
│            [ Blue ]  [ Cyan ]  [ Yellow ]  [ Magenta ]  │
│  Pattern:  [ Hollow ]  [ 1 ]  [ 2 ]  [ 3 ]    │
│            [ 4 ]  [ 5 ]  [ 6 ]  [ 7 ]  [ Solid ]  │
│   Result:  ┌──────────┐                       │
│            │░░░░░░░░░░│                        │
│            │░░░░░░░░░░│  [ OK ]  [ Cancel ]    │
│            └──────────┘                       │
└─────────────────────────────────────────────┘
```
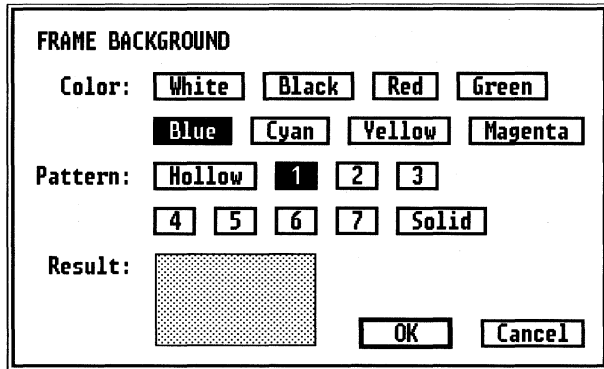
Figure 5-44   Frame Background Dialog Box

Description

The **Background** option sets the frame background color and texture.

Application

- Isolate a picture or text frame from the surrounding text.
- For printers that support white on black printing, the background can be set to black. (The text within the frame is automatically set to white.)

Operation

➤ Activate the Frame Setting function and select the frame.

➤ Select the Background option in the Frame menu.

➤ Select the color and pattern desired.

☞   Selecting a background pattern that is too dark may make the printed output unreadable. For most applications, stay with the lightest patterns.

The background pattern fills the frame, minus:

- The space above the ruling line above
- The space below the ruling line below
- The space above the ruling box around.

PARAGRAPH MENU

```
Paragraph
  Font...
  Alignment...
  Spacing...
  Breaks...
  Tab Settings...
  Special Effects...
  Typographic Controls...
  ^^^^^^^^^^^^^^^^^^^^^^^^^^^
  Ruling Line Above...
  Ruling Line Below...
  Ruling Box Around...
  ^^^^^^^^^^^^^^^^^^^^^^^^^^^
  Remove Tag...
  Rename Tag...
  Assign Func. Keys... ^K
```
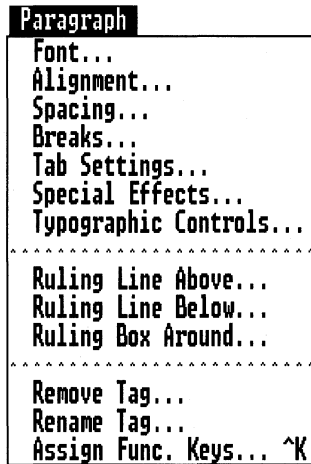
Figure 5-45   Paragraph Menu

The **Paragraph Menu** defines the individual **Tags**
(paragraph formats) contained within a style sheet.
These tags are used to change the text format for
each paragraph in a chapter.

Each tag defines a set of font, alignment, spacing,
breaks, tabs, special effects, typographic characteris-
tics, and ruling lines for a paragraph. A collection of
tags, plus the current underlying page layout and
margin and column settings, is stored in a style
sheet. Xerox Ventura Publisher includes a series of
style sheets designed by typographers. (See Appen-
dix L.) You can also create your own, as described in
the **Training Guide.**

☞ Before any option in the Paragraph menu can be
selected, the Paragraph Tagging function must be
enabled and a paragraph selected.

The tag **Body Text** is reserved by Xerox Ventura
Publisher. While the characteristics of Body Text can

be changed, the name itself cannot be removed. All text not formatted with a specific tag is automatically formatted as Body Text.

Note that before you can change a tag's attributes, you must first select a paragraph that has been tagged with this tag. This lets you see what the tag's attributes currently look like, and also lets you see the effect of any changes made.

☞ Any attributes placed in the text using the Text Editing function take precedence over the paragraph tag.

Each option in the Paragraph menu is described on the following pages.

Font


```
"Body Text" FONT

    ▓▓▓ Face ▓▓▓    ▓ Size ▓   ▓ Style ▓   ▓ Color ▓
  ↑  Swiss          ↑   8      Light        White
     Dutch             10      Normal       Black
                       14      Bold         Red
                       18      L·Italic     Green
                       20      N·Italic     Blue
                       28      B·Italic     Cyan
  ↓                 ↓  36                   Yellow
                                            Magenta

 Custom Size:  000 points

        Shift:  Up    Down   0.000  inches

         Kern:  0.000

                                   ▢ OK     [Cancel]
```
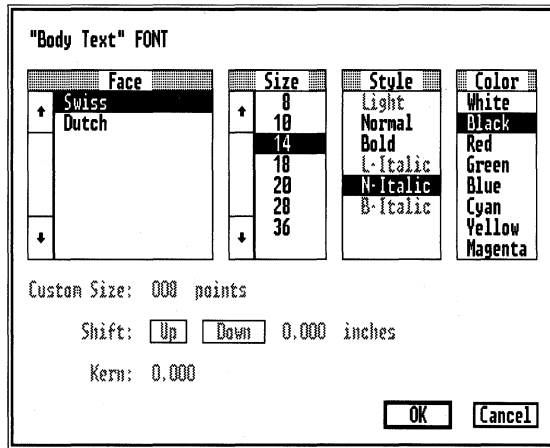
*Figure 5-46   Font Dialog Box. Size option displays
the word **Custom** for PostScript printers; displays
discrete sizes for other printers.*

Description

The **Font** option defines the typeface, type size, type
style (bold, italic), and color for each paragraph.

Application

- Set the font for each paragraph tag
- Change text to white to print white text on a
  black background
- Change text to colors for color separations

Operation

To change a tag's font:

➤ Select the **Font** option in the Paragraph menu.
  (The typefaces and fonts available depend on the
  printer width table installed.)

➤ Select the desired typeface, size, style, and color. The Font sizes are displayed in **Points**, where 72 points equals one inch. Ten and twelve points are standard sizes for Body Text.

The paragraph selected, *and all other paragraphs tagged with the same tag* will be formatted with the new font. Note, however, that the paragraph font *does not* override any font attributes placed in the text using the Text Editing function.

For PostScript printers, select the size in points, on the **Custom Size** line. (See Figure 5-46.) Any integer size between 1 and 254 points is allowed. For other printers, only certain font sizes are available, and the Custom Size option is not available. Instead, select one of the discrete sizes shown in the **Size** menu.

☞ Depending on the printer installed, not all styles are available for every typeface. Those selections not available are "grayed out." For instance, with the HP LaserJet Plus, Normal type is available for 10 point Dutch (Times Roman) type, but is not available for 24 point Dutch (Times Roman.) You can add additional fonts to overcome these limitations. Also, for Post-Script printers, only the fonts actually installed in your printer or on your computer's hard disk can be printed. See Appendix K for more information.

If Auto Adjust Styles is set to **Yes** in the Set Preferences menu, changing the size of the font automatically changes the tag's spacing. For instance, changing from 10 point to 18 point increases the tag's inter-line, inter-paragraph, above, and below spacing by a factor of 1.8. If you want a different spacing, change the inter-line space in the Paragraph **Spacing** option *after* changing fonts.

Shift and **Kern** are only used when setting text attributes using the Set Font option in the Text Editing function. They are therefore not available when using the paragraph Font option.

Alignment

```
"Body Text" ALIGNMENT
        Alignment:  [ Left ]  [ Center ]  [ Right ]  █ Justified █
      Hyphenation:  [ Off ]  █ USENGLSH █   [ SPANISH ]
Successive Hyphens:  [ 1 ]  █ 2 █  [ 3 ]  [ 4 ]  [ 5 ]  [ Unlimited ]
    Overall Width:  █ Column-Wide █   [ Frame-Wide ]
       First Line:  █ Indent █   [ Outdent ]
 In/Outdent Width:  01,00  picas & points
In/Outdent Height:   001   lines
  Relative Indent:  █ None █  [ Length of Previous Line ]
                                    [ OK ]    [ Cancel ]
```
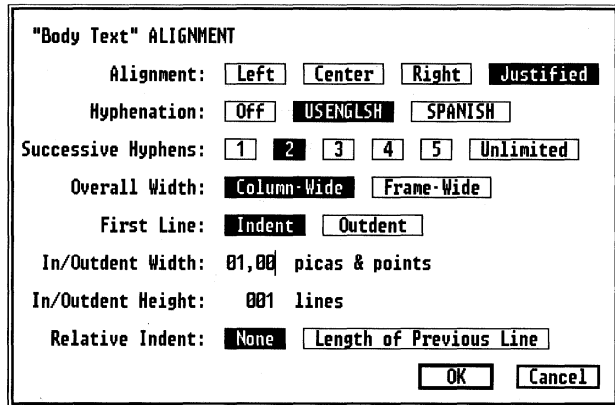
Figure 5-47   Alignment Dialog Box. (Indent width is set to one pica.)

Description

Alignment controls the way in which text lines up within a column. The controls available include left, center, right or justified alignment; hyphenation on/off; first line indent/outdent; and column-wide or frame-wide overall paragraph width.

Application

- Change from ragged right to fully justified and hyphenated text.
- Center headlines.
- Force a paragraph to go across the entire frame or page.
- Cause the first lines in a paragraph to be indented by either a fixed amount, or relative to the length of the last line in the previous paragraph.
- Create a lead-in paragraph.

- Change hyphenation algorithms (allowing simultaneous hyphenation in two languages within the same document.)

Operation

To change a tag's alignment, select the Alignment option in the Paragraph menu. (See Figure 5-47.) Then choose whether the text will be aligned with the left or right column guide, centered within the column, or justified.

Hyphenation can be turned on or off for any paragraph tag. Select the language for which hyphenation should be performed. (The default installation sets both hyphenation options to US English.) The number of lines in a row which can be hyphenated can be changed by the **Successive Hyphens** control. A setting of 2, for instance, only allows two lines in a row to be hyphenated. See Appendix B for more information on hyphenation.

To override column settings and make a paragraph print across the entire frame, select **Frame-wide**. Text below a frame-wide paragraph continues in the next column, *below* the frame-wide paragraph. Also, if a paragraph in a column other than the left column is made frame-wide, it prints over the paragraphs in the left columns. Therefore, Column Balance should always be turned on whenever frame-wide tags are applied to paragraphs which are not at the top of the frame. Frame-wide paragraphs interrupt vertical rules.

First Line Indent/Outdent lets you force the first line of a paragraph in or out from the left margin by the space specified on the **Fixed Indent** line. For example, to select an indent of 0.1 inch, select **First Line Indent**, **Relative Indent None**, and then place the text cursor on the Fixed Indent line and type **00.10**. Make sure the measurement units are set to inches.

If you specify a temporary indent using the **In From Left** setting in the Spacing option, the Indent/Outdent is calculated from this temporary margin.

☞ Do not use fixed indent in conjunction with right aligned or centered text.

Relative Indent: Length of Previous Line adds a first line indent to this paragraph exactly equal to the length of the last line in the previous paragraph. To use this feature, select **Length of Previous Line**. If a **Fixed Indent** amount is specified, this adds a fixed additional amount to the length of the previous line. When used in conjunction with Paragraph Breaks, this feature is useful to create lead-ins. (See the end of the Breaks option in the Paragraph menu.)

Indent/Outdent Height lets you specify the number of lines for which the indent/outdent is to take effect. Normally, only the first line is indented or outdented, but you can indent any number of lines.

To indent the entire paragraph, use **In From Left** spacing in the Spacing option instead.

Spacing

```
"Body Text" SPACING

          Above:  01,00  picas & points
          Below:  00,00
     Inter-Line:  01,00  picas & points
 Inter-Paragraph: 01,00

   Add in Above:  [ Always ]  [ When Not at Column Top ]

   Settings For:  [ Left Page ]  [ Right Page ]

   In From Left:  02,00  picas & points
  In From Right:  02,00

        Inserts:  [ Copy To Facing Page ]

                                    [   OK   ]  [ Cancel ]
```
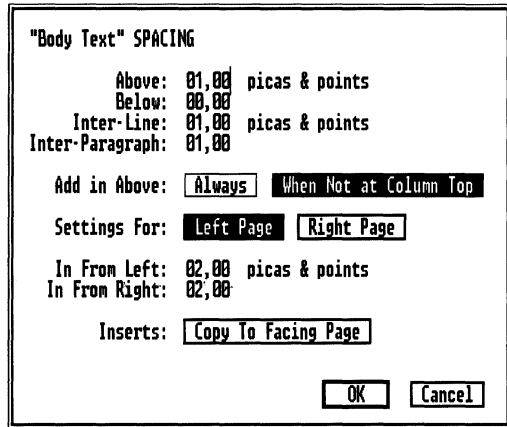
*Figure 5-48   Spacing Dialog Box. **Add in Above
When Not at Column Top** means above space is not
added when paragraph is at top of column or page.*

Description

The **Spacing** option controls the space between lines
and paragraphs, and sets temporary margins.

Application

- Set temporary left and right margins (for
  quotes, bullets, etc.)
- Create complementary left and right pages
- Set inter-line spacing (leading)

Operation—Vertical spacing

To change a tag's spacing:

➤ Select the Spacing option in the Paragraph menu.
➤ Enter the values for above, below, inter-line and
  inter-paragraph spacing. The option **Add in
  Above: When Not at Column Top** suppresses

Figure 5-49   Complementary left and right pages

any above space when the paragraph begins a new column.

Inter-line spacing sets the space between the base of the characters on one line and the base of the characters on the following line (Figure 5-50)—what typographers call "leading" (pronounced led-ing.) While inter-line spacing may be set to any value you desire, typesetting aesthetics usually allow a certain

Inter-line spacing {
```
Now is the time
for all good men
to come to the
aid of their country
```

Inter-paragraph spacing {

```
The quick brown fox
jumped over the lazy
dog.
```
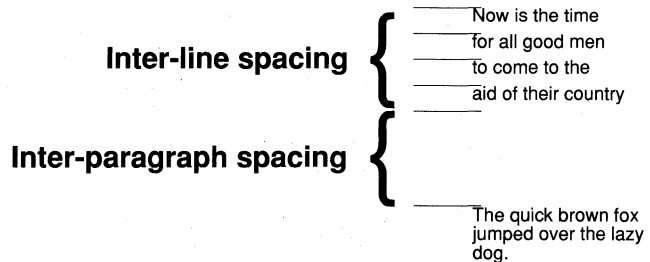
Figure 5-50   Paragraph vertical space

amount of spacing between lines, depending on the font size selected. A good rule of thumb is that inter-line spacing should be roughly 1.2 times the font size. Thus, a tag with 10 point type should have 12 point inter-line spacing. Increase the inter-line spacing when using wide columns, or single column formats.

Above and **Below** space adds additional space between paragraphs tagged with different tags. **Inter-paragraph** adds space between paragraphs tagged with the same tag. Think of inter-paragraph as the space you want to place between similar paragraphs, and above or below as the minimum acceptable space between this paragraph and a paragraph with a different tag.

If inter-paragraph space is even slightly different for each paragraph, then no inter-paragraph space is added. To judge whether two paragraphs contain precisely identical inter-paragraph spacing, change the measurement system for inter-line and inter-paragraph to fractional points. This unit of measurement provides the greatest precision.

☞ **Suggestion:** For most documents, set both Above and Below to the space between paragraphs and set Inter-paragraph to zero.

The total space between paragraphs is controlled by inter-line, above, below, and ruling line space.

The spacing between any two paragraphs equals (see Figure 5-51):

• The greater of

   – The first paragraph's below space and the overall ruling height below or around **or**
   – The second paragraph's above space and the overall ruling height above or around

plus

Spacing Between Paragraphs is The Greater Of

Second Paragraph Above
plus
Overall Ruling Line Above
plus
Inter-paragraph*
plus₁
First Paragraph Inter-line

First Paragraph Below
plus
Overall Ruling Line Below
plus
Inter-paragraph*
plus
First Paragraph Inter-line

Inter-paragraph spacing only
added if the inter-paragraph
spacing for both paragraphs is
exactly identical
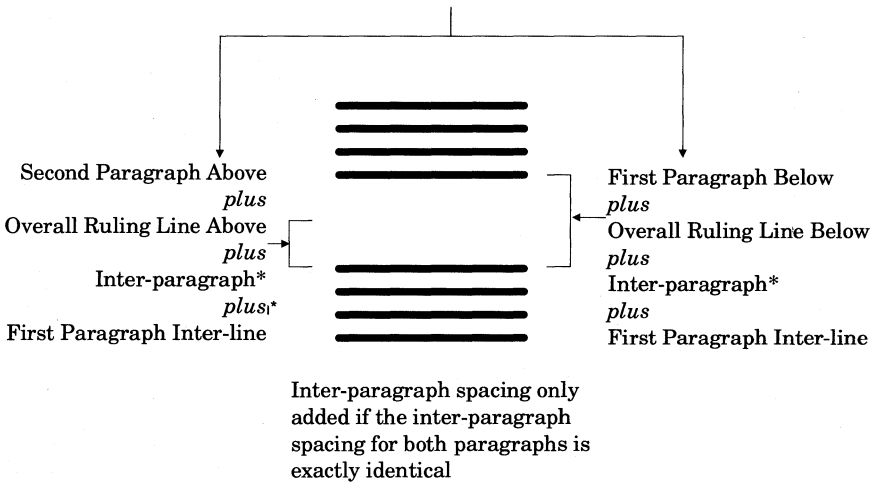
Figure 5-51   Space between paragraphs

- The inter-paragraph space, if the inter-paragraph space is identical for both paragraph tags

plus

- The first paragraph's inter-line space

☞ If you inadvertently set spacing in inches instead of fractional points, you may set spacing which is greater than the page length. When you press **Page Down**, the page counter begins counting and will never stop. To fix, press **ESC** to stop the formatting, and then press **HOME**. If the paragraph tag name is still shown in the Current Selection indicator, you can simply change the spacing settings. If the paragraph tag is not shown, then you must use the Remove option to delete the tag.

Multiple column spacing

To assure that text in adjacent columns aligns, the total vertical space for every tag in a multi-column style sheet should always equal an integer multiple (e.g., 1, 2, 3, ...) of Body Text's inter-line spacing.

To assure that adjacent columns of Body Text always align when designing a multi-column style sheet, follow these rules for each tag:

➤ Set inter-line spacing to an integral multiple of Body Text's inter-line spacing.
➤ Set inter-paragraph spacing to an integral multiple of Body Text's inter-line spacing.
➤ Set above space plus overall ruling line height above to an integral multiple of Body Text's inter-line spacing.
➤ Set below space plus overall ruling line height below to an integral multiple of Body Text's inter-line spacing.

The style sheets in **Appendix L** provide examples of how to set tag spacing.
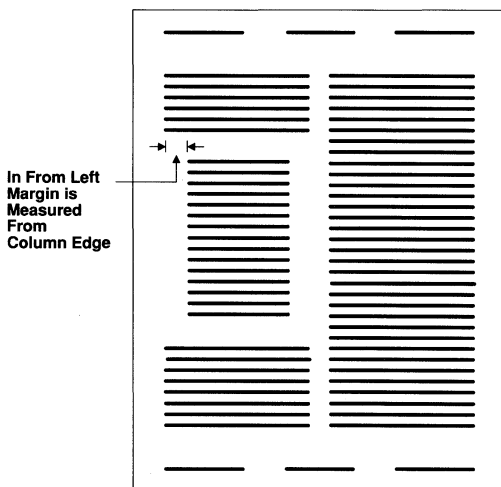
Figure 5-52   In from left setting

Operation—Temporary margins

A temporary margin is set by In From Left and In From Right. **In From Left** and **In From Right** refer to the distance towards the center of the column from the column edges. (See Figure 5-52.) Ruling Lines which are set to Margin Width are affected by this setting. In From Left and In From Right can be set differently for Left and Right pages. To enter different settings for each page, first select Left Page and enter its In From Left/Right settings, then repeat for the Right Page. The In From Left/Right settings can be copied to the opposite page at any time by selecting **Copy To Facing Page**.

Note that the **Settings For: Left Page/Right Page** option only applies to In From Left and In From Right, not to the rest of the Spacing option.

Breaks

```
┌──────────────────────────────────────────────────────┐
│ "Body Text" BREAKS                                     │
│                                                        │
│    Page Break:  ▐No▌  [Before]  [After]  [Before & After]│
│                                                        │
│                 [Before/Until Left]  [Before/Until Right]│
│                                                        │
│  Column Break:  ▐No▌  [Before]  [After]  [Before & After]│
│                                                        │
│    Line Break:  [No]  ▐Before▌  [After]  [Before & After]│
│                                                        │
│ Next Y Position: ▐Normal▌  [Beside Last Line of Prev. Para]│
│                                                        │
│   Allow Within:  ▐Yes▌  [No]                           │
│                                                        │
│ Keep With Next:  [Yes]  ▐No▌                           │
│                                                        │
│                                    [   OK   ]  [Cancel]│
└──────────────────────────────────────────────────────┘
```

Figure 5-53   Breaks Dialog Box. These are the appropriate settings for most tags.

Description

A **Break** is an interruption in the flow of text between paragraphs. After a break, the next paragraph can begin on a new line (line break), at the top of a new column (column break), at the top of a new page or frame (page break), or at the top of the next left or right page or frame (page break before/until left/right.)

In addition, the break can occur either before, after, or both before and after the paragraph. For instance, selecting page break before and after causes any paragraph formatted with this tag to start at the top of a new page, and to be the only paragraph on that page.

Allow Within controls whether or not line breaks are allowed within the paragraph. When Allow Within is set to **No**, the paragraph does not split between two pages.

Keep With Next forces the selected paragraph to al-
ways appear on the same page as the next para-
graph. This feature is very useful for headings.

Application

- Vertical tabs
- Outdented heading
- Paragraph lead-ins
- Page breaks

Operation

To change paragraph breaks, select the Breaks op-
tion in the Paragraph menu (see Figure 5-53.) Select
the appropriate options and then select **OK**.

Each break further down the Dialog Box is overrid-
den by the break shown immediately above (e.g., if
both **Page Break Before** and **Column Break
Before** are selected, only **Page Break Before** takes
effect.)

If no break of any type is set between two para-
graphs, the second paragraph begins on the **first
line** of the previous paragraph if **Next Y Position** is
set to Normal. You should increase the second
paragraph tag's In From Left spacing to keep the two
paragraphs from overlapping.

If no break of any type is set between two para-
graphs, the second paragraph begins on the same
line as the **last line** of the previous paragraph if
**Next Y Position: Beside Last Line of Previous
Paragraph** is selected.

Example

The following "paragraph" is actually two different paragraphs. The first paragraph—**The style sheet examples**—is formatted with **Line Break Before**. The second paragraph (the remainder of the text) is formatted with line break after and indent relative to previous line.

This is a
separate
paragraph

→ **The style sheet examples** in Appendix L show how tag options can be combined together.

☞ Most paragraphs in the style sheets supplied use line break before. However, if you change Body Text to **Line Break After** in order to place lead-ins or section numbers on the same line, as in the example paragraph above, You may find that text sometimes overlaps the previous paragraph during text editing. To fix this problem, change the other tags in the style sheet to line break after.

The chapters in the TYPESET directory and the applications shown in Appendix M provide examples of how to combine Breaks with other paragraph attributes to create effects such as vertical tabs, outdented headings, paragraph lead-ins, and page breaks.

Tab settings

```
┌────────────────────────────────────────────────────┐
│ "Z_CAPTION" TAB SETTINGS                            │
│                                                     │
│        Tab Number:  ■1  [2] [3] [4] [5] [6] [7] [8] │
│                                                     │
│                     [9] [10] [11] [12] [13] [14] [15] [16] │
│          Tab Type:  [ Off ]  Left  [ Center ] [ Right ] [ Decimal ] │
│                                                     │
│       Tab Display:  [ Shown as Open Space ]  Shown as Leader Char │
│                                                     │
│      Tab Location:  03.00  inches                   │
│                                                     │
│       Leader Char:  [ Spaces ]  ...  [ ]  [ Other ]  046  (ASCII) │
│                                                     │
│    Leader Spacing:  [0] [1] ■2 [3] [4] [5] [6] [7] [8] │
│                                                     │
│                                    [ OK ]  [ Cancel ] │
└────────────────────────────────────────────────────┘
```

If tab stop is turned off, no tab will show

Tab location is measured from left edge of the column
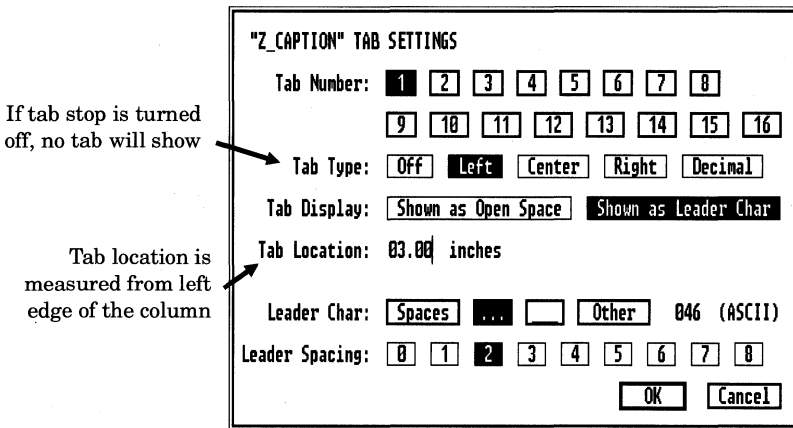
Figure 5-54   Tab Settings Dialog Box. First tab stop set to 3 inches from left margin, with dot leader turned on, left aligned. Two spaces will be placed between each leader dot.

Description

Horizontal **Tabs** are used to align text or numbers.

Whenever a horizontal tab character is encountered in the text, Xerox Ventura Publisher positions the next character at the next tab location. Up to sixteen tabs are allowed per paragraph. Text can be aligned so that the right, center, left, or decimal (in the case of numbers) part of the text or numbers aligns with the tab position.

The space created by the tab can be filled with any character. These fill characters are called **Leaders** (pronounced leed-ers.)

Application

- Tables
- Directory listings
- Equations

When using proportionally spaced fonts, you cannot format tables reliably using spaces between entries. Therefore, you must use tabs to make columns align correctly.

Operation

To set tabs:

➤ Select the Tab Settings option in the Paragraph menu (Figure 5-54.)
➤ Choose the **Tab Number** you want to set.
➤ Choose whether the text is to be **Left, Center, Right,** or **Decimal** aligned.
➤ Select **Shown as Leader Char** for **Tab Display** if you want to place leader characters for this tab stop. Select **Shown as Open Space** if you don't want leader characters for this tab stop.
➤ Enter the tab location. The tab location is measured from the left edge of the current column.
➤ Repeat this process for each tab you wish to set. You can review and edit any Tab Number's Tab Location at any time by selecting the Tab Number.

☞ Remember to select Left, Center, Right, or Decimal. One of these options must be chosen, or the tab stop will not be enabled.

If **Shown as Leader Character** is chosen for any tab stop

➤ Select the leader character (spaces, periods, underlines, or some other character) for this tag.
➤ If you choose **Other**, consult the character set table in Appendix E, choose the decimal number which corresponds to the character you want to

put in the tab space, place the text cursor on the **Leader Char** line, and type this number.

➤ Enter the space between leader characters allowed for this tag.

☞ Justification (set in Alignment) overrides tab settings. Therefore, tabs do not work if justify is set on.

☞ Do not set tabs to create a first line indent. Use the indent feature in the Alignment option instead.

Tabs are designed to be used on a single line. This line should be terminated with a paragraph end (**Enter**) or line break (**Ctrl** plus **Enter**.) Also, when tabs are set, automatic wordwrap will not work. Therefore, text on any line which contains a tab may extend beyond the right margin. Use a line break (**Ctrl** plus **Enter**) to force this text down to the next line.

Equations

Tabs can also be used to format equations. Set a Center Tab stop at the position on the page where you want to center the equation. Then, type a tab character and then the equation. The equation automatically centers itself at the location defined by the tab stop.

Superscript

$$\frac{X^2 + Y^2 + Z^2}{5X + 2Y + 3Z}$$ ◄——— Overscore

Centered around
centered tab

Special effects

```
┌─────────────────────────────────────────────────────┐
│  "Body Text" SPECIAL EFFECTS                          │
│                                                       │
│      Special Effect: [ None ] █Big First Char█ [Bullet]│
│                                                       │
│          Commands: [ Set Font Properties ]            │
│                                                       │
│   Space for Big First: [ Normal ] █Custom█ 002│ lines │
│                                                       │
│      Show Bullet As: [•] [∝] [∅] [+] [·] [··] [⁓] [ ] │
│                                                       │
│                      [+] [≈] [>] [»] [>] [ Other ]    │
│                                                       │
│          Bullet Char: 000  (ASCII)                    │
│                                                       │
│   Indent After Bullet: 00.00 inches                   │
│                                                       │
│                                                       │
│                                    [  OK  ]  [Cancel] │
└─────────────────────────────────────────────────────┘
```
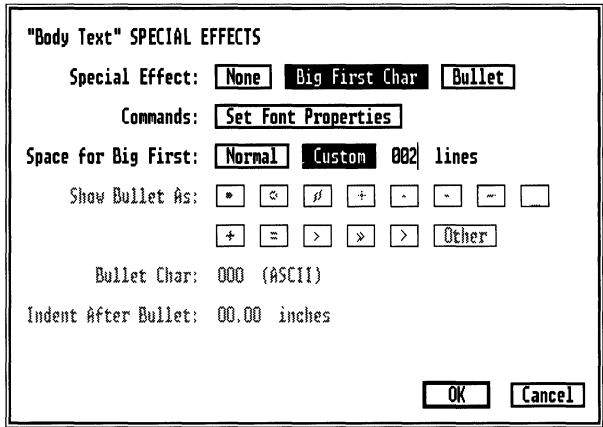
*Figure 5-55   Special Effects Dialog Box. Settings
are for big first character at beginning of paragraph.*

Description

Special Effects allows you to add a **Big First
Character** (also called a Dropped Capital) or **Bullet**
at the beginning of a paragraph. The font for the bul-
let or big character can be selected independently
from the rest of the paragraph.

Application

- Dropped capitals at beginning of paragraph
- Real typographic bullets for lists (e.g., • in-
  stead of *)

Operation—Big first character

To create a **Big First Character**:

➤ Select **Special Effects** in the Paragraph menu.
  (See Figure 5-55.)
➤ Choose Special Effect: **Big First Char**

➤ Select **Set Font Properties**. The font selections
available depend on the printer installed.
➤ Select **Face, Size, Style, Color** and character
shift up or down. Zero shift usually works best.
➤ Select **OK** to return to the first Dialog Box, and
then select **OK** again.

Space for Big First Char specifies how many lines
of text the first character will occupy. **Normal**
creates the number of line automatically. **Custom**
lets you specify the number of lines.

Operation—Bullet

To add a **Bullet**:

➤ Select **Special Effects** in the Paragraph menu.
➤ Choose Special Effect: **Bullet**.
➤ Select **Set Font Properties** to make the bullet a
different font from the rest of the paragraph. The
Font Settings For Bullet Dialog Box appears.
The actual font selections available depend on the
printer installed. Choose the **Face** and **Size** and
vertical shift. Zero shift works for most situations.
➤ Select **OK** to return to the first Dialog Box.
➤ Select, from the **Show Bullet As**: line, the bullet
you want to use. To use some other bullet charac-
ter, select **Other,**. place the text cursor on the **Bul-
let Char** line, and type the number from the table
in Appendix E for the desired bullet character.
➤ Select the **Indent After Bullet**. This indent
specifies the space between the bullet and the text
following the bullet.

☞ Failure to specify indent after the bullet results in
the first line in the paragraph overlapping the bullet.

Select **None** to remove an existing special effect from
a given paragraph tag.

Note: Text attributes cannot be applied to bullets and
Big First Characters.
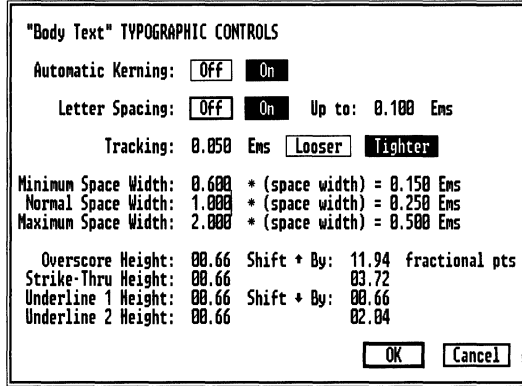
Typographic controls

```
┌─────────────────────────────────────────────────────────┐
│ "Body Text" TYPOGRAPHIC CONTROLS                         │
│                                                          │
│   Automatic Kerning:  [ Off ]  On                        │
│                                                          │
│     Letter Spacing:   [ Off ]  On    Up to:  0.100  Ems  │
│                                                          │
│          Tracking:   0.050  Ems  [ Looser ]  Tighter     │
│                                                          │
│ Minimum Space Width:  0.600  * (space width) = 0.150 Ems │
│  Normal Space Width:  1.000  * (space width) = 0.250 Ems │
│ Maximum Space Width:  2.000  * (space width) = 0.500 Ems │
│                                                          │
│   Overscore Height:  00.66  Shift ↑ By:  11.94  fractional pts │
│ Strike-Thru Height:  00.66              03.72            │
│ Underline 1 Height:  00.66  Shift ↓ By:  00.66           │
│ Underline 2 Height:  00.66              02.04            │
│                                                          │
│                                       [ OK ]  [ Cancel ] │
└─────────────────────────────────────────────────────────┘
```

Figure 5-56   Typographic Controls Dialog Box

Description

The **Typographic Controls** option lets you control important typographic attributes for each tag, including kerning, letterspacing, spacing between words, and text attributes such as underlining.

Application

- **Automatic Kerning**—Makes headlines more attractive by placing individual letters closer together. It can also reduce the page count of long documents which contain large blocks of body text.
- **Letter Spacing**—Reduces visual impact of loose lines (lines with too much space between words) by adding space between letters.
- **Tracking**—Used to expand or contract headlines to fit a given space. If applied to Body Text, the entire document can be expanded or reduced in size with only a subtle change in overall appearance.

- **Customize text attributes**. (Overscore, Strike-thru, Underline 1, Underline 2 height.)

Operation—Automatic Kerning

Kerning can be turned on or off for any given paragraph tag. To turn kerning on (off), select **On (Off)** on the Kern: On/Off line. To see the effect of kerning on the computer screen, **On-Screen Kerning** must be turned on in the Set Preferences option in the Options menu.

Kerning reduces the text formatting speed slightly.

The font width table for the printer must include kerning information for this feature to work. The PostScript fonts supplied include kerning information. Fonts for the other printers do not. To add kerning information to fonts, or adjust the kerning values for existing fonts, consult Appendix K.

Automatic kerning can be overridden for all tags by selecting **Globally Off** in the Page Layout option.

Operation—Letter Spacing

As each paragraph is justified, Xerox Ventura Publisher tries to fit words on a line, until the space between words falls below the Minimum Space Width. The word which could not fit on the line without violating the Minimum Space Width then starts the next line. If this word is long compared to the length of the line (very likely in a multi-column document), the space between words on this line may exceed the Maximum Space Width. This results in a **loose line**.

If Letter Spacing is turned on, additional space is added between letters until the space between words is less than the Maximum Space Width.

To use Letter Spacing:

➤ Turn justification on in the Alignment option
➤ Turn Letter Spacing on
➤ Set the **Minimum Space Width** to less than the Normal Space Width. A typical number is 0.600 (i.e., 60% of normal space width.) Values above 1.000 have no effect.
➤ Set the **Normal Space Width** to 1.000.
➤ Set the **Maximum Space Width** to the largest space *between words* allowable during justification. 2.000 (i.e., twice the Normal Space Width) is a typical number.
➤ Set the **Up To** amount to the maximum space allowed *between letters* during letterspacing.

The resulting space width is calculated and shown in **EMs**, a typographic measurement equal to the width of an **M** character in the current font size.

↑

Normal space width   Maximum
(line is not justified)   Space Width
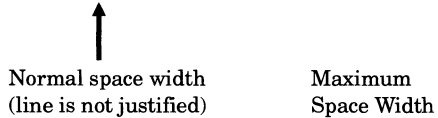
Example:

↓

This is a loose line and therefore the line

Normal Space Width

The **Normal Space Width** setting lets you control the amount of space between words. This lets you increase or decrease the size of any given paragraph by subtly changing the space between each and every word in that paragraph. For instance, choosing a value of **two** doubles the space between every word. As suggested above, 1.000 is the normal setting for most documents.

Operation—Tracking

To increase or decrease the space between letters

➤ Select **Looser** to increase, **Tighter** to decrease
➤ Enter, on the **Tracking** line, the amount to add or subtract between individual letters.

Operation—Custom attributes

The line attributes (i.e., underline, double underline, overscore, strikethrough) available in the Text Editing mode can be customized for any given paragraph tag. For each attribute you can specify both the height of the line and the amount this line should be vertically shifted.

You should increase the height of the line attributes whenever you change a tag's font size. For instance, if you increase the font from 12 to 24 point, you should double the height of each attribute. The height and shift for **Underline 1** controls both the underline *and* the first line in the double underline. **Underline 2** controls height and shift for the second line in the double underline.
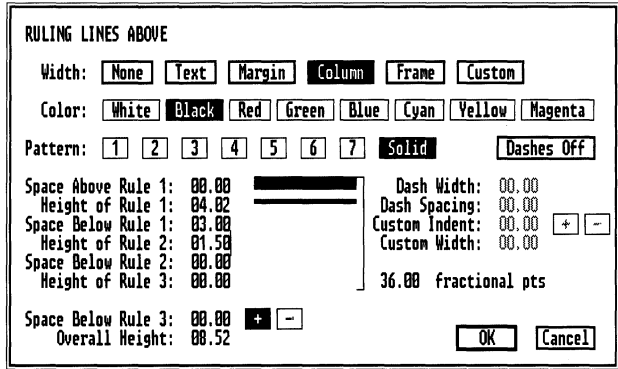
Ruling lines


```
RULING LINES ABOVE

Width:  [ None ] [ Text ] [ Margin ] [ Column ] [ Frame ] [ Custom ]

Color:  [ White ] [ Black ] [ Red ] [ Green ] [ Blue ] [ Cyan ] [ Yellow ] [ Magenta ]

Pattern: [1] [2] [3] [4] [5] [6] [7] [ Solid ]          [ Dashes Off ]

Space Above Rule 1:  00.00  ████████████       Dash Width:    00.00
  Height of Rule 1:  04.02  ████████████       Dash Spacing:  00.00
Space Below Rule 1:  03.00                     Custom Indent: 00.00  [+] [-]
  Height of Rule 2:  01.50                     Custom Width:  00.00
Space Below Rule 2:  00.00
  Height of Rule 3:  00.00               ⌋     36.00  fractional pts

Space Below Rule 3:  00.00  [+] [-]
    Overall Height:  00.52                              [  OK  ]  [ Cancel ]
```

Figure 5-57   Ruling Lines Dialog Box. Two rules will be created. Both rules will be the width of the column.

Description

All three **Ruling Lines Menus** function in an identical manner and provide the capability to place ruling lines above, below, and around a paragraph.

Up to three ruling lines, each of different thickness, with different spacing between each rule, can be placed above, below, or around the paragraph. Texture and color can be assigned to each set of ruling lines, and ruling lines can be dashed.

Application

- Isolate text from surrounding copy.
- Provide lines between entries in a table.
- Place text within a ruling line to create the effect shown in Figure 5-58.
- Create change bars

Operation

To place ruling lines above, below or around a paragraph:

➤ Select the appropriate ruling line option in the Paragraph menu.
➤ Select the ruling line width. The ruling line can be made the width of the text, current margin, column, or frame or you can define a custom width. If **Margin** is selected, the ruling line width is decreased by the paragraph's In From Left and In From Right spacing set in the Paragraph **Spacing** option. If **Custom** is selected you can specify how far from the left margin the ruling line should begin by entering the appropriate number on the **Custom Indent** line. Specify the width of the ruling line by entering the desired width on the **Custom Width** line.
➤ Select the ruling line color and pattern. The same color and pattern is assigned to all three rules.
➤ Enter the height of each ruling line and the space above and below each ruling line. This is done by placing the text cursor next to the Space Above/Below and Height of Rule lines and typing the desired heights. The ruling line and line spacing is immediately shown to aid determining the proper line thicknesses and spacing. Keep changing the height and spacing until you are satisfied.

Finally, if you wish to make dashed rules, select **Dashes On**, and then select the length of the dash and the space between each dash. (Dashes can be turned off by selecting **Dashes Off.**) Note: Xerox Ventura Publisher cannot display or print thick dashed rules. If dashes do not display on the screen, reduce the ruling line thickness.

Ruling boxes around paragraphs are intended for headlines and other short paragraphs. Placing a ruling box around a long paragraph which continues into the next column or page causes the first part of

the paragraph to be enclosed in a box. The second part of the paragraph is placed in the next column or page without any ruling box.

Overall Height: provides continuous feedback on the total space occupied by all ruling lines. When the measurement units are set to Fractional Points, individual settings are rounded up or down slightly as you type. This is normal and is due to the way numbers are stored within Xerox Ventura Publisher.

Advanced operation—White text on black rule

The **Space Below Rule 3** setting lets you shift the entire set of ruling lines up or down by the amount you specify, without moving the text in the tagged paragraph. This lets you, among other things, put white text on top of a black ruling line. To achieve this effect:

➤ Create a new tag called, for example, **White Text**.
➤ Set the Font Color for this tag to White.
➤ Select Ruling Line Above and create a height for Rule 1 that is higher than the tag's font size.
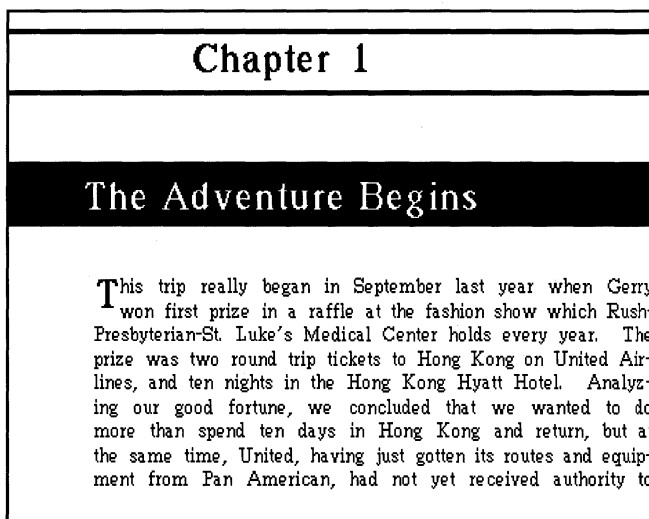
Figure 5-58   White text within black ruling line

➤ Select the — on the Space Below Rule 3 line and enter the distance required to move the ruling line down over the text. This distance is approximately one half the sum of the ruling line overall height plus the Font Size.

For example, if you want to place 24 point white type within a 36 point ruling line, enter approximately 0.5*(24 + 36) = 30 points for the Space Below Rule 3.

Some printers cannot print white text on a black background. Print the **CAPABILI** chapter, located in the TYPESET directory, to see if your printer is capable of this effect.

Advanced operation—Change bars

A change bar is used to alert the reader that the contents of a paragraph have changed. A change bar can be created as follows:

➤ Add a new tag called **Change Bar** and copy the attributes from Body Text
➤ Assign this tag name to a special function key using the Assign Function Keys option
➤ Select a paragraph and tag it with this new tag
➤ Select Paragraph ruling line around
➤ Enter a **Custom Width** of 1 point
➤ Enter a **Height of Rule 1** of less than 2 points
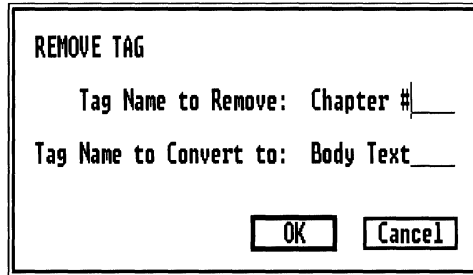➤ Add a small (e.g., 1 pica) negative **Custom Indent**.

To use this feature, create a new tag which has the same attributes as Body Text, but with this change bar added. Then assign this new tag to a special function key. Whenever a change is made, simply press the special function key while making the change.

Because change bars are created with a ruling box around, and because ruling boxes do not continue across column or page boundaries, change bars will not continue to the top of the next column or page.

Remove tag

```
┌─────────────────────────────────────────┐
│ ┌─────────────────────────────────────┐ │
│ │ REMOVE TAG                          │ │
│ │    Tag Name to Remove:  Chapter #|__│ │
│ │ Tag Name to Convert to: Body Text___│ │
│ │                                     │ │
│ │                    ┌────┐  ┌──────┐ │ │
│ │                    │ OK │  │Cancel│ │ │
│ │                    └────┘  └──────┘ │ │
│ └─────────────────────────────────────┘ │
└─────────────────────────────────────────┘
```

Figure 5-59   Remove Tag Dialog Box

Description

Remove Tag lets you remove extra tags from the
style sheet.

Application

- Remove tags no longer used
- Make tags easier to find in the Assignment
  List

Operation

Select the Remove Tag option in the Paragraph menu
and specify the tag to be removed. (See Figure 5-59.)
The tag from the currently selected paragraph, if any,
is automatically placed on this line.

All paragraphs previously tagged with the removed
tag are converted to Body Text unless another tag
name is specified. Enter this new tag on the **Tag
Name to Convert To:** line. For example, if you
remove a tag called **Headline** and replace it with a

tag called **Sub Head**, each paragraph in the entire chapter previously tagged with Headline is tagged with Sub Head.

Remove Tag removes the selected tag from paragraphs in all text files in the currently opened chapter. However, all other text files previously for-matted with this style sheet may still contain paragraphs tagged with the removed tag name. When chapters containing these text files are next loaded and combined with the revised style sheet, all paragraphs previously tagged with the removed name are formatted as Body Text, and the removed tag name appears in the Assignment List, in upper case.

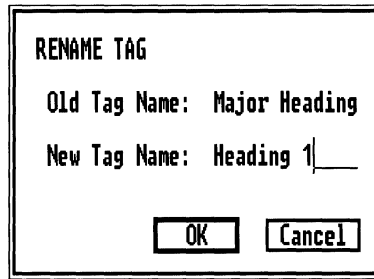☞   If any tags are removed, save the style sheet under a new name. This avoids changing the format of other documents that use the same style sheet.

Rename tag

```
RENAME TAG

Old Tag Name:  Major Heading

New Tag Name:  Heading 1|___

            [  OK  ]  [Cancel]
```

Figure 5-60   Rename Tag Dialog Box

Description

Rename Tag lets you change the names of existing tags.

Application

- Make similar tags appear together in the Assignment List.

Operation

➤ Select the Rename Tag option in the Paragraph menu.

➤ Enter the **Old Tag Name** and the **New Tag Name**. If a paragraph is selected, its tag is automatically entered on the Old Tag Name line.
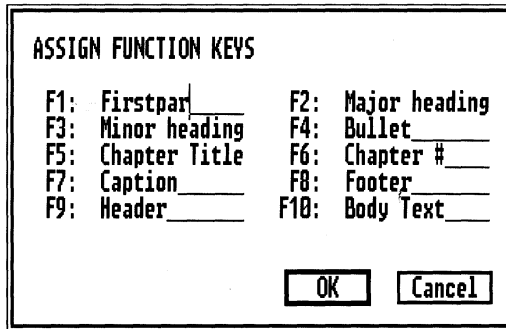
☞ If any tags are renamed, save the style sheet under a new name. This avoids changing the format of other documents that use the same style sheet.

Assign function keys

```
ASSIGN FUNCTION KEYS

F1:  Firstpar____      F2:  Major heading
F3:  Minor heading     F4:  Bullet_____
F5:  Chapter Title     F6:  Chapter #___
F7:  Caption____       F8:  Footer_____
F9:  Header_____     F10:  Body Text___


            [  OK  ]    [ Cancel ]
```

Figure 5-61   Assign Function Keys Dialog Box

Description

The **Assign Function Keys** option lets you assign tag names to each of the ten keyboard function keys.

Application

This feature lets you simultaneously tag paragraphs and edit text, without switching back and forth between the Paragraph Tagging and Text Editing functions. It greatly decreases the time required to format and edit a document.

Operation

Select the Assign Function Keys option or press and hold the **Ctrl** key and then press **K**. As shown in Figure 5-61, the name of each tag is typed next to the name of the function key. Use the mouse, or the up and down keyboard cursor keys to move from line to line. Select **OK** when finished.

If a tag name is entered which doesn't exist for this style sheet, a message appears on the screen. Return to the Assign Function Keys option. Blank lines appear where the incorrect tag name(s) was typed. If the same tag name is entered twice, only the first name entered is used.

Once tags are assigned to function keys, pressing the appropriate function key while using either the Paragraph Tagging or Text Editing function causes that tag to be assigned to the selected paragraph or the paragraph which contains the text cursor.

All style sheets included with Xerox Ventura Publisher use F10 for Body Text. This of course can be changed using the **Assign Function Keys** option.

GRAPHIC MENU

```
┌─────────────────────────────┐
│ Graphic                     │
│ Send to Back          ^Z    │
│ Bring to Front        ^A    │
│ ^^^^^^^^^^^^^^^^^^^^^^^^^^^^ │
│ Line Attributes...    ^L    │
│ Fill Attributes...    ^F    │
│ ^^^^^^^^^^^^^^^^^^^^^^^^^^^^ │
│ Select All            ^Q    │
│ Grid Settings...            │
└─────────────────────────────┘
```

Figure 5-62   Graphic Menu

The **Graphic Menu** lets you perform three major
functions on selected graphics:
  • Move them in front or behind one another
  • Change line and fill (shading) attributes
  • Create a grid to which all graphics will snap

Send to back

Description

Send to Back takes the selected graphic and places it at the bottom of all graphics associated with the currently selected frame.
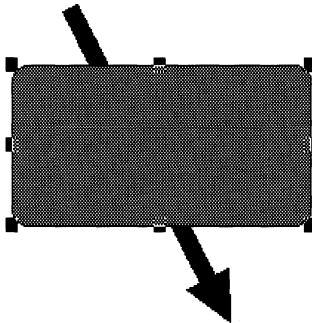
Application

- Change the way graphics overlap each other

Operation

Select the graphic you wish to place behind all other graphics. Then either select the Send to Back option in the Graphic menu, or press and hold the **Ctrl** key and then press **Z**.

Figure 5-63   Line sent to back of rectangle

Bring to front

Description

Bring to Front takes the selected graphic and places it on top of all graphics associated with the currently selected frame.
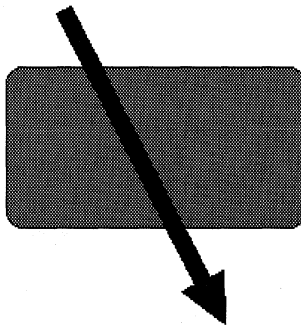
Application

- Change the way graphics overlap each other

Operation

Select the graphic you wish to place on to of other graphics. Then either select the Bring to Front option in the Graphic menu, or press and hold the **Ctrl** key and then press **A**.

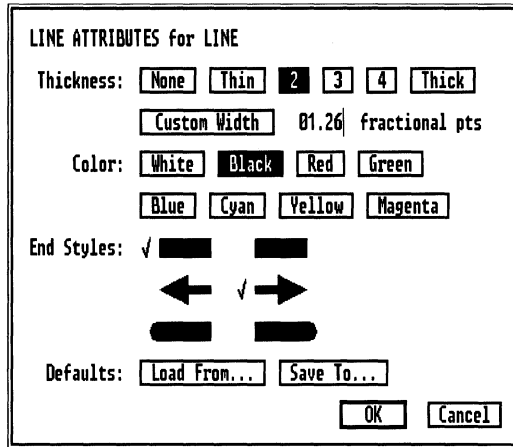*Figure 5-64   Line brought to front of rectangle*

Line attributes

```
┌─────────────────────────────────────────────────┐
│ LINE ATTRIBUTES for LINE                          │
│  Thickness: [None] [Thin] ▣ [3] [4] [Thick]       │
│             [Custom Width]  01.26| fractional pts │
│     Color: [White] [Black] [Red] [Green]          │
│            [Blue] [Cyan] [Yellow] [Magenta]       │
│  End Styles: √ ▬▬   ▬▬                             │
│                                                   │
│             ◀━  √━▶                               │
│                                                   │
│             ▬▬   ▬▬                               │
│  Defaults: [Load From...] [Save To...]            │
│                              [ OK ]  [Cancel]     │
└─────────────────────────────────────────────────┘
```

Figure 5-65   Line Attributes Dialog Box

Description

Line Attributes let you change the thickness, color,
and end style of the line placed around each graphic.

Application

- Change the thickness of graphic lines used as
  extra rules.
- Create one or two way arrows for callouts.

Operation

➤ Select the graphic.
➤ Select the Line Attributes option in the Graphic
menu. A Dialog Box similar to Figure 5-65 ap-
pears. (Each of the five graphic types has its own
dialog box.)
➤ Choose either a preset thickness for the line, or
select **Custom Width** to produce a line of any
thickness. If Custom Width is selected, place the

text cursor on the Custom Width line and enter the desired width.

➤ Select the Color and End Styles for the line. The beginning and ending of each line can have a different end style. The End Styles in the left column are for the beginning of the line, and the End Styles in the right column are for the end of the line.

You can save the line attributes for a particular type of graphic (box text, line, ellipse, rectangle, rounded rectangle) by using the **Defaults: Save To** feature. If Save To is selected, the next time the same type of graphic is created, it will have identical attributes.

If you want to apply the saved defaults to an existing graphic of the same type:

➤ Select the desired graphic
➤ Select the Line Attributes option
➤ Select **Defaults: Load From**. When **OK** is selected, the saved defaults are automatically applied to the existing graphic.

To copy attributes from another graphic in a chapter:

➤ Select that graphic. (You may need to select a different frame first.)
➤ Choose the Line Attributes option and select **Defaults: Save To**. This makes this particular graphic's attributes the defaults for its graphic type.
➤ Select the graphic whose attributes you want to change. Choose the Line Attributes option and select **Defaults: Load From**. The attributes just saved are copied to the selected graphic.
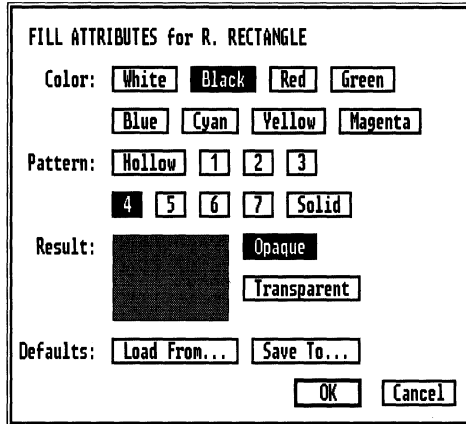
Fill attributes

```
┌──────────────────────────────────────────┐
│ ┌──────────────────────────────────────┐ │
│ │ FILL ATTRIBUTES for R. RECTANGLE     │ │
│ │   Color: [White] [Black] [Red] [Green]│ │
│ │          [Blue] [Cyan] [Yellow] [Magenta]│ │
│ │ Pattern: [Hollow] [1] [2] [3]        │ │
│ │          [4] [5] [6] [7] [Solid]     │ │
│ │  Result: ▓▓▓▓▓▓  [Opaque]            │ │
│ │          ▓▓▓▓▓▓  [Transparent]       │ │
│ │          ▓▓▓▓▓▓                      │ │
│ │ Defaults: [Load From...] [Save To...]│ │
│ │                        [ OK ] [Cancel]│ │
│ └──────────────────────────────────────┘ │
└──────────────────────────────────────────┘
```

Figure 5-66   Fill Attributes Dialog Box

Description

Fill Attributes let you change the color and back-
ground of each graphic.

Application

- Provide a background for cells in a form or
  table.

Operation

➤ Select the desired graphic.
➤ Select the Fill Attributes option in the Graphic
  menu. A Dialog Box similar to Figure 5-66 ap-
  pears. (Each of the five graphic types has its own
  dialog box.)
➤ Select the color and pattern desired.

You can save the Fill Attributes for a particular type
of graphic (box text, line, ellipse, rectangle, rounded

rectangle) by using the **Defaults: Save To** feature. If Save To is selected, then the next time the same type of graphic is created, it will have the saved attributes.

If you want to apply the saved defaults to an existing graphic of the same type, select the desired graphic, choose the Fill Attributes option, and then select **Defaults: Load From**. When **OK** is selected, the defaults are automatically applied to the existing graphic.

To copy attributes from another graphic in a chapter:

➤ Select that graphic. (You may need to first select a different frame.)
➤ Choose the Fill Attributes option and select **Defaults: Save To**. This makes this particular graphic's attributes the defaults for its graphic type.
➤ Select the graphic whose attributes you want to change.
➤ Select the Fill Attributes option and select **Defaults: Load From**. The attributes just saved are copied to the selected graphic.

The Opaque and Transparent options let you change the look of overlapping graphics. If Opaque is selected for the graphic on top, it completely blocks any graphics below it. If Transparent is selected for the graphic on top, and if the fill pattern is anything other than black, then the graphics below will show through the graphic on top.

Not all printers can print transparent graphics. Print the **CAPABILI** chapter (located in the TYPESET directory) to determine the capabilities of your printer.

Select all

Description

Select All selects every graphic associated with the currently selected frame.

Application

- Move every graphic associated with a frame to a new location relative to the frame.
- Change the attributes for all graphics tied to a frame.

Operation

➤ Enable the Frame Setting function and select the frame whose graphics you wish to select.

➤ Enable the Graphic Drawing function

➤ Choose the **Select All** option in the Graphic menu, or hold the **Ctrl** key and press **Q**. All graphics associated with the selected frame are now selected.

You can de-select individual graphics, without de-selecting the remainder, by pressing and holding the **Shift** key, pointing to the desired graphic, and then pressing the mouse button once.

☞ Normally you must be using the Graphic Drawing function to be able to select all graphics associated with a frame. However, the **Ctrl Q** keyboard shortcut lets you select all graphics while using the Frame Setting function. This is useful to see which graphics are associated with a selected frame *before* selecting the Graphic Drawing function.

Grid settings

```
GRID SETTINGS

        Grid Snap:   [On]  [Off]

Horizontal Spacing:  01,00  picas & points

  Vertical Spacing:  01,00


                    [  OK  ]   [Cancel]
```
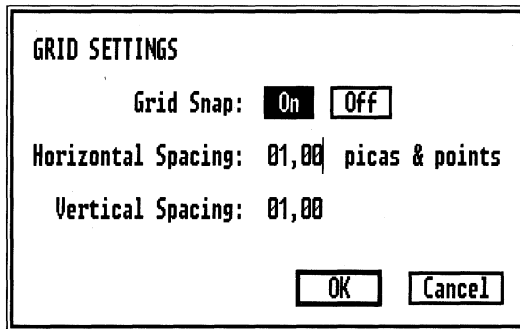
Figure 5-67   Grid Settings Dialog Box

Description

Grid Settings defines an invisible piece of graph
paper for the currently selected frame. All graphics
are then fastened to the grid points on this graph
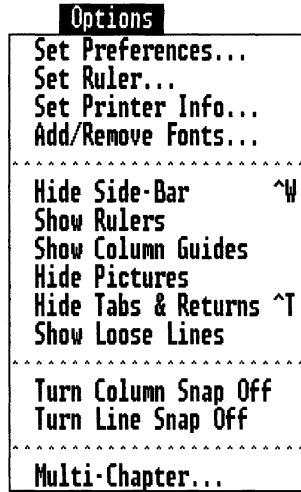paper when drawn or moved.

Application

* Provide alignment for forms and tables, where
  adjacent boxes must line up exactly.
* Assure perfect vertical or horizontal align-
  ment.

Operation

➤ Enable the Graphic Drawing function.
➤ Select the **Grid Settings** option in the Graphic
  menu.
➤ Select **Grid Snap: On**.
➤ Set the horizontal and vertical spacing.

OPTIONS MENU

```
┌─────────────────────────────┐
│ Options                     │
│ Set Preferences...          │
│ Set Ruler...                │
│ Set Printer Info...         │
│ Add/Remove Fonts...         │
│ ‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸ │
│ Hide Side-Bar        ^W     │
│ Show Rulers                 │
│ Show Column Guides          │
│ Hide Pictures               │
│ Hide Tabs & Returns ^T      │
│ Show Loose Lines            │
│ ‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸ │
│ Turn Column Snap Off        │
│ Turn Line Snap Off          │
│ ‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸‸ │
│ Multi-Chapter...            │
└─────────────────────────────┘
```

Figure 5-68   Options Menu

The **Options Menu** performs three major functions:

- Set screen and printer format options
- Add or remove fonts
- Perform multi-chapter operations

☞ Use the Multi-Chapter Copy option to copy chapters. **DO NOT** use the DOS Copy command to copy chapters.

Set preferences

```
SET PREFERENCES
      Generated Tags: [Hidden] [Shown]
       Text to Greek: [None] [2] [4] [6] [8] [10] [All]
    Keep Backup Files: [Yes] [No]
   Double Click Speed: [Slow] [2] [3] [4] [Fast]
    Decimal Tab Char: 046| (ASCII)
    On-Screen Kerning: [None] [36] [24] [18] [14] [10] [All]
   Auto-Adjust Styles: [Yes] [No]


                                    [   OK   ] [Cancel]
```
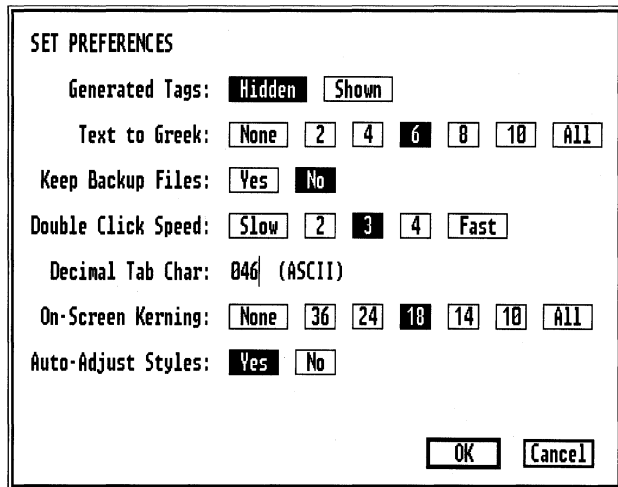
Figure 5-69   Set Preferences Dialog Box

Description

Set Preferences lets you:

- Show or hide tags in the Assignment List for generated text (e.g., captions).
- Control the size below which text is "greeked." (The word **greek** is described on the next page.)
- Create or not create backup files
- Change the speed at which two mouse clicks in a row will be recognized as **OK**
- Change the tab-align character for decimal numbers. (The US uses the period, Europe uses the comma)
- Turn screen kerning on/off
- Adjust or not adjust the inter-line spacing when fonts sizes are changed.

Application

Hide Generated Tags (e.g., captions, section headings) is used to reduce the number of tags shown in the Assignment List. Since generated text tags are *automatically* assigned to headers, footers, section numbers, etc., you don't need to see them in the Assignment List.

When using tabs, one of the tab types is **Decimal**. You can change the decimal tab character from a period (American convention) to a comma (European convention.) This feature also lets you set the decimal tab character to a slash (/), an equal sign (=) or other characters.

Operation—General

Select the Set Preference option in the Options menu. The Dialog Box shown in Figure 5-69 appears. Select the option desired.

Operation—Greeking

The word **greeking** describes the practice in the graphics art industry of quickly drawing horizontal lines on a page to approximate how a real page of text will look. Greeking is used in Xerox Ventura Publisher to speed up the time it takes to draw the screen when displaying either a Reduced or Facing Pages View. Select larger numbers to display only the largest text as readable text. Select smaller numbers to display much smaller text as readable text. The numbers refer to the screen pixel height of the font.

☞ Depending on the resolution of your display, text below a certain size may not be readable in Full Page or Facing Pages View when greeking is completely turned off. This is normal.

Operation—Backup files

Select **YES** to create style sheet, chapter, and text backup files each time a chapter is saved. Backup files have the same name as the original, with the first letter of the extension changed to **$**.

Operation—Double click speed

When making selections in the Item Selector, you can press the mouse button twice quickly, while pointing to the file name, in order to select the file and select **OK**. You can change the double-click speed necessary to activate the selection process. Note that Xerox Ventura Publisher delays all selection operations by the time required for two mouse clicks. Therefore, always pick the fastest speed you can handle. If you do not use the double-click shortcut, set double-click speed to **Fast**.

Operation—Decimal tab character

One of the choices in the **Tab Setting** option in the Paragraph menu is decimal tab. When selected, the text aligns at the tab stop on the first decimal point in the text. Xerox Ventura Publisher initially assumes that the **period** character is used as the decimal point. However, some European countries use the **comma** instead. Consult Appendix E and enter the numeric value on the Decimal **Tab Character** line for the character you wish to use as a decimal point. (The comma is decimal 44.)

Operation—On-screen kerning

When **Kerning** is selected in the Typographic Controls option, the change in the space between letters can be shown on the screen as well as on the printer. However, the additional calculations necessary to adjust the space between each character take additional time and therefore slow down the screen drawing speed. Also, because of the relatively limited resolu-

tion of the computer screen, the subtle differences provided by kerning may not be noticeable at small (less than 14 point) font sizes. Therefore, to provide optimum performance, you can choose whether to show kerning on the computer screen. If you do show kerning, you can choose to show only fonts above a certain size.

To show kerning on-screen, select the minimum font size you wish to kern. All characters equal to or above the font size chosen will be kerned. 18 or 24 point are typical font sizes to choose.

If kerning is turned on in the Typographic Controls option, and if the printer fonts provide kerning information (see Appendix K), the printed output will always be kerned, regardless of whether on-screen kerning is enabled or not.

Operation—Auto adjust styles

Whenever you change a tag's font size, the inter-line spacing for that font is automatically increased or decreased. Thus, if the font was originally 12 point with 14 point inter-line spacing and you increase the font size to 24 point, the inter-line spacing is automatically increased to 28 point. If you don't want the inter-line spacing automatically adjusted, select Auto Adjust Styles **No**. This is especially useful for tables, where the space between lines should remain constant.

Set ruler

```
SET RULER

    Horizontal Units:  [ Inches ]  [ Centimeters ]  █Picas█

      Vertical Units:  █Inches█  [ Centimeters ]  [ Picas ]

Horizontal Zero Point:  06,00  picas & points
  Vertical Zero Point:  06,00

                                      [   OK   ]  [Cancel]
```
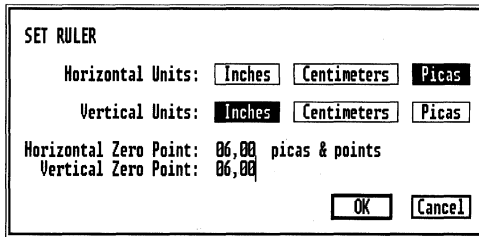
Figure 5-70   Set Ruler Dialog Box

Description

Set ruler lets you set different ruler measurement units for the vertical and horizontal rulers shown on the edge of the screen.

Application

- Measure the page horizontally in picas and vertically in inches.
- Move the ruler to measure from column edge rather than page edge

Operation

➤ Select the desired measurement unit for both the horizontal and vertical ruler.

➤ Set the horizontal and vertical zero points.

The default for horizontal and vertical zero point is zero. This lets you easily measure from the page edge. However, since tabs are measured from the column edge, you may find it useful to set the horizontal zero point equal to the left margin. The numbers on the horizontal ruler will then show the distance from the left column edge.

The rulers can also be set interactively, as shown below.

To move the rulers with the mouse, or to pull the ruler cross-hairs onto the screen, point to the 0,0 box, press and hold the mouse button, and then ...

drag the cross-hairs onto the screen. Use these cross hairs to check for vertical and horizontal alignment. In facing pages view, you can check for align-ment across pages. When you release the mouse button ...

the zero points move to the mouse location. Move the mouse to the top ruler before releas-ing the mouse button to reset only the vertical ruler. Select 0,0 to reset the ruler zero point to the upper left corner.

Ruler zero point set to location of mouse prior to releasing the mouse button.
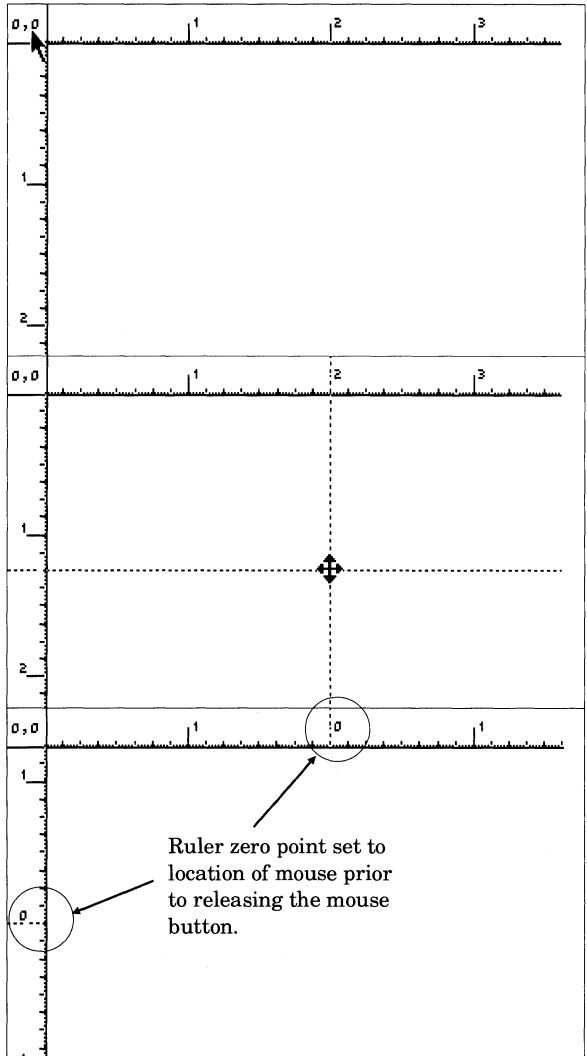
Printer info

Load new screen fonts
by typing the
extension of the
screen font files on
this line (e.g., PSF for
PostScript fonts)

When the width table
contains fonts for the
selected device (in
this case PostScript),
this line displays the
word **Ultimate.**

```
SET PRINTER INFO

 Device Name:  [ EPSON MX/FX ]  █ POSTSCRIPT █


 Screen Fonts:  EGA| (Use those matching this file extension.)

    Output To:  [ LPT1 ] [ LPT2 ] [ LPT3 ] █ COM1 █ [ COM2 ] [ Direct ] [ Filename ]

  Width Table:  C:\VENTURA\POSTSCPT.WID_____

      Command:  [ Load Different Width Table (i.e., Font Metrics) ]

      Quality:  Ultimate
                                              [    OK    ]  [ Cancel ]
```

Figure 5-71   Set Printer Info Dialog Box.

Description

The **Printer Info** option lets you change printers,
printer connections, printer and screen fonts. It also
lets you direct the printed output to a file.

Application

- Switch between several output devices con-
  nected to different computer ports. This can be
  used to switch, for instance, between a black
  and white printer, and a color printer.
- Print the chapter to a disk. This disk can be
  sent to another location for printing on a high
  speed laser printer or typesetter.
- Load a different printer width table. This lets
  you change fonts. It also lets you change the
  character widths to match those used on a dif-
  ferent printer or typesetter.

Changing output devices

You can switch between different installed printers or typesetters by selecting the appropriate **Device Name** in the Set Printer Info Dialog Box (Figure 5-70.) After changing the Device Name, you should select a different **Width Table**. See **Changing Printer Width Tables** later in this section.

You may also need to change the computer port. To change computer ports (e.g., from COM1 to COM2), select the correct option on the **Output To** line.

Adding new screen fonts

To add new screen fonts to Xerox Ventura Publisher, copy the fonts to the VENTURA directory. The fonts must all have the same file extension. To select these screen fonts, specify the correct extension on the **Screen Fonts** line.

Output to disk file

If you select **Output To: Filename**, then the information normally sent to the output device during a print operation is instead sent to a disk file. Nothing is sent to the output device. This disk file can then be sent via floppy disk, network, or modem to a remote printer or typesetter for printing at a later time. To print to a file, select the To Print option in the File menu **after** selecting Output To Filename.

This option is not available for JLaser, Cordata, and AST TurboLaser printers.

☞ The disk file created using this command will be at least as big as the sum of all the files contained in your chapter or publication. Make sure your computer hard disk has enough room. To copy a large print file to floppy disk, use the DOS **BACKUP** command rather than the DOS **COPY** command.

Printing a chapter saved to a disk

Once you have printed to a file, you will eventually want to send this file to a printer or typesetter. To do this, use the standard DOS **COPY** command, and copy the file directly to the output device by typing the following directly from the DOS prompt:

COPY   filename   port: /B

Replace **filename** with the name of the disk file you want to print, and **port** with the name of the port selected, exactly as shown on the Output To: line. (/B is not used when copying to a PostScript device.) Remember to place a colon directly after the port name. For example, to print a file named **TECH-DOC1.C00** to a printer connected to **LPT1**, type the following at the DOS prompt:

COPY   TECHDOC1.C00   LPT1: /B   Enter

This only works with output devices connected with a parallel cable. For output devices connected with a serial cable, you must first execute the following commands (assuming your device is connected to COM1):

MODE   LPT1:=COM1:   Enter
MODE   COM1:96,N,8,1   Enter

Then execute the COPY command to LPT1: exactly as shown above.

Use the XPRINT utility to move Interpress files.

PostScript printers

When copying to a PostScript printer or typesetter, you must first insert the Utilities Disk #11 into the A drive and then type the following command directly from the DOS prompt:

COPY   A:\POSTSCPT\DTR.TXT   LPT1:   Enter

DTR.TXT is a file contained on the Xerox Ventura Publisher Utilities disk in the POSTSCPT directory. Once this file is transmitted, it does not ever need to be re-transmitted unless another program resets your printer. It remains in the printer, even when power is turned off. Sending this file to the printer or typesetter does not affect the operation of Xerox Ventura Publisher.

You may not be able to print a file on very early models of the Apple LaserWriter using the above commands. See Appendix F for additional details on how to print a file to an Apple LaserWriter.

Changing width tables

Each printing device creates individual letters and symbols differently, with a different shape, height, and width. Xerox Ventura Publisher must know, for each device installed, the width of each character for each typeface and size. This width information is then used to adjust the position for each character on the screen so the end of each line, paragraph, and page matches the printed output.

During the initial installation process, Xerox Ventura Publisher automatically creates files called **width tables** that provide this information for each printing device installed. When a different device is selected, as described in the section **Changing Output Devices**, the matching width table should be loaded.

To load a different width table, select **Load Different Width Table (i.e., Font Metrics.)** The Item Selector appears, and width table files names are shown. These files have names like **XRX4045.WID** and **POSTSCPT.WID**. Select the width table desired, and then select **OK**.

If the width table is for a different printer than the Device Name currently selected, **Quality** (shown at

the bottom of the Set Printer Info Dialog Box) chan-
ges from Ultimate to Draft.

Whenever a style sheet is saved, the width table cur-
rently in use is stored with that style sheet. This as-
sures that the chapter always prints the same way,
even if you later load another width table.

Draft printer

If you ultimately want to print to a device not con-
nected directly to your computer (perhaps a typeset-
ting machine), but want to create rough draft copies
on your local printer, you have a problem. The
character widths used by your draft printer don't
match the widths used by the ultimate output device.
When printed on the ultimate device with a different
width table, lines, paragraphs, and pages will all con-
tain the wrong number of characters, and the chap-
ter will look totally different from what you original-
ly created.

The solution is to use the ultimate output device
width table with your local printer. While this
produces a chapter on your local printer with the
wrong word spacing, justified text will still look jus-
tified, and the number of characters on each line,
paragraph and page will exactly match what gets
printed on the ultimate output device.

Default width table

The width table for the first output device installed
(primary device) is automatically copied during in-
stallation to a file called **OUTPUT.WID**. This is the
default width table. Its purpose is to reconfigure style
sheets which are transferred between systems which
use different printers. As an example, a style sheet
created on a system which uses the Xerox 4045 and
copied to a system which uses a PostScript printer
will automatically adapt correctly to the PostScript

printer's width table if OUTPUT.WID is loaded
before the style sheet is copied from the 4045 system.

☞ Use the width table name which matches the printer
name (e.g., POSTSCPT.WID) if you want the charac-
ter widths to remain the same regardless of which
printer is used. Use OUTPUT.WID if you want the
character widths to change automatically whenever
the style sheet is copied to a different system.

The style sheets shipped with Xerox Ventura
Publisher use **OUTPUT.WID**.

Installing new fonts

The other reason to change width tables is to change
to a new set of typefaces. (See Appendix K.) After
loading a width table which contains new typefaces
and sizes, you will see the Face, Size, and Style
changed according to the specifications in the new
width table when you next choose any of the Font
Dialog Boxes.

See **Appendix K** for information on how to generate
width tables for additional typefaces that you pur-
chase for your printer. See the Add/Remove Fonts op-
tion for information on how to merge fonts from dif-
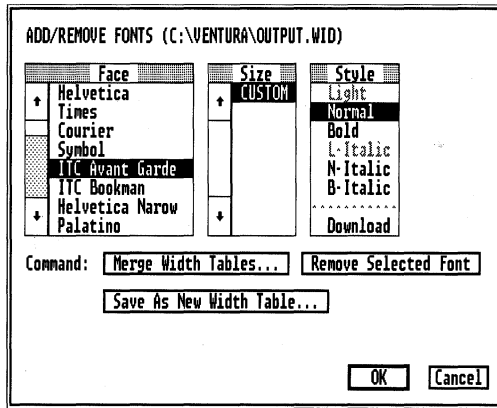ferent width tables into a single width table.

Add/remove fonts

```
ADD/REMOVE FONTS (C:\VENTURA\OUTPUT.WID)

      Face              Size         Style
  ┌─────────────┐   ┌─────────┐  ┌───────────┐
↑ │ Helvetica   │ ↑ │ CUSTOM  │  │ Light     │
  │ Times       │   │         │  │ Normal    │
  │ Courier     │   │         │  │ Bold      │
  │ Symbol      │   │         │  │ L-Italic  │
  │ ITC Avant Garde │           │ N-Italic  │
  │ ITC Bookman │   │         │  │ B-Italic  │
↓ │ Helvetica Narow │         │  ├───────────┤
  │ Palatino    │ ↓ │         │  │ Download  │
  └─────────────┘   └─────────┘  └───────────┘

Command:  [ Merge Width Tables... ]  [ Remove Selected Font ]
                [ Save As New Width Table... ]


                                  [  OK  ]  [Cancel]
```

Figure 5-72   Add/remove fonts Dialog Box

Description

Add/Remove Fonts lets you add additional printer fonts. It also lets you disable automatic font downloading for each individual font.

Application

- Add typefaces
- Enable or disable automatic font downloading

Operation—Add fonts

Before using this feature to add new fonts, you must:

► Copy all new fonts to the VENTURA directory (or the directory specified in the CNF file—see Appendix K)

► Copy the width table for these new fonts to the VENTURA directory. (Use the utilities described

in Appendix K to create a width table if the font supplier did not provide a Xerox Ventura Publisher width table.)

Once new fonts have been copied to your computer's hard disk, run Xerox Ventura Publisher and then:

➤ Select **Load New Width Table** in the Set Printer Info option, and load the width table for the *existing fonts* for your printer.

➤ Select the **Add/Remove Fonts** option in the Options menu. The Add/Remove Fonts Dialog Box appears.

➤ Select **Save As New Width Table** to save the existing width table under a new name and avoid accidentally modifying an existing width table.

➤ Select **Merge Width Tables** and select the width table for the **new** fonts. These new fonts are added to those already in the existing width table. The combined set of faces, sizes, and styles are immediately shown in the Add/Remove Fonts Dialog Box.

➤ Select any face, size or style which you don't wish to use, and then select **Remove Selected Font**. The font is removed from the combined width table.

➤ Select Save As New Width Table and save the combined width table under a new name.

All the new fonts are now available for use.

☞ The two width tables merged together must both be for the same printer.

Operation—Resident/Download

The word **Resident** in the style portion of the Dialog Box means that the font selected is already resident in the printer prior to running Xerox Ventura Publisher. The word **Download** means that Xerox Ventura Publisher will download the font from the

computer's hard disk automatically during the print operation.

Anytime the fonts used to print a chapter reside on the computer hard disk, select **Download**. Anytime the fonts used to print a chapter have been placed in the printer and made permanent *prior to running Xerox Ventura Publisher*, select **Resident**.

☞ Each font (i.e., each combination of face, size and style) must be individually set to Download or Resident.

You can decrease print time when using an HP Laser-Jet or Xerox 4045 by eliminating automatic downloading. To do this, you **must** first download the fonts into your printer, and make them *permanent* prior to running Xerox Ventura Publisher. Use the utilities provided by the printer manufacturer. Although you eliminate the time needed to download the fonts at the beginning of each print job, Xerox Ventura Publisher will not free the memory used by the fonts when pages which contain many graphics and few fonts are printed. Unless your printer contains several megabytes of memory, your printer will likely produce out of memory error messages.

☞ The novice user should not change the state of the **Download/Resident** configuration from the state which is automatically set during installation.

Show/hide side-bar

Description

The Side-Bar is the left part of the Xerox Ventura Publisher screen which contains the Function Selector, Assignment List, Current Selection Indicator, and Page Counter. **Hide Side-Bar** removes the entire side-bar from the screen, letting you see more of the page.

Application

- Lets you perform text editing, including paragraph tagging, with a more complete view of the document.

Operation

Make sure the function you want to use (e.g., Text Editing) is enabled. Then select **Hide Side-Bar** in the Options menu, or press and hold the **Ctrl** key as you press **W**. The Side-Bar disappears.

To show the side-bar, select **Show Side-Bar** in the Options menu, or press and hold the **Ctrl** key as you press **W**.

While the Side-Bar is hidden, you can still change between functions using the View menu or the keyboard shortcuts. Paragraphs can also be tagged using the Function Keys.

Show/hide rulers

Description

Show/Hide rulers turns rulers at the top and left edges of the screen on or off.

Application

On-screen rulers help place pictures and graphics.

Operation

Select **Show Rulers** to turn rulers on. Select **Hide Rulers** to turn rulers off.

When rulers are shown, the mouse cursor's position is always shown by a thin hairline which moves across the face of each ruler. These hairlines let you make accurate frame and graphic placement on the page. To assure precise **frame** size and placement, use the Sizing & Scaling option in the Frame menu. To make precise graphics placement, use the Grid Setting option in the Graphic menu.

Show/hide column guides

Description

Show Column Guides paints faint dashed lines on the screen that show the outline of each column.

Application

- See how much space is left at the bottom of the column.
- Aid in frame placement.

Operation

To turn column guides on, select the **Show Column Guides** option in the Option menu. To turn column guides off, select the **Hide Column Guides** option in the Option menu.

Column guides cannot be printed.

Show/hide pictures

Description

> The **Hide Pictures** option replaces all line art and all images with a gray rectangular box.

Application

> • Increase the screen drawing speed.
> • See the frame margins, if the frame contains a picture.

Operation

To turn pictures off, select Hide Pictures in the Option menu. To turn pictures back on again, select Show Pictures in the Option menu. The frame and the picture it contains can still be moved, sized, scaled, cut, copied, and pasted while pictures are hidden.

Pictures are always printed, regardless of whether pictures on the screen are hidden or shown.

When pictures are hidden, a gray box appears within each frame, covering the exact area occupied by the picture. The space between this gray box and the frame edge shows you the current frame margin settings.

Show/hide tabs & returns

Description

Show/Hide Tabs & Returns provides visual markers for tabs, non-breaking spaces, line breaks, end of paragraph marks, end of file marks, index points, frame anchors, and discretionary hyphens.

Application

This feature lets you see hidden characters while editing text.

Operation

To show tabs and returns, select **Show Tabs & Returns** in the Options menu. To hide these characters, select **Hide Tabs & Returns** in the Options menu. Figure 5-73 shows the symbols used to display hidden characters. Showing these characters takes additional space which changes the location of characters on the screen slightly. This shift in no way affects how the page is printed.

☞ It is recommended that you Show Tabs & Returns whenever possible to avoid accidentally deleting hidden characters.

		Non-break-			
	Discretion-	ing and			
	ary	other fixed	Line	Para-	End of
Tab	Hyphen	spaces	Break	graph	file
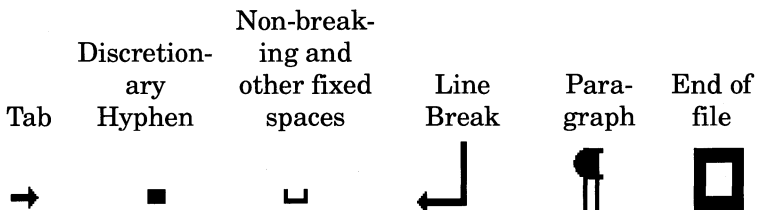
Figure 5-73   Tab & return characters. Index and anchors display as small circle.

Turn column snap on/off

Description

Turn Column Snap On forces all frames to align with the sides of the underlying page's column guides.

Application

- Force picture and text frames placed on the page to align perfectly with the underlying text columns.

Operation

To turn column snap on, choose **Turn Column Snap On** in the Options menu. To turn column snap off, choose **Turn Column Snap Off** in the Options menu. When column snap is on, a frame snaps to a column guide when it is placed within about 0.1 inch of that guide.

Turning column snap on does not move frames already in the Chapter until those frames are moved or re-sized.

When re-sizing a frame already placed on the page, only the side of the frame currently being moved snaps to a column guide.

Frames do not snap to the top or bottom of the column guides. However, if the top margin is an integral multiple of Body Text inter-line spacing, and Line Snap is turned on, the frame can be made to align exactly with the top of the column guide. (See Turn Line Snap On.)

Turn line snap on/off

Description

The **Turn Line Snap On** option forces frames to line up exactly with the Body Text inter-line spacing in the underlying page.

Application

- Assure that frames in adjacent columns line up exactly.
- Let you make the top of one frame align with the bottom of the frame above it.
- Force a line or lines of text in a column to move down by exactly one line by increasing the height of a frame that has been snapped to the column.

Description

To turn line snap on, choose **Turn Line Snap On** in the Options menu. To turn line snap off, choose **Turn Line Snap Off** in the Options menu.

The inter-line spacing for Body Text is used to create an invisible grid to which frames are snapped. If Line Snap is turned on or Body Text inter-line spacing changed after frames have been placed, the top and bottom of each frame must both be moved in order to align the frame with the new Body Text grid.

Show/hide loose lines

Description

The **Show/hide Loose Lines** option highlights lines
which exceed the Maximum Space Width setting in
the Typographic Controls option. Although Letter
Spacing may be turned on to compensate for the loose
line which results when this space is exceeded, the
line will still be flagged as loose.

Application

- Provide a visual aid so the author can edit a
  loose line. (Place a discretionary hyphen in the
  first word below the loose line to correct the
  problem.)

Operation

To show loose lines, select the **Show Loose Lines**
option in the Options menu. To turn the loose line dis-
play off, select the **Hide Loose Lines** option in the
Options menu.

Loose lines are shown in reverse video (i.e., white
text on a black background) on a monochrome dis-
play. They are shown in red on a color display.

Multi-chapter

```
MULTI-CHAPTER OPERATIONS
                                          New
   ▒▒▒▒▒▒▒▒C:\TYPESET\&EXAMPLE.PUB▒▒▒▒▒▒   Open
 ↑ C:\TYPESET\&BRO-P3.CHP                  Close
   C:\TYPESET\&MAG-P3.CHP                  ˄˄˄˄˄˄˄˄˄˄˄˄˄˄˄˄
   C:\TYPESET\&NEWS-P3.CHP                 Save
   C:\TYPESET\&NEWS-P2.CHP                 Save As...
   C:\TYPESET\&PRPT-P2.CHP                 ˄˄˄˄˄˄˄˄˄˄˄˄˄˄˄˄
   C:\TYPESET\&LSTG-P2.CHP                 Add Chapter...
   C:\TYPESET\&PHON-P2.CHP                 Remove Chap
   C:\TYPESET\&BOOK-P2.CHP                 ˄˄˄˄˄˄˄˄˄˄˄˄˄˄˄˄
   C:\TYPESET\&BOOK-P1.CHP                 Print...
   C:\TYPESET\&INV-P1.CHP                  Make TOC...
 ↓ C:\TYPESET\&LTR1-P1.CHP                 Make Index...
   C:\TYPESET\&PREL-P1.CHP                 Copy All...

                                             ┌──────┐
                                             │ Done │
                                             └──────┘
```
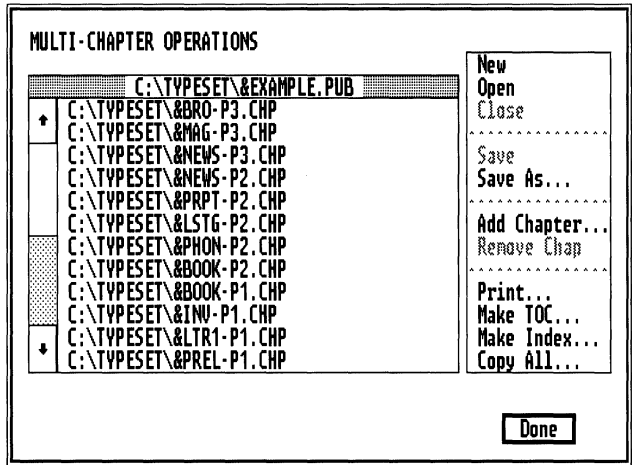
Figure 5-74   Multi-Chapter Operation Dialog Box

Description

Multi-Chapter lets you combine a large number of chapters together into a **Publication**. You can then print, generate a table of contents, or create an index for the entire publication.

Multi-Chapter also includes a file management utility that lets you copy all files associated with a chapter or publication.

Application

- Print very large publications, such as books or technical manuals. Each chapter can be created separately and can point to its own set of text, pictures and style sheets.
- Quickly see every file associated with an individual chapter.

- Automatically create front and back matter (table of contents and index.)
- Copy every file associated with a chapter or publication, without accidentally losing a file.

Creating a large publication

Xerox Ventura Publisher can print or copy a publication which consists of up to 128 chapters. The Multi-Chapter Operations Dialog Box lets you build a list of chapters, which can then be saved as a **Publication**. (A publication is nothing more than this list of chapters.) This list is then used to tell Xerox Ventura Publisher which chapters to use during a multi-chapter print or copy operation, or which chapters to include in a table of contents or index operation.

To create a publication:

➤ Select **Multi-Chapter** in the Options menu. If you have made changes since the chapter or style sheet was last changed, you are prompted to save them. The **Multi-Chapter Operations** Dialog Box shown in Figure 5-74 then appears, and the current chapter or publication is shown.

➤ If you want to create a publication that doesn't include the current chapter, select **New**. The file names are removed from the Dialog Box. (The chapter files removed with this New command are not altered or deleted.)

➤ If you want to retrieve a publication previously created, select **Open**. The Item Selector appears, and you can then specify which publication you wish to retrieve. Select **OK**. The **Multi-Chapter Operation** Dialog Box reappears, with the publication's chapters displayed.

➤ If you want to add additional chapters to the list displayed, select the **Add Chapter** option. The Item Selector appears. After specifying the chapter file name, select **OK**, and the **Multi-Chapter Operation** Dialog Box reappears. Continue selecting Add Chapter for each additional chapter

you want to place in your publication. If you make a mistake and add a chapter that you don't want, select that chapter name, and then select **Remove Chapter**.

Rearrange chapter order

The order in which chapters are placed in the list can easily be rearranged once you have created a list of chapters. Simply move the mouse cursor over the name of the file you wish to move, press and hold the mouse button, and then "drag" the file name to the new location. When you release the mouse button, the file name is inserted at the new location in the chapter list, and all file names below this point are pushed down. To move a file name from the bottom to the top of a long list of chapters, scroll to the end of the list, move the file to the top of the display area, then scroll up until the file name is at the bottom of the display area. Repeat until the file is at the top of the list.

Once the list of chapters is complete and in the correct order, you should save it by selecting the **Save As** option. The Item Selector appears, and you can then specify the file name. The extension **PUB** is automatically added to the file name. Note that you actually are saving nothing more than a list of chapters. The individual chapters and their associated text and picture files have already been saved.

Once the publication has been saved, you can create a table of contents or index for it, print it or copy all the files associated with every chapter.

See chapter file names

If you want to see what files are associated with any given chapter, first select the chapter name and then select **Open**. The individual files for that chapter are temporarily displayed. Select **Close** to return to the original display.

☞ Selecting Open when a chapter name is selected displays the contents of that chapter. Selecting Open with no chapter name selected lets you retrieve a previously saved publication.

Multi-chapter print

To print the multi-chapter publication currently displayed, select **Print** in the Multi-Chapter Operations Dialog Box. The options are identical to those described in the **To Print** option in the File menu, with one exception: If **Output To Filename** is selected in the Set Printer Info option in the Options menu, you are then asked to select whether you want to place **Each [chapter] in Separate File** or **All in One File**. If you select Each in Separate File, Xerox Ventura Publisher automatically creates separate files for each chapter, with the name you specify followed by the extensions C00, C01, C02, etc. If you select **All in One File**, the entire publication is placed in one big file with the extension **C00**.

Table of contents generation

Xerox Ventura Publisher can automatically generate a table of contents by extracting tagged text from the publication. For instance, you can create a table of contents that contains every occurrence of text tagged as **Chapter Head** or **Sub Headline**, along with the associated chapter and page numbers. This table of contents is then stored as a text file, which can later be loaded and formatted just like any other text file and added to the front of the publication file.

To generate a table of contents for the publication displayed in the title bar of the **Multi-Chapter Operations** Dialog Box:

➤ Select **Make TOC**. The **Generate Table of Contents** Dialog Box appears (Figure 5-75.) The current publication name is shown on the **TOC File:** line, with the last three letters changed to **TOC**

```
┌──────────────────────────────────────────────────────┐
│ GENERATE TABLE OF CONTENTS                            │
│                                                        │
│    TOC File: C:\VPDOC\VPDOCTOC.GEN_____  │
│ Title String: Table of Contents_____  │
│     Level 1: [*Chapter Head]_____  │
│     Level 2: [*Heading 1]→[C#]·[P#]_____  │
│     Level 3: _____   │
│     Level 4: _____   │
│     Level 5: _____   │
│     Level 6: _____   │
│     Level 7: _____   │
│     Level 8: _____   │
│     Level 9: _____   │
│    Level 10: _____   │
│                                                        │
│    Inserts: [ Tag Text ] [ Tab ] [ Chapter # ] [ Page # ]│
│             [ Text Attr. ]                             │
│                                        [ OK ] [ Cancel ]│
└──────────────────────────────────────────────────────┘
```

Figure 5-75   Table of Contents Dialog Box

and the extension **GEN** added. This is the name of the text file which will be created during the Table of Contents generation process.

➤ Use the text cursor to change this file name as desired, although you should keep the extension **GEN**.

➤ Modify the **Title String**, if desired. This is the title that appears at the top of the first Table of Contents page.

➤ Place the text cursor on the **Level 1** line, and then select **Tag Text**.

This places the following words on the **Level 1** line:

```
[*tag name]
```

➤ Use the keyboard cursor keys to delete the words **tag name** and replace them with the first tag whose text you wish to place in the table of contents.

➤ Move the text cursor to the end of the Level 1 line

➤ Select **Tab**

➤ Select **Chapter #** (if you want chapter numbers included)
➤ Type a dash
➤ Select **Page #**.

The Level 2 line on your display should look like that in Figure 5-75. Repeat this procedure for additional levels.

When finished, select **OK**. Xerox Ventura Publisher then automatically creates a table of contents by placing a copy of each paragraph, tagged with the tags you specified at each Level, into a text file.

This text file is automatically tagged with different tags for each level, and another tag for the title. These tags are called Z_TOC1, Z_TOC2, etc., and Z_TOC TITLE.

The resulting text file can then be loaded (using the **Load Text/Picture** option), formatted with a style sheet, edited, and printed just like any other text file. Load this text file using the **Generated** option in the Load/Text Picture Dialog Box.

If you save the publication *after* creating the table of contents, the options are saved with the publication.

The table of contents for this manual was created using Xerox Ventura Publisher. &TCHD-P1 is the style sheet for this manual and includes tags for table of contents and index entries.

Index generation

Xerox Ventura Publisher can automatically create an index from the references inserted into the text using the **Insert/Edit Index** option in the Edit menu.

To generate an index for the publication displayed in the title bar of the **Multi-Chapter Operations** Dialog Box:

➤ Create a publication file as described earlier in this section.

➤ Select **Make Index**. The **Generate Index** Dialog Box appears (Figure 5-76). The current publication name, with the last three letters changed to **IDX** and the extension **GEN** added, is shown on the **Index File:** line. You can use the text cursor to change this file name as desired, although you should keep the extension **GEN**.

➤ Modify the **Title String**, if desired. This is the title that appears at the top of the first index page.

➤ If desired, select **Letter Headings: On**. This places an **A** before the first index entry beginning with the letter **A**, a **B** before the first index entry beginning with the letter **B**, and so on. An exclamation point (!) is used as the heading for all entries which are neither numbers or letters.

The rest of the Dialog Box is automatically filled out as shown in Figure 5-76, and usually does not need to be changed. For those wishing to change the default format:

```
GENERATE INDEX

    Index File:  C:\VPDOC\VPDOCIDX.GEN_____

   Title String:  Index_____

 Letter Headings:  [On]  [Off]

      Before #s:  →|
     For Each #:  [C#]·[P#] · [C#]·[P#]_____
     Between #s:  , _____
       After #s:  _____
        "See ":  See _____
    "See Also":  See also _____

        Inserts:  [Tab] [Chapter #] [Page #] [Text Attr.]

                                       [OK]  [Cancel]
```

Figure 5-76   Generate Index Dialog Box.

Before #s inserts the text specified before the chapter and page numbers. The default is one horizontal tab character. For the index in this manual, the tab was replaced with a comma followed by a space.

For Each # describes how the chapter and page numbers will appear in the index. Placing a dash as shown in Figure 5-76 will refer to entries that occur on consecutive pages by showing the first and last chapter and page numbers on which they appear, separated by a dash.

Between #s describes the punctuation that should be placed between each chapter/page number referenced. The default is comma, followed by a space.

After #s describes what punctuation should be placed after the chapter/page numbers. The default is no punctuation at all.

See defines the text that should be added for a cross reference entry. Usually the word **See** is used.

See Also defines the text that should be added for a secondary cross reference entry. Usually the words **See Also** are used.

If you save the publication *after* creating the index, any changes made to the default settings will be saved with the publication.

During the index generation process, the actual text from each index entry is collected from the publication, along with the chapter and page number on which that entry is currently placed. This text is then sorted and placed into a text file. Each entry is followed by a line break and horizontal tab character. The last entry for each letter in the alphabet is followed by a paragraph end (carriage return.)

This manual's index was generated with Xerox Ventura Publisher's index feature.

Copying chapters & publications

Since both Chapter and Publication files each point to a large number of different text and picture files, each of which may be in a different subdirectory, copying every file in a complete Chapter or Publication using the DOS COPY command is very laborious. In general, the DOS COPY command does not work unless every file will ultimately be copied back to the same disk drive and subdirectory.

☞ **Do not use the DOS COPY command to copy chapters.**

The **Copy All** feature automatically copies all files associated with a chapter or publication (except hyphenation dictionaries). Each type of file (e.g., style sheet, picture, text) can be copied to a different disk drive and subdirectory. The references in the chapter (CHP) and publication (PUB) files to these new drives and subdirectories are automatically updated as these files are copied.

To copy the entire publication:

➤ Open a publication file, or build a list of publications using the **Add Chapter** feature then save the resulting publication.

➤ Select **Copy All**. Make sure no chapter name is selected, or you will only copy that one chapter. (To de-select a selected chapter, move the mouse cursor to an empty portion of the screen, and then press the mouse button once.)

➤ The **Copy All** Dialog Box appears. (Figure 5-76). The **PUB or CHP:** line shows the name of the publication or chapter to be copied. The destination lines show the disk drive and subdirectory to which each file type will be copied.

➤ On each destination line, enter the disk drive name, followed by a colon, followed by the subdirectory (if any) where you wish to place that file type. For example, to save all files in the publica-

tion to the root directory on the A drive, edit each line to look like Figure 5-77.

```
┌─────────────────────────────────────────────────────────────┐
│                                                               │
│  COPY ALL                                                     │
│                                                               │
│                       SOURCE (from this file)                 │
│        PUB or CHP:  C:\TYPESET\&EXAMPLE.PUB_____    │
│                                                               │
│                       DESTINATION (to these directories)      │
│      PUB & CHPs:  A:_____         │
│      STYs & WIDs: A:_____         │
│       Text Files: A:_____         │
│   Graphic Files:  A:_____         │
│     Image Files:  A:_____         │
│                                                               │
│        Command: │ Make All Directories the Same As the First │ │
│                                                               │
│                                      │  OK  │  │ Cancel │     │
│                                                               │
└─────────────────────────────────────────────────────────────┘
```

Figure 5-77   Copy All Dialog Box. Set to copy all files associated with EXAMPLE.PUB to the A drive.

If all files will be saved to the same disk and directory, enter information on the first line only, and then select **Make all Directories the Same as the First.** Select OK to begin the copying process. Xerox Ventura Publisher creates any directory names requested that were not already in existence.

☞ Pressing the **Enter** key does nothing in the **Copy All** dialog box in order to reduce the chance of accidentally starting the copy process before you are ready.

If all the files from the publication will not fit on one floppy disk, the following message appears when the disk becomes full:

```
┌─────────────────────────────────────────────────────────────┐
│ There is not enough space on the target disk. Do             │
│ you wish to continue with a new disk or cancel               │
│ the archive process?                                         │
└─────────────────────────────────────────────────────────────┘
```

To copy only one chapter:

➤ Select that chapter name from the list of files shown in the Multi-Chapter Dialog Box.

➤ Select Copy All and follow the preceding instructions for copying a publication.

Retrieving a publication or chapter

Use the **Open** option in the Multi-Chapter Dialog Box to retrieve a publication that has been copied to another disk drive. Change the disk drive as described in the Item Selector section. Once the publication is opened and the chapters are shown in the Multi-Chapter Dialog Box, select Copy All and fill in the destination lines with the appropriate disk drive and directories, as described in the preceding paragraphs. Figure 5-78 shows the Item Selector set to retrieve a publication that was previously copied to the A drive. All files are copied to the **TYPESET** subdirectory.

```
COPY ALL

                       SOURCE (from this file)
        PUB or CHP:  A:\&EXAMPLE.PUB_____


                       DESTINATION (to these directories)

       PUB & CHPs:  C:\TYPESET|_____
       STYs & WIDs:  C:\TYPESET_____
        Text Files:  C:\TYPESET_____
     Graphic Files:  C:\TYPESET_____
       Image Files:  C:\TYPESET_____

          Command:  [ Make All Directories the Same As the First ]

                                    [   OK   ]   [ Cancel ]
```

Figure 5-78   Copy All Dialog Box set to copy EX-AMPLE.PUB files from the A drive to the TYPESET directory.

To retrieve a single chapter that has been copied to another disk drive, use the **Add Chapter** option in the Multi-Chapter Dialog Box. Change the Directory line in the Item Selector, to change to the correct disk drive. Once the chapter is shown in the Multi-Chapter Dialog Box, select the chapter name and then select Copy All. Then, fill in the destination lines with the appropriate disk drive and directories.

When retrieving publications or chapters which are saved on more than one floppy disk, the following message appears:

```
This file could not be found: filename. Do you
wish to skip over it, or retry with a new disk,
or cancel the archive process?
```

Insert the next disk, and then select **Retry**.

HINTS, TIPS, & TECHNIQUES

This chapter provides a collection of hints, tips, and techniques developed by users of Xerox Ventura Publisher.

Frames and pictures

Multiple article chapters

This sub-section describes how to create newspaper-type chapters with Xerox Ventura Publisher. A newspaper format contains multiple articles, each saved in a different file. These articles can start on any page and can continue on any later page. Each portion of each article can be placed in a frame anywhere in the chapter. Each frame can have its own set of margin, column, and vertical rule settings.

Text can be placed into a chapter in three ways:

- **Into the underlying page, starting on page one.** In this case, text flows automatically from page to page.
- **Into specific frames which are placed on top of the underlying page.** In this case, text flows until the frame is filled. If more text remains, another frame must be placed somewhere in the chapter, and the next portion of text from the same file flows into this frame. Text in the underlying page and in other frames flows around the frame.
- **Into box text, using the Graphics Drawing function.** Box text is like a PostIt® (a small note temporarily pasted to a page.) Text does not flow automatically from one box text to another.

A combination of all three approaches can be used. The first approach works very well for technical documentation, manuals, books, proposals, and directories. The second approach is better suited to newsletters, magazines, and newspapers. The third approach is used primarily for callouts, tables, and forms.

Newspaper Layout

Newspapers and newsletters combine a variety of different typographic styles, column widths, and margins. This type of complex layout can easily be generated by placing text into frames.

To compose a newspaper layout, first set up the number of columns desired. Use the Margin & Column setting to provide column guides to which frames can be **snapped** (Figure 6-1.) Turn Show Column Guides **On** to show these guides on the screen.

Use the Frame Setting function to place frames wherever you want text to appear (Figure 6-2).

Then flow text or pictures into each frame by first selecting the frame, then selecting the file name in the Assignment List. The frame can be made larger or smaller to increase or decrease the amount of text it contains.

To continue a text file from a previous frame into a new frame (the new frame can be placed on the current or any succeeding page), select the new frame, and then select the text file name in the Assignment List. The text continues from the first frame. This process can continue with as many frames as you wish, on different pages, until all text from the file is placed in the chapter.

Once text is placed in a frame, it can be tagged in exactly the same manner as text placed in the underlying page. Tagging text changes text attributes, and
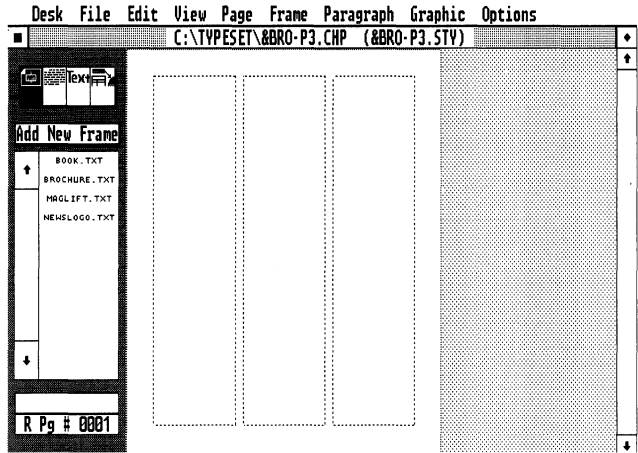
Figure 6-1   *First step in newspaper layout: Create underlying grid with Margins & Columns.*

changes the placement of text within the frame (e.g., right justify, center.) All tag spacing is measured from the edge of the frame, not the edge of the page.
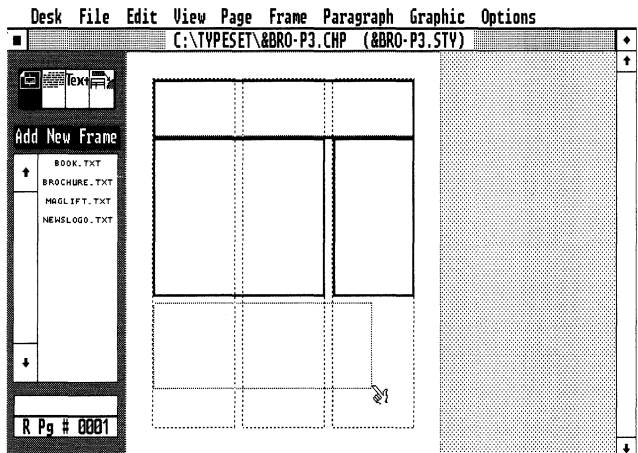
Figure 6-2   *Second step in newspaper layout: Create Frames to hold various text files. Set margins and columns for individual frames.*
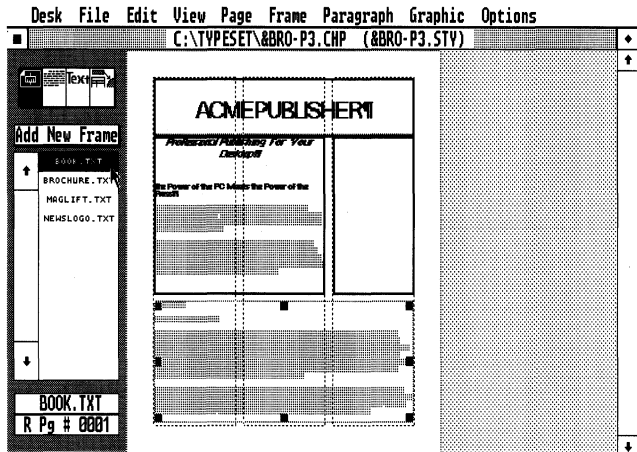
Figure 6-3   Place additional frames on page. Place text and pictures files in each frame.

Figures 6-1, 6-2, and 6-3 show how to compose part of the first page of a newsletter.

When placing text from the same file into different frames on the same page, the first part of the text is always put in the frame which was placed on the page first, and the last part of the text is put in the frame which was placed on the page last.

If you cut a frame and then immediately paste it, this frame becomes the **last** frame on the page. Use this technique to re-order text flowing within frames on the same page.

Also note that if one text frame partially overlaps another text frame, the last frame created appears on top of the first frame created. The text in the bottom frame flows around$the frame on top.

Since no text is placed in the underlying page using this approach, new pages are not created automatically. Therefore, use the **Insert New Page** option in the Page menu to add new blank underlying pages, as needed. Then continue placing new frames and ad-

ding text. Or, you can place the text cursor in the underlying page and create a new text file for the underlying page. The end of file marker will appear in the underlying page. If the frames placed over the underlying page completely cover the area bounded by the column guides, this end of file marker will be pushed to the next page, thus creating a new page automatically.

Xerox Ventura Publisher does not require that all text from a given file be placed in the chapter. This is useful because newspaper layouts often require that the end of a story be truncated in order to fit. Xerox Ventura Publisher allows this. However, the entire original article is still saved when the chapter is saved.

Each frame can have its own set of margins, columns, vertical rules, caption settings, column balance, and background shading.

Text from different wordprocessors can be placed in different frames within the same chapter. When the chapter is saved, each text file is saved under its original file name, and in its original wordprocessor format (unless changed with the File Type/Rename option). By placing different text files into different frames, you can combine multiple text files into one chapter.

Text can be cut, copied, or pasted from one frame to another, even if these frames contain text from different wordprocessors.

☞ Although text can flow from a frame on page 12 to a frame on page 27, text cannot be made to flow from a later page back to an earlier page.

Blank document template

Different issues of a newsletter or newspaper often use the same layout. Rather than spend the time to

place frames in the same place on the same pages for each new issue, you can create and save a complete chapter for your first issue. Then use the Remove File option in the Edit menu to remove each file in the Assignment List from your chapter. For instance, select the first frame on the first page and then select **Remove File** in the Edit menu. Next, select the **Remove from: List of Files** option. The file is removed from each frame in the chapter, but the frames, and all the frame settings, remain. After all files have been removed in this way, use the **Save As** option to save the chapter under a new name. For the next issue, all you need to do is retrieve this blank chapter, load the appropriate text and picture files, place these files in the frames that are already in the chapter, save the chapter **under a new name**, and then print.

Creating identical frames

If the same size frame with identical margins, ruling lines, captions, and backgrounds is to be used over and over, make one master frame of the proper size and add the desired margins, ruling lines and backgrounds. Then copy this frame to the clipboard, go to each page where you want the frame to appear, and paste a copy of the frame on the new page.

Pasting a frame onto the page from which it was copied results in two identical frames being placed on top of one another. Merely move one of the frames to another location.

Selecting frame underneath

When one frame is placed entirely under one or more frames, you cannot select the frame on the bottom in the normal way. However, if you press and hold the **Ctrl** key while you select, you can select each frame in succession, starting with the currently selected frame.

Precise frame size and placement

Frames can be placed and sized precisely using the **Sizing & Scaling** options. (See the Menu Commands chapter.) On the other hand, the mouse provides a much faster way to draw and change the size of the frame. A good way to take advantage of both features is to **Show Rulers** and then use the mouse to create and place the frame as closely as your eye and the resolution of the screen allows. Then select the frame and use the Sizing & Scaling option to make minor, but exact, adjustments to the frame's placement and size.

Multiple frame selection

Several frames can be selected at the same time and then moved, cut, copied, pasted, or re-sized as a group. To select several frames, make sure the Frame Setting function is enabled. Then press and hold either **Shift** key on the keyboard as you select each frame. Finally, release the **Shift** key and then move, cut, copy or paste the group of frames.

To de-select one of a group of selected frames, hold down either shift key and select that frame.

Selecting any frame *without* pressing the **Shift** key de-selects all other frames.

Display without selection borders

When using any function other than Paragraph Tagging, a light textured border is displayed around each picture. This border is used to illustrate the placement of the frame and will not be printed. Select the Paragraph Tagging function to display the frames without these selection borders. To add borders that *will* print, use the **Ruling Lines** options in the Frame menu, as described in the Menu Commands chapter.

Text editing

Copy-fitting

Copy-fitting is the process of making the copy (text) fit a given space. Xerox Ventura Publisher provides several copy-fitting tools that can be used individually or together to solve copy-fitting problems. These tools and their application are described below:

1) **Text Editing**. The traditional way, and still the best, to get copy to fit a given space is to add and delete text. Xerox Ventura Publisher's Text Editing function gives you a wordprocessor that not only lets you add and delete text, but lets you see how the page will look when it is printed.

2) **Frame Size**. If a frame has been placed on the page, its size can be increased or decreased. As its size is changed, more or less text is placed in the underlying page and text is "pushed" or "pulled" from the next page as needed. If **Line Snap** is turned on, you can easily control the number of lines of text in the underlying page that are pushed or pulled to and from the next column or page. A variation on this technique is to add an empty frame, with both Column Snap and Line Snap turned on. Make the frame exactly one or two lines high and equal to the width of either the column or the page, as necessary. This method is equivalent to the old practice of adding a one line block of lead, when type was set in lead. Figures 6-4 and 6-5 show how to use this technique.

☞ When using this technique, remember that the **Widow and Orphan** control and **Keep With Next** settings (in the Breaks option of the Paragraph menu) may cause several lines of text and any associated heading to move to the next column or page. If this happens, use one of the other copy-fitting techniques instead.

CD-ROM Breaks New Ground

Compact Disk Read Only Memory (CD-ROM) is rapidly emerging new technology for the retrieval vast amounts of information from an optical dis This new peripheral device allows a totally ne functionality in the use of microcomputers.

Theory of Operation

  Information stored on a CD-ROM can be loade into memory (RAM), displayed and printed, as wi other media. While that data in RAM may be altere and stored to a conventional magnetic disk, th original information on the CD-ROM is unalterable, a ways ensuring the original copy is intact.The storag capacity, low cost, and read only feature of CI ROM bring an enormous new capability 1 microcomputer users.

Figure 6-4   Right column one line short

CD-ROM Breaks New Ground

Compact Disk Read Only Memory (CD-ROM) is rapidly emerging new technology for the retrieval vast amounts of information from an optical dis This new peripheral device allows a totally ne functionality in the use of microcomputers.

Theory of Operation

  Information stored on a CD-ROM can be loade into memory (RAM), displayed and printed, as wi other media. While that data in RAM may be altere and stored to a conventional magnetic disk, th original information on the CD-ROM is unalterable, a ways ensuring the original copy is intact.The storag capacity, low cost, and read only feature of CI ROM bring an enormous new capability 1 microcomputer users.

Figure 6-5   Frame added. Columns now even

3) **Add New Tag**. You can create a new tag and then use the Tracking control in the Typographic option to increase or decrease the space between characters. When this tag is applied to a paragraph, it will subtly increase or decrease its length.

Tables

Tabular material can be formatted in many ways. The simplest is to place tabs between each item in the table. The Tab option in the Paragraph menu is then used to set the horizontal position for each item following a tab. Tables such as the one shown in Figure 6-6 can be easily formatted in this way.

	Honda	Toyota	Volvo	Pontiac
Price	$8,168	$11,449	$10,838	$14,370
Dest	210	189	210	320
Auto	390	420	610	455
Air	695	700	725	750

Figure 6-6   Simple table using horizontal tabs and leaders

Horizontal rules can be added to any table by setting the tag ruling lines (above or below.)

For more complex tables, type the text directly into text boxes created using the Graphics Drawing option, and then use the Line Attributes option to draw lines around these boxes. See the Graphic Drawing chapter for details on table creation.

Automatic conversion to typographic characters

Xerox Ventura Publisher can create documents with real typographic attributes, including em (—) dashes and typographic quotes (" ".) Since your computer keyboard doesn't contain these characters, Xerox Ventura Publisher lets you enter them using the **Alt** key, as described in Chapter Four.

However, these characters can also be entered directly from your wordprocessor by enclosing the decimal equivalent for the character (see Appendix E) inside of the appropriate brackets. For instance, a left typographic quote can be inserted while using a wordprocessor by typing **<169>**.

These codes can be entered easily if your wordprocessor supports keyboard macros. Or, you can use the search and replace function in your wordprocessor. For instance, search for every occurrence of:

$\wedge$"

(where $\wedge$ is a space), and replace it with <169>. Then search for every occurrence of " and replace with <170>.

To create em dashes, which are used to separate parenthetical statements—such as this one—most typists type two hyphens in a row like this: --. If you follow this convention, simply search for every occurrence of two hyphens and replace with **<197>**.

Page break

Many wordprocessors let you create a new page at any point in the text. Xerox Ventura Publisher lets you do this by selecting Page Break After in the Breaks option of the Paragraph menu. However, you may want to create a page break while typing, just like you do with a wordprocessor. This is easy to do:

➤ Create a new tag with attributes identical to those of Body Text.

➤ Set Page Break After for this new tag.

➤ Assign this tag to a special function key.

To create a page break, press this function key while editing a Body Text paragraph. Text following the page break is pushed to the next page or frame.

Style sheet

Creating style sheets

A style sheet is a computer file which contains page layout settings, margin and column settings, and a series of typographic tags. These tags can be applied to any paragraph in a chapter. When applied, the tag name is inserted invisibly into the paragraph, and the paragraph is reformatted according to the text attributes associated with the tag.

The style sheet approach allows the same typographic formats to be applied to many chapters, regardless of which wordprocessor was used to create the chapter and who wrote the chapter. It also lets you instantly change the format of an entire chapter. This is useful, for example, if you want to customize manuals for different customers. Finally, style sheets let you format large chapters very quickly, and yield a consistent look from page to page, chapter to chapter, regardless of who uses the style sheet.

Loading a Style Sheet

An existing style sheet is loaded either by choosing the **Load Different Style** option in the File menu, or by opening an existing chapter (which automatically loads the associated style sheet.) Once loaded, a style sheet is modified by:

- Changing the settings in the Paragraph menu
- Changing the Page Layout, Widows & Orphans, Auto-numbering, and Footnote settings options in the Page menu
- Modifying the Frame Settings for the underlying page
- Loading a new printer width table

If either the style sheet or the chapter is saved, the changes made are saved in the original style sheet file. However, if the **Save As New Style** option in the File menu is chosen, and a new file name is specified, then a new style sheet is created.

☞ Any modification to the style sheet is saved whenever the current Chapter is saved. If you don't want these changes to affect other Chapters which use the same style sheet, select **Save As New Style** and enter a different style sheet name *before* saving the chapter.

Designing Style Sheets

To design a style sheet, first make a sketch of how the page should look. If this sketch is done thoroughly, the style sheet can be prepared very quickly. To create the style sheet, follow these steps:

➤ **Load an existing style sheet.** Most people find it easier to modify an existing design than to create a completely new style sheet. Use the **Load Different Style** option in the File menu.
➤ **Load a text file.** Place this text file in the underlying page. This gives you sample text to format as you make changes to the style sheet.
➤ **Change the margins and columns.** Enable the Frame Setting function and select the underlying page. Then select the Margin and Column option in the Frame menu and enter information for both the left and right page. If only one page is specified, Xerox Ventura Publisher automatically makes the right and left page settings identical. If the chapter is to be bound, add additional space to

the right margin on left facing pages, and add more space to the left margin on right facing pages to allow space for stapling and hole drilling.

➤ **Change the Page Layout, Widow & Orphan, Auto-Numbering, and Footnote settings**. These four options in the Page menu are stored with the style sheet.

➤ **Set the underlying page's vertical rules.** Select the Vertical Rules option in the Frame menu, and enter information for both the left and right page.

➤ **Modify existing tags.** Enable the Paragraph Tagging function and use the options in the Paragraph menu to change the attributes of the tags in the existing style sheet. You may want a different typeface or size, or perhaps different spacing between lines. For each tag you want to modify, it is good practice to examine each option in the Paragraph menu. Any changes made are immediately reflected in the tagged paragraph. If you don't like what you see, change it. Pay special attention to Body Text, since the format for this tag provides the foundation for the overall design.

➤ **Create new tags.** To create a new tag name, enable the Paragraph Tagging function and tag a paragraph with a tag similar in design to the one you want to create. Then select the **Add New Tag** button, shown just below the Function Selector. When you select **OK**, the new tag name is added to the Assignment List, and the new tag is automatically assigned to the selected text.

➤ **Delete unwanted tag names**. Use the **Remove Tag** option to get rid of any tags not needed.

➤ **Save the style sheet.** Select the **Save as New Style** option in the File menu. Type a *new name* on the **Selection:** line if you want to create a new style sheet. Otherwise, select an existing name in the Item Selector, and then select **OK**.

☞ Any modifications made to the style sheets supplied with Xerox Ventura Publisher should be saved under a different name. This assures that your documents

always look like the sample documents in Appendix
L. If a style sheet should inadvertently be modified,
simply copy the original file from the **Examples** disk
supplied with Xerox Ventura Publisher back to your
computer hard disk.

Menu Options Stored With Style Sheet

The following are stored with the style sheet:

- All paragraph tag settings
- Margin and column settings for the underlying
  page. (Margin and column settings for each in-
  dividual frame are stored with the chapter.)
- Page layout settings
- Widow and orphan settings
- Auto-numbering settings
- The printer width table name

Tag Names

Most good designs use very few different tags. Al-
though Xerox Ventura Publisher lets you define up to
128 different tags, most design experts agree that
you should use only one or two typefaces per chapter,
and should only use three or four combinations of
sizes (e.g. 10 point, 14 point) and weights (e.g., bold,
italic.) Therefore, most style sheets consist of only a
few tag names.

Pick tag names that are short, so they can be easily
entered by the author in the original wordprocessor,
if desired. (See Appendix D for a description on how
to enter tag names directly in your favorite word-
processor.)

Choose tag names that make it easy for the user to
see the hierarchy between related tags when looking
at the Assignment List. For instance, the names
Heading and **Sub Heading** definitely reflect a
hierarchy, but the two names will appear in different
parts of the alphabetized Assignment List. Also, both

require the author to type many keystrokes. A better choice is **Head 1** and **Head 2**, or even **H1** and **H2**.

Choose identical tag names as you design different style sheets. This lets you instantly reformat old text with new style sheets, and also reduces training as new style sheets are designed.

The name **Body Text** cannot be changed or removed.

☞ Tags previously placed in the text which do not match the tag names in the current style sheet are placed, **in capital letters**, in the Assignment List and assigned Body Text attributes.

For this reason, always enter tag names in lower case, or with initial capitals. This allows you to see whether the style sheet in use matches the tags already in the text. If a mismatch occurs, either select the correct style sheet, or modify the upper case tag attributes, as appropriate. If you do modify the uppercase tags, it's a good idea to use the **Rename Tag** function to convert the name to lowercase or initial capitals.

Generated Tags

When you create a header, footer, caption, automatic section number, table of contents, or index, a tag is automatically created with the name **Z_HEADER**, **Z_FOOTER**, **Z_CAPTION**, etc. The initial tag attributes for these **Generated Tags** are taken from the current definition of Body Text. However, these generated tags can be modified and changed, like any other tag. For instance, to put a ruling line under each header, first enable the **Paragraph Tagging** function, then select the header and, finally, use the **Ruling Line Below** option in the Paragraph menu to add the ruling line.

Generated Tags are always preceded by the capital letter **Z**. These tags are usually not shown in the As-

signment List because they are not generally as-
signed to any other paragraph. However, they can be
shown in the Assignment List by selecting **Show
Generated Tags** in the Set Preferences option.

The number of tags in the current Style Sheet, plus
the number of non-matching tags in all current text
files, plus the number of generated tags, cannot ex-
ceed 128.

Vertical tabs

The Tab option in the Paragraph menu defines
simple horizontal tab stops. This feature can be used
to format simple text for tables. However, if more text
is available then fits between two tab stops, the
whole line is pushed to the right, beyond the right
margin edge if necessary. In such cases, you may
want text to flow automatically within a temporary
column, as shown in Figure 6-7. This is known as a
Vertical Tab.

A vertical tab is different from a column in the follow-
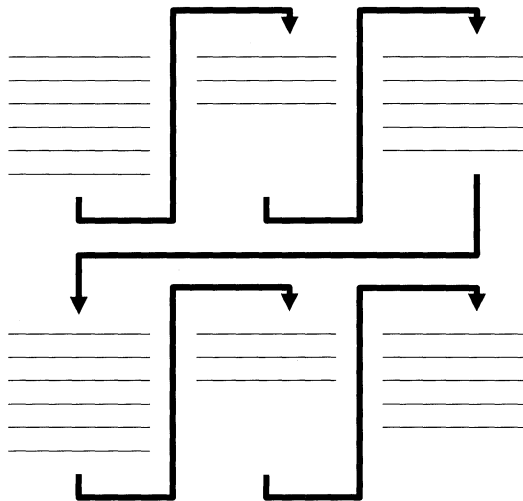
Figure 6-7   Vertically tabbed text

ing ways:

- A column is a predefined Xerox Ventura Publisher function. A vertical tab is simply an effect created with a series of Tag attributes.
- The "column" length in a vertical tab is equal to the length of one paragraph, whereas a real column has a fixed length.

Vertical tabs are not generated by placing tab characters in the text. Instead, to create vertical tabs, follow these steps:

➤ When typing text using your wordprocessor, make each block of text to be vertically tabbed a separate paragraph.

➤ Create a tag for each vertical tab column. For each tag, use the In From Left and In From Right settings in the Spacing option to define the left and right boundaries of each column.

➤ Set the Line Break Before for the first vertical tab; Line Break After for the last vertical tab; and No Line Break for any vertical tabs in between.

➤ Set Keep With Next to **Yes** for each vertical tab tag except the last one.

➤ Set Allow Within to **No**.

The **&TBL2-L1** style sheet in Appendix L provides a good example of how to design vertical tabs.

Color separations

The offset printing color separation process requires a separate black and white page for each primary color. Through the use of style sheets, Xerox Ventura Publisher can automatically produce a separate black and white document for each color to be printed.

For example, suppose you want to print all paragraphs tagged as a **HEADING** in blue, and print all paragraphs tagged as a **SUBHEADING** in red. To

do this

➤ Set the font attribute to WHITE for every tag except HEADING. Leave this tag black.
➤ Save as a new style sheet called BLUE.
➤ Next, set the font attributes to WHITE for every tag except SUBHEADING. Leave this tag black.
➤ Save as a new style sheet called RED.
➤ Finally, set HEADING and SUBHEADING to WHITE, and every other tag to BLACK.
➤ Save this style sheet as BLACK.

To print separations for any chapter formatted with the original style sheet, you need only load the BLUE style sheet, then print the chapter; load the RED style sheet, then print the chapter; and finally load the BLACK style sheet, and then print the chapter.

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APPENDIX A
INSTALLATION INSTRUCTIONS

Xerox Ventura Publisher is contained on eleven separate disks. These disks contain all files needed to create a version of the program which is customized for your particular combination of computer, graphics board, mouse, and printer. Typefaces designed for your particular display and printer are also included on these disks.

To install your software, follow the instructions below exactly. Installation is accomplished by selecting printer and display options from menus on the screen. These selections are made by typing a single letter in either upper- or lowercase. If you make a mistake and type the wrong letter, simply type the correct letter. (You do not need to press backspace or delete.) Press **Enter** to complete each entry. In most cases, the following setup should only take 15-20 minutes.

If you have ordered a printer, but have not yet installed it, you can install Xerox Ventura Publisher and connect the printer at a later time.

Installation with other programs

It is recommended that background utilities such as Sidekick not be installed when running Xerox Ventura Publisher. These utilities reduce the amount of space available, resulting in slower operation. If installed, activation of these background utilities while running Xerox Ventura Publisher is not recommended.

Hard disk space required

You need the following amount of space on your hard disk to install Xerox Ventura Publisher:

- 700K bytes for Xerox Ventura Publisher, display driver, and hyphenation dictionaries.

plus

- 260K bytes for example files. These can later be deleted, if desired.

plus

- Between 140K bytes and 2200K bytes for each printer driver and associated fonts as follows:

  - Epson Dot Matrix - 350K bytes
  - HP LaserJet - 220K bytes
  - HP LaserJet Plus - 2200K bytes
  - JLaser, AST TurboLaser, Cordata - 1200K bytes
  - PostScript, Interpress - 240K bytes
  - Xerox 4045 - 2200K bytes
  - Xerox 4020 - 340K bytes

For example, to install Xerox Ventura Publisher for the 4045 laser printer and the Xerox 4020 color ink jet printer requires (600 + 260 + 2200 + 340) = 3400K bytes.

Most of this space is used for printer fonts.

Updating from version 1.0

If you previously installed an earlier version of Xerox Ventura Publisher, read this section. Otherwise, skip the rest of this section and proceed to the next section, **Software Installation.**

If you modified the HYPHUSER.DIC file, copy this file to a new subdirectory called **VENTURA** prior to installation of version 1.1 as follows:

```
MD \VENTURA  Enter
CD \GEMAPPS\VPSYS  Enter
COPY \HYPHUSER.DIC  \VENTURA\HYPHUSER.TMP Enter
```

A new HYPHUSER.DIC file is created during installation. After installation, execute the following:

```
CD \VENTURA  Enter
COPY HYPHUSER.TMP HYPHUSER.DIC  Enter
DEL  HYPHUSER.TMP  Enter
```

If you added any additional fonts to version 1.0, these new fonts and associated width tables must be copied to the VENTURA directory.

Finally, **if you have not installed any other GEM programs,** and have not copied any files to the following directories, delete all files in the **GEMSYS, GEMBOOT, GEMDESK**, and **GEMAPPS** directories as follows: (Respond with **Y** anytime the computer asks **Are You Sure?**)

```
CD \GEMSYS  Enter
DEL *.*  Enter
CD \GEMBOOT  Enter
DEL *.*  Enter
CD \GEMDESK  Enter
DEL *.*  Enter
CD \GEMAPPS\VPSYS  Enter
DEL *.*  Enter
CD \GEMAPPS  Enter
DEL *.*  Enter
RD VPSYS  Enter
CD \  Enter
RD GEMAPPS  Enter
RD GEMSYS  Enter
RD GEMBOOT  Enter
RD GEMDESK  Enter
```

Software installation

☞   Note: The installation process can be aborted at any
      time by pressing and holding the Ctrl key and then
      pressing the **Break** key.

      Load DOS according to the instructions in your
      Microsoft or IBM DOS manual. After loading DOS,
      you will see the following on your computer screen:

```
C>
```

      You may see a different letter, depending on the let-
      ter your computer uses to designate the hard disk.

      Insert the disk labeled **Xerox Ventura Publisher
      Application Disk** into the "A" floppy disk drive.
      (This is usually the top or left drive in a computer
      with two floppy disk drives.) Close the drive door.
      Then type **A:VPPREP   Enter**

☞   If you install from any drive other than A, type
      n:VPPREP   n: where **n** is replace with letter of the
      floppy disk drive.

      In a few seconds, the following message appears:

```
Welcome to Xerox Ventura Publisher Prep!
Is your hard disk drive C? Y
```

      Most systems use the letter "C" as the drive designa-
      tion. To install Xerox Ventura Publisher on drive "C",
      press **Enter**. If your computer uses a different letter,
      or you have more than one hard disk drive and want
      to install on other than the "C" hard disk, type:

      N   **Enter**

If you answer N, the computer asks you to: Type your hard disk drive letter (A-Z)?

Respond by typing the appropriate letter. For instance, to install for the D drive, type:

D **Enter**

Xerox Ventura Publisher next asks:

```
Are you installing this version for the first
time? Y
```

Press **Enter**. If you have already installed version 1.1. To change only part of the installation, press:

N **Enter**

Once you have decided which hard disk drive to use, Xerox Ventura Publisher displays the message:

```
Creating Ventura Publisher Directories
```

You are then instructed to:

```
Remove the Ventura Publisher APPLICATION DISK
from drive A.
Insert the SCREEN DEVICE DRIVER DISK (#3) into
drive A.
Press Enter to continue.
```

Remove the Application Disk and insert the disk labeled Ventura Publisher Device Driver Disk #3 into the A drive. Close the drive door and press **Enter**.

In a few seconds you will see the following display:

```
Which graphics card and display do you have?

A   IBM Color Card / Color Display (640x200)
B   IBM Enhanced Card / Color Display (640x200)
C   IBM Enhanced Card / Enhanced Display (640x350)
D   IBM Enhanced Card / Monochrome PC Display (640x350)
E   IBM New Enhanced Card / New Color Display (640x480)
F   IBM 3270 Pc / Monochrome PC Display (640x350)
G   Hercules Card / Monochrome PC Display (720x348)
H   Xerox 6065 / AT&T 6300 (640x400)
I   MDS Genius Full Page Display (720 x 1000)
J   Xerox Full Page Display (720 x 992)
K   Wyse WY-700 Display (1280 x 800)
L   ---THE FOLLOWING DRIVERS SHOULD ONLY BE USED WITH
COLOR PRINTERS---
M   IBM Enhanced Card / Color Display 16 Colors 640x200
N   IBM Enhanced Card / Enhanced Display 16 Colors
640x350
O   AT&T Display Enhancement Board (640 x 400) 16 colors

Type the letter of the graphics card you have:
```

Your computer must have one of these graphics cards, or else a card that emulates one of these products, in order to run Xerox Ventura Publisher. Xerox Ventura Publisher does not work with a text-only monochrome graphics board. If you aren't certain what type of board you have, consult your computer dealer.

In order to maximize performance, do not install for color operation unless you own a color printer.

Type the letter that corresponds to the type of graphics board installed in your computer, and then press **Enter**.

Xerox Ventura Publisher then asks:

```
Which mouse do you have?

A   No Mouse
B   PC Mouse or Mouse Systems Compatible / SummaMouse
C   Xerox, AT&T, Microsoft Buss Mouse ( Uses MOUSE.COM )
D   Microsoft Serial Mouse ( RS232 )
E   SummaSketch 1201 with Stylus
F   SummaSketch 1201 with Cursor
G   SummaSketch 961  with Stylus
H   SummaSketch 961  with Cursor


Type the letter of the mouse you have:
```

If you have a Logitek Logi-Mouse, Summagraphics Summa-Mouse, Torrington Mouse, or Microage Mouse, type the letter B.

If you are installing for a Microsoft Bus Mouse, Xerox 6065 or AT&T 6300, type the letter C. If your bus mouse does not function, consult the mouse documentation for information on proper configuration of the jumpers on the mouse plug-in board.

☞ Other bus mice not listed, and serial mice which require a MOUSE.COM file should also be installed as option C.

If you answered the last question with anything other than **C**, Xerox Ventura Publisher then asks:

```
Which communication port are you using for the mouse?

A    Communication Port #1
B    Communication Port #2
```

Type the letter for the communication port you're using.

If you don't know the answer, select **A** and press **Enter**. If the mouse doesn't work when you have finished with installation, reinstall it as **B**. (Answer **No** to the question **Are you installing this version for the first time?**)

Xerox Ventura Publisher then asks:

```
Which printer do you have?

A EPSON MX/FX
B HP LJ, w/92286F Font
C HP LJ+, 150dpi
D HP LJ+, 300dpi
E POSTSCRIPT
F INTERPRESS
G JLASER
H CORDATA
I AST TURBO
J XEROX 4045, 150dpi
K XEROX 4045, 300dpi
L XEROX 4020

Type the letter of the of printer you have:
```

Select the letter of the first printer you want to install and press **Enter**. (If you are installing for the IBM Proprinter, select **A**.)

Check Appendix F to verify your printer's switch settings, cabling, and other setup information. Additional important information for selected printers is summarized in the following pages.

Xerox 4045

The Xerox 4045 must have at least 450K RAM installed in order to use the 150 dpi driver, and at least 1.0 Megabyte RAM in order to use the 300 dpi driver. The status sheet which prints whenever you turn on

the printer tells you the amount of RAM in your printer, and shows the current configuration switch settings. Check these switch settings with those shown in Appendix F. If you have less than 1.0 megabytes in your 4045, install the 150 dpi printer driver. If you have more than 1.0 megabytes, install the 300 dpi driver.

Apple LaserWriter/PostScript printers

Note that the Apple LaserWriter, LaserWriter Plus, and other PostScript printers are installed by typing **E**. Consult Appendix F for important cabling and setup information for Postscript printers. The Apple LaserWriter can be connected directly to the PC, if the proper cable is used.

JLaser printer

The JLaser printer requires certain changes to the CONFIG.SYS file. Consult the JLaser reference manual, or call Tall Tree Systems for assistance.

HP LaserJet

Note that the HP LaserJet (selection **B**) is different from the HP LaserJet **Plus** (selections **C** and **D**.) If you own an HP LaserJet, you need to purchase either the 92286F font cartridge or the LaserJet Plus upgrade kit from Hewlett-Packard. The 92286F font cartridge is the only HP font cartridge that works with Xerox Ventura Publisher, and it only works with the standard LaserJet.

When installing the HP LaserJet Plus, install **both** the 150dpi and the 300 dpi drivers. Install the 300 dpi driver first. You can then switch to the 150 dpi driver if the LaserJet displays an **Error 20** message in its status display during printing to indicate that it has run out of memory. The HP LaserJet II is installed as option **D**.

Cordata and AST TurboLaser

The Cordata and AST TurboLaser printers require certain changes to both the AUTOEXEC.BAT and CONFIG.SYS files. Install these printer for serial port one or two. Consult Appendix F for details.

After you have selected a printer, Xerox Ventura Publisher then asks:

```
Which printer port are you using?

A    Printer Parallel Port #1
B    Printer Parallel Port #2
C    Printer Parallel Port #3
D    Printer Serial Port #1
E    Printer Serial Port #2

Type the letter of the printer port you are
using:
```

Consult your computer dealer if you are not certain which option to choose.

Type the appropriate letter and press **Enter**.

☞ Make sure the cable you use matches the wiring diagrams in Appendix F, and that you don't have two serial ports both configured as serial port #1. These are the two most common causes of printer problems.

Xerox Ventura Publisher then asks:

```
Do you want to select another printer? N
```

You can install up to five printers simultaneously. The printer driver, fonts, and width tables for each printer are loaded onto the hard disk. However, since

these are big files, only install the printers you will be using.

The first printer selected should be your final output device, not your draft printer.

If you are installing more than one printer, type:

Y Enter

and answer the printer questions for every printer you wish to install. When finished installing printers, simply press **Enter** when asked: Do you want to select another printer?

Xerox Ventura Publisher then places a message on the screen, similar to the following.

```
Your screen device choices are:

Xerox 6065 / AT&T 6300 (640x400)
Xerox, AT&T, Microsoft Buss Mouse
(Uses MOUSE.COM )
No communication port selected

Your printer device choices are:

XEROX 4045, 150dpi
LPT1:

Are these the correct screen and printer choices? Y
```

If the choices are correct, press **Enter**. Otherwise, type **N Enter**. You are then given another chance to answer all the above questions correctly.

You are then asked to insert a series of disks, depending on which choices you made for graphics card, mouse, and printer. Messages similar to the following are displayed:

```
Insert the disk with the following label in drive A.
EPSON DRIVER/FONT DISK (#5)
Press Enter to continue.
```

Don't be surprised if some disks are never used, and others inserted more than once. This is normal.

Installation time varies, depending primarily on the number and type of printers and the speed of your computer. The HP LaserJet Plus and Xerox 4045 take the longest (10-15 minutes); PostScript and Interpress take the least amount of time.

Do not be alarmed if the message "Expanding Font Files" remains on the screen for 5-10 minutes or more. All fonts supplied with Xerox Ventura Publisher are stored on floppy disk in compressed form in order to reduce the number of disks, and it takes time to expand these back to their original size.

When the installation process is completed successfully, the following message appears on the screen:

```
This Concludes Ventura Publisher Prep.

If you wish to use Ventura Publisher.
Type VP at the DOS prompt and then press the Enter key.
```

Post-installation

If you chose the Xerox, AT&T, or Microsoft bus mouse (option C in the mouse menu), the following message appears near the end of the installation process:

```
You have chosen a mouse which requires a resident
Mouse Driver.

You will need to add MOUSE into your autoexec.bat file.
You will also need to copy MOUSE.COM from the disk
which came with your mouse, onto your hard disk.
```

This message is a reminder to do two things after the installation process is complete:

➤ Copy the file MOUSE.COM from the floppy disk that came with your mouse to the root directory of the hard disk that contains Ventura Publisher
➤ Add the word MOUSE to the AUTOEXEC.BAT file in your root directory.

Any modification to the AUTOEXEC.BAT file should be done with the ASCII text function of your wordprocessor. Alternatively, if your system does not have an AUTOEXEC.BAT file, you can create one and add the word MOUSE to it by typing the following from the DOS prompt:

COPY CON: C:\AUTOEXEC.BAT **Enter**
MOUSE **Enter**
Ctrl Z **Enter**

where Ctrl Z means "press and hold the Ctrl key and then type the letter Z."

☞ To get the maximum performance from Xerox Ventura Publisher, you *must* add the following statement to the CONFIG.SYS file contained in the root

directory of your computer (use the ASCII text function of your wordprocessor):

BUFFERS=15
FILES=15

Numbers greater than 15 may provide slight performance improvement. However, larger numbers reduce the amount of memory available for the chapter text files.

If CONFIG.SYS doesn't exist, you can create it by typing the following directly from the DOS prompt (assuming your hard disk is C):

COPY CON: C:\CONFIG.SYS **Enter**
BUFFERS=15 **Enter**
FILES=15 **Enter**
Ctrl Z **Enter**

where Ctrl Z means "press and hold the Ctrl key and then type the letter **Z**."

APPENDIX B
HYPHENATION DICTIONARY

Xerox Ventura Publisher automatically hyphenates text whenever **Hyphenation** is selected in the **Alignment** option. The place within a word where these hyphens are placed is determined by a combination of a computer algorithm and a small dictionary (contained in the file HYPHEXPT.DIC, located in the VENTURA directory.) This dictionary overrides the algorithm for words where the algorithm fails. Since the algorithm fails on only a few words, only a few words are actually looked up in the dictionary. The result is very fast hyphenation.

However, while this combination of algorithm and exception dictionary seldom inserts incorrect hyphens, it may occasionally miss opportunities to insert hyphens. Also, you may want to suppress hyphenation for certain words. Therefore, Xerox Ventura Publisher also provides a **User Hyphenation Dictionary** in the file called HYPHUSER.DIC, also located in the VENTURA directory. This dictionary overrides both the algorithm and the system exception dictionary. Thus, you not only can add hyphens that might otherwise be missed, but you can also force Xerox Ventura Publisher to hyphenate at a different point than the system would otherwise choose.

To add words to the dictionary, modify the file called **HYPHUSER.DIC** using your wordprocessor. (Read this file into your wordprocessor as an ASCII text file.) Add the words with the hyphens inserted, as shown on the next page, and then save the file back to disk as an ASCII text file. Words can be inserted in upper- or lowercase. Several words are already included in HYPHUSER.DIC to get you started.

If you want to suppress hyphenation for a particular word—perhaps your company's name—you can enter

that word into the HYPHUSER.DIC file with no hyphens.

☞ Failure to store this file as an ASCII file will result in incorrect hyphenation.

Foreign language hyphenation algorithms

Xerox Ventura Publisher provides six hyphenation algorithms:
- American English (fast)
- American English (exhaustive)
- French
- Italian
- Spanish
- UK English

Any two algorithms can be installed at any one time *and any two can be used within the same document.* This lets you create multi-lingual, justified and hyphenated documents.

When you first install Xerox Ventura Publisher, both hyphenation choices are set to American English (fast.) To install different hyphenation algorithms, copy the appropriate hyphenation algorithm from the Utilities Disk to the **VENTURA** directory. Hyphenation algorithms are found in files with the extension **HY1**. Rename the extension from HY1 to HY2 if you want the algorithm to be the second hyphenation choice in the Alignment option. If only one hyphenation algorithm exists on the VENTURA subdirectory, it is the only algorithm used. Only one file with the extension HY1 and one file with the extension HY2 should exist in the VENTURA directory at any one time.

The standard algorithm used for American English is very fast and quite accurate, but it may miss some hyphenation opportunities. When creating documents with narrow columns, this may result in an excessive number of loose lines. For critical applica-

tions, a second algorithm for American English provides more complete, equally accurate hyphenation, but takes somewhat longer to insert hyphens when text files are loaded and when text is added during text editing. This algorithm is contained in the file **USENGLS2.HY1** in the Utility Disk. Install as described in the previous paragraph. You should typically only have one English language algorithm installed at one time. Delete or rename the UK English or American English (fast) algorithm if necessary.

Only one exception dictionary is used for all languages. To enter words for languages which use characters not available on your computer keyboard, use the < > codes, as described in Appendix D. For instance, to enter the French word **kaléidoscope**, with appropriate hyphens, type the following into the HYPHUSER.DIC dictionary:

ka-l<130>i-do-scope

Example of hyphenation dictionary entries

in-de-fat-i-ga-ble

moth-er-hood

plu-ral-i-ty

ventura

xerox

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APPENDIX C
COMMON PROBLEMS

Commonly asked questions

Consult the Index under the heading "Problems" to find references to common problems, along with the recommended solutions to these problems.

Can I buy additional fonts for my printer and use them with Xerox Ventura Publisher?

- Yes. Consult Appendix K for details.

How can I send the printer output to a disk file instead of to the printer? How can this disk file then be printed?

- Read the **Set Printer Info** section in the Menu Commands chapter.

How do I copy all the files associated with a chapter? The DOS COPY command does not work.

- Read the **Multi-Chapter** section of the Menu Commands chapter. In particular, read the sub-sections that deal with the multi-chapter **COPY** command.

My printer doesn't print.

- Check that the cable is connected.
- Check that the cable is attached to the correct connectors on the computer.
- If you are using a serial cable check the wiring diagrams in Appendix F.
- If you are using a serial cable and your computer contains more than two serial ports,

make sure these ports are not configured identically (e.g., both set to COM1:.)
- Check Appendix F for other important information specific to your printer.

Does Xerox Ventura Publisher work on a network?

- *Xerox Ventura Publisher is neither licensed for, nor will it operate when run from a central file server.* Separate copies of the program, running on individual computers, *can* print over the network to a shared printer in some network configurations. However, the network software which runs on the local computer may occupy so much RAM in some networks that very little space remains for Xerox Ventura Publisher. This decreases performance.

I cannot get text to appear in a frame (or in footnotes, box text, captions, footers, or headers.)

- This generally occurs when the tag for a given paragraph type (e.g., Z_BOXTEXT) is first generated. Since this tag's attributes are copied from Body Text, the Above, Below, In From Left, or In From Right space applied to the text may exceed the space available in the frame, footnote, box text, caption, header or footer. The solution is to:

  – Show Tabs & Returns.
  – Temporarily make the frame, box text, etc. larger until the end of paragraph or end of file mark is displayed.
  – Select the end of file mark, then select the Spacing option in the Paragraph menu, and finally reduce the Above, Below, In From Left, or In From Right spacing, as necessary.

The picture exceeds the boundaries of the frame; the picture appears too big for the frame; the text is too big or too small compared to the picture.

- These are all caused by the differences between Xerox Ventura Publisher and other graphics programs. The solution in each case is to use the Sizing & Scaling option to reduce the picture fit the frame. In some cases, making the frame slightly larger or smaller may also help.

A chapter file was created and saved. When Xerox Ventura Publisher was re-loaded, I couldn't find the chapter.

- Remember to use the **Open Chapter** command, *not* the **Load Text/Picture** command, when trying to retrieve the chapter. Also, when saving a chapter, do not specify a file extension. Xerox Ventura Publisher looks for the **CHP** file extension when retrieving a chapter. If you saved the chapter with a file extension other than **CHP**, you will have to change the file filter in the Item Selector when you execute the Open Chapter command.

I can't see both pages of the document at once.

- Select **Double-sided** in the Page Layout option of the Page menu.

I cannot see pictures I placed into a frame. Why?

- This usually occurs when large pictures are placed into relatively small frames. The picture is actually in the frame; however, the portion displayed happens to be all white. The solution is to use the **Alt** key and mouse to pan a black portion of the picture into the frame.

Alternatively, choose **Fit in Frame** in the Sizing and Scaling menu.

My color PC Paintbrush image only displays and prints in one color.

- Multiple colors are not retained when PC Paintbrush images are converted into Xerox Ventura Publisher. Only the black color is retained and printed.

Why doesn't the text cursor appear in the middle of a blank page when I try to place it there?

- Xerox Ventura Publisher is designed to format text within a given frame, starting at the upper left corner. If you want text to appear in the middle of a blank page, draw a frame at this point, placing the upper left corner of the frame at the position where you wish to start typing. Then either place the cursor inside this frame and begin typing, or attach a box text to this frame and place the text in it.

When should I place text directly into a frame, and when should I use box text?

- Place text directly into a frame when:
  - the text originates in an external wordprocessor
  - the text must continue into another frame (e.g., a newspaper article)
  - the text must be formatted into more than one column

- Use box text in all other situations.

Which scanners does Xerox Ventura Publisher support?

- Xerox Ventura Publisher supports any scanner that converts its images into GEM image,

Halo DPE, or Z-soft's PC Paintbrush (version 2.5 or above) format.

Can I make text flow around irregular shaped images like circles and triangles?

• Yes. See the **Frame Setting Function** section in the Functions chapter.

I can't get my PC Paint files to load. Why?

• PC Paint is a different product from PC Paintbrush, and is not compatible with Xerox Ventura Publisher.

When I try to print a document, I get a message "device not receiving power." What is wrong?

• Check to see if:
  — the printer is turned on
  — cables are attached and secured
  — the cable you are using is the correct one for this printer
• If this problem is encountered when first using Xerox Ventura Publisher, an incorrect cable is the most likely cause of the problem. Check the cable with a continuity tester or similar device in order to verify correct wiring.

Error messages and alerts

The following is an alphabetical listing of error messages that can appear in Xerox Ventura Publisher, along with an explanation of what they mean and what to do when they occur.

A file by that name already exists. Do you wish to choose a new name or overwrite the existing file?

[New Name | Overwrite]

- This message lets you know that you are about to destroy an existing file. You can either save the file under a new name, or overwrite the existing file.

A tag by that name already exists. Therefore, a new one by that name can't be created.

[OK]

- This message appears when trying to add a tag with the same name as one already shown in the Assignment List. Pick a different name, or remove the tag from the Assignment List.

Abandon changes to this chapter and revert to the previously saved version?

[OK | Cancel]

- You have selected the **Abandon** operation. Select **OK** to throw away all changes and open the previously saved chapter.

All 6 of your repeating frames are already in use.

[OK]

- Xerox Ventura Publisher allows up to six repeating frames per chapter. To fix this problem, you must make one of the existing six repeating frames a normal frame.

Are you sure you wish to delete all files that match: *filename*

[Delete | Cancel]

- This message appears during DOS File Operations as a reminder that you are about to erase a file or files. Select Cancel if you don't want to continue with the delete operation.

Couldn't find overlay file.

[OK]

- One or more files in the VENTURA subdirectory has been modified or deleted. Re-install Xerox Ventura Publisher.

Currently, there is nothing on the clipboard. Therefore, you can't insert any text at the current cursor location.

[OK]

- You must cut or copy text before you can paste (i.e., insert.)

Do you want to save or abandon the changes you made to this width table by removing fonts?

[Save I Abandon]

- If you remove fonts using the Add/Remove Font option, you should **Save** these changes if you want to create a new width table, or **Abandon** if you decide not to make any changes.

Do you wish to stop or continue printing?

[Stop I Continue]

- This message appears when you press the **ESC** key while printing. Select **Stop** to abort the printing operation. Select **Continue** to go ahead with printing.

Do you wish to remove the text from the selected frame or cancel the request?

[Remove Text I Cancel]

- When you type text directly into a frame (rather than using the Load Text/Picture option to load text into a frame), this text is stored in the chapter's caption file, along with all other captions, box text, and text typed into other frames. If you later try to assign a picture or text file to this frame, this message appears, warning you that the text in this frame will be permanently lost.

Do you wish to re-anchor just this page's frames, or all page's frames, or cancel the request?

[This Page l All Pages l Cancel]

- If you select **This Page**, Xerox Ventura Publisher looks through all the text on this page for anchor entries, and then moves frames throughout the document to these anchor points. If you select **All Pages**, this process is carried out across the whole document.

Fatal Error! The VP.RSC file couldn't be found or would not fit in memory.

[Abort]

Fatal Error! The GEM VDI screen driver couldn't be loaded.

[Abort]

- The VP.RSC or screen driver files in the VENTURA subdirectory have been modified or deleted. Re-install Xerox Ventura Publisher.

Fatal Error! There wasn't enough memory for the screen graphics buffer.

[Abort]

- You may be running a background utility that interferes with the screen graphic buffer. Remove this background utility and try again.
- You may be trying to run in a system which has less than 512K RAM.

File name collision: *filename.* **Do you wish to rename this file, ignore the collision & copy over, or cancel the archive process?**

[Rename | Ignore | Cancel]

• During the Multi-Chapter Copy process, this message appears if two files with the same name, but located in different directories, are to be archived to the same place.

filename **already exists on the target drive. Do you wish to overwrite the old version, keep the old file, or cancel the archive process?**

[Overwrite | Keep Old | Cancel]

• This message appears if a file with the same name, but a different date and time, is found on the target disk drive. Choose the option desired. If the file has the same name and the same date and time, Xerox Ventura Publisher assumes that they are identical and does not bother to re-copy the same file.

Headers, Footers, and other Repeating Frames can't be cut or copied to the clipboard.

[OK]

• You cannot cut, copy, or paste frames which are placed automatically by Xerox Ventura Publisher. This includes headers, footers, and footnotes.

If you intend to type text on an empty page, choose New File and enter the name and select the type of the file that will hold that text. Otherwise, choose Cancel.

[New File | Cancel]

- This message appears when you place the text cursor into a blank underlying page. Select **New File** to create a new text file. Select **Cancel** to abort the operation.

Only text files can be renamed and retyped using this command.

[OK]

- This message appears when creating a new text file. Select **New File** to create a new text file. Select **Cancel** to abort the operation.

Index entries can't be inserted inside of a footnote entry.

[OK]

- You cannot place an index entry into footnote text placed at the bottom of a page.

Internal System Error! 1. Note what you just did. 2. Use Save As... to save your work. 3. Call Tech. Support.

[Sorry]

- This message indicates that memory may have been corrupted. Do not make any further changes to your chapter. Us the **Save As** option and save the chapter *under a different name* than shown in the Title Bar.

No directory can be removed until all the files it contains have been deleted.

[Cancel]

- You must first delete all files within a sub-directory before the directory itself can be deleted.

No file by the name you've typed exists. Therefore, it can't be removed or have its file type changed.

[OK]

- You probably typed the wrong name. Spaces within the name make a difference. For example, **Heading 1** and **Heading1** are two different names.

No files that match: *filename* were found.

[Cancel]

- You probably typed the wrong name or wrong file extension.

No tag by the name you've typed exists. Therefore, it can't be renamed, removed, or converted to.

[OK]

- Check the tag name as shown in the Assignment List and try again. You probably typed the wrong name. Remember, spaces within the name make a difference. For example, **Heading 1** and **Heading1** are two different names.

Not enough memory to run the program. Either add memory to your system or check your CONFIG.SYS and AUTOEXEC.BAT files for any drivers or resident applications that can be removed.

[Abort]

- You may be trying to run in a system which has less than 512K RAM.
- You may be running a background utility that takes up memory space. Remove this background utility and try again.
- Check the CONFIG.SYS file to see if any commands have been given which restrict the space available.

Only text files can be renamed and retyped using this command.

[OK]

- The File Type/Rename option is only available for frames which contain text.

Output file already exists.

[Overwrite | Cancel]

- The file you are trying to create has already been created. You can either overwrite, or cancel the operation and save the file under a different name.

Over 95% of internal memory has been used. You need to reduce the number of pages, frames, files, or paragraphs in this chapter or divide this chapter into two chapters.

[OK]

- This message appears when the combination of text, number of frames, number of

paragraphs, and number of tags exceeds the amount of memory available. If your computer has more than 640K memory, this does not help. The message itself provides the recommended solution.

Save or Abandon changes to this chapter?

[Save I Abandon]

• This message appears if you have changed the chapter since it was last saved. Choose **Save** or **Don't Quit**, or else lose all changes made since the chapter was last saved.

Save or Abandon changes to this publication?

[Save I Abandon]

• When you select **Done** in the Multi-Chapter Operations Dialog Box, Xerox Ventura Publisher reminds you to save the Publication if any changes have been made since it was last saved. Table of contents and index settings are saved with the publication.

Save or Abandon changes to this style sheet?

[Save I Abandon]

• This message appears just before you Quit, if you have changed the style sheet since it was last saved. Choose **Save** or **Don't Quit**, or else lose all changes made since the style sheet was last saved.

The current width table & the merge width table are set for different devices: What should be done?

[Ignore | Cancel]

- You cannot merge width tables intended for different printers (e.g. HP LaserJet Plus and Xerox 4045).

The directory name you've specified already exists, or the disk is full. Therefore no new directory could be created.

[Cancel]

- You have attempted to create a directory that already exists. Either choose a new name, or else place this subdirectory name in another directory path.

The file by the new name you just typed already exists. Do you wish to overwrite it or cancel the rename.

[Overwrite | Cancel]

- If you attempt to rename an existing text file, but specify a file name that already exists, you can either cancel the File Type/Rename operation, or else overwrite the existing file.
- You have selected a file which is not a standard publication file. You probably renamed or copied an incorrect file; edited a PUB file and saved it as something other than an ASCII file; or specified the wrong file name.

The file named: *filename* referenced in the chapter or publication you are currently loading, could not be found.

[OK]

* A text, picture, or chapter file has been deleted or moved to another subdirectory.

The file you just tried to load doesn't exist. Therefore, it can't be loaded.

[OK]

* A text or picture file has been deleted or moved to another subdirectory.

The file you're trying to open as a Ventura Publisher CHP file is not in the standard chapter file format.

[Cancel]

* You have selected a file which is not a standard chapter file. You probably renamed or copied an incorrect file; edited a CHP file and saved it as something other than an ASCII file; or specified the wrong file name.

The file you're trying to open as a Ventura Publisher PUB file is not in the standard publication file format.

[Cancel]

* You have selected a file which is not a standard style sheet file. You probably renamed or copied an incorrect file, or specified the wrong file name.

The file you're trying to load as a Ventura Publisher STY file is not in the standard style sheet file format.

[Cancel]

- You have selected a file which is not a standard style sheet file. You probably renamed or copied an incorrect file, or specified the wrong file name.

The file you're trying to use as a Ventura Publisher WID file is not in the standard width table file format.

[Cancel]

- You have selected a file which is not a standard width file. You probably renamed or copied an incorrect file, or specified the wrong file name.
- The new width table you created using the utilities on the Utilities Disk has not been created correctly. Make sure you placed the fonts in the correct order (i.e., Normal, Italic, Bold, Bold Italic.)

The HYPH*.DIC and/or *.HY1 and/or *.HY2 files couldn't be found or were too large. These files are used to make sure that all words are correctly hyphenated.

[OK]

- At least one hyphenation dictionary and one algorithm must be located in the VENTURA subdirectory. To fix, copy the appropriate files from the UTILITIES DISK #11 to the VENTURA subdirectory.

The new Width Table file couldn't be loaded. You may wish to try reloading this width file after doing a NEW. For now, we are using the current file instead.

[Okay]

- Whenever a style sheet file is loaded, either directly or by opening a chapter, the style sheet file automatically loads the width table that was in use when the style sheet was last saved. If that width table has been deleted, or if the style sheet has been copied to another system using the DOS COPY command, Xerox Ventura Publisher will not be able to find the width table. The current width table (e.g., OUTPUT.WID, located in the VENTURA sub-directory) will be used instead.

- To prevent this problem, always use the Multi-Chapter Copy command rather than the DOS COPY command, when copying chapters to floppy disk. To fix the problem, look at the contents of the style sheet file using the DOS TYPE command. While most of what appears on the screen will not be readable, you will see the name of the width table and the disk drive and subdirectory in which the width table file should be placed. Copy the width table to this directory.

The paragraph you are trying to tag/edit is made up of text that was automatically generated. This text can't be tagged or edited directly.

[OK]

- You cannot use the Text Editing function to edit a caption, header, or footer. You must instead select the appropriate option in the Page or Frame menu and then edit the text from within the Dialog Box.

The picture file you tried to load couldn't be converted. Either it wasn't in the proper format or there wasn't enough disk space for the conversion.

[Cancel]

- You have selected a file which does not match the picture file format for the type of file you specified. (e.g., You selected AUTOCAD, but loaded a LOTUS file.) This message also occurs if your disk is almost full, and the picture file is large. In this case, delete some files to make room on your hard disk.

The style sheet file you requested could not be found. Therefore, it was not loaded.

[OK]

- The style sheet file has been deleted or moved to another subdirectory.

The tabs you have defined for this tag won't show up since the tag is marked as Justified. To make them show up, choose Left Aligned in the Alignment dialog.

[OK]

- Justification overrides tab settings. Therefore, you must turn Justify off in the Alignment option in order for tab settings to take effect.

The text file you're trying to load is not stored in the wordprocessing format that you just specified or that the CHP file indicates.

[Cancel]

- You have selected a file which does not match the file format for your wordprocessor. You probably renamed or copied an incorrect file;

edited a file and saved it as a different wordprocessor file type; or specified the wrong file name.

The values you're setting for margins and columns exceed the width or height of the frame.

[OK]

- To keep you from accidentally specifying margins that are larger than the page itself, Xerox Ventura Publisher constantly monitors the values you are entering and places this alert on the screen if an incorrect value is entered. Select OK, press ESC to clear the line, and then type the correct value. If the message reappears, check again to make sure you are using the correct units (e.g., picas.)

There is not enough space on the target disk to save the file. Do you wish to continue with a new disk or cancel the archive process?

[Continue | Cancel]

- This message indicates you've run out of room on the floppy disk during a multi-chapter copy operation. Insert the next floppy disk and then select **Continue** to continue the archive process.

There isn't enough memory to merge these two width tables into one width table.

[OK]

- You must delete files on your hard disk to make room for the new, merged width table.

There was not enough memory to begin the archive process.

[Cancel]

- Terminate the Multi-Chapter Operations by selecting **Done**, then select **NEW** in the File menu to remove the existing chapter from memory. Finally, select the Multi-Chapter option and resume the archive process.

There wasn't enough memory to load and hyphenate all of the text file you requested. You may have to split this chapter & file into two parts and try again.

[OK]

- In a 640K system, Xerox Ventura Publisher can load approximately 500K bytes of text which can contain up to 48,000 paragraphs. These figures are approximate and depend on what version of DOS you are running; on what screen driver you installed (higher version of DOS, and the color EGA driver reduces the amount of text); on the size of your width table; on the number of paragraphs in your text; and on the number of tabs in your text. To fix this problem, use your wordprocessor to break the text file into several smaller files, and then create two or more chapters instead of one large chapter. When publishing data from a database, you may be able to eliminate this error message by replacing paragraphs with line breaks.

There wasn't enough space for all the requested font files. Some fonts may not display or print correctly.

[OK]

- When loading a large number of new screen fonts using the **Screen Fonts** option in the Printer Info option, Xerox Ventura Publisher may not be able to load all the fonts. Reduce the number of fonts which match the screen font extension.
- If you merge too many fonts into a width table, Xerox Ventura Publisher may not be able to load all these fonts. Use the Add/Remove fonts option to reduce the number of fonts in this width table.

This file could not be found: *filename*. Do you wish to skip over it, or retry with a new disk, or cancel the archive process?

[Skip | Retry | Cancel]

- This message appears when retrieving a large publication from several floppy disks. Insert the next floppy disk, and select **Retry**. If you can't find the file, but want to continue the archive process, select **Skip**.

This frame is too complex to completely format. Try splitting it into two frames or reducing the number of columns, tabs, leaders, and lines of text.

[OK]

- If this error message appears, try to format the page with fewer attributes, fewer columns, fewer tabs, fewer frames or fewer paragraphs. You can also create several frames on the page. Then manually place text into each frame by selecting the frame and then select-

ing the file name in the Assignment List. See the Repeating Frame option in the Menu section for information on how to create these manually drawn frames automatically.

Unable to find Anchor Frame: *frame name.* **Do you wish to ignore, rename, or delete this unresolved anchor frame reference?**

[Ignore I Rename I Delete]

- If no frame can be found in this chapter which has an anchor name which matches the anchor name specified in the text, then this message appears. If you select **Ignore**, Xerox Ventura Publisher continues with the anchoring process. If you select **Rename**, you are then asked to specify a new text anchor name. If you can remember the correct name which you specified for the frame, enter that name. If this name is correct, this new name replaces the old name in the text, the frame is re-anchored, and the frame anchoring process continues. If you select **Delete**, the anchor name in the text is deleted.

Using the /A=memory command line switch may allow you to run but could cause some printers not to work. Read more about the /A= switch in the manual.

[Abort]

- If your computer contains less than 640K RAM, or if you are using background utilities, or if you are using network software which uses more than 50K of RAM, you may not be able to run Xerox Ventura Publisher. In some cases, you can still run if you start Xerox Ventura Publisher by adding **/A=n** to the end of the second line of the VP.BAT file, where **n** is replaced with a number between 1 and 32.

This number represents the number of K bytes to subtract from memory allocated to the printer and graphics buffers and reallocate to text files. The second line in the VP.BAT file will then look something like this (depending on which mouse and display are installed):

DRVRMRGR VP %1 /S=SD_X6655.EGA/M=32/A=32

Note, however, that the Cordata, AST, and JLaser printers may not work if you specify a large number. Therefore these printers may not be usable in your system unless you upgrade to 640K RAM, eliminate background utilities, or run with a non-networked version of DOS. Also, larger numbers may degrade the drawing speed of graphic images on the screen.

You can't merge a width table with itself.

[OK]

- When using the Add/Remove Fonts option, you must merge a width table which is different from the width table currently loaded.

You can't remove or rename the default Body Text tag.

[OK]

- Body Text is the one tag name that cannot be removed or renamed.

You can't remove a tag and then convert the paragraph back to the same tag.

[OK]

- The name on the **Tag Name to Remove** and **Tag Name to Convert to** lines cannot be the same.

You can't remove every face, size, and style font from a width table.

[OK]

- You must leave at least one font in a width table.

You have to select a specific location for the text entry cursor before you can paste any text.

[OK]

- This message appears if the text cursor is not placed anywhere on the page and you attempt to paste text. You must first place the text cursor at the location you wish to paste text, and then select paste.

You must select some text before you can cut or copy it to the clipboard.

[OK]

- This message appears if you attempt a cut or copy operation without first selecting text.

Your disk is full. The file named: *filename* has not been saved. Before trying to save it again, delete enough files to make room.

[OK]

- You have run out of room on your hard disk. Use the DOS File Operations to delete enough files to make room for the chapter or style sheet you are saving. If you Quit from Xerox Ventura Publisher at this point without deleting some files and then saving, all changes made since the chapter or style sheet was last saved are lost.

You're out of memory. Save your document and quit the program as soon as possible.

[OK]

- If you add a large number of frames or add text to a large chapter, you may run out of memory. Save the chapter and then quit from Xerox Ventura Publisher. To correct the problem, you must reduce the amount of text in one or more of the text files in the chapter.

You're about to overwrite an existing caption. You won't be able to recover the caption text. Is that OK?

[OK | Cancel]

- If you don't want to overwrite the file, select **Cancel**.

You've used 128 tags, files, or chapters. There are no more available. If possible, remove those that are no longer in use and try again.

[OK]

- The combination of tags in the style sheet, plus generated tags, and tags in the chapter text files that don't match the style sheet, cannot exceed 128. This error message usually occurs when loading a text file which contains tags which don't match the style sheet currently loaded. The usual solution is to select **New**, load the correct style sheet, and then **Load** the desired text file(s.)

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APPENDIX D
TEXT FROM OTHER PROGRAMS

Xerox Ventura Publisher can read text directly from many popular wordprocessors. It can also read text from many other programs which save text as a standard ASCII file. Text is read using the **Load Text/Picture** function. Text is saved automatically when saving a chapter using the **Save** or **Save As** options. Once saved, text can be edited using a wordprocessor. It can also be checked for spelling errors using a wordprocessor's spelling checker. Finally, text originally loaded into Xerox Ventura Publisher in one wordprocessor format can be converted to another wordprocessor format using the File Type/Rename option in the Edit menu.

The two-way communication between a wordprocessor and Xerox Ventura Publisher lets you combine the familiar user interface and advanced text processing capability of your favorite wordprocessing program with the graphics and typesetting features of Xerox Ventura Publisher. Thus, you can add and delete text in Xerox Ventura Publisher, while still using a wordprocessor for spell checking, search and replace, and moving large blocks of text.

This section explains how to prepare text from various wordprocessors, Lotus 1-2-3, and dBase III for use by Xerox Ventura Publisher.

☞ The information in this appendix can also be used by a programmer to convert text from a wordprocessor or other program into text which can be read by Xerox Ventura Publisher as an ASCII or Wordstar file.

Scope of text translation

Since Xerox Ventura Publisher provides its own margins, indents, hyphenation, page breaks, bullets,

page numbering, headers and footers, footnotes, tab settings, font information, table of contents, index, and section numbering, this information does not need to be entered when typing text in your favorite wordprocessor. In fact, *this information is not transferred to Xerox Ventura Publisher*. Since it is not transferred, and since Xerox Ventura Publisher saves text files under their original file names, the format information from the original wordprocessor is eliminated as soon as a chapter containing the text file is saved. If you want to retain the original wordprocessor formatting, save the text file under a different name before loading it into Xerox Ventura Publisher.

Information other than text attributes, is lost when Xerox Ventura Publisher saves a chapter containing wordprocessor text.

However, text attribute information used by the author to convey meaning *is* used. All attributes used in Xerox Ventura Publisher's **Text Editing** function (e.g., underline, boldface, font settings) can be transferred to and from any wordprocessor or any ASCII file as described in the sections which follow.

Tags

Xerox Ventura Publisher's paragraph format tags can be inserted at the beginning of any paragraph as follows (the @ *must* be the first character in the line):

@TAGNAME^=^

where **TAGNAME** is replaced by the name of the tag assigned to the paragraph. (The ^ symbol indicates that you should insert a space.) Thus, whether tagged originally by the author, or whether entered in the wordprocessor or in Xerox Ventura Publisher, these tags can be inserted into the text as shown in Figure D-1.

@CHAPTER HEAD = APPENDIX C<R>COMMON PROBLEMS

@HEADING 2 = Commonly asked questions

Consult the Index under the heading <169>Problems<170> to find references to common problems, along with the recommended solutions to these problems.

@MESSAGE = <$IFonts;Adding new>Can I buy additional fonts for my printer and use them with Xerox Ventura Publisher?

@LIST 2 = Yes. Consult Appendix K for details.

@MESSAGE = <$IFile;Print to file><$IPrinting;To a file>How can I send the printer output to a disk file instead of to the printer? How can this disk file then be printed?

@LIST 2 = Read the **Set Printer Info** section in the Menu Commands chapter.

Figure D-1 Text for Appendix C, as it appears in a wordprocessor. Note index entries, line break, typographic quotes (<169> and <170>) and tag names.

Non-keyboard characters

Additional characters not found on the keyboard can be inserted into text by enclosing the ASCII decimal equivalent within brackets. (See Appendix E.) For instance, to insert a trademark symbol (™), you type:

<191>

To use the characters without having them interpreted as part of a character attribute code, type two brackets in a row. For instance, to produce the following:
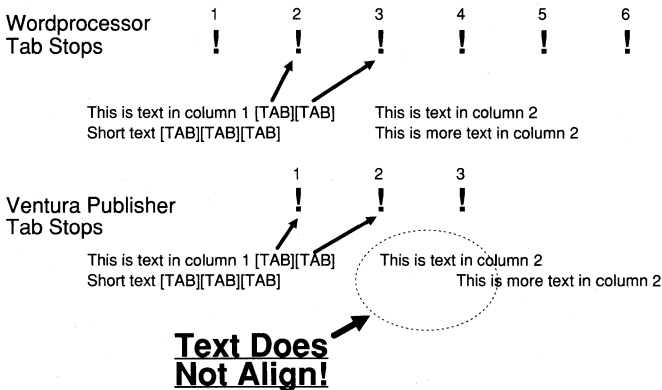
<text in brackets>

type:

<<text in brackets>>

Tabs

Any time you press the **Tab** key on the keyboard, you insert a tab character into the text. The wordprocessor then moves the cursor to the next tab stop setting for that paragraph. Remember, however, that the tab settings in the style sheet are at different locations from the tab settings in the wordprocessor. This may lead to incorrectly formatted tables, as shown in Figure D-2. To avoid this problem, use tab settings in the wordprocessor that are similar to the style sheet to be used.

Tab Stop Matching

Wordprocessor Tab Stops

```
        1       2       3       4       5       6
        !       !       !       !       !       !
```

This is text in column 1 [TAB][TAB]   This is text in column 2
Short text [TAB][TAB][TAB]   This is more text in column 2

Ventura Publisher Tab Stops

```
        1       2       3
        !       !       !
```

This is text in column 1 [TAB][TAB]   This is text in column 2
Short text [TAB][TAB][TAB]   This is more text in column 2

Text Does Not Align!

Make the tab stop settings in your wordprocessor similar to the tab stops in the style sheet you will be using.

Figure D-2   Tab stops in Ventura Publisher set differently from those in a wordprocessor causes text to misalign

Tab check list

- Turn **justify** off for any paragraph that contains tabs.
- Certain wordprocessors (such as Wordstar) when configured incorrectly, add spaces rather than tabs. Make sure the wordprocessor is configured to insert tabs.
- Text which includes tab characters does not automatically wrap around frames.

Text attributes

Xerox Ventura Publisher correctly translates, displays, and prints text attributes, such as boldface and underline, from each wordprocessor supported. Similarly, any text attributes added using Xerox Ventura Publisher's Text Editing function are stored back in the wordprocessor's native file format. However, because Xerox Ventura Publisher can create a much wider range of text attributes than any wordprocessor, and because combinations of these attributes are treated differently within Xerox Ventura Publisher, many attributes are stored back into the original file using the codes shown below. For instance, the beginning of medium italic text is set by inserting the following directly before the text to be italicized:

<MI>

In general, attributes native to the wordprocessor, such as boldface, when used alone, are translated back to the original attribute when a chapter is saved in Xerox Ventura Publisher. When used in combination with other attributes, they are translated back, using combinations of the codes shown on the following pages.

Attribute	Code
Light weight type	\<L>
Medium weight type	\<M>
Bold weight type	\<B>
Italics	\<I>
Underline	\<U>
Double underline	\<=>
Overscore	\<O>
Strikethrough	\<X>
Small	\<S>
Superscript	\<^>
Subscript	\<v>

Color index   \<Cnnn>

Replace **nnn** with one of the following numbers:

0	White
1	Black
2	Red
3	Green
4	Blue
5	Cyan
6	Yellow
7	Magenta
255	Reset to tag color

Typeface   \<Fnnn>

Replace **nnn** with one of the following numbers (if additional typefaces have been added, the typeface ID assigned during the font addition process—explained in Appendix K— is used):

Courier	1
Swiss (Helvetica)	2
Dutch (Times)	14
New Century Schoolbook	20
Palatino	21
Garamond	22
Bookman	23
Lubalin	24
Souvenir	25
Benguiat	26
Glypha	27

Friz quadrata	28
Zapf chancery	29
Trump Medieval	30
Melior	31
Galliard	32
New Baskerville	33
Goudy	34
Park Avenue	35
Bodoni	36
Bodoni Poster	37
Century Old Style	38
Cheltenham	39
Helvetica Narrow	50
Avant garde	51
Optima	52
Korinna	53
Helvetica Light	54
Helvetica Black	55
Franklin Gothic	56
Franklin Gothic Heavy	57
Helvetica Condensed Light	58
Helvetica Condensed	59
Helvetica Condensed Black	60
American Typewriter	100
Machine	101
Prestige Elite	103
Orator	104
Letter Gothic	105
Symbol	128
Zapf Dingbats	129
Sonata	130
Reset to tag font	255

Point Size   <Pnnn>

where the variable **nnn** is replaced by the type size, measured in points (1 point equals 1/72 inch.) nnn=255 resets to point size specified by the paragraph tag.

Base Line Jump   <Jnnn>

where the variable **nnn** is replaced by the amount of vertical offset, measured in 1/300 of an inch.

nnn may range from -127 to +127 (about ± $\frac{1}{2}$ inch. The measurement **-001** is reserved and used to reset the Base Line Jump to zero.

Begin Kerning   \<Knnn\>

where the variable **nnn** is replaced by the amount of left horizontal shift, measured in 1/700 of an inch. **nnn** may range from -127 to +127. The measurement **-001** is reserved and used to reset the kerning to zero.

Resume Normal   \<D\>

All attributes are terminated at the end of a paragraph, even if the **Resume Normal** character (**\<D\>**) is not encountered. Also, all previous attributes are terminated any time new attributes are set.

Examples:

1) Attributes can be grouped together into sequences. For example, to set Bold, Italic, Blue, the code is **\<BIC4\>**. *Any new text attribute sequence encountered cancels all previous attributes.*

2) Attributes native to the wordprocessor and the codes described on the previous pages can be intermixed. For example to create the following effect using Wordstar

<u>airplane</u> automobile

where the first word is boldfaced and underlined, and the second word is boldface only, would require the following within Wordstar:

^U^Bairplane^U automobile^B

This same effect can be produced using the codes described on the previous pages as follows:

\<BU\>airplane \<B\>automobile\<D\>

The author can choose either to use the attribute set shown above, or continue to place attributes in the text using the wordprocessor's own commands.

Other inserted text

In addition to paragraph tags and text attributes, Xerox Ventura Publisher also inserts other characters into the wordprocessor text, including line breaks, discretionary hyphens, non-breaking spaces, frame anchors, index references and footnotes. These are always stored back into the wordprocessor file as shown below. Some wordprocessors support discretionary hyphens and non-breaking spaces, in which case Xerox Ventura Publisher stores these in the wordprocessor's native file format.

Line Break   <R>

The paragraph will have a line ending placed at the location of this code. A line break only begins a new line. It does not begin a new paragraph.

Discretionary Hyphen   <->

A discretionary hyphen presents an additional hyphenation opportunity to Xerox Ventura Publisher's hyphenation algorithm. If a word does not get placed at the end of a line, no hyphen is shown.

Placing a discretionary hyphen at the beginning of the word disables hyphenation for the one occurrence of that word.

Non-Breaking Space   <N>

This places a space at this point, but no break (line break, page break, etc) may occur at this point. This is used to keep words together on the same line.

Thin Space   < I >
Figure Space   <+>
En space   <~>
Em space   <_>

Footnote   <$Ftext>
where **text** is the footnote text.

Picture anchor (same page) <$&anchor name>
anchor name is the frame reference name, as
specified in the Anchors & Captions option.

Picture anchor (below)   <$&anchor name[v]>
anchor name is the frame reference name, as
specified in the Anchors & Captions option.

Picture anchor (above)   <$&anchor name[^]>
anchor name is the frame reference name, as
specified in the Anchors & Captions option.

Hidden text   <$!text>
where **text** is the text to be hidden. This text will
not show in the Xerox Ventura Publisher chapter

Index
<$IPrimary[Primary sort];Secondary[Secondary sort]>

Primary is replaced by the primary index entry;
Secondary is replaced by the secondary index entry;
and **Primary sort** and **Secondary sort** are
replaced with the two sort keys. For **See** references,
$I is replaced with **$S**. For **See Also** references, **$I** is
replaced with **$A**.

If no sort keys are specified, the correct code is:

<$IPrimary;Secondary>

If only a primary reference is used, the correct code
is:

<$IPrimary>

Index references can easily be entered directly into your favorite wordprocessor. Simply locate the point you wish to index and type the index references. For instance, this paragraph was indexed within Wordperfect by typing:

<$IWordprocessor;Developing index in>

at the beginning of the paragraph.

Deleting null paragraphs

Each time you press the **Enter** key when using the wordprocessor, you create a new paragraph. If you type **Enter** twice in a row in order to place a blank line between paragraphs, Xerox Ventura Publisher creates a null paragraph, complete with all the space normally placed between paragraphs. If this is not desireable, you can delete all extra carriage returns by using your wordprocessor to place the following tag at the beginning of the text file:

@PARAFILTR ON =

This must be added from within your wordprocessor, not from within Xerox Ventura Publisher. The extra paragraphs will be eliminated the next time you load this text file or open a chapter containing the text file.

ASCII text

This section describes how to produce ASCII text files from several popular application programs, and how to insert text attributes (boldface, underline, etc.) within this text.

Most wordprocessors, spreadsheets, and database programs save information in their own file format, usually identified by a unique file extension. For instance, Lotus 1-2-3 saves worksheets in **WKS** files, and dBase III saves databases in **DBF** files. Text can

be moved to and from many of the popular programs as standard ASCII text files. You can load ASCII files using either the **ASCII** option or **Wordstar** option. Loading as an ASCII file requires two carriage return–line feed combinations to create a new paragraph. Loading as a Wordstar file treats single carriage returns as a new paragraph.

Characters not used in ASCII text

ASCII characters below decimal 32 and above decimal 127 do not print. The characters used and their decimal equivalents are shown in Appendix E. When you are transferring ASCII text from other sources, the ASCII codes above decimal 127 will be converted into the characters shown in Appendix E, if they are enclosed in < > brackets.

Text from mainframe computers

Some ASCII files, especially those transferred via a communication program to your PC from mainframe computers, do not have two pairs of carriage return (decimal 13) and line feed (decimal 10) characters at the end of each paragraph ([CR][LF][CR][LF].) Additional carriage returns without a matching line feed (or vice versa) will cause unpredictable results.

Publishing Lotus 1-2-3 spreadsheets

Lotus 1-2-3 spreadsheets can be saved as ASCII files using the PRINT FILE option (/PF.) The file name chosen automatically has the extension **PRN** added. However, Lotus 1-2-3 places **spaces**, not tabs, between each column and cannot be configured to automatically insert TAB characters between columns. Therefore, when using proportionally spaced fonts on Xerox Ventura Publisher, the columns will not align, unless you manually place tabs between each column, as described on the next page.

To create a table using a Lotus 1-2-3 print file, first set the tab stops for Body Text to the desired positions. Then, use the Load/Text Pictures option to load the 1-2-3 **PRN** file as a **WORDSTAR** file. (Because each row is separated by a single carriage return, and because Xerox Ventura Publisher ignores single carriage returns in ASCII text, loading as an ASCII file would cause each line to run directly into the next line. Xerox Ventura Publisher treats single carriage returns as paragraph breaks in Wordstar files.)

Finally, use the **Text Editing** function to delete all spaces and then insert tabs between each column in each row.

Another solution which doesn't require inserting tabs is to select a font (if available with your printer) which is not proportionally spaced. For example, spreadsheet files can be tagged with Courier font (which is not proportionally spaced), and the columns will then align properly. Set the Normal Space Width in the Typographic Controls option to 1.0 in order to get the columns to align perfectly.

Publishing dBase III data

Dbase III generates ASCII text using the dBase III **TO FILE** option with commands such as REPORT and LABEL. The extension **TXT** is automatically added to the file name you choose. Appendix H contains an application note on how to publish a phone directory from dBase III.

Sidekick note files

Sidekick **Note Files** can be read directly as ASCII text. Note, however, that if Sidekick is loaded in memory while running Xerox Ventura Publisher, performance is degraded. Also, any attempt to activate Sidekick will interfere with Xerox Ventura Publisher's graphics and cause unpredictable results, possibly leading to loss of information.

DCA (Displaywrite III and IV)

Xerox Ventura Publisher can read and write standard DCA version 2.0 files. Displaywrite III and Displaywrite IV can save and retrieve DCA files.

Xerox Ventura Publisher automatically converts standard DCA text attributes to Xerox Ventura Publisher text attributes.

All other attributes, attribute combinations, footnotes, index references, and text characters must be entered into DCA using the < > commands outlined at the beginning of this chapter.

Microsoft Word/Windows Write

Xerox Ventura Publisher can read and write standard Microsoft Word version 3.1 files. Other versions of Word may also work. Microsoft Word style sheets are not usable by Xerox Ventura Publisher.

Xerox Ventura Publisher automatically converts standard Word text attributes to Xerox Ventura Publisher text attributes.

Attribute	MS Word
Begin/End Bold	Alt b
Begin/End Superscript	Alt +
Begin/End Subscript	Alt -
Begin/End Strikethrough	Alt s
Underline	Alt u
Discretionary Hyphen	Ctrl -
Non Break Space	Ctrl Spacebar

All other attributes, attribute combinations, footnotes, index references, and text characters must be entered into Microsoft Word using the < > commands outlined at the beginning of this chapter.

Multimate

Xerox Ventura Publisher can read and write standard Multimate version 3.31 files. Other versions of Multimate may also work.

Xerox Ventura Publisher automatically converts standard Multimate text attributes to Xerox Ventura Publisher text attributes.

Attribute	Multimate
Begin/End Bold	Alt Z
Begin/End Superscript	Alt Q
Begin/End Subscript	Alt W
Begin/End Strikethrough	Alt Q
Underline	Shift _
Discretionary Hyphen	Shift F7
Non Break Space	Alt S

All other attributes, attribute combinations, footnotes, index references, and text characters must be entered into Multimate using the < > commands outlined at the beginning of this chapter.

Wordperfect

Xerox Ventura Publisher can read and write standard Wordperfect version 4.1 or 4.2 files. Other versions of Wordperfect may also work.

Xerox Ventura Publisher automatically converts standard Wordperfect text attributes to Publisher text attributes.

Attribute	Wordperfect
Begin/End Bold	F6
Begin/End Superscript	Shift F1, 1
Begin/End Subscript	Shift F1, 2
Begin/End Strikethrough	Alt F5, 4
Underline	F8
Discretionary Hyphen	Ctrl, -
Non Break Space	Home, Space bar

All other attributes, attribute combinations, foot-notes, index references, and text characters must be entered into Wordperfect using the < > commands outlined at the beginning of this chapter.

Wordstar

Xerox Ventura Publisher can read and write stand-ard Wordstar 3.3, 3.4 and 4.0 files. Other versions of Wordstar may also work.

Xerox Ventura Publisher automatically converts standard Wordstar attributes to Xerox Ventura Publisher text attributes.

Attribute	Wordstar
Start/Stop Bold	^B
Start/Stop Superscript	^T
Start/Stop Subscript	^V
Start/Stop Strikethrough	^X
Start/Stop Underline	^S
Discretionary Hyphen	Soft hyphen
Non Break Space	^O

All other attributes, attribute combinations, foot-notes, index references, and text characters must be entered into Wordstar using the < > commands out-lined at the beginning of this chapter.

Foreign characters entered in Wordstar 3.4 which are not available in both the Xerox Ventura Publisher *and* the IBM character set will not display or print.

Wordstar tabs

When you press the tab key, Wordstar does not al-ways place a tab character into the text, but instead inserts multiple spaces. As described earlier in this chapter, Xerox Ventura Publisher requires the actual tab character in order to correctly format tabular in-formation. To assure that Wordstar inserts real tab

characters, turn the **Vari-Tab** feature within Wordstar **Off**.

Xerox Writer

Xerox Ventura Publisher can read and write standard Xerox Writer version 2.0 files.

Xerox Ventura Publisher automatically converts standard Writer text attributes to Xerox Ventura Publisher text attributes.

All other attributes, attribute combinations, footnotes, index references, and text characters must be entered into Xerox Writer using the < > commands outlined at the beginning of this chapter.

Xywrite

Xerox Ventura Publisher can read and write standard Xywrite II and Xywrite III files.

Xerox Ventura Publisher automatically converts standard Xywrite text attributes to Xerox Ventura Publisher text attributes.

All other attributes, attribute combinations, footnotes, index references, and text characters must be entered into Xywrite using the < > commands outlined at the beginning of this chapter.

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APPENDIX E
CHARACTER SETS AND CODES

Xerox Ventura Publisher includes two character sets:

- An international character set which includes characters for many languages, including English, Spanish, French, and Italian

- A symbol character set which includes mathematics and greek characters which can be used for simple formulas and equations.

Not all of these characters can be typed directly from the keyboard. Characters not available on your keyboard can be entered by holding down the **ALT** key and then typing the **Decimal** equivalent for that character on the numeric keypad. The tables on the following pages show these decimal equivalents.

When using your wordprocessor to enter foreign characters and other characters above decimal 127, you must enter these characters by using the < > codes, as explained in Appendix D. For wordprocessors which support foreign characters, Xerox Ventura Publisher will accept these characters without placing numbers inside of < >. However, the decimal equivalent of these characters must be less than 169. Also, the foreign characters in your wordprocessor must have the same decimal equivalents as those shown on the following pages.

For users of the Apple Laserwriter Plus and other advanced PostScript printers, dingbat characters are shown in the following table. Dingbats do not display on the screen unless you purchase matching screen fonts from Adobe Systems. (The international character set displays instead.) They will print, however, if you own an advanced PostScript printer. (Dingbats are not provided with Xerox Ventura Publisher.)

Decimal	Inter-nat'l	Symbol	Dingbat
1-31	not used		
32	space	space	space
33	!	!	✂
34	"	∀	✄
35	#	#	✁
36	$	∃	✂
37	%	%	☎
38	&	&	✆
39	'	϶	✈
40	(	(	✈
41	)	)	✉
42	*	*	☛
43	+	+	☞
44	,	,	✌
45	-	−	✍
46	.	.	✎
47	/	/	✏
48	0	0	✐
49	1	1	✑
50	2	2	✒
51	3	3	✓
52	4	4	✔
53	5	5	✕
54	6	6	✖
55	7	7	✗
56	8	8	✘
57	9	9	✙
58	:	:	✚
59	;	;	✛
60	<	<	✜
61	=	=	✝
62	>	>	✞

Decimal	Inter-nat'l	Symbol	Dingbat
63	?	?	✟
64	@	≅	✠
65	A	A	✡
66	B	B	✢
67	C	X	✣
68	D	Δ	✤
69	E	E	✥
70	F	Φ	✦
71	G	Γ	✧
72	H	H	★
73	I	I	☆
74	J	ϑ	✪
75	K	K	✫
76	L	Λ	✬
77	M	M	✭
78	N	N	✮
79	O	O	✯
80	P	Π	✰
81	Q	Θ	✱
82	R	P	✲
83	S	Σ	✳
84	T	T	✴
85	U	Y	✵
86	V	ς	✶
87	W	Ω	✷
88	X	Ξ	✸
89	Y	Ψ	✹
90	Z	Z	✺
91	[	[	✻
92	\	∴	✼
93	]	]	✽
94	^	⊥	✾

Deci-mal	Inter-nat'l	Sym-bol	Ding-bat
95	–	_	❀
96	'	‾	❁
97	a	α	❂
98	b	β	❍
99	c	χ	✳
100	d	δ	❄
101	e	ε	❅
102	f	φ	❆
103	g	γ	✻
104	h	η	❋
105	i	ι	✺
106	j	φ	✷
107	k	κ	✶
108	l	λ	●
109	m	μ	○
110	n	ν	■
111	o	o	❏
112	p	π	❐
113	q	θ	❑
114	r	ρ	❒
115	s	σ	▲
116	t	τ	▼
117	u	υ	◆
118	v	ϖ	❖
119	w	ω	◗
120	x	ξ	|
121	y	ψ	❙
122	z	ζ	❚
123	{	{	❛
124	|	|	❜
125	}	}	❝
126	~	~	❞

Deci-mal	Inter-nat'l	Sym-bol	Ding-bat
127			
128	Ç		
129	ü	ϒ	✆
130	é	′	✇
131	â	≤	❣
132	ä	⁄	❤
133	à	∞	❥
134	å	ƒ	❦
135	ç	♣	❧
136	ê	♦	♣
137	ë	♥	♦
138	è	♠	♥
139	ï	↔	♠
140	î	←	①
141	ì	↑	②
142	Ä	→	③
143	Å	↓	④
144	É	°	⑤
145	æ	±	⑥
146	Æ	″	⑦
147	ô	≥	⑧
148	ö	×	⑨
149	ò	∝	⑩
150	û	∂	❶
151	ù	•	❷
152	ÿ	÷	❸
153	Ö	≠	❹
154	Ü	≡	❺
155	¢	≈	❻
156	£	…	❼
157	¥	|	❽
158	¤	—	❾

Deci-mal	Inter-nat'l	Sym-bol	Ding-bat	Deci-mal	Inter-nat'l	Sym-bol	Ding-bat
159	ƒ	↵	⑩	191	™	⇓	➠
160	á	ℵ	①	192	„	◊	➡
161	í	ℑ	②	193	…	⟨	➡
162	ó	ℜ	③	194	‰	®	➢
163	ú	℘	④	195	•	©	➣
164	ñ	⊗	⑤	196	–	™	➤
165	Ñ	⊕	⑥	197	—	∑	➥
166	ª	∅	⑦	198	°	⌠	➦
167	º	∩	⑧	199	Á	⎮	➧
168	¿	∪	⑨	200	Â	⌡	➨
169	"	⊃	⑩	201	È	⌈	⇨
170	"	⊇	❶	202	Ê	⎢	⇨
171	‹	⊄	❷	203	Ë	⌊	⇦
172	›	⊂	❸	204	Ì	⌠	⇦
173	¡	⊆	❹	205	Í	{	⇨
174	«	∈	❺	206	Î	⎮	⇨
175	»	∉	❻	207	Ï	⎮	⇨
176	ã	∠	❼	208	Ò		
177	õ	∇	❽	209	Ó	⟩	⇨
178	Ø	®	❾	210	Ô	⌡	⊃
179	ø	©	❿	211	Š	⌈	⇉
180	œ	™	→	212	š	⎮	↘
181	Œ	∏	→	213	Ù	⌋	➢
182	À	√	↔	214	Ú	⎞	↗
183	Ã	·	↕	215	Û	⎮	↘
184	Õ	¬	↘	216	Ÿ	⎠	➤
185	§	∧	→	217	ß	⌉	↗
186	‡	∨	↗	218	Ž		
187	†	⇔	➤	219			
188	¶	⇐	➜	220			
189	©	⇑	→	221			
190	®	⇒	→	222			

Text codes

The following table is provided for quick reference. A complete description of the text codes is provided in Appendix D.

Description	Code
Text attributes	
Base Line Jump	\<Jnnn>
Begin Kerning	\<Knnn>
Bold weight type	\<B>
Color index	\<Cnnn>
Double underline	\<=>
Italics	\<I>
Light weight type	\<L>
Line Break	\<R>
Medium weight type	\<M>
Non-Breaking Space	\<N>
Overscore	\<O>
Point Size	\<Pnnn>
Resume Normal	\<D>
Small	\<S>
Strikethrough	\<X>
Subscript	\<v>
Superscript	\<^>
Underline	\<U>
Spaces	
Em space	\<_>
En space	\<~>
Figure Space	\<+>
Thin Space	\<|>
Typeface	\<Fnnn>
Inserted text	
Discretionary Hyphen	\<->
Footnote	\<$Ftext>
Hidden text	\<$Htext>
Picture anchor (below)	\<$&anchor name[v]>
Picture anchor (same page)	\<$&anchor name>
Picture anchor (above)	\<$&anchor name[^]>

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APPENDIX F
PRINTER INFORMATION

This appendix provides information about how the features of your particular printer work with Xerox Ventura Publisher. Detailed set up and configuration information is also provided. Information on how to add additional fonts to your printer is provided in Appendix K.

Speed, resolution, maximum picture size, character set, and dead space at the edge of the page are different for each printer. To see the limitations of your printer, open the chapter called **CAPABILI** and print.

☞ Check the section within this chapter that pertains to your printer for information on limitations of your printer.

☞ On printers which do not use a page description language (e.g., PostScript), the fonts which appear in line art can only be the discrete sizes. Therefore, when the picture is scaled, the fonts may be slightly too large or slightly too small for the picture. Solution: Make the picture slightly larger or smaller.

Printer troubleshooting

The following general troubleshooting guidelines apply to all printers.

If you can't get anything to print, first try pressing the self test button on the printer, if your printer has one, to see if the basic printer mechanism is working. This causes the printer to print one page, filled with individual characters. If nothing happens in this self-print mode, consult your printer manufacturer or dealer for further help.

If the printer has just been installed, and doesn't print correctly using other software, the problem may very well be the printer cable. Disconnect the cable from the printer and count the number of pins. If the connector has 36 pins, it is a **parallel** cable, and the cable is probably not the cause of your problems. If the connector has 25 pins, it is a **serial** cable, and you may not have the correct cable. Many people try to connect the laser printers to their computer with a standard serial cable that has the right set of connectors, but is not wired as required by a laser printer. Both the HP LaserJet and Apple Laser-Writer use similar cables. The correct wiring diagrams for these cables are shown in the section for each printer, along with manufacturer's part numbers. Also, check the printer configuration switch settings.

If the printer prints correctly from other programs, but does not print from Xerox Ventura Publisher, you have probably specified the wrong printer or wrong printer port during installation. Select the **Printer Info** option in the Options menu, and try a different printer or printer port. The printer selection is shown at the top of the Dialog Box. The printer port is shown on the **Output To:** line. If, in the test above, you found a 25 pin cable, you can select between printer ports **COM1:** and **COM2:**. If, in the test above, you found a 36 pin cable, you can select between **LPT1:**, **LPT2:**, and **LPT3:**. Try printing one page with each of these options until the page prints correctly. The configuration switch settings within the printer should also be examined. Different programs work with different switch settings from those required for Xerox Ventura Publisher. Check the section within this chapter that pertains to your printer for information on the correct switch settings. Also, check the CONFIG.SYS file. Certain device drivers such as GEMPRINT.SYS will keep Xerox Ventura Publisher from printing correctly. These must be removed.

Xerox 4045 laser printer

Xerox 4045—Paper Size

The 4045, when driven by Xerox Ventura Publisher, handles 8.5 X 11 inch, 8.5 X 14 inch, and A4 (21.0 X 29.7 centimeters) paper. You can always print a smaller page on a larger paper size by increasing the page margins in the **Margins & Columns** option.

The 4045 cannot print to the edge of the page. This means that text and pictures placed near the edge of the page will show correctly on the computer screen, but may not print as displayed. Remember, therefore, to set a large enough margin using the **Margins & Columns** option in the Frame menu. To see the amount of blank space around the edge of the page, print the **CAPABILI.CHP** chapter in the TYPESET directory

Xerox 4045 configuration switches

The 4045 configuration switches are found on the 101S04200 Cartridge. The settings for various configurations are shown in Figures F-1 through F-4. The switch settings to use depend upon:

- Whether your printer is connected with a parallel or serial cable
- Amount of memory installed (450K or 1.5 megabytes)
- 4045 ROM revision

The **Bytes Available** (memory installed) and **ROM revision #** is printed on the 4045 Configuration Sheet shortly after the machine is first turned on.

At least 450K bytes of DRAM and ROM revision 2.X or above must be installed in the 4045 in order to print Xerox Ventura Publisher documents. Installing even more DRAM allows larger pictures to be
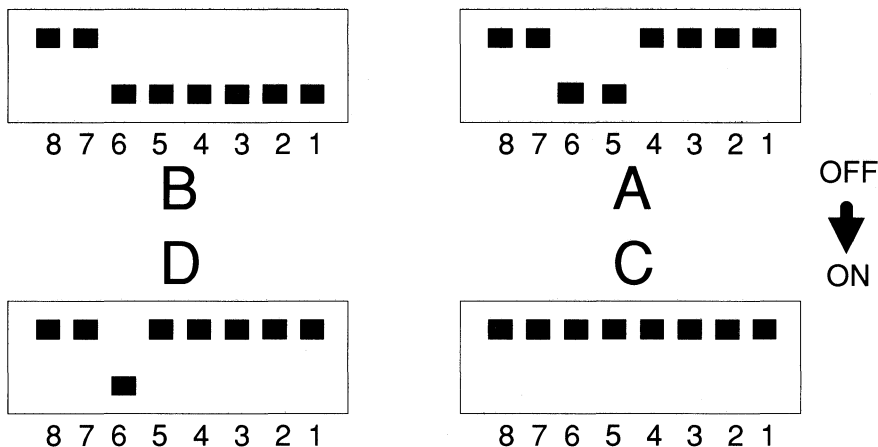
Figure F-1   Xerox 4045 switch settings for version 2.0, 450K RAM, parallel interface. Turn D8 OFF for version 2.1 ROM.
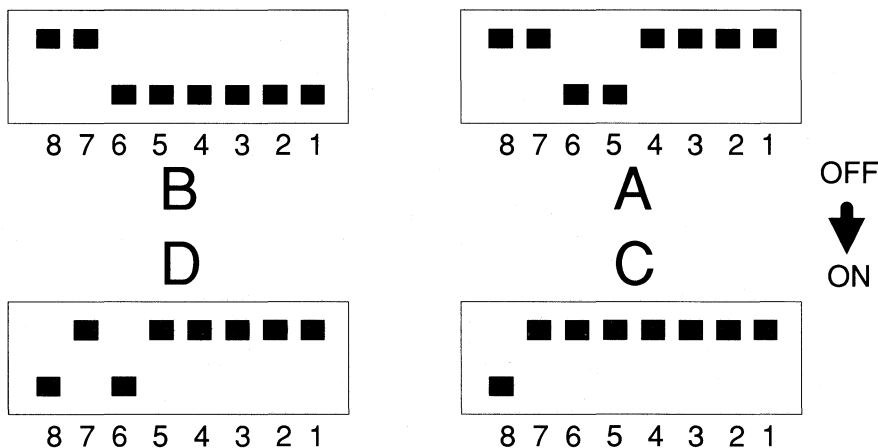
Figure F-2   Xerox 4045 switch settings for version 3.1.1, 1.5M RAM, parallel interface
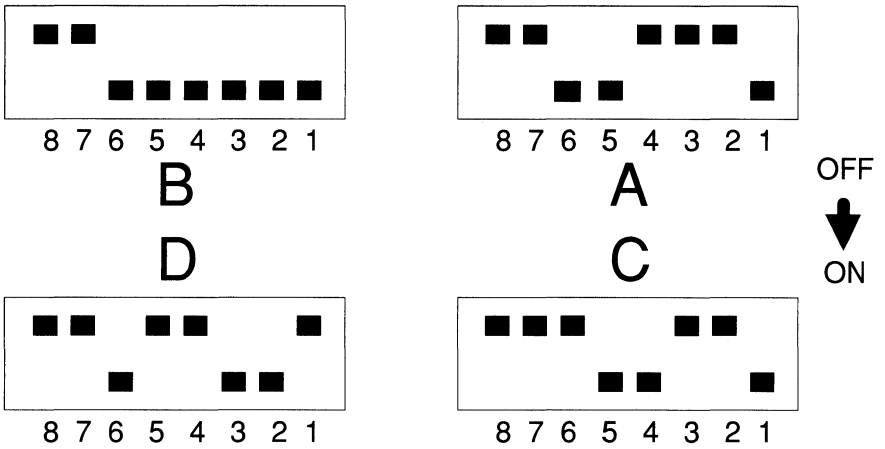
Figure F-3   *Xerox 4045 switch settings for version 2.0, 450K RAM, serial interface*
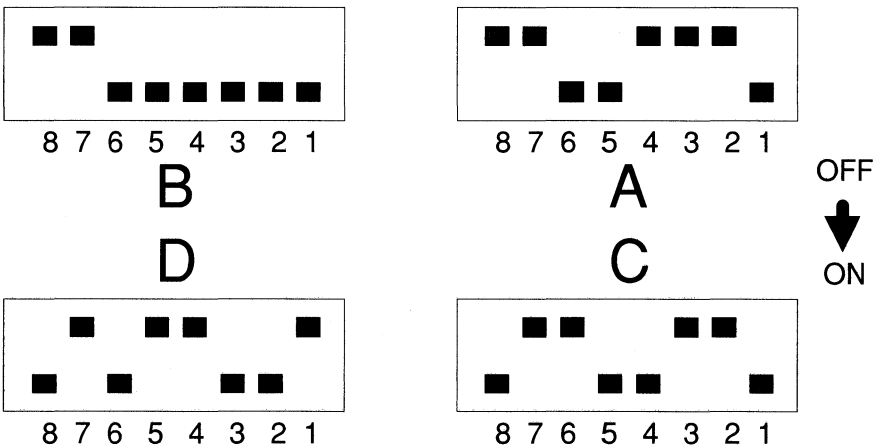
Figure F-4   *Xerox 4045 switch settings for version 3.1.1, 1.5M RAM, serial interface*

printed. At least 1.0 megabytes of DRAM and revision 3.X must be installed to use the 300 dpi driver.

The Xerox 4045 Laser Printer can be set up as either a parallel or serial printer. To use it as a serial printer, consult your 4045 manual, and set the 4045 cartridge switches as shown in either Figure F-3 or F-4, depending on which ROM version and memory is installed.

Xerox 4045—Resolution

Xerox Ventura Publisher lets you print both text and pictures on your 4045. Text prints with a resolution of 300 dots per inch, and pictures print with a resolution of 150 or 300 dots per inch, depending on which driver is installed.

Xerox 4045 fonts

The 4045 prints most of the Xerox Ventura Publisher character set shown in Appendix E. Print the **CHARSET.CHP** chapter (in the TYPESET directory) to see what characters the 4045 can print.

The following is a complete list of sizes and weights available for each 4045 typeface:

Typeface Sizes

Courier (not proportionally spaced)

- 12 point medium (10 characters to the inch)

Swiss (Helvetica) san-serif

- 6, 8 point medium
- 10, 12 point medium, bold, medium italic
- 14, 18, 24 point bold

Dutch (Times Roman) serif

- 8 point medium
- 10, 12 point medium, bold, medium italic
- 14, 18, 24 point bold

Symbol (greek, mathematics)

- 10 point medium

These fonts are loaded by Xerox Ventura Publisher into the 4045 as needed for each page. The space taken by these fonts decreases the space available for pictures. If a page contains many big pictures, and a large number of different fonts, especially larger size fonts, the 4045 runs out of memory and prints an error page. The remaining pages should print correctly, unless a similar problem exists on those pages.

To correct the problem, do one of the following:

➤ Select the 150 dpi driver instead of the 300 dpi driver. (If the 150 dpi driver is not already installed, use VPPREP, as described in the Setup and Installation section.)

➤ If this doesn't work, reduce the size or number of fonts used on the problem page.

➤ If this doesn't work, reduce the number or size of pictures on the problem page.

Additional type sizes and type faces can be added. See Appendix K.

Limitations

Pictures which contain text which is rotated at an angle to the text on the page will not print correctly.

The 4045 cannot print white text on a black background.

A maximum of four images is allowed per page.

Xerox 4020 color ink jet printer

Xerox Ventura Publisher can print color documents directly on the Xerox 4020 Color Ink Jet Printer. Up to eight colors can be printed.

Xerox 4020 color ink jet printer—Paper size

Xerox Ventura Publisher can print to a Xerox 4020 Color Ink Jet Printer on 8.5 inch wide paper.

Xerox 4020 Color Ink Jet Printer—Switch settings

The 4020 switch settings required for proper operation are shown in Figure F-5.

Xerox 4020 color ink jet printer—Resolution

Xerox Ventura Publisher lets you print both text and pictures on your Xerox 4020 Color Ink Jet Printer . Both text and pictures print at a resolution of 120 dots per inch.
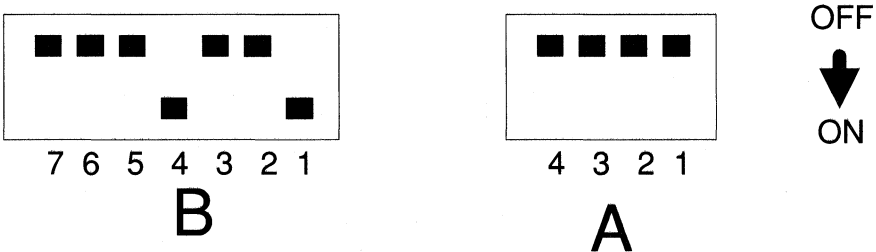
Figure F-5   Xerox 4020 switch settings. Settings are for parallel interface.

Xerox 4020 color ink jet printer fonts

Not all characters shown in Appendix E are available on the Xerox 4020 Color Ink Jet Printer. Print the chapter called **CHARSET** (contained in the TYPESET directory) to see which characters are available. The typefaces available are Helvetica and Times Roman, in the following sizes:

- 8 point normal; 10, 14 point normal, bold, italic; 18, 20, 28, 36 point bold

Limitations

You cannot create new colors by overlapping two transparent graphics. The colors will not mix.

Greek and math symbol characters are not available.

HP LaserJet, LaserJet Plus, LaserJet II

The first part of this section refers to the LaserJet and LaserJet Plus. The last parts refer to the standard LaserJet only, or the LaserJet Plus only. The LaserJet II functions identically to the LaserJet Plus.

HP LaserJet/LaserJet Plus—Cabling

The HP LaserJet is sold by Hewlett-Packard with a serial (25 pin) interface. The HP LaserJet **Plus** is sold with a serial or parallel (36 pin) interface. The cable required for the parallel interface is HP part number 24542D. The HP part number for the RS-232C serial cable is part number 92219J (5.0 meters) or 17255D (1.0 meter.) Connection of this serial cable to the IBM AT (9 pin) requires the IBM Serial Device Adapter Cable (IBM part number 6450217 or 6450242.) For the IBM AT (9 pin) you can alternatively purchase a single cable from Hewlett-Packard, part number 24542G.

	Female	Connector		Male	Connector
Chassis	Gnd	1 1	Chassis	Gnd
	TD	2 3	RD	
	RD	3 2	TD	
	CTS	5 ⌐............. 20	DTR	
	DSR	6 ⌐		
Signal	Gnd	7 7	Signal	Gnd
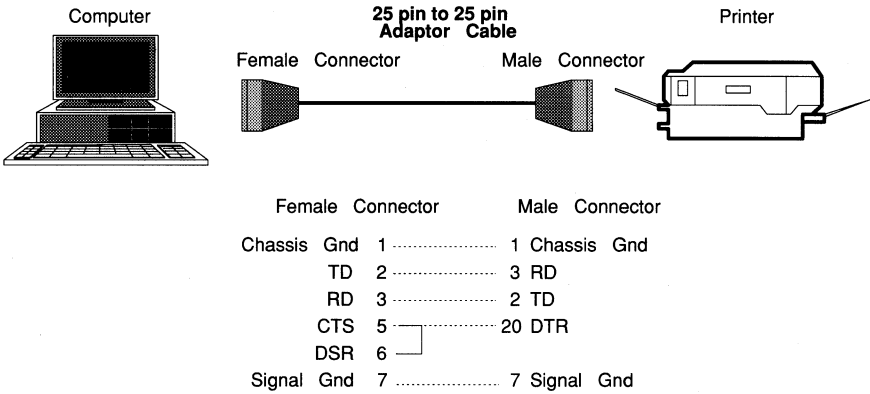
Figure F-6   HP Laserjet 25 pin to 25 pin cable

		Female	Male	Female		Male	
Chassis	Gnd	NC.......... 1	1 1	Chassis	Gnd		
	TD	3 2	2 3	RD			
	RD	2 3	3 2	TD			
	CTS	8 5	5 ⌐.... 20	DTR			
	DSR	6 6	6 ⌐				
Signal	Gnd	5 7	7 7	Signal	Gnd		
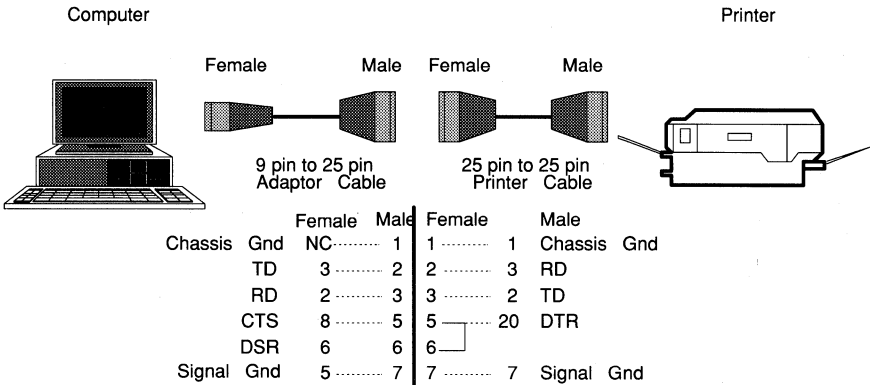
Figure F-7   HP Laserjet 9 pin to 25 pin cable

If you want to build your own cables, Figures F-6 and F-7 show the correct wiring diagram for both PC (25 pin connectors) and AT (9 pin) machines.

HP LaserJet/LaserJet Plus—Paper size

Xerox Ventura Publisher and the HP LaserJet handles 8.5 X 11 inch, 8.5 X 14 inch, and A4 (21.0 X 29.7 centimeters) paper. However, the LaserJet cannot print to the edge of the page. This means that text and pictures placed near the edge of the page will show correctly on the computer screen, but may not print as displayed. Remember, therefore, to set a reasonable margin using the **Margins & Columns** option in the Frame menu.

To see the amount of blank space around the edge of the page, print the **CAPABILI.CHP** chapter in the TYPESET directory

HP LaserJet/LaserJet Plus—Configuration switches

Xerox Ventura Publisher requires that the internal configuration switch be set to the original factory settings. For the serial interface, the switch SW1 settings are 1-OFF, 2-ON, 3-OFF, 4-ON, 5-OFF, 6-OFF, 7-OFF, 8-ON. For the parallel interface, the settings are 1-ON, 2-ON, 3-OFF, 4-ON, 5-OFF, 6-OFF, 7-OFF, 8-ON.

HP LaserJet/LaserJet Plus—Resolution

With both LaserJet models, text prints with a resolution of 300 dots per inch. With the standard LaserJet, pictures and graphics print with a resolution of 75 dots per inch. With the LaserJet Plus, pictures print with a resolution of either 150 or 300 dots per inch, depending on which Xerox Ventura Publisher option you installed. Text within line art pictures print at either 300 dots per inch, depending on the text size.

Standard HP LaserJet

The standard HP LaserJet only prints Xerox Ventura Publisher documents with the HP 92286F font cartridge installed. It does not accept the downloaded

fonts that are included with Xerox Ventura Publisher for the LaserJet **Plus**. The characters available with this cartridge are a subset of the standard Xerox Ventura Publisher font set shown in Appendix E. The actual characters available can be shown by printing the **CHARSET** chapter located in the TYPESET directory. The math symbol set is not included in this cartridge.

HP LaserJet Plus

The HP LaserJet Plus uses the downloadable fonts supplied with Xerox Ventura Publisher. Xerox Ventura Publisher ignores the HP font cartridges when printing to the LaserJet Plus. The character set for the HP LaserJet Plus is the same as shown in Appendix E, and is available in the following typefaces weights and sizes:

Typeface Sizes

Courier (fixed pitch)

- 12 point (10 characters to the inch) medium

Swiss (Helvetica) san-serif

- 6, 8 point medium
- 10, 12 point medium, bold, medium italic
- 14, 18, 24 point bold

Dutch (Times Roman) serif

- 8 point medium
- 10, 12 point medium, bold, medium italic
- 14, 18, 24 point bold

Symbol (greek, mathematics)

- 10 point medium

Fonts are loaded by Xerox Ventura Publisher into the HP LaserJet Plus as needed for each page. The space taken by these fonts decreases the space available for pictures. If a page contains many big pictures, and a large number of different fonts—especially larger size fonts—the LaserJet runs out of memory and displays error **20** in the status display. To continue printing, press the **CONTINUE** button on the front of the LaserJet, and place the printer back on-line, if necessary. The LaserJet attempts to print at least a portion of the page. Unless a similar problem exists on the following pages, the remaining pages should print correctly.

Once an error 20 has occurred, you must simplify the page that caused the problem in order to print the problem page. To simplify the page, do one or more of the following:

➤ Reduce the size or number of fonts used on the problem page
➤ Reduce the number or size of pictures on the problem page
➤ Make sure that no other program, run prior to Xerox Ventura Publisher, downloaded fonts and made them "permanent". If this is the case, these fonts, which are not used by Xerox Ventura Publisher, reduce the LaserJet memory space available to print each page. To remove permanent fonts, turn off the LaserJet and then turn it back on again.

If you installed for 300 dots per inch, and you frequently encounter the error 20 message, you may want to install both the 150 and 300 dot per inch drivers (to install both drivers, run VPPREP—see **Setup and Installation**.) You can then choose the 150 dot per inch HP LaserJet Plus option in the Set Printer Info option and print the problem pages. This doubles the size of the graphic that can be placed on any given page before an error 20 message will occur. When the page has printed, you can go back to the

Set Printer Info menu and choose the 300 dot per inch HP LaserJet driver.

Permanent fonts

You can choose to download fonts to the HP LaserJet Plus prior to running Xerox Ventura Publisher. This reduces printing time by eliminating the need to transfer font files to the printer during the print operation. However, it does increase the chance of getting an out of memory error message.

To make fonts reside permanently in the HP Laser-Jet Plus:

➤ Download the fonts to the printer prior to running Xerox Ventura Publisher (use the utilities supplied by HP) and make them permanent (i.e., fonts cannot be removed except by turning the printer off)

➤ Record the HP font ID number for each font downloaded

➤ Create an ASCII file which associates each font ID number with each font. Save this file under the name **HPLJPLUS.CNF** and store it in the VENTURA directory.

➤ Select the Add/Remove Fonts option. Change each font (i.e., each combination of face, size, and style) which has been pre-downloaded from **Download** to **Resident**.

The format for each entry in the CNF file is:

permfont(n FONT)

where **n** is replaced with the HP font ID number created with the HP utilities and font is replaced with the font file name. For example:

permfont(1 CENTURY.SFP)
permfont(2 CENTURY.SFL)

The word permfont must be in lower case.

☞ If you save the changes made in the Add/Remove Font option, the fonts must **always** be resident in your printer prior to running Xerox Ventura Publisher.

Additional type sizes and type faces can be added. See Appendix K.

Limitations

Pictures which contain text which is rotated at an angle to the text on the page will not print correctly.

The HP LaserJet Plus cannot print white text on a black background.

The HP LaserJet Plus can print a maximum of four images per page.

The HP LaserJet Plus cannot print Courier fonts in landscape orientation.

JLaser

The Tall Tree System's JLaser board plugs into your computer and lets you print Xerox Ventura Publisher documents on laser printers not specifically supported by Xerox Ventura Publisher. For the current list of laser printers and compatible computers, contact Tall Tree Systems at 1120 San Antonio Road, Palo Alto, California, 94303.

JLaser—Paper size

The JLaser can print on paper up to 8.5 X 14 inches. However, the JLaser cannot print to the edge of the page. The actual characters available can be shown by printing the **CHARSET** chapter located in the TYPESET directory.

JLaser—Resolution

Text and pictures print with a resolution of 300 dots per inch.

JLaser fonts

The character set for the JLaser is the same as shown in Appendix E, available in the following typefaces, weights and sizes:

Typeface Sizes

Swiss (san-serif)

- 6, 8 point medium
- 10, 12 point medium, bold, medium italic
- 14, 18, 24 point bold

Dutch (serif)

- 8 point medium
- 10, 12 point medium, bold, medium italic
- 14, 18, 24 point bold

Symbol (greek, mathematics)

- 10 point medium

These fonts are loaded by Xerox Ventura Publisher as needed for each page. Additional type sizes and type faces can be added. See Appendix K.

The JLaser card creates each page in an un-compressed, bitmap format. This means that each page is represented by a one megabyte file which is transferred directly from the JLaser card to the printer at extremely fast, video speeds. While this results in very fast printing, the fact that each page takes up one megabyte makes storage of each page on disk impractical. Therefore, no Print To File option is available for the JLaser card.

No error message is given when the JLaser printer runs out of paper. It simply stops printing until you put more paper in the tray.

JLaser limitations

The JLaser card requires that certain jumpers on the card be installed correctly, and the **DEVICE=\S** statement be placed in the CONFIG.SYS. If only portions of the page print, or if the page contains horizontal white lines, these configuration settings may be conflicting with your computer's display or disk drive. Contact Tall Tree Systems in Palo Alto, California for information on how to reconfigure the JLaser card to avoid these problems.

Dot matrix printers

Xerox Ventura Publisher supports the Epson MX-80, FX-80, and RX-80 dot matrix printers, and the IBM Proprinter. The Epson LQ 1500 and Hewlett-Packard Thinkjet print legible text and pictures, but in the wrong aspect ratio. 24 pin printers are not supported.

Dot matrix printer—Paper size

Xerox Ventura Publisher can print to a dot matrix printer on 8.5 X 11 inch paper. Dot matrix printers having a larger width paper capacity can also be used, but only 8.5 X 11 inch (Letter) printing is supported.

Dot matrix printer—Resolution

Xerox Ventura Publisher lets you print both text and pictures on your dot matrix printer at a resolution of 120 X 144 dots per inch.

Dot matrix printer fonts

The character set for dot matrix printers is the same as shown in Appendix E, and is available in Helvetica and Times Roman fonts, in the following sizes:

- 8 point normal; 10, 14 point normal, bold, italic; 18, 20, 28, 36 point bold

Greek and math symbol characters are not available.

The font height is different when text is printed in landscape rather than portrait. A maximum of four images per page is allowed.

PostScript, Interpress

Xerox Ventura Publisher can print on various Post-Script and Interpress printers and typesetters. Post-Script printers include the Apple LaserWriter and LaserWriter Plus; TI Omnilaser, DEC PrintServer 40, IBM 4216 printer; Dataproducts LZR 2660 and LZR 2665 laser printers; QMS PS 800, 1200, and 2400 laser printers; and the Linotype Linotronic 100, 300 typesetters. Interpress printers include the Xerox 2700 and 9700 printers.

Resolution

Text and graphics print at different resolutions, depending on the capability of the specific device. For instance, you will get 300 dots per inch resolution with the laser printers listed above, 1270 dots per inch for the Linotronic 100, and 2540 dots per inch for the Linotronic 300.

Fonts

The actual characters available can be shown by printing the **CHARSET** chapter located in the TYPESET directory.

☞ You can't print all fonts shown in the PostScript font menus unless you purchase new fonts from Adobe Systems.

For your reference, the following fonts come standard with the Apple Laserwriter: Helvetica, Times Roman, Symbol, Courier. Adding new fonts is covered in Appendix K.

Cabling

Any PostScript printer or typesetter can be connected directly to an IBM PC (or equivalent) using the same RS-232C cable used for the HP LaserJet. This cable can be purchased from Hewlett-Packard. The HP part number for the RS-232C serial cable is part number 92219J or 17255D. Connection of this serial cable to the IBM AT (9 pin) requires the IBM Serial Device Adapter Cable (IBM part number 6450217 or 6450242.) Some devices (such as the Linotronic typesetters) may require a different sex connector at the printer end than provided with the HP cable. In this case you must build your own cable.

If you want to build your own cables, Figures F-8 and F-9 show the correct wiring diagram for both PC (25 pin connectors) and AT (9 pin) machines.

If the cable is not wired correctly, you will get an error message on your computer screen when you attempt to print.

The baud rate switch on the PostScript printer should be set to 9600 baud.

Cabling for Interpress printers is shown in the instruction manuals for these printers.
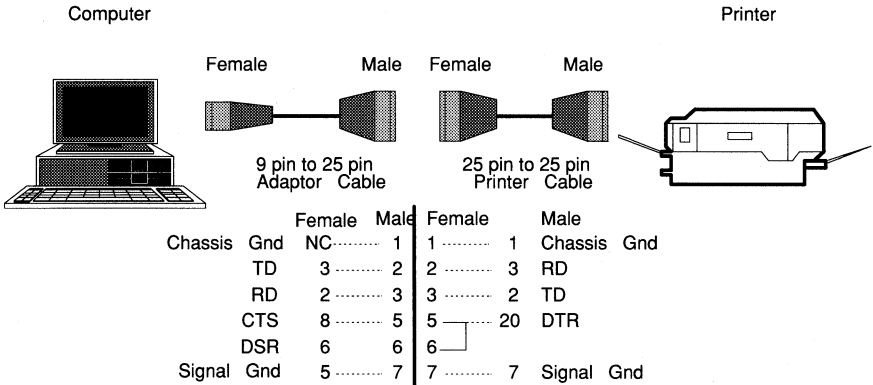
Printing a PostScript or Interpress file

You may find it useful to print to a disk file and then later send this disk file to the printer or typesetter.

Computer   **25 pin to 25 pin**   Printer
                   Adaptor Cable

        Female Connector   Male Connector

        Female Connector   Male Connector

        Chassis Gnd 1 ···················· 1 Chassis Gnd
                  TD 2 ···················· 3 RD
                  RD 3 ···················· 2 TD
                 CTS 5 ···········┐········ 20 DTR
                 DSR 6 ───────────┘
        Signal Gnd 7 ···················· 7 Signal Gnd
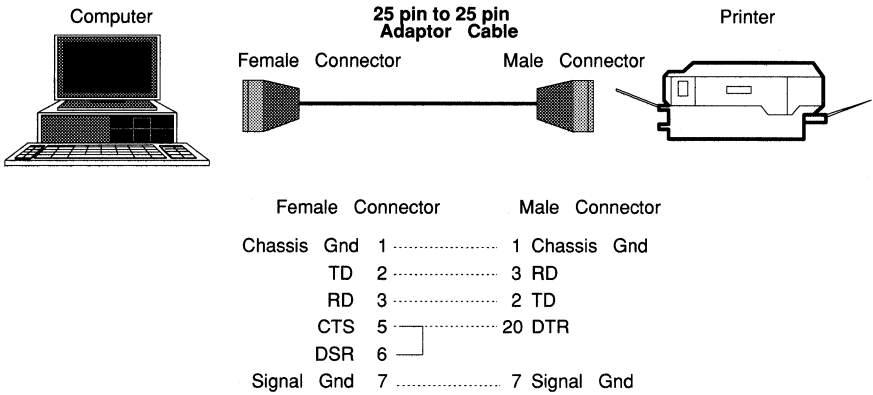
Figure F-8   Apple Laserwriter 25 pin to 25 pin cable

Computer   Printer

        Female   Male   Female   Male

         9 pin to 25 pin   25 pin to 25 pin
         Adaptor Cable   Printer Cable

                   Female Male Female   Male
        Chassis Gnd NC········ 1 │ 1 ········ 1 Chassis Gnd
                  TD   3 ········ 2 │ 2 ········ 3 RD
                  RD   2 ········ 3 │ 3 ········ 2 TD
                 CTS   8 ········ 5 │ 5 ┐··· 20 DTR
                 DSR   6   6 │ 6 ┘
        Signal Gnd   5 ········ 7 │ 7 ········ 7 Signal Gnd

Figure F-9   Apple Laserwriter 9 pin to 25 pin cable

The method for doing this is covered in the **Set Printer Info** section of the Menu Commands chapter.

Printing over an Apple network

If the PostScript file is to be printed via an **Apple** network, use the ASCII function in your wordprocessor to modify the POSTSCPT.CNF file, located in the VENTURA directory. Change the line which says:

eoftype(PC)

to:

eoftype(MAC)

This suppresses the printing of ^**D** characters which are read by Apple network software as an end of file character. The POSTSCPT.CNF file must be modified **prior** to printing the PostScript file.

Reducing PostScript file size

PostScript files can become quite large when printing pages which contain images. To reduce the size of this type of PostScript file, use the ASCII function of your wordprocessor to add the following line to the POSTSCPT.CNF file:

imgtype(COMPACT)

It may take much longer to print this file, but the file usually be smaller.

Downloadable fonts

Standard fonts, such as Helvetica and Times Roman are resident in all PostScript printers. However, Xerox Ventura Publisher lets you use additional fonts which are stored on the computer hard disk. (See Appendix K, and see the Add/Remove Fonts op-

tion.) These fonts should be stored in a directory called **\PSFONTS** (for PostScript.) If you want to place these fonts in a different directory, use the ASCII text function of your wordprocessor to modify the POSTSCPT.CNF file in the VENTURA subdirectory.

For instance to place PostScript fonts in a directory called **MYFONT**, modify the POSTSCPT.CNF file to read:

psfonts(C:\MYFONTS\)

PostScript prologue

At the beginning of every PostScript print operation, Xerox Ventura Publisher sends subroutines (prologue) to the printer. These subroutines are contained in the file called **PS2.PRE**. Advanced users may want to load these subroutines permanently into the printer or typesetter and thus avoid the time required to load the prologue. To do this:

➤ Copy the file called **PERMVP.PS** (which contains the permanent version of these subroutines) from the POSTSCPT directory on the Utility Disk to the VENTURA directory.

➤ Download this file to your printer by using the DOS COPY command as described in the Set Printer Info option for the DTR.TXT file. Unlike DTR.TXT, however, this file must be downloaded each time your printer is turned on.

➤ Delete the PS2.PRE file from the VENTURA directory.

☞ When creating PostScript files (by printing to a file) to be printed on another printer or typesetter, *always* include the prologue (i.e., do **not** delete the PS2.PRE file.)

Ruling line around images

Because PostScript cannot print transparent over-
lapping images, a ruling box around an image will
not print. The solution is to set the frame margins
equal to the overall ruling box height.

PostScript bug

Version 23 of PostScript implemented for the Apple
LaserWriter below version 2 had a communications
handling error described by Adobe Systems Incor-
porated as follows:

"During serial input, if the input buffer becomes full
and the Apple LaserWriter sends XOFF to stop trans-
mission from the host, it occasionally fails to send
XON to restart transmission... This bug occurs only
under unusual circumstances that are difficult to
describe ..."

This bug does not generally manifest itself on small
jobs consisting of several pages. However, when more
than twenty pages are printed as a single job, the
computer may lock up. Reason: The PC will be wait-
ing for the LaserWriter to indicate that it is ready for
input, but the LaserWriter will believe it has already
made that indication.

Adobe Systems, Incorporated has released a
downloadable patch which fixes this bug. The patch
is provided in the file called **PS1.PRE**. This file is
contained in the Utilities Disk in the POSTSCPT
directory. To use this patch, simply copy this file from
the Utilities Disk to the VENTURA directory. Xerox
Ventura Publisher automatically sends this patch to
the printer each time you print a chapter.

AST TurboLaser and Cordata printers

The AST TurboLaser and Cordata printers are connected directly to the computer with their own cables. They print at 300 dpi for both text and graphics. Follow the installation instructions which come with each printer for important information about modifications to the AUTOEXEC.BAT and CONFIG.SYS files.

For both the AST TurboLaser and Cordata printers, select serial port number 1 (or serial port 2 if the mouse is connected to port 1) during VPPREP.

For the Cordata printer, you should place the following command in the CONFIG.SYS file, using the ASCII text function of your wordprocessor:

DEVICE=LLD.SYS

Also, for the Cordata printer, the RIM.EXE program should be run prior to running Xerox Ventura Publisher.

For the AST TurboLaser, execute the following command prior to running Xerox Ventura Publisher:

LPLOAD COMn ASTLASER.LNG

where **n** is replaced with **1** or **2** depending on which COM port you installed during VPPREP.

AST TurboLaser and Cordata Fonts

The character set for the AST TurboLaser and Cordata printers is the same as shown in Appendix E, available in the following typefaces, sizes:

Typeface Sizes

Swiss (san-serif)

- 6, 8 point medium
- 10, 12 point medium, bold, medium italic
- 14, 18, 24 point bold

Dutch (serif)

- 8 point medium
- 10, 12 point medium, bold, medium italic
- 14, 18, 24 point bold

Symbol (greek, mathematics)

- 10 point medium

These fonts are loaded by Xerox Ventura Publisher as needed for each page. Additional type sizes and type faces can easily be added. See Appendix K.

Cabling

The AST TurboLaser and Cordata printers are connected with the special cable that comes with the printer. Make sure this cable is connected securely. No error message will print if the cable is disconnected.The AST TurboLaser and Cordata printers create each page in an uncompressed, bitmap format. This means that each page is represented by a one megabyte file which is transferred directly from the computer to the printer at extremely fast, video speeds. While this results in very fast printing, the fact that each page results in one megabyte makes storage of each page on disk impractical. Therefore, no Print To File option is available for either the AST TurboLaser or the Cordata printers.

A maximum of four image files is allowed per page.

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APPENDIX G
PICTURES

This appendix describes limitations inherent in the process of converting from a variety of different graphic formats into Xerox Ventura Publisher's internal graphic format. This chapter also includes other important information about pictures.

AutoCAD pictures

Xerox Ventura Publisher converts slide files from AutoCAD. AutoCAD **SLD** files are created using the AutoCAD ADE-2 (Advanced Drafting Extension) package. The AutoCAD **MSLIDE** command is used. The use of this command is covered in the AutoCAD User Reference manual. Look in the AutoCAD Reference Manual index under **Slides.** Better resolution can be obtained by converting AutoCAD files to HPGL.

CGM

Xerox Ventura Publisher converts CGM files. Key features and limitations include:

- 128 vertices for polygons
- All typefaces are converted to Helvetica
- Color is converted
- Pattern fills are converted based on the GSS CGI definition.

DXF

AutoCAD and other CAD programs store files in DXF format (Drawing Interchange Format.) To convert these files to GEM format, which can be read by Xerox Ventura Publisher, use the DXFTOGEM utility. This utility is contained in the Utilities Disk

(Disk #11). To convert a file, insert the Utilities Disk into the A drive and type the following:

A:**DXFTOGEM filename Enter**

If the filename has no extension, the extension DXF is assumed.

A file with the same name but with the extension GEM is created. This file can then be loaded as a line art GEM file using Xerox Ventura Publisher's **Load Text/Picture** option.

The following DXF graphic attributes are not converted:

- Shape entity
- Text mirroring
- Tapering widths in polylines
- Underscore and overscore in text strings
- Text expansion factors
- Backward text obliquing and arbitrary forward obliquing
- Symbol characters (e.g., plus/minus, circle dimension) in text strings
- Curve fitting
- 3D rendering
- Ellipses which are not X-Y aligned

EPS

Xerox Ventura Publisher converts EPS files. Key features and limitations include:

- EPS files do not display on screen. Instead a large X is placed in the frame.
- EPS files can only be printed to PostScript printers.
- Any **single** page printed to a disk by Xerox Ventura Publisher (using the PostScript driver) can be read back into a frame using the EPS converter. However, this file is not a true

EPS file and therefore cannot be read by other programs which read EPS files.
- When generating print files to be read by the VP EPS converter, you can create smaller files if you temporarily rename or remove the PS2.PRE file contained in the \VENTURA directory. Remember to put this file back before printing to the printer.

HPGL

Xerox Ventura Publisher converts HPGL files. Key features and limitations include:

- Arcs, lines, and text are converted
- Text size is converted
- It is possible to have picture rotated on page, depending on how it's printed. If you don't want the picture rotated, pick a different orientation from the graphics program which generated the HPGL file.
- Color is not converted.
- Fonts are all converted to Helvetica.
- Filled areas are made up of vectors, so it is possible that gaps will appear in the fill patterns. You may also see rounded ends on lines if you enlarge the picture. Therefore, if at all possible, enlarge the picture within your external graphics program *before* saving as an HPGL file.

Lotus 1-2-3 pictures

Lotus 1-2-3 .PIC files are created using the 1-2-3 SAVE option, which is found in the 1-2-3 Print menu. The keystrokes required within 1-2-3, once a graph has been created on the screen, are:

/GS **filename**

Filename is replaced by the name of the 1-2-3 picture file you wish to create.

Macintosh Paint

Xerox Ventura Publisher converts Macintosh Paint files. You transfer files between the Macintosh and the PC using a network. Key features and limitations include:

- Pictures always transfer as a full 8 x 10 page. Therefore, a small image on a white page must be enlarge considerably within the frame.

Macintosh PICT

Xerox Ventura Publisher converts Macintosh PICT files. You transfer files between the Macintosh and the PC using a network. Key features and limitations include:

- Bit images within PICT files do not convert
- Text fonts are usually converted into Times Roman. They somtimes convert into Helvetica.

PC Paintbrush pictures

PC Paintbrush files are created using the **Save as** option in PC Paintbrush. These files are stored with the extension **PCX**.

- Color is not converted from PC Paintbrush or GEM Paint pictures.

Video Show

Xerox Ventura Publisher converts General Parametric Video Show files. Key features and limitations include:

- Color is not converted. Color is instead turned into shades of gray.
- Polygons with more than 128 vertices are truncated.
- The 3D bar function is not implemented.

Text to PCX conversion

Any text file of up to twenty-five lines or less can be converted to a graphic PC Paintbrush file. This file can then be loaded as a PC Paintbrush image file and placed in a frame. This utility is used to print the computer screen as you see it, complete with ruling lines and other text effects which don't normally print when importing text data from the screen into programs like Sidekick.

To convert a text file that has been captured from the screen using Sidekick or some other background utility, and save to a file, type the following:

TXTTOPCX   filename   /% Enter

where filename is replaced with the name of the file to convert, and % is replaced with the type of display in use

EGA with Enhanced Monitor use: C
EGA with Monochrome Monitor use: **M**
Color Card or EGA with Color Monitor use: **O**
AT&T 6300 or Xerox 6065 use: **A**

A file with the same name but an extension of **PCX** is converted.

This utility does not work with a Hercules card.

☞ Reverse video and boldface text are not converted by this utility.

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APPENDIX H
APPLICATION NOTES

Publishing a database

This application note describes how to extract, pre-format, and ultimately publish information from a database program.

Example: Phone directory

This example assumes some knowledge of dBase III, although the concepts apply to any database program. Suppose you want to publish a phone directory using information from a dBase III mailing list database. This simple directory contains last name, first name, and phone number. A typical structure for such a database is shown below.

Example database structure

Field	Field name	Type	Width
1	DATE	Date	08
2	COMP_NAME	Character	31
3	MISTER	Character	04
4	FIRST_NAME	Character	12
5	LAST_NAME	Character	12
6	TITLE	Character	25
7	ADDRESS	Character	34
8	CITY	Character	20
9	STATE	Character	02
10	ZIP	Character	06
11	PHONE	Character	12
13	COMP_TYPE	Character	15

To publish a directory, create a style sheet with three tag names: **Body Text**, **FN**, and **Phone**. Set page layout to **single sided**. The relevant settings for each of these three tags is shown on the next page:

Body Text Font   **10 point, bold**

Alignment   . . . .   Left, Hyphen off
Spacing . . . .   Inter-line and Inter-
    . . . .   paragraph: 1 pica
Break   . . . .   Line Break Before

FN Font   **10 point, normal**

Alignment   . . . .   Left, Hyphen off
Spacing . . . .   Inter-line and Inter-
    . . . .   paragraph: 1 pica
    . . . .   In From Left: 1 inch
Break   . . . .   No Line Break

Phone Font   **10 point, normal**

Alignment   . . . .   Right, Hyphen off
Spacing . . . .   Interline and Inter-
    . . . .   paragraph: 1 pica
Break   . . . .   Line Break After

The dBase III LABEL command can be used to ex-
tract the information from this database, insert the
FN and PHONE tags, and save the resulting infor-
mation into an ASCII text file.

The following assumes some familiarity with dBase
III, and assumes that the database has already been
created with the structure shown above.

First, generate a dBase label file called
PHONEGEN by typing **modi label phonegen**

On the first page of the label form, enter the follow-
ing values:

Width of label: **80**
Height of label: **3**
Left margin: **0**
Lines between labels: . . **0**
Spaces between labels: . . **0**
Number of labels across: . **1**

On the second page of the label form, enter the following values:

1 trim(last_name)+','
2 '@FN = '+trim(first_name)
3 '@PHONE = '+trim(phone)

Save the label by pressing and holding the **Ctrl** key and then pressing **W**.

Next, either index or sort the database on the field **last_name**.

Finally, to create an ASCII text file called **PHONE1.TXT** that can be read directly by Xerox Ventura Publisher, type the following command:

. label form phonegen to phone1

Read the file **PHONE1.TXT** into Xerox Ventura Publisher as a **Wordstar** file. Load the style sheet you created earlier. The phone list will already be formatted and ready to print.

Example: Product listing

The **&LSTG-P2.CHP** example in Appendix L provides a simple example of a product listing. A portion of the text contained in this chapter is reproduced on the next page.

This example is similar to the previous phone listing example, except that line breaks (created with the <R> code) are used to separate fields which appear on different lines, but which are formatted with the same typeface. When publishing a database, use line breaks instead of paragraphs to create new lines whenever possible.

☞ The general rule of thumb is that a line break should be used, when publishing a database, between any two lines which are typographically identical.

@CATEGORY = Digitizers
@COMP = Chorus Data Systems (603) 424 2900
@MODEL = PC-Eye
Video capture image digitizer<R>450.00<R>IBM PC 256K, long
slot
@COMP = Datacopy (415) 965 7900
@MODEL = Model 900 Imaging System
35-mm digitizing camera with computer
interface<R>11945.00<R>IBM XT/AT

*Figure H-1   Text generated by database report generator. Note
<R> used to generate line breaks.*

Digitizers

Chorus Data Systems (603) 424 2900

- PC-Eye
  Video capture image digitizer
  450.00
  IBM PC 256K, long slot

Datacopy (415) 965 7900

- Model 900 Imaging System
  35-mm digitizing camera with computer
  interface
  11945.00
  IBM XT/AT

*Figure H-2   Text from Figure H-1 formatted with the style sheet
used for this Reference Guide.*

The reason for using line breaks is that they consume far less internal memory than paragraph endings. This lets you create larger chapters and improves formatting speed.

Tabs

Another technique for separating fields in a database is to use tab characters between fields. This is especially useful for inserting leaders between fields, for example:

Smith, John . . . . (408) 555-1234
Turner, Fred . . . . (408) 555-1111

Tabs should be used sparingly, however, because they consume internal memory. If too many tab characters are used, you may encounter the following error message:

```
This frame is too complex to completely format.
Try splitting it into two frames or reducing the
number of columns, tabs, leaders, and lines of
text.
```

If you cannot create the document with fewer leadered tabs and if you cannot increase the space between lines, then draw one or more frames on the page, and flow the text into the first frame and then into the second frame. Select each frame individually and make it a repeating frame. These frames will automatically repeat on each page until the entire text file has been placed in the document. Some text must still flow into the underlying page in order to force Xerox Ventura Publisher to automatically create new pages.

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APPENDIX I
GLOSSARY

ASCII Text Files - American Standard Code For Information Interchange. ASCII text is stored in exactly the same order as you see it on a printed page, with no additional characters added or deleted. ASCII files are often called "print" files.

Ascender - The part of a lower case character which rises above the height of the lower case "x."

Assignment List - The list of files, tags, or attributes that can be transferred to the selected frame, paragraph, or selected text. Shown in the Side-Bar on the left side of the screen.

Attribute - Any style used to enhance readability of text. Typical attributes include boldface, underline, and italic. Font changes assigned to selected text are also considered attributes. Examples of these font attributes include 14 point, blue, and kern.

Base Line - An imaginary line on which type rests. Descending characters hang below the baseline.

Binding Margin - The additional space added to the side of the page that will be drilled or punched prior to insertion into a binder. Use different margins for left and right pages to create binding margins.

Body Text - The text of the main part of the document.

Box Text - A box created using the Graphic Drawing function which contains text. Box text does not flow around frames, and can have graphics (e.g., arrows) directly attached to it. Use box text for tables and callouts. Use frames containing text files for newspaper–type make-up.

Break - An interruption in the flow of text from one paragraph to the next. Normally each paragraph continues directly below the previous paragraph or, if no more room is left on this column or page, it continues at the top of the next column or page. This is called a line break. If a paragraph *always* begins at the top of a new column, this is called a column break. If a paragraph *always* begins at the top of a new page, this is called a page break.

Chapter - A combination of text and picture files, formatted with a style sheet. A chapter file consists of pointers to each of these files, along with instructions on how to combine them together on the computer screen or on the printer.

Clipboard - A temporary, invisible holding place for text, pictures, and graphics. Any text block or picture placed on the clipboard using a cut or copy operation can be placed anywhere else in the chapter. The clipboard can independently hold one text block, one picture, and one graphic.

Crop - Eliminate unwanted portions of a picture. The portions not displayed in the document are still stored in the original picture file.

Crop Marks - Alignment marks which delineate the outside edges of the printed page. Also sometimes called trim marks or register marks. Crop marks can be automatically added at print time or you can draw your own using the Graphic Drawing function.

Dialog Box - The set of choices presented on the screen for each menu option selected.

Discretionary Hyphen - A hyphen, placed in a word, which only prints if the word appears at the end of a line. Used to add hyphens beyond those produced by the hyphenation algorithm. Discretionary hyphens always take precedence over any hyphens inserted by Xerox Ventura Publisher.

Em Dash - An em dash (decimal 197) is used to separate parenthetical statements—such as this one—from the surrounding text.

Em Space - An em space equals the width of the letter M in current point size. An em space is created by pressing and holding both the **Ctrl** and **Shift** keys and then pressing **M**.

En Dash - An en dash (decimal 196) is used between numbers. For example: **Figure 5–35**.

En Space - An en space equals one half the width of an em space. An en space is created by pressing and holding both the **Ctrl** and **Shift** keys and then pressing **N**.

Extension - The part of the file name to the right of the period. For instance, the extension in the file name "DOC2.WP1" is **WP1**. Extensions are used by Xerox Ventura Publisher to differentiate between files of different types.

Figure Space - A figure space equals the width of a number in the current point size. Use figure spaces between numbers in tables to keep tabular information aligned properly. A figure space is created by pressing and holding both the **Ctrl** and **Shift** keys and then pressing **F**.

File - A unit of information stored on hard disk. Different types of information are stored in files with different extensions, and are treated differently. The different file types recognized by Xerox Ventura Publisher are Style Sheet (STY), Chapter (CHP), Publication (PUB), Width Table (WID), Caption (CAP), Graphic (VGR), text, image, and line art.

Filter - The specification on the Directory line in the Item Selector that determines which files are displayed. The character "*" indicates that any set of characters can be displayed; the character "?" indi-

cates that any single character can be displayed in that position. For instance, *.STY will display any file name with the extension **STY**. GRAB????.IMG will display all eight character file names starting with the letters **GRAB** having the extension **IMG**.

Font - A unique combination of typeface, type size, type style, and type weight. For instance, Swiss (typeface), 12 point (type size), bold (type weight) is one font; Swiss, 14 point, bold is another.

Font Metric - The width and height information for each character in each font. This information is stored in a width table.

Footer - Text which appears at the bottom of every page in the document.

Footnote - Explanatory information at the bottom of the page which is referenced on the same pages.

Frame - A rectangular box used to hold text or pictures. Underlying pages are special frames which Xerox Ventura Publisher automatically creates as needed to accommodate all text in a file.

Greeking - The act of representing text by dummy type having no meaning, or by a series of straight lines. Within Xerox Ventura Publisher, greeking is used to increase screen drawing speed when the text is too small to be legible. Does not affect what gets printed.

Image - A picture which is composed of individual dots created with a "paint" program or with a scanner. See also **Line Art**.

Indent - The blank space at the beginning of the first line of a paragraph.

Inter-line Spacing - The space between lines in a paragraph. See **Leading**.

Interpress - A language used to describe how to print a page which consists of both text and pictures. This description is completely independent of the printing device. This means that the page can be printed on printers which use Interpress, and the page will be printed at the full resolution that each printer or typesetter can produce.

Justification - Text aligns evenly with both the right and left margins.

Kerning - Space reduction between specific letter pairs. Even when proportionally spaced, certain letter pairs should be placed more closely together eliminate excessive white space. This space is especially noticeable with larger type sizes. For instance, an upper case **V** which follows an upper case **A** should be placed closer to the **A**. For example:

This is not kerned: AV.

This is kerned: AV.

Landscape - A page printed so that as you read it, the width of the page is greater than its height.

Layout - The arrangement of text and pictures on any given page.

Leaders - Characters placed in the blank space between items in a list. For example:

Leaders —

Table Item 1 . . . . .Item 2 . . . . .Item 3 . . . . .Item 4

Leading - The distance in points from the baseline of one line of type to the next.

Line art - A picture which is produced on the computer and stored as mathematically defined objects. Any picture not produced using a paint program or

scanner is probably line art. Contrast line art with the definition of **Image**.

Line Break - The blank line which separates two paragraphs. If no line break is set between two paragraphs, the second paragraph will begin at the same vertical point as the first line in the first paragraph (Next Y Position: Normal); or at the same vertical point as the last line in the first paragraph (Next Y Position: Beside Last Line of Previous Paragraph.)

Line Length - The length of a line of type. Usually expressed in picas and points.

Monospaced - An equal amount of character width for each character. Most typewriters and printers are monospaced, whereas most typeset material is proportionally spaced. See **Proportional Spacing**.

Mechanical - A finished "camera ready" piece of artwork, generally one or two pages.

Orphan - One or more lines of text left at the bottom of a column or page. Also, see **Widow**.

Outdent - Text on the first line of a paragraph which prints to the left of the paragraph margin.

Paste - The act of moving text or a picture from the clipboard to the page.

Paragraph - Any line or lines of text ended by pressing the **Enter** key. A single letter, word, or line is considered a paragraph if the **Enter** key is pressed at the end of the letter, word, or line.

Pica - Typographic unit of measurement equal to 1/6 inch. Twelve points equals one pica.

Picture - Any drawing or illustration placed in a frame. A picture can be either image or line art.

Point - Typographic unit of measurement equal to 1/72 inch.

Proportional Spacing - Different space is given to each character in a font. When proportionally spaced, the letter **i** gets less space than the letter **w**.

Port - The connection point in the computer for peripherals such as a printer or mouse.

Portrait - A page printed so that, as you read it, the width of the page is less than its height.

PostScript - A language used to describe how to print a page which consists of both text and pictures. This description is completely independent of the printing device. This means that the page can be printed on any printer or typesetter that uses Post-Script, and the page will be printed at the full resolution that each printer or typesetter can produce.

Publication - A combination of chapter files. Each chapter file can have its own set of text, picture, and style sheet files.

Reflect - Reflected settings place a mirror image of that setting on alternating pages. For example, if a picture is placed at the left side of a left page and then reflected using the **For All Pages Left & Right** in the Repeating Frame option, the picture will then be placed on the right side of right pages.

Ruling Line - Any horizontal or vertical line used to separate text or frames from the surrounding layout.

Run around - Text which follows the outline of a picture.

Scale - Increasing or decreasing the size of a picture.

Scanner - A device which converts a paper drawing into a computer image.

Select - Point to something on the screen and press the mouse button.

Style Sheet - A file which is stored separately from text, but which controls the typographic format of that text.

Tag - The format applied to a particular paragraph.

Thin Space - A thin space is the width of a period.

Typeface - The style of type e.g., Bookman, Palatino, Avant Garde, *Zapf Chancery.*

Typeset - The act of producing a document on a typesetting machine. Xerox Ventura Publisher can produce documents on a laser printer that have near typeset quality.

Underlying Page - The frame defined by the Page Layout option. Additional frames are placed on top of this page. The page counter on the screen shows the number of underlying pages in the document.

Widow - One or more lines of text left at the top of a column or page. Note: A widow also refers to a single word on the last line of a paragraph. While this is considered poor form, Xerox Ventura Publisher does not attempt to prevent this kind of widow. Also, see **Orphan**.

Width Table - A file which contains font metric information.

WYSIWYG - What You See Is What You Get (printed.) Refers to the ability to display on the computer screen a close representation of what is printed. A wordprocessor which uses special characters to mark the beginning and end of underlined text, rather than showing text with an underline is an example of a program which *does not* have WYSIWYG.

APPENDIX J
COMPLETE FEATURES LIST

Document formats

Up to eight columns per page or frame. Multiple frames on same page can create more than eight columns. Columns can be unequal width.

Different column widths and indents for left and right pages.

Text flows automatically across page boundaries if placed in underlying page.

Vertical rules between columns, plus two vertical rules per frame.

Portrait or landscape format. Set globally for entire chapter.

Ruling lines (up to three) of different widths can be placed above, below, or around each frame.

Document content

Multiple, non-contiguous articles per document.

Up to 128 chapters can be chained together when printing, generating a table of contents or index. Documents up to 9,999 pages can therefore be handled.

Document views

- Facing (Two full pages.)
- Reduced (Full page.)
- 100% (Normal size.)
- 200% (Enlarged view.)

Style-sheet Format Control

Style sheets control each paragraph's format through **paragraph tags**. In each chapter, a 640K system can handle up to 128 tags;. up to 500K bytes of text; and up to 8,000 paragraphs.

Style sheets control the following on a paragraph by paragraph basis:

- Typeface and font
  - Fonts available depends on printer
  - Any integer size between 1 and 254 point available for page description languages
- Text alignment within column
- Hyphenation (two different languages can be hyphenated within the same document)
- Justification
- Indent/outdent for any number of lines
- Line to line spacing (leading)
- Paragraph spacing
- Temporary margins (using spacing in from left, in from right)
- Page, line, or column breaks
- Large first letter of paragraph
- Automatic bullets
- Tabs
  - Sixteen horizontal tabs per paragraph
  - Left, center, right, decimal point aligned
  - Leaders
- Automatic kerning (if kerning information is in printer width table)
- Automatic letterspacing (flags loose lines)
  - Normal, minimum and maximum spaceband settings
- Letter space adjustment
- Single/double underline, overscore, and strikethrough thickness and position settable
- Horizontal ruling lines
- Up to three ruling lines, each of different thickness and spacing above, below, or around text

- Pre-set options: Rule length equal to text, margin, column or frame
- Customized options: Rule length and indent settable
- Eight textures and colors available
- Text within ruling line allowed
- Ruling lines the width of text, margin, column, or custom width
- Margins & Columns
- Portrait, landscape, paper size
- Widows & Orphans
- Vertical tabs
- Automatic section numbering
  - Up to ten levels
  - Can be used for manuals, outlines, lists

Page controls

Automatic headers/footers.

- Separate headers/footers for left and right pages
- Left, center, right aligned text in each header. Two lines each
- Automatic page numbering and section headings in header or footer

Page numbering in choice of:

- Arabic numbers (1,2,3)
- Upper or lower case roman numerals
- Upper or lower case letters (A,B,C) (A-Z only)
- Alphabetic (One, Two, Three)

Page counter: 1-9999.

Automatic footnotes.

- Footnote text appears at the bottom of the page

Column balance on last page of chapter.

Chapter headings forced to same page as next paragraph.

Editing

Accepts text from and stores text (and formatting information) back to standard wordprocessors:

- Displaywrite III and IV (DCA)
- Microsoft Word
- Multimate
- Wordperfect
- Wordstar
- Xerox Writer
- Xywrite
- Any wordprocessor or other program that generates a standard ASCII file

Real-time re-format during editing

Files from different wordprocessors can be mixed in same document.

Text insert or delete at any point.

Text blocks can be deleted, moved, or copied

Any letter, word or group of words can be changed to:

- Boldface
- Italic
- Small caps
- Strikethrough
- Subscript
- Superscript
- Underline
- Double underline
- Overscore
- All lower case
- All upper case
- All initial caps
- Any available font

Selected text can be moved:

- Horizontally (manual kerning.)
- Vertically (base line jump)

Pictures

Accepts pictures generated by:

- AutoCAD SLD
- GEM Draw, GEM Graph
- Lotus 1-2-3
- Mentor Graphics
- PC Paintbrush, GEM Paint
- Any program that can save files in General Parametric's Video Show format (e.g., Lotus Freelance)
- Any program that can save files in CGM format
- Macintosh PICT files
- Macintosh Paint files
- Encapsulated PostScript files
- HPGL
- Images scanned from Microtek, Dest, Datacopy, or other scanner which saves files in PC Paintbrush PCX format
- CAD pictures stored in DXF format

Handles text around irregular pictures using text flow around and multiple frames.

Any picture can be automatically repeated throughout the document.

Picture scaling: Stretch to fit picture frame, maintain original aspect ratio, or scale by factors

Picture cropping: Pictures larger than frame can be cropped as desired.

Captions.

- Attached to pictures
- Above/below/left/right of picture
- Automatic figure or table numbering
- Rules above, below, around each caption

Anchored Pictures.

- Picture can be anchored relative to a position in the text
- Picture can move to the same page as the text, below the text, or above the text when Re-Anchor Frame command is given

Printing

Single- or Double-sided formatting (start on left or right side.)

Print left pages or right pages only (for manual duplex printing)

Paper type:

- 8 1/2 X 5 1/2
- 8 1/2 X 11
- 8 1/2 X 14
- 11 X 17
    - Shingle feature lets you print multiple 8 1/2 x 11 pages to achieve one 11 x 17 page
    - Shrink feature lets you print an 11 x 17 page on 8 1/2 x 11 paper (PostScript only)
- 18 x 24 (Broadsheet)
    - Shrink
    - Strips output for typesetters
- A4
- B5

Collating and printing order control.

Multiple paper trays

Print all, current, or selected pages.

Front/back matter

Automatic table of contents, table of figures, table of tables, generation by searching for paragraph tags

Automatic index generation by searching for index entries.

Printers

Up to five printers installed simultaneously.

Additional printer and screen fonts can be added using utilities supplied

See Appendix F for list of printers supported.

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APPENDIX K
ADDING FONTS

The Utilities Disk contains programs which let you add additional printer and screen fonts to Xerox Ventura Publisher. Fonts can be purchased from many companies. They must be designed for your printer. (Exception: Fonts for the HP LaserJet Plus can be converted for use by the AST TurboLaser, Cordata, and JLaser printers.)

What is a font?

Every printed character is defined by a combination of attributes that give that character its unique shape, size, and look. A combination of characters forms a character set. Xerox Ventura Publisher contains two character sets (Appendix E):

- An international character set
- A symbol character set

Other character sets, such as Dingbats, are available from various font vendors.

A set of characters that are designed to look similar constitute a **typeface**. Xerox Ventura Publisher provides three standard typefaces for the international character set (not all typefaces are available for each printer):

- Helvetica (or equivalent)
- Times Roman (or equivalent)
- Courier (or equivalent)

Xerox Ventura Publisher provides one typeface for the symbol character set.

Within a typeface, each character can be printed in different **sizes**. The size of a character is measured in **points**, where one point equals 1/72 inch.

Each character can also have a different **style**, where a style can be:

- Normal
- Bold
- Normal italic
- Bold italic

Finally, each character can be printed in one of two **orientations**:

- Portrait
- Landscape.

Each combination of typeface, size, style, and orientation defines a **font**. Many people use the word font when they really mean **typeface**. However, throughout this manual, font means the unique combination of typeface *and* size, style, and orientation.

How are fonts used by the printer?

Within a graphic printer (such as a laser printer or typesetter), each character in each font is ultimately drawn as a series of individual dots. The printer creates these dot-by-dot drawings from information contained in **font files**. Font files are stored on either the computer's hard disk or in the printer's memory, depending on the type of printer you have. Xerox Ventura Publisher works with three different types of printers:

- **Type 1:** Printers that manage font files within the printer (e.g., HP LaserJet Plus, Xerox 4045)

- **Type 2:** Printers that let the PC manage the font files (e.g., AST TurboLaser, Cordata, JLaser)
- **Type 3:** Printers that use a page description language to generate font sizes from font outlines (e.g., Apple LaserWriter, IBM 4216, other PostScript printers; Interpress printers.)

If you want to print characters in fonts different from those supplied with Ventura Publisher, you must purchase fonts from a font supplier which are designed for your particular printer. You then store these fonts on your computer's hard disk or within the printer's memory, depending on the printer type. Once they are stored, you then create tables which provide Xerox Ventura Publisher with information about each individual character in the new fonts. The procedure for creating these tables, called **Width Tables**, is described in the following sections. In addition, width tables also contain information which configures Xerox Ventura Publisher's Font Dialog Boxes to display the font name and sizes correctly.

How are fonts used by the computer display?

Because the display on your computer has a much lower resolution and different aspect ratio from your printer, the fonts you purchase for your printer cannot be used to show new fonts on your computer display. You can, however, purchase new screen fonts (which are separate files from the printer fonts.) These screen fonts will not match the printer font widths and style, unless purchased with the printer fonts as part of a matched set.

Since matching screen fonts are not always available, Xerox Ventura Publisher lets you add printer fonts while still using the screen fonts already installed. When a screen font is used which does not match the printer font, Xerox Ventura Publisher adjusts the space between words on the screen as neces-

sary to compensate for the differences in widths be-
tween the new printer font and the generic screen
font. This assures that each line and paragraph ends
at the correct location. While this may make each
word appear either too close or too far from its neigh-
bor on the computer screen, the line and paragraph
endings will be correct, and the page will look correct
when it is printed.

If you add printer fonts for characters other than
those shown in Appendix E, Xerox Ventura Publisher
will not display the corresponding fonts on the screen
unless you add the appropriate screen fonts.

Adding new screen fonts

Screen fonts must be provided by the font vendor in
Xerox Ventura Publisher format, and they must
match the resolution for your computer display.
Screen fonts for the IBM Enhanced Graphics Display
(91 x 72 dpi resolution) will work with all displays
shown in the VPPREP installation menus, except the
IBM Color Display (options A and B.)

To add new screen fonts:

➤ Copy the fonts to the VENTURA directory
➤ Type the three letter file extension on the Screen
   Fonts line in the Set Printer Info Dialog Box if dif-
   ferent from EGA.

The new screen fonts are loaded and immediately
displayed.

If the fonts are a different resolution from EGA, then
the extension must be different from EGA, and the
new fonts must contain both Helvetica and Times
Roman fonts. The maximum file size for any one
screen font is 35K bytes. You can add up to 500 screen
fonts.

If you purchase PostScript screen fonts from Adobe Systems, these must first be converted to Xerox Ventura Publisher format before loading them. These fonts have different resolution (75 x 75 dpi) than EGA fonts, so they you must include both Helvetica and Times Roman fonts in the following conversion. To convert these fonts:

➤ Copy the font files to the VENTURA directory.
➤ Rename the font files, if necessary so that they all have the extension **ABF**.
➤ Copy the ABFTOFNT converter from the POSTSCPT directory on the Utilities Disk (Disk #11) to the VENTURA directory by typing the following:

COPY A:\POSTSCPT\ABF.* C:\VENTURA
Enter

➤ Convert the fonts by typing the following:

ABFTOFNT *.ABF   Enter

The fonts are all converted to Xerox Ventura Publisher format, and the file extensions are all changed to **PSF**. To load these fonts, see the Set Printer Info secion in the Menu chapter.

If you have several different printers installed and each has its own set of matching screen fonts, make the extension for each printer's matching screen fonts unique to that printer.

Adding new printer fonts—General instructions

To add new printer fonts, follow these instructions.

➤ Copy all font files from floppy disk to the VENTURA directory on your computer hard disk (PostScript fonts are copied instead to a directory which you create called PSFONT)

➤ Copy the width table for these fonts to the VEN-
TURA directory. If the font vendor did not supply
a width table for these new fonts, you must create
one. Width Table creation is different for each
printer and is described in the following sections.

➤ Use the Add/Remove Font option to merge the
width table for these new fonts into the width table
for the fonts already in use.

Consult the appropriate section later in this chapter
for additional information on your particular printer.

Adding new fonts to the HP LaserJet Plus

To add new fonts to the HP LaserJet Plus, follow the
general directions for adding new printer fonts.

Creating an HP LaserJet Plus width table

If the font vendor did not supply a Xerox Ventura
Publisher width table for your HP LaserJet Plus, you
must create one. To create a width table for new fonts
which have already been copied to your computer
hard disk:

➤ Use the DOS RENAME command to rename all
new portrait font files to have the extension **SFP**,
and all new landscape fonts to the extension **SFL**.

➤ If landscape fonts are not supplied by the font ven-
dor, create landscape fonts from portrait fonts.
This is done as follows:

• Insert the UTILITIES DISK (#11) into drive **A**
• Type the following command:
    A:PORTOLAN C:\VENTURA*.SFP **Enter**

➤ Copy the HPLTOVFM.EXE utility from the
UTILITIES DISK #11 to the VENTURA directory
by typing the following command:

COPY A:\HPLJPLUS*.* C:\VENTURA **Enter**

➤ For each portrait font file, you must create a Ventura Font Metric (VFM) file. This is a readable text file which provides Xerox Ventura Publisher with important information about your new fonts. The VFM file is described in more detail near the end of this chapter. To create this file, type the following command *for each new font file*:

HPLTOVFM fontname.SFP [switches]   **Enter**

where [switches] is replaced with the following:

- **/F**=Typeface name (15 characters maximum)
- **/N**=Typeface ID (15-255; See ID table later in this chapter)
- **/P**=Point size (always 2 characters)
- **/W**=Weight (style) (1 character: N=normal; B=bold; I=normal italic; T=bold italic)

You must specify all switches for each font file. The typeface names, typeface ID, and weight (style) combinations are shown later in the chapter under the **Typefaces** heading.

Example: You purchase seven new portrait fonts: Century Schoolbook 8 point normal; 10 point normal; 10 point bold; 10 point italic; 12 point normal; 12 point bold; and 12 point italic. You copy these to your computer's hard disk and rename the files so they have the extension **SFP**. The file names are:

    CENT08NP.SFP
    CENT10NP.SFP
    CENT10IP.SFP
    CENT10BP.SFP
    CENT12NP.SFP
    CENT12IP.SFP
    CENT12BP.SFP

To create VFM files for each of these fonts, type these commands (placing these commands in a batch file and then executing that file is less prone to error):

HPLTOVFM CENT08NP.SFP /F=Century/N=20/P=08/W=N **Enter**
HPLTOVFM CENT10NP.SFP /F=Century/N=20/P=10/W=N **Enter**
HPLTOVFM CENT10IP.SFP /F=Century/N=20/P=10/W=I **Enter**
HPLTOVFM CENT10BP.SFP /F=Century/N=20/P=10/W=B **Enter**
HPLTOVFM CENT12NP.SFP /F=Century/N=20/P=12/W=N **Enter**
HPLTOVFM CENT12IP.SFP /F=Century/N=20/P=12/W=I **Enter**
HPLTOVFM CENT12BP.SFP /F=Century/N=20/P=12/W=B **Enter**

Once all the VFM files have been created, you next create a **list** of all VFM files. This list must contain the name of every VFM file just produced. Create the list with any wordprocessor, and save as an ASCII text file. The name of this file should be the same as the name of the ultimate width table file, and the extension should be LST.

The VFM file names should be placed in the LST file with all fonts for a given typeface together, starting with the smallest point size and then going to larger point sizes. Within a given size, the order should be normal, italic, bold, and then bold italic.

Example: The LST file for the seven fonts whose VFM files were created in the example above should look like this:

CENT08NP.VFM
CENT10NP.VFM
CENT10IP.VFM
CENT10BP.VFM
CENT12NP.VFM
CENT12IP.VFM
CENT12BP.VFM

As the last step in the width table generation process, the VFMTOWID.EXE uses the LST file to create a new width table. The syntax for this conversion is:

VFMTOWID filename.LST **Enter**

where filename is replaced with the name of the list file you wish to convert. The VFMTOWID.EXE file

must be copied from the Utilities Disk to the VEN-TURA directory by placing the Utilities Disk in the **A** drive and typing the following:

COPY A:\VFMTOWID.EXE C:\VENTURA **Enter**

Example: For instance, to create a width table from the list file created in the previous example, assuming this file is saved under the name **CENTURY.LST**, type the following:

VFMTOWID CENTURY.LST **Enter**

This will create a width table called **CENTURY.WID**. This width table can be merged into an existing width table using the Add/Remove Fonts option within Xerox Ventura Publisher.

When you are finished generating new width tables, you can save the VFM files onto a floppy disk and then erase them from your computer's hard disk. They are not used by Xerox Ventura Publisher except when generating a new width table.

Adding new fonts for the Xerox 4045 Laser Printer

To use new fonts with the Xerox 4045, follow the general directions for adding new printer fonts, earlier in this chapter.

Creating a width table for the Xerox 4045

If the font vendor did not supply a Xerox Ventura Publisher width table file for your 4045 printer, you must create one. This is done as follows:

➤ Copy the XRXTOVFM.EXE utility from the UTILITIES DISK #11 to the VENTURA directory by typing the following command:
COPY A:\XRX_4045*.* C:\VENTURA **Enter**

➤ Rename each font file according the following conventions:

The file extension must be **.XFN**
The file name must be in the following format.

X45**OFPPW**.XFN
where:

O is replaced with the orientation (portrait = P; landscape = L)

F is replaced by one of the following typefaces:

A	Avant_garde
B	Bookman
C	Century
D	Dingbats
F	Friz_quadrata
G	Garamond
H	Helvetica
L	Lubalin
N	Nar_helvetica
O	Optima
P	Palatino
S	Souvenir
M	Symbol
T	Times
Z	Zapf_chancery

PP is replaced with the type size (e.g., 08 for 8 point, 10 for 10 point etc.)

W is replaced with one of the following type weights (styles):

B	Bold
I	Italic
N	Normal
T	Bold Italic

Example: The file name for 14 point, italic, Lubalin, portrait, should be **X45PL14I.XFN**.

➤ Convert each font to a Xerox Ventura Publisher VFM file using the XRXTOVFM.EXE converter. The resulting VFM file is an ASCII text file that can be edited. (See end of this chapter.) Each file must be converted individually.

Example: To convert the font file in the previous example, type the following:

XRXTOVFM X45PL14I.XFN Enter

➤ Create a list of all VFM files that should be included in a new width table. This list should contain all typefaces and sizes that you want to appear in the Font Settings dialog boxes, *and must contain at least one **system font***. Create this list with any wordprocessor, and save as an ASCII text file. The name of this file should be the same as the name of the ultimate width table file, and the extension should be LST. The VFM file names should be placed in the LST file with all fonts for a given typeface together, starting with the smallest size and then going to larger sizes. Within a given size, the order should be normal, italic, bold, and then bold italic.

Example: The 4045 LST file which created the fonts provided with Xerox Ventura Publisher is:

X45PH06N.VFM
X45PH08N.VFM
X45PH10N.VFM
X45PH10I.VFM
X45PH10B.VFM
X45PH12N.VFM
X45PH12I.VFM
X45PH12B.VFM
X45PH14B.VFM
X45PH18B.VFM
X45PH24B.VFM

```
X45PT08N.VFM
X45PT10N.VFM
X45PT10I.VFM
X45PT10B.VFM
X45PT12N.VFM
X45PT12I.VFM
X45PT12B.VFM
X45PT14B.VFM
X45PT18B.VFM
X45PT24B.VFM
X45PC12N.VFM
X45PM10N.VFM
```

➤ Finally, convert the LST file to a width table using the VFMTOWID.EXE program as follows:

VFMTOWID   filename.LST   **Enter**

where filename is replaced with the name of the list file you wish to convert.

This width table can be merged into an existing width table using the Add/Remove Fonts option within Xerox Ventura Publisher.

When you are finished generating new width tables, you can save the VFM files onto a floppy disk and then erase them from your computer's hard disk. They are not used by Xerox Ventura Publisher except when generating a new width table.

Adding fonts to: AST Turbo Laser; Cordata; JLaser

Some font vendors supply printer fonts in Xerox Ventura Publisher format. These fonts are intended for use with AST TurboLaser, Cordata, and JLaser printers. Follow the general directions for adding printer fonts given earlier in this chapter. The extension for these fonts should be renamed to B30 for JLaser and Cordata printers and to **W30** for the AST TurboLaser printer.

Downloadable fonts (fonts on disk) for the HP Laser Jet Plus can be converted for use with the AST Turbo Laser, Cordata Laser Printer, and JLaser board. To do this, follow the procedure described in the **Adding new fonts for the HP LaserJet Plus** section, with the following changes:

- Only portrait fonts are required.
- During the VFMTOWID operation, specify the printer name as follows:

VFMTOWID CENTURY.LST /N=printer **Enter**

where **printer** is replaced with the name of the printer exactly as it appears in the Set Printer Info Dialog Box.

After the width table has been generated, convert the fonts themselves from HP format to Xerox Ventura Publisher's format by using the **HPLTOFNT.EXE** utility contained on the UTILITIES DISK #11. To convert the fonts:

➤ Copy the HPLTOFNT.EXE utility from the UTILITIES DISK #11 to the VENTURA directory by typing the following command:

COPY A:\HPLTOFNT.EXE C:\VENTURA **Enter**

➤ For each portrait font file type the following command:

HPLTOFNT fontname.SFP [switches] Enter

where [switches] is replaced with the following:

/F=Typeface name (15 characters maximum)
/N=Typeface ID (15-255; See ID table later in this chapter)
/P=Point size (always 2 characters)
/W=Weight (style) (1 character: N=normal; B=bold; I=normal italic; T=bold italic)

For instance, to convert a 10 point, Century School-book, normal, portrait font from HP LaserJet Plus to Xerox Ventura Publisher format, type the following:

**HPLTOFNT CENT10NP.SFP/F=Century/N=20/P=10/W=N
Enter**

The extension for the resulting fonts should then be renamed to **B30** for JLaser and Cordata printers and to **W30** for the AST TurboLaser printer.

Adding new PostScript fonts

To add new fonts for PostScript printers, copy the font files to the PSFONT directory on your computer hard disk. (Create this directory, if necessary.) Re-name the font file name, so that it matches *exactly* one of those shown in the Typeface subsection which follows, and with the extension **F1B** (or **F1A** if your fonts files are ASCII).

If you wish to save fonts in a different directory, use the ASCII text editing function of your wordproces-sor to edit the POSTSCPT.CNF file located in the VENTURA directory. For instance, if all fonts are saved in a directory called NEWFONTS, change the line in the POSTSCPT.CNF file which reads:

psfonts(C:\PSFONT\)

to:

psfonts(C:\NEWFONTS\)

Then, *for each font added,* use the Add/Rename Font option to change the state of each new font. They should each be set for **Download**.

Remember to change the **download/resident** switch for *each* Face, Size, and Style combination.

The PostScript width table which is installed with Xerox Ventura Publisher includes the most common PostScript typefaces. Therefore, you don't need to copy or merge width tables. However, the file name for each typeface added must match those shown in the **Typefaces** section (later in this chapter) exactly, and the download/resident switch must be set as described on the previous page.

Typefaces

The following is a list of the standard typefaces and their associated ID's and weights (styles.) If the typeface you are adding is not on this list, assign the largest number available for the class of typeface you are adding. For example, if you have already added two new serifed typefaces, neither of which is on this list, you would have already assigned typeface ID number 49 and 48. The next typeface, if it is not on the list, should then be assigned number 47.

The PostScript file name is shown for reference. For file names which contain the underline character you must type enough underline characters to make the file name exactly eight characters long.

System Faces (International Character Set)

Typeface	PostScript File Name	Face Id	Weight (Style)
Courier-Bold	COURIB	1	1
Courier-Bold Oblique	COURIBO	1	5
Courier	COURI	1	0
Helvetica-Oblique	HELVEO	2	4
Helvetica-Bold	HELVEB	2	1
Helvetica	HELVE	2	0
Helvetica-Bold Oblique	HELVEBO	2	5
Times-Bold Italic	TIMESBI	14	5
Times-Italic	TIMESI	14	4
Times-Bold	TIMESB	14	1
Times-Roman	TIMESR	14	0

Serifed Faces (International Character Set)

Typeface	PostScript File Name	Face Id	Weight (Style)
New Century Schlbk-Italic	NCI_____	20	4
New Century Schlbk-Roman	NCR_____	20	0
New Century Schlbk-Bold Italic	NCBI_____	20	5
New Century Schlbk-Bold	NCB_____	20	1
Palatino-Italic	POI_____	21	4
Palatino-Bold Italic	POBI_____	21	5
Palatino-Bold	POB_____	21	1
Palatino-Roman	POR_____	21	0
Garamond-Bold	GAB_____	22	1
Garamond-Bold Italic	GABI_____	22	5
Garamond-Light	GAL_____	22	0
Garamond-Light Italic	GALI_____	22	4
Bookman-Demi	BKD_____	23	1
Bookman-Light Italic	BKLI_____	23	4
Bookman-Demi Italic	BKDI_____	23	5
Bookman-Light	BKL_____	23	0
Lubalin Graph-Demi Oblique	LUDO_____	24	5
Lubalin Graph-Book	LUW_____	24	0
Lubalin Graph-Book Oblique	LUWO_____	24	4
Lubalin Graph-Demi	LUD_____	24	1
Souvenir-Light	SUL_____	25	0
Souvenir-Light Italic	SULI_____	25	4
Souvenir-Demi	SUD_____	25	1
Souvenir-Demi Italic	SUDI_____	25	5
Benguiat-Book	BGW_____	26	0
Benguiat-Bold	BGB_____	26	1
Glypha-Bold	GYB_____	27	1
Glypha	GYR_____	27	0
Glypha-Oblique	GYO_____	27	4
Glypha-Bold Oblique	GYBO_____	27	5
Friz Quadrata	FQR6_____	28	0
Friz Quadrata-Bold	FQB_____	28	1
Zapf Chancery-Medium Italic	ZCMI_____	29	4
Trump Mediaeval-Italic	TMI_____	30	4
Trump Mediaeval-Bold Italic	TMBI_____	30	5
Trump Mediaeval-Roman	TMR_____	30	0
Trump Mediaeval-Bold	TMB_____	30	1
Melior-Bold Italic	MEBI_____	31	5
Melior-Bold	MEB_____	31	1
Melior-Italic	MEI_____	31	4
Melior	MER_____	31	0
Galliard-Bold Italic	GLBI_____	32	5
Galliard-Bold	GLB_____	32	1
Galliard-Italic	GLI_____	32	4
Galliard-Roman	GLR_____	32	0
New Baskerville-Bold Italic	NBBI_____	33	5
New Baskerville-Bold	NBB_____	33	1
New Baskerville-Italic	NBI_____	33	4
New Baskerville-Roman	NBR_____	33	0
Goudy-Bold Italic	GOBI_____	34	5
Goudy-Bold	GOB_____	34	1

Typeface	PostScript File Name	Face Id	Weight (Style)
Goudy-Italic	GOI_____	34	4
Goudy	GOR_____	34	0
Park Avenue	PAM_____	35	0
Bodoni-Bold Italic	BDBI_____	36	5
Bodoni-Bold	BDB_____	36	1
Bodoni-Italic	BDI_____	36	4
Bodoni	BDR_____	36	0
Bodoni-Poster	BDPS_____	37	0
Century Old Style-Bold	COB_____	38	1
Century Old Style-Italic	COI_____	38	4
Century Old Style-Regular	CORG_____	38	0
Cheltenham-Bold Italic	CHBI_____	39	5
Cheltenham-Bold	CHB_____	39	1
Cheltenham-Book Italic	CHWI_____	39	4
Cheltenham-Book	CHW_____	39	0

Sans Serifed Faces (International Character Set)

Typeface	PostScript File Name	Face Id	Weight (Style)
Helvetica-Narrow-Bold	HELVENB	50	1a
Helvetica-Narrow-Bold Oblique	HELVENBO	50	5
Helvetica-Narrow-Oblique	HELVENO	50	4
Helvetica-Narrow	HELVEN	50	0
Avant Garde-Book	AGW_____	51	0
Avant Garde-Demi Oblique	AGDO_____	51	5
Avant Garde-Demi	AGD_____	51	1
Avant Garde-Book Oblique	AGWO_____	51	4
Optima-Bold Oblique	OPBO_____	52	5
Optima-Bold	OPB_____	52	1
Optima-Oblique	OPO_____	52	4
Optima	OPR_____	52	0
Korinna-Kursiv Bold	KRKB_____	53	5
Korinna-Bold	KRB_____	53	1
Korinna-Kursiv Regular	KRKX_____	53	4
Korinna-Regular	KRRG_____	53	0
Helvetica-Light	HVL_____	54	0
Helvetica-Light Oblique	HVLO_____	54	4
Helvetica-Black	HVBL_____	55	0
Helvetica-Black Oblique	HVBLO____	55	4
Franklin Gothic-Demi	FRD_____	56	1
Franklin Gothic-Book	FRW_____	56	0
Franklin Gothic-Demi Oblique	FRDO_____	56	5
Franklin Gothic-Book Oblique	FRWO_____	56	4
Franklin Gothic-Heavy	FRH_____	57	0
Franklin Gothic-Heavy Oblique	FRHO_____	57	4
Helvetica-Condensed-Light Oblique	HVCLO____	58	4
Helvetica-Condensed-Light	HVCL_____	58	0
Helvetica-Condensed-Bold Oblique	HVCBO____	59	5
Helvetica-Condensed-Oblique	HVCDO____	59	4
Helvetica-Condensed	HVC_____	59	0
Helvetica-Condensed-Bold	HVCB_____	59	1
Helvetica-Condensed-Black Oblique	HVCO_____	60	4
Helvetica-Condensed-Black	HVCBL____	60	0

Typewriter (mono-spaced) faces (International Character Set)

Typeface	PostScript File Name	Face Id	Weight (Style)
American Typewriter-Bold	ATB_____	100	1
American Typewriter-Medium	ATM_____	100	0
Machine	MAM_____	101	0
Courier-Oblique	COURIO	102	4
Prestige Elite	PERG____	103	0
Prestige Elite-Bold	PEB_____	103	1
Prestige Elite-Bold Slanted	PEBSL___	103	5
Prestige Elite-Slanted	PESL____	103	4
Orator-Slanted	ORSL____	104	4
Orator	ORRG____	104	0
Letter Gothic-Bold	LGB_____	105	1
Letter Gothic-Slanted	LGSL____	105	4
Letter Gothic	LGR6____	105	0
Letter Gothic-Bold Slanted	LGBSL___	105	5

PI Fonts (Different Character Sets)

Typeface	PostScript File Name	Face Id	Weight (Style)
Symbol	SYMBOL	128	0
Zapf Dingbats	ZDM_____	129	0
Sonata	MUSO____	130	0

VFM file format

The VFM file created during the width table generation process describes the font characteristics for each font file. It has the same format, regardless of what font file type (e.g., HP LaserJet Plus, PostScript) was used as the source. While most readers of this note will not need to edit the VFM file, the following information is provided for those who have the need to make changes to the font information. Remember, after you edit any VFM files, you must then generate a new width table using the VFMTOWID utility, and then merge this new width table using the Add/Remove Fonts option in the Options menu. Otherwise, changes made to the VFM table will not affect Xerox Ventura Publisher's output.

A sample VFM file is shown below for reference.

In this file, each field has the following function:

DEVICE This specifies the printer or typesetter on which this font will be printed. The name is determined by the VFM converter you use. For example, if you use the HPLTOVFM converter, the DEVICE name will be automatically set to **HP LJ+**. This string is used to determine whether Xerox Ventura Publisher is currently set for **draft** or **ultimate** printing (as shown in the **Set Printer Info** Dialog Box.) Key Note: Draft printing is done on a different printer than the one for which you added fonts. Only the system fonts will be used when draft printing, and space between words will be adjusted as necessary in order to make lines and paragraphs end at the correct place.

TYPEFACE This specifies the typeface name. The name is set by the **/F** option during VFM generation. It can be a maximum of 15 characters, and must be unique for each type family.

FACEID This number is the typeface ID. This number is set by the **/N** option during VFM generation. It must also be unique for each typeface. The valid range is 15-255 decimal. Serifed fonts are 20-49. Sans serifed fonts are 50-99. Mono-spaced fonts are 100-127. PI fonts (i.e., character sets other than the international character set shown in figures E-1 and E-2) are 128 and above.

SIZES This is the point size. It can range from 1-255 points. This number is set by the **/P** option during VFM operation. The number 255 is used to set continuous font scaling (this enables the Custom font setting in the font Dialog Boxes.)

ATTRTYPE This number specifies the weight of the font, where 1=medium; 2=bold; 5=medium italic; 6=bold italic. This field along with sizes and face ID

are used by Xerox Ventura Publisher to uniquely identify a font.

UFACEID   This number is always the same as FACEID. It is an abbreviation of ultimate face ID. It is used to select the typeface on the printer when it is the ultimate device.

USTYLE   This number is used to select the weight of the font on the ultimate device. The numbering convention is different than ATTRTYPE: 0=medium, 1=bold, 4=medium italic; 5=bold italic.

SFACEID   This is no longer used in this version.

SSTYLE   This is no longer used in this version.

TOP   This defines the distance from the baseline to the top of the cell of the font, using a normalized measurement system. To convert this number into inches, use the following formula: (YDIV/YMPY) * TOP/1200

BOT   This defines the distance from the baseline to the bottom of the cell of the font, using a normalized measurement system. To convert this number into inches, use the following formula: (YDIV/YMPY) * BOT/1200

XMPY,XDIV   Xerox Ventura Publisher's coordinate system is based upon a 1/1200 inch grid. The ratio of these two numbers provides the conversion between the normalized internal measurement system, and inches.

YMPY,YDIV   Xerox Ventura Publisher's coordinate system is based upon a 1/1200 inch grid. The ratio of these two numbers provides the conversion between the normalized internal measurement system, and inches.

DEVICE HP LJ+
TYPEFACE Swiss
FACEID 2
SIZES 18
ATTRTYPE 2
UFACEID 2
USTYLE 1
SFACEID 2
SSTYLE 1
TOP 72
BOT 17
YMPY 4
YDIV 18   Character widths,
XMPY 4   starting with the space
XDIV 18   character (decimal 32)
DEVSPEC NONE
WIDTHS 192
21 25 25 58 42 64 53 19 28 28 37 75 21 25 21 24
42 42 42 42 42 42 42 42 42 42 23 23 75 75 75 42
75 51 53 56 54 49 45 58 56 23 41 53 44 66 56 59
50 59 54 50 45 53 49 70 48 47 45 29 38 29 75 37
19 42 46 41 46 43 24 46 45 20 20 42 20 66 45 46
46 46 29 41 24 45 40 57 40 40 38 37 37 37 75 1
56 45 43 42 42 42 42 41 43 43 43 20 20 20 51 51
49 66 75 46 46 46 45 45 40 59 53 42 42 45 45 42
42 20 46 45 45 56 29 32 42 33 33 18 18 25 34 34
42 46 59 46 71 85 51 51 59 37 37 37 37 62 62 65
33 75 96 75 37 75 25 51 51 49 49 49 23 23 23 23
59 59 59 50 41 53 53 53 47 45 0 0 0 0 0 0
KERN 2
65 99 -5
65 101 -5   Kerning pairs. First
                 pair is Ac. Second
                 pair is Ae.

Figure K-1   Typical VFM file.

DEVSPEC This string is used to pass information to the output device at print time, and is associated with a particular face, size and weight. The format of the string must be:

JUNK/pfilename/lfilename

/p must be placed in front of the portrait font's name, and **/l** in front of the landscape font's name.

WIDTHS This specifies the number of characters in the width table.

The width shown in the VFM file is converted from points as follows:

(1200/72) * (XMPY/XDIV) * width

Example:

If XMPY=4 and XDIV=18, the width measurement for 18 points is:

(1200/72) * (4/18) * 18 = 67

Modifying kerning pairs

This subsection describes how to add kerning information, even for fonts that don't normally include kerning.

To add kerning information, modify each font's VFM file prior to generating a width table. Kerning information is appended to the end of the VFM file. For each pair of characters to be kerned, add a one line entry of the following form:

Char#1   Char#2   Kerning

where **Char#1** is replaced with the decimal equivalent for the first character, **Char#2** is replaced

with the decimal equivalent for the second character, and **Kerning** is replaced with the amount of kerning desired. The units of measurement for kerning are the same as described above for VFM widths.

Example:

To provide 1.5 point kerning for a capital A (decimal 65) followed by a capital V (decimal 86), where XMPY=4 and XDIV=14, add the following line to the end of the VFM file:

65   86   -7

Add the word KERN followed by the number of kerning pairs before the first kerning pari. (See Figure K-1.)

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APPENDIX L
STYLE SHEETS

Xerox Ventura Publisher comes with 20 different style sheets. Each style sheet is named according to the following formula:

&—identifies an original style sheet supplied with the software
P or L—identifies the printing orientation as portrait (vertical) or landscape (horizontal)
Digit—number of columns in the style sheet
STY—file extension for a style sheet

Thus, a book style which is printed portrait mode in two columns is &BOOK-P2.STY.

Below is a complete list of style sheet titles with a brief description:

&BOOK-P1.STY	Book, 1 column
&BOOK-P2.STY	Book, 2 column
&BRO-L2.STY	Brochure, landscape, 2 column
&BRO-P3.STY	Brochure, portrait, 3 column
&INV-P1.STY	Invoice form with line items
&LSTG-P2.STY	Product listing
&LTR1-P1.STY	Letter
&MAG-P3.STY	Magazine
&NEWS-P2.STY	Newsletter, 2 column
&NEWS-P3.STY	Newsletter, 3 column
&PHON-P2.STY	Phone listing
&PREL-P1.STY	Press Release
&PRPT-P1.STY	Proposal/report, 1 column
&PRPT-P2.STY	Proposal/report, 2 column
&TBL-P1.STY	Tabular financial table
&TBL2-L1.STY	Columnar table
&TCHD-P1.STY	Technical manual
&TDOC-P1.STY	Technical manual
&VWGF-L1.STY	Viewgraph, landscape
&VWGF-P1.STY	Viewgraph, portrait

The style sheets provided with Xerox Ventura Publisher and described in the appendix represent common publishing applications. Any style sheet can be modified to fit your exact needs. Just remember to make a copy of the style sheet before editing so the original remains intact. Any changes made to a style sheet affect all chapters

which use it. To make a copy of a style sheet, use **Save As New Style** in the File menu.

Xerox Ventura Publisher also provides a chapter file (on the Examples Disk) for each of the style sheets. The chapter file provides a text and frame **Template** for the style sheet to format.

To look at an example of each style sheet:

➤ Select the **Open Chapter** option in the File menu.

➤ Select the chapter name which corresponds to the style sheet you want to see (i.e., &BOOK-P1.CHP uses &BOOK-P1.STY.)

☞ Specific information about typeface or point size is not given. This information varies according to the printer you have installed.

Xerox Ventura Publisher also contains several other style sheets:

CAPABILI.STY	Used by the CAPABILI chapter to visually show you the limitations of your printer. Open this chapter and then print it to see whether your printer can print white text on a black background or transparent graphics. This also shows you what font sizes your printer can print, and how much space it leaves around the edge of the page. The CAPABILI chapter is shown on the next page.
SAMPLE1.STY	Used for training exercises
CHARSET.STY	Used by the CHARSET chapter to display and print the Xerox Ventura Publisher character set. Printing this chapter will show you what characters your printer can print.
SCOOP.STY	Used by the SCOOP chapter to display an example of a typographically sophisticated page. You should open this chapter, then select individual frames to see how to create a complex document.

To see an example of each style sheet:, open the chapter which has the same name as the style sheet. For example, to see an example of a phone list formatted with the &PHON-P2 style sheet, open the chapter &PHON-P2.CHP.

PRINTER CAPABILITY PAGE

(Print This File On Your Printer To See What You Get)
This page will help you understand the capabilities of your particular printer. It illustrates the use
of white text on black background and other features which *not* all printers have.

Reverse Text

The box to the left should be black with the words "Reverse Text" printed in white on top of it. If your printer cannot print white text on a black background, you will see only a black box.
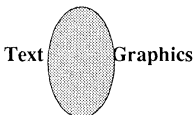
Text Graphics

The word "Under" from the phrase "Text Under Graphics" should be completely obscured by the opaque circle on top of it.
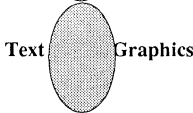
Text Graphics

The word "Under" from the phrase "Text Under Graphics" should be partially obscured by the transparent circle on top of it. On PostScript and some other printers which cannot handle transparent graphics, this picture will look identical to the one directly above.

6,8,9,10,12,14,18,24,36,48,72

The numbers to the left represent a range of point sizes between 6 and 72 point Times (or Dutch). If the size is not available in your printer, the number will print in the nearest available size.
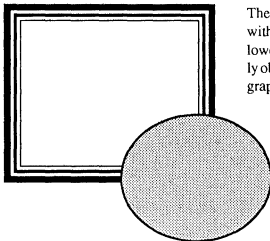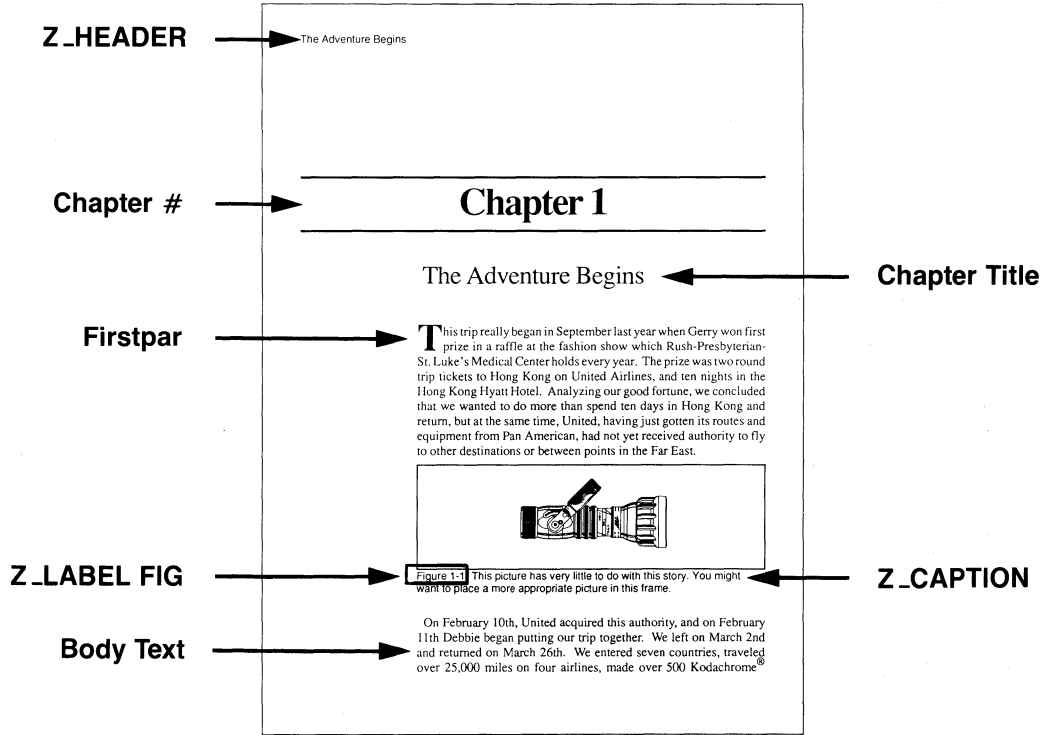
The box outline to the left is drawn with 3 black ruling lines and its lower right hand corner is completely obscured by an opaque circle (i.e., graphics).

This ruling line around the page goes right to edge of the physical page. When printed, the white space outside the ruling line represents the "dead" space to which your printer can't print.

CAPABILI.CHP

CHAPTER: &BOOK-P1.CHP

Text file: BOOK.TXT

Z_HEADER →

The Adventure Begins

Chapter # →

Chapter 1

The Adventure Begins ← Chapter Title

Firstpar →

This trip really began in September last year when Gerry won first prize in a raffle at the fashion show which Rush-Presbyterian-St. Luke's Medical Center holds every year. The prize was two round trip tickets to Hong Kong on United Airlines, and ten nights in the Hong Kong Hyatt Hotel. Analyzing our good fortune, we concluded that we wanted to do more than spend ten days in Hong Kong and return, but at the same time, United, having just gotten its routes and equipment from Pan American, had not yet received authority to fly to other destinations or between points in the Far East.

Z_LABEL FIG →

Figure 1-1 This picture has very little to do with this story. You might want to place a more appropriate picture in this frame. ← Z_CAPTION

Body Text →

On February 10th, United acquired this authority, and on February 11th Debbie began putting our trip together. We left on March 2nd and returned on March 26th. We entered seven countries, traveled over 25,000 miles on four airlines, made over 500 Kodachrome®

STYLE SHEET: &BOOK-P1.STY

Description: Single column book layout

Comment: For any document with multiple chapters or sections.

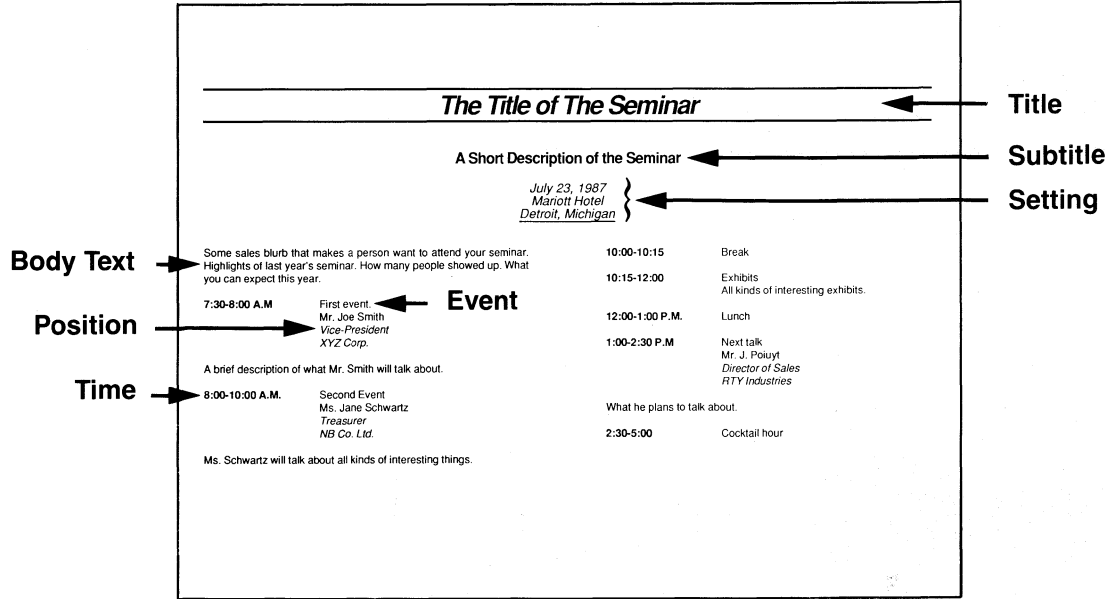| Special Characteristic:	Menu:	Option
One 36-pica column	Frame	Margins & Columns
Column-wide rules above and below **Chapter #**	Paragraph	Ruling Line Above Ruling Line Below
Chapter #, Chapter Title centered on page	Paragraph	Alignment
Big first character in **Firstpar**	Paragraph	Special Effects
Body Text indented 1.5 inches in from left margin	Paragraph	Spacing
Bullet indented 10 picas from left margin and begin with •	Paragraph	Spacing Special Effects
Ruling line separating footnotes from text	Page	Footnote Setting
Page Break has page break after set so that following paragraph starts new page.	Paragraph	Breaks
Change Bar is created with a custom ruling box around where the width of the rule and the height of the rule are the same.	Paragraph	Ruling Box Around

Tags and Function Keys

F1	Firstpar	F2	Major Heading
F3	Minor Heading	F4	Bullet
F5	Chapter Head	F6	Chapter #
F7		F8	Page Break
F9	Change Bar	F10	Body Text

CHAPTER: &BOOK-P2.CHP

Text file: BOOK.TXT

Chapter # ➤

Firstpar ➤

Body Text ➤

Z_LABEL FIG ➤

Z_FOOTER ➤

Chapter 1

The Adventure Begins ◀ Chapter Title

This trip really began in September last year when Gerry won first prize in a raffle at the fashion show which Rush-Presbyterian-St. Luke's Medical Center holds every year. The prize was two round trip tickets to Hong Kong on United Airlines, and ten nights in the Hong Kong Hyatt Hotel. Analyzing our good fortune, we concluded that we wanted to do more than spend ten days in Hong Kong and return, but at the same time, United, having just gotten its routes and equipment from Pan American, had not yet received authority to fly to other destinations or between points in the Far East. On February 10th, United acquired this authority, and on February 11th Debbie began putting our trip together. We left on March 2nd and returned on March 26th. We entered seven countries, traveled over 25,000 miles on four airlines, made over 500 Kodachrome® slides, almost 200 Kodacolor® prints, and 5 1/2 hours of color and sound videotape.

Chicago to Tokyo ◀ Major Heading

11:03 P.M. Chicago time. 39,000 feet somewhere over the Western Pacific, we are 8 hours and 42 minutes out of Los Angeles with about 2 more hour to go to Tokyo. We were about an hour and ten minutes late out of Los Angeles.

Travel Log ◀ Minor Heading
So far, it's been a long and interesting day and I guess it's just about half over. We did the following:

- Arose at 5:30 A.M.
- Left the house at 7:00 A.M. ◀ Bullet
- Arrived in Los Angeles at 12:35 P.M.
- Arrived in Tokyo at 11:46 P.M.

Figure 1-1 Place your own picture in this frame. ◀ Z_CAPTION

The Adventure Begins

STYLE SHEET: &BOOK-P2.STY

Description: Two column book layout

Comment: For any document with multiple chapters or sections. Note how frame-wide Chapter headings keep text from flowing to top of second column on page one.

Special Characteristic:	Menu:	Option:
Rule around entire frame	Frame	Ruling Box Around
Two 17-pica columns with a 2-pica gutter	Frame	Margins & Columns
Chapter #, Chapter Title flush left on page, extends across columns	Paragraph	Alignment
Big first character in **Firstpar**	Paragraph	Special Effects
Major Heading flush left in column	Paragraph	Alignment
Ruling line below major **Heading**	Paragraph	Ruling Line Below
Bullet indented 10 picas from left margin and begin with •	Paragraph	Spacing Special Effects
Page Break has page break after set so that following paragraph starts new page.	Paragraph	Breaks
Change Bar is created with a custom ruling box around where the width of the rule and the height of the rule are the same.	Paragraph	Ruling Box Around

Tags and Function Keys

F1	Firstpar		F2	Major Heading
F3	Minor Heading		F4	Bullet
F5	Chapter Title		F6	Chapter #
F7			F8	Page Break
F9	Change Bar		F10	Body Text

CHAPTER: &BRO-L2.CHP

Text file: SEMINAR.TXT

The Title of The Seminar ◄————— Title

A Short Description of the Seminar ◄————— Subtitle

July 23, 1987
Mariott Hotel } ◄————— Setting
Detroit, Michigan

Body Text ►

Some sales blurb that makes a person want to attend your seminar.
Highlights of last year's seminar. How many people showed up. What
you can expect this year.

Position ►

7:30-8:00 A.M First event. ◄—— **Event**
Mr. Joe Smith
Vice-President
XYZ Corp.

A brief description of what Mr. Smith will talk about.

Time ►

8:00-10:00 A.M. Second Event
Ms. Jane Schwartz
Treasurer
NB Co. Ltd.

Ms. Schwartz will talk about all kinds of interesting things.

10:00-10:15 Break

10:15-12:00 Exhibits
All kinds of interesting exhibits.

12:00-1:00 P.M. Lunch

1:00-2:30 P.M Next talk
Mr. J. Poiuyt
Director of Sales
RTY Industries

What he plans to talk about.

2:30-5:00 Cocktail hour

STYLE SHEET: &BRO-L2.STY

Description: Two-column landscape brochure

Comment: Use to describe meeting agenda

Special Characteristic:	Menu:	Option:
Two 26.5 pica columns with a 6-pica gutter	Frame	Margins & Columns
Title, Subtitle and **Setting** centered on page	Paragraph	Alignment (frame-wide)
Ruling line below **Setting** (To use Setting tag without ruling line, press **Ctrl + Enter** after text to create a line break. July 23, 1987 and Mariott Hotel are examples.)	Paragraph	Ruling Line Below
No line break after **Time** (Line Break=Before. This means another tag, i.e., Event, can be on the same line, since it is indented from left margin)	Paragraph	Breaks
Event and **Position** are indented 1.5 inches in from left margin	Paragraph	Spacing
Page Break has page break after set so that following paragraph starts new page.	Paragraph	Breaks

Tags and Function Keys

F1	Title	F2	Subtitle
F3	Setting	F4	
F5	Event	F6	
F7	Time	F8	Page Break
F9	Position	F10	Body Text

CHAPTER: &BRO-P3.CHP

Text file: BROCHURE.TXT

Table Header

Major Head

Body Text

Table Item

Z_LABEL FIG

Headline

Deckhead

Table Item

Z_CAPTION

ACME PUBLISHER

Professional Publishing For Your Desktop

The Power of the PC Meets the Power of the Press

Acme Software introduces a new generation of desktop publishing, for the IBM® PC family which is fast, easy, and designed so you never need to learn a *point* from a *pica*, or a *serif* from a *sub-head*.

Now you can take text from your favorite word processor, and graphics from popular graphics programs or scanners, and create professional, typeset quality documents. Without being a professional layout artist, typesetter or graphic designer. You don't even have to think like one.

You can compose any document that you desire in a fraction of the time it would take to send it to a typesetter, proof it, and print it.

Specifications

Feature	Mult.	Mod.	Rel.1
Text	Yes	Yes	Yes
Picture	Yes	No	Yes
Graphic	Yes	Yes	Yes

can design your own, or modify ours.

You choose your design by selecting a style-sheet. Click. Load text from your word processor. Click. And watch it flow, instantly, into your format.

Figure 1. This is the caption.

With the Acme Publisher™, all you need to know is how to point. The mouse driven software contains dozens of professionally designed style-sheets—for newsletters, flyers, technical documents, catalogs, proposals, and magazines. Plus, you

You want three columns, not two? Click. Done. The whole chapter, up to 100 pages, is now three column format with proportional spacing, justification, hyphenation, multiple type styles and sizes. Just like you get from the typesetter.

STYLE SHEET: &BRO-P3.STY

Description: Three-column portrait brochure

Comment: Use for sales brochures.

Special Characteristic:	Menu:	Option:
Three 13-pica columns with a 1.5-pica gutter	Frame	Margins & Columns
Headline automatically kerned and tracked	Paragraph	Typographic controls
Headline, Deck Head centered on page	Paragraph	Alignment (frame wide)
Major Head flush left over column	Paragraph	Alignment (column wide)
Table Header centered over column	Paragraph	Alignment
Custom 1 point underline used on first line of **Table Item**	Paragraph	Typographic controls
Ruling line below **Table Header**	Paragraph	Ruling Line Below
Table Item tab settings: tab1=left (4 picas) tab2=right (10 picas) tab 3=right (13 picas)	Paragraph	Tab Setting
Body Text flush left	Paragraph	Alignment
Page Break has page break after set so that following paragraph starts new page.	Paragraph	Breaks

Tags and Function Keys

F1	Headline	F2	Deckhead
F3	Major Head	F4	
F5	Table Header	F6	Table Item
F7	Address	F8	Page Break
F9	List Item	F10	Body Text

CHAPTER: &INV-P1.CHP

Text file: INVOICE.TXT

Logo ──────▶

micro*Publishing Report*

Small Computer Solutions for Publications Professionals

Address ──────▶

| 2004 Curtis Ave. #A | Redondo Beach, CA 90278 | (213) 376-5724 |

Date ──────▶ March 1, 1986

Customer ──────▶
Mr. Joe Smith
ABC Corporation
123 Main St.
Detroit, MI 43434

Invoice ──────▶ INVOICE

Column heads ──────▶

Quantity	Description	Price	Subtotal
1	Subscription	$175.00	$175.00
5	Seminar fee including late charges	$575.00	$2,875.00	◀── Line item

Total ──────▶ Total now due: $3,050.00

STYLE SHEET: &INV-P1.STY

Description: Single column invoice

Comment: Mixed type sizes in Logo. (Set tag attributes, then go to Text mode. Select the word to be in a different font and use Set Font to change it. *Note*: Paragraph Tag does not override Set Font attributes)

Special Characteristic:	**Menu:**	**Option:**
One 42-pica column	Frame	Margins & Columns

Address tab settings:
    tab 1=center (21 picas)
    tab 2=right (42 picas)
	Paragraph	Tab Setting

Invoice in shaded box (use an 18-pt. rule with pattern 1. Select a nega- tive value (-) for Space Below Rule 3. This has the effect of moving the line below 18 points higher and creates dark words on a shaded band.)	Paragraph	Ruling Line Above

Column Head tab settings:
    tab 1=left (6 picas)
    tab 2=left (20 picas)
    tab 3=right (42 picas)
	Paragraph	Tab Setting

Line Item tab settings:
    tab 1=left (6 picas)
    tab 2=left (20 picas)
    tab 3=decimal (40 picas)
	Paragraph	Tab Setting (leaders
		turned on for tab 3)

Ruling line above **Total**	Paragraph	Ruling Line Above
Total tab settings: tab 1=decimal (40 picas)	Paragraph	Tab Setting

Tags and Function Keys

F1	Headline	F2	Deckhead
F3	Major Head	F4	
F5	Table Header	F6	Table Item
F7	Address	F8	Page Break
F9	List Item	F10	Body Text

CHAPTER: &LSTG-P2.CHP

Text file: PROD.TXT

Z_HEADER ——▶ Digitizers

Category ——▶ ## Digitizers

Comp ——▶ **Chorus Data Systems** ....(555) 424 2900
Model ——▶ *PC-Eye*
Body Text ——▶ Video capture image digitizer
450.00
IBM PC 256K, long slot

Datacopy ....(555) 965 7900
Model 900 Imaging System
35-mm digitizing camera with computer interface
11945.00
IBM XT/AT,
Hercules card

Koala Technologies, Inc. ....(555) 676 5655
MacVision
Image digitizer for Macintosh computer
349.95
Macintosh

Microvision Co. ....(555) 438 5520
MacViz
Image digitizer for Macintosh
299.00
Macintosh

Quadram Corp. ....(555) 923 6666
Palette Capture
Video input digitizer
795.00
IBM PC 360K, DOS 2.1

Editorial Software

Arrix Logic Systems Inc. ....(555) 292 6425
APS/microDCF
IBM-based text processing system
695.00
IBM XT

DecisionWare, Inc. .... (555) 383 6059
RightWriter
Document and style proofreader for IBM PC
75.00
IBM PC 96K, DOS 2.0

Emerging Technology .... (555) 447 9495
Professional Writers Package
Word processing and document development
software
490.00
192K

Living Videotext, Inc. .... (555) 964 6300
Thinktank
Outlining software
195.00
IBM PC or Macintosh

Reference Software .... (555) 826 2222
Reference Set
On-line thesaurus
89.00
IBM PC

ScenicSoft Inc. .... (555) 742 6677
ScenicWriter
Text editing, correcting, and composition software
for IBM
PC
995.00
MS DOS

TCI Software Research .... (555) 522 4600
T3
Scientific word processing system
595.00
IBM PC, 512K, graphics

Writing Consultants .... (555) 377 0130
Word Finder
On-line thesaurus
124.95
IBM PC

◀—— Z_FOOTER

STYLE SHEET: &LSTG-P2.STY

Description: Two column product listing

Comment: Line breaks are used to separate different entries in Body Text. In long directory listing, this dramatically increases the size of the chapter that can be created compared to using paragraphs between each line.

Special Characteristic:	Menu:	Option:
Two 19-pica columns with a 1-pica gutter	Frame	Margins & Columns
"Live" headers automatically place, in the header, the first occurrence of text which is tagged as **Category**. This is stored in chapter, not style sheet.	Page	Headers & Footers
Text attributes in the footer (the word **page** is subscripted)	Page	Headers & Footers
Comp uses one tab, with with dot leaders to create the phone number. tab=right 19 picas	Paragraph	Tab Settings

Tags and Function Keys

F1	Category	F2	Comp 2
F3	Model	F4	
F5		F6	
F7		F8	
F9		F10	Body Text

CHAPTER: &LTR-P1.CHP

Text file: LETTERHD.TXT

Name ⟶ **Ajax Corp.**

Motto ⟵

Address ⟶
Leaders in Industrial Innovation
123 Sapporro Road
Palos Verdes, CA 90274
(555) 541-1234

Phone ⟵

To ⟶
Mr. J. Smith
123 Main St.
Detroit, MI 98989

November 15, 1987 ⟵ Date

Body Text ⟶ Dear Mr. Smith,

Body Text ⟶ It has been called to our attention that you have been having a difficult time with our new widget. Upon reviewing your case, we have found that you have failed to plug your widget into an electrical outlet. As may know, our widget does require power to operate properly.

Thank you for buying our widgets, and we look forward to your continued business.

Sincerely,

To ⟶

John L. Smith
Customer Service Manager

STYLE SHEET: &LTR-P1.STY

Description: One column standard business letter

Comment:

Special Characteristic:	**Menu:**	**Option:**
Company Name centered with rule below it	Paragraph	Alignment Ruling Line Below
Body Text double spaced (use Inter-line spacing option; Spacing Above is one-half the amount entered for Inter-line) Change inter-line spacing to 13.98 points for single line spacing.	Paragraph	Spacing
Date has line break after with Beside Last Line of Previous Paragraph This, combined with right alignment places the date on the same line as the last line of the previous paragraph	Paragraph	Break Alignment
Page Break has page break after set so that following paragraph starts new page.	Paragraph	Breaks
Change Bar is created with a custom ruling box around where the width of the rule and the height of the rule are the same.	Paragraph	Ruling Box Around

Tags and Function Keys

F1	Name	F2	Motto
F3	Address	F4	Date
F5	Recipient	F6	
F7		F8	Page Break
F9	Change Bar	F10	Body Text

CHAPTER: &MAG-P3.CHP

Text file: MAGAZINE.TXT
MAGLIFT.TXT

Deckhead ▶

Byline ▶

Creditline ▶

Z_LABEL FIG ▶

Z_CAPTION ▶

First par ▶

Body Text ▶

Z_FOOTER ▶

Headline ◀

Subhead ◀

Bullet ◀

Bullet ▼

Lift ◀

Laser Printers Arrive

Speedier, Less Costly Laser Printers Are Changing the Computer Business

by Joseph Smith

Joseph Smith pioneered the publishing revolution by being the first to use the phrase Professional Publishing.

dots per inch) and can produce from eight to 10 pages per minute.

Competing Technologies

· Daisy Wheel

· Dot Matrix

· Laser printers

Figure -II-
The Author

The laser printer provides sharper graphic images, Jones noted, and the laser now has the wealth of software support dot-matrix printers have always enjoyed. So, if a user moves to a laser printer from a dot-matrix printer "he can run much of his graphics software and get better graphics resolution," Jones said.

"The next step is developing generic graphics drivers which support lasers at 300-by-300 resolution. That's when you will see a huge impact on dot-matrix printers, both in price and the number of units shipping," he said, adding that it will be a year to 18 months before this happens.

Jones was quick to point out that he never sees dot-matrix printers disappearing. "Multiple-part forms are still important, and an impact printer is needed for that." He also noted that people will always want hard copies for their files or interoffice memos, and the quickest, most cost-efficient way of doing that is through a low-cost dot-matrix printer—without having to wait in line for a share laser printer. Current sales figures seem to bear Jones out. In a June 1985 Store Board Survey, market-research firm Laser Computing of Alamo, Texas, polled over 600 computer specialty stores finding that, while laser-printer sales are up, they have not eclipsed dot-matrix printers.

Laser Computing analyst Todd Wiggins said he expects dot-matrix printers

Figure -I-
Japanese Sales

A s laser printers gain more attention with lower prices, higher speeds and quality output, high-end dot-matrix printers are starting to lose some of their appeal.

Though PC users are still buying dot-matrix printers, the laser printer is giving them an alternative to think about, according to industry observers.

Laser printers, though relatively expensive, are being used more in networked environments where the distributed use of the printer justifies the expense, several analysts said. The non-impact printers also catch user interest because they are less noisy, offer sharper graphics (commonly 300-by-300

· Laser printers with write-white engines and copier options, using dry powder toner.

Laser printers still have a few areas that could be improved, according to George Jones, a key industry analyst. He noted that there are no standards in

This is a liftout. It highlights a key quote or statement in the article.

controllers for laser printers and but the cost of using a laser is now less than a dot matrix on a cost-per-copy per minute basis.

November 15, 1988

1

STYLE SHEET: &MAG-P3.STY

Description: Three column magazine

Comments: Note automatic figure numbering in frame captions. This is saved. in the chapter. Also, note that text in the Liftout box is from a different text file.

Special Characteristic:	Menu:	Option:
Three 13-pica columns with a 1.5-pica gutter	Frame	Margins & Columns
Body Text first line indent of 6 points	Paragraph	Alignment
Letterspacing on for **Body Text**	Paragraph	Typographic Controls
Vertical rules between columns (Inter-column=on)	Frame	Vertical Rules
Headline centered across page, frame-wide	Paragraph	Alignment
Firstpar not indented (Relative indent=0)	Paragraph	Alignment
Big first character in Firstpar	Paragraph	Special Effects
Bullet has 1.1-pica fixed indent	Paragraph	Alignment
each Bullet item begins with •	Paragraph	Special Effects
Larger type size for text in liftout box	Paragraph	Font
Ruling lines above and below Liftout	Paragraph	Ruling Line Above Ruling Line Below

Tags and Function Keys

F1	Headline	F2	Subhead
F3	Firstpar	F4	Deckhead
F5	Creditline	F6	
F7	Byline	F8	Bullet
F9		F10	Body Text

CHAPTER: &NEWS-P2.CHP

Text file: NEWSLET.TXT
NEWSLOGO.TXT
NEWLTOC.TXT

Masthead ◄
Credo ◄

Widget World News ◄

Views and News of Widget Manufacturing in the 80s ◄

Headline ──► **Software Salaries: How do you stack up?**

Byline ──► by Joe Smith

How much your software professionals are paid is a function of many variables, and a subject of considerable interest to your organization.

Subhead ──► **Software salary pay scales**

Because of the dynamic growth of the software industry over the last decade, the demand for experienced, qualified programmers has greatly increased, thus leading to a spiraling of salaries.

But what causes managers to pay one programmer more than another? Does the type of organization, its size, or location make a difference? What career path or programming specialty leads to the most remuneration?

Body Text ──► To answer these questions, Acme Magazine recently conducted its third annual compensation survey for software professionals. This newsletter article presents the results of this study and explores what the findings may mean to you.

Acme Magazine asked Joe Smith, a compensation consulting specialist for the software industry, to design and conduct the survey. Twenty-four positions, representing four programmer job families plus management, were included.

Data was collected for base pay, bonus and incentive payments, and whether nor not incumbents received stock options or other forms of equity.

Questionnaires were sent to the data processing heads of 2,400 organizations throughout the United States.

CD-ROM Breaks New Ground ◄ ── Headline

Compact Disk Read Only Memory (CD-ROM) is a rapidly emerging new technology for the retrieval of vast amounts of information from an optical disk. This new peripheral device allows a totally new level of functionality in the use of microcomputers.

Physically, the CD-ROM device has a laser disk drive (or "player") the same size as a traditional 5 1/4" drive. The removable disk is 4 3/4", and has a capacity of 550M bytes (equivalent to 1500 360K floppy disks).

Theory of Operation

Information stored on a CD-ROM can be loaded into memory (RAM), displayed and printed, as with other media. While that data in RAM may be altered and stored to a conventional magnetic disk, the original information on the CD-ROM is unalterable, always ensuring the original copy is intact, making archiving easy.

The storage capacity, low cost, and read only feature of CD-ROM bring an enormous new capability to microcomputer users — that is, information retrieval of very large reference publications. How people receive and use information in the immediate and long term future will be dramatically changed by CD-ROM.

In addition to the huge capacity of raw information storage, specialized software for the search of that information is currently being introduced. This software allows searching the information in areas, methods and speeds not previously feasible.

It now becomes possible to electronically publish reference material more economically than to print the same material in book form. That

TOC Title ──► **Table of Contents**

TOC Entry ──►

Caption ◄ ─── Z_LABEL CAP

Z_FOOTER ◄

STYLE SHEET: &NEWS-P2.STY

Description: Two column newsletter

Comment: Frames placed on top of underlying page frame allow multiple text files to be placed in document. Each frame can have its own set of columns. Text flows from frame to frame. The order of flowing is determined by what order the frames were created.

Special Characteristic:	Menu:	Option:
Two 20.5-pica columns with a 1-pica gutter	Frame	Margins & Columns
First line of **Body Text** indent of 1 pica	Paragraph	Alignment
Table of Contents frame has ruling box around and shaded background	Frame	Ruling Box Around Frame Background
Table of Contents entries indented 1 pica from left and right frame margin	Paragraph	Spacing
TOC tab settings: Tab 1=right (19 picas) leader=periods		
Successive hyphens in **Body Text** restricted to 2 in a row	Paragraph	Alignment

Tags and Function Keys			
F1	Deckhead	F2	
F3	Bullet	F4	Credo
F5	TOC Entry	F6	
F7		F8	Subhead
F9		F10	Body Text

CHAPTER: &NEWS-P3.CHP

Text file: NEWSLOGO.TXT
NEWLTOC.TXT
NEWSLET.TXT

Headline ➤

Byline ➤

Subhead ➤

Z_LABELCAP ➤

Masthead ◀
Credo ◀
Address ◀

Body Text ◀

TOC Title ◀
TOC Entry ◀

Z_FOOTER ◀

Widget World News
Views and News of Widget Manufacturing in the 80s

142 Guitrep Pkwy. Detroit, MI 98987 (413) 567-9888

Software Salaries: How do you stack up?

by Joe Smith

How much your software professionals are paid is a function of many variables, and a subject of considerable interest to your organization.

Software salary pay scales

Because of the dynamic growth of the software industry over the last decade, the demand for experienced, qualified programmers has greatly increased, thus leading to a spiraling of salaries.

But what causes managers to pay one programmer more than another?

Z_CAPTION

Figure 1 Caption Information

Does the type of organization, its size, or location make a difference? What career path or programming specialty leads to the most remuneration?

To answer these questions, Acme Magazine recently conducted its third annual compensation survey for software professionals. This newsletter article presents the results of this study and explores what the findings may mean to you.

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November, 1987

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In addition to the huge capacity of raw information storage, specialized software for the search of that information is currently being introduced. This software allows searching the information in areas, methods and speeds not previously feasible.

It now becomes possible to electronically publish reference material more economically than to print the same material in book form. That cost benefit, coupled with search and retrieval software, make an astonishing price/performance ratio.

Table of Contents

1

STYLE SHEET: &NEWS-P3.STY

Description: Three column newsletter

Comments: Unlike text in &NEWS-P2.CHP, the text in this chapter flows directly into the underling page. The table of contents frame has a ruling box around and a shaded background. These effects are part of the chapter, not the style sheet

Special Characteristic:	Menu:	Option:
Three 12.5-pica columns with a 2-pica gutter	Page	Margins & Columns
Inter-column vertical rules between columns	Frame	Vertical Rules
Headline has ruling line above	Paragraph	Ruling Line Above
Firstpar has no indent (Fixed indent=0)	Paragraph	Alignment
Body Text has 1-pica fixed indent	Paragraph	Alignment
Table of Contents entries indented 1 pica from left frame margin	Paragraph	Spacing
TOC tab settings: Tab 1=right (19 picas) leader=periods		
Generated caption line break before. Free-form caption line break after and indent relative to length of previous line plus 12 points	Paragraph	Breaks
		Aligrment

Tags and Function Keys

F1	Deckhead		F2	
F3	Bullet		F4	Credo
F5	TOC Entry		F6	
F7			F8	Subhead
F9			F10	Body Text

CHAPTER: &PHON-P2.CHP

Text file: PHONE.TXT

Labels in figure: **Body Text** · **Phone** · **Anchor** · **Z_HEADER**

AST Research Inc. — Xerox

Company	Phone
AST Research Inc.	(555) 863 1333
Abaton Technology	(555) 905 9099
Addison-Wesley Publishing Co.	(555) 944 3700
Adobe Systems Inc.	(555) 852 2271
Adrienne Medal Systems, Inc.	(555) 213 5700
Advanced Technologies Int'l	(555) 748 1688
AFIPS	(555) 620 8926
Airus	(555) 620 8010
Allied Linotype	(555) 454 3000
Alsys	(555) 577 3035
Alltype Typographics	(555) 259 2924
Alpha Software Corp.	(555) 882 4100
AlphaGraphics	(555) 438 9000
Altertext	(555) 661 6360
American Business Press	(555) 474 4797
Amgraf, Inc.	(555) 859 8333
Amcron Data Services	(555) 696 1510
Apple Computer Inc.	(555) 872 1190
Applied Publishing Technologies	(555) 482 2739
Arbor	(555) 292 6425
Arm Logic Systems Inc.	(555) 529 6050
Artisan Tate	(555) 863 1933
AST Research Inc.	(555) 890 8858
Autographix	(555) 498 9611
Autologic	(555) 396 8922
Automatic Fulfillment Services	(555) 649 0960
Autospec Inc.	(555) 395 2773
Award Software Inc.	(555) 226 6726
Beach Media Inc.	(555) 998 7227
Bell & Howell Company	(555) 746 4296
Business Systems International	(555) 498 6700
Buttonware Inc.	(555) 996 1010
BPAA	(555) 579 0150
Canon USA Inc., Printer Div	(555) 644 8124
Capital Equipment Co.	(555) 829 4990
Cauzin Systems Inc.	(555) 828 6220
Centram Systems West, Inc.	(555) 848 1010
CF Inc.	(555) 938 8973
Chorus Data Systems	(555) 457 8600
Comm Type Interface, Typesetting	(555) 848 1010
Composition Technology Int'l	(555) 944 4555
Compugraphic Corp.	(555) 944 5555
CompuNeers, Inc.	(555) 228 8148
CompuServe	(555) 603 1110
Computer Ed'l Type Systems	(555) 288 6001
Computing Software Services Inc.	(555) 663 3314
Concept International Computer Graphics	(555) 249 7550
Creative Strategies Resarch Inter	(555) 822 7079
Cybertext Corp.	(555) 832 1501
Data Transforms	

Company	Phone
Data Change Inc.	(555) 441 1332
Data Frontiers, Inc.	(555) 457 3125
Data Recording Systems, Inc.	(555) 293 2400
Data Systems of Connecticut Inc.	(555) 877 5451
Datacopy	(555) 965 7900
Datalogics Inc.	(555) 266 4444
Datamate Co.	(555) 262 7276
Datasystems Inc.	(555) 971 9000
Datek Information Services, Inc.	(555) 863 9130
DayFlo Inc.	(555) 476 3044
DecisionWare, Inc.	(555) 386 6059
Decision Resources	(555) 732 9574
Desktop Graphics	(555) 735 9698
Dest Corporation	(555) 946 7100
Dicomed Corp.	(555) 885 3000
Diconix Inc.	(555) 293 3100
Digital Equipment Corp.	(555) 366 5111
Digital Technology International	(555) 226 2984
Dunn Instruments	(555) 957 1600
Dunn Technology Inc.	(555) 758 9460
Eastman Kodak	(555) 445 6525
Eccor Corporation	(555) 275 5070
Electronic Information Technology	(555) 227 1447
The Electronic Publisher	(555) 637 7233
Emerging Technology Consultants	(555) 447 9495
Epsilon	(555) 270 0350
Epson America, Inc.	(555) 534 4500
Ericsson Information Systems	(555) 270 0420
Eygraph Incorporated	(555) 895 3962
Expert Technologies	(555) 633 3676
Finn Hills Software	(555) 641 4503
Form Maker Software, Inc.	(555) 233 1080
Frost & Sullivan Inc.	(555) 887 2142
FTL Systems	(555) 948 8777
Fujitsu America Inc.	(555) 437 2400
Future Computing Inc.	(555) 273 3700
General Binding Corporation	(555) 545 3636
Genesys Systems	(555) 948 1188
Genicom Corp.	(555) 945 9720
Genoa Systems Corp.	(555) 359 1024
Gnostic Concepts, Inc.	(555) 854 4672
Graphic Corporation	(555) 641 4750
Graphic Arts Technical Foundation	(555) 621 6841
Graham Software Corp.	(555) 125 5076
GSS	(555) 641 2000
Hammermill Papers Group	(555) 461 8511
Helmia Business	(555) 969 1642
Hewlett-Packard	(555) 323 3869
Xerox	(214) 436 2616

STYLE SHEET: &PHON-P2.STY

Description: Two column portrait style for phone books or other directories

Comment: The break and alignment settings in the **Body Text** and **Phone** tags allow a directory to be created without tab settings. However, dot leaders cannot be used. Text was automatically tagged by database report generator. By making the company name a separate tag from the phone number, the company name can automatically be placed into the header.

Special Characteristic:	**Menu:**	**Option:**
Two 20.5 pica columns with a 1-pica gutter	Frame	Margins & Columns
"Live" header on odd and even pages. First and last occurrence of text tagged with **Body Text** are placed in the header.	Page	Headers & Footers
Ruling line below **Header**	Paragraph	Ruling Line Below
Body Text has line break before, but not after	Paragraph	Breaks
Phone has line break after and right alignment. This makes the phone numbers appear on the same line with the company names.	Paragraph	Breaks Alignment
Phone flush right in column	Paragraph	Alignment

Tags and Function Keys

F1	Phone	F2	
F3		F4	
F5		F6	
F7		F8	
F9		F10	Body Text

CHAPTER: &PREL-P1.CHP

Text file: LETTERHD.TXT
PREL.TXT

Name ———→ **Ajax Corp.**

Leaders in Industrial Innovation ←——— Motto

Address ———→ 123 Sapporro Road
Palos Verdes, CA 90274
(555) 541-1234 ←——— Phone

For Release ———→ **FOR IMMEDIATE RELEASE**

For more information:
Mr. Joe Flack ←——— Contact
(212) 555-1212

XYZ Corp. Ships 1000th Product ←——— Headline

Dateline ———→ LOS ANGELES, CA, July 17—XYZ Corp., the leading manufacturer of widgets for the automated
widget supply industry, announced that it has shipped its 1000th Model 123-X enhanced widget. ←——— Firstpar
The customer is ABC Inc. of Livonia Hills, MI.

"This is an important step for XYZ Corp., and the emerging widget industry," said Fred Smith,
Body Text ———→ president of XYZ Corp. "We have now shipped more widgets than the other ten companies com-
bined. We believe our technology is second to none."

Marketing plans, availability, and pricing for the new widget line will be announced later this fall.

XYZ Corp., Inc. was formed in 1975. Headquarters are in Los Angeles California.

STYLE SHEET: &PREL-P1.STY

Description: One column press release

Comment: The letterhead is placed in a separate frame.

Special Characteristic:	**Menu:**	**Option:**
One 39-pica column	Frame	Margins & Columns
Contact is flush right	Paragraph	Alignment
Dateline has line break before, but not after (another tag can be placed on the same line)	Paragraph	Breaks
Firstpar has line break after	Paragraph	Breaks
Firstpar is indented relative to previous line	Paragraph	Alignment

The combination of **Dateline** and **Firstpar** attributes create an automatic lead-in. The first paragraph is always placed exactly after the Dateline, regardless of the Dateline length. Also, the Dateline is a different font from Firstpar.

Tags and Function Keys

F1	Headline		F2	Dateline
F3	For Release		F4	Contact
F5			F6	
F7			F8	Page Break
F9	Firstpar		F10	Body Text

Head level 1 ——▶

Body Text ——▶

Bullet ——▶

Head level 2 ——▶

◀—— Z_HEADER

◀—— Title

◀—— Z_LABEL FIG

◀—— Z_CAPTION

Title of Report   1-1

PROPOSAL TO ACME INSURANCE CORPORATION

Corporate Training

The Corporate Training department has identified an objective to redesign and reformat over 9000 pages of textual and graphic information which constitutes the company's training documentation elements. In addition to redesigning this substantial amount of information, the department will also add new sections to the current training curriculum. The training documentation is currently available in a variety of media, mostly on much copied papers.

The documentation is somewhat out of date since the collection of materials dates back ten years. According to the Corporate Director of Training, there is no orderly fashion or design for this information. The corporation has hired a consultant, Ms. Joan Belden who has designed a specific format and process for the training documentation. Ms. Belden will become a member of the Acme Insurance staff to coordinate the processes of rewriting the documentation.

Figure 1-1 | The caption for this figure.

Currently, there is an in-house printing and type-setting shop. Because of delays and priorities, the training department does not have ready access to this facility. Due to the size and nature of this project, a decision has been made to evaluate departmental or work-group desk-top publishing solutions specifically for the training facility. Having an departmental facility for documentation will give the training operation the following benefits:

- Fast turn-around time without having to depend on another corporate department to print documentation.
- Ability to make immediate changes and update training modules.
- Ability to use already installed Personal Computers and Word Processing equipment in association with the new publishing equipment.
- Ability to incorporate the new machinery directly into the day-to-day operations of the department.

The TXN Solution

It is the recommendation of TXN Corporation that Acme Insurance consider the 3544 graphic workstation as the input terminal for the redesign/reformat processes in the training facility. TXN was the first company to offer this unique type of workstation. In 1976, we introduced the 9967 professional computer which had the power of combining textual and graphic elements on the same screen. Now, ten years later, after many modifications and refinements of our original technology, we are proud to introduce the 3544 Professional Workstation for publishing applications.

Page 1

STYLE SHEET: &PRPT-P1.STY

Description: One column proposal/report.

Comment: Header and Footers are contained in chapter. Chapter has different headers on left and right pages.

Special Characteristic:	**Menu:**	**Option:**
One 36-pica column	Frame	Margins & Columns
Horizontal padding of 3 points for caption frame. This keeps the text on the left of the frame from touching the frame, yet the right side of the frame snaps to the right column guide.	Frame	Sizing & Scaling
Ruling line below **Head Level 1**	Paragraph	Ruling Line Below
Bullet items indented 3 picas in from left margin	Paragraph	Spacing
Extra space above and below **Bullet** items (gives the effect of double spacing)	Paragraph	Spacing
Space between **Body Text** paragraphs set with inter-paragraph space This lets **Head Level 1** be closer to Body Text than Body Text paragraphs are to each other.	Paragraph	Spacing

Tags and Function Keys

F1	Title	F2	Head Level 1
F3	Head Level 2	F4	Bullet
F5		F6	
F7		F8	Page Break
F9	Change Bar	F10	Body Text

CHAPTER: &PRPT-P2.CHP

Text file: REPORT.TXT

Title ——▶

PROPOSAL TO ACME INSURANCE CORPORATION

Head level 1 ——▶ ### Corporate Training

Body Text ——▶ The Corporate Training department has identified an objective to redesign and reformat over 9000 pages of textual and graphic information which constitutes the company's training documentation elements. In addition to redesigning this substantial amount of information, the department will also add new sections to the current training curriculum. The training documentation is currently available in a variety of media, mostly on much copied papers. The documentation is somewhat out of date since the collection of materials dates back ten years. According to the Corporate Director of Training, there is no orderly fashion or design for this information. The corporation has hired a consultant, Ms. Joan Belden who has designed a specific format and process for the training documentation. Ms. Belden will become a member of the Acme Insurance staff to coordinate the processes of rewriting the documentation.

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Bullet ——▶ • Fast turn-around time without having to depend on another corporate department to print documentation.

• Ability to make immediate changes and update training modules.

• Ability to use already installed Personal Computers and Word Processing equipment in association with the new publishing equipment.

• Ability to incorporate the new machinery directly into the day-to-day operations of the department.

Z_LABEL FIG ——▶

Z_CAPTION ——▶ Figure 1-1 The caption for this figure

Head level 2 ——▶ **The TXN Solution**
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Z_FOOTER ——▶ Title of Report   1-1

STYLE SHEET: &PRPT-P2.STY

Description: Two column proposal/report.

Comment: Header and footers are in chapter, not style sheet. Ruling line around caption (store in chapter) has 3 points space above the rule.

Special Characteristic:	Menu:	Option:
One 18-pica column, one 17-pica column with a 2-pica gutter	Frame	Margins & Columns
Ruling lines above and below Title	Paragraph	Ruling Line Above Ruling Line Below
Head Level 1 centered in column	Paragraph	Alignment (column wide)
Bullet items indented 3 picas in from left margin	Paragraph	Spacing
Extra space above and below **Bullet** items (gives the effect of double spacing)	Paragraph	Spacing
Ruling line below footer	Paragraph	Ruling Line Below
Different font for generated caption than for free-form caption	Paragraph	Font

Tags and Function Keys

F1	Title	F2	Head Level 1
F3	Head Level 2	F4	Bullet
F5		F6	
F7		F8	Page Break
F9	Change Bar	F10	Body Text

CHAPTER: &TBL-P1.CHP

Text file: **TABLE.TXT**

Column heads

Body Text

Category

	Year Ended December 31, 1985	Year Ended December 31, 1984
Income		
Sales	$1,234,567.00	$1,345,678.00
Other Income	12,678.00	24,677.00
Total Income	$1,247,245.00	$1,370,355.00
Cost of Sales		
Cost of Goods	$234,344.00	$456,765.00
Packaging	12,654.00	54,678.00
Other	12,232.00	56,567.00
Total Cost of Sales	$259,230.00	$568,040.00

Total

Body Text

STYLE SHEET: &TBL-P1.STY

Description: One column table.

Comment: Use for financial statements.

Special Characteristic:	**Menu:**	**Option:**
One 39-pica column	Frame	Margins & Columns
Column Heads tabs: Tab 1=center (14 picas) Tab 2=center (30 picas)		
Ruling line below **Column Heads**	Paragraph	Ruling Line Below
Body Text has fixed indent of 3 picas from left margin	Paragraph	Alignment
Body Text and **Total** tabs: Tab 1=decimal (18 picas) (has dot leader) Tab 2 =decimal (35 picas)	Paragraph	Tab Setting
Ruling lines above and below **Total**	Paragraph	Ruling Line Above Ruling Line Below

Tags and Function Keys

F1	Column Heads	F2	
F3	Category	F4	
F5	Total	F6	
F7		F8	
F9		F10	Body Text

CHAPTER: **&TBL2-L1.CHP**

Text file: **COLUMN.TXT**

Title

Title of this table

Table header →

Header for Table	Next Column	Third Col.	Price
First Entry	The second column describes some features of the item called out in the first column. Notice that the text for the column is too wide to fit on one line. This type of style might be useful in a comparison chart where flowing text is used.	The third column might expound a bit on the second column. But the fourth column just holds a number, such as price.	$456
Second model.	The next column.	The second model compares quite favorably to the first model described above. There's not as much text here though.	$654
Entry #3	More descriptive text about entry number three. It's called WYSIWYG. It means that as you edit and modify, your screen shows you *exactly what you're going to get when you print it out. No surprises. It's all there in front of your eyes.*	Another column of text.	$66

Rule →

Col 1   Col 2   Col 3   Col 4

STYLE SHEET: &TBL2-L1.STY

Description: One column table in landscape mode

Comment: This table style sheet uses tags to create vertical tabs. The ruling lines below Table Header is part of its tag. The other ruling lines are a separate tag attached to a paragraph with no text in it.
Note: When adding text to vertical tab, you may have to push the **ESC** key to get the page to reformat.

Special Characteristic:	Menu:	Option:
One 54-pica column	Frame	Margins & Columns
Title centered on page	Paragraph	Alignment
Col 1 has line break before, no line break after	Paragraph	Breaks
Col 2 has no line breaks	Paragraph	Breaks
Col 2 justified	Paragraph	Alignment
Col 2 indented 12 picas in from left margin; 28picas from right	Paragraph	Spacing
Col 3 has no line breaks	Paragraph	Breaks
Col 3 indented 30 picas in from left margin; 10 picas from right	Paragraph	Spacing
Col 4 has line break after no line break before	Paragraph	Breaks
Col 4 flush right	Paragraph	Alignment
Col 4 indented 36 picas in from left	Paragraph	Spacing

Tags and Function Keys

F1	Title	F2	Table Header
F3	Col 1	F4	Col 2
F5	Col 3	F6	Col 4
F7	Rule	F8	
F9		F10	Body Text

CHAPTER: &TCHD-P1.CHP

Text file: TECHDOC.TXT

Chapter Head

Heading 1

Body Text

Heading 2

Table Head 1

Z_FOOTER

Z_HEADER

Table 4

MENU COMMANDS — PUBLISHING CHAPTER

PUBLISHING CHAPTER

MENU COMMANDS

Most of Ventura Publisher's functions are controlled through the menus at the top of the screen. This section describes the operation of each of these menus and the options within them. These commands are presented in the order in which they appear on the screen. Use the index for an alphabetical reference to these commands.

Menu Conventions

Often, a menu option will be shown in gray and cannot be highlighted. This usually indicates that the proper function has not been selected. The table below indicates these dependencies.

DESK

Publisher Info . . .	Always available

FILE

New	Must first Open chapter or Load file
Open . . .	Always available
Save	File name must be in title bar
Save As . . .	Always available

FILE MENU

Description/Application

The File Menu controls information flow into and out of Ventura Publisher.

REFERENCE GUIDE   1-1

STYLE SHEET: &TCHD-P1.STY

Description: One column in portrait mode

Comments: Use for technical documentation. This style sheet was derived from the one used to format this reference guide. The equation on page 2 illustrates the use of centered tabs to create equations. The text TECHDOC.TXT contains index references. Also, this style sheet contains both index and table of contents tags. Therefore if you generate either a table of contents or index, this style sheet will format them automatically. This is the most sophisticated style sheet in the TYPESET directory.

Special Characteristic:	Menu:	Option:
One 27-pica column	Frame	Margins & Columns
Ruling line below header	Paragraph	Ruling Line Below
Ruling line above footer	Paragraph	Ruling Line Above
Chapter Head flush right with ruling line below	Paragraph	Alignment Ruling Line Below
18 points of space below **Chapter Head**	Paragraph	Spacing
Heading 1 flush left with ruling lines above and below	Paragraph	Alignment Ruling Lines Above Ruling Lines Below
2 picas above and below **Heading 1**	Paragraph	Spacing
Body Text indented 7 picas in from left margin	Paragraph	Spacing
Ruling line below **Heading 2**	Paragraph	Ruling Line Below
Ruling line above **Table Head 1**	Paragraph	Ruling Line Above
List 1 indented 8 picas in from left margin	Paragraph	Spacing

Tags and Function Keys

F1	Chapter Head	F2	Heading 1
F3	Heading 2	F4	Computer Text
F5	Key Note Text	F6	List 1
F7	List 2	F8	Page Break
F9	Table 1	F10	Body Text

CHAPTER: &TDOC-P1.CHP

Text file: MANUAL.TXT

Z_SEC 1 ⟶ **1. USER INTERFACE** ⟵ **Chapter Head**

Z_SEC 2 ⟶ **1.1. WYSIWYG** ⟵ **Major Heading**

Z_LABEL FIG ⟶ Figure 1-1

Z_CAPTION ⟶ This is the caption for the figure. It is anchored below **WYSIWYG**

Ventura Publisher is designed to provide What You See (on the screen) Is What You Get printed (WYSIWYG). This means that the computer display should match as closely as possible, at all times, what you will see on the final printed page. Of course, the difference between the technology used to display a page on a CRT screen, and the technologies used to print a page on a laser printer or typesetter, do create some unavoidable differences. In particular, because the computer CRT screen cannot produce anywhere near the same resolution of a printer or typesetter, and because what is displayed is shown in a different aspect ratio (height to width ratio), the space between words and between lines may appear to be bigger or smaller than the printed page under certain circumstances. Several thin ruling lines, with little space between, may show on the screen as one thick line. ⟵ **Body Text**

Z_SEC 3 ⟶ **1.1.1 Keyboard Keys** ⟵ **Minor Heading**

Various keys on the keyboard perform special functions:

- The keyboard Cursor keys control the Text Cursor (The text cursor is displayed as a thin vertical line.)
- The Home key goes to the first page of the document.
- The End key goes to the last page of the document. ⟵ **Bullet**
- The Pg Up key goes to the previous page.
- The Pg Dn key goes to the next page.

1.2. ITEM SELECTOR

1.2.1 Description

The display shown in Figure 10-2 is called an Item Selector. The Item Selector is used for saving and retrieving files.

Z_FOOTER ⟶ 1-A   WYSIWYG

STYLE SHEET: &TDOC-P1.STY

Description: One column in portrait mode.

Comment: Use for technical documentation. Note: the frame is anchored below the first **Major Heading**. Also note, the text contains many index points. Show Tabs & Returns to see where they are.

Special Characteristic:	Menu:	Option:
One 39-pica column	Frame	Margins & Columns
Auto-numbering used for **Chapter Head, Major Heading, Minor Heading**	Page	Auto-Numbering
Generated tags for auto-numbers have line break before, and not after (permits other tags on same line)	Paragraph	Breaks
Chapter Head, Major Heading, and **Minor Heading** are indented relative to previous line plus 12 points	Paragraph	Alignment
Chapter Head, Major Heading, and **Minor Heading** have line break after and not before	Paragraph	Breaks
Body Text, Table Head, Table Item indented 9 picas	Paragraph	Spacing
Bullet, System Prompt indented 11 picas in from left margin. Each Bullet item begins with •	Paragraph Paragraph	Spacing Special Effects
Ruling box around **Warning**	Paragraph	Ruling Box Around

Tags and Function Keys

F1	Chapter Head		F2	Major Heading
F3	Minor Heading		F4	Warning
F5	Table Head		F6	Table Item
F7	System Prompt		F8	Page Break
F9	Bullet		F10	Body Text

CHAPTER: &VWGF-L1.CHP

Text file: VIEWGRAF.TXT

Presentation Title ◄———————— **Title**

Presenter's Name
Presenter's Organization } ◄———————— **Presenter**

Topic level 1 ——► Main Topic is the Most Important

• Use line breaks to add space vertically
Topic level 2 ——► • Use the special function keys as you type to tag the
paragraphs you are typing
Topic level 3 ——► – For instance, this paragraph was tagged by pressing
function key F5
• Another subtopic
• Still another subtopic

Another Main Topic

• Subtopic
– Subsubtopic
– Subsubtopic
• Subtopic

STYLE SHEET: &VWGF-L1.STY

Description: One column in landscape mode.

Comment: Use for horizontal viewgraphs

Special Characteristic:	Menu:	Option:
One 54-pica column	Frame	Margins & Columns
Title, Presenter centered	Paragraph	Alignment
Ruling line below **Topic Level 1**	Paragraph	Ruling Line Below
Topic Level 2 indented 6 picas in from left margin	Paragraph	Spacing
Topic Level 2 begins with bullet (•), followed by 0.5-inch indent	Paragraph	Special Effects
Topic Level 3 indented 12 picas in from left margin	Paragraph	Spacing
Topic Level 3 begins with and en dash (–) followed by 0.5-inch indent	Paragraph	Special Effects

Tags and Function Keys

F1	Topic Level 1	F2	
F3	Topic Level 3	F4	Table Item
F5	Presenter	F6	Title
F7		F8	
F9		F10	Body Text

CHAPTER: **&VWGF-P1.CHP**

Text file: **VIEWGRAF.TXT**

Presentation Title ◄———— **Title**

Presenter's Name
Presenter's Organization } ◄———— **Presenter**

Topic level 1 ————► Main Topic is the Most Important

Topic level 2 ————►
• Use line breaks to add space vertically
Topic level 3 ————► • Use the special function keys as you type
  to tag the paragraphs you are typing
  – For instance, this paragraph was
    tagged by pressing function key
    F5
• Another subtopic

Z_LABEL CAP ————► *This is a Diagram*

• Still another subtopic

Another Main Topic

• Subtopic
  – Subsubtopic
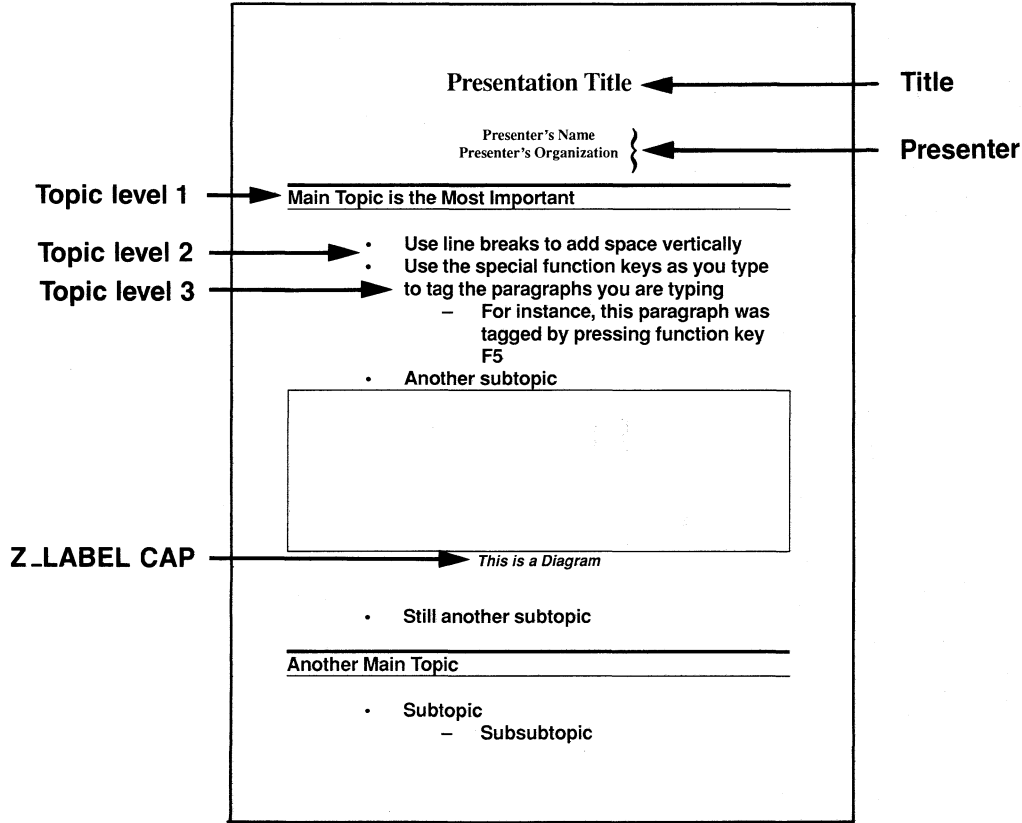
STYLE SHEET: &VWGF-P1.STY

Description: One column in portrait mode.

Comment: Use for vertical viewgraphs.

Special Characteristic:	Menu:	Option:
One 39-pica column	Frame	Margins & Columns
Title, Presenter centered	Paragraph	Alignment
Ruling lines above and below **Topic Level 1**	Paragraph	Ruling Line Above Ruling Line Below
Topic Level 2 indented 6 picas in from left margin	Paragraph	Spacing
Topic Level 2 begins with bullet (•), followed by 0.5-inch indent	Paragraph	Special Effects
Topic Level 3 indented 12 picas in from left margin	Paragraph	Spacing
Topic Level 3 begins with en dash (–) followed by 0.5-inch indent	Paragraph	Special Effects

Tags and Function Keys

F1	Topic Level 1	F2	
F3	Topic Level 3	F4	Table Item
F5	Presenter	F6	Title
F7		F8	
F9		F10	Body Text

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APPENDIX M
APPLICATIONS

This appendix gives step-by-step instructions for using Xerox Ventura Publisher for the following applications:

- Big First Character
- Bullets
- Columns
- Coupons
- Footnotes
- Headers and Footers
- Indents/Outdents
- Leaders
- Mixing Type Styles
- Reverse Type/Shaded Type
- Ruling Lines
- Tables
- Tabs

Before you use this section, you should complete the exercises in the *Training Guide* so that you are familiar with the basic concepts and usage of the software.

Big First Character

The text in the example box below explains big first characters.

Big first characters (also called dropped caps) are frequently used to start the first word in a paragraph of a chapter, section or article. With Xerox Ventura Publisher you can control the number of lines indented to allow for the large letter. You can also shift the character up or down in the defined space. Directions for using this feature are in the "Menu Commands" section of this manual.

You can create a reverse box for your Big First Character by using a special combination of text-wide ruling lines and breaks. Instructions are given below. Make sure your printer supports reverse type before trying this feature.

Creating a reversed big first character

➤ Type the large letter and the text that will follow it. Make the large letter a separate paragraph (i.e., the paragraph consists of just one letter).

➤ Create two new tags. Both should have the same attributes initially. The Spacing for both tags must remain identical even after you make the following modifications..

➤ Select the Paragraph Tagging function and select the paragraph for the big first character.

➤ Select the Ruling Line Above option in the Paragraph menu.

➤ Select Text for the Width option.

➤ Enter 2 fractional points for the Space Above Rule 1. This controls the distance the black box extends above the first line of text. You can adjust this after you're finished.

➤ Enter a Height for Rule 1 that is about four points smaller than the tag's point size. For example, create a 20 point rule for 24 point type.

➤ Enter a Space Below Rule 3 that is the sum of the Space Above Rule 1 and the Height of Rule 1. For example, for the values given in the previous two steps, enter 22.

➤ Select the - (minus sign) for the Space Below Rule 3.

➤ Select OK

➤ With the letter still selected, select the Special Effects option in the Paragraph menu.

➤ Select Custom and then select the Space For Big First Character to the desired number of lines.

➤ Select the appropriate size and typeface and then select White for color.

➤ Select OK and then select OK again.

➤ Select the tag for the text that will follow the reversed letter.

➤ Select the Alignment option in the Paragraph menu.

➤ Select Relative Indent Length of Previous Line. Then enter an indent value of 2 to 3 fractional points.

➤ Enter a number to indicate how many lines should be indented to allow for the reversed box.

➤ Select OK

➤ With the paragraph text still highlighted, select the Breaks option in the Paragraph menu.

➤ Select After for the Line Break option.

➤ Select OK

➤ Select the big first character and, if necessary, set the break option to Line Break Before.

Bullets

The text in the example box below explains bullets.

- The small black circle before this paragraph is traditionally called a bullet. Bullets are used to draw attention to blocks of text, for example, lists.
- A bullet may be any character you wish. Some characters often used for bullets include:
  - a hyphen
  - * an asterisk or
  - \> a caret, or other special symbol
- You can easily set the indent spacing after the bullet at the same time you define the bullet character. The indent space must be defined to prevent the bullet and text from overlapping.
- ■ If you have a Postscript printer, you can define a square bullet by using ASCII value 110 and a Dingbat font. However, if you do not have a Postscript printer, you can create a square bullet by using the custom rule above in the tag's paragraph settings. The procedure for doing this is provided on the next page.

➤ Select the Paragraph Tagging function and highlight the paragraph which will begin with a bullet.

➤ Select Special Effects in the Paragraph menu.

➤ Choose Bullet

➤ Optional: Select Set Font Properties if the bullet will have a different type face, size, or style than the rest of the paragraph. (All of the bullets in the example box are 14 point; the text is 10 point.)
- Select the appropriate options.
- Select OK
  The Special Effects dialog box displays again.

◆   Select one of the 13 characters for the Show
    Bullet As option.

    OR

    Select Other, if you want to define a special
    character which is not listed.

    •   Enter the ASCII value for the bullet charac-
        ter. See Appendix E for a complete listing of
        ASCII characters.

➤   Enter a value for the Indent After Bullet option
    that defines the space between the bullet and
    the text. A suggested value for the indent is an
    em. This will be the same number as the point
    size. For example, if the bullet is 12 point type,
    enter 12 fractional points for the indent. If you
    do not make an entry in this field, the text will
    print on top of the bullet.

➤   Select OK

Note: If you want the bullet indented from the left
margin, use the In From Left setting in the Spacing
option from the Paragraph menu.

Defining a square bullet

If you have a Postscript printer, you can use the
steps above to define a bullet as ASCII character
110. Select a Dingbat font for the character.

If you do not have a Postscript printer, use the
steps below for a square bullet. (You may have to
experiment with the values given and make adjust-
ments for your printer.)

➤   Select the Paragraph for the bullet.

➤   Select the Ruling Line Above option in the
    Paragraph menu.

➤   Select Custom for Width.

➤   Enter a value for the Space Above Rule 1 that
    equals half of the size of the font used for the

tag. For example, enter 5 fractional points if the text for the tag is 10 point type.

➤   Enter the same number from the previous step for the Height for Rule 1 option.

➤   Enter a number that is the total of the numbers entered in the previous two steps for the Space Below Rule 3 option. For example, if you enter 5 for both the Space Above Rule 1 and the Height of Rule 1, enter 10.

➤   Select the - (minus sign) for the Space Below Rule 3.

➤   Enter a value for the Custom Width that equals half of the size of the font used for the tag. For example, enter 5 fractional points if the text for the tag is 10 point type.

➤   Select OK

➤   With the tag still selected, select the Alignment option in the Paragraph menu.

➤   Enter a value for the In/Outdent Width that identifies how much space should be placed between the square bullet and the text.

➤   Enter a very large value (for example, 100) for the In/Outdent Height.

➤   Select OK

Coupons

Coupons (or other special forms) can be created easily using the Box Text feature in the Graphic Drawing function. Because the Box Text frame can have a shaded background, it's easy to create special effects, as shown in the illustration below.

Use the other Graphic Drawing tools to add ruling lines, solid boxes or additional finishing touches to your form.

Don't delay. Return this coupon today!
Check the option you prefer:

Please enter my subscription and send me my free gift immediately!

I don't want to subscribe, but I do want a copy of your special report. Bill me.

Please remove my name from your mailing list.

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

➤ Draw a brief sketch of the coupon or form you want to create. Try to estimate the amount of text that will be in each area.

➤ Select the frame that will hold the coupon. This can be a frame you have drawn especially for it or the underlying page frame. If you draw the coupon directly on the underlying page frame, it will repeat on every page in the chapter.

➤ Optional: If you want a broken line around the entire coupon, select Ruling Box Around in the Frame menu.

• Select Frame for Width.

- Select Solid for Pattern.
- Select Dashes Off (to turn Dashes On).
- Enter a value for the Height of Rule 1.
  A dashed line is shown in the Dialog Box.
- Select OK

➤ Optional: You may find it easier to work with rulers on.

- Use Set Ruler in the Options menu to define the horizontal and vertical ruler measurement units.
- Select OK
- Select Show Rulers in the Options menu.

➤ Select the Graphic Drawing function.

➤ Select the Grid Setting option in the Graphic menu.

- Select On for Grid Snap.
- Enter values for the horizontal and vertical spacing. (If will draw a ruling line in a Box Text frame, set the grid to correspond to the point size of the type. For example, 12 fractional points for 12 point type.)
- Select OK

➤ Select Box Text and begin drawing boxes at each text location. Hold down the Shift key as you draw to keep the function selected. (You can also copy Box Text frames if you need multiple frames of the same size.) If you were creating a coupon similar to the one on the previous page, your final form would look similar to the one below.

Box Text		
Box Text	**Box Text**	**Box Text**
Box Text		
Box Text		
Box Text		
Box Text		

➤ When you have all of the Box Text frames drawn, select the Text Editing function.

➤ Delete the words BOX TEXT and enter the text for the coupon.

➤ Create new tags and change attributes as needed.

➤ Optional: If you need to add lines, use the Line Drawing tool in the Graphic Drawing function.

➤ Optional: If you want to add shading to any Box Text frame, use the Fill Attributes option in the Graphic menu. (You can also display this menu by pressing Ctrl + F.)

➤ Optional: Delete ruling lines around the Box Text frames by using the Line Attributes option in the Graphic menu. (Or, type Ctrl + L to display the menu.)

Saving and loading line and fill attributes

You can define default values for line and fill attributes. Once you define attributes for any of the Graphic Drawing tools, an object created with that tool has the assigned attributes. For example, if you draw a line and select rounded ends in the Line Attributes menu, the next line you draw will also have rounded ends.

➤ Select a line or a graphic (including Box Text frames) that will have the default values.

➤ Display either the Fill Attributes or Line Attributes options from the Graphic menu.

➤ Set the values you want.

➤ Select Save To...

➤ Select OK
   All graphics of the same type you now create will have the default attributes.

You can also apply stored default values to any graphic which has already been created.

➤ Select the graphic which will also have the default values.

➤ Select the Line Attributes or Fill Attributes option in the Graphic menu.

➤ Select the Load From... option.

➤ Select OK

Hints for graphics

- If you have problems selecting an object created with the Graphic Drawing tools, change to the Frame Setting function and select the frame that the graphics are tied to. Then, select the Graphic Drawing function and select the object.

- Sometimes it is easier to draw long ruling lines with the line drawing tool using reduced view.

- If you want to block text or background shading from any area, draw a rectangle and choose White for Background and Opaque for Result in the Fill Attributes. The white boxes on top of the shaded area in the example for this section were created this way. This only works with some printers. It does not, for instance, work with any of the HP LaserJet printers.

Footnotes

Footnotes are used in an article, paper or book to provide references to other information. They are placed at the bottom of a specific page to correspond to a reference number in the text. Footnotes can only be added to text on the underlying page frame. They cannot be added to text files in another frame or to box text.

You control whether the footnotes are numbered from the beginning of a page or a chapter. The footnote number is automatically assigned a Z_FNOT # tag and the reference is assigned a Z_FNOT ENTRY tag. The attributes of these tags can be changed for different formatting effects.

An example of footnote usage is in the illustration box below.

Selected Data and Ratios

Average Common Shares Outstanding (in thousands)	96,159
Common Shareholders of Record at year-end	92,179
Employees at Year-End[1]	110,936
Book Value per Common Share	$45.54
Return on Assets[2]	10.6%
Return on Equity[3]	7.8%
Total Debt[4] to Total Capitalization[5]	33.2%

---

1   Excludes employees of discontinued operations and unconsolidated subsidiaries.

2   Calculated by dividing profits before federal and foreign income taxes and outside shareholders' interests, from continuing operations by average assets of continuing operations.

3   Calculated by dividing income from continuing operations less preferred stock dividends by average common and Class B shareholders' equity.

4   Defined as the sum of notes payable, current portion of long-term debt and long-term debt.

5   Defined as the sum of total debt, outside shareholder's interests in equity of subsidiaries, and common and Class B shareholders' equity.

Adding footnotes to a chapter

You can insert footnotes into text that has already been typed and tagged or you can define the footnote settings and then create the text.

➤ Select the Footnote Settings option in the Page menu.

➤ Select one of the options for Usage and Format to indicate where the footnote numbering should begin (on the page or from the beginning of the chapter).

➤ Optional: If you want the footnote number shifted up from the text baseline, select Superscript for the Position of Number option.

   OR

   If you want the footnote number shifted down from the text baseline, select Subscript for the Position of Number option.

➤ Optional: Enter a length for the line between the footnotes and the document in the Separator Line Width option. The length of the line is measured from the left margin of the page, although the line will not print in the margin.

   • Optional: Enter a value for the space above the separator line (and below the text).
   • Enter a value for the width of the line in the Height of Line option.
   • Select OK

➤ Select the Text Editing mode and place the cursor at the position in the text where the footnote number is to be inserted.

➤ Select the Insert Footnote option in the Edit menu.

   A reference number appears to the left of the cursor. At the bottom of the page, the same reference number appears followed by: TEXT OF FOOT-NOTE.

*Note: If you have selected Show Tabs & Returns
in the Options menu, the footnote location will
also be marked in the text by a ° symbol to left of
the footnote number. This symbol remains with
the text if you ever turn footnotes off.*

➤   Move the text cursor to the footnote frame and
    delete TEXT OF FOOTNOTE.

➤   Type the text for the footnote. The only limit on
    footnote size is that the combined length of all
    footnotes should not exceed one-half page.

Formatting footnotes

When you insert footnotes in a chapter, two tags,
Z_FNOT # and Z_FNOT Entry, are automatically
generated. These tags have Body Text attributes.

These tags can be changed just like any other tag
by using the Paragraph menu.

Indents/Outdents

The text in the example box below explains the different methods of indenting text.

Indenting the first line of a paragraph is the most common use of an indent. Paragraphs are **not** indented by using the Tab key. Instead, you set the amount of the indent in the Alignment option in the Paragraph menu. This paragraph has a First Line Indent of 0.25 inches.

You can also set an outdent with the Alignment option. An outdent simply means that the beginning line or lines of a paragraph are moved to the left of the margin of the frame or page. You can define the number of lines a paragraph should be indented or outdented. This paragraph has a First Line Outdent of 0.25 inches and an In/Out Height of two lines.

Sometimes you may want to create a special effect by indenting text from both margins. This is frequently used in legal documents or for indicating a long quote. These temporary margins are set in the Spacing option in the Paragraph Menu. This paragraph has In From Left and In From Right both set to 0.75 inches.

This paragraph has temporary margins set in the Spacing option. It also has a paragraph indent set in the Alignment option.

Indent   Hanging indents are created as two separate paragraphs. The technique is described on the next page. In this example, the boldfaced word **Indent** at the beginning of the paragraph is actually a separate paragraph.

Hanging indents

To create a hanging indent, follow these steps:

➤ While in the Text Editing function, type the part of the paragraph that is to be hanging in the margin and press the Enter key. Then type the rest of the paragraph.

➤ Select the Paragraph Tagging function.

➤ Select the first paragraph.

➤ Select the Breaks option in the Paragraph menu.
  • Select Before for the Line Break option.
  • Select OK

➤ Select the second paragraph.

➤ Select the Spacing option in the Paragraph menu.
  • Enter a value for In From Left to separate the second paragraph from the first. For example, 1.00 inches.
  • Select OK

➤ Select the Breaks option in the Paragraph menu.
  • Select After for Line Break.
  • Select OK

For information on how to create more complex hanging indents, consult the Tables heading later in this appendix. The vertical tabs described there are really just another form of hanging indent.

Leaders

Leaders are commonly used in tables of contents and in programs. Generally, the period is used for leaders; however, hyphens, underlines or other special characters may be selected. Leaders are defined in the Tab Setting option in the Paragraph menu. You can define leaders for any or all of the tag's tabs.

The example in the box below shows leaders used in a table of contents. (See Exercise 7 in the *Training Guide* for information on creating a table of contents.)

TABLE OF CONTENTS

Introduction 1

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➤   Select the Paragraph Tagging function.

➤   Select the paragraph which will have the tabs with leaders.

➤   Select the Tab Settings option in Paragraph menu.

➤   Select 1 for Tab Number.

➤   Select one of the alignment positions for Tab Type.

➤   Select Shown as Leader Char for Tab Display option.

➤   Enter the Tab Location as measured from the left margin of the frame or column.

➤   Select periods for the Leader Character.

◆   Optional: Select Leader Spacing (1,2, etc.) to in-
crease the space between leaders. (No space
was added to the example in the box.)

➤   Select OK

Leaders are active for each tab in the tag

Deleting leaders from tabs

Sometimes you may have multiple tabs set for a tag
and just need leaders in one of them. When this
happens,

➤   Select the tab in the tag which should not have
leaders.

➤   Select Shown As Open Space for the Tab Dis-
play option.

➤   Repeat for each tab which should not have
leaders.

➤   Select OK

Note: There is more information on leaders in the
"Tabs" section of this Appendix.

Mixing Type Styles

There are several methods for mixing type styles and sizes on a page. For example, if you want your paragraph lead-in (first sentence) to be in larger type, as shown in the example box below, you would create a different tag for it. This tag would have a Break Before. The tag for the remainder of the paragraph would have a Break After and would be indented relative to the previous line.

Normally you set font type for an entire tag. However, to add special emphasis you may want to have individual words in a different font. You can use the Set Font button to change text attributes while in Text Editing mode. The word "INTERNATIONAL" in the company name in the example below was done this way.

You can also use the list of text attributes in the Assignment List to change the appearance of a specified word(s) by bolding, underlining or using another text attribute. (If you want to add the codes for these attributes while creating the document in your wordprocessor, see Appendix D.)

<div style="border:1px solid black; padding:1em;">

the **INTERNATIONAL** company

123 Main Street   Dallas, Texas 75201   214/555-9080

Dear Ms. Jones:

You may already be a winner! That's right. We've *already* selected prize winners living in your zip code and you could be among them. This year we will award our largest sweepstakes prize ever.

The grand prize is **$500,000 a year** for the rest of your life! Just think what that means. No money worries ever again.

To find out if you're a winner, just return the card in the envelope provided. *We'll announce the prize winners soon.*

Don't delay. Reply today.

Sincerely,

J. Ross, President

</div>

Creating a lead-in

➤ Select the Paragraph Tagging function.

➤ Select the text for the lead-in.

➤ Select the Paragraph menu.

➤ Change the lead-in attributes to:
Font As desired
Line Break Before

➤ Now select the paragraph which follows the lead-in and change its attributes to:
Font As desired
Alignment First Line Indent
Indent width=em
Relative Indent=Length of Previous Line
Line Break After

➤ Optional: If the lead-in will be more than one line in length, make the following change to the paragraph following it:
Breaks Next Y Position= Beside Last Line of Prev. Para

Using Set Font to change text

➤ Select the Text Editing mode.

➤ Select the text to be changed.

➤ Select the Set Font button.
The Font Setting dialog box displays.

➤ Select the appropriate options.

➤ Select OK

Using the Assignment List to change text

➤ Select the Text Editing mode.

The Assignment List shows the following attributes:

Normal (cancels any changes made by selecting one of the other options, except case conversions, and returns text to whatever attributes are specified in the paragraph tag)
Bold
Italic
Small (reduces the type size in proportion to its original size)
Superscript
Subscript
Underline
Double Underline (UndrLn)
Strike-thru
Overscore
Upper Case (changes all letters to capitals)
Capitalize (starts each word with a capital)
Lower Case

➤ Select the text you want to change.

➤ Select one of the options.

Reverse Type/Shaded Type

Reverse type is white letters printed on a black background. Check Appendix F to see if your printer supports this style of printing. The example below shows reverse type.

REVERSE TYPE

Shaded, or screened, type is black letters printed on a gray background. The example below shows shaded type.

SHADED TYPE

➤ Select the Paragraph Tagging function.

➤ Select the paragraph that will print in reverse or shaded type.

➤ Select the Font option in the Paragraph menu.

➤ Select the correct point size.

➤ Select White for Color for reverse type.

   OR

   Make sure Black is selected for Color for shaded type.

   If you selected White for reverse type, a black bar indicates the position of the paragraph. The text cannot be read since the letters and background are both white.

➤ Select OK

➤ With the paragraph still selected, choose Ruling Line Above option in the Paragraph menu.

➤ Select one of the Width options.

➤ Select Solid for Pattern for reverse type.

OR

Select one of the numbered Pattern options for shaded type.

The Pattern selected displays in the dialog box.

➤ Enter a Height for Rule 1 that is larger than the tag's point size. For example, create a 36 point rule for 24 point type (shown in the reverse type example) or a 24 point rule for 18 point type (shown in the shaded type example). This will result in the thick, black rule being placed above the text.

➤ Select the - (minus sign) for Space Below Rule 3 option. (Remember that this measurement represents the space below the last ruling line, not just the third line.) Choosing this option will <u>subtract</u> space, so that the ruling line is moved down, on top of the text.

➤ Calculate the distance the ruling line should be shifted in order to center the text within the ruling line.
  • Add the ruling line height and the type point size.
  • Divide the total by 2.

Example:
         36 = points in ruling line height
  +   24 = type point size
  =   60
  ÷   2
  =   30

OR

         24 = points in ruling line height
  +   18 = type point size
  =   42
  ÷   2
  =   21

➤ Enter the distance calculated in the step above (e.g., 30 or 21) for the value in the Space Below Rule 3 option. Select OK

Tables

Tabs can be used to place single lines of text in a table. However, often text must flow freely within a column, as shown in the example box below. This kind of format requires a vertical tab.

A vertical tab is *not* a column, but an effect created with tags. The columnar effect is created by using In From Left and In From Right margins and (line) Breaks. To add additional space between blocks of text in one column, use a line break (Ctrl + Enter) rather than a return.

For information on setting statistical tabs, see the section on "Tabs" in this Appendix.

Position	Depart.	Duties	Grade
Technical Writer	Doc/Ed	Prepares instructional material for customer use; edits technical material for in-house training courses.	10
Secretary	Accounting	Prepares correspondence for department manager and staff; researches and completes monthly activity report for on-going projects.	5

Sometimes you may want to create a table consisting of single lines which should be boxed. This effect also created using vertical tabs that have a ruling box around.

Position	Department	Reports To	Grade
Writer Grade level 1	Doc/Ed	Jane Jones	10
Secretary	Accounting	Bob King	5
Clerk II	Personnel	David Smith	3

Typing text for vertical tabs

➤ Type all the text for the table using your word
   processor or the Text Editing function. Type
   each block of text as a separate paragraph.
   Type the paragraphs in the order they will ap-
   pear, reading across. For example, for the il-
   lustration above, type "Technical Writer", then
   type "Doc/Ed".

➤ Use a line break (Ctrl + Enter) to add space be-
   tween lines. Do not use the Return key.

Creating tags for vertical tabs

Each column is tagged with its own separate tag. In
the example on the previous page, you sill need four
tags.

You use a special combination of In from Left and
In from Right settings (Spacing option) and Breaks
to define vertical tabs. The settings (in inches) for
the multi-line table in the example box on the pre-
vious page are:

Column 1	In from Left -	0
(Position)	In from Right -	3.50
	Line Break -	Before
Column 2	In from Left -	1.00
(Depart.)	In from Right -	2.50
	Line Break -	No
Column 3	In from Left -	2.00
(Duties)	In from Right -	0.75
	Line Break -	No
Column 4	In from Left -	3.75
(Grade)	In from Right -	0
	Line Break -	After

The settings for the single line table in the example
are:

Column 1	In from Left -	0
(Position)	In from Right -	3.40
	Line Break -	Before

Column 2 (Depart.)	In from Left -	1.25
	In from Right -	2.15
	Line Break -	No
Column 3 (Reports To)	In from Left -	2.50
	In from Right -	0.75
	Line Break -	No
Column 4 (Grade)	In from Left -	3.90
	In from Right -	0
	Line Break -	After

The first column

➤ Select the Paragraph Tagging function.

➤ Select the text for the first vertical tab.

➤ Select the Spacing option in the Paragraph menu.
  • Define In from Left as 0 (unless it should align with other text that is indented. Then, use the same measurement for the indent).
  • Enter a value for In from Right that sets the right-hand margin of the first column.
  • Select OK

➤ Select the Breaks option in the Paragraph menu.
  • Select Before for Line Break.
  • Select No for Allow Within
  • Select Yes for Keep With Next
  • Select OK

The middle columns

➤ Select the text for the second vertical tab.

➤ Select the Spacing option in the Paragraph menu.
  • Enter a value for In from Left that identifies the left-hand margin of the column. Make sure that this value allows for the second column to begin past the point where the first column ends.
  • Enter a value for In from Right that identifies the right-hand margin of the column.
  • Select No for Allow Within
  • Select Yes for Keep With Next
  • Select OK

➤ Select the Breaks option in the Paragraph menu.
  • Select No for Line Break.
  • Select No for Allow Within
  • Select Yes for Keep With Next
  • Select OK

➤ Repeat these steps for any columns located between the first and last columns.

The last column

➤ Select the text for the last column.

➤ Select the Spacing option in the Paragraph menu.
  • Enter a value for In from Left that identifies the left-hand margin of the column.
  • Define In from Right as 0.
  • Select OK

➤ Select the Breaks option in the Paragraph menu.
  • Select After for Line Break.
  • Select No for Allow Within
  • Select Yes for Keep With Next
  • Select OK

Placing boxes around vertical tabs

➤ Select the Paragraph Tagging function.

➤ Select the first vertical tab which you defined according to the steps listed above.

➤ Select the Ruling Box Around option in the Paragraph menu.

➤ Select Margin for Width.

➤ Enter a value for the Height of Rule 1. This should be narrow since it will overlap lines from other tabs. For example, enter .002 inches.

➤ Select OK

➤ Repeat defining a ruling box around for each vertical tab in the table.

➤ Optional: Select the Spacing option in the Paragraph menu for each vertical tab and delete any extra space being added above or below the tag.

Using Box Text for tables

You can also use Box Text to create multi-line columnar formats. Simply draw Box Text frames at each location where text will be placed. See the section on "Coupons" in this appendix for information on how to use this feature.

Tabs

Tabs can be used for simple tables in which the entries do not exceed one line in each column. For multiple line columns, see the section on "Tables" in this Appendix. The text in the example box shows simple columns set using tabs.

METROPOLITAN HOME PRICES			
Metro Area	**1986**	**1985**	**% Change**
Boston	$156,200	$131,000	19.2%
Chicago............................	84,700	81,800	3.5
Dallas	93,600	87,100	7.5
Denver.............................	86,200	83,700	3.0
Houston............................	72,000	76,200	-5.5
Los Angeles..................	128,700	116,900	10.1
Memphis	71,300	63,800	11.8
Metro NYC....................	160,000	130,400	22.7
Phoenix	78,800	73,900	6.6
Portland	63,400	60,600	4.6

Setting tabs

You may need to define different tab settings for the heading line. For example in the illustration above, the tabs (in inches) for the heading line are:

Tab 1 = 1.75 (centered)

Tab 2 = 3.00 (centered)

Tab 3 = 4.00 (centered)

The tabs for the listing itself are:

Tab 1 = 2.00 (right)

Tab 2 = 3.25 (right)

Tab 3 = 4.00 (decimal)

➤   Select the Paragraph Tagging function.

➤   Select the Paragraph which will contain tabs.

➤ Select the Spacing option in the Paragraph menu and make sure that Alignment is not set for Justified.

➤ Select Show Rulers in the Options menu.

➤ Select the Tab Settings option in the Paragraph menu.

➤ With Tab 1 selected for Tab Number, select Tab Type.

   Left tabs start at the Tab Location
   Center tabs are centered around the Tab Location.
   Right tabs end at the Tab Location.
   Decimal tabs place the decimal at the Tab Location.

➤ Enter a value for the tab location measured from the left margin of the current column.

➤ Continue selecting Tab Numbers and defining locations until all tabs are defined.

➤ Select OK.

Adding leaders to all tabs

Frequently you can make tabbed material easier to read by using leaders. Leaders are usually a line of periods which connect columns of text. (Refer to the "Leaders" section in this Appendix for more information.)

➤ Define each tab location using the steps in "Setting tabs".

➤ Select Shown As Leader for Tab Display option for any tab which has been defined.

➤ Select the periods as the Leader Character.

   Leaders are active all of the defined tabs in the paragraph.

➤ Select OK

Turning off leaders in specific tabs

The example in the illustration box has leaders in the first tab only.

➤ Define each tab location using the steps on the previous page.

➤ Select the Tab which will have leaders.

➤ Select Shown As Leader Char for the Tab Display option.

➤ Select the periods as the Leader Character.

➤ Select Shown As Open Space for the Tab Display option for other tabs in the tag. These tabs will not have leaders.

Setting tabs for mixed units

Sometimes you may have different units appearing in tabbed material. For example, you may want to have a special symbol following a tab, as shown in the example below:

Common share market value	$59.75
Return on Assets	10.6%

➤ Set a right tab for the number.

➤ Set a left tab at the same location. In the example above this tab would be used for the percent sign.

Comments

When you are entering text with your word processor that will be formatted into tabs in Xerox Ventura Publisher, insert only one tab character be-

tween columns. Do not try to align the tabs in the word processor; align the tabs in Xerox Ventura Publisher.

Also, many word processors insert spaces instead of a true tab code. Refer to Appendix D for more information.

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