Ventura Publisher
Windows Edition 4.1

Reference Guide

Ventura
Software Inc.
A Xerox Company

VENTURA PUBLISHER
Reference Guide

Windows Edition 4.1

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How to use this documentation

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

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

Installation To learn how to install Ventura Publisher for Windows, follow the procedures in the Ventura Publisher *Installation and Configuration Guide*.

User interface Read the User Interface chapter to learn about the components of the screen, dialog boxes, using the mouse, and about keyboard shortcuts.

Training To learn how to use the basic features, perform the exercises in the Ventura Publisher *Training Guide*. Chapter 3 of this Reference Guide describes each of the main tools used for creating documents in Ventura Publisher as well as their use. Also included in Chapter 3 is information on Ventura Publisher's file structure, and how to create the basic types of documents typically generated using electronic publishing.

Menu options The Menu Options chapter contains a complete list of the options available in each menu and in the button bar.

Examples To learn by looking at examples, select the **Open Chapter** option in the **File** menu and then select the example chapters contained in the TYPESET sub-directory. The style sheets associated with each of these chapters are shown in Appendix J.

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

**Advanced
operation**
Other useful information about advanced installation, printers, word processors, and advanced operation is contained in the various appendices.

Cautions

Do not use the Windows File Manager or the DOS COPY command to copy chapters. Use the **Manage Publication** option dialog box **Copy All** option instead (refer page 5–47).

One final suggestion: don't lose your work due to a power outage or computer malfunction. *Save your work often!*

Technical support

Refer to the Product Registration booklet for details about telephone support.

Features and limitations

Features Ventura Publisher for Windows is a professional page layout and document composition system that lets you create typeset documents by automatically combining text from word processors with pictures from popular graphics software programs. Line art can be generated in CAD or other drawing packages and directly placed anywhere in a document. Images created by a graphic artist can be digitized with a scanner, converted to GEM, PCX, EPS, or TIFF file format, and then displayed, scaled, cropped, and moved on the computer screen. You can also create simple drawings directly in 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 applied to each paragraph in your document. By applying 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 consistent 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.

Ventura Publisher makes a unified *chapter* of each document by creating a unique chapter file for it. The chapter file binds together all the separate text, graphics, and style sheet files associated with a particular document and tells the computer where to look for them and how to place them on the page.

Limitations Ventura Publisher is designed to handle large amounts of data in order to create extremely large chapters and publications. Ventura Publisher, however, does have its limitations. The following table lists the operational limitations of Ventura Publisher.

Max. number of files handled per chapter	128
Max. number of pages per chapter	9,999
Max. number of tags per style sheet	128
Max. number of colors per style sheet	253
Max. number of files listed in the Open File dialog box	128
Max. number of chapters per publication	128

These are operational limits of the Ventura Publisher program itself. Your chapter and publication size may be further limited by the available memory in your computer.

Typographical conventions

In this manual, the ☞ callout emphasizes important points.

When a specialized term is used for the first time, it appears in italics. Ventura Publisher chapter names mentioned in the text appear in upper-case letters, as do computer file names and directories.

The names of menus, and menu and dialog box options when they refer to actions which you should perform appear in boldface type (e.g., **Chapter** menu, **Spacing** option button). References to information that you are required to enter in a dialog box entry field or in a chapter will appear in monospaced type (e.g., This is an example).

Throughout this manual, when you see **Enter** you should press the **Enter** key (sometimes called the **Return** key). Additionally,

The term **Cursor** refers to the screen 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 (see figure 2–5 on page 2–12).

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, and is active only when you are using the Text tool.

The phrase **Select the...** means you should move the mouse cursor to the middle of the item that you are going to select, and then press the left mouse button once.

When a procedure or description tells you to "Click on" a button, this indicates that a button is available for the option, *and* it is one of the default set of buttons. If the procedure or description tells you to "Select" the option from the menu, this indicates that either no button is available for that option, or the button is not part of the default set of buttons.

Except when explicitly stated otherwise, the computer hard disk is always assumed to be **C**. The term *floppy disk* refers to either 5¼" or 3½" diskettes.

USER INTERFACE

This chapter will familiarize you with the operation of the components of the Ventura Publisher main screen. The main screen consists of the main work area, the menu bar, the button bar, the current selection indicator, the page number indicator, the zoom controls, and the page buttons.

This chapter also describes the use of the mouse and the operation of keyboard keys that perform special functions within Ventura Publisher Windows Edition. The general operation of the Windows user interface is described in your Windows documentation and will not be repeated here. Your Windows documentation describes the general conventions of the Windows Graphical User Interface (GUI) such as operation of the pull down menus, selection of file names, and operation of dialog boxes.

Title Bar

Menu Bar

Button Bar

Tab Bar

Files List

Tags List

Rulers

Current Selection Indicator

Zoom Controls

Page Buttons

Page Number
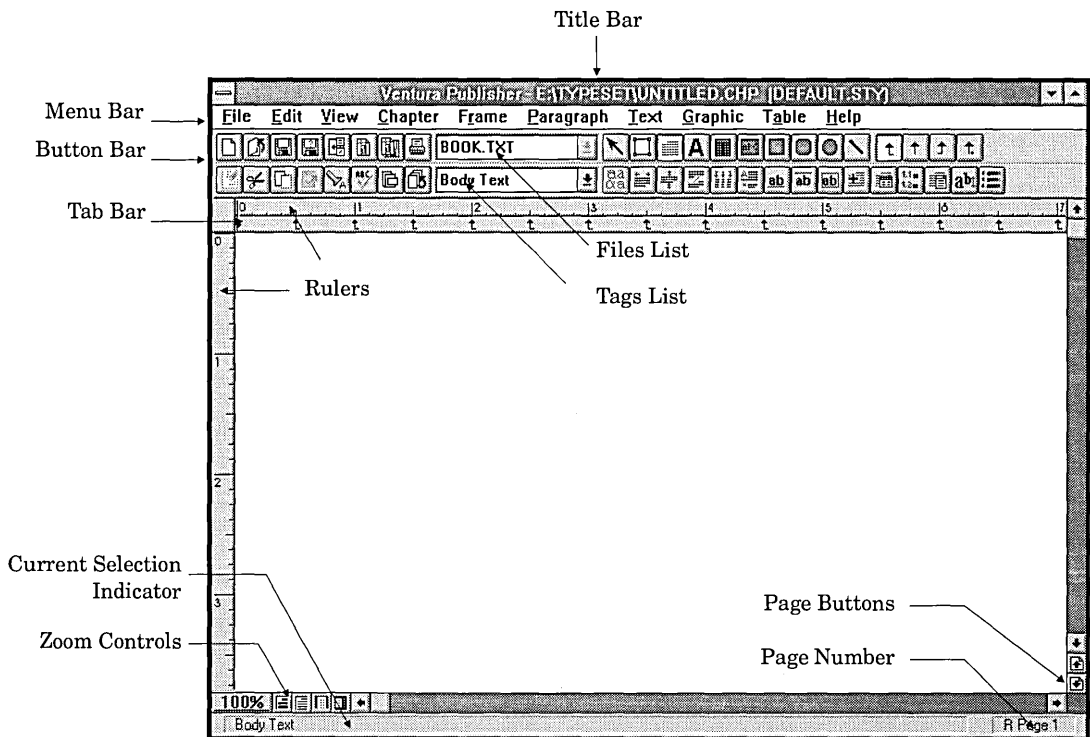
Figure 2–1. Ventura Publisher main screen.

2–1

Menu Bar

The menu option chapters (Chapters 5 through 13) describe the operation of each menu, and menu option, and tool option in the button bar. Each of these chapters describe the options available in the menu. For each menu option described, the button for that option is also shown if one exists.

Button Bar

The button bar consists of a number of icons (pictures), each representing a tool or option which you can use to create and modify your documents. The button bar also contains the Tags list and the Files list.

Function Buttons   Files List   Tool Buttons   Tab Buttons

Tags List   Tool Option Buttons
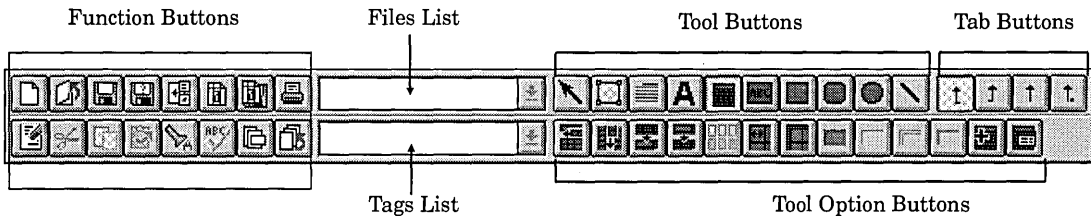
☞ The appearance of any particular button on the button bar is dependent on the user's configuration of the button bar. The default set of option buttons for each tool is shown in the *Tool Description* section of Chapter 3. A complete listing of all available buttons and their corresponding function is shown in Chapter 4.

Operation summary

To select a tool, move the mouse cursor to the appropriate button in the button bar and press the mouse button once. A set of the most commonly used options for that tool appear as buttons below the tool buttons. The buttons and menu options that are not available with the selected tool or during the current operation will appear grayed.

☞ When the cursor is placed over a button in the button bar and the mouse button is held down, a description of the selected button is displayed in the current selection indicator. If you do not want the button selected after viewing the button description, move the mouse cursor away from the button bar button without releasing the mouse button.

Function buttons

The function buttons provide easy access to many of the options available from the **File** and **Edit** menus (e.g., Open Chapter, Load Text/Picture, Print). These options are available regardless of the tool currently selected. The factory default set of function buttons is shown below.

1	2	3	4	5	6	7	8

9	10	11	12	13	14	15	16

1 – New
2 – Open chapter
3 – Save
4 – Save as
5 – Load text/picture
6 – Load diff. style
7 – Save style as
8 – Print

9 – Undo/redo
10 – Cut
11 – Copy
12 – Paste
13 – Search & Replace
14 – Spell check
15 – Page size and layout
16 – Go to page
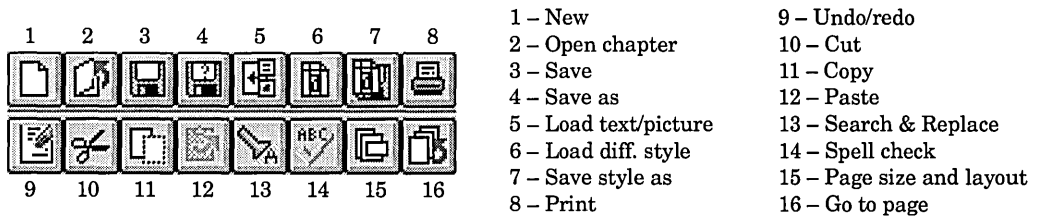
Tool buttons

The tool buttons are central to the creation and modification of documents in Ventura Publisher. The following is only a brief description of the tool buttons in the button bar. A more in-depth description of each of the tool buttons and how to use them starts on page 3–4.

- The **Selector tool** allows you to:
  - Select, size, and move any frame or graphic.
  - Place text or pictures onto the page or in frames.
  - Cut, copy, and paste frames or graphics.

- The **Add Frame tool** allows you to create new frames. Once the frame is created, the Selector tool is automatically selected. If the **Shift** key is held down while creating a frame, the Add Frame tool will remain selected allowing you to create multiple frames without having to re-select the Add Frame tool.

- The **Paragraph tool** allows you to apply typographical and page layout attributes to an entire paragraph (or group of paragraphs). You do this by selecting a paragraph, and then assigning it a tag from the Tags list. The Paragraph tool also allows you to create style sheets which contain these tags.

- The **Text tool** is a built-in text editor that allows you to add and delete text, and also to change the attributes (e.g., font, underline) of any selected text on the page. The text tool also allows you to assign tags and change tag attributes of paragraphs in much the same manner as the Paragraph tool.

- The **Table tool** is a built-in table creation and editing function which provides powerful features that let you interactively create and modify tabular information.

- The graphic tools consist of five tool buttons. The graphic tools consist of:

  Box Text tool

  Rectangle tool

  Round Rectangle tool

  Circle tool

  Line tool

These graphic tools are part of a built-in drawing program which allows you to annotate any frame that you draw, create additional ruling lines, and much more.

Option buttons

The option buttons provide easy access to many of the options available from the menus. The option buttons change to correspond to the options most used with the currently selected tool. Refer to Chapters 5 through

13 for a more in-depth description of each of the option buttons and how to use them.

Files list

The Files list displays, in alphabetical order, the names of all files currently loaded in your chapter. Use the **Load Text/Picture** option in the **File** menu to place file names in this list. Use the **Remove Text/File** option button to remove file names from this list.

To assign a file from the Files list:

➤ Click on the Selector tool button.

➤ Select the frame into which you wish to place the contents of a file already loaded into the Files list.

➤ Select the desired file name from the Files list.

The files listed in the Files list will not be available for selection unless you first select a frame using the Selector tool.

Tags list

The Tags list displays, in alphabetical order, the names of all tags available to be assigned to paragraphs or frames (depending on the tool currently enabled) in your chapter.

Use the Paragraph tool **Add New Tag** option button to create new paragraph tags. Use the Frame tool **Add New Frame Tag** option button to create new frame tags. Use the **Update Tag List** or the **Update Frame Tag List** option buttons to remove and rename tags listed in the Tags list. When a paragraph or frame is selected, the tag currently assigned to the paragraph or frame is displayed in the Tags list.

To assign a paragraph tag from the Tags list:

➤ Click on the Paragraph tool or Text tool button.

➤ Select the paragraph to which you wish to assign the attributes contained in the tag.

➤ Select the desired tag name from the Tags list.

To assign a frame tag from the Tags list:

➤ Click on the Selector tool button.

➤ Select the frame to which you wish to assign the attributes contained in the tag.

☞ The base page cannot be assigned a frame tag.

➤ Select the desired tag name from the Tags list.

Current selection indicator

The current selection indicator shows which item (e.g., paragraph, frame, text attribute, graphic) is currently selected. When the Text tool is selected and the typing cursor is planted in text, the current selection indicator will also display special items when the typing cursor is placed at the location of the special item.

The current selection indicator will also display a description of a selected button. When the cursor is placed over a button in the button bar and the mouse button is held down, a description of the selected button is displayed in the current selection indicator. If you do not want the button selected after viewing the button description, move the mouse cursor away from the button bar button without releasing the mouse button.

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 another page, the page number indicator shows which page is currently being reformatted.

Zoom controls

The zoom controls allow you to control how your document is displayed on the screen. The zoom controls consist of five buttons as shown in Figure 2–2.
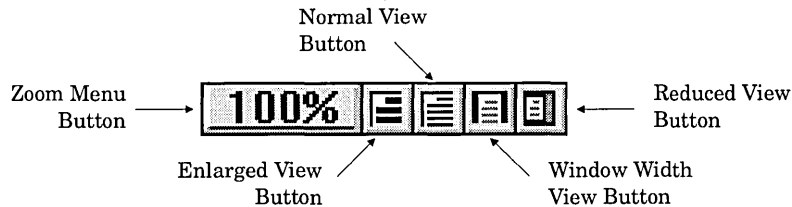
Figure 2–2.   Zoom control buttons.

☞ The screen area displayed when a zoom factor is selected using the zoom buttons or from the zoom menu starts from the upper left corner of the display area before the zoom factor was selected.

Zoom menu button

The zoom menu button displays the current zoom factor. Clicking on the zoom menu button displays the zoom menu (Figure 2–3).

Figure 2–3.   Zoom menu.

The zoom menu allows you to select zoom factors not available using the zoom buttons, and customize the normal and enlarged zoom factors. The five zoom factors from 15% to 100% are static, and will be available on every installation of Ventura Publisher. The five zoom factors over 100% will be in a range from 150% to 1200%. The zoom factors displayed are dependent on the video driver installed in Windows. Ventura Publisher will determine the most accurate zoom factors for your video system.

When the **Customize** option is selected, the Customize Zoom Factors dialog box is displayed.
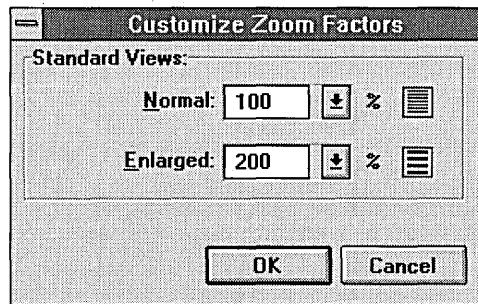
Figure 2–4.   Customize Zoom Factors dialog box.

The Customize Zoom Factors dialog box allows you to set the zoom factor associated with the normal and the enlarged views. Select the desired zoom factors for the corresponding views from the **Normal** and **Enlarged** list boxes.

Clicking on the **OK** button saves the settings and exits the dialog box. Click on the **Cancel** button exits the dialog box abandoning all changes.

Enlarged view button

The enlarged view button sets the page display into enlarged view. The default zoom factor for enlarged view is 200%. The enlarged view zoom factor can be changed using the zoom menu **Customize** option as previously described.

Normal view button

The normal view button sets the page display into normal view. The default zoom factor for normal view is 100%. The normal view zoom factor can be changed using the zoom menu **Customize** option as previously described.

Window width view button

The window width view button sets the page display to fit the width of the Ventura Publisher application window.

Reduced (fit to page) view button

The fit to page, or reduced view button sets the page display to fit the height of the Ventura Publisher application window.

Page buttons
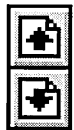
The page buttons allow you to move through your document by clicking or double-clicking one of the two buttons. Clicking on the upper page button will move you to the previous page of your document. Clicking on the lower page button will move you to the next page of your document.

Double-clicking on the upper button will move to the first page of your document. Double-clicking on the lower button will move you to the last page of you document.

User Interface

Rulers/tab bar

Rulers

The rulers aid in the visual placement of elements on the page.

To use the ruler, you must have the **Show Rulers** option in the **View** menu enabled.

The unit of measure used for the rulers can be set using the **Set Ruler** option in the **View** menu. Refer to the *Set Ruler* section starting on page 7–5 for information on setting the unit of measure for the rulers as well as the zero point.

Tab bar

The tab bar allows you to interactively create, set, and delete tabs, adjust the **In From Left** and **In From Right** settings found in the Spacing dialog box, and adjust the **In/Outdent Width** setting found in the Alignment dialog box.

To use the tab bar, you must have the **Show Rulers** option in the **View** menu enabled.

Refer to the Using the tab bar section starting on page 3–54 for a description of the tab bar functions and how to use the tab bar.

Mouse

The mouse has two separate functions within Ventura Publisher:

- Use it to move the mouse cursor to items on the screen that you want to select. Select items by placing the mouse cursor anywhere inside the item and then pressing the left mouse button once. Exact placement of the cursor is not critical as long as the cursor lies within the item you are selecting.

- Use it to draw frames and graphics.

☞ Ventura Publisher uses only the left mouse button.

The mouse cursor changes shape depending on the tool selected, as shown in Figure 2–5.

Selector Tool

Move Frame

Resize Frame

Pan Image

Add Frame Tool

Paragraph Tool

Text Tool

Table Tool

Box Text Tool

Rectangle Tool

Rounded Rectangle Tool

Circle Tool

Line Tool

Figure 2–5.   Ventura Publisher mouse cursors.

Keyboard Keys

Various keys on the keyboard perform special functions:

F1 Displays Help. Pressing the **F1** key from within a dialog box will display information about that dialog box and the dialog box options. Pressing the **F1** key from the Ventura Publisher main screen will display the general help for Ventura Publisher.

Arrow keys Control the movement of the text cursor.

Home Go to the first page of the document.

End Go to the last page of the document.

Page Up Go to the previous page.

Page Down Go to the next page.

Delete
- Deletes the character to the right of the text cursor when using the Text tool.

- Equivalent to selecting the **Cut** option when a block of text, a frame, or a graphic is selected.

- Equivalent to selecting the **Copy** option when you press the **Shift** key simultaneously with the **Delete** key.

Insert Equivalent to selecting the **Paste** option.

Backspace Deletes the character to the left of the text cursor.

Esc
- The **Esc** key will halt a "go to page" operation.

- Within a dialog box, **Esc** is equivalent to selecting the **Cancel** button.

- At all other times, the **Esc** key redraws the current page.

Shift
- When used in conjunction with the mouse, the **Shift** key allows you to select multiple paragraphs, frames, or graphics. Press and hold down either **Shift** key while selecting in order to select several items.

User Interface

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- When using the Text tool, use the **Shift** key to extend or diminish the range of text selected. Press and hold down either **Shift** key and then press the mouse button. The text selected will extend or diminish to the current text cursor location.

- Press the **Shift** key while adding frames or graphics to keep the Add Frame or a graphic tool selected.

- Press the **Shift** key plus any keyboard arrow key to change the spacing between letters or the font size of selected text (Text tool).

Tab
- Inserts horizontal tab characters.

- Within a dialog box, the **Tab** key moves the text cursor forward to the next entry field or, if the **Shift** key is pressed simultaneously, back to the previous entry field.

Function keys Used to tag paragraphs, if the style sheet has assigned tags to these keys. Refer to **Assign Function Keys** option section in the **Paragraph** menu chapter.

Ctrl
- Use with the **Enter** key to insert a line break.

- Use with the **Hyphen** key to insert a discretionary hyphen.

- Press and hold the **Ctrl** key while selecting graphics or frames with the mouse to select graphics or frames which are "hidden" beneath other graphics or frames.

- Press and hold the **Ctrl** key and then type **X** to perform the last menu action.

Alt
- Use with the mouse to pan images 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.

- Constrain graphics. Press and hold the **Alt** key while drawing graphics using any of the graphic tools. The graphic will be constrained to perfect proportions (e.g., a circle instead of an ellipse).

- Add characters that are not on the keyboard. Press and hold down the **Alt** key, and type the ANSI equivalent on the keypad for the character you wish to enter; then release the **Alt** key. Appendix E shows the numbers for each character. Refer to the Text tool section in Chapter 3 for more information.

Keys for special characters The following table lists the Ventura Publisher keyboard shortcuts for commonly used typographic characters. These shortcuts can be used instead of typing a number with the **Alt** key pressed. Also shown are the keyboard combinations for various types of typographic spaces. The **+** sign indicates that you should press several keys simultaneously. For instance, to create a copyright mark, press and hold both the **Ctrl** and **Shift** keys and then type **C**.

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

Keyboard shortcuts

Windows provides keyboard accelerators which let you press the **Alt** key plus an underlined letter in a menu or dialog box in order to access a feature. Using this approach, most features require several keystrokes to access.

For faster access, Ventura Publisher provides keyboard shortcuts for certain menu features, as shown below:

Function	Key
Add New Tag	Ctrl + 2
Bring to Front (graphics)	Ctrl + A
Copy	Shift + Delete
Cut	Delete
Edit Special Item	Ctrl + D

Function	Key
Enlarged View	Ctrl + E
Equation mode exit	Ctrl + D
Fill Attributes (graphics)	Ctrl + F
Selector tool	Ctrl + U
Go to First Page	Home
Go to Last Page	End
Go to Next Page	Page Down
Go to Page	Ctrl + G
Go to Previous Page	Page Up
Line Attributes (graphics)	Ctrl + L
Normal View	Ctrl + N
Paragraph Tool	Ctrl + I
Paste	Insert
Print	Ctrl + H
Recall Last Dialog Box	Ctrl + X
Redraw Screen	Esc
Reduced View	Ctrl + R
Renumber Chapter	Ctrl + B
Save	Ctrl + S
Select All (graphics)	Ctrl + Q
Send to Back (graphics)	Ctrl + Z
Show/Hide Tabs & Returns	Ctrl + T
Show/Hide Files list	Ctrl + Y
Show/Hide Tags list	Ctrl + V
Show/Hide button bar	Ctrl + W
Table Tool	Ctrl + P
Text Tool	Ctrl + O
Update Tags list	Ctrl + K

Cursor keys While using the Text tool, you can move the text cursor to another location on the screen by moving the mouse cursor to the desired new position and pressing the mouse button once. Once you have positioned the text cursor, you can use the keyboard arrow keys to move it back and forth one character at a time, as well as up and down one line at a time.

Dialog box

Some of the options within Ventura Publisher function as simple commands which are executed as soon as you select them. The **Show Rulers**, **Copy**, **Cut**, and **Paste** options are examples of this type of option.

Many options, however, contain features that require you to specify additional information. Whenever you select an option of this type (indicated by three periods after the option name in a menu), a dialog box is displayed on the screen. Dialog boxes control most of Ventura Publisher's features.

The operation of the controls within a dialog box follows standard Windows conventions and, therefore, is not documented further here.

Measurement controls

Numerical settings in many dialog boxes may be set in inches, centimeters, picas & points, or points. The measure used can be changed at any time. To change a unit of measure, click on the unit of measure button until the desired unit of measure is displayed. When the unit of measure is changed, the values for all settings corresponding to that unit of measure option are recalculated. The **points** unit of measure option provides the greatest precision.

When setting measurements using the **picas & points** unit of measure option, 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 typography, seventy-two points and six picas both equal one inch.

When changing between measurement units, the pound symbol (#) may appear in an entry field. 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 the unit of measure to **points**, you will see pound symbols because two inches is larger than 99.99 points, the largest setting allowed in the **points** measurement unit. If the pound symbol 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.

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Classic Interface

All users are encouraged to use the new interface. The classic interface is provided for users of previous versions who are more comfortable with its familiar look and feel. The new interface is easier to learn and use.

This documentation describes Ventura Publisher while in the button bar mode. If you elect to use the classic interface, the button bar will not be available, but all options described can be selected from the menus

If you are familiar with, and prefer using the classic Ventura Publisher interface, you may disable the **Button Bar** option in the **View** menu.

While the appearance of the classic interface is similar to previous versions of Ventura Publisher Windows Edition, the Toolbox, Files list, and Tags list can be iconized, resized, or moved outside of the Ventura Publisher application window using standard Windows conventions for these functions.

THE BASICS

For those of you who are new to Ventura Publisher and don't want to take the time to go through the Training Guide, you've come to the right place. Ideally you should read the *Training Guide*. The *Training Guide* provides a series of exercises designed to acquaint you with basic operations and features. You should be able to produce simple documents after reading the *Training Guide*.

Whereas this chapter really isn't a substitute for the *Training Guide* exercises, nor will it tell you everything there is to know about Ventura Publisher, it will describe the basics of Ventura Publisher. The topics included in this chapter are:

Ventura Publisher file structure. This section describes how Ventura Publisher stores the data used in Ventura Publisher documents.

Ventura Publisher tool descriptions. These sections describe the function of each of the main Ventura Publisher tools found in the button bar, as well as when and how they are used.

Using the tab bar. The tab bar allows you to create, set, and remove tabs for the currently selected paragraph. The tab bar also allows for interactive adjustments of the Alignment dialog box **In/Outdent Width** setting, and the Spacing dialog box **In From Left** and **In From Right** settings. This section describes the functions and use of the tab bar.

Using Ventura Publisher as a word processor. This section describes the differences and similarities between Ventura Publisher and word processing applications.

How to produce style sheets. This section provides step by step procedures for creating a style sheet.

How to create documents. This section shows examples of the three basic types of documents typically created using electronic publishing. Each approach is described both visually and in writing.

Ventura Publisher file structure

Ventura Publisher is similar to other Windows programs you may already use. However, Ventura Publisher does contain several unique features which you must learn before you can enjoy the full power of the product. One of the unique features of Ventura Publisher is its file structure. Ventura Publisher documents are actually made up of several different files.

Chapters

Most programs can work with only one or a few files at one time. For instance, when you import a piece of clip-art into a drawing in a graphics application, that clip-art becomes part of the drawing into which it was imported. By contrast, Ventura Publisher can combine and publish up to 128 separate text and graphic files in one document. As a matter of fact, most Ventura Publisher documents contain no less than four files.

Instead of integrating all of the text and graphics files into one document, Ventura Publisher simply "remembers" the location of the original files. A single text or graphic file can be used by many Ventura Publisher chapters.

To make it simple to save and retrieve all these different files, Ventura Publisher creates a blueprint of how they should be combined and where they appear in your document. This blueprint is called a *chapter* (Figure 3–1). When you use the **Open Chapter**, **Save**, or **Save As** function buttons, you retrieve or save this blueprint. You also retrieve or save all the files which this blueprint (chapter) references.

Chapter File

Creates a blueprint which shows which files are in
chapter and determines where they are placed.

Text file
MAG1.TXT

Picture file
PRINTER.GEM

Text file
MAG2.TXT

Picture file
PHOTO.TIF
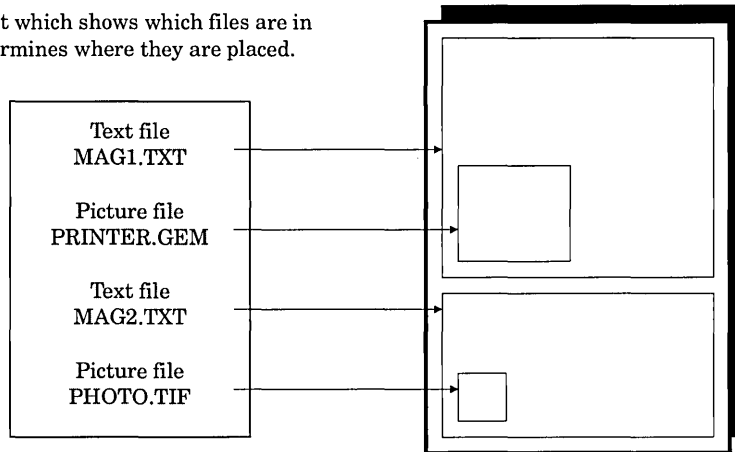
*Figure 3–1.   The chapter file creates a blueprint of how all files in your document
should be combined together.*

Style sheets and paragraph tags

All word processors let you change text to boldface, italic, underline, etc.
These changes are usually called *text attributes*. Ventura Publisher
doesn't restrict you to a few preset text attributes. Instead, you can
create virtually any attribute you want by combining different fonts,
spacing, special effects, color, and ruling lines.

To help you keep track of all the different effects you've created and to
let you apply these effects easily to different paragraphs in your docu-
ments, Ventura Publisher allows you to attach a name to a group of
effects. These names are called *tags*. The tag names and the attributes
associated with each tag are stored in a *style sheet*. The name of the style
sheet used to create a document is stored in the chapter file so that it
will automatically be loaded each time you open the chapter.

A single style sheet can be used by a number of chapters. This allows for
consistency of appearance from chapter to chapter for all chapters using
the same style sheet. Additionally, updating of the appearance of all
chapters using the same style sheet is automated because a change
made to the style sheet in one chapter, is automatically reflected in all
the chapters using the style sheet.

Selector tool

The Selector tool allows you to:

- Place files from the Files list into frames.

- Select, move, resize, copy, and delete frames or graphics.

- Remove files from selected frames, or from the Files list.

- Change frame and graphic attributes

- Create and apply frame tags

- Cause frames to repeat on every page.

Selector tool option buttons

When you click on the Selector tool button, the tool option buttons change to display options that are commonly used with the item that is currently selected. The following is the default set of buttons available when a frame is selected.

☞ Buttons 15, 16, and 17 will not be displayed if a standard VGA (640 x 480 resolution) video driver is installed in Windows.
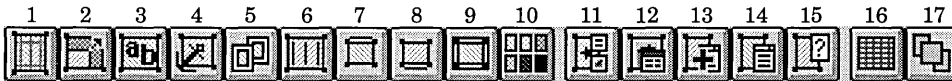
1 – Margins and columns	6 – Vertical rules	11 – Remove file	16 – Grid settings
2 – Sizing and scaling	7 – Ruling line above	12 – Image settings	17 – Select all (graphics)
3 – Frame typography	8 – Ruling line below	13 – Add new frame tag	
4 – Anchors and captions	9 – Ruling box around	14 – Update frame tag list	
5 – Repeating frames	10 – Frame background	15 – File type/rename	

The following is the default set of buttons available when a graphic is selected.

1   2   3   4   5   6   7
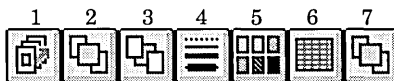
1 – Show on all pages   5 – Graphic fill attributes
2 – Bring graphic to front   6 – Grid settings
3 – Send graphic to back   7 – Select all
4 – Graphic line attributes

Selecting frames and graphics

To select a frame or graphic:

➤ Click on the Selector tool button.

➤ Place the cursor anywhere within the frame or graphic you wish to select and press the mouse button.

Select multiple frames or graphics

You can also select more than one frame or graphic simultaneously.

➤ Press and hold down either **Shift** key on the keyboard.

➤ Select each frame or graphic with the mouse.

The current selection indicator displays the word **Multiple** to indicate that more than one frame has been selected. To deselect a single frame or graphic in a group, first point to the frame or graphic while holding down the **Shift** key, then press the mouse button once.

Selecting frame/graphic on bottom

When one frame or graphic is entirely covered by another, it sometimes seems impossible to select the frame or graphic on the bottom. To select a frame or graphic which is covered by other frames or graphics:

➤ Click on the Selector tool button.

➤ Press and hold the **Ctrl** key and then select the first frame or graphic.

➤ While holding the **Ctrl** key, press the mouse button again to select the next frame or graphic down from the top.

➤ Continue pressing the mouse button, while holding the **Ctrl** key, until you select the desired frame or graphic.

Placing files into frames

To place files in frames, follow these steps:

➤ Click on the **Load Text/Picture** function button. Use the Load Text/Picture dialog box (Figure 3–2) to build up a list of text, image, and line art files in the Files list. Refer to the **Load Text/Picture** option section starting on page 5–11.
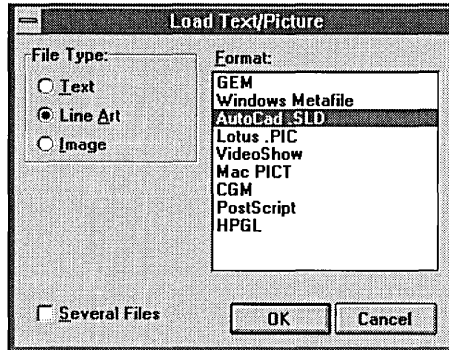
Figure 3–2. Load Text/Picture dialog box set to load an AutoCAD .SLD file.

➤ Click on the Selector tool button.

➤ Select the frame and then select the file from the Files list (Figure 3–4). If a file is already in the frame, the new file takes its place. (The old file remains in the Files list, and its contents are not affected.)

The current selection indicator shows the name of the file that is currently placed in the selected frame (Figure 3–3).
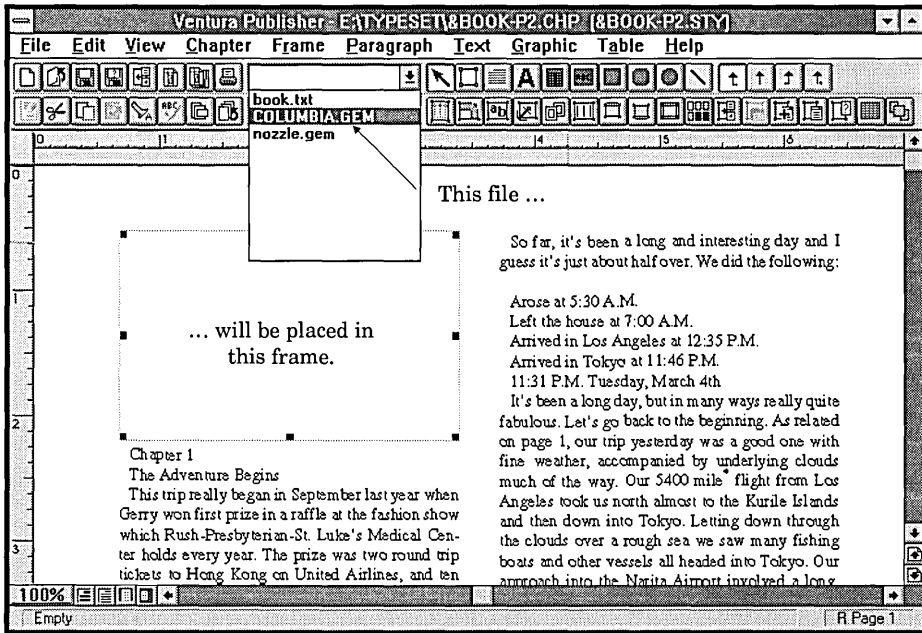
Figure 3–4.   Select the frame first, then select the file you want to occupy that frame.
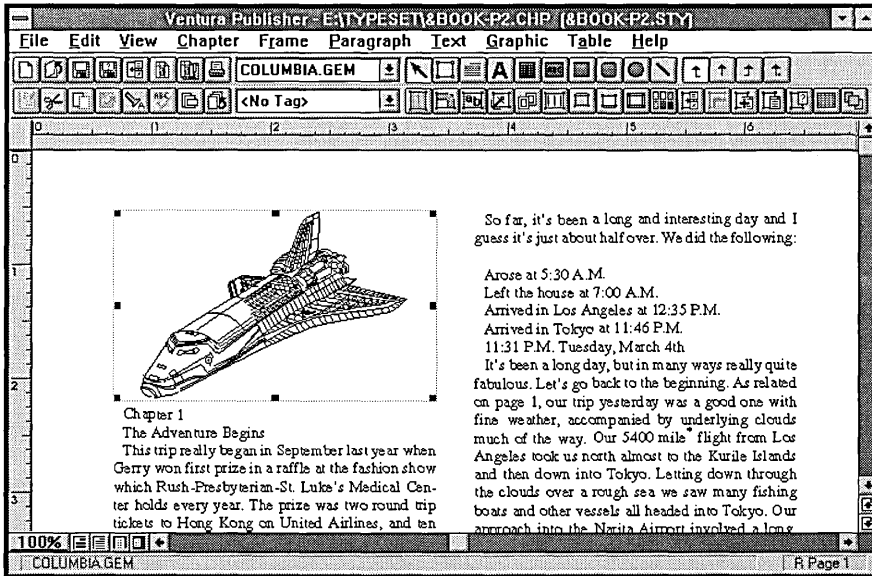
Figure 3–3.   After the mouse button is pressed, the text or picture file is placed in the selected frame.

When a text file is placed directly on the page, any text that does not fit on the page automatically flows to succeeding pages. However, when placing text in a frame you have drawn, you must first manually select the next frame in which you want the text to continue, and then select the file name in the Files list. The remaining text (or as much of it as will fit) will then flow into that frame.

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

You can place the same line art or image file into more than one frame in a chapter and scale that picture differently in each frame. A text file, however, can only be used once in a chapter even if it fits entirely into one frame. An exception is repeating frames which allow the same text to appear on every page. Refer to the **Repeating Frames** option section starting on page 9–21.

Types of files in frames   Ventura Publisher can place text or picture files into frames (Figure 3–5). Text files can originate in another word processor or be entered using the built-in word processor. Pictures, on the other hand, are *always* created and edited in another program. Pictures can be either line art or images.
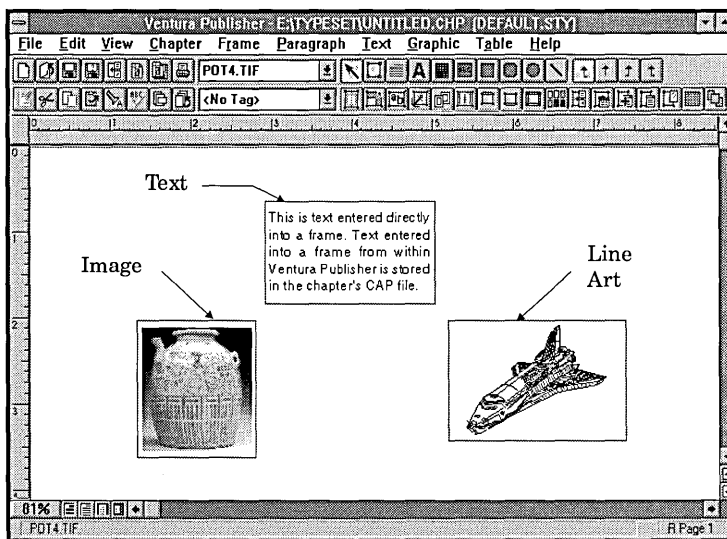
Figure 3–5.   Text, line art, and images can all be placed in frames.

Pictures

Line art refers to pictures stored as vectors and objects (mathematical expressions), whereas images refers to pictures stored as simple bits (1s and 0s). Because the mathematical expressions can be recomputed to achieve the resolution required by 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 provides only 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.

Removing files from frames

You can remove a file by either placing another file in the frame, or by selecting the frame and then selecting the **Remove Text/File** option button.

To place a different file in the frame, select the frame, and then select the desired file from the Files list. The selected file replaces the file in the frame. The old file is not removed from the Files list, nor is it modified in any way.

To remove a file from the frame, select the frame, and then click on the Remove Text/File option button. Select the **Frame** option from the **Remove From** list box in the Remove File dialog box (Figure 3–6) to remove the file from the frame only. Select the **List of Files** option from the **Remove From** list box to remove the file from both the frame and the Files list. Refer to the **Remove Text/File** option section starting on page 9–34.
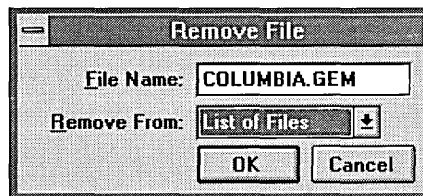
Figure 3–6. Remove File dialog box. COLUMBIA.GEM will be removed from both the frame and the Files list.

Moving frames or graphics

To move a frame (and its contents) or a graphic to another position on the page:

➤ Use the Selector tool to select the frame or graphic.

➤ Place the mouse cursor within the area of the frame or graphic, 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 or graphic to the desired new location, then release the mouse button (Figures 3–7, 3–8). If the **Column Snap** option is enabled in the **View** menu, the frame aligns with the nearest column guide when placed near that guide. Click on the **Grid Settings** option button to create a snap grid for graphics.

☞ To move a frame or graphic to another page, you must use the **Cut** or **Copy** function buttons and then the **Paste** function button as described in the **Edit** menu chapter.
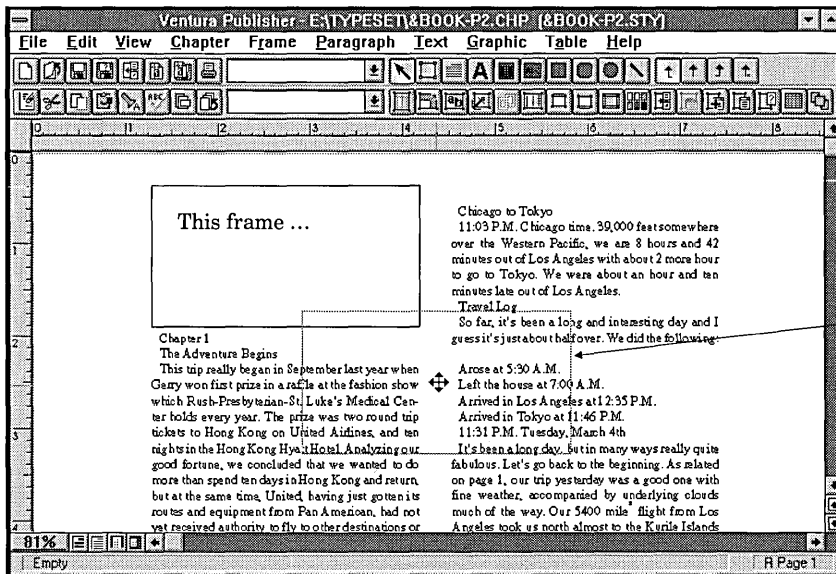
Figure 3–7. Place mouse cursor inside the frame. Press and hold the mouse button. Move the frame to the new location. Release the mouse button.
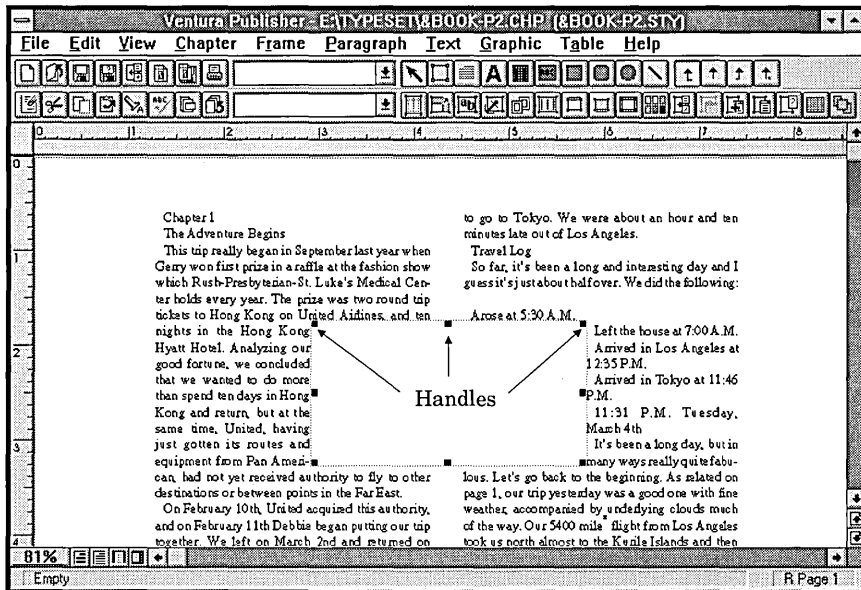
Figure 3–8. Frame moved to new location.

Re-sizing frames and graphics

Any frame or graphic created in Ventura Publisher can be easily resized. Additionally, you can resize multiple frames and graphics by selecting multiple frames or graphics and sizing one of them. To increase or decrease the size of a frame or graphic:

➤ Use the Selector tool to select the frame or graphic.

➤ Place the mouse cursor on one of the handles found around the perimeter of each selected frame or graphic (Figure 3–8).

➤ Press and hold the mouse button. The mouse cursor changes to a bidirectional arrow.

➤ Continue holding the mouse button and move the selected corner or edge to the desired new location. When you are satisfied with the size, release the button.

☞ If the mouse cursor changes to a picture of a cross with arrows on each end instead of a bidirectional arrow, you have not placed the cursor on the handles.

When resizing multiple frames and graphics, each frame or graphic is sized proportionately. Additionally, multiple frames cannot be resized using the Sizing and Scaling dialog box.

Change size of picture only   To change the size of a picture within a given frame size, use the **Sizing & Scaling** option button.

Frame tags

Many attributes can be applied to a frame (e.g., background color, sizing and scaling, ruling lines, margins and columns). The frame attributes are applied using the Selector tool option buttons and other options in the **Frame** menu. Once attributes have been applied to a frame, this combination of attributes can be saved as a frame *tag*. Once saved, the attributes stored in the frame tag can easily be applied to other frames by assigning the frame tag to the frame.

Frame tags help ensure consistency between frames of a similar type within a chapter in the same manner that paragraph tag ensure consistency between paragraphs of a chapter. By setting the attributes of an initial frame, and creating a frame tag from the attributes of that frame, all other frames tagged with that frame tag will have the same attributes. Additionally, changes made to one frame assigned a frame tag, can be reflected in all other frames tagged with that frame tag.

Initially, each chapter contains one tag called Default. Like the Body Text paragraph tag, the Default tag is a system tag and cannot be renamed or removed. However, the attributes of the Default tag can be changed.

Frame tags cannot be assigned to the base page, header and footer frames, footnote frames, caption frames, or repeating frames. A frame that is assigned a tag and subsequently made a repeating frames will retain the frame attributes of the tag, however, it will no longer be tagged.

The following attributes are not saved with a frame tag.

- Frame contents.
- Frame location.
- Frame anchor name
- Graphics attached to the frame

Managing frame tags   The **Add Frame Tag** and **Update Frame Tag List** options allow you to add, delete, and rename the frame tags in the chapter as well as merge frame tags created in other chapters. Refer to the *Add New Tag* section starting on page 9–43 and the *Update Frame Tag List* section starting on page 9–45 for a complete description of how to used the option to create, rename, delete frame tags in the chapter, and merge frame tags from other chapter

Changing frame tag attributes   A frame that does not have a tag assigned is completely autonomous and can be changed at will. Once a frame is tagged, the changes to the frame are tracked by Ventura Publisher.

If you change the attributes of a frame that is assigned a tag, and that frame is the only frame assigned that tag, Ventura Publisher will allow you to change the attributes without intervention since the changes will not affect other frames.

If you make attribute changes to a frame that is assigned a tag that is also assigned to other frames, Ventura Publisher will display the following alert.
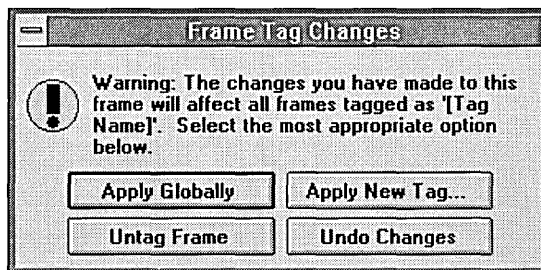
Clicking on the **Apply Globally** button will apply the attribute change to the selected frame and all frames sharing the frame tag. The **Undo** function button can be use to undo the attribute change of a frame tag even after the change is globally applying to other frames.

Clicking on the **Untag Frame** button will cause the frame to be untagged. The frame will retain the attributes of the frame tag, as well as the attribute changes. However, this frame will not be affected by further changes to the frame tag that was assigned to the frame.

Clicking on the **Apply New Tag** button will display the Add New Tag dialog box. A new tag can then be created for this frame (the tag can then be assigned to other frames). The new tag attributes will be a combination of the attributes of the original tag and the attribute change that prompted the alert to be displayed.

Clicking on the **Undo Changes** button will abandon the attribute changes, and the frame tag will remain unaffected.

Frame tags and frame captions

Frames tags cannot be assigned to caption frames. However, captions are a frame attribute that is saved with a frame tag. By creating a tag, or tags from a frame that contains a caption, you can automatically create consecutively numbered captions for new frames by simply applying the tag to the frame. In order for this feature to work properly, you must have an understanding of captions and the proper way to enter information in a caption.

When Ventura Publisher creates a frame caption it actually generates two paragraphs with separate paragraph tags. The first paragraph tag is called Z_LABEL FIG, Z_LABEL CAP, or Z_LABEL TBL. These tags are generated using the Anchors & Captions dialog box **Inserts** options, and are used to create consecutive numbering for your frames. The second tag is called Z_CAPTION and it is attached to the caption text that is unique to the frame.

Do not enter frame specific caption text in the Anchors & Captions dialog box, instead, use the text tool to enter text directly into the caption frame. Otherwise, the text you enter in the **Label** field in the Anchors & Captions dialog box is saved with the frame tag, and all frames that use that tag will have that text.

For example, if you enter "Figure [C#]-[F#] This is the first figure" in the **Label** field of the Anchors & Captions dialog box, every figure that uses that tag will contain the text "This is the first figure." Instead, enter "Figure [C#]-[F#]" in the Anchors & Captions dialog box and then type "This is the first figure" directly into the caption frame. This will allow all frames sharing this frame tag to display the correct chapter and figure number, and allow you to enter unique text for each frame.

Add Frame tool

A *frame* is a rectangular area of the page which can contain text, line art, or images. You draw frames using the **Add Frame** tool. In addition, *the page itself is a frame.*

The Add Frame tool has three primary purposes:

- Add new frames to an existing layout. This allows you to place text and pictures wherever you want.

- 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.

Add Frame tool option buttons

The Add Frame tool is used to create a frame on the current page. When you click on the Add Frame tool button, the tool option buttons change to display functions that are commonly used with the Selector tool for editing frame settings. However, these option buttons are grayed and not available for selection until the Selector tool is enabled and a frame selected. Refer to the Selector tool section for a description of the tools available for editing the frame settings after the frame is created.

Creating a frame

To add a new frame, follow these steps:

➤ Click on the Add Frame button in the button bar.

➤ Move 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.

➤ Drag the lower right corner of the frame to the desired location (Figure 3–9) and release the mouse button. Text already on the page flows around the frame (Figure 3–10).
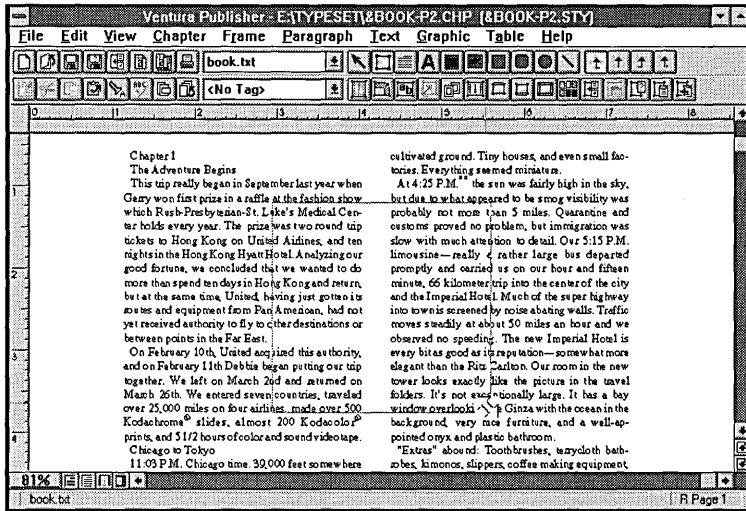
Figure 3–9. Adding new frame. Mouse button still pressed down.
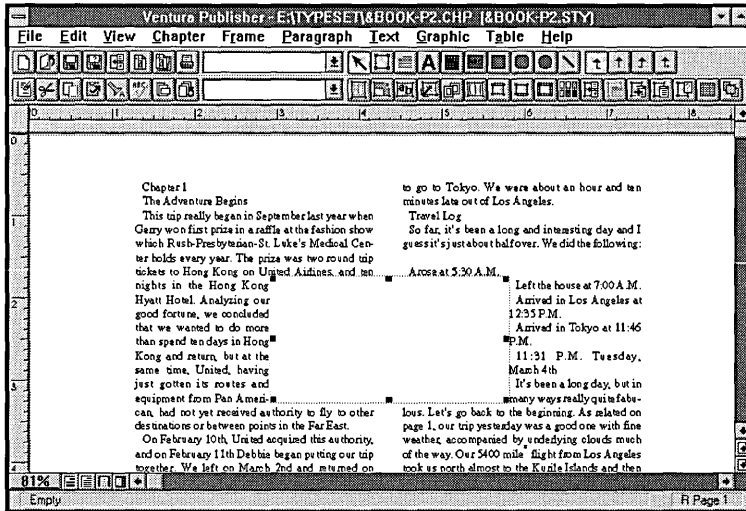
Figure 3–10. Adding new frame. Mouse button released. Text flows around frame automatically, and Add Frame tool is no longer selected.

☞ Text containing 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, Ventura Publisher automatically enables the Selector tool, and the frame just created is selected. This

allows you to move or resize the frame just created, or to place a file from the Files list into the frame immediately.

Add multiple frames

To prevent Ventura Publisher from automatically enabling the Selector tool, press and hold either **Shift** key on the keyboard prior to drawing a frame. As long as you hold the **Shift** key, Ventura Publisher allows you to draw another frame without first selecting the Add Frame tool.

When you draw multiple frames that occupy the same location on the page, 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 always flows first into the frame which you drew first.

Adding space between lines

You can add space between paragraphs using narrow frames. Enable the **Column Snap** and **Line Snap** options in the **View** menu 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.

☞ The Vertical Justification feature automatically aligns adjacent columns at the bottom of the page. Refer to page 8–10 for more information.

The Basics

Paragraph tool

The Paragraph tool is used to assign style sheet tags from the Tags list to selected paragraphs. Tag attributes are changed using the Paragraph tool option buttons. A paragraph is defined as any group of words or numbers followed by a carriage return.

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

Paragraph tool option buttons

When you click on the Paragraph tool button, the tool option buttons change to display functions that are commonly used with the Paragraph tool. The following is the default set of option buttons available when a paragraph is selected.

Button 15 will not be displayed if a standard VGA (640 x 480 resolution) video driver is installed in Windows.

```
 1     2     3     4     5     6     7     8     9     10     11     12     13     14     15
```

1 – Fonts
2 – Alignment
3 – Spacing
4 – Breaks
5 – Tab settings

6 – Special effects
7 – Ruling line below
8 – Ruling line below
9 – Ruling box around
10 – Add new tag

11 – Paragraph typography
12 – Auto-numbering
13 – Update tags list
14 – Attribute overrides
15 – Define colors

Selecting a paragraph

To select a paragraph:

➤ Click on the Paragraph tool button.

➤ Place the cursor over the paragraph you wish to select and press the mouse button.

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.

Multiple paragraph selection

You can select several paragraphs simultaneously as follows:

➤ Click on the Paragraph tool button.

➤ Hold down either **Shift** key on the keyboard and select each paragraph with the mouse. The current selection indicator displays the word *Multiple* to indicate that more than one paragraph has been selected.

➤ To de-select any paragraph in a multiple group, select the paragraph while still holding the **Shift** key.

☞ Using the Paragraph tool, you can select and apply tags to multiple, noncontiguous paragraphs. However, multiple paragraphs cannot be selected from multiple pages.

Applying a tag to a paragraph

When the Paragraph tool is selected, the paragraph tags available within the currently loaded style sheet appear in the Tags list. Each time you select a paragraph, the tag currently assigned to that paragraph is displayed in the current selection indicator and the Tags list.

To "*tag*" a paragraph, first select a paragraph or paragraphs with the Paragraph tool, and then select a tag name from the Tags list (Figures 3–11 and 3–12). If multiple paragraphs are selected the same tag is assigned to all of the selected paragraphs.
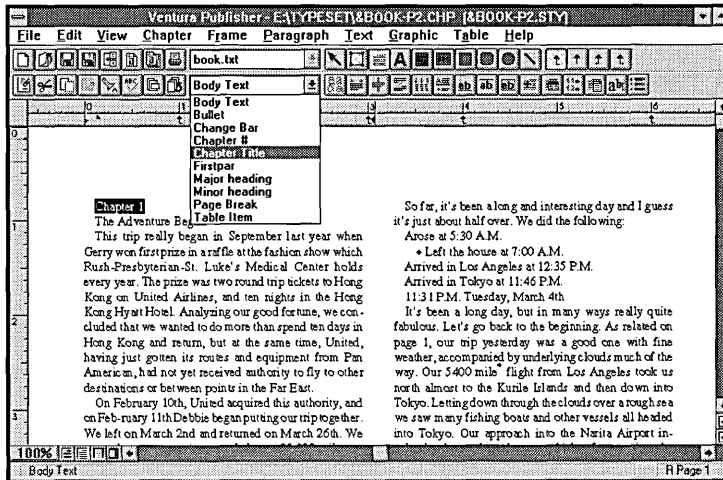
Figure 3–11. Selecting and tagging a paragraph. The tag **Chapter Title** *will be assigned.*
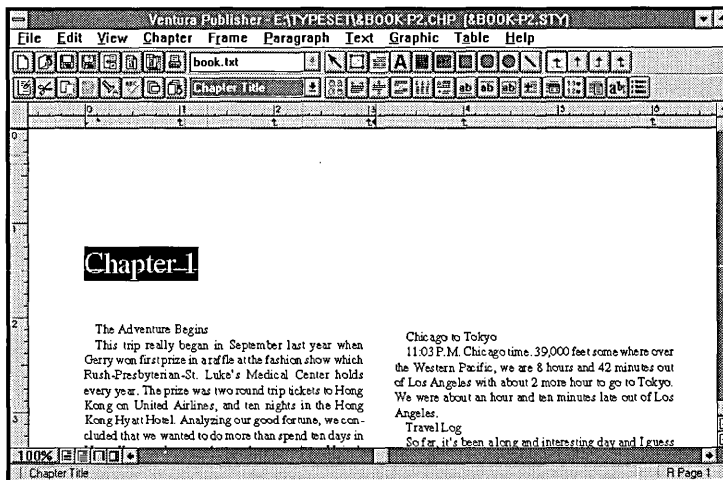
Figure 3–12. After the mouse button is pressed, the paragraph is changed. Note how the tag has changed not only the font, but the space between paragraphs as well.

Tagging with function keys
Up to ten tags from the Tags list can be assigned to your keyboard's function keys (refer to the **Update Tags list** option section starting on page 10–66). You can then assign a tag to a paragraph simply by selecting the paragraph and pressing the appropriate function key. You can also use the function keys to tag text while you are using the Text tool.

Generated tags Text in headers, footers, section numbers, captions, table of contents, and indices is automatically tagged with *generated tags*. Generated tags are created by Ventura Publisher, and always have names which begin with *Z_*. Generated tags are assigned Body Text attributes when first created. You can change generated tags as you would any other tag.

A list of the tags generated by Ventura Publisher is shown on page 3–64.

When you tag a header or footer, the entire header or footer is selected. To change the attributes of any part of a header or footer use text attribute codes in the Headers and Footers dialog box.

Modify tag

To modify a given tag:

➤ Select a paragraph already formatted with the tag you wish to modify.

➤ Select any of the Paragraph tool option buttons and make the changes you desire.

Note that as soon as you click on the **OK** button in any of the dialog boxes associated with the Paragraph tool option buttons, *every paragraph* in the entire chapter already formatted 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.

The Paragraph tool and the tab bar

The tab bar allows you to interactively create, set, and delete tabs, adjust the **In From Left** and **In From Right** settings, and adjust the **In/Outdent Width** setting for the currently selected paragraph.

To use the tab bar, you must have the **Show Rulers** option in the **View** menu enabled.

Refer to the *Using the tab bar* section starting on page 3–54 for a description of the tab bar functions and how to use the tab bar with the Paragraph tool.

The Basics

Text tool

The Text tool is a built-in word processor which can be used to:

- Change text and paragraph tag attributes,
- Add, delete, copy, or move text
- Insert index references, frame anchors, and footnotes
- Compose a new document directly in Ventura Publisher
- Tag paragraphs

Text tool option buttons

When you click on the Text tool button, the tool option buttons change to display options that are commonly used with the item that is currently selected. The following is the default set of option buttons available when a selected range of text is selected.
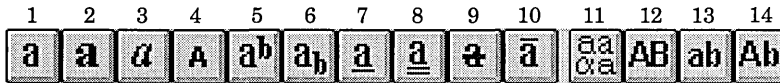
1	2	3	4	5	6	7	8	9	10	11	12	13	14

1 – Normal
2 – Bold
3 – Italics
4 – Small capitals
5 – Superscript
6 – Subscript
7 – Underline
8 – Double underline
9 – Strike-thru
10 – Overscore
11 – Font attributes
12 – Uppercase
13 – Lowercase
14 – Initial capitalization

The following is the default set of option buttons available when the paragraph is selected by placing the text cursor anywhere in the paragraph.

Button 15 will not be displayed if a standard VGA (640 x 480 resolution) video driver is installed in Windows.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
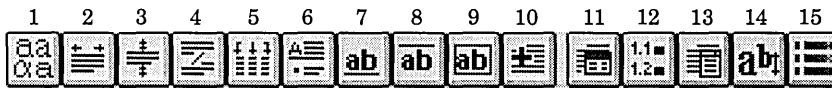
1 – Fonts   6 – Special effects   11 – Paragraph typography
2 – Alignment   7 – Ruling line below   12 – Auto-numbering
3 – Spacing   8 – Ruling line below   13 – Update tags list
4 – Breaks   9 – Ruling box around   14 – Attribute overrides
5 – Tab settings   10 – Add new tag   15 – Define colors

Changing text attributes

Using the Text tool, you can make font and attribute changes to single characters, or blocks of text. You can also apply tag attributes to paragraphs in much the same manner as using the paragraph tool.

Text attributes include:

- Bold

- Italic

- Overscore

- Small caps

- Strike-thru

- Subscript

- Superscript

- Underline and Double Underline

- Font

To change text attributes:

- Click on the Text tool button. The cursor changes to an "I-Beam."

- Next, move the mouse cursor directly in front of the first letter to be selected.

- Press *and hold* the mouse button.

- While holding the mouse button, drag the mouse cursor to the end of the last character in the text you want to select.

- Release the mouse button.

The selected text (Figure 3–13) is shown in reverse video (white text on black background). If the wrong text is selected, repeat the selection process.

Figure 3–13.   Using the Text tool to select text and change attributes.

You can also select text by the following steps:

➤ Move the mouse cursor to the beginning of the text you want to select.

➤ Press and then release the mouse button.

➤ Move the mouse cursor to the last character in the text to be selected.

➤ Press *and hold* the **Shift** key, then press the mouse button once.

☞ You can extend or shorten an existing selection by using this **Shift** key and mouse combination. Note, however, that text cannot be selected across page or frame boundaries.

Once text is selected, you can assign as many of the Text attributes as you desire. For instance, to change the selected text to boldface and underline, click on the **Bold** option button, and then click on the **Underline** option button.

Clicking on the **Normal** option button clears all attributes from the selected text and returns the text *to the attributes set by the paragraph tag*.

☞ Clicking on the **Normal** option button returns the selected text to the font set by the paragraph tag. If the paragraph tag is set at bold, italic, etc. and you want to set the selected text's font to medium weight (not bold or italicized), use the **Set Font Attributes** option button described on the next page.

Text and font attributes that you set using the Text tool take precedence over font attributes applied with a paragraph tag. They will always override the attributes of the paragraph tag.

Change Text To The **Capitalize** option button converts selected text to initial capital letters. The **Upper Case** option button changes *every* letter to upper case.

The **Normal** option button restores text to the attributes specified in the paragraph tag. It does not, however, undo case conversions (e.g., uppercase to lowercase).

Set Font Attributes To change the font of selected text:

➤ Click on the Text tool button.

➤ Select the text whose font you wish to change.

➤ Click on the **Set Font Attributes** option button. The Font Setting For Selected Text dialog box (Figure 3–14) is displayed.
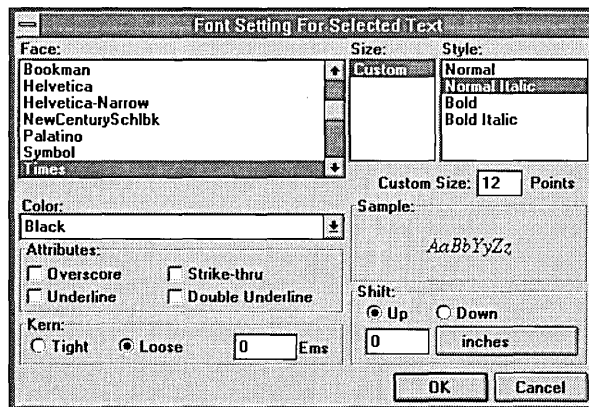
Figure 3–14.   Font Setting dialog box. Typeface selection shown is for PostScript printers.

➤ Select the **Face**, **Size**, **Style**, and **Color** you desire and then select the **OK** button.

☞ Custom colors defined using the **Define Colors** option will appear in the **Color** list box of this dialog box.

Interactive font selection

The interactive font selection feature allows you to increase and decrease the font of selected text one point at a time simply by pressing **Shift** plus the up or down arrow keys on your keyboard. To use this feature:

➤ Select the range of text you want to change.

➤ Press and hold either **Shift** key and press the up or down arrows on the keyboard. The font will increase or decrease by one point each time you press the up or down arrow.

Because the font size increases or decreases by one point each time you press the up or down arrow, *interactive* font selection works best when using a printer or typesetter for which **Custom Size** is enabled in the **Font** option dialog box (e.g., a PostScript printer). For other printers, you must press the up or down arrow several times to go from one font selection to the next. For example, if your printer has 14 and 18 point sizes available for a particular typeface, then you must press the up arrow four times to change from 14 to 18 point.

Interactive on-screen kerning and tracking

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 the word **VALUE** is kerned in the second line below.

Unkerned text: **VALUE**

Kerned text: **VALUE**

Tracking is the process of moving *every* letter in a word or sentence either further apart or closer together.

Interactive kerning/tracking can be used in several ways to:

• Make text fit a given space.

- Improve the appearance of large headlines.

- Locally adjust typography without creating a new paragraph tag.

This feature is particularly useful in creating headlines and titles, since you can instantaneously see the effect of your changes on the overall layout. This feature can also be used to manually kern (move to the left or right) individual characters.

To use the interactive kerning/tracking feature, follow these steps:

➤ Click on the Text tool button.

➤ Place the text cursor at the beginning of the text you wish to adjust. Press and hold the mouse button. Drag the mouse cursor over the range of text you wish to adjust and release the mouse button.

➤ Press and hold either **Shift** key and press the left or right arrow key on the keyboard.

Each time you press an arrow key, every letter in the selected text is moved closer together (left arrow) or further apart (right arrow).

Alternatively, after selecting the characters, click on the **Set Font Attributes** option button. The Font Setting For Selected Text dialog box (Figure 3–14) is displayed. Then:

➤ Set the **Kern** option to **Loose** to move the characters apart and to **Tight** to move the characters together.

➤ In the entry field, enter the amount of space to add (looser) or subtract (tighter) between each character.

The amount you enter is measured in *Ems*, where one Em equals the width of the @ character in the currently selected font. You will quickly discover that adding one full Em between each character makes a dramatic difference. Most kerning changes are made in small fractions of an Em.

To move an individual letter to the left or right

➤ Select only a single letter.

➤ Press and hold the **Shift** key.

➤ Press either the right or left arrow key. The text *following the selected letter* will move in the direction of the arrow.

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Shift text

You can shift selected text up or down. In the Font Settings For Selected Text dialog box (Figure 3–14), set the **Shift** option to **Up** to move the text up, or to **Down** to move the text down. Then enter the amount by which you wish to shift the text in the entry field.

Add, delete, copy, and move text

The Text tool allows you to add and delete text. When adding and deleting text, enable the **Show Tabs & Returns** option in the **View** menu in order to see hidden formatting characters.

To add or delete existing text:

➤ Move the mouse cursor to the point directly after the character to be edited and press the mouse button. A vertical text cursor is displayed, indicating that you can begin typing.

➤ Use the **Backspace** key to delete text directly to the left of the text cursor, and use the **Delete** key to delete text directly to the right of the text cursor.

➤ Press any character key on the keyboard to add text.

You can also add many characters not on the keyboard including:

• Foreign language and special typographic characters

• Math and Greek characters

• Line Breaks

• Special spaces

• Discretionary hyphens

Foreign language and special characters   Ventura Publisher can generate characters not normally found on a standard keyboard. These include foreign language and other special characters. These are useful for several tasks:

• Adding foreign words.

• Adding real typographic characters such as:

– Em dashes (— instead of – –)

– True typographic quotes (" " instead of ")

To add characters not on your keyboard:

➤ Locate the desired character and its ANSI code equivalent in Appendix E.

➤ Hold down the **Alt** key on the keyboard.

➤ Enter the ANSI code using the numeric keypad.

➤ After the number is entered, release the **Alt** key. The character is displayed on the screen.

For instance, to enter an accented lowercase E (é), press the **Alt** key and type **0233**.

You can delete foreign language and special characters and change their attributes just like any other keyboard character.

If a special or foreign 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.

Math and Greek characters Ventura Publisher provides a mathematical and Greek character set. Unlike the additional characters described in the previous section, these characters are selected by changing to the Symbol typeface. When you tag a paragraph with a symbol font tag, every character in the paragraph is converted to a symbol character. For instance, an upper case F (ANSI code 070) displays as Φ.

To change all characters in a paragraph to symbols, click on the Paragraph tool button, then create a new tag and change its typeface to **Symbol**.

To create occasional symbols within a paragraph:

➤ Place the text cursor at the beginning of the text you wish to change. Press and hold the mouse button. Drag the mouse cursor over the range of text you wish to adjust and release the mouse button.

➤ Use the **Set Font Attributes** option button to change this range of text to Symbol characters.

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 Break Example   Line breaks

This is a paragraph
which is broken
into three lines using a line break

This is a second paragraph

This is a third paragraph
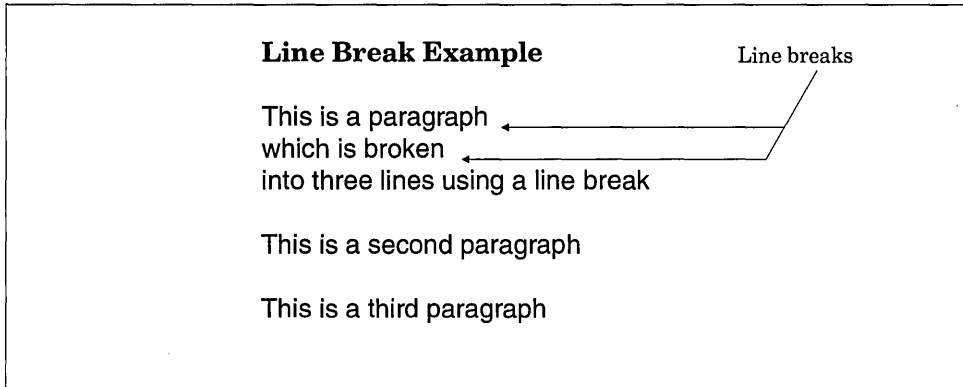
Spaces   Ventura Publisher can create several types of spaces that you can insert into your documents when working with the Text tool. Typical examples of situations in which you might use such spaces include:

- Inserting a *fixed width* space when you don't want the space between two words to change, or when you want to add space between two numbers in a table without causing the table to misalign.

- Inserting a *non-breaking* space when you want to keep two words together on the same line.

The fixed width spaces — **Em, En, Thin**, and **Figure** spaces — neither increase nor decrease in size during justification. When working with text rather than with numbers, choose from among the Em, En, and Thin spaces. The Em space is the width of the **M** character in any font (Ventura Publisher actually uses the @ character which provides better typographic results); the En space is the width of the lower case **n**; and the Thin space is the width of a period.

When you want to add space in tables of numbers that must remain aligned, choose the **Figure** space, which is the width of a number. All numbers are the same width, even in proportionally spaced fonts.

The non-breaking space, on the other hand, changes in width as space is added or subtracted to make a line justify. Use the non-breaking space to keep two words together on one line.

The following list summarizes the keyboard combinations used to create these special types of spaces:

Type of space	Keystrokes required
Em space	**Ctrl + Shift + M**
En space	**Ctrl + Shift + N**
Figure space	**Ctrl + Shift + F**
Thin space	**Ctrl + Shift + T**
Non-breaking space	**Ctrl + Space**

Discretionary hyphen

Use *discretionary hyphens* to tighten a loose line. A loose line is a line of text which contains too much space between words because the first word of the next line could not be hyphenated during the justification process. You can manually hyphenate this word by inserting a discretionary hyphen. Unlike a normal hyphen, a discretionary hyphen only appears if the word is at the end of a line. The following example shows how a discretionary hyphen can tighten a loose line.

> This line is too loose because the word **overextended** has not been hyphenated.
>
> This line is not loose because the word **over-extended** has been hyphenated with a discretionary hyphen.

Placing a discretionary hyphen at the *beginning* of a word suppresses hyphenation for that occurrence of the word. If you place a discretionary hyphen at the beginning of a compound word such as Alsace-Lorraine, then that word will not be broken, even at the normal hyphen.

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 - (hyphen) key. This hyphen is neither displayed on the screen nor printed unless the word needs to be hyphenated. If the **Show Tabs & Returns** option is enabled in the **View** menu, 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

The Basics

selection indicator box. Once you have displayed the discretionary hyphen, you can remove it by pressing the **Delete** key.

Start a new document

You can use Ventura Publisher just like any word processor to create new text files. The resulting files can be saved in any file format available (e.g., WordStar, WordPerfect, DCA).

- To create a new text file, click on the Text tool button and place the text cursor anywhere on the page. Begin typing.

- To place text at a *specific* location, use the Box Text tool to place the a box at the location you desire, then use the Text tool to begin typing text into this box.

- To save a text file, click on the **Save As** function button and save a new chapter. A text file will be created with the same file name as the chapter, but with the file extension for the word processor format that you most recently selected using **Load Text/Picture** option. If no other text files have been loaded, Ventura Publisher will save the new file in ASCII format.

To change the file extension or word processor format:

➤ Click on the Selector tool button.

➤ Select the page or frame containing the text.

➤ Click on the **File Type/Rename** option button.

➤ Change the default extension in the **New Name** entry field.

➤ Change the word processor file format by selecting the appropriate **Text Format** option.

Text editing hints

As you add or delete text, 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 **Page Down** key to go to the next page, and place the cursor at the point where you wish to resume editing.

As you add or delete text, you may occasionally see some extra "ink" around certain characters and ruling lines. Press the **Esc** key to redraw the page and eliminate this ink.

Text may suddenly disappear when you are editing near the end of a page or column. This is caused by the **Widows**, **Orphans**, 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 arrow keys, the current selection indicator displays the presence of special items (e.g., text attributes, index references, footnotes, frame anchors, etc.). If you cut the special item using the **Cut** function button or by pressing the **Delete** key, the special item will *not* be cut to the clipboard. To reinsert the special item, immediately select the **Undo** function button. If you wish to copy the special item to other locations, select the **Copy** function button or press **Shift + Delete** and the special item will be copied to the clipboard. The copied special item can then be pasted elsewhere by placing the text cursor at another location in the document and then pressing the **Insert** key.

To move, copy, or delete blocks of text, index references, footnotes, and anchors, refer to the **Cut**, **Copy**, and **Paste** sections of the **Edit** menu chapter.

☞ You can undo any cut to the clipboard by immediately selecting the **Undo** function button.

Ventura Publisher places attribute settings (bold, italic, superscript, etc.) at both the beginning and the end of a block of text that is set to that attribute. Although the attribute settings do not appear on the screen, the current selection indicator flags their presence when the text cursor passes over the point at which they are located. If you accidentally delete the attribute at the end of a block of text, the remaining text in the paragraph suddenly appears with that same attribute. Immediately select the **Undo** function button to reinsert the attribute code. To avoid this problem, look for the word **Attribute** in the current selection indicator before you delete text.

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

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

Tagging using the text tool

Whenever you press the **Enter** key, you automatically create a new paragraph which has the same tag as the last paragraph. You may change the tag of the paragraph in which the text cursor currently resides simply by selecting a tag from the Tags list. If you want to assign tags by using the keyboard keys instead of the mouse, you can assign frequently used tags to the special function keys on your computer's keyboard. (Refer to the **Assign Function Keys** option section starting on page 10–71.) Once a tag is assigned to a function key, pressing that function key while using the Text tool immediately tags the entire paragraph in which you are typing.

Multiple paragraph tagging using the text tool

You can very easily tag several consecutive paragraphs while using the Text tool.

➤ Select text spanning several paragraphs.

➤ Select a tag from the Tags list or press one of the function keys. All paragraphs included in the selection are tagged with the selected tag.

Page break

To create page breaks, you should follow these steps:

➤ Select a paragraph tagged with the Body Text tag.

➤ Click on the **Add New Tag** option button. Ensure the Body Text tag is displayed in the **Copy From** list box.

➤ Enter a descriptive name for the tag (e.g., New Pg After) and click on the **OK** button.

➤ Click on the **Breaks** option button and set the **Page Break** for this tag to **After**.

➤ Click on the **Update Tag List** option and then select the **Assign Function Keys** button. Assign this tag to the function key of your choice.

By pressing this function key while using the Paragraph tool or the Text tool in a paragraph tagged as Body Text, you can cause a page break to occur after the paragraph. If you want to create a page break after a paragraph tagged with a tag other than Body Text, or if you want to

create a page break within a paragraph, press **Enter** and then press the function key.

Changing tag attributes using the Text tool

The text tool allows you to change the attributes of the tag assigned to the paragraph in which the text cursor is placed. When the Text tool is placed in a paragraph of text (and a range of text is *not* highlighted), the option buttons display functions that allow for changing of the attributes of tag assigned to that paragraph. Simply select the desired option buttons and change the attributes of the paragraph in the same manner as you would using the Paragraph tool.

The Text tool and the tab bar

The tab bar allows you to interactively create, set, and delete tabs, adjust the **In From Left** and **In From Right** settings, and adjust the **In/Outdent Width** setting for the currently selected paragraph.

To use the tab bar, you must have the **Show Rulers** option in the **View** menu enabled.

Refer to the *Using the tab bar* section starting on page 3–54 for a description of the tab bar functions and how to use the tab bar with the Text tool.

The Basics

Table tool

A *table* is any text formatted in a row/column matrix. A *cell* is the intersection of a row and column.

Spreadsheets provide a simple example of row/column formatting. However, most tables have more than one line of text in each cell, and require horizontal and vertical lines, different alignment, and different background patterns for each cell in the matrix.

The Table tool allows you to:

- Create tables and forms.

- Apply different line attributes to a cell or group of cells.

- Apply a background tint to any cell or group of cells. Figures 3–15 and 3–16 show typical types of tables.

All table information is stored in the text file. Refer to Appendix D for information on table format.

Table tool option buttons

When the you click on the Table tool button, the tool option buttons change to display functions that are commonly used with the Table tool. The default set of Table tool option buttons is shown below.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
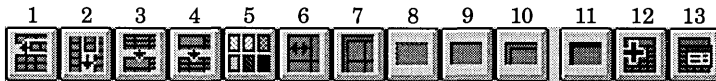
1 – Insert row	6 – Set column width	11 – Thick line style
2 – Insert column	7 – Default line style	12 – Add new table
3 – Join cells	8 – Hidden line style	13 – Edit table settings
4 – Split cells	9 – Single line style	
5 – Set tint	10 – Double line style	

Other Prisoner's Plea	Prisoner 1 Outcome	Prisoner 2 Outcome
Innocent	(2, 10)	(2, 10)
Guilty	(1, 5)	(1, 5)

Figure 3–15.   Simple table. All cells the same size.

Year	Main Memory		Control Memory		Processor Memory	
1973	64K Parity	1K x 1 Dynamic PMOS	1K PROM	256 x 4	32 registers	16 x 4
1974			1K PROM 1K RAM	PROM as above 1K x 1	32 registers	16 x 4 Schottky bipolar
1975	64K Error Correction	4K x 1 Dynamic NMOS				
1976			2K PROM 1K RAM	1K x 4 PROM Schottky bipolar RAM		
1977	256K Error Correction	16K x 1 Dynamic Si gate NMOS				
1979			1K PROM	4K x 1 RAM	8 x 32	256 x 4

Figure 3–16.   Table where different cell sizes are used.

Insert new table

You can insert a table between any two paragraphs while using either the Table tool or Text tool. You then insert text into the table using the Text tool. To modify the structure of the table, use the Table tool.

To create a table, follow these steps:

➤ Click on the Table tool button.

➤ Place the table cursor between the two paragraphs where the table is to appear. The location for the table is marked by a short horizontal line.

➤ Click on the **Insert New Table** option button. The dialog box shown in Figure 3–17 is displayed.

You can also insert a table while using the Text tool as follows:

➤ Click on the Text tool button.

➤ Place the text cursor at the beginning of the paragraph to follow the table or end of the paragraph which will precede the table.

➤ Select the **Insert Special Item** option from the **Text** menu.

➤ From the secondary menu, select **Table**. The Insert/Edit Table dialog box (Figure 3–17) is displayed.
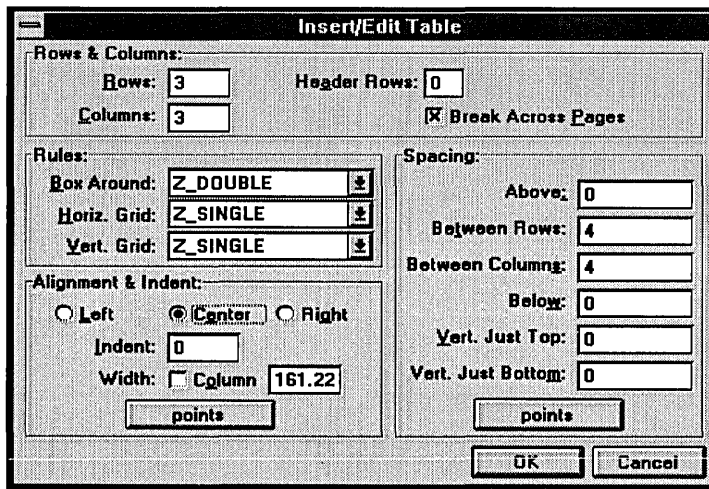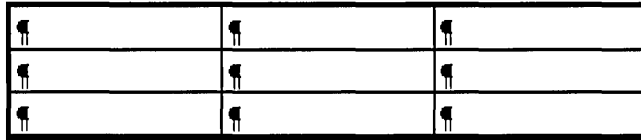
Figure 3–17. Insert/Edit Table dialog box.

Once the Insert/Edit Table dialog box is displayed, select the **OK** button to accept the default table values. A three row by three column table is displayed at the current location of the text cursor (See Figure 3–18). For information on how to change the settings in this dialog box, refer to page 13–10.

Figure 3–18.   Table which results from the settings in Figure 3–17.

Entering text into the table

Use the Text tool to type text into the table. As you add text, new lines are automatically created and the row height increases to accommodate these new lines. Only one paragraph is allowed per cell. Use line breaks (**Ctrl+Enter**) to create additional lines of text within a cell.

Use the cursor control keys to move the text cursor through the text within a cell. The arrow keys also move the text cursor to the next cell.

You can cut, copy, and paste text within a cell, but you cannot select text in more than one cell at a time. You can cut and paste entire rows and columns as described in the next subsection.

Edit tables

When you first create a table, the Insert/Edit Table dialog box shown in Figure 3–17 is displayed. This dialog box lets you define the row/column grid into which your table entries are placed. Once you have defined a table, you can select and modify portions of it as follows:

➤ Click on the Table tool button.

➤ Position the mouse at the upper left hand corner of the first cell in the portion of the table that you wish to select.

➤ Press and hold the mouse button.

➤ Move the mouse to the lower right hand corner of the cell at the end portion of the table you wish to select.

➤ Release the mouse button. A gray textured outline highlights the selected portion of the table.

Using this method, you can select:

- Any horizontal or vertical line between cells in the table.
- Any single cell.
- Any contiguous group of cells.
- The entire table.

You cannot select more than one contiguous group of cells at one time.

Once you have selected a portion of the table, you can modify it in any one of the following five ways:

- Cut, copy, and paste rows and columns. You can exchange one row with another, eliminate unwanted information, or copy information to another table. You can also remove the entire table.
- Change every cell in the table. Select any portion of the table and then click on the **Change Settings** option button. This lets you change any of the values originally specified in the Insert/Edit Table dialog box except the number of rows and columns.
- Add a new column or row. Place the table cursor at any point in the table, then select the **Insert Row** or **Insert Column** option buttons. The new column or row will be inserted either above (in the case of a row) or to the left of (in the case of a column) the current cell.
- Change column widths. Select any cell or group of cells and then click on the **Set Column Width** option button. You can also interactively change the width of a column by pressing the **Alt** key while dragging the column to a new location using the mouse.
- Apply cell attributes. Select any horizontal line, vertical line, cell, or group of cells and then apply an attribute from the **Table** menu. Use this to make one large cell out of several adjacent cells (**Join Cells**), apply a background tint, or override the default ruling lines between cells.

Cut/copy/paste rows and columns

Using the Table tool, you can cut or copy rows and columns. This lets you interchange one row or column with another. To do this:

➤ Click on the Table tool button.

➤ Select the row(s) or column(s) you wish to cut or copy. You only need to select a portion of the row(s) or column(s).

➤ Click the **Cut** function button to remove the row or column from the table and place it on the clipboard. A message is displayed asking you if you want to Cut/Copy rows or columns. Make the appropriate choice. Or, select the **Copy** function button to copy the row or column to the clipboard.

Once you have cut or copied a portion of the table onto the clipboard, you can paste this table segment to another location in the table. To do this:

➤ Select the line between the rows or columns where you wish to insert the portion of the table stored on the clipboard. Even if the ruling line is hidden, the line between rows and columns still exists and can be selected.

➤ Click on the **Paste** function button.

➤ Select whether to insert the table segment between rows or between columns. You can cancel if you decide not to paste.

If you select the entire table, you can cut or copy the entire table. An alert message is displayed warning you that the entire table will be removed.

Change every cell in the table

To modify the entire table:

➤ Click on the Table tool button.

➤ Select any portion of the table and then click on the **Change Settings** option button.

➤ The Insert/Edit Table dialog box is displayed. Make the changes you wish. (Refer to page 13–10 for a complete description of this dialog box.)

Apply cell attributes

While using the Table tool you can apply any of the attributes from the **Table** menu to any block of selected cells in the table.

Tag a cell

Each cell in the table is initially tagged with a tag called Table Text. However, you can tag any cell in the table with other tags in order to change text alignment within a table cell or create certain special effects. While you can assign any Paragraph tool attribute option to tags which you apply to a table cell, only a few of these attributes are useful for tables. The most useful Paragraph tool attribute option for tables is the **Alignment** option.

One advantage of the Table tool is that you can create most tables with only a few tags. For instance, if you occasionally want to change the font of text within a cell, select the text using the Text tool and use Text tool options rather than creating a new tag. If you need more space between lines in a particular cell, change to Text tool and use a line break (**Ctrl+Enter**) rather than create a new tag with more space above or below.

The following subsections describe how each of the Paragraph tool options can be used for text within a table.

Font   You can create a tag with a different font. This is useful for table headings. However, as mentioned before, for occasional font changes you may find it easier to simply select text in the cell (using the Text tool) and then change its font using the **Set Font Attributes** option button (or the **Shift +** up/down arrow shortcut). If you set the **Grow Inter-Line To Fit** option to **On** in the **Paragraph Typography** dialog box, any font size changes will automatically cause the space between lines to increase, and the row to grow.

Alignment   The Paragraph tool **Alignment** option is the most important option to use for table tags. The four settings which are particularly useful are:

- Horizontal alignment
- Vertical alignment
- Rotated text
- In from right to decimal

Various combinations of horizontal and vertical alignment let you place the text in any corner, any side, or in the center of a cell. In addition, if you use the Paragraph tool **Alignment** option and set the **Horiz. Alignment** option to **Decimal**, you can align numbers by a fixed amount from the right side of each cell.

If you choose rotated text, you should limit the **Maximum Rotated Height** of the text to limit the vertical height of the cell. Use a line break (**Ctrl+Enter**) to limit the length of any line of the rotated text.

Spacing

Click on the Paragraph tool **Spacing** option button and use the **Above** option to move the text down within a cell, although a line break (**Ctrl+Enter**) may be simpler if you want to move text only occasionally. Change the **Inter-Line** option setting to change the space between lines within a given cell.

☞ To move *all* text in the table away from the ruling lines between each cell, click on the Table tool button, select any part of the table and click on the **Change Settings** option button. The **Space Between Rows** and **Space Between Columns** option settings determine the spacing between the lines of the table and the text entered in the table cells. To apply spacing globally to the text in tables throughout your document, use Paragraph tool **Spacing** option and set the **In From Left** and **In From Right** settings to adjust the spacing for the Table Text tag.

Breaks/Special Effects

The Paragraph tool **Breaks** and **Special Effects** options are not particularly useful for most tables. Set the **Line Break** option to **Before** or **After**, and the **Keep With Next** option to **No**.

Tab settings

The Table tool eliminates the need for tabs, although you can still use tabs within a cell in a table, if the need should arise.

The **Auto-Leader** option in the Tab Settings dialog box is *very* useful however. This option lets you automatically fill a table cell with any character, such as a dash or period. To use this feature:

➤ Click on the Paragraph tool button and select a cell paragraph to which you want the auto-leaders applied.

➤ Generate a new tag name using the **Add Tag** option button.

➤ Click on the **Tab Settings** option button.

➤ Set the **Auto-Leader** option to **On**, then select a **Leader Character** and **Leader Spacing** option. Click the **OK** button to exit the dialog box.

➤ Click on the **Spacing** option button and set the **In From Left** and **In From Right** settings to limit the width of the leader within the cell. Click on the **OK** button to exit the dialog box.

If you tag a blank cell, the leader character immediately fills one line of the cell. If you tag a cell which contains text, the leader character formats from the end of the last line of text to the right margin of the cell. You don't need to enter a tab character to make the leaders appear.

Attribute Overrides

The Paragraph tool **Attribute Overrides** option allows you to define line attributes that can be applied to selected text. Also, if you set the **Line Width** option to **Margin-Wide**, any line attribute will automatically extend across the entire cell, minus any **In From Left** or **In From Right** values in the Spacing dialog box and **Space Between Columns** value in the Insert/Edit Table dialog box. This is useful to make the applied line attribute always cover the width of the cell, regardless of how much text a line contains. Use this for the double underline for subtotals in tables. For most table tags, set the **Line Width** option to **Margin-Wide**.

Paragraph Typography

The most useful feature within this dialog box is **Grow Inter-Line To Fit**. *Set this option to* **On** *for most table tags*. When turned on, you can select text within a cell and increase its font size, and the inter-line space automatically adjusts to make room for the larger font.

Ruling lines

You can place ruling lines above or below text. These rules will appear within the cell and should not be confused with the table rules, which appear around the table and between cells.

Recommended table tags

You can create many tables with just the following tags:

Tag Name	Tag Settings
Table Left	Horizontal alignment = Left Vertical alignment = Middle
Table Center	Horizontal alignment = Center Vertical alignment = Middle
Table Decimal	Horizontal alignment = Decimal In From Right to Decimal = 2 picas Vertical alignment = Middle
Table Leaders	Horizontal alignment = Center Vertical alignment = Middle Tab Auto Leaders = On (select Leader character other than space)
Table Rotate	Horizontal alignment = Left Vertical alignment = Top Text Rotation = 90 Maximum rotated height = 3 picas (adjust as necessary to fit your table)

The following table shows some of the most common effects created with tags. In addition to those shown, you can create a large variety of alignment effects by combining the settings in the **Alignment** and **Spacing** option dialog boxes. In general, try to minimize the number of table tags you create. Use the **Text** menu **Set Font Attributes** option dialog box to set font attributes, and line breaks (**Ctrl+Enter)** to create additional space between lines.

Leaders	Rotated Text	Line Width Margin Wide	Decimal Alignment
. . . .	Rotated text	1,768.90 123.45 <u>(25.34)</u> 1,867.01	(123.45) 4,555,123.23
This is tagged the same as the cell above, but the cell above contains no text at all.	More rotated text	<u>1,867.01</u> 34,158.54	23,455.78

PRN to table import filter

The PRN to Table import filter can automatically recognize columnar data and convert it into a table. This converter can read a Lotus 1-2-3 PRN, dBase TXT, or similar file. Other spreadsheet and database programs can produce files which can be read directly by this converter. Once you create the file, you can then use the **PRN to Table** option in the Load Text/Picture dialog box to insert the resulting table anywhere in the text of your document.

The data in the text file created by your spreadsheet or database must be formatted with at least two spaces between each column. Refer to the documentation that accompanied your database or spreadsheet application for procedures on creating a print file. Additional information about exporting spreadsheet and database information in a format suitable for import into Ventura Publisher can be found in the *Text From Other Programs* chapter (Chapter D).

☞ If the **Destination** option is set to **List of Files,** when the .PRN file is imported, a file with the same name, but a .TBL extension, is created. Any editing done to the imported table while in Ventura Publisher will be reflected in the .TBL file and not in the .PRN file. If the .PRN file is subsequently edited outside of Ventura Publisher and the chapter containing the .PRN file is opened again, a new .TBL file will be created and any previous edits made to the table while in Ventura Publisher will be lost.

If the **Destination** option is set to **Cursor**, the .PRN file is incorporated into the existing text file loaded in the chapter, and any editing done to the .PRN file outside of Ventura Publisher will not be reflected in the chapter. This is the recommended way of incorporating .PRN files.

Graphic tools
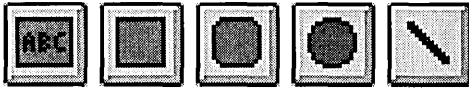
The graphic tools allow you to draw lines, ellipses, circles, square-corner rectangles and squares, and rounded-corner rectangles and squares. You can also place text in a box and move this box anywhere on a page. Once you have drawn these objects, you can assign different line and fill attributes to each of them. You create drawings either on the current page or attached to a selected frame.

To cut, copy, or paste graphics, use the Selector tool.

The graphic tools are designed to let you:

- Draw call-outs for pictures which you have loaded into frames from other drawing programs.

- Place additional ruling lines and crop marks anywhere on the page.

Graphic tool option buttons

The graphic tool buttons are used to create various graphics on the current page. When the you click on one of the graphic tool buttons, the tool option buttons change to display functions that are commonly used with the Selector tool for editing the graphics. However, these option buttons are grayed and not available for selection until the Selector tool is enabled and a graphic selected. Refer to the Selector tool section for a description of the tools available for editing the graphics after they are created.

Attaching graphics to frames

Graphics are attached either to the base page or to a specific frame. If you attach a graphic to a frame, the graphic will be moved with the frame when that frame is moved, cut, or copied. The ability to tie graphics to frames is useful for creating callouts or adding typographically sophisticated text to pictures and graphs. Also, since frames can be anchored to the text, tying graphics to frames allows you to

anchor graphics to a specific point in the text. This feature is useful when you want to keep illustrations and the text that refers to them on the same page.

To attach a graphic to a frame or page, use the Selector tool to select the frame or page, and then use the graphic tools to draw graphics.

☞ To attach existing graphics to a different frame, simply cut the graphic as describe later in this section, select the frame to which the graphic should be attached, and paste the graphic back onto the page.

Grid settings

Graphics can be snapped to an invisible grid which is defined using the **Grid Settings** option (Figure 3–19). The grid setting can be different for each frame or for each inserted page in the chapter.
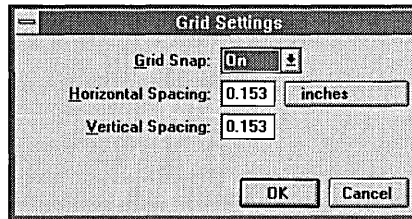
Figure 3–19.   Grid Settings dialog box.

The grid settings helps you align different graphic objects with one another. Refer to the **Grid Settings** option section in the **Graphic** menu chapter for more details.

Drawing graphics

➤ Using the Selector tool, select the frame to which the graphic should be attached.

➤ Click on one of the graphic tool buttons.

➤ Place the mouse cursor where you want the drawing to begin. Press and hold the mouse button.

➤ Move the mouse to create the desired size and shape of the object.

➤ Release the mouse button when the desired size and shape has been obtained.

After each graphic is drawn, Ventura Publisher automatically changes to the Selector tool, so you can move or resize the graphic just drawn.

Drawing multiple graphics If you want to draw several graphics of the same kind, you can retain the drawing tool currently selected, by depressing and holding either **Shift** key while drawing each graphic. As long as you depress the **Shift** key while drawing the graphic, the drawing tool remains available.

Squares, circles, and constrained lines If you press and hold the **Alt** key while you draw or resize a graphic, the graphic will be constrained to perfect proportions. This means that you get:

- A perfect circle instead of an ellipse

- A square instead of a rectangle

- Horizontal, vertical, or 45° lines

Selecting graphics

Graphics are selected and manipulated using the Selector tool. To select a graphic:

➤ Click on the Selector tool button.

➤ Place the cursor within the area of the graphic and click the mouse button.

Handles will appear around the graphic. Also, the current selection indicator shows the type of graphic currently selected (e.g., circle, line, rectangle, box text).

Selecting multiple graphics Multiple graphic objects can be selected by pressing and holding either **Shift** key and then selecting each individual graphic. These graphics can then be cut, copied, pasted, or moved. Attributes can be applied simultaneously to all selected graphics if they are of the same type (e.g., all rectangles).

☞ Only multiple graphics tied to the same frame can be selected this way.

All graphics associated with a frame can be selected by selecting the frame to which they are attached and then clicking on the **Select All** option button or pressing **Ctrl+Q**.

Selecting graphic on bottom

When one graphic is completely covered by another graphic, it sometimes seems impossible to select the graphic on the bottom. To select a graphic which is covered by several other graphics:

➤ Click on the Selector tool button.

➤ 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.

Resizing graphics

Once a graphic is drawn, you can resize it as follows:

➤ Select one or more graphics as describe previously in this section.

➤ Place the mouse cursor over one of the little black *handles* around the edge of the graphic (or any one of the graphics if more than one graphic is selected).

➤ Press and hold the mouse button, drag the handle to resize the graphic or graphics, and then release the mouse button.

☞ When resizing multiple graphics, all graphics in that group will change size proportionally.

Moving graphics

To move a graphic:

➤ Select one or more graphics as described previously in this section.

➤ Place the mouse cursor within the area of the graphic (or within the area of any one of the graphics if more than one is selected).

➤ Press and hold the mouse button and drag the graphic or graphics to its new location. Release the mouse button.

Changing graphic attributes

To change attributes of a graphic:

➤ Select one or more graphics as describe previously in this section.

➤ Click on the **Line Attributes** or **Fill Attributes** option buttons and make the appropriate selections. (Refer to the **Fill Attributes** and **Line Attributes** options section in the **Graphic** menu chapter for more information.)

Repeating graphics

Normally, graphics tied to the current page will show on that page only. They can, however, be made to repeat on every page as follows:

➤ Select the graphic you wish to appear on all pages.

➤ Click on the **Show On All/This Page(s)** option button.

To prevent a graphic from repeating on all pages:

➤ Select the repeating graphic from any page.

➤ Click on the **Show On All/This Page(s)** option button.

Superimposed graphics If graphics are placed on top of one another, the last graphic drawn is always placed on top. To change this order, first select the graphic you wish to move, then click on either the **Send to Back** or **Bring to Front** option button. The selected graphic is then placed either on the bottom of all graphics associated with this frame (**Send to Back**), or on the top (**Bring to Front**).

Figure 3–20 shows a line behind a rectangle. Figure 3–21 shows the result of selecting the line and then clicking on the **Bring to Front** option button.

Figure 3–20.   *Line behind a rectangle.*   Figure 3–21.   *Line brought to front of rectangle.*

Box text

The Box Text tool feature allows you to 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:

➤ Use the selector to select a frame (or the page) to which the box text will be attached.

➤ Click on the Box Text tool button.

➤ Draw a box in the same manner as you would draw a frame.

If the **Show Tabs & Returns** option in the **View** menu is enabled, you will notice that the end of file marker (a small square) is displayed within the box. This shows you where to place the text cursor to begin typing. If necessary, use the Selector tool to make the box larger or smaller, to hold more or less text. Click on the Text tool button and enter text into this box.

The text entered into this box is stored in the chapter's caption (.CAP) file.

The line and fill attributes of the box text graphic can be changed the same as any other graphic.

The text entered in a box text graphic is initially assigned the Z_BOXTEXT tag. The attributes of this tag can be changed using the

Text and Paragraph tools the same as any other text in Ventura Publisher. Additionally, any tag in the style sheet can be assigned to the box text.

Box text callouts Use the box text and graphic line features to place callouts outside, but attached to, a frame that contains a picture.

By creating box text and lines with arrow ends attributes, you can create callouts to annotate pictures placed in frames.

By attaching the box text and line callouts to the frame containing the picture, moving the frame will cause the entire set of graphics to move as a single unit.

Using the tab bar

The tab bar allows you to interactively create, set, and delete tabs, adjust the **In From Left** and **In From Right** settings, and adjust the **In/Outdent Width** setting for the currently selected paragraph.

To use the tab bar, you must have the **Show Rulers** option in the **View** menu enabled.

When placing and moving tabs on the tab bar, the tabs will *snap* to the tick marks on the ruler. The unit of measure used for the rulers can be set using the **Set Ruler** option in the **View** menu. Refer to the *Set Ruler* section starting on page 7–5 for information on setting the unit of measure for the rulers.

☞ Tabs and temporary margins are measured from the edges of the column, not the page. When the rulers are displayed and a paragraph selected, the zero point of the ruler will adjust to correspond to the left column edge for the currently selected paragraph. This allows you to better adjust the tab bar markers visually rather than having to calculate the difference between the set zero point and the actual column edge.

Once the Selector tool is enabled, or all paragraphs are deselected, the ruler zero point will return to the position set using the Set Ruler option or the interactive zero point adjustment feature.

Interactive tabs

The tab bar allows you to interactively adjust the tab settings for the selected paragraph. When a paragraph is selected, the tabs set for that paragraph are displayed in the tab bar (Figure 3–22).
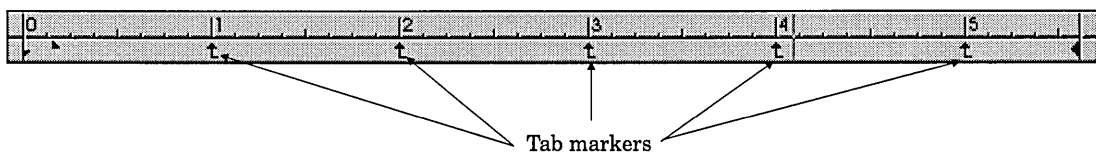
Figure 3–22.   Tab bar with default tabs for the Body Text tag.

Placing a new tab

To interactively place a new tab:

➤ Click on either the Paragraph tool or the Text tool button.

➤ Select a paragraph to which you want to interactively add a tab. Remember, the tab is actually added to the paragraph's tag. In other words, if you add a tab to one paragraph with that tag, you add it to all paragraphs with that tag.

➤ Click on the tab button of the type of tab you want to place. The following are the tab types:

• ⬚↑ Left tab — text is left aligned at the tab location.

• ⬚↑ Center tab — text is centered at the tab location.

• ⬚↑ Right tab — text is right aligned at the tab location.

• ⬚↑. Decimal tab — text is decimal aligned at the tab location.

➤ Click on the tab bar at the location you want the new tab. The tab snaps to the nearest increment marker on the ruler. If you want to place the tab without snapping to the ruler, hold the **Ctrl** key down while placing the tab.

Moving a tab

To interactively move a tab:

➤ Click on either the Paragraph tool or the Text tool button.

➤ Select a paragraph that has a tab you want to interactively move. Remember, the tab is actually a part of the paragraph's tag. In other words, if you move the tab in one paragraph with that tag, you move it in all paragraphs with that tag.

➤ Place the mouse cursor over the tab marker you want to remove.

➤ Click and hold the mouse button.

➤ Slide the tab marker to its new location and release the mouse button. The tab snaps to the nearest increment marker on the ruler. If you want to place the tab without snapping to the ruler, hold the **Ctrl** key down while moving the tab.

Deleting a tab

To interactively delete a tab:

➤ Click on either the Paragraph tool or the Text tool button.

➤ Select a paragraph from which you want to interactively delete a tab. Remember, the tab is actually deleted from the paragraph's tag. In other words, if you remove a tab from one paragraph with that tag, you remove it from all paragraphs with that tag.

➤ Place the mouse cursor over the tab you want to remove.

➤ Click and hold the mouse button.

➤ Slide the tab off the ruler and release the mouse button.

Interactive in/outdent and paragraph margins

The tab bar allows you to interactively adjust the **In From Left** and **In From Right** settings, and adjust the **In/Outdent Width** setting.

Three separate markers are interactively set on the ruler: the first line in/outdent marker, the temporary left margin marker, and the temporary right margin marker. These settings are associated with a paragraph tag and are stored in the style sheet. Before you can change these settings, you must first select the paragraph with which you want to work.

Using either the Paragraph tool or the Text tool, select the desired paragraph. The markers for that tag are displayed on the tab bar (Figure 3–23).

In/outdent marker

Temporary left margin marker   Temporary right margin marker
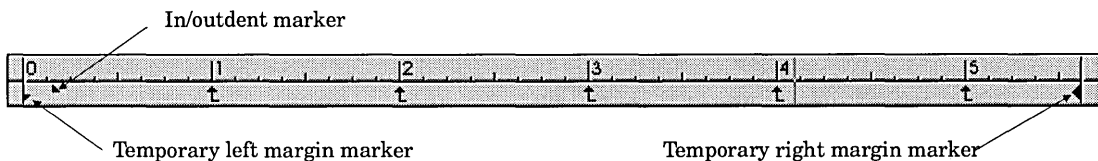
Figure 3–23.   Tab bar with tab, in / outdent, and temporary margin markers.

☞ Refer to the *Spacing* section starting on page 10–10 for more information about how the temporary left and right margins work. Refer to the *Alignment* section starting on page 10–5 for more information on setting the In/outdent Width setting.

In/Outdent marker   The in/outdent marker sets the first line indent or outdent for the paragraph. It interactively changes the **In/Outdent Width** value in the Alignment dialog box. To interactively change the first line in/outdent of a paragraph:

➤ Ensure that the paragraph you want to work with is selected.

➤ Click on and hold the top indent marker (if the rulers aren't visible, enable the **Show Rulers** option in the **View** menu).

➤ Slide the in/outdent marker to the desired location and release the mouse button. The marker snaps to the nearest increment line of the ruler. If you want to place the marker between increments, hold the **Ctrl** key down while moving the marker.

☞   The number of lines in/outdented using this marker is set using the **In/Outdent Height** setting in the Alignment dialog box. Refer to page 10–5 for information on setting the number of lines affected by the in/outdent marker.

Temporary left margin marker   The bottom, left marker sets the temporary left margin of the paragraph. It interactively changes the **In From Left** value in the Spacing dialog box.

➤ Ensure that the paragraph you want to work with is selected.

➤ Click on and hold the temporary left margin marker (if the rulers aren't visible, enable the **Show Rulers** option in the **View** menu).

➤ Slide the indent marker to the desired location and release the mouse button. The marker snaps to the nearest increment line of the ruler. If you want to place the marker between increments, hold the **Ctrl** key down while moving it.

Temporary right margin marker   The right marker sets the temporary right margin of the paragraph. It interactively changes the **In From Right** value in the **Spacing** dialog box of the **Paragraph** menu

➤ Ensure that the paragraph you want to work with is selected.

➤ Click on and hold the temporary right margin marker (if the rulers aren't visible, enable the **Show Rulers** option in the **View** menu).

➤ Slide the marker to its new location and release the mouse button. The marker snaps to one of the increment lines of the ruler. If you want to place the marker between increments, hold the **Ctrl** key down while moving it.

The Basics

Using Ventura Publisher as a word processor

Differences from a word processor

The Text tool provides a built-in text editor. Like a word processor, the Text tool allows you to add, delete, move, and copy text. However, unlike a conventional word processor, the text is displayed in the *exact location* and in the *format* that you will see on the final printed page. This results in the following differences in operation compared to most word processors:

- You must always use the mouse to place the text cursor on the page at the location where you want to edit text *before* you begin typing.

- Since you can place text anywhere on the page (by placing text in a frame or in box text), paragraph measurements are calculated from the left column edge, *not from the edge of the page*. For instance:

    - **Tab Settings** are measured from the left edge of the current column.

    - **Paragraph Alignment** and **Spacing** are also measured from the left edge of the current column.

Word processing in Ventura Publisher

You can create a new document directly within Ventura Publisher, without ever using an external word processor. Follow these steps:

➤ Ensure that you start with a new chapter by clicking on the **New** function button. Select a style sheet to use with the new chapter, or click on the **Cancel** button to use the currently loaded style sheet. If the **New** function button is not available, this means that an empty, untitled chapter is already displayed.

➤ Click on the Text tool button.

➤ Move the mouse cursor to the upper left corner of the page and press the mouse button once.

➤ Begin typing.

➤ Click on the **Save As** function button. The file name you choose will create both a chapter file and a text file. The chapter file will have the

extension CHP and the text file will have whatever extension and whatever file format you specified the last time the **Load Text/Picture** option was used.

You may want to create a different text file name or word processor format from those automatically provided when you click on the **Save As** function button. To do this, follow these steps prior to using the **Save As** function button:

➤ Click on the Selector tool button.

➤ Select the frame containing the text.

➤ Click on the **File Type/Rename** option button.

➤ Enter the name of the text file (including the extension) you wish to create in the **New Name** entry field.

➤ Select the desired a **Text Format** option then click on the **OK** button.

When you save the chapter using the **Save** or the **Save As** function buttons, the text files will be saved with the file name and format you specify. The chapter must be saved before the text file will be saved in the specified format.

The Basics

How to produce style sheets

Style sheet definition

A style sheet is a computer file which controls text attributes (e.g., font, line spacing, color) and text placement (e.g., widow & orphan control, keep with next) for each paragraph in your document. When you design a style sheet, you give each set of typographic attributes a name. These names are called *tags*.

You assign attributes from the style sheet to each paragraph in the document by first selecting a paragraph and then selecting the appropriate tag from the Tags list. When you assign a tag name to a paragraph, the tag name is inserted invisibly into the paragraph, and the paragraph is reformatted according to the attributes contained in the style sheet for that tag name.

The style sheet approach allows you to apply the same typographic formats to many chapters, regardless of which word processor you used and regardless of who wrote the chapter. It also allows you to instantly change the format of an entire chapter by loading a different style sheet.

Loading a style sheet

Load an existing style sheet by clicking on either the **Load Diff. Style** or **New** function button and selecting a style sheet name from the Open File dialog box. Once you have loaded a style sheet, you can modify it by:

- Changing the Paragraph tool option settings.
- Changing the setting for the **Page Size & Layout**, **Chapter Typography**, **Widows & Orphans**, **Auto-numbering**, and **Footnote** settings.
- Modifying the Frame tool options settings for the page.
- Loading a new printer width table.

If you save either the style sheet or the chapter, the changes made are saved in the original style sheet file. However, if you click on the **Save Style As** function button, and specify a new file name, then a new style sheet is created and the original style sheet remains unchanged.

☞ Any modification to the style sheet is saved whenever you save the current chapter. If you don't want these changes to affect other chapters which use the same style sheet, click on the **Save Style As** function button and enter a different style sheet name *before* saving the chapter.

To assure that a style sheet is never modified, use the File Manager to set the style sheet file attribute to READ-ONLY.

Creating style sheets

To create a style sheet, follow these steps:

➤ Click on the **new** function button to start a new chapter and load a different style sheet. Most people find it easier to modify an existing design than to create a completely new style sheet. If you *do* want to start with a blank style sheet, load the DEFAULT.STY style sheet from the TYPESET directory.

➤ Click on the **Save Style As** function button to save the style sheet under a new name. This keeps you from accidentally modifying an existing style sheet and any chapter using that style sheet.

➤ Click on the Text tool button and enter some sample text on the base page. As you make changes to the style sheet, you can see the effects on this sample text.

➤ Click on the Selector tool button and select the base page frame. Click on the **Margins & Columns** option button and enter information for both the left and right page. If the document is to be bound, add additional space to the right margin on left facing pages, and to the left margin on right facing pages, to allow space for the binding.

➤ Change the settings for **Headers & Footers**, **Page Size & Layout**, **Chapter Typography**, **Auto-Numbering**, and **Footnote Settings** options. These five options are stored with the style sheet.

➤ Set the page's vertical rules. Click on the **Vertical Rules** option button, and enter information for both the left and right page.

➤ Modify existing tags. Use the Paragraph tool to select the sample text. Either select a tag that you wish to modify from the Tags list, or select the **Add New Tag** option button to create a new tag. Use the Paragraph tool options 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, it is good practice to examine each of the Paragraph tool options starting with

The Basics

the **Font** option and working across the option buttons to the **Define Colors** option. Any changes that you make 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.

☞ Hint: use **Ctrl + X** to immediately retrieve the last option.

➤ Create new tags. To create a new tag name, click on the Paragraph tool button and tag a paragraph with a tag similar in design to the one you want to create. Then click on the **Add New Tag** option button. Enter a name for the new tag and click the **OK** button. The new tag name is then added to the Tags list, and the new tag is assigned to the selected text automatically. Once you have created a new tag, modify it by following the directions given in the previous instructions.

➤ Save the style sheet. Click on the **Save Style As** function button. Enter a *new name* if you want to create a new style sheet. Otherwise, select an existing name from the directory list, and then click on the **OK** button.

➤ Delete unwanted tag names. Click on the **Update Tags List** option button and use the **Remove Tag** option to remove any tags you do not need. The Body Text tag cannot be removed. Save the style sheet again to save any changes made in the Update Tags List dialog box.

➤ Click on the **Print Stylesheet** option button in the Update Tags List dialog box to produce a printed copy of all the settings in the style sheet. The **Print Style Sheet** option actually produces a file that you can load into Ventura Publisher and then print.

Examine the printed copy to make sure that the settings for each tag are correct. Pay particular attention to the font, spacing, and the breaks settings. If you want Body Text in adjacent columns to align, you must make the total spacing above and below each paragraph equal to a multiple of Body Text spacing (refer to the **Spacing** section in the **Paragraph** menu chapter for further details).

☞ You should save any style sheets to which you have made modifications under a different name. This assures that you don't inadvertently change the format of other documents.

Menu options stored with style sheet

The following are stored with the style sheet:

• All paragraph tag settings

- Margin and column settings for the page. (Margin and column settings for each individual frame are stored with the chapter.)

- Page layout settings

- Chapter typography settings (except Widows & Orphans)

- Auto-numbering settings

- The printer width table name

Tag Names

Most good designs use very few different tags. Although Ventura Publisher allows you to 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 should consist of only a few tag names.

Pick tag names that are short, so that the user can enter them easily into the original word processor. (Refer to 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 Tags list. For instance, the names *Heading* and *Sub Heading* definitely reflect a hierarchy, even though the two names will appear in different parts of the alphabetized Tags list. 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 approach allows you to instantly reformat old text with new style sheets, and also reduces training as you design new style sheets.

Unexpected new tags in style sheet

Text which you load using the **Load Text/Picture** option may contain tag names which do not match the tag names in the current style sheet. Ventura Publisher adds these names, in capital letters, to the style sheet. They are assigned Body Text attributes.

So that you may differentiate these added tag names easily from the tags you have already created, you should always enter tag names in lower case, or with initial capitals. You can then see whether the style sheet in use matches the tags already in the text. If you see a tag name in all capital letters, indicating that a mismatch has occurred, either select the correct style sheet, or modify the upper case tag attributes, as appropriate. If you do modify the uppercase tags, click on the Paragraph tool **Update Tag List** option button and use the **Rename Tag** option to rename the tag name using lower case or initial capitals.

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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, you can modify these generated tags like any other tag. For instance, to put a ruling line under each header, first click on the Paragraph tool button, then select the header and, finally, click on the **Ruling Line Below** option button to add the ruling line.

Generated tags are always preceded by the capital letter *Z*. These tags are usually not shown in the Tags list because they are not generally assigned to any non-generated paragraph. However, by selecting the **Preferences** option in the **Edit** menu and setting the **Generated Tags** option to **Shown**, you can have all generated tags displayed in the Tags list.

The following table lists the generated tags that Ventura Publisher will produce.

Z_HEADER	Header text
Z_FOOTER	Footer text
Z_CAPTION	Caption text (entered directly in the caption frame)
Z_SEC1 thru Z_SEC10	Auto-number section numbers
Z_LABEL FIG	Anchors and Captions dialog box figure number insert
Z_LABEL TBL	Anchors and Captions dialog box table number insert
Z_LABEL CAP	Anchors and Captions dialog box text (no inserts or chapter insert)
Z_TOC TITLE Z_TOC LVL 1 thru Z_TOC LVL 10	Table of contents title text Table of contents text
Z_INDEX LTR Z_INDEX MAIN Z_INDEX TITLE	Index letter heads Index body text Index title text
Z_FNOT # Z_FNOT ENTRY	Footnote numbers Footnote text
Z_BOXTEXT	Box text

Total number of tags   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 exceed 128.

How to create documents

Although every document is unique, most fall into one of three broad classifications. Each class of document is best created using a specific approach. The three classes of documents are:

- **Books**
  Books contain only one text file, which continues from one page to the next. The typographic style and columnar structure remains essentially the same from page to page, although each page may contain unique illustrations, tables, and figures. Books, technical manuals, proposals, databases, catalogs, overhead transparencies, and office correspondence are typical examples of these documents.

- **Newsletters**
  These documents contain many text files, each representing a different article or story. The text in these documents does not usually flow consecutively from one column to the next, but instead skips columns or pages (e.g., the text on page one of a newspaper continues on the back page). Typography, however, is similar on every page in that the same fonts and text spacing are maintained. Examples include newsletters, newspapers, magazines, and some types of brochures.

- **Forms**
  These documents have no structure or typographic consistency from page to page. Forms, price lists, and some types of brochures are typical examples of this type of document.

The best way to design each class of document is to use an approach which fits its unique characteristics. These approaches are described in the remainder of this section.

Books

You can create virtually any size book or technical manual using the steps outlined in this section.

➤ Load a style sheet which is similar to the format you are trying to produce. If no similar style sheet is available, load the DEFAULT.STY style sheet from the TYPESET directory.

➤ Immediately save the style sheet using the **Save Style As** function button. Pick a new name for the style sheet. This avoids making any unplanned changes to other documents which use the original style sheet you loaded.

➤ Click on the **Load Text/Picture** function button and load the text and picture files you plan to use in your document.

➤ Click on the Selector tool button.

➤ Click on the **Page Size & Layout** function button and set the desired orientation and paper size.

➤ Change the **Chapter Typography** settings, if necessary (refer to the **Chapter** menu chapter).

➤ Select the page, then modify **Margins & Columns, Ruling Lines**, and **Frame Background** for the page (**Frame** menu). These changes will affect *every page* in the document.

➤ Save the chapter using the **Save** function button. The chapter is given the same name as the text file you placed on the page, but with the extension changed to CHP. (Click on the **Save As** function button if you want to save the chapter under a different name.)

The steps up to this point are the same for each of the three document types (e.g., book, newsletter, and form). The remaining instructions apply to book documents only.

➤ Select the page, then select the main text file (the one which should flow automatically from page to page) from the files list. This action will place that text file on the first page and, if necessary, automatically create as many pages as necessary to fit the entire file in the document.

➤ Click on the Paragraph tool button. Modify the style sheet attributes to achieve the typographic effects you desire for each paragraph type. For instance, select a paragraph that you want to use as a headline, create a new tag using the **Add New Tag** option button (Figure 3–24), and then modify the paragraph attributes for this new tag. You can now use this tag to format other paragraphs in the chapter.
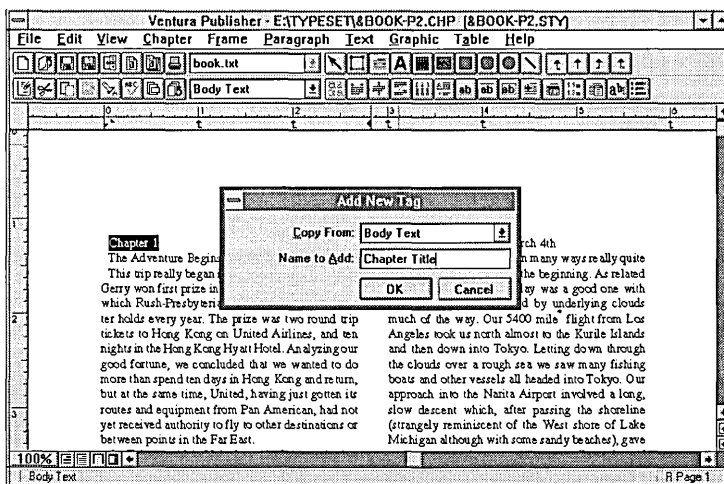
Figure 3–24. Add new tag to create new paragraph attributes. The new tag is automatically assigned to the selected paragraph.
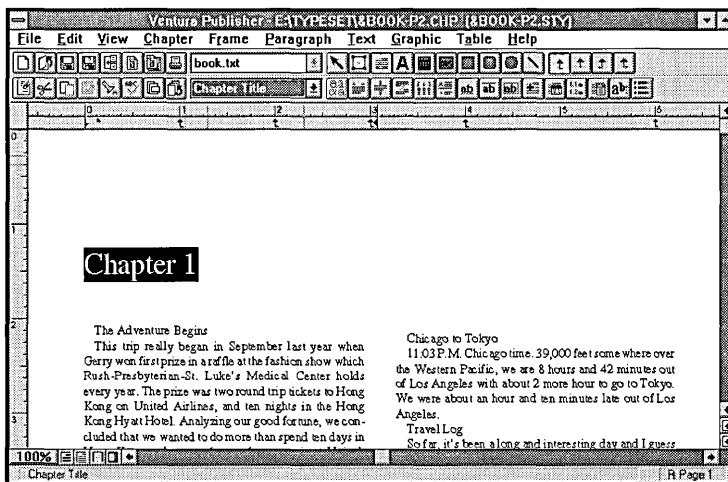
Figure 3–25. Use the Paragraph tool options to change the attributes of the new tag.

➤ Tag each paragraph that you want to be typographically different from Body Text. To tag a paragraph (and change its format), first select the paragraph, then select one of the tags from the Tags list.

➤ Use the Add Frame tool to draw frames where you want to place pictures or additional text. Once the frame is drawn, place pictures

3 – 67

or text into the frame by selecting the frame and then selecting the
file name from the Files list (Figure 3–26).
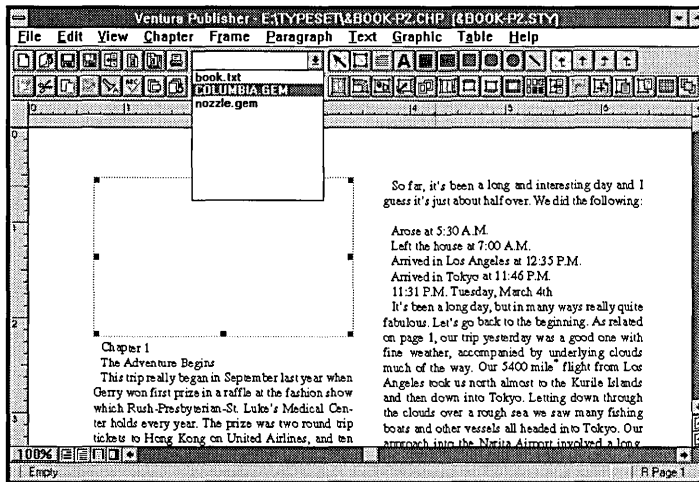
*Figure 3–26. Add new frame to position pictures or additional text where you
want them. Select from the Files list the name of the file you wish to place in the
frame.*

➤ After you have placed a file in a frame, select that frame, then look at
each of the Frame tool options. Modify, as necessary, the settings for
Margins & Columns, Sizing & Scaling, etc. for each frame.

➤ If you want to annotate the information in a frame, select any one of
the graphic tools. Select the frame and then draw arrows, circles, box
text, etc. to enhance the text or picture in the frame.

➤ Use the Text tool and the Text tool options to edit text on the page,
text in frames, and text in box text.

➤ Use other options, such as **Headers & Footers, Footnotes, Auto-
numbering**, and **Update Counters** to generate additional text for
the chapter automatically.

When you are finished, save and then print the chapter. When all
chapters have been created and saved, create a publication (a collection
of all your chapters) using the **Manage Publication** option in the **File**
menu. Use the **Renumber** option of the Multi-Chapter Operations
dialog box to update cross references, number all pages correctly (if you
number chapters with consecutive page numbers), create a table of
contents, and produce an index.

Finally, use the **Copy All** option of the Multi-Chapter Operations dialog box to archive the publication to floppy disks or to another directory on your hard disk.

Newsletters

This section describes how to create newsletter chapters. A newsletter chapter contains multiple articles, each saved in a different text 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.

Newsletter Layout

Newsletters, newspapers, and magazines combine a variety of different typographic styles, column widths, and margins. You can generate this type of complex layout by placing text into frames, rather than directly onto the page. For those familiar with the traditional publishing process, this strategy very closely mimics the process of pasting up galleys on a page: once you draw a frame and place text into it, the frame becomes a galley that can be "pasted" anywhere on the page.

To compose a newsletter layout:

➤ Follow the first eight steps for the book strategy starting on page 3–65.

➤ Click on the Frame tool **Margins & Columns** option button. Generate multiple columns to provide column guides to which frames can be *snapped* (Figure 3–27). Enable the **Show Column Guides** option in the **View** menu to show these guides on the screen. In the book approach, the column settings are used to format the text on the page. In this approach, the column settings provide a grid to align the separate frames which you will manually draw. You will then place the respective text files into these frames.

The Basics
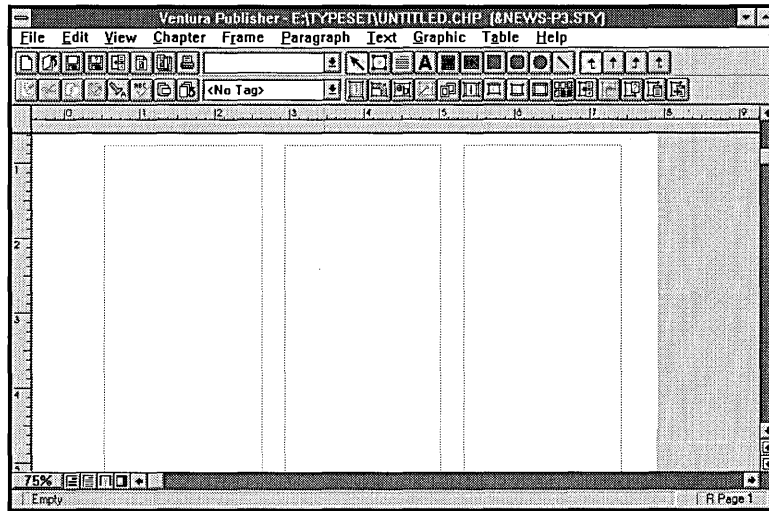
Figure 3–27. First step in newspaper layout: Create underlying grid using the Margins & Columns dialog box options.

➤ Use the Add Frame tool to create frames wherever you want text to appear (Figure 3–28).

Each frame can have its own set of Frame menu settings (e.g., Margins & Columns).

For instance, select this frame and make it two columns.
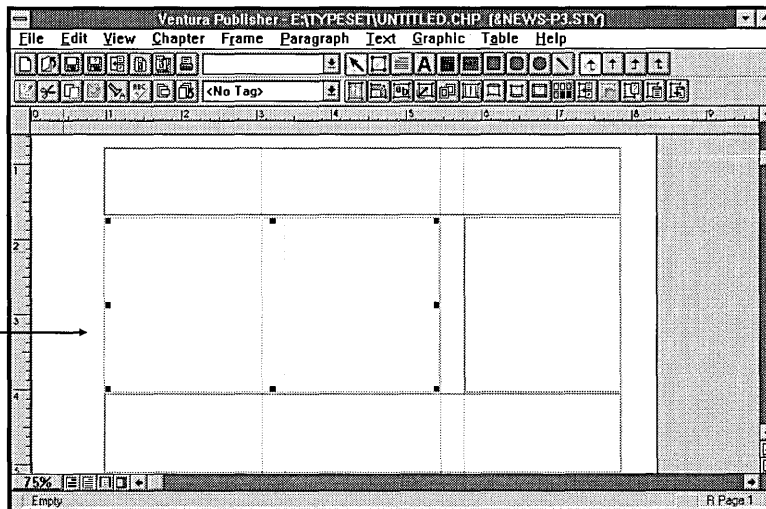
Figure 3–28. Second step in newspaper layout: Create frames to hold various text files. Set margins and columns for individual frames.

➤ Place text or pictures into each frame that you drew in the last step (Figure 3–29). To place text in a frame, select a frame, then select a file name from the Files list.

To place text into this frame, select the frame and then select the file you want to put into it. ───►

To continue the same file into this frame, select this frame next and then select the same file name from the Files list.
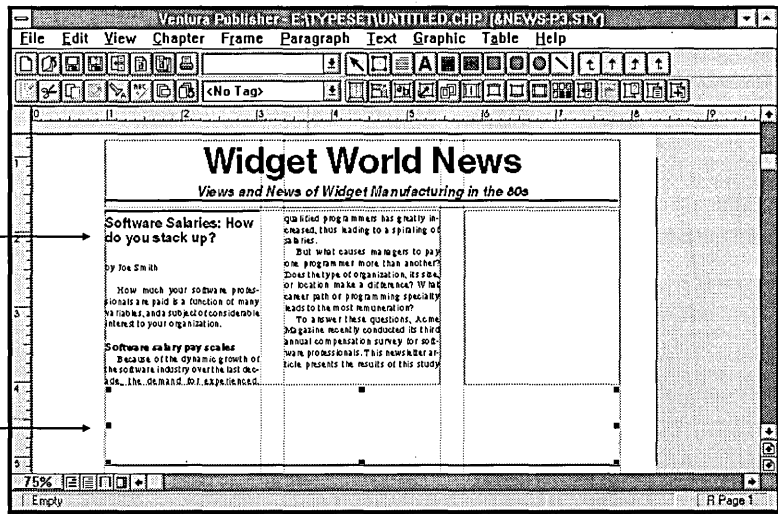
Figure 3–29. Place additional frames on page. Place text and pictures files in each frame. NEWSLOGO.TXT *was placed in top frame, and* NEWSLET.TXT was placed in second frame.

➤ Increase or decrease the size of the frame to change the amount of text it contains. Move the frame around on the page to the location you want.

➤ Use the **Insert/Remove Page** option in the **Chapter** menu to insert a new page. Continue drawing frames and placing text and pictures into these frames as needed to complete your layout.

➤ *To continue text into a new frame from a previous frame,* first select the new frame, then select the text file name in the Files list. The text continues from the previous 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. Each new frame can be placed on the current or any succeeding page. *Text cannot be made to flow to a previous page.*

➤ Change frame attributes as needed using the Frame tool options. You can change the number of columns, margins, ruling lines, and frame background for each frame to create special effects.

➤ Once you have placed text in a frame, you can tag it in exactly the same manner as text placed in the page. Tagging text changes text attributes, and changes the placement of text within the frame (e.g., right justified, centered). All tag spacing is measured from the edge of the *frame*, not from the edge of the page. Use the Paragraph tool **Breaks** option and set the **Page Break** settings to force text into the next frame.

If you want to annotate the information in a frame, *select the frame*, select one of the graphic tools, and then draw arrows, circles, box text, etc. to enhance the text or picture in the frame. Use the Text tool and Text tool option buttons to edit text in frames and text in box text.

☞ When placing text from the same file into different frames on the same page, you must always place the first part of the text into the frame that you placed on the page *first*, and the last part of the text into the frame that you placed on the page *last*.

If you cut a frame and then immediately paste it back on the page, this frame becomes the **last** frame on the page. Use this technique to reorder text flowing within frames on the same page.

Also note that if one text frame partially overlaps another text frame, the last frame created is displayed *on top* of the first frame created. The text in the bottom frame flows around the frame on top.

Since the newsletter approach places text in frames rather than directly on the page, new pages are not created automatically. Therefore, use the **Insert/Remove Page** option in the **Chapter** menu to add new blank pages, as needed. Then continue placing new frames and adding text.

Has all text been put into the chapter? Ventura Publisher doesn't require that all text from a given file be placed in the chapter. This is a useful feature because newsletter layouts often require that the end of a story be truncated in order to fit. Even when you truncate a story in this way, Ventura Publisher still saves the entire original article when you save the chapter.

However, most of the time you will want to make sure that all the text from an article has actually been placed into the document. To find out whether the entire contents of a file have been placed in the chapter:

➤ Enable the **Show Tabs & Returns** option in the **View** menu.

➤ Click on the Selector tool button.

➤ Select a frame which contains the text from the file you want to check.

➤ Click on the **Go to Page** function button. Select the **File** option from the **Relative to** list box. Select the **Last** option from the **Which Page** list box. Click on the **OK** button. This will take you to the last page in the chapter which contains text from this file.

➤ Select the frame on this page which contains text from this file. If the end of file marker is displayed in this frame, the entire file has been

placed in the chapter. Otherwise, you must draw another frame and continue text from the file into that frame by selecting the new frame and selecting the text file name from the Files list.

➤ Repeat the last two steps until the end of file marker for the text file is displayed in a frame

Creating templates

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 a template from an existing chapter, which you can then use to create subsequent chapters quickly. To create a template:

➤ Open an existing chapter.

➤ Use the Frame tool **Remove Text/File** option button to remove each file in the Files list from your chapter. For instance, use the Frame tool to select the first frame on the first page, and then click on **Remove Text/File** option button.

➤ Select the **List of Files** option from the **Remove from** list box, then click on the **OK** button.

The file is removed from each frame in the chapter, but the frames, and all the frame settings, remain. After you have removed all files in this way, click on the **Save As** function button 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.

An even faster approach is to use the Windows File Manager command to copy the new text for the next issue to the same file names which you loaded into the chapter for the previous issue. Then, when you open the chapter, the text flows from frame to frame and page to page exactly as it did for the previous issue.

☞ Make sure you archive the text files from the last issue before you copy over them with the new text. Use the **Manage Publication** option in the **File** menu to copy entire chapters and publications to floppy disk or another drive and/or directory.

Forms

Ventura Publisher is extremely well suited to producing structured documents such as technical manuals and books. However, you can also use it to produce unstructured documents such as forms, price lists, and brochures just as easily. In this example we will create a simple invoice form using the Table tool. You will want to use the following techniques when creating these free-form documents:

➤ Click on the **New** function button to start a new chapter. Load the DEFAULT.STY style sheet from the TYPESET directory when the Open File dialog box is displayed.

➤ Using the **Save Style As** and **Save As** function buttons, save both the style sheet and chapter under a new name (e.g., FORM). This avoids making any unplanned changes to other documents which use the original style sheet you loaded.

➤ If desired, you can place a frame, or frames at the top of the page for entering your company name and logo.

➤ Click on the Table tool button. Place the cursor anywhere on the page and click the mouse.

➤ Click on the **Insert New Table** option button.

When creating forms using the Table tool, use the following guidelines for determining the number of columns and rows to enter.

   – For columns, enter the maximum number of columns used by any one row in the table

   – For rows, enter more than the actual desired rows. Extra rows can be deleted if required.

These guidelines help forego the necessity of having to add rows or columns later after other rows and columns have been sized, joined, etc. The best approach is to first create a "thumb nail" sketch of the form. This will aid you in determining the maximum number of columns and rows to be entered into your form.

➤ Enter the maximum number of rows and columns the form is to have in the **Rows** and **Columns** entry fields. Click on the **OK** button.

Now that the rows and columns of your form have been created, you can go about formatting the individual cells as required. Depending on how many rows you set for your form, your table may flow to the next page

at this point. This will be adjusted as you change the Table Text tag spacing options. To format your table, use the following procedures.

Adjusting column width The first adjustment you will want to make is to the area of the form that uses the maximum number of columns. All adjustments to column widths should be done starting from the left-most column and working to the right. An easy way to perform these adjustments is to determine the desired width of each column ahead of time using your thumb nail sketch of the form. These measurements can be set by using the Table tool **Set Column Width** option as follows:

☞ As with any work you do in a document, it is advised that you save your work often while working with tables. If major formatting problems occur while working with the table, you can then revert to the last saved version.

➤ With the Table tool still selected, place the cursor anywhere in the table and click the mouse button.

➤ Click on the **Set Column Width** option button. The Set Table Column Width dialog box (Figure 3–30) is displayed.
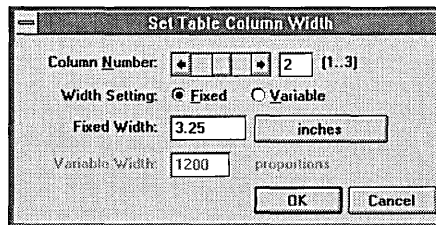
*Figure 3–30. Table Column Widths dialog box. Note that the **Width Setting** option is set to **Fixed** for entry of predetermined column widths.*

➤ Set the **Column Number** option to **1**, set the **Width Setting** option to **Fixed**, and enter the desired column width measurement for the first column in the **Fixed Width** entry field. Repeat this step for each column in the table.

Remember that these settings are for the part of your form that uses the maximum number of columns. Other rows using less than the maximum number of columns will be formatted later.

➤ After all the column width measurements have been entered, click on the **OK** button. Figure 3–31 shows an example of how your form may look if it were printed at this point.

Figure 3–31. Initial column formatting of the sample invoice form.

Formatting individual rows Now that the column widths have been set, you can format each row of the form. You may want some rows to contain only one or two large cells (e.g., the rows for customer name and address), while others will contain the maximum number of cells (e.g., the rows containing the item number, quantity, description, cost, extended amount, etc.). This is where using a thumbnail sketch before creating the form comes in handy. If additional columns are required however, these columns can easily be inserted. If a row contains more cells than desired, you can join the cells using the Table tool. Use the following procedures to format individual rows of your form.

➤ To join a set of cells in a row, select the cells you wish to join using the Table tool.

☞ Selected cells can span a number of columns, rows, and even the entire table. You cannot, however, select two noncontiguous sets of cells at a time.

➤ Click on the **Join Cells** option button.

If you make a mistake and join too many cells together, or simply wish to make further adjustments to the joined cells, you can split the joined cells by selecting the joined cell, and selecting the **Split Cell** option button.

➤ Format each of the rows of your form using the previous steps. Figure 3–32 shows an example of how your form may look if it were printed at this point.

Figure 3–32. Invoice form after individual row formatting. Note the two large cells at the bottom of the form. Each of these cells was joined from two rows, with two cells in each row.

You can add tinting to any joined cell or group of cells by selecting the cells and then clicking on the **Set Tint** option button. Refer to the **Table** menu chapter for more information on using the **Set Tint** option.

Entering text into cells   Now that the form has been formatted, you can enter the cell text. Each cell can contain only one paragraph of text; however, as text is added, the text will wrap in the cell just as it does in any other paragraph. You can also use a line break (**Ctrl + Enter**) to create multiple lines of text in a single cell. When adding multiple lines of text in a single cell, all cells in the row will grow vertically as the cell containing the largest amount of text grows to accommodate that text.

When the table was created, a tag called Table Text was also created. The spacing settings of this tag, and any other tags added to the table, determines the vertical spacing of the cells. Text can be entered and formatted into each cell of the form just as any other text in a document. For the sample invoice form, the text we place in the cells will be formatted such that the text appears in the upper left corner of the cell with adequate space for writing below. Other text will be formatted such that is centered in the cell to act as a column title.

➤ Enter the desired text into each of the cells.

➤ Using the Paragraph tool options, create new tags for different text formats and format the text as desired. For example, most text in the above figure (e.g., P.O. Number, Check Number) was formatted using the Table Text tag with the following settings.

Option	Setting
Font size	8 points
Spacing Above	0
Spacing Below	14 points
Inter-Line Spacing	7 points

➤ The text used as column heads (e.g., Qty., Description) was created using a new tag and formatted with the following settings.

Option	Setting
Font size/style	10 point Bold-Italic
Horizontal alignment	Center
Spacing above	5 points
Spacing below	5 points
Inter-Line spacing	10

Figure 3–33 shows the finished sample invoice form.

Widget Technology

A Division of Technographics

11523 Widget Tech Road   Bugtussle, OK. 17394

Customer Name		P.O. Number	Date
Street Address			
City			State
Telephone			Zip Code
Terms	Sold By		Payment Method

Qty.	Description	Unit Price	Extended Amount
Notes:		**Sub Total**	
		Tax	
Received By:		**Shipping**	
		Total	

All claims for shortage, damage or shipping error must be made within 10 days after receipt of shipment. All merchandise returned must be in original packaging with all accompanying accessories and documentation present. We reserve the right to refund or replace parts. No return will be accepted without first obtaining an RMA number. Original sales receipt must accompany all returned merchandise. By signing this invoice, you aknowledge agreement to these terms and conditions

Figure 3–33.   Finished sample invoice form.

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OPTIONS INDEX

The following chapters describe the options you control through the menus at the top of the screen and the option buttons in the button bar. These options are presented in the order in which they appear in the menu bar, from left to right. This index provides an alphabetical reference to these menus.

Most of the options available in the menus have corresponding buttons. However, not all of these buttons are included in the default set of buttons on the button bar, but can be installed using the button bar configuration utility. Refer to the *Installation and Configuration Guide* for instruction on configuring the button bar.

In the following chapters, when a procedure or description tells you to "Click on" a button, this indicates that a button is available for the option, *and* it is one of the default set of buttons. If the procedure or description tells you to "Select" the option from the menu, this indicates that either no button is available for that option, or the button is not part of the default set of buttons.

Menu conventions

When a menu option or tool button is displayed in gray, or a button is not displayed, you cannot select it because you have not selected the proper tool or have not performed the procedure necessary to activate the option. Note also that some menu options are followed by an ellipsis (...) while others are not. Options which appear in a menu without an ellipsis are executed as soon as you select them. When you select an option from the menu that is followed by an ellipses, however, you must specify further information. Your choices will appear on the screen within a dialog box.

Menu Options

```
┌────────────────────────────────┐
│ File                           │
├────────────────────────────────┤
│ New                            │
│ Open Chapter...                │
├────────────────────────────────┤
│ Save                    Ctrl+S │
│ Save As...                     │
│ Revert to Saved...             │
├────────────────────────────────┤
│ Load Text/Picture...           │
│ Load Diff. Style...            │
│ Save Style As...               │
├────────────────────────────────┤
│ Manage Width Table...          │
│ Manage Publication...          │
├────────────────────────────────┤
│ Print Setup...                 │
│ Print...                Ctrl+H │
├────────────────────────────────┤
│ Exit                           │
└────────────────────────────────┘
```

Figure 5–1.   File menu.

Description

The **File** menu controls the flow of information into and out of Ventura Publisher. The **File** menu provides seven 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 manage fonts using the Ventura Publisher width table.

- You can manage chapters in your publication, including table of contents generation, index creation, renumbering, and copying.

- You can finish using (**Exit**) Ventura Publisher.

File Menu

New

Click on the **New** function button to remove the current chapter from memory and provide a new untitled chapter with your choice of style sheet. The last version saved is still available on disk. Use this option to start composing a new chapter.

Operation

Click on the **New** function button. If any changes have been made to the chapter since it was last saved, the following alert is displayed.

VP Alert

Save or Abandon changes
to this chapter?

Save   Abandon

Click on the **Save** button to save the chapter file and all associated files (including the style sheet). Click on the **Abandon** button if you choose not to save the changes.

If you have made any changes to the style sheet since the chapter or style sheet was last saved, a second alert is displayed. Since saving the chapter also saves the style sheet, this alert will appear only if changes have been made to the style sheet but not the chapter, or if you selected to **Abandon** the changes to the chapter in the previous alert.

VP Alert

Save or Abandon changes
to this style sheet?

Save   Abandon

Click on the **Save** button to save the style sheet. Click on the **Abandon** button if you choose not to save the changes. If you click the **Abandon** button, any changes made to the style sheet settings remain in effect but are not saved to the style sheet file. If you want to use the original

style sheet settings, select the style sheet name from the Select Style
Sheet dialog box when it is displayed.

When you click on the **New** function button, the Select Style Sheet
dialog box (Figure 5–2) is displayed allowing you to select a style sheet
to associate with the new chapter.
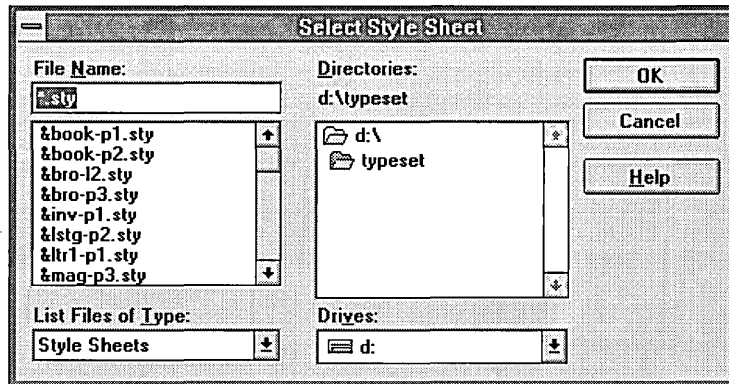
Figure 5–2.   Select Style Sheet dialog box.

If you wish to use the currently loaded style sheet with the new chapter,
simply click on the **Cancel** button. Otherwise, use the **Drives** and
Directories list boxes to locate the desired style sheet. When the name
of the desired style sheet is displayed in the **File Name** list box, either
select the style sheet name and click on the **OK** button, or double-click
on the style sheet name.

Open Chapter

Click on the **Open Chapter** function button to retrieve a previously saved chapter and its related style sheet, text, and picture files.

Operation

Click on the **Open Chapter** function button. If another chapter is currently opened and any changes have been made to the chapter since it was last saved, the following alert is displayed.

Click on the **Save** button to save the chapter file and all associated files (including the style sheet). Click on the **Abandon** button if you choose not to save the changes.

If you have made any changes to the style sheet since the chapter or style sheet was last saved, a second alert is displayed. Since saving the chapter also saves the style sheet, this alert will appear only if changes have been made to the style sheet but not the chapter, or if you selected to **Abandon** the changes to the chapter in the previous alert.

Click on the **Save** button to save the style sheet. Click on the **Abandon** button if you choose not to save the changes. If you click the **Abandon** button, any changes made to the style sheet settings remain in effect but are not saved to the style sheet file.

The Open File dialog box (Figure 5–3) is then displayed. Use the **Drives** and **Directories** list boxes to locate the desired chapter. When the name of the desired chapter is shown in the **File Name** list box, either select the chapter name and click on the **OK** button, or double-click on the chapter name.
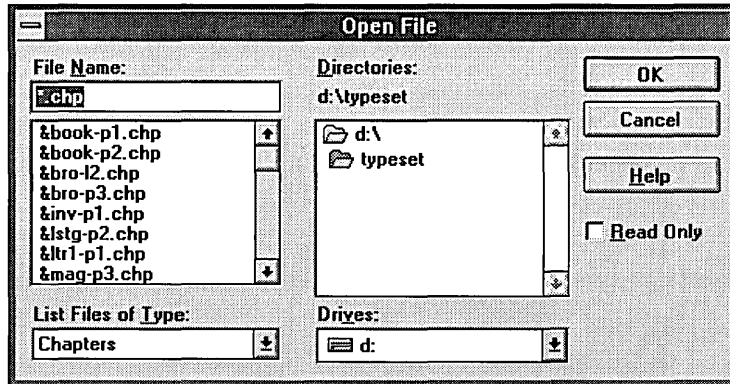
Figure 5–3.   Open File dialog box for chapter (CHP) files.

☞ If the file name is not shown, you may have saved the chapter with an extension different than the CHP default used by Ventura Publisher, or the file may be saved in a different sub-directory than the one currently shown in the Open File dialog box. Either change the default extension in the **File Name** entry field, or change the sub-directory.

As the chapter is loading, different messages appear on the screen. When text files are loading, the message **Loading & Hyphenating Text File** is displayed. Ventura Publisher places all possible hyphenation points in the text in order to increase reformatting speed each time you add a frame or change a text attribute. For a large text file, this may take up to several minutes, depending on the speed of your computer and size of the chapter.

☞ Use the **Open Chapter** option 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 the **Load Text/Picture** option instead.

Network operation   When using Ventura Publisher on a network server, only one user can open the same chapter for editing at any one time. Once a chapter has

File Menu

been opened for editing, no other user can open that chapter for editing until the first user is finished making changes and selects **New**, opens another chapter, or quits from Ventura Publisher. This prevents one user's changes from overwriting modifications made by another user. If a user tries to open a chapter already opened by another user, an error message is displayed. Other users can *browse* a chapter already opened by checking the **Read Only** check box in the Open File dialog box before opening the chapter. This allows multiple users to view a chapter while another user is editing it.

If a file within a chapter is modified while the chapter is opened, Ventura Publisher detects that the time and date have been changed and displays the following alert when you next try to save the chapter (this alert is only provided if you have modified the same file).
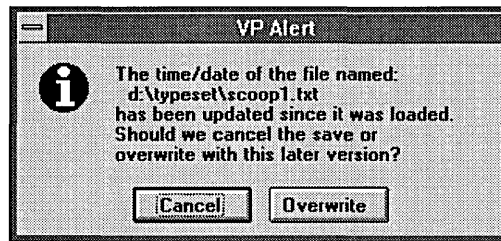
You can then either overwrite the other user's changes (not recommended), or save the modified file under a new name using the **File Type/Rename** option in the **Frame** menu. You must then use your word processor to merge the changes in the two files together.

No user should delete any file contained in a chapter while that chapter is opened. Use the network services of your network to determine whether a chapter is already open.

Save

Click on the **Save** function button to store the chapter under the name shown in the title bar. The style sheet and each text file are saved if they have changed.

Operation

Click on the **Save** function button. The chapter file is saved under the file name shown in the title bar. If UNTITLED.CHP is displayed in the title bar, the chapter is given the same file name as the text file placed on the page, but with the extension CHP.

The style sheet shown in the title bar, and all text files shown in the Files list, are also saved, if they have been changed. If you don't want to change the current style sheet, click on the **Save Style As** function button to save the style sheet under a new name *prior* to saving the chapter.

Captions, graphics generated within Ventura Publisher, and chapter summary information 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 provides information to external document management programs (available from other companies). This information includes original creation date, date last saved, and date last archived.

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

Save As

Click on the **Save As** function button to save the chapter under a new name. If the style sheet and any text file have the same name as that of the chapter, they will also be renamed. Otherwise, the style sheet and each text file will be saved—under their original names—if they have been changed.

Operation

If you don't want to change the current style sheet, click on the **Save Style As** function button to save the style sheet under a new name *prior* to saving the chapter.

➤ Click on the **Save As** function button, The Save File As dialog box (Figure 5–4) is displayed.

Save File As
File Name:	**Directories:**	OK
&.chp	d:\typeset	
&book-p1.chp	📂 d:\	Cancel
&book-p2.chp	📂 typeset	
&bro-l2.chp		Help
&bro-p3.chp		
&inv-p1.chp		
&lstg-p2.chp		
&ltr1-p1.chp		
&mag-p3.chp		
Save File as Type:	**Drives:**	
Chapters	💾 d:	
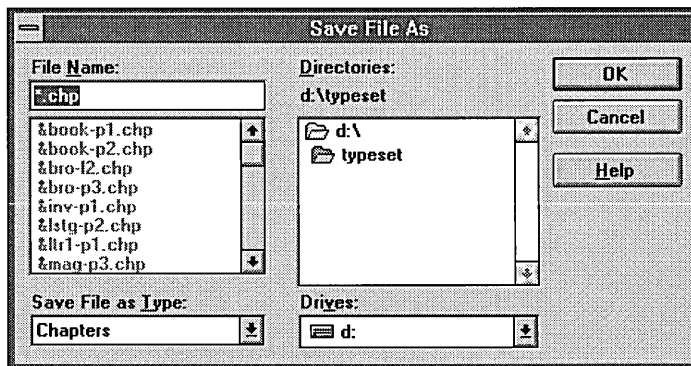
Figure 5–4.   Save File As dialog box for chapter (CHP) files.

➤ Use the **Drives** and **Directories** list boxes to locate the directory in which you want the chapter file saved. When the name of the destination directory is shown in the **Directories** list box, enter a file name for the chapter in the **File Name** entry field and click on the **OK** button.

If the extension is not specified, Ventura Publisher automatically adds CHP.

☞   If you specify an extension other than CHP for the chapter, do not use any numbers in the extension.

If the file name you have selected is the same as that of a previously saved chapter file, the following alert is displayed.
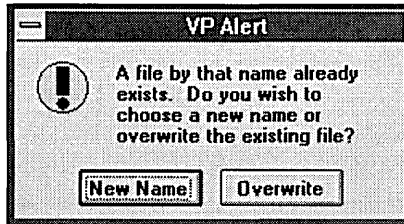
```
┌─────────────────────────────────────┐
│ ━        VP Alert                    │
├─────────────────────────────────────┤
│   ⊙    A file by that name already   │
│        exists.  Do you wish to       │
│        choose a new name or          │
│        overwrite the existing file?  │
│                                      │
│      ┌───────────┐  ┌───────────┐    │
│      │ New Name! │  │ Overwrite │    │
│      └───────────┘  └───────────┘    │
└─────────────────────────────────────┘
```

Click on the **New Name** button to re-display the Save File As dialog box and select a different file name for the chapter. Click on the **Overwrite** button to save the chapter over the previously saved chapter file.

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 provides information about a Ventura Publisher chapter to programs created by other companies as Ventura Publisher utilities.

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

If the text file placed on the page has the same name as the chapter file, and you save the chapter file under a new name, a text file with this new name is automatically created.

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Revert to Saved

The **Revert to Saved** option replaces the chapter currently in memory with the last version saved. Use this option to recover from major mistakes.

Operation

Select the **Revert to Saved** option in the **File** menu. The following alert is displayed.
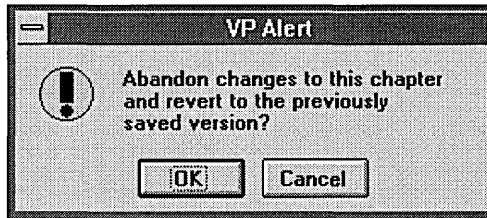
Figure 5–5.   Revert to Saved alert box.

Click on the **OK** button to abandon all changes and automatically open the last version saved. All changes made since the last time the chapter was saved are lost. Click on the **Cancel** button to return to the opened chapter.

If the chapter has been saved, but you want to clear the page and start with a new, untitled chapter, click on the **New** function button instead.

Load Text/Picture

Click on the **Load Text/Picture** function button to place either text, line art, or image files in the Files list prior to placing them on the page or in a frame. Use this option to:

- Build a list of all files in the chapter.

- Combine text from several files into one file.

Use the **Load Text/Picture** option 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 the **Open Chapter** option instead.

Operation

➤ Click on the **Load Text/Picture** function button. The Load Text/Picture dialog box (Figure 5–6) is displayed.
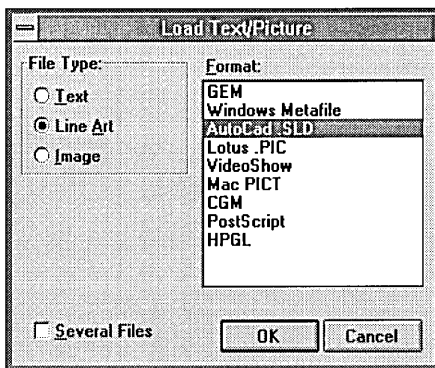
Figure 5–6. Load Text/Picture dialog box.

➤ Select the appropriate **File Type** option for the file you want to add (e.g., text, line art, or image).

➤ Select the **Format** option corresponding to the format under which this file was saved, such as GEM, or Lotus 1-2-3. (Set the **File Type** option to **Text** and the **Format** option to **Generated** to load a table of contents, index file, or style sheet printout generated by Ventura Publisher.)

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➤ If you want to load several files of the same type (e.g., four Lotus 1-2-3 pictures) check the **Several Files** check box.

➤ Click on the **OK** button when you are ready to select files. The Open File dialog box (Figure 5–7) is displayed.
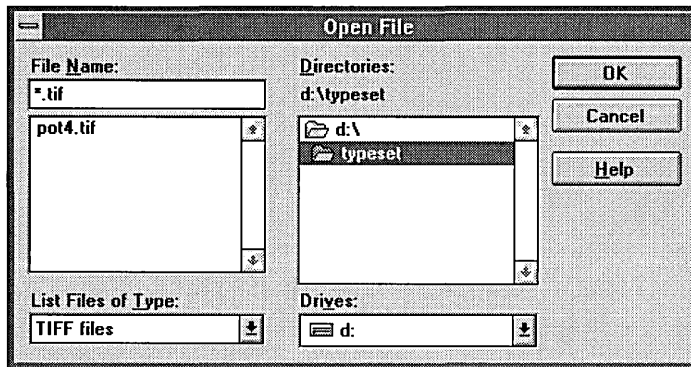
Figure 5–7.   Open File dialog box.

➤ Use the **Drives** and **Directories** list boxes to locate the desired text or picture file name. When the name of the desired text or picture file is shown in the **File Name** list box, either select the file name and click on the **OK** button, or double-click on the file name.

☞ Ventura Publisher will not properly load a file if the file name extension contains a number. If the file name extension of the file you wish to load contains a number, use the Windows File Manager to rename the file before loading it into Ventura Publisher.

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

☞ Don't load files directly from floppy disk. Ventura Publisher creates additional files during the loading process, and the floppy disk may not contain sufficient space. Also, some types of image files will not load properly when loaded from a floppy disk. Additionally, your computer cannot load files as quickly from floppy disk.

If you checked the **Several Files** check box, the Open File dialog box reappears after each file is selected. Each time the Open File dialog box

reappears you can select another file of the same type. Once all of the desired files have been loaded, click on the **Cancel** button to return to the Ventura Publisher main screen.

Destination If you select the **Text** file type option, Ventura Publisher provides these **Destination** options:

- List of Files
- Clipboard
- Cursor

➤ Select the **List of Files** option to place the text file into the Files list. You can then place the contents of this file into a frame or page as described in the preceding paragraphs.

➤ Select the **Clipboard** option to place a copy of the entire file on the clipboard. Any information currently on the clipboard will be erased. You can then use the **Paste** function button to paste a copy of this text anywhere in the chapter. The maximum file size that the Windows clipboard can accommodate is 64 kilobytes. If the text file is larger than 64 kilobytes, select the **List of Files** or the **Cursor** option instead.

➤ Select the **Cursor** option to place a copy of the entire file at the current location of the text cursor. Note: you must place the text cursor where you want the text to appear *prior* to selecting the **Load Text/Picture** function button.

Files brought into the chapter using the **Clipboard** or **Cursor** options are combined with the file into which they are placed. The original text file from which text was loaded will not be modified in any way.

If you attempt to load more than 128 files in a single chapter, the following alert is displayed.
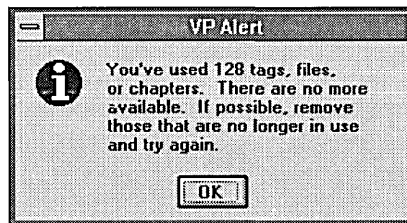
Check the Files List for files that are not being used and remove them from the files list using the **Remove Text/File** option button. Other-

wise you will have to break your chapter into two chapters in order to load the rest of the files.

Text changes made during load

The following is a list of all changes that Ventura Publisher makes to text when a text file is loaded:

- 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 Ventura Publisher, such as centering, indents, and printing commands, is eliminated.

- Two hyphens (– –) are converted to a single em dash (—), and inch marks (") are converted to open and closed quotes (" ") if you have selected the **Auto-Adjustments** option in the **Set Preferences** dialog box (**Edit** menu) prior to loading text.

Importing PRN type files If the **Destination** option is set to **List of Files**, when the .PRN file is imported, a file with the same name, but a .TBL extension, is created. Any editing done to the imported table while in Ventura Publisher will be reflected in the .TBL file and not in the .PRN file. If the .PRN file is subsequently edited outside of Ventura Publisher and the chapter containing the .PRN file is opened again, a new .TBL file will be created and any previous edits made to the table while in Ventura Publisher will be lost.

If the **Destination** option is set to **Cursor**, the .PRN file is incorporated into the existing text file loaded in the chapter, and any editing done to the .PRN file outside of Ventura Publisher will not be reflected in the chapter. This is the recommended way of incorporating .PRN files.

Additional information about exporting spreadsheet and database information in a format suitable for import into Ventura Publisher can be found in the *Text From Other Programs* chapter (Chapter D).

Double carriage returns Most typists press **Enter** twice in a row to create blank lines between paragraphs. However, when preparing a text file that will be used with Ventura Publisher, it is advisable to press **Enter** only once to signal the end of a paragraph. This is because Ventura Publisher treats each carriage return in the word processor file as a new paragraph and adds

above, below, and inter-paragraph spacing. As a result, text prepared with the double carriage return convention will appear to have too much space between paragraphs and unwanted spaces at the top of columns after it is loaded into Ventura Publisher. Also, many of the powerful formatting controls available with the Paragraph tool will not work correctly when a blank paragraph is inserted between each real paragraph.

To eliminate all double carriage returns entered in your word processor, type the following—from within your word processor—on the first line of the text file:

Enter a space after
the equal sign.

```
@PARAFILTR ON =
```

This command causes Ventura Publisher to remove all paragraphs which contain no text. Note, however, that when you save the chapter, the blank paragraphs are *permanently* eliminated.

If you want to retain two carriage returns in some places, put a space in front of the second carriage return when working on the document from within your word processor.

Double spaces 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 word processor to eliminate all double spaces after a period.

Picture changes made during load

Pictures stored in other than GEM format (e.g., a Lotus 1-2-3 .PIC or .CGM file), are automatically converted to 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 sufficient space available to hold both the original and the converted files. Otherwise an error message is produced and the load operation is halted.

Graphics limitations

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

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- GEM

- CGM

- HPGL

- Lotus 1-2-3 (PIC)

- Macintosh PICT

- Macintosh Paint

- PC Paintbrush (PCX)

- TIFF

- Video Show

- Windows metafile

Because of the tremendous range of capabilities of programs which produce these file formats, graphics saved in these formats may not display and print from Ventura Publisher with absolute fidelity to the original. Refer to Appendix G for a list of the specific limitations of each graphic format.

☞ Don't use numbers in the file extensions for graphics files. Attempting to load a file having a number in the extension will result in an error message.

Use PCX, PostScript, or TIFF formats to load files created by a scanner.

PostScript files PostScript files must be in *encapsulated* PostScript format (EPSF), or an error message will result. If your graphics program produces PostScript files, check with the software manufacturer to make sure these are stored in encapsulated format.

☞ Many PostScript files will not display on the screen. Instead the frame is filled with a large X, and the name of the file is displayed in the current selection indicator. If the file *does* display, this means it contains a screen-resolution TIFF or Windows metafile image embedded within the PostScript file to let you see a representation of the PostScript file on you computer screen.

You can only print PostScript files to PostScript printers. However, if the image displays on the screen (instead of a large X), you can print the

page containing this file to a non-PostScript printer, and the TIFF or Windows metafile image embedded in the PostScript file will be printed.

☞ Encapsulated PostScript files, when imported into Ventura Publisher, do not produce an IMG or GEM format file. If the PostScript file contains a TIFF or Windows metafile image, the image part of the file will produce an IMG file.

HPGL files   If you select the **HPGL** format option when loading line art, Ventura Publisher displays an additional dialog box which provides many customization options. These options are designed to let you get the best possible fidelity when printing an image originally destined for a plotter to a laser printer or typesetter. Refer to page G–3 in Appendix G for a complete description of these options and how to use them.

Color images   Ventura Publisher will always display color and gray-scale images with the greatest possible accuracy. This rendering of color images may significantly increase the time it takes for a page to redraw on the screen, particularly when 24-bit images are involved.

When working with a chapter containing color or gray-scale images, it is recommended that you hide these color images when you are not actually working with them. This will greatly reduce the time it takes to redraw a page containing images since Ventura Publisher is not required to render the image on the screen.

Ventura Publisher PostScript pages

If you print a single page to a disk file as described on page 5–69, you can load that page back into a frame by selecting the **Line-Art** file type option and **PostScript** format option in the Load Text/Picture dialog box. Using this method, you can load a page into a frame and then expand or shrink it. These images will not display on the screen. Instead, an X will be displayed in the frame in which the file is loaded.

File Menu

Load Diff. Style

Click on the **Load Diff. Style** function button to apply a different style sheet to the chapter currently on the screen. If the chapter is then saved, the reference to the old style sheet is replaced with a reference to the new style sheet.

Operation

➤ Click on the **Load Diff. Style** function button. If any changes have been made to the currently loaded style sheet since it was last saved, the following alert is displayed.
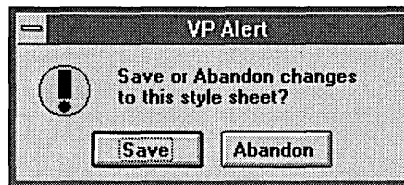
Click on the **Save** button to save the style sheet. Click on the **Abandon** button if you choose not to save the changes. The Select Style Sheet dialog box (Figure 5–8) is then displayed.
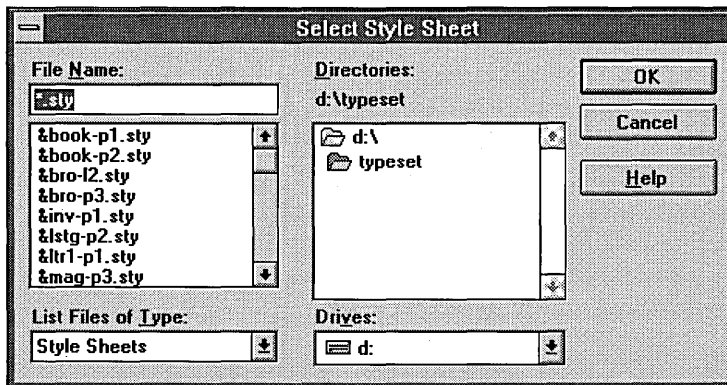
Figure 5–8.   Select Style Sheet dialog box for style sheet (STY) files.

➤ Use the **Drives** and **Directories** list boxes to locate the desired style sheet. When the file name of the desired style sheet is shown in the

File Name list box, either select the style sheet name and click on the **OK** button, or double-click on the style sheet name.

The **Open Chapter** option automatically loads the style sheet for the selected chapter.

If you used a special set of fonts when you last used this style sheet, the width table for these fonts is automatically loaded when you load the style sheet. Refer to the **Manage Width Table** option section for more information on width tables.

File Menu

Save Style As

Click on the **Save Style As** function button to create a new style sheet file or modify an existing style sheet. Use this option to save the currently loaded style sheet under a different name.

Operation

➤ Click on the **Save Style As** function button. The Save File As dialog box (Figure 5–9) is displayed.
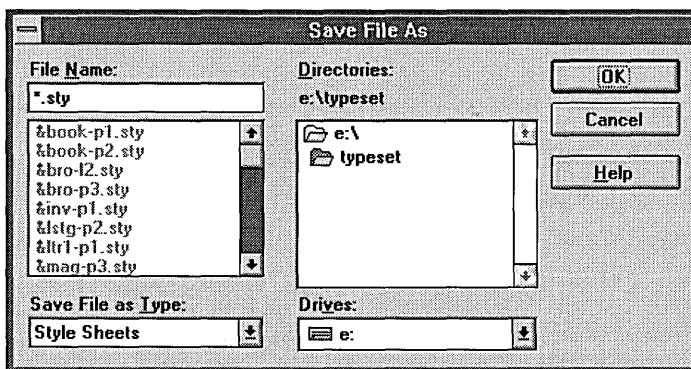
Figure 5–9. Save File As dialog box for saving style sheet (STY) files.

➤ Use the **Drives** and **Directories** list boxes to locate the drive and directory in which you want the style sheet file to be saved. When the name of the destination directory is shown in the **Directories** list box, enter a file name for the style sheet in the **File Name** entry field and click on the **OK** button. If you want the style sheet to be saved over a previously saved style sheet file, select the file name of the previously saved style sheet file in the **File Name** list box and click on the **OK** button, or double-click on the style sheet file name.

If the extension is not specified, Ventura Publisher automatically adds STY.

☞ 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 using the same style sheet.

If the file name under which you are saving the style sheet is the same as that of a previously saved style sheet, the following alert is displayed.
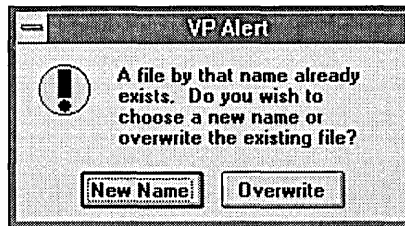
Click on the **New Name** button to re-display the Save File As dialog box and select a different file name for the style sheet. Click on the **Overwrite** button to save the style sheet over the previously saved style sheet file.

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. Refer to the **Manage Width Table** option section for more information on width tables.

Style sheet compatibility   Style sheets created in a previous version of Ventura Publisher and then saved in Ventura Publisher Windows edition 4.0 and above, as well as style sheets created in Ventura Publisher Windows edition 4.0 and above are not compatible with previous versions of Ventura Publisher.

Manage Width Table

A *width table* is a file in which font information for a particular printer is stored. The **Manage Width Table** option allows you to manage the fonts and width tables used in Ventura Publisher.

Description

One of the main purposes of the width table is to provide Ventura Publisher (and you) with information about fonts installed in Windows for any particular printer. The width table is responsible for ensuring that the correct fonts are displayed in the font list boxes of Ventura Publisher's dialog boxes. The width table is also responsible for ensuring that the characters of the fonts are spaced properly, and will print with the same spacing and line endings as that which is displayed on the screen

The width table does not tell Ventura Publisher anything about how the font should look on the screen except to the extent of how the characters should be spaced in relation to one another. The proper display of fonts on the screen is dependent on the capabilities installed in Windows for displaying fonts on the screen (e.g., Adobe Type Manager, TrueType fonts).

Another purpose of the width table is to allow you to format a document for the printer or output device on which the document will ultimately be printed instead of the printer you have on your desk or attached to the network. This is important since different printers have slightly different ways of printing characters and the space between characters.

For example, if you are creating a document that will ultimately be sent to a service bureau for imagesetting on a PostScript device, but you have an HP LaserJet attached to your computer, you can still create that document using a width table based on a PostScript device. Using this width table, you will still be able to proof the document on your HP printer, and be assured that the output will have the same line endings and page breaks when the document is output on the imagesetter.

Typically, you will only need one width table file. However, if you output your documents to a number of different printers you may be required to maintain different width table files for each type of output device.

ENVIRON.WID width table file

The first time Ventura Publisher is run, it generates a width table based on the font information for the default printer. This is required so that Ventura Publisher will know what fonts you have and will allow you to select them from the various dialog boxes containing font list boxes. This building of the width table can take a very short time if you have only a few fonts installed in Windows, or up to several minutes if you have a large number of fonts installed. The width table Ventura Publisher builds is named ENVIRON.WID and is always saved to the hard drive.

When a style sheet is saved in Ventura Publisher, one item of information that is saved with it is the name of the currently loaded width table. Each time that style sheet is loaded, the associated width table is also loaded.

Whenever Ventura Publisher loads a style sheet containing a reference to the ENVIRON.WID width table, Ventura Publisher will rebuild the width table for the current default printer (again, this can take from a few seconds to several minutes). Additionally, when you run Ventura Publisher, the style sheet and width table last used are loaded. If this style sheet uses the ENVIRON.WID width table, load time will be increased as Ventura Publisher rebuilds the width table.

Since the width table will not be rebuilt if it is saved under a name other than ENVIRON.WID, assigning a renamed width table to all of your style sheet will decrease load time of both Ventura Publisher and chapters.

☞ The ENVIRON.WID width table is required for compatibility reasons and should not be used as a working width table file. It is important to note that the ENVIRON.WID width table file will continue to be loaded with a style sheet until you save a different width table with the style sheet.

Whenever you create a style sheet, or save an existing style sheet under another name, it is important that you ensure that the ENVIRON.WID width table file is not associated with the style sheet.

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Refer to the *Creating a custom width table* procedures starting on page 5–29 for information on creating a custom width table and associating it with your style sheets.

DOS/GEM version width table utilities

Since the Windows version of Ventura Publisher will create width tables automatically from the fonts installed in Windows, the following DOS/GEM version width table utilities are not included with the Windows version of Ventura Publisher.

- WIDTOVFM.EXE

- VFMTOWID.EXE

- AFMTOVFM.EXE

- HPLTOVFM.EXE

Operation

Since the width table is associated with a style sheet, ensure that the currently loaded style sheet is the one whose width table you want to edit. If necessary, use the **Load Diff. Style** option to load the correct style sheet.

Additionally, since the purpose of the width table is to provide information about the fonts associated with one of the printers you have installed in Windows, you should first use the **Printer Setup** option to ensure that the currently selected printer is the one with which you want the **Manage Width Table** option to work. Refer to the Printer Setup option section starting on page 5–52 for information of selecting a printer from within Ventura Publisher using the **Printer Setup** option.

➤ Once the correct style sheet and printer selection have been made, select the **Manage Width Table** option from the **File** menu. The Manage Width Table dialog box (Figure 5–10) is displayed.
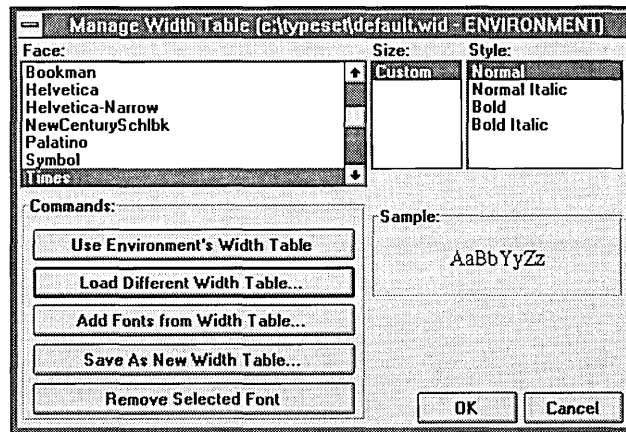
Figure 5–10.   Manage Width Table dialog box.

The Manage Width Table dialog box provides you with options that allow you to generate, load, merge, edit, and save width tables

Use Environment's Width Table This option generates a new width table based on the current default printer. The default printer can be changed by using the **Printer Setup** option. This option is used when you want to generate a new width table after installing a new printer or adding or deleting fonts in Windows.

Load Different Width Table This option is used to load a previously saved width table.

☞ The width table loaded using this option does not have to be generated from the same printer to which you are printing your document for proofing. In fact, the width table used when creating a document should correspond to the output device on which the document will ultimately be output.

➤ Click on the **Load Different Width Table** button. The Open File dialog box (Figure 5–11) is displayed.
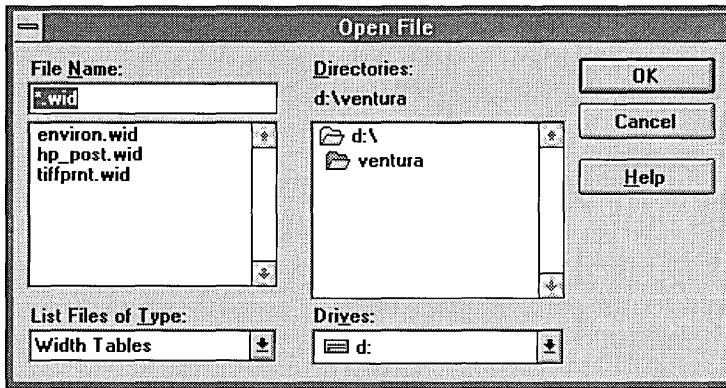
Figure 5–11.   Open File dialog box for width table (WID) files.

➤ Use the **Drives** and **Directories** list boxes to locate the desired width table. When the name of the desired width table is shown in the **File Name** list box, either select the width table name and click on the **OK** button, or double-click on the width table name.

Add Fonts from Width Table This option is used to merge the fonts from another width table into the currently loaded width table.

➤ Click on the **Add Fonts from Width Table** button. The Open File dialog box (Figure 5–11) is displayed.

➤ Use the **Drives** and **Directories** list boxes to locate the desired width table. When the name of the desired width table is shown in the **File Name** list box, either select the width table name and click on the **OK** button, or double-click on the width table name.

The fonts from the selected width table will be merged with the currently loaded width table.

Use the **Save As New Width Table** option to save the combined width table under a new or existing name. Refer to the follow section on the **Save As New Width Table** option for information on using this option.

If the width table you are loading is for a different type of printer, the following alert will appear.

The current width table &
the merge width table are
set for different devices:
    (ENVIRONMENT & XEROX 4045)
What should be done?
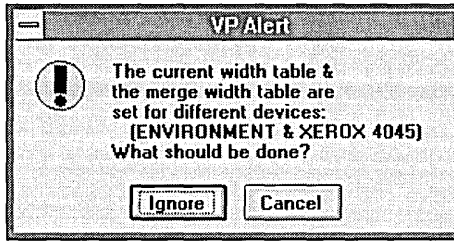
Ignore   Cancel

Click on the **Cancel** button to return to the Open File dialog box and
select a different width table. Click on the **Ignore** button to allow the
merge to take place.

☞ Merging width tables generated from different devices will cause unpre-
dictable results in formatting and printing your document. You should
not use the **Ignore** button when this alert is displayed unless you are
absolutely sure of the ramifications

**Save As New
Width Table** This option is used to save a modified width table, or the
ENVIRON.WID width table under a new or existing name.

➤ Click on the **Save As New Width Table** button. The Save File As
dialog box (Figure 5–12) is displayed.

Save File As

File Name:
hp_pcl4.wid

environ.wid
hp_pcl4.wid
hp_post.wid
tiffprnt.wid

Directories:
d:\ventura

d:\
ventura

OK

Cancel

Help

Save File as Type:
Width Tables
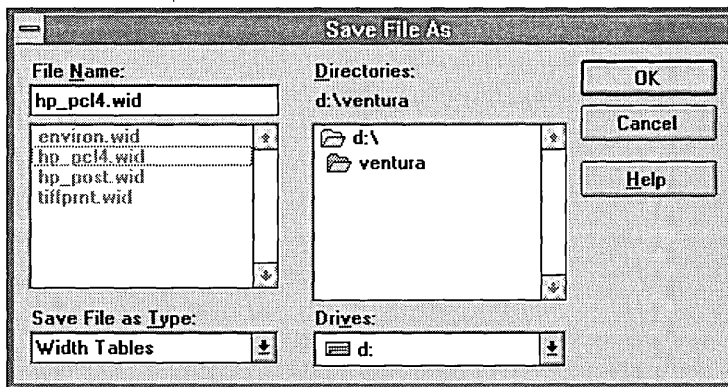
Drives:
d:

Figure 5–12. Save File As dialog box for saving width table (WID) files.

➤ Use the **Drives** and **Directories** list boxes to locate the drive and
directory in which you want the width table file to be saved. When
the name of the destination directory is shown in the **Directories** list
box, enter a file name for the width table in the **File Name** entry field
and click on the **OK** button. If you want the width table to be saved

over a previously saved width table file, select the name of the width table file in the **File Name** list box and click on the **OK** button, or double-click on the width table file name.

☞ If the extension is not specified, Ventura Publisher automatically adds WID.

If the file name under which you are saving the width table is the same as that of a previously saved width table, the following alert is displayed.
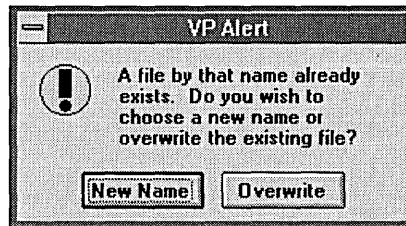
```
┌─────────────────────────────────────┐
│ ─          VP Alert                  │
├─────────────────────────────────────┤
│   ┌─┐   A file by that name already  │
│   │!│   exists. Do you wish to       │
│   └─┘   choose a new name or         │
│         overwrite the existing file? │
│                                      │
│      [New Name]   [ Overwrite ]      │
└─────────────────────────────────────┘
```

Click on the **New Name** button to re-display the Save File As dialog box and select a different file name for the width table. Click on the **Overwrite** button to save the width table over the previously saved width table file.

Remove Selected Font   This option allows you to remove fonts from the width table. This is particularly useful if you have a large number of fonts installed in Windows, but only want the fonts you use in a particular document listed in the **Font** list box of Ventura Publisher's dialog boxes.

To delete a font:

➤ Select the desired typeface name from the **Face** list box.

➤ If available, select one of the sizes from the **Size** list box.

➤ Select a type style from the **Styles** list box.

☞ This option will remove all of the styles (one at a time) associated with a typeface before removing any of the type size options from the **Size** list box. Once all of the sizes for a particular typeface have been removed, the typeface name will be removed from the **Face** list box.

Creating a custom width table

Creating a custom width table should only have to be done when you install a new printer, or add or remove fonts from Windows. Once you have created a custom width table, it can be saved with all of the style sheets you create. To create a custom width table:

➤ Select the **Printer Setup** option from the **File** menu. Select the printer for which you are generating the width table and then click on the **OK** button.

*Selecting a new default printer from the Printer Setup dialog box and clicking on the **OK** button will cause an ENVIRON.WID width table to be generated in memory. Clicking on the **Cancel** button in the Printer Setup dialog box will not generate a width table.*

➤ Select the **Manage Width Table** option from the **File** menu.

➤ If desired, use the **Remove Selected Font** button to delete fonts that you do not want saved with the width table.

➤ Click on the **Save As New Width Table** button and save the width table with a file name other than ENVIRON.WID. The file name selected should reflect the printer for which the width table was generated (e.g., POSTSCRP.WID for a PostScript printer, HPLJIIP.WID for an HP LaserJet IIP).

➤ Repeat the previous steps for each printer installed in Windows.

Associating a width table with a style sheet

Once the named width table is generated, it needs to be associated with each of the style sheets that are to use the width table. To associate the named width table with a style sheet:

➤ Click on the **Load Diff. Style** function button and load the style sheet to which the width table will be associated.

➤ Select the **Manage Width Table** option from the File menu.

➤ If the path and name of the width table you want associated with the currently loaded style sheet is not displayed in the title bar of the Manage Width Table dialog box, select the **Load Different Width Table** button and load the desired width table.

➤ Click on the **OK** button to exit the Manage Width Table dialog box.

➤ Click on the **Save Style As** function button and save the style sheet under the same name.

➤ Repeat the previous steps for each of your style sheets.

☞ Because custom width tables are never automatically rebuilt by Ventura Publisher, if you add or remove fonts from Windows you must manually rebuild the custom width table using the previous steps.

Manage Publication

The **Manage Publication** option allows you to combine a large number of chapters together into a *publication*. When you create and save a publication, you are simply creating a list of chapters that are to be grouped together. You can then print, generate a table of contents, create an index, or renumber the pages for the entire publication. Creating a publication allows you to:

- 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.)

- Automatically continue page numbers across chapter boundaries.

- Copy every chapter listed in the publication as well as all of the files associated with the chapters, without accidentally losing a file.

The **Manage Publication** option also includes a file management utility that allows you to copy all files associated with a chapter or publication.

Always use **Manage Publication** to copy publications and chapters. Do not use the Windows File Manager or the DOS COPY command.

Operation

The **Manage Publication** option provides the tool necessary to group sets of chapters into publications for easy handling. As many as 128 chapters can be included in a single publication. Publications can be copied, renumbered, edit, and printed. You can also generate a table of contents and index using the options in the Multi-Chapter Operations dialog box.

Select the **Manage Publication** option from the File menu. If any changes have been made to the currently open chapter since it was last saved, the following alert is displayed.
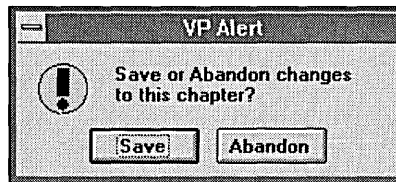
Click on the **Save** button to save the chapter file and all associated files (including the style sheet). Click on the **Abandon** button if you choose not to save the changes.

If you have made any changes to the style sheet since the chapter or style sheet was last saved, a second alert is displayed. Since saving the chapter also saves the style sheet, this alert will appear only if changes have been made to the style sheet but not the chapter, or if you selected to **Abandon** the changes to the chapter in the previous alert.

Click on the **Save** button to save the style sheet. Click on the **Abandon** button if you choose not to save the changes.

The Multi-Chapter Operations dialog box (Figure 5–13) is then displayed.
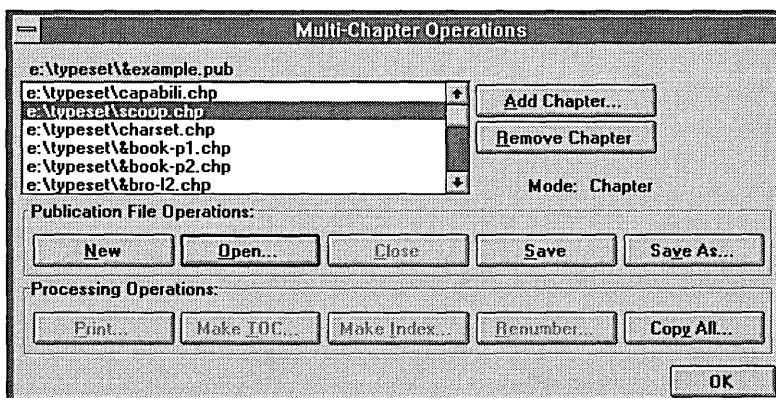
Figure 5–13.   Multi-Chapter Operations dialog box.

Multi-Chapter Operations modes　The Multi-Chapter Operations dialog box operates in two distinct modes: the publication and the chapter mode.

When a chapter name is selected (highlighted) in the publication list box, the mode changes to **Chapter** as displayed in the **Mode** status area. While in the chapter mode, all operations available are performed on the selected chapter only. To select a chapter name in the publication list box, click on the chapter name. To de-select a highlighted chapter name, click on the highlighted chapter name.

When no chapter is selected in the publication list box the mode changes to **Publication** as shown in the **Mode** status area. While in the publication mode, all available options are performed on the entire publication.

Add Chapter　The **Add Chapter** option allows you to locate and add chapter names to the publication list box. This option is available regardless of the current dialog box mode. To add a chapter name to the publication list box:

➤ Click on the **Add Chapter** button. The Open File dialog box (Figure 5–14) is displayed.
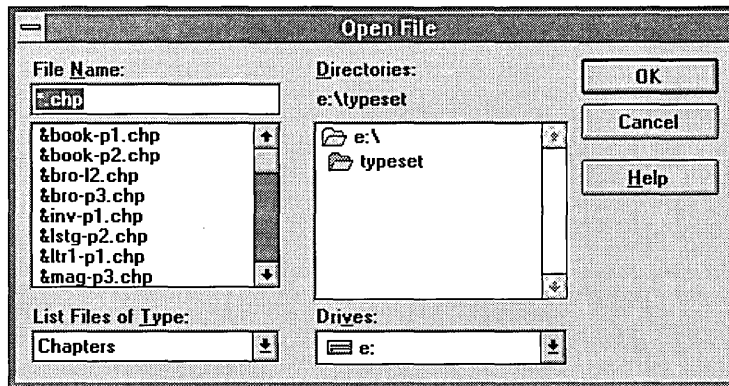
Figure 5–14.　Open File dialog box for chapter (CHP) files.

➤ Use the **Drives** and **Directories** list boxes to locate the desired chapter file. When the name of the desired chapter is shown in the **File Name** list box, either select the chapter name and click on the **OK** button, or double-click on the chapter name.

➤ Continue adding chapters in the same manner until all chapters that are to be included in the publication are listed in the publication list box. If you make a mistake and add a chapter that you don't want,

select the chapter name in the publication list box, and then click on the **Remove Chapter** button.

The new chapter names will appear highlighted at the bottom of the publication list box. Refer to the *Rearranging chapters* section on page 5–34 for information on arranging the order of chapters in the publication list box.

If you attempt to load more than 128 chapter names in a single publication, the following alert is displayed.
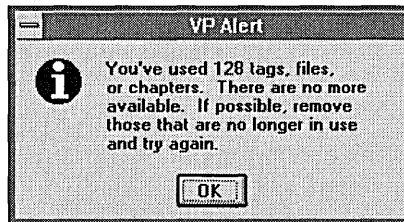
Check the publication for old or duplicate chapter names and remove them from the publication.

After all of the chapters have been added and arranged, use the **Save As** option to save the publication. Refer to the **Save As** option section on page 5–37 for information on saving the publication.

Remove Chapter   The **Remove Chapter** option allows you to delete chapters from the publication list box. Only the chapter names are removed from the publication list box. The chapters themselves are not affected in any way. To remove a chapter name from the publication list box:

➤ Highlight the chapter name in the publication list box by clicking on the chapter name.

➤ Click on the **Remove Chapter** button.

➤ Repeat the previous steps for each chapter that is to be removed from the publication list box.

Rearranging chapters   You can easily change the order in which chapters are placed in the list once you have created a list of chapters.

☞ The order in which the chapters appear in the publication list box is important in that the order determines how the chapters will be numbered when using the Renumber option.

> Locate the chapter name you want moved in the publication list box. Select the chapter by clicking on the chapter name.

> Move the cursor to the new location (using the scroll bars if necessary). As you move the mouse vertically along the list of chapters, you will see the cursor change to a horizontal insertion bar between the chapters.

> When the insertion bar is at the desired location, click the mouse and your highlighted chapter will be moved there.

New The **New** option clears the publication list box of chapter names and starts a new, untitled publication regardless of the current dialog box mode. Simply click on the **New** button to clear the chapter names from the publication list box.

Open The function of the **Open** option depends on the current dialog box mode.

Chapter mode

In the chapter mode, the Open option displays a list of the files associated with the selected chapter. To display the files associated with a chapter:

> Select the chapter name from the publication list box by clicking on the chapter name.

> Click on the **Open** button. The chapter names will be cleared from the publication list box and the files associated with the selected chapter will be displayed. (Figure 5–15).

File Menu
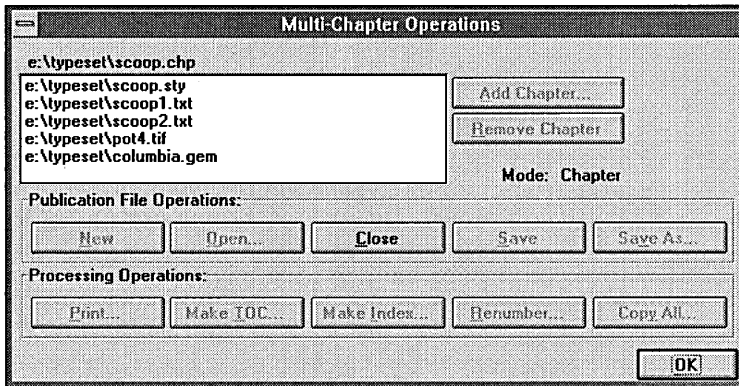
Figure 5–15. Multi-Chapter Operations dialog box displaying the files associated with SCOOP.CHP.

➤ Click on the **Close** button to close the chapter and re-display the chapter names in the publication list box.

☞ This display only allows you to view the files associated with the chapter. The files cannot be edited or deleted using this option

Publication mode

In the publication mode, the open option allows you to load a previously saved publication. To load a previously saved publication:

➤ Ensure that the **Mode** status displays **Publication**. If the **Mode** status displays **Chapter**, one of the chapter names in the publication list box is selected. De-select the chapter by clicking on the chapter name (using the scroll bar if necessary).

➤ Click on the **Open** button. The Open File dialog box (Figure 5–16) is displayed.
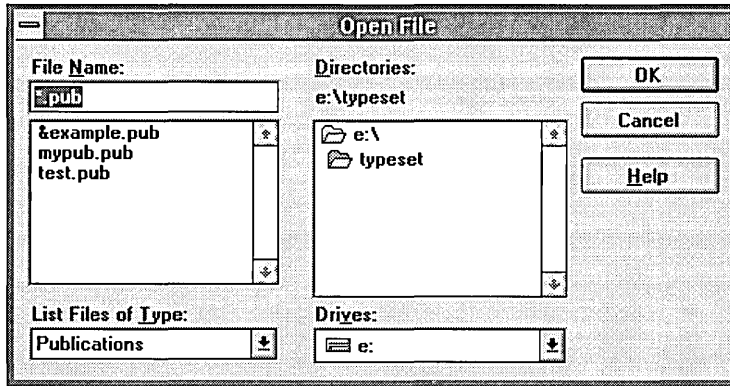
Figure 5–16. Open File dialog box for publication (PUB) files.

➤ Use the **Drives** and **Directories** list boxes to locate the desired publication. When the name of the desired publication is shown in the **File Name** list box, either select the publication name and click on the **OK** button, or double-click on the publication name.

The publication path and name is displayed at the top of the publication list box, and the chapter names associated with the publication are displayed in the publication list box.

Close The **Close** option is used to close the display of files associated with a selected chapter as described in the **Open** option section. This option has no effect in the Publication mode of the dialog box.

Save The **Save** option saves changes made to a previously saved publication (regardless of the dialog box mode). This option is available only when an unsaved change has been made to a previously saved publication. This option is not available if the publication has not be previously saved (refer to the following **Save As** option section), or if the publication has not been modified in any way.

To save a modified publication under its current name, simply click on the **Save** button. To save the publication under a new name, use the **Save As** option instead.

Save As The **Save As** option allows you to save a newly created publication, or to save a previously saved publication under a different name. This option is not available if no chapter names are listed in the publication list box. To save a new publication, or save a previously save publication under another name:

File Menu

➤ Click on the **Save As** button. The Save File As dialog box (Figure 5–17) is displayed.
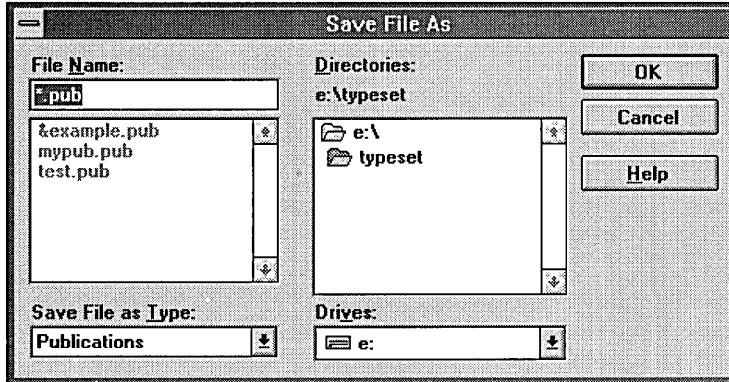
Figure 5–17.   Save File As dialog box for publication (PUB) files.

➤ Use the **Drives** and **Directories** list boxes to locate the drive and directory in which you want the publication file to be saved. When the name of the destination directory is shown in the **Directories** list box, enter a file name for the publication in the **File Name** entry field and click on the **OK** button. If you want the publication to be saved over a previously saved publication file, select the publication file name from the **File Name** list box and click on the **OK** button, or double-click on the publication file name.

☞ If the extension is not specified, Ventura Publisher automatically adds PUB.

If the file name under which you are saving the publication is the same as that of a previously saved publication, the following alert is displayed.
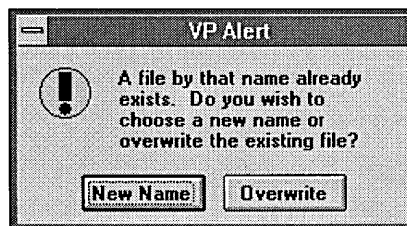
Click on the **New Name** button to re-display the Save File As dialog box and select a different file name for the publication. Click on the **Over-**

write button to save the publication over the previously saved publication file.

Print The **Print** option allows you to print the contents of the entire publication. You can use this option to print to either a printer, or to a file for output on a remote printer or imagesetter.

☞ The **Print** option is available only in the publication mode. To print a single chapter, load the chapter into Ventura Publisher and print it using the **Print** function button.

Multi-chapter print to a printer

➤ Load or create the publication you wish to print.

➤ Ensure that the **Mode** status displays **Publication**. If the **Mode** status displays **Chapter,** one of the chapter names in the publication list box is selected. De-select the chapter by clicking on the chapter name (using the scroll bar if necessary).

➤ Click on the **Print** button.

➤ Ensure that the correct printer name is displayed at the top of the Print dialog box. If the correct printer is not displayed, select the printer using the **Setup** button in the Print dialog box.

➤ Set the desired print options in the Print dialog box and click on the **OK** button. Refer to page 5–54 for more information on using the options in the Print dialog box.

☞ The most useful **Page Range** options in the Print dialog box for multi-chapter printing are **All, Left,** and **Right.** The **Current** option will print page one of each of the chapters. The **Pages** option will print the selected range from each of the chapters

---

Multi-chapter print to a file

The procedures for printing a publication to a single file are the same as those of printing to a printer described above. The difference is that a special printer port must first be setup to multi-chapter print to a file. To setup the special printer port:

☞ Setting up a special printer port requires editing of the WIN.INI file. You should always make a backup of this file before editing any of your INI files.

➤ Using an ASCII text editor (e.g., SYSEDIT, NOTEPAD) open your WIN.INI file located in the directory in which Windows is installed.

➤ Locate the section of the WIN.INI labeled `[ports]`.

➤ At the bottom of this section, add the line:

`MULTICHP.PRN=`

➤ Save the WIN.INI file and close the ASCII test editor.

➤ Open the Windows Control Panel and double click on the Printers icon.

➤ Install a printer driver for the type of printer on which the publication will ultimately be output. Refer to the Printers dialog box Help or the Windows documentation for information on installing printer drivers.

➤ Set the newly installed printer to output to the MULTICHP.PRN port. Refer to the Printers dialog box Help or the Windows documentation for information on assigning a printer port to the printer driver.

➤ Close the Printers dialog box and the Windows Control Panel.

☞ If you have installed soft fonts in Windows or are using a Windows font utility program (ATM, FaceLift), you will have to reinstall the soft fonts for this printer. Refer to the soft font or the font utility program documentation and Help for information on reinstalling the soft fonts. It is not necessary to reinstall TrueType fonts.

If the soft fonts are not installed, they will not be included in the print file and will not be printed unless the fonts used are resident in the memory of the output device.

➤ Click on the **Print** button.

➤ Ensure that the printer name displayed at the top of the Print dialog box shows that the output will be directed to the MULTICHP.PRN port. If the correct printer is not displayed, select the correct printer using the **Setup** button in the Print dialog box.

➤ Set the desired print options in the Print dialog box and click on the **OK** button. The **Print to File** check box does not need to be checked. Refer to page 5–54 for more information on using the options in the Print dialog box.

☞ The most useful **Page Range** options in the Print dialog box for multi-chapter printing are **All, Left,** and **Right.** The **Current** option will print page one of each of the chapters. The **Pages** option will print the selected range from each of the chapters.

➤ When the Print to File dialog box is displayed, enter the full path and name for the print file in the **Filename** entry field.

Print to File
Filename:
C:\VPFILE1.PRN
OK   Cancel
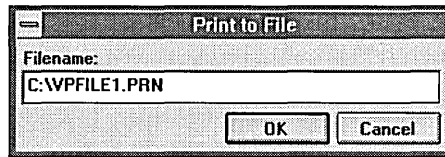
The files produced by printing an entire publication to a single file can be quite large depending on the content of the chapters. You can reduce the size of the print file by printing only a few chapters at a time to a different files. For example, remove all but the first three chapters, print to a file, reload the publication (do not save), remove all but the next three chapters (chapters 4 through 6), print to a different filename, reload the publication, etc.

Once the print files have been generated, they can be printed using the DOS COPY command by entering the following at the DOS prompt:

```
COPY [filename] [port]: /B
```

where *[filename]* is replaced with the full path and filename of the print file, and *[port]* is replaced with the port on which the printer is connected. For example:

```
COPY VPFILE1.PRN LPT1: /B
```

will output the print file VPFILE1.PRN to the printer attached to LPT1.

☞ The print files must be printed on the same type of printer that was setup in Windows when the publication was printed to a file from Ventura Publisher. (i.e., if you set up an HP LaserJet printer to print to

File Menu

MULTICHP.PRN, the files generated from printing to this printer driver can only be printed on an HP LaserJet printer).

The print files can also be sent to a service bureau for output on an imagesetter. The files sent to a service bureau are typically PostScript format files. Installing and printing to file using a PostScript printer driver will create the PostScript files used by service bureaus.

Make TOC   Ventura Publisher can automatically generate a table of contents or table of figures 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 in the Ventura Publisher Generated file format. This file can then be loaded and formatted later just like any other text file, saved as a chapter, and then added to the front of the publication file.

To generate a table of contents:

➤ If the publication for which the table of contents is to be generated is not displayed, use the **Open** option to load a publication. Otherwise, use the **Add Chapter** and **Save As** options to create a publication.

➤ Click on the **Make TOC** button. The Generate Table of Contents dialog box (Figure 5–18) is displayed. The current publication name is shown in the **TOC File** entry field, with the last three letters changed to TOC and the extension .GEN added. This is the name of the text file which will be created during the process of generating the table of contents.
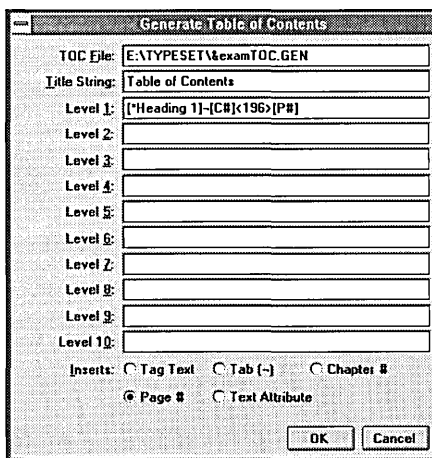
Figure 5–18.   Generate Table of Contents dialog box.

➤ Use the text cursor to change the TOC file name if you don't like the default name provided.

➤ Modify the **Title String** entry field, if desired. This is the title that is displayed at the top of the first table of contents page.

➤ Place the text cursor in the **Level 1** entry field, and then select the **Tag Text** option. This places [*tag name] in the **Level 1** entry field.

➤ Use the keyboard cursor keys to delete the words tag name and replace them with the first tag name associated with text you wish to place in the table of contents.

➤ Move the text cursor to the end of the **Level 1** entry field.

➤ Select the **Tab [→]** option.

➤ Select the **Chapter #** option (if you want chapter numbers included).

➤ Type a hyphen. If you want an En dash, type: <196>

➤ Select the **Page #** option.

The **Level 1** entry field on your display should look similar to the one in Figure 5–18. Repeat this procedure for additional levels.

What you have just done is specify the text tagged with the name you specified to start at the left margin, followed by a tab, and then the

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chapter number and page number on which that text was found. You can add any other text or format information you require. For instance, if you wish to place a text attribute (e.g., bold, italic) anywhere in the line of text you just typed, place the text cursor at the position where the attribute is to begin and select the **Text Attribute** option. Replace the text between the brackets with one of the codes shown on page D–5. For instance, if you want the chapter number to appear in italics, you would type `<MI>[C#]<D>`.

When finished, click on the **OK** button. Ventura Publisher then automatically creates a new text file which contains the extracted text. 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. You can then load the resulting text file (using the **Load Text/Picture** option), format it with a style sheet, edit it, and print it just like any other text file. Load this text file using the **Generated** format option in the **Load/Text Picture** option dialog box.

Many documents use a different page format, including a different number of columns, for the table of contents or table of figures. If you place the generated text into a page which you have inserted using the **Insert/Remove Page** option in the **Frame** menu, this page's frame attributes can be set independent of the rest of the document.

Make Index   Ventura Publisher can automatically create an index from the references you inserted into the text using the **Index Entry** option in the **Insert Special Item** secondary menu (**Text** menu).

To generate an index:

➤ If the publication for which the index is to be generated is not displayed, use the **Open** option to load a publication. Otherwise, use the **Add Chapter** and **Save As** options to create a publication.

➤ Ensure the **Mode** status displays **Publication**. If the **Mode** status displays **Chapter**, locate the highlighted chapter in the publication list box and deselect it by clicking on the chapter name.

➤ Click on the **Make Index** button. The Generate Index dialog box (Figure 5–19) is displayed. The current publication name, with the last three letters changed to IDX and the extension .GEN added, is shown in the **Index File** entry field. Change this name if you don't like the default name provided.
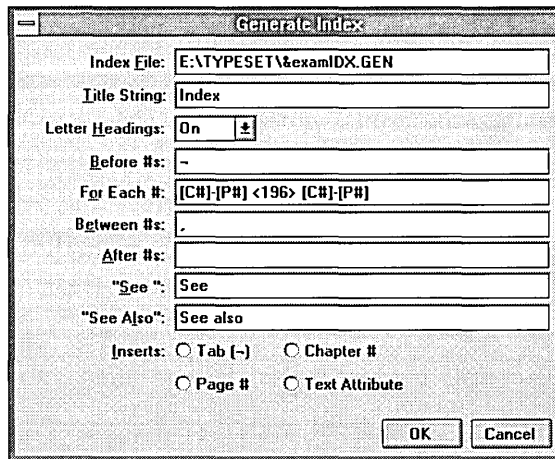
Figure 5–19.   Generate Index dialog box.

➤ Modify the **Title String** entry field, if desired. This is the title that will appear at the top of the first index page.

➤ If you want the letter **A** to appear before the first index entry beginning with the letter **A**, and a **B** before the first index entry beginning with the letter **B**, and so on, select **On** from the Letter Headings list box. An exclamation point (!) is used as the heading for all nonalphabetic entries.

The rest of the dialog box is automatically filled out as shown in Figure 5–19, and usually does not need to be changed. For those wishing to change the default format:

Before #s inserts the text you specify in front of 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. If you want to make the page numbers a different font than the rest of the index, place the typeface or size change code on this entry field. For example, to make the numbers print in ten point Helvetica, you would type:

```
<P10F2>
```

For Each # describes how the chapter and page numbers will appear in the index. If you don't want chapter numbers, delete both occurrences of [C#] -. If you want chapter numbers to appear bold, type:

```
<B>[C#]<D> - [P#]  - <B>[C#]<D> - [P#]
```

File Menu

Between #s describes the punctuation that should be placed between each chapter/page number referenced. The default is a 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. If you changed font using the **Before #s** setting, you can reset to the default font by typing the font or size change code on this entry field. For example, to reset the typeface and size to the default specified by the paragraph tag, you would type:

```
<P255F255>
```

See defines the text that should be added for a cross reference entry. Usually the word **See** is used. If you want the word **See** to appear in italic, type:

```
<MI>See<D>
```

See Also defines the text that should be added for a secondary cross reference entry. Usually the words **See Also** are used.

To save changes made to the default settings, save the publication *after* creating the index.

During the process of generating an index, 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).

The index for this manual was generated with Ventura Publisher's index feature.

Renumber   The **Renumber** option automatically renumbers chapter, page, table, and figure numbers across chapter boundaries. This is used for books or other long documents which are numbered consecutively across chapter boundaries.

To make this feature work, you must use the **Update Counters** option (in the **Edit** menu) and set the initial chapter, page, table, and figure counter for each chapter to **Previous Number + 1**.

Renumber also updates all cross references.

To renumber chapters, save the publication and then click on the **Renumber** button.

Copy All   The **Copy All** option is used to copy and entire publication or chapter. Refer to the next section for procedures on copying a publication or chapter.

Since both chapter and publication files point to many different text and picture files, each of which may be in a different sub-directory, copying every file in a complete chapter or publication using the File Manager or the DOS COPY command is a laborious process. In general, the File Manager and the DOS COPY commands do not work unless you intend to copy every file back to the same disk drive and sub-directory.

If you are unfamiliar with the concept of paths and directories, please refer to the Windows or a DOS reference guide before proceeding with this section.

☞   Do not use the Windows File Manager or the DOS COPY command to copy chapters.

The **Copy All** option automatically copies the files associated with a chapter or publication. The following files are not copied using the **Copy All** option.

- Hyphenation dictionaries

- Spelling dictionaries

- Fonts

- OLE server applications and server files

- User font index

☞   If one or more chapters contain linked or embedded OLE objects, the .VPO file will be copied with the publication. However, neither the server application nor the server file will be copied. Refer to Appendix K for more information on publication and chapter file management for chapters containing OLE objects.

You can copy each type of file (e.g., style sheet, picture, text) to a different disk drive and sub-directory. Ventura Publisher automatically updates the references in the chapter (CHP) and publication (PUB) files to these new drives and sub-directories.

To copy a publication, a group of chapters, or a single chapter:

5 – 47

➤ If you are copying a publication and the publication is not displayed in the Multi-Chapter Operations dialog box, use the **Open** button to load the publication you want to copy. If you are copying a single chapter, or a group of chapters, use the **Add Chapter** button to load the chapter name or names into the publication list box.

☞ Chapters listed in the publication list box do not have to be saved as a publication in order to copy them using the **Copy All** option.

➤ If you are copying a publication or a group of chapters not saved as a publication, ensure that the **Mode** status displays **Publication**. If the **Mode** status displays **Chapter**, one of the chapters in the publication list box is selected and only that chapter will be copied. To deselect the chapter, locate the highlighted chapter in the publication list box and click on the chapter name.

If you are copying a single chapter locate and select the chapter name in the publication list box.

➤ Click on the **Copy All** button. The Copy All dialog box (Figure 5–20) is displayed. The **PUB or CHP** entry field shows the name of the publication to be copied. The destination entry fields show the disk drive and sub-directory to which each file type will be copied.


```
─                        Copy All

                        Source File

    PUB or CHP:  E:\TYPESET\&EXAMPLE.PUB

                    Destination Directories

    PUB & CHPs:  A:\Chapters\
    STYs & WIDs: A:\Chapters\
     Text Files: A:\Chapters\
   Graphic Files: A:\Chapters\
   IMGs & VPOs:  A:\Chapters\

      Command:     Make all Directories as PUB & CHPs

                            OK      Cancel
```
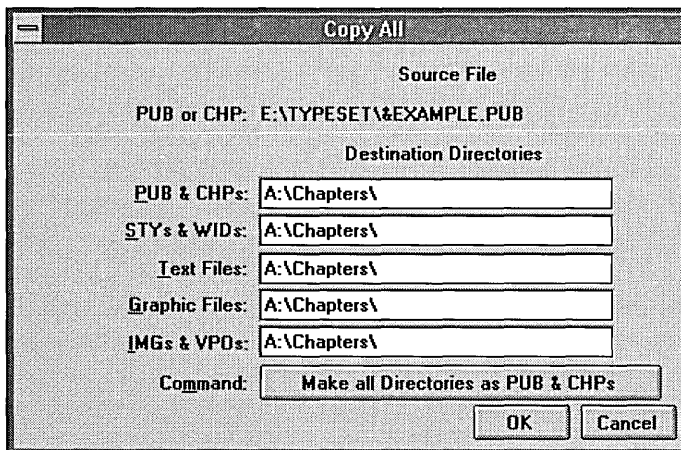
Figure 5–20. Copy All dialog box. Set to copy all files associated with &EXAMPLE.PUB to the A drive. You must include the backslash (\\) at the end of each destination entry field or you may copy files to a different directory than you intended.

➤ In each destination entry field, enter the disk drive name, followed by a colon, *followed by a backslash* (\\), followed by the sub-directory

(if any) where you wish to place that file type.

Shortcut: if you want to save all files to the same disk and directory, enter information on the first destination entry field only, and then click on the **Make all Directories as PUB & CHPs** button.

☞ Some versions of DOS place a limitation on the number of files that can be copied to the root directory of a floppy disk, but place no limitation on the number of files that can be copied to a sub-directory. Therefore, when you copy a chapter or publication containing a large number of small files, you should copy the chapter or publication to a sub-directory on the floppy disk.

➤ Click on the **OK** button to begin the copying process. Ventura Publisher creates any directory names requested that were not already in existence.

☞ If one or more chapters contain linked or embedded OLE objects, the .VPO file will be copied with the publication. However, neither the server application nor the server file will be copied. Refer to Appendix K for more information on publication and chapter file management for chapters containing OLE objects.

For example, to save all files in the publication to the CHAPTERS directory on the **A** drive, edit each entry field to look like Figure 5–20.

☞ Pressing the **Enter** key does nothing in the Copy All dialog box. This reduces the chance of accidentally starting the copy process before you are ready. You must click on the **OK** button with the mouse to begin the copy process.

Multi-chapter operation alerts

File name collision At the beginning of the operation, Ventura Publisher compiles a list of file that are to be copied. If two files with the same name are to be copied from two different locations to a single destination location, the following alert is displayed.

File Menu

```
┌─────────────────────────────────────────┐
│ ─           VP Alert                     │
├─────────────────────────────────────────┤
│  ┌─┐   File name collision:              │
│  │?│     A:\CHAPTERS\ENVIRON.WID          │
│  └─┘   Do you wish to rename this file,  │
│        ignore the collision & copy over, │
│        or cancel the archive process?    │
│                                          │
│   ┌──────────┐ ┌────────┐ ┌────────┐     │
│   │ Rename... │ │ Ignore │ │ Cancel │    │
│   └──────────┘ └────────┘ └────────┘     │
└─────────────────────────────────────────┘
```
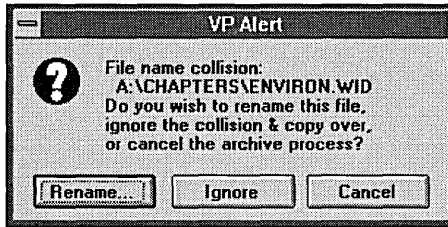
Insufficient disk space   If all the files from the publication will not fit on one disk, the following message is displayed when the disk becomes full:

```
┌─────────────────────────────────────────┐
│ ─           VP Alert                     │
├─────────────────────────────────────────┤
│  ┌─┐   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 │             │
│      └──────────┘ └────────┘             │
└─────────────────────────────────────────┘
```
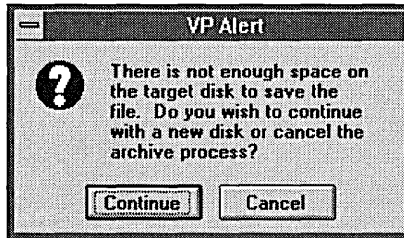
If you are copying the publication to floppy disks, insert a blank, formatted disk in the drive, close the drive door, and then click on **Continue** or press **Enter**.

If you are copying the publication to another hard drive, you will have to click on **Cancel** and then use the Windows File Manager or DOS commands to move or delete files from the target drive before the publication can be copied.

Unable to locate file   If during copying, Ventura Publisher is not able to locate a file associated with the chapter, the following alert will appear. The appropriate action is dependent on the type of drive (floppy or hard) from which the publication is being copied.

```
┌─────────────────────────────────────────┐
│             VP Alert                     │
├─────────────────────────────────────────┤
│  ┌─┐   This file could not be found:     │
│  │?│     A:\CHAPTERS\CAPABILI.STY         │
│  └─┘   Do you wish to skip over it, or   │
│        retry with a new disk, or cancel  │
│        the archive process?              │
│                                          │
│   ┌────────┐ ┌────────┐ ┌────────┐       │
│   │  Skip  │ │ Retry  │ │ Cancel │       │
│   └────────┘ └────────┘ └────────┘       │
└─────────────────────────────────────────┘
```
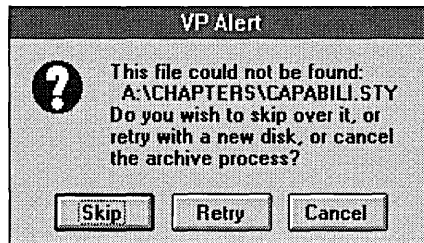
Copying from a floppy drive

If you are copying from floppy disks, insert the next floppy and click on **Retry**. If, after inserting the next floppy, the message reappears, make sure that the floppies are in the correct order.

If the floppies are in the correct order, either click on **Cancel** and recopy the publication to the floppies from the original source, or click on **Skip** to continue the copy process.

If you click on **Skip**, the missing file will not be available on the target disk. However, the reference to the file will remain in the chapter file until the chapter is opened from the target drive and then saved. Before opening the chapter from the target disk, you should locate the missing file, and then copy it to the target disk and directory with the other files of the same type (e.g., text, image) using the DOS COPY command or the Windows File Manager. The chapter can then be opened and saved as usual.

Copying from a hard drive

If you are copying the publication from a hard drive, either the file has been moved or deleted from the location it was in when it was loaded into the chapter, or the file is located on a network drive that you have not logged onto. Note the drive, path, and file name shown in the dialog box.

If the drive and path shown in the dialog box is a network drive that you are not logged onto, click on **Cancel**, log onto the network, and then recopy the publication.

If the drive and path shown in the dialog box is a local hard drive, or a network drive you are presently logged onto, you can either click on **Cancel**, open and reconstruct the chapter from which the file is missing, and then recopy the publication, or click on **Skip** to continue the copy process.

If you click on **Skip**, the missing file will not be available on the target disk. However, the reference to the file will remain in the chapter file until the chapter is opened from the target drive and then saved. Before opening the chapter from the target disk, you should locate the missing file, and then copy it to the target disk and directory with the other files of the same type (e.g., text, image) using the DOS COPY command or the Windows File Manager. The chapter can then be opened and saved as usual.

Printer Setup

The **Printer Setup** option lets you select a different printer, choose a different paper tray, scale the page larger or smaller, or configure to print to a file. The main use of the **Printer Setup** option is to change the currently selected printer and printer settings.

Operation

To format your document for a different printer:

➤ Select the **Printer Setup** option from the **File** menu. The Printer Setup dialog box (Figure 5–21) is displayed.
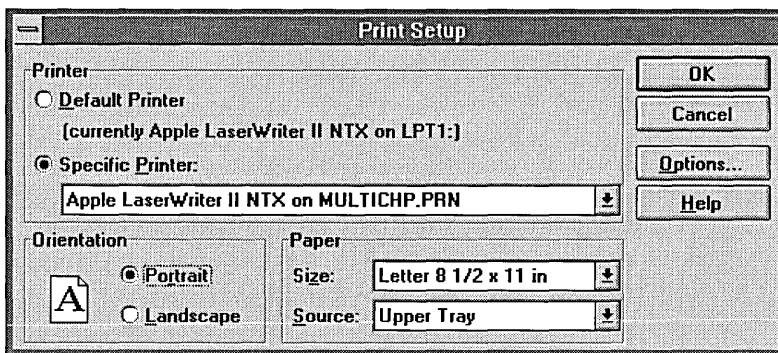
Figure 5–21.   The Printer Setup dialog box.

➤ If the **Default Printer** selection is not the desired selection, select the desired printer from the **Specific Printer** list box.

➤ Set the desired **Orientation** and **Paper** options.

➤ Click on the **Options** button to set the options specific to the printer driver. The options and settings available when the **Option** button is selected are dependent on the printer selected and the corresponding printer driver. Refer to the printer driver Help after this option is selected for available options and settings.

➤ Click on the **OK** button to exit from the Printer Setup dialog box.

☞ If you click on the **OK** button to exit from the Printer Setup dialog box, Ventura Publisher will build a new width table based on the selected printer. This width table will be named ENVIRON.WID. You should not save your chapter when a width table named ENVIRON.WID is currently loaded. You should use the options available in the Manage Width Table dialog box to save this width table under another name before saving your chapter. Refer to the Manage Width Table option section starting on page 5–22 for more information on width table and renaming the ENVIRON.WID width table.

If you click on the **Cancel** button to exit the dialog box, all Printer Setup dialog box settings revert to those in effect before you entered the Printer Setup dialog box, and no width table is rebuilt. However, the setting made using the Printer Setup dialog box **Option** button will remain in effect.

➤ Select the **Manage Width Table** option in the **File** menu. Click on the **Save As New Width Table** button and save the width table under another name. Refer to the Manage Width Table option section starting on page 5–22 for more information on using the Manage Width Table dialog box options.

☞ If your document uses fonts not available with the new printer, the font used in your document will be substituted with a font available to the printer. In order to use the same fonts with different printers, the same fonts should be installed for each printer installed in Windows. Refer to Appendix I for additional information on the use of fonts.

File Menu

Print

Click on the **Print** function button to begin the printing process. The Print option allows you to:

- Generate printed copies of the currently opened chapter.

- Print to a file. This file can then be copied to a remote printer or sent to a typesetter.

☞ If you want to print a group of chapters or a publication to a printer or file, refer to the Multi-Chapter Operations dialog box **Print** option section starting on page 5–39.

To print all or part of the currently loaded chapter, click on the **Print** function button. The Print dialog box (Figure 5–22) is displayed. To stop a print in progress, click on the **Cancel** button in the printing message box. Ventura Publisher stops printing after the current page is finished. If you are using Windows Print manager or another print spooler, the spooler may still contain pages that will print even after Ventura Publisher has stopped printing.
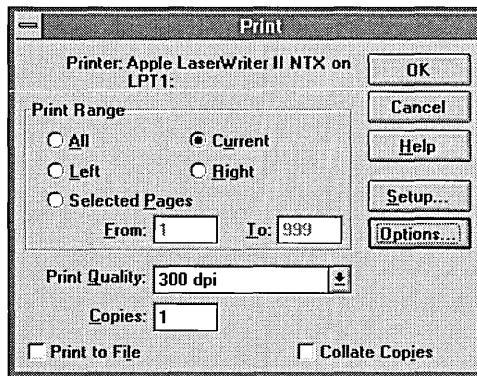
Figure 5–22.   The Print dialog box.

Print Range

To print the entire chapter, select the **All** option. To print only part of the chapter, select the **Pages** option, then type the number of the first

page in the **From** field and the last page number in the **To** field. The page numbers specified refer to the page numbers shown in the page number indicator. To print the current page only, select the **Current Page** option.

Left/Right **Left/Right** is used to print on both sides of the page (duplex printing) on printers which do not directly support duplex printing. To create duplex pages on non-duplex printer:

➤ Use the **Left** option and print all left pages.

➤ Turn the paper over and reinsert the paper tray (insert a blank sheet after the last page, if necessary).

➤ Use the **Right** option and print all right pages.

☞ Some printers will burn or smear the toner if a page is reinserted and printed on the second side. Refer to your printer manual.

Print Quality

For printers with selectable levels of print quality (dots per inch for laser printers, for example), you can select the quality of the print from the **Print Quality** list box. As a general rule, a lower print quality, prints the page faster and uses less ink, toner, or print media; a higher print quality prints better looking text and graphics, but the page prints slower and uses more toner, ink, or print media.

Copies

There are two ways to print multiple copies. If you check the **Collate Copies** check box you can enter the desired number of copies in the **Copies** entry field. However, this will cause Ventura Publisher to reload the chapter for each copy being printed, thus slowing the printing process. Leaving the **Collated Copies** check box cleared will speed the printing process, but the pages will have to be manually collated.

Collate Copies

Check the **Collate Copies** check box to print multiple, collated copies.

Print to file

Check the **Print to File** check box to output the pages to a file instead of the printer. Refer to the *Printing to a file* section starting on page 5–62 for information on the various uses and procedures for printing to a file.

Setup

Printer configuration is handled through the **Printer Setup** dialog box. Set the printer, paper orientation, and paper tray options in the Printer Setup dialog box (Figure 5–23).

```
┌──────────────────────── Print Setup ─────────────────────────┐
│ ┌─Printer─────────────────────────────────┐    ┌──────────┐  │
│ │ ○ Default Printer                        │    │    OK    │  │
│ │   (currently Apple LaserWriter II NTX on │    └──────────┘  │
│ │    LPT1:)                                 │    ┌──────────┐  │
│ │ ⦿ Specific Printer:                       │    │  Cancel  │  │
│ │ ┌──────────────────────────────────┬──┐ │    └──────────┘  │
│ │ │ Apple LaserWriter II NTX on      │ ± │ │    ┌──────────┐  │
│ │ │ MULTICHP.PRN                     │  │ │    │ Options..│  │
│ │ └──────────────────────────────────┴──┘ │    └──────────┘  │
│ └──────────────────────────────────────────┘   ┌──────────┐  │
│ ┌─Orientation──────┐ ┌─Paper─────────────────┐ │   Help   │  │
│ │        ⦿ Portrait │ │ Size:  │Letter 8 1/2 x│ └──────────┘  │
│ │ ┌──┐              │ │        │11 in     │ ± ││              │
│ │ │ A│              │ │ Source:│Upper Tray│ ± ││              │
│ │ └──┘   ○ Landscape│ │                       ││              │
│ └──────────────────┘ └───────────────────────┘│              │
└───────────────────────────────────────────────────────────────┘
```
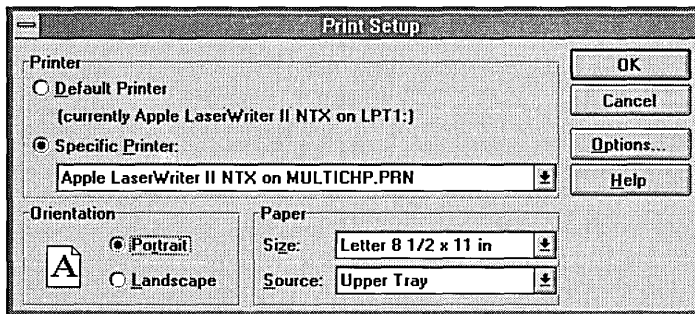
Figure 5–23.   The Printer Setup dialog box.

Printer   Select the **Default Printer** option to use the Windows installed default printer. To print to a different printer, select the printer from the **Specific Printer** list box.

It is important to note that, unlike accessing the Printer Setup dialog box using the **Printer Setup** option in the **File** menu, this Printer Setup dialog box will not cause a new width table to be generated. This is particularly useful if you are printing to a printer other than that setup as the ultimate output device (e.g., proofing to a laser printer before sending the document to a service bureau), or if you want to print a specialized driver such as a fax software driver.

Orientation   Select **Portrait** if you want to print in the portrait mode. Select **Landscape** if you want to print in the landscape mode.

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Paper   Select the paper size you want to print on from the **Size** list box. The size selected must match the size of the paper in the printer. Selecting a size smaller than is actually present in the printer may cause the printer to misfeed and jam. Selecting a size larger than present in the printer may cause jamming or an incomplete print of the page.

Many printers have multiple trays and allow manual feeding of pages. Select the paper source (e.g. upper tray, lower tray, manual feed) from the **Source** list box.

Options   Click on the **Options** button to access the options for the installed printer driver. If you need help in the Options dialog box, click on the **Help** button to get printer specific information. This information varies from printer to printer.

Certain printers can enlarge or reduce the page size (PostScript printers, for example, have this capability). If your printer allows enlarging or reducing the page size (called scaling), use the **Scaling** option in the Options dialog box to enlarge or reduce the page to fit the paper size.

Other typical information found in the Options dialog box are the margin settings, print destination, and header information.

Options

Click on the **Option** button to display the Ventura Print Options dialog box (Figure 5–24).
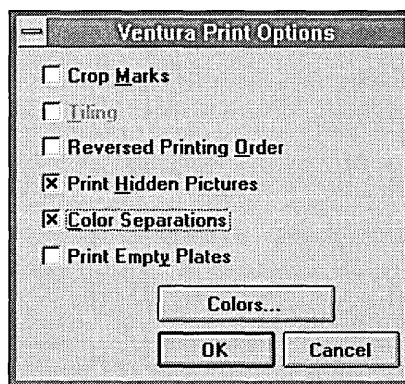
Figure 5–24.   Ventura Print Options dialog box.

Crop Marks   Check the **Crop Marks** box to place crop marks at the exact edge of the page. This feature is useful primarily for typesetting machines, since most laser printers don't print to the edged of the page. note also that crop marks will print only if the paper in your printer is larger than the page size chosen in the **Chapter** menu. You can create custom page sizes which are smaller than the defaults in the **Chapter** menu (refer to the **Sizing & Scaling** option section in the **Frame** menu chapter).

If you want to create custom crop marks closer to the center of the page:

➤ Select the page.

➤ Use the Line tool to draw individual crop marks.

➤ Select **Show On All Pages** option from the **Graphic** menu for all crop marks to show these custom drawn crop marks on all pages.

Tiling   If you have select page dimension of **11 x 17** or **Broadsheet** in the **Page Size & Layout** option dialog box (**Chapter** men), you can print on printers which only handle smaller paper sizes. Select the **Tiling** check box to print many small pages which can then be pasted together to create the larger page.

☞   The tiling option is not available if the **Color Separations** check box is checked.

Reversed Printing Order   If your printer stacks the pages in the wrong order, you can reverse the normal printing order by checking the **Reversed Printing Order** check box.

Print Hidden Pictures   When printing a chapter containing hidden pictures, check the **Print Hidden Pictures** option to print all the hidden pictures in the chapter. If the **Print Hidden Pictures** is not enabled, the area of the page containing a hidden picture prints as solid black. Pictures that are not hidden will print regardless of the setting of the **Print Hidden Pictures** option.

Color Separations   If you check the **Color Separations** check box, a separate page or separation is printed for each color selected in the Separation Colors dialog box. The color name you define is printed at the top of each page printed for that color.

If the Ventura Separator color extension is not installed, you can only perform spot color separation. With spot color separation, each sheet

contains only the text and graphics set for one specific color. Solid colors will print as 100% black, and tints of a color will print as a shade of black. Ventura Publisher prints a white mask on each color that is underneath another color. In other words, where two colors overlap the one underneath has a white mask.

For example, if black text is entered in a frame with a solid green background, and the page is printed with the **Color Separations** option checked, one page is printed for the text and one for the frame. The page printed for the frame prints the green background as 100% black, but a white mask for the black text prints in the frame.

Black Text
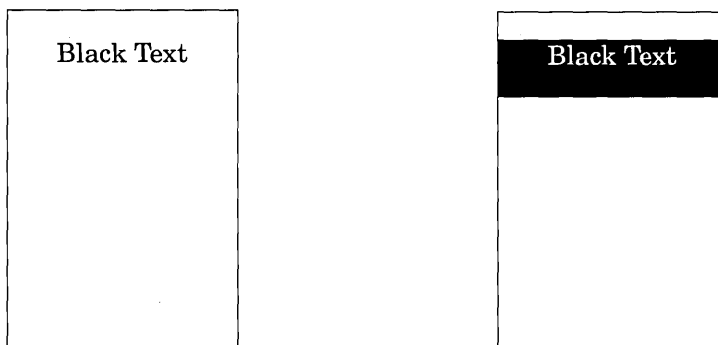
Black Text

Figure 5–25. The first page prints the black text. The second page prints the green background as black, and prints a white mask in the frame for the black text.

☞ If the Ventura Separator color extension is installed, colors are separated according to the **Ink Separations** and **Ink Alignments** settings set in the Define Colors dialog box for each color setting.

Print Empty Plates   The **Print Empty Plates** option is available only when the **Color Separations** option is checked. Check the **Print Empty Plates** option to produce a separation plate (color overlay), for each color in the **Selected Colors** list of the Separation Colors dialog box, regardless of whether that color is used on a page. If this the **Print Empty Plates** is cleared, a separation plate is produced only for those colors used on a page.

Colors   The **Colors** button is available only if the **Color Separations** option is checked. Click on the **Colors** button to display the Separation Colors dialog box similar to the one shown in Figure 5–26. This dialog box is

used to select the colors used in the separations. Only those colors selected in this dialog box are printed.
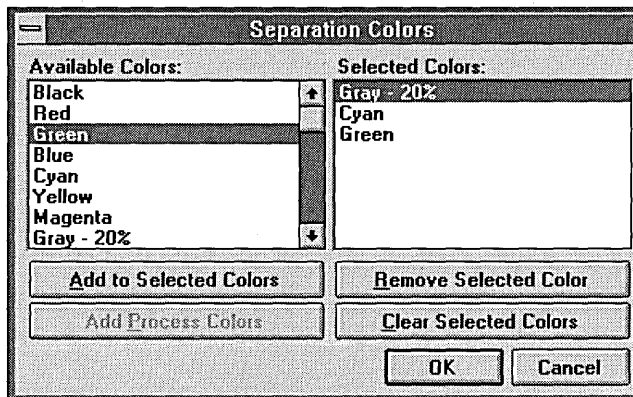
Figure 5–26.   Separation Colors dialog box.

Available Colors

The **Available Colors** list displays the color available in the currently loaded style sheet. These colors are defined using the **Define Colors** option in the **Paragraph** menu.

Selected Colors

The **Selected Colors** list displays the colors selected to be printed as separations.

Only the chapter components (i.e. text, graphics, etc.) that are defined with colors from this list are printed as separations. Any chapter components with a color that is not on this list will not print in the separations.

Add to Selected Colors

The **Add to Selected Colors** button adds the color currently selected in the **Available Colors** list to the **Selected Colors** list. Color names are selected from the **Available Colors** list by clicking on their color name.

☞ Color names can also be added to the **Selected Colors** list by double clicking on a color name in the **Available Colors** list.

Colors added to the **Selected Colors** list that are not used in the chapter produce a separation plate only when the **Print Empty Plates** check box in the Print dialog box is checked.

Add Process Colors

The **Add Process Colors** button adds process cyan (C), magenta (M), yellow (Y), and black (K) colors to the **Selected Colors** dialog box. These process colors differ from the cyan, magenta, yellow, and black colors in the **Available Colors** list in that the process CMYK colors are used to separate the colors in the **Available colors** list and to separate pictures in the chapter into four process color plates.

☞ The **Add Process Colors** option and CMYK separations are only available when the Ventura Separator color extension product is installed.

Remove Selected Color

The **Remove Selected Color** button removes the color currently selected from the **Selected Colors** list. Color names are selected from the **Selected Colors** list by clicking on the color.

☞ Color names can also be removed from the **Selected Colors** list by double-clicking on them.

Clear Selected Colors

The **Clear Selected Colors** option removes all colors from the **Selected Colors** list.

Printing to a file

Ventura Publisher allows you to print all or part of your document to a file. This option is used for:

- Print your document on a printer connected to another computer without the need to move the printer.

- Send your document to a service bureau for printing at a higher resolution than a desktop printer is capable.

- Print a page of a document to a file and then incorporate that page back into Ventura Publisher as a picture.

☞ The latter two items listed above require a PostScript printer driver be installed in Windows prior to printing to a file.

Printing on a remote printer

If circumstances do not allow you to have a printer connected to your computer, you can print your documents on a printer connected to another computer.

☞ In order to print your document on a remote printer, you must have a printer driver for that printer installed in your installation of Windows.

Setup   Before you can print a chapter to a file for output on a remote printer, you must generate a width table for that printer and apply it to your document.

Applying a width table generated for a different printer than that of the width table used when the document was created may cause the line endings and page breaks of the document to change. Therefore, it is recommended that the document be created using a width table generated for the remote printer.

To generate a width table for the printer and apply it to your chapter:

➤ Click on the **Load Diff. Style** function button and load the style sheet used to produce the document that will be sent to the service bureau.

➤ Select the **Printer Setup** option from the **File** menu. If the device on which the document is to ultimately be output is not displayed as the **Default Printer**, select the device from the **Specific Printer** list box.

☞ If the remote printer is not listed in the **Specific Printers** list box, the driver for that printer has not been installed in Windows. You must install a driver for the printer before you can create a width table for that printer.

➤ Click on the **OK** button. Ventura Publisher will display various messages as a width table for the output device is generated. This could take several minutes depending on the number of fonts installed in Windows and the speed of your computer.

➤ Select the **Manage Width Table** option from the **File** menu and save the width table under a name that describes the device or purpose of the width table (e.g., HPIIIP.WID, REMOTE.WID). Click on the **OK** button.

➤ Click on the **Save Style As** function button and save the style sheet under the same name (click on the **Overwrite** button when the alert is displayed).

Apply this style sheet to all chapters that are to be output on the remote printer, or create additional style sheets and apply the width table generated for the remote printer to these style sheets.

Printing To print all or part of your document to a file for printing on a remote printer:

➤ In Ventura Publisher, open the chapter you wish to print to a file.

➤ Click on the **Print** function button.

➤ If the name of the remote printer is not displayed at the top of the Print dialog box, click on the **Setup** button. Select the correct printer from the **Specific Printer** list box and click on the **OK** button to return to the Print dialog box.

➤ Check the Print to File check box.

➤ Change the other Print dialog box options as desired and click on the **OK** button to start the print job. The Print to File dialog box (Figure 5–27) is displayed.
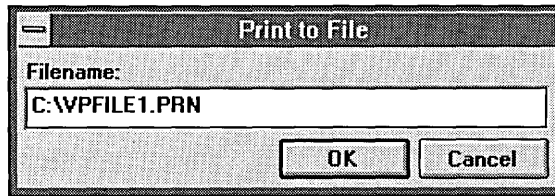
Figure 5–27.   Print to File dialog box.

☞ When printing to a file, you should printed to a hard disk rather than directly to a floppy disk. A floppy disk drive is slower than a hard disk and will cause the print operation to take a considerable amount of time. Also, if you write the file directly to a floppy disk and the file created is larger than can be stored on a floppy, an error message will be displayed and the printing operation aborted.

➤ Enter the path and file name to which you want the pages printed in the **Filename** entry field and then click on the **OK** button.

➤ After the document has been printed to a file, copy the file to a floppy disk using the Windows File Manager or the DOS COPY command.

☞ If your document contains many graphics or fonts, the file created may be larger than will fit on a floppy disk. If this happens you will have to create multiple files with fewer pages printed to each file.

➤ The file can be copied to the printer at the remote system using the DOS COPY command enter as:

```
COPY [filename] [port]: /B
```

Replace [filename] with the complete path and name of the print file. Replace [port] with the computer's port to which the printer is connected (e.g., COM1, LPT1).

For example, to print the document file VPFILE1.PRN from the root directory of the computers hard disk to a printer connected to LPT1, type the following at the DOS prompt:

```
COPY C:\VPFILE1.PRN LPT1: /B
```

☞ Copy operations performed to and from a floppy drive take longer than comparable operations performed to and from a hard drive. Therefore, copying a file from a floppy disk to a printer port may take a consider-

able amount of time depending on the size of the file and the type of printer port (e.g., serial or parallel port). You may wish to copy the file to the computer's hard disk before copying the file to the printer.

If you are copying the file to a printer connected to a serial port (e.g., COM1 or COM2) and the document will not print, you may be required to initialize the printer port before copying your file to the printer. This can be done by entering the following MODE command at the DOS prompt.

MODE [port]:9600,N,8,1,P

Replace [port] with the COM port (e.g., COM1 or COM2) to which the printer is connected.

Sending a document to a service bureau

Sending your document to a service bureau allows you to have your document printed at a higher resolution than most desktop printers can produce. Using the following procedures, you will be able to produce documents that can contain fonts not installed in your Windows installation, proof the documents on a printer attached to your computer, and output the documents to a file for output on a service bureau's imagesetter.

Using .PFM font metric files When printing to a desktop laser printer, the fonts used in your document must either be resident in the printers memory, or downloaded from your computers hard disk. Most service bureaus have purchased a large number of fonts, however, normally you cannot use these fonts in you documents unless you have also purchased the fonts.

In order that you may use some of these fonts in your document without having to purchase the fonts, Ventura Publisher supplies a PostScript font metric (.PFM) file for a number of popular typefaces. When installed, the font metric file allows you to apply the font to text in your document, print the document to a file, and have the document printed at a service bureau on a typesetter have the corresponding printer font in memory.

The limitation is that the font cannot be displayed on the screen or printed on a desktop printer unless you also have the corresponding printer font file (.PFB). Instead, a font for which a .PFB is available will be displayed and printed. Although a substitute font will be displayed

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on the screen and printed on your desktop printer, the line endings and alignment for the correct font will be maintained, and the font will print correctly when the document is printed on a typesetter have the corresponding printer font file in memory. Refer to Appendix I for information on installing the .PFM files included with Ventura Publisher.

Setup   Ventura Publisher allows you to create documents using the character widths for printers other than the one currently connected to your computer. Using this capability, you can produce draft copies on your local printer with the knowledge that the line endings and page breaks will not change when the document is printed on the service bureau's imagesetter.

In order to print your document to a file for output on an imagesetter, you must have a printer driver for the imagesetter (or similar device) installed in Windows. Additionally, if you want to proof your documents on a local laser printer, you must have a printer driver for that printer installed in Windows.

Before you can print a chapter to a file for output on a imagesetter, you must generate a width table for the imagesetter and apply it to your document.

Applying a width table generated for a different printer than that of the width table used when the document was created may cause the line endings and page breaks of the document to change. Therefore, it is recommended that the document be created using a width table generated for the imagesetter device.

To format a document for a device other than the ultimate output device:

➤ Click on the **Load Diff. Style** function button and load the style sheet used to produce the document that will be sent to the service bureau.

➤ Select the **Printer Setup** option from the **File** menu. If the device on which the document is to ultimately be output is not displayed as the **Default Printer**, select the device from the **Specific Printer** list box.

If the ultimate output device is not listed in the **Specific Printers** list box, the driver for that device has not been installed in Windows. You

must install a driver for the device before you can create a width table for that device.

➤ Click on the **OK** button. Ventura Publisher will display various messages as a width table for the output device is generated. This could take several minutes depending on the number of fonts installed in Windows and the speed of your computer.

➤ Select the **Manage Width Table** option from the **File** menu and save the width table under a name that describes the device or purpose of the width table (e.g., LINO.WID, IMGSET.WID). Click on the **OK** button.

➤ Click on the **Save Style As** function button and save the style sheet under the same name (click on the **Overwrite** button when the alert is displayed).

Apply this style sheet to all chapters that are to be sent to the service bureau, or create additional style sheets and apply the width table generated for the imagesetter to these style sheets.

Draft printing At various time during the production of the document, you may wish to print proof copies. Ventura Publisher allows you to create documents using the character widths for output devices other than the one currently connected to your computer. Using this capability, you can produce draft copies on your local printer with the knowledge that the line endings and page breaks will not change when the document is printed on the final, ultimate output device (such as an imagesetter).

When you want to print these documents for proofing:

➤ Click on the **Print** function button.

➤ If the name of the proof printer (the printer connected to your computer) is not displayed at the top of the Print dialog box, click on the **Setup** button. Select the correct printer from the **Specific Printer** list box and click on the **OK** button to return to the Print dialog box.

➤ Change the Print dialog box options as desired and click on the **OK** button to start the print job.

When a document is printed to a proof printer, you may notice a difference in kerning. This is normal since different output devices kern text differently. However, since the kerning used to create the document is based on the ultimate output device, all line endings and page breaks

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will be the same as when the document is output on the ultimate output device.

Additionally, if the proof printer does not have the typefaces used in the document resident in memory, and the typefaces are not available for downloading to the proof printer, the typefaces used in the document will be substituted with those available in the proof printer.

Final printing to a file

To print all or part of your document to a file for printing by a service bureau:

➤ In Ventura Publisher, open the chapter you wish to print to a file.

➤ Click on the **Print** function button.

➤ If the name of the remote printer is not displayed at the top of the Print dialog box, click on the **Setup** button. Select the correct printer from the **Specific Printer** list box and click on the **OK** button to return to the Print dialog box.

➤ Check the Print to File check box.

➤ Change the other Print dialog box options as desired and click on the **OK** button to start the print job. The Print to File dialog box (Figure 5–28) is displayed.
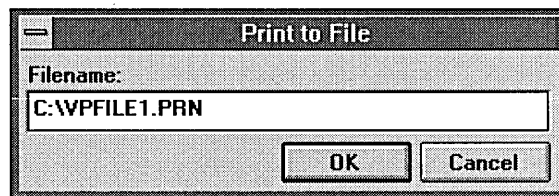
Figure 5–28.   Print to File dialog box.

☞ When printing to a file, you should printed to a hard disk rather than directly to a floppy disk. A floppy disk drive is slower than a hard disk and will cause the print operation to take a considerable amount of time. Also, if you write the file directly to a floppy disk and the file created is larger than can be stored on a floppy, an error message will be displayed and the printing operation aborted.

➤ Enter the path and file name to which you want the pages printed in the **Filename** entry field and then click on the **OK** button.

➤ After the document has been printed to a file, copy the file to a floppy disk using the Windows File Manager or the DOS COPY command.

☞ If your document contains many graphics or fonts, the file created may be larger than will fit on a floppy disk. If this happens you will have to create multiple files with fewer pages printed to each file.

Also, the print file can be compressed using on of the many compression programs (e.g., PKzip, LHarc, etc.). Additionally, many service bureaus operate electronic bulletin board allowing large file to be sent using a modem.

The floppy disk can then be sent to a service bureau for output on an imagesetter.

Taking a screen grab of a page

Ventura Publisher allows you to print a single page of a document to a file and then incorporated that page back into a document as a picture. The advantages of printing the page to a file rather than using the Windows built-in screen grab are:

• The files generated by Windows PostScript are EPS format files; thus they can be scaled to any size without losing the picture resolution.

• Only the document page is printed. None of the menus, the Toolbox, nor any of the other program screen items are printed.

The disadvantages are:

• Documents using this file, as with any other EPS file, can only be printed on PostScript or PostScript compatible printers or typesetters.

• The EPS picture files will not display on the screen unless a TIFF or Windows metafile image can be incorporated into the EPS file.

Setup Printing a page of your document to a file requires that a PostScript printer driver be installed and properly configured in Windows prior to printing to a file.

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☞ Installing this printer will allow you to access the PostScript printer driver from Ventura Publisher and does not require you to have a Post-Script printer connected to your computer.

➤ If you don't already have a PostScript printer driver installed in Windows, refer to the Windows documentation for instruction on installing a PostScript driver using the Windows Control Printer. The Apple LaserWriter NTX printer driver can be used for this purpose.

➤ If not already open, open the Windows Control Panel and double-click on the Printer icon.

➤ With the PostScript printer driver selected in the **Installed Printers** list, click on the **Configure** button (in Windows 3.0) or the Connect button (in Windows 3.1).

➤ Select the **COM4** option from the **Ports** list box. This setting is used only to help distinguish the printer when it is displayed in a list of other installed printers. The COM4 setting is actually not used.

➤ If you are running Windows 3.0, click on the **Setup** button. If you are running Windows 3.1, click on the **OK** button to return to the Printers dialog box, and then click on the **Setup** button.

The PostScript printer properties dialog box is displayed.

➤ Click on the **Options** button.

The Options dialog box is displayed.

➤ Set the **Print To** option to **Encapsulated PostScript File**.

➤ Leave the **File** entry field blank.

➤ If you are running Windows 3.0, ensure that the **Header** option is set to **Download each job**. If you are running Windows 3.1 ensure that the **Send Header with Each Job** check box is checked.

➤ Select the **OK** button in each dialog box until you return to the Printers dialog box.

➤ Make sure the **Status** option is set to **Active**.

➤ Select the **OK** button to exit the Printers dialog box and save your settings. Close the Windows Control Panel

Printing ➤ Open Ventura Publisher and load the chapter containing the page you want to print to a "screen grab" file.

➤ Use the page buttons, or the Go to Page function button to display the page you want printed.

➤ Click on the **Print** button.

➤ If the printer name displayed at the Print dialog box is not the one setup for printing to COM4, click on the Setup button and select the printer from the Specific Printer list box, and then click on the OK button

➤ Set the **Page Range** option to **Current**. Do *not* check the Print to File check box.

☞ Make sure that only a single page is being printed to a file. If multiple pages are printed to a file, that file will not load, display, or print properly.

➤ Select the **OK** button to begin printing the page to a file. The Print to File dialog box (Figure 5–29) is displayed.

```
┌─────────────────────────────────────────┐
│ ═          Print to File                 │
├─────────────────────────────────────────┤
│ Filename:                                 │
│ C:\VPFILE1.PRN                            │
│                                           │
│                    ┌────────┐ ┌────────┐  │
│                    │   OK   │ │ Cancel │  │
│                    └────────┘ └────────┘  │
└─────────────────────────────────────────┘
```
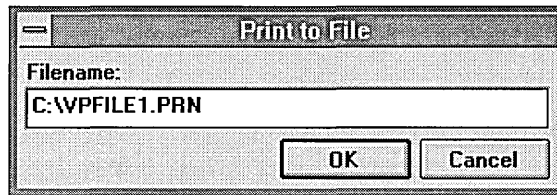
Figure 5–29.   Print to File dialog box.

➤ Enter the path and file name to which you want the page printed in the **Filename** entry field.

☞ The extension of the file name entered in the **Filename** entry field cannot contain any numbers. If a number is entered in the file name extension an error message will be displayed when you attempt to load the file into a document. The default extension in the Ventura Publisher Load Text/Picture dialog box for the PostScript file format is EPS.

The files created using this procedure can be imported into a document as a picture using the **Load Text/Picture** function button. Set the **File Type** option to **Line Art**, and select the **PostScript** option from the **Format** list box. The PostScript picture will be displayed in your document as a large X in the frame. The full size of this X represents the image area of the picture.

Exit

The **Exit** option ends the current Ventura Publisher session and returns you to the Windows Program Manager. Use this option to exit Ventura Publisher.

Operation

Select the **Exit** option in the **File** menu. If you have made changes to your chapter or style sheet since they were last saved, the following alert is displayed.
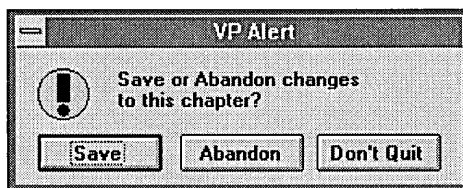
Click on the **Save** button to save the changes before quitting; click on the **Abandon** button to throw away any changes made. Click on the **Don't Quit** button to return to the Ventura Publisher main screen.

When you **Exit** from Ventura Publisher, the current interface mode, zoom factor, and preference settings are all saved. When you next use 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 VPWIN.INF file in the VENTURA sub-directory. You can delete this file prior to running Ventura Publisher if you always want to use the factory default settings.

Any changes made to the text or picture files of a chapter outside of Ventura Publisher will automatically appear when the chapter is opened again.

Edit	
Un<u>d</u>o	Alt+BkSpc
Cu<u>t</u> Tag	Del
<u>C</u>opy Tag	Shift+Del
Nothing to <u>P</u>aste	
Paste Link	
Paste Special...	
<u>U</u>pdate Counters...	
Re-<u>A</u>nchor Frames...	
Renum<u>b</u>er Chapter	Ctrl+B
<u>S</u>et Preferences...	
Spe<u>l</u>l Check...	
Search and <u>R</u>eplace...	
Object Properties...	

Figure 6–1.   Edit menu.

Description

The **Edit** menu performs the following operations:

- Undo last changes to frames, text, graphics, and tag attributes.

- Cut, copy and paste frames and their contents, selected text, graphics, and paragraph tags.

- Establish OLE object links.

- Update the table, figure, page, and chapter counters.

- Re-anchor frames in a chapter.

- Renumber the section numbers in a chapter.

- Change various default settings which control Ventura Publisher's general operation.

- Spell check all text in a chapter, a selected text file in the chapter, the captions, box text, and frame text in a chapter, or a selected block of text.

- Search and replace text, text attributes, and tags.

- Display and edit OLE object properties.

Edit Menu

Undo/Redo

Click on the **Undo** function button to undo the previous text, tag, graphic, or frame editing action. When an editing action is undone, the **Redo** option becomes available and allows you to redo the initial editing action.

The **Undo** option allows you to easily correct editing and formatting mistakes. Using the **Undo** and **Redo** options together also allows you to easily experiment with formatting changes. When changing a tag attribute for example, the **Undo** and **Redo** options allow you to toggle between the original attributes and the attribute change to see the effect before committing to the change.

The **Undo** option is only available while the changed item is still selected. If the changed item is deselected either by selecting another item or changing tools, the **Undo** option for the last editing action will no longer be available.

The **Undo** option is a one level undo only. This means that if, for example, you change the font of a tag and then change the spacing for the tag, only the spacing change can be undone using the **Undo** option. The previous font change would have to be undone using the **Font** option in the **Paragraph** menu.

The **Undo** option will undo changes to multiple items if the items were edited at the same time using the multiple selection feature (pressing and holding the **Shift** key while selecting multiple items).

Operation

Frame tool The **Undo/Redo** option allows you to undo and redo frame moving, sizing, adding, and deleting. The option will undo changes made to multiple frames if the frames were changed at the same time using the multiple selection feature (pressing and holding the **Shift** key while selecting multiple frames).

Changes made to frames using the **Frame** menu ruling lines and frame background options can also be undone and redone.

Paragraph tool   The **Undo/Redo** option allows you to undo and redo tag assignments made to a paragraph using the paragraph tool.

Changes made using the following **Paragraph** menu options can also be undone and redone.

☞ The **Undo/Redo** option will undo and redo tag assignments made to multiple paragraphs if the paragraphs were selected at the same time using the multiple selection feature (pressing and holding the **Shift** key while selecting multiple paragraphs).

- Font option
- Alignment option
- Spacing option
- Breaks option
- Tab Settings option
- Special Effects option
- Attribute Overrides option
- Paragraph Typography option

☞ Just as making attribute changes to a tag will apply the attribute to all paragraphs with that tag, undoing changes to a tag will affect all paragraphs with that tag.

Text tool   The **Undo/Redo** option allows you to undo and redo most of the text editing and formatting operations accomplished using the Text tool. The following is a list of the functions that can be undone and redone while using the Text tool.

- Text *attribute* changes made using the options in the **Text** menu.
- Text editing.
- Tags applied to paragraphs using the Text tool.
- The *last* interactive font or kerning change made using the **Shift** + arrow key combination.

☞ The **Undo/Redo** option will undo and redo tag assignments made to multiple paragraphs if the paragraphs were selected at the same time

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using the Text tool. Adding and editing of special items cannot be undone using the **Undo** option.

Graphic tools The **Undo/Redo** option allows you to undo and redo graphic moving, sizing, adding, deleting as well as changes to the graphic line and fill attributes. The option will undo changes made to multiple graphics if the graphics were changed at the same time using the multiple selection feature (pressing and holding the **Shift** key while selecting multiple frames).

☞ Changes made to graphic line and fill attributes can be undone, however, changes made to a graphic using the other options in the **Graphic** menu cannot be undone using the **Undo** option.

Cut/copy/paste
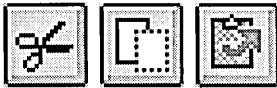
The **Cut, Copy,** and **Paste** function buttons let you delete, move, and copy text, frames, and graphics. Use this option to:

- Move text, frames, and graphics from one part of a chapter to another, as well as between chapters.

- Move text between different files.

- Place identical copies of the same picture on more than one page.

- Make duplicate blank frames. (If you want to put the same frame on every page, use the **Repeating Frames** option instead.)

- Copy or move selected graphics.

- Move tags between style sheets.

- Move information between different Windows applications.

The **Cut, Copy,** and **Paste** options use the Windows clipboard as a holding place for the data. Only one item can be cut or copied to the clipboard at a time. If something is cut or copied to the clipboard, anything previously on the clipboard is cleared from the clipboard and cannot be pasted.

- **Cut** removes the selected object and places it on an invisible clipboard.

- **Copy** places an identical copy of the selected object on the clipboard, but does not remove the selected item from the chapter.

- **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.

  - At the identical position on a new page or the current page, if the clipboard contains a frame or graphic.

  - Into the current style sheet, if the clipboard contains paragraph tags.

Edit Menu

☞ The clipboard is shared by all Windows programs and provides a method for moving information between them. Ventura Publisher supports import and export of ASCII text, import of Windows metafiles, bitmapped images and OLE objects on the clipboard. Graphics drawn in Ventura Publisher and paragraph tags cannot be viewed on the clipboard or copied to other applications.

Operation

Cut and Copy   To cut (delete) or copy a selected object:

➤ Click on the tool which matches the object you wish to cut:

  – Text tool to cut/copy text

  – Selector tool to cut/copy frames or graphics

  – Paragraph tool to cut/copy tags

➤ Select the object to be deleted or copied.

➤ Click on the **Cut** (or press the **Delete** key) or **Copy** (or press **Shift+Delete**) function button.

If you click on the **Cut** function button, the object disappears from the screen, and the text on the page is reformatted. If a mistake is made during a cut operation, you can restore the object by immediately clicking on the **Paste** function button, or by pressing the **Insert** key.

☞ If you cut a paragraph tag, the tag is *not* removed from the current style sheet. It is merely copied. Use the Paragraph tool **Update Tag List** option button to remove tags from the current style sheet.

Text

When cutting or copying text, the following special instructions apply:

• When selecting text, you can include the Paragraph End mark. Move the text cursor in front of the first word of the next paragraph during text selection.

• You can cut or copy any of the special items (e.g., frame anchors, markers, index entries) shown in the current selection indicator. To do this:

➤ Move the text cursor until the special item is shown in the current selection indicator.

➤ Click on the **Cut** function button to cut or the **Copy** function button to copy the special item.

☞ If you cut the special item, the special item will be removed from the text but will *not* be cut to the clipboard. To reinsert the special item, immediately click on the **Undo** function button. If you wish to copy the special item to other locations, click on the **Copy** function button or press **Shift + Delete** and the special item will be copied to the clipboard.

➤ If you have copied the special item to the clipboard and wish to insert the special item elsewhere in you chapter, simply move the text cursor to the new location and then click on the **Paste** function button or press the **Insert** key.

Note that if the current selection indicator is blank, pressing either the **Delete** or **Shift+Delete** keys *will not* cut or copy text attributes to the clipboard.

Frames

When cutting or copying frames, the following special instructions apply:

• All graphics attached to a frame are also cut or copied when you cut or copy the frame.

• Ventura Publisher automatically updates table and figure counters for frames which contain captions. 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.

Graphics

When cutting or copying graphics, the following special instructions apply:

• You can select multiple graphics for cutting or copying by pressing and holding either **Shift** key while selecting graphics. However, you can only select graphics attached to the same frame.

Paste Once an object has been cut or copied to the clipboard, it can be placed elsewhere in the current chapter, or in another chapter.

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☞ A copy of the object remains on the clipboard after a paste operation. You can therefore place additional copies elsewhere in the chapter without re-cutting or recopying the object.

To paste an object at a new location after it has been cut or copied:

Text

➤ Use the Text tool to 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, click on the **Paste** function button, or press the **Insert** key. The inserted text is always converted to the attributes in effect at the point of insertion.

If you have not placed the typing cursor before trying to pasting text from the clipboard, the following alert is displayed.
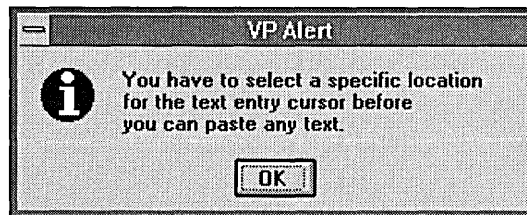
Click on the **OK** button and place the typing cursor at the desired position before trying to paste the text from the clipboard.

If there is no text on the clipboard, the **Paste** function button will be grayed and unavailable for selection. If there is no text on the clipboard and the **Insert** key is pressed, the following alert is displayed.
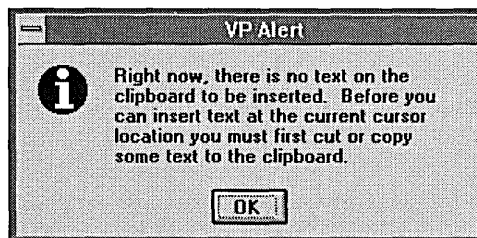
Frames

➤ Click on the Selector tool button.

➤ Go to the page where the frame is to be moved, and then click on the **Paste** function button, or press the **Insert** key.

   The frame, the file it contains, and any graphics attached to the frame are all 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.

Graphics

➤ Click on the Selector tool button.

➤ Select the frame (or the page itself) to which you want to attach the graphics currently on the clipboard.

➤ Click on the **Paste** function button, or press the **Insert** key.

The location of the graphic prior to the cut or copy determines where it is pasted. You can then move the graphic to a new location.

☞ 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.

Copying between chapters or style sheets

Text, frames, graphics, and paragraph tags remain on the clipboard after you open a new chapter. This allows you to copy text, frames, graphics, or paragraph tags between chapters or style sheets.

Text, frames and graphics

➤ Cut or copy the text, graphic, or frame.

➤ Save the chapter.

➤ Open the new chapter.

➤ Go to the page on which you want the text, frame or graphic to appear and click on the **Paste** function button, or press the **Insert** key.

Edit Menu

Tags

➤ Click on the Paragraph tool button.

➤ Select a paragraph whose tag you wish to copy. To copy several tags, hold either **Shift** key and select multiple paragraphs. Each of the tags used by the selected paragraphs will be copied.

➤ Click on the **Cut** or **Copy** function button. Both of these buttons perform the same function with tags. Clicking on the **Cut** function button will not delete the tag name or attributes from the style sheet.

➤ Load another chapter that uses the style sheet to which you want to copy the tag.

➤ Click on the **Paste** function button. The tag name and attributes are copied to the style sheet.

➤ Click on the **Save Style As** function button to save the style sheet under another name, or click on the Save function button to save the chapter (and the style sheet).

When copying tags to another style sheet, you should open a chapter using the style sheet to which you want to copy the tag instead of loading the style sheet into your current chapter. Loading the style sheet into your current chapter will cause all tag names used in the currently loaded text file to be copied to the style sheet that you load. These tag names will have the same attributes as the Body Text tag in the loaded style sheet unless the tag name was previously defined in the style sheet.

Import from other applications

You can import and export ASCII text, and import metafiles (line art) and bitmapped images from other Windows applications through the Windows clipboard.

Many Windows applications have the capability of copying data to the clipboard as OLE objects. Data copied to the clipboard from an OLE capable application will always be pasted into Ventura Publisher as an embedded object when the **Paste** function button is selected. Additionally, data copied to the clipboard from most Windows applications can be pasted in more than one format. The **Paste** option will always paste the data using the highest level format.

The **Paste** option in the **Edit** menu will dynamically change wording to indicate the highest level of format of the data currently on the clipboard. Additional format options may be available in the **Paste Special**

option dialog box. Refer to the **Paste Special** option section starting on page 6–17 for information on using the **Paste Special** option.

Paste ASCII Text

To copy ACSII text from another Windows application:

➤ Switch to the other application.

➤ Cut or copy the desired text.

➤ Switch to Ventura Publisher.

➤ Select the base page or a frame into which you wish to place the text.

➤ Click on the **Paste** function button.

The other application must save the text onto the clipboard in ASCII format in order to successfully import it into Ventura Publisher.

Paste Bitmap and Paste Metafile

To copy Windows metafiles (line art) or bitmapped images from other Windows applications:

➤ Switch to the other application.

➤ Cut or copy the image.

➤ Switch to Ventura Publisher.

➤ Select a frame into which you wish to place the image.

➤ Click on the **Paste** function button. The Save File As dialog box (Figure 6–2) is displayed.

Ventura Publisher will automatically detect the format of the data on the clipboard. When you paste a metafile or bitmapped image from the clipboard into Ventura Publisher, a file is created and automatically loaded as if the file was loaded using the **Load Text/Picture** option.

Edit Menu
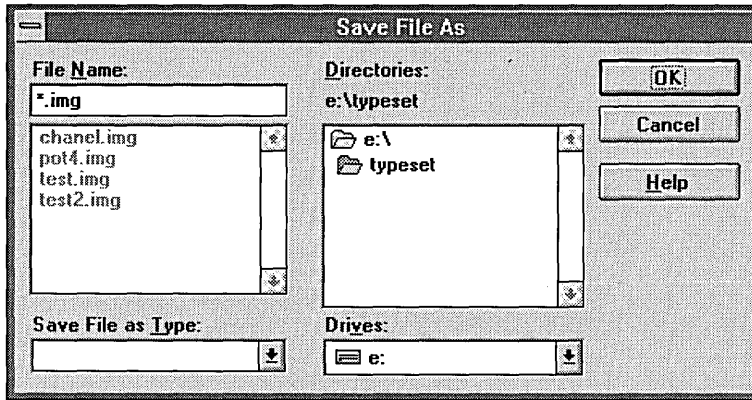
Figure 6-2. Save File As dialog box for bitmapped images pasted from the Windows clipboard.

➤ Use the **Drives** and **Directories** list boxes to locate the drive and directory in which you want the image to be saved. When the name of the destination directory is shown in the **Directories** list box, enter a file name for the image in the **File Name** entry field and click on the **OK** button. If you want the image to be saved over a previously saved image, select the file name of the previously saved image file in the **File Name** list box and click on the **OK** button, or double-click on the image file name.

The default extension for bitmapped images is IMG. The default file extension for metafile line art images is WMF. The default extension will be added if no extension is specified in the **File Name** entry field.

If the name selected for the image is the same as that of a previously saved image, the following alert is displayed.
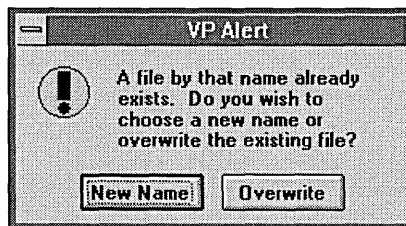
➤ Click on the **New Name** button to re-display the Save File As dialog box and select a different file name for the image. Click on the **Overwrite** button to save the image over the previously saved image file. The image file is created and the image automatically loaded in the chapter and into the specified frame.

Paste Object

The **Paste Object** option pastes the OLE object currently on the clipboard into the Ventura Publisher chapter as an *embedded* object. To paste the item on the clipboard as a linked object use the **Paste Link** option described later in this chapter. To paste the item on the clipboard in another format use the **Paste Special** option described later in this chapter.

Refer to Appendix K for more information on working with OLE objects.

➤ Switch to the other application.

The original server file from which the object was copied must be saved in the server application before the object can be linked to the Ventura Publisher chapter.

➤ Cut or copy the object.

➤ Switch to Ventura Publisher.

➤ Click on the Selector tool button and select a frame into which you wish to place the object.

➤ Click on the **Paste** function button. The Save File As dialog box (Figure 6–3) is displayed.

If this dialog box does not appear, or the dialog box indicates that the file will be saved as an IMG or WMF file, the data on the clipboard is not an OLE object. To verify the data type of the data on the clipboard, use the **Paste Special** option to view the data types available for the data on the clipboard.

Edit Menu

6 – 13
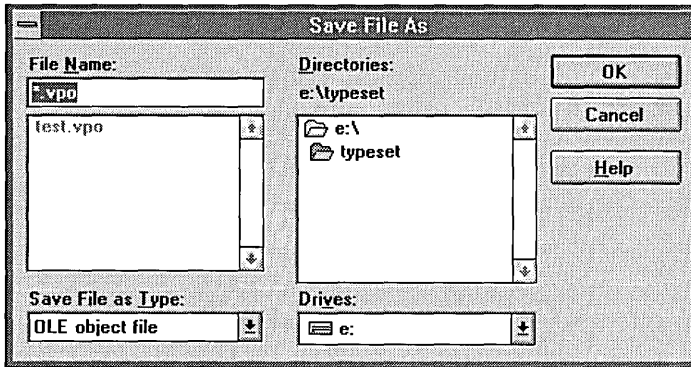
Figure 6–3.   *Save File As dialog box for OLE object (VPO) files.*

➤ Use the **Drives** and **Directories** list boxes to locate the drive and directory in which you want the object file to be saved. When the name of the destination directory is shown in the **Directories** list box, enter a file name for the object file in the **File Name** entry field and click on the **OK** button. If you want the object file to be saved over a previously saved object file, select the file name of the previously saved object file in the **File Name** list box and click on the **OK** button, or double-click on the object file name.

The default extension for object files is VPO. The default extension will be added if no extension is specified in the **File Name** entry field.

If the name selected for the object file is the same as that of a previously saved object file, the following alert is displayed.
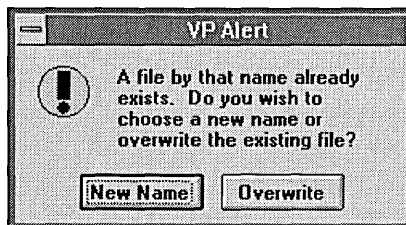
➤ Click on the **New Name** button to re-display the Save File As dialog box and select a different file name for the object file. Click on the **Overwrite** button to save the object over the previously saved object file.

Paste Link

The **Paste Link** option is used to paste an OLE object on the clipboard as a *linked* object.

To paste an object as an *embedded* object use the **Paste Object** or **Paste Special** options. To paste an OLE object in a different format (e.g., bitmap, metafile) use the **Paste Special** option.

☞ Refer to Appendix K for examples and more information on working with OLE objects.

Operation

The **Paste Link** option is available only when an object on the clipboard was copied from an application with OLE capabilities. This option will paste the OLE object into your chapter as a linked object.

☞ The original server file from which the object was copied must be saved in the server application before the object can be linked to the Ventura Publisher chapter.

➤ Click on the Selector tool button and select the frame in which object will be pasted.

➤ Select the **Paste Link** option from the **Edit** menu. The Save File As dialog box (Figure 6–4) is displayed.
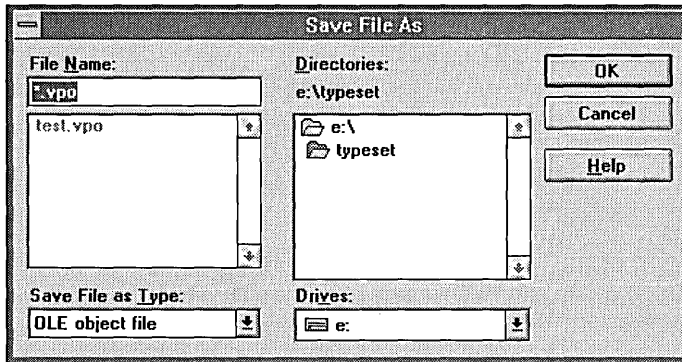
Figure 6–4.   Save File As dialog box for OLE object (VPO) files.

➤ Use the **Drives** and **Directories** list boxes to locate the drive and
  directory in which you want the object file to be saved. When the
  name of the destination directory is shown in the **Directories** list
  box, enter a file name for the object file in the **File Name** entry field
  and click on the **OK** button. If you want the object file to be saved over
  a previously saved object file, select the file name of the previously
  saved object file in the **File Name** list box and click on the **OK** button,
  or double-click on the object file name.

The default extension for object files is VPO. The default extension will
be added if no extension is specified in the **File Name** entry field.

If the name selected for the object file is the same as that of a previously
saved object, the following alert is displayed.
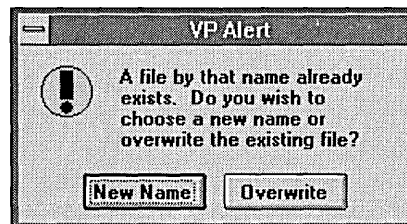
➤ Click on the **New Name** button to re-display the Save File As dialog
  box and select a different file name for the object file. Click on the
  Overwrite button to save the object over the previously saved object
  file.

Paste Special

The **Paste Special** dialog box allows you to specify in what format the item on the Windows clipboard is pasted. Ventura Publisher will automatically detect all formats available and will display these formats in the **Paste Special** dialog box. Use this option to select alternative formats for data pasted from the clipboard.

Operation

➤ Copy or cut data from another Windows application to the clipboard.

➤ Switch to Ventura Publisher.

➤ Create or select a frame in which to paste the clipboard item.

➤ Click on the **Paste Special** option from the Edit menu. The Paste Special dialog box (Figure 6–5) is displayed.
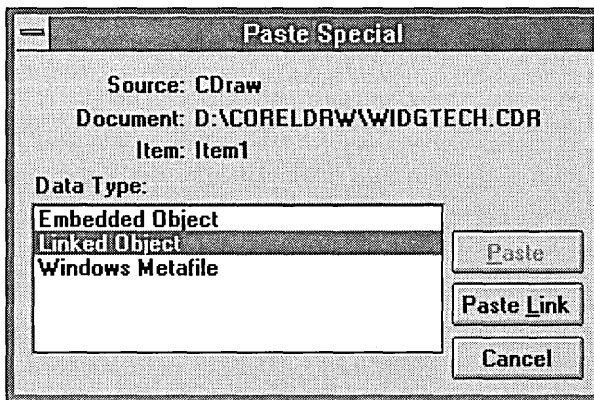
Figure 6–5. Paste Special dialog box. Dialog box shows the image on the clipboard will be pasted as a linked object.

Source   The **Source** field tells you from which application the data currently on the clipboard originated.

Document   The **Document** field tells you from which file the data currently on the clipboard originated.

Item   The **Item** field describes the data currently on the clipboard. This information may be screen coordinates if the object was copied from a paint program, row and column coordinates if the object was copied from a spreadsheet, or other data pertinent to the server application being able to identify the object when it is edited.

Data Type   The **Data Type** list shows the available formats for the data currently on the clipboard. Select the desired format in which the data on the clipboard should be pasted.

Paste and Paste Link   The **Paste** and **Paste Link** buttons will be available only after a format is selected from the **Data Type** list box. The button available for selection is dependent on which format is selected from the **Data Type** list box.

☞   For OLE objects, the original server file from which the object was copied must be saved in the server application before the object can be linked to the Ventura Publisher chapter.

If the data currently on the clipboard originated from an application having OLE capabilities, the **Embedded Object** and **Linked Object** options will be displayed in this list. If the **Linked Object** format is selected, the data currently on the clipboard can be linked to the chapter by selecting the **Paste Link** button (available only when the **Linked Object** data type is available and selected). If the **Embedded Object** format is selected, the data currently on the clipboard can be pasted into the chapter as an embedded OLE object by selecting the **Paste** button.

☞   Refer to Appendix K for more information on working with OLE objects.

Update Counters

The **Update Counters** option allows you to reset the chapter, page, table, and figure counters at any point in a chapter. It also allows you to automatically link page, table, or figure counters across chapter boundaries.

The counter numbering format can be set to Arabic numerals (1, 2, 3...), Roman numerals, letters (A, B, C...), or text (One, Two, Three...).

Use this option to:

- Override automatic numbering for a given page, figure, or table.

- Number book introductions, table and figure numbering, or appendices using different number styles.

- Consecutively number large books and technical manuals across chapter boundaries.

Operation

You can change counters in one of two ways:

- Set the counter for the chapter, *initial* page, *initial* table or *initial* figure. Do this to link the current chapter with a previous chapter during a Manage Publication dialog box **Renumber** option.

- Override and reset the counter for *this* page, table or figure. Do this to change the numbering sequence within a chapter.

Set the initial counter To set the counter for the chapter, or the initial page, initial table or initial figure, follow these directions.

☞ If no initial counter is set, the default is one, in Arabic format (e.g., **1**).

➤ Select the **Update Counters** option in the **Edit** menu. The Update Counters dialog box similar to that shown in Figure 6–6 will appear.
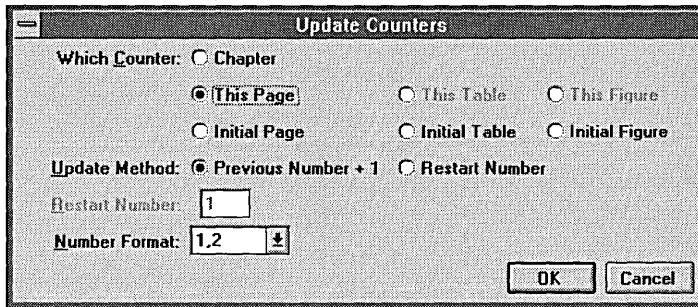
Figure 6–6. Update Counter dialog box. Page numbering set to restart on this page.

➤ Select the desired **Which Counter** option.

➤ *To start counting at one,* numbered in Arabic (e.g., 1, 2, 3, ...), do nothing. You don't need to make a selection.

➤ *To automatically continue numbering from the previous chapter,* select the **Previous Number + 1** option. Note that the actual numbering across chapters takes effect only when you select the **Renumber** option in the **Manage Publication** option dialog box (**File** menu).

➤ *To start counting at a number other than one, or to change the number format,* select the **Restart Number** option.

  – Enter the starting number in the **Restart Number** entry field.

  – Select the desired option from the **Number Format** list box.

➤ Repeat the last three steps, if necessary, for the remaining initial counters, and then click on the **OK** button.

Reset counter for this table, figure

You can select any frame or page and override the counter and number format. To change either table or figure numbering format:

➤ Click on the Selector tool button and then select the frame whose caption you wish to renumber.

➤ Select the **Update Counters** option in the **Edit** menu. Select the **This Table**, or **This Figure** option. (Note: **This Table** and **This Figure** options will not be available unless you select a frame prior to selecting the **Update Counters** option.)

➤ Select the **Restart Number** option.

➤ Enter the starting **Restart Number**.

➤ Select the **Number Format**.

➤ Click on the **OK** button.

Reset page or chapter numbering

➤ Go to the page on which you want renumbering to start.

➤ Select the **Update Counters** option in the **Edit** menu (see Figure 6–6). Select **This Page**.

➤ Set the **Update Method** option to **Restart Number**.

➤ Enter the starting number in the **Restart Number** entry field.

➤ Select the desired option from the **Number Format** list box.

➤ Click on the **OK** button.

To override the **Restart Number** option, select the frame or page and then select the **Previous Number + 1** option.

☞ The **Restart Number** option is attached to the selected page or frame. If you move the selected frame to another page, the number will restart at the new frame location. Similarly, if text is moved to another location due to the editing process, the page number will still restart on the original page.

Re-Anchor Frames

The **Re-Anchor Frames** option moves every frame in the chapter to the page on which its anchor appears. You can also choose to move only those frames that are located on the current page. Use this option to move frames to anchor points in the text.

Operation

Refer to the **Anchors & Captions** option section in the **Frame** menu chapter. If the name of the frame anchor you specified through the **Anchors & Captions** option matches a frame anchor in the text, selecting the **Re-Anchor Frames** option causes the associated frame to move to a new location.

➤ Select the **Re-Anchor Frames** option in the **Edit** menu. The following alert is displayed.

```
┌─────────────────────────────────┐
│ ─          VP Alert             │
├─────────────────────────────────┤
│   ┌─┐   Do you wish to re-anchor │
│   │?│   just this page's frames, │
│   └─┘   or all page's frames, or │
│         cancel the request?      │
│                                  │
│  ┌──────────┐ ┌────────┐ ┌──────┐│
│  │This Page │ │All Pages│ │Cancel││
│  └──────────┘ └────────┘ └──────┘│
└─────────────────────────────────┘
```
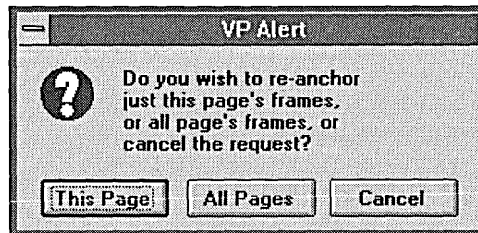
➤ Click on the **This Page** button to re-anchor the frames on the currently displayed page only. Click on the **All Pages** button to re-anchor the frames throughout the chapter. Click on the **Cancel** button to cancel the operation.

If the anchor name in the text does not match an anchor name given to a frame, Ventura Publisher displays the following error message.

```
┌─────────────────────────────────┐
│ ─          VP Alert             │
├─────────────────────────────────┤
│   ┌─┐   Unable to find Anchor Frame: │
│   │?│     Anchor Name            │
│   └─┘   Do you wish to ignore, rename, │
│         or delete this unresolved │
│         anchor frame reference?  │
│                                  │
│  ┌────────┐ ┌─────────┐ ┌──────┐ │
│  │ Ignore │ │ Rename..│ │Delete│ │
│  └────────┘ └─────────┘ └──────┘ │
└─────────────────────────────────┘
```
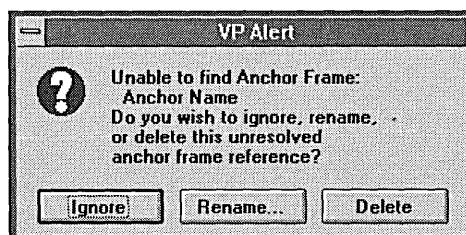
If you click on the **Ignore** button, Ventura Publisher will ignore the error and continue with the re-anchoring. If you click on the **Rename** button, Ventura Publisher will display the Insert/Edit Anchor dialog box and allow you to rename the frame anchor the in text. If you click on the **Delete** button, the frame anchor will be deleted from the text.

Renumber Chapter

The **Renumber Chapter** option updates the numbering of paragraphs defined in the **Auto-Numbering** option. Use the **Renumber Chapter** option after you have edited your document to renumber the entire chapter according to the **Auto-Numbering** option dialog box (**Paragraph** menu) settings.

Operation

Select the **Renumber Chapter** option in the **Edit** menu, or press **Ctrl+B**. The entire chapter is then renumbered. Select the **Renumber Chapter** option any time you want to update section numbering.

☞ Section numbers are not added, deleted or modified during text editing or paragraph tagging. You must select the **Renumber Chapter** option to update section numbers.

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

Set Preferences

The **Set Preferences** option allows you to:

- Show or hide tags in the Tags list for generated text (e.g., captions).
- Control the size below which text is *greeked*. Greeking is described on the next page.
- Choose whether to create backup files.
- Turn screen kerning on or off.
- Choose whether to adjust the inter-line spacing when you change fonts sizes.
- Convert inch marks and hyphens into their typographic equivalents.
- Change the tab-align character for decimal numbers. The US uses the period, Europe uses the comma.

Operation

Select the **Set Preferences** option. The Set Preferences dialog box (Figure 6–7) is displayed.
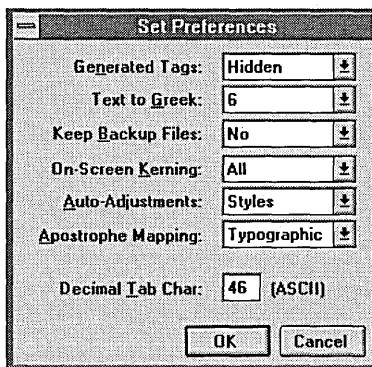
Figure 6–7. Set Preferences dialog box.

Hide generated tags Set the **Generated Tags** option to **Hidden** to reduce the number of tags shown in the Tags list. Since generated text tags are *automatically*

assigned to headers, footers, section numbers, etc., you don't need to see them in the Tags list.

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. Ventura Publisher uses greeking to speed up the time required to redraw 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 in the list box 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 **Reduced** or **Facing Pages View** when greeking is completely turned off. This is normal.

Backup files   Set the **Keep Backup Files** option to **Yes** to create style sheet, chapter, and text backup files each time you save a chapter. Backup files have the same name as the original, with the first letter of the extension changed to *$*. Unless your hard disk is almost out of space, you should always set the **Keep Backup Files** option set to **Yes**.

Using backup files

If you ever need to use your backup files, you should take every step possible to preserve your information. Therefore, the following procedure is recommended:

➤ If the original chapter file is still available and can be read, use the **Manage Publication** option dialog box **Copy All** option to copy this chapter to a floppy disk *before* attempting to retrieve the backup version of the chapter.

➤ Minimize Ventura Publisher using the minimize button.

➤ Double-click on the DOS Prompt icon in the Main window.

➤ Go to the drive and directory containing the chapter file and then use the DOS RENAME command to rename the backup files to their original names (e.g., without the $ in the extension). For example:

```
RENAME  &BOOK-P1.$HP  &BOOK-P1.CHP.
```

You must delete the original files before the RENAME command will let you rename the files.

☞ Do not delete any original file without first copying it to a floppy disk.

On-screen kerning

When you set the **Automatic Pair Kerning** option in the **Paragraph Typography** option dialog box to **On**, the change in the space between letters is shown on the screen as well as on the printed output. 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 resolution of the computer screen, the subtle differences provided by kerning may not be noticeable at small font sizes (e.g., less than 18 points). Therefore, to provide optimum performance, you can choose whether to show kerning on the computer screen.

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 **Paragraph Typography** option dialog box, and if the printer fonts provide kerning information (refer to Appendix I), the printed output will always be kerned, regardless of whether you select on-screen kerning.

Auto adjustments

Whenever you change a tag's font size, the font's line attributes, super-script font, subscript font, small font, above, below, inter-line, and inter-paragraph spacing for that font increase or decrease automatically. Thus, if the font was originally 12 points with 14 point Inter-Line spacing, and you increase the font size to 24 point, the Inter-Line spacing is automatically increased to 28 points. If you don't want these options automatically adjusted, set the **Auto-Adjustments** option to **None**.

Quote and em dash conversion

Word processors and typewriters use inch marks (") instead of typographic open and close quotation marks (" "), and two hyphens (– –) instead of an em dash (—). Ventura Publisher allows you to continue to use these conventions within your word processor, then automatically convert them into their correct typographic equivalents whenever you load text using the Load Text/Picture option. To enable this conversion, select the " **and** – option from the **Auto-Adjustments** list box. You can also enter em dashes (as well as en dashes) and open and close quotes directly in Ventura Publisher using the **Alt** key and ANSI characters. Refer to the Toolbox chapter for details.

Edit Menu

Once converted, em dashes and open/close quotes are *not* converted back into their typewriter equivalents when the text is saved back to the word processor file.

The quotation mark conversion algorithm works on a paragraph basis. The first inch mark encountered which either starts a paragraph or is preceded by a space is converted to an open (beginning) quotation mark. The next inch mark is converted to a close quotation mark, unless a numeral precedes it. This allows you to still use inch marks as they were originally intended, e.g., 7" means *seven inches.*

Set the **Auto-Adjustments** option to **Both** if you want both the typographic *and* style conversions.

Apostrophe mapping   Certain printers cannot print typographic apostrophes (' and ') and quotes (" and "). When printing from Ventura Publisher to one of these printers (e.g., HP LaserJet+) the apostrophe or quotes will not appear in the text.

Setting the **Apostrophe Mapping** option to **Unmapped** allows you to convert the typographic apostrophe and quotes to non-typographic apostrophe (') and quotes (") when printing to a printer not capable of printing the typographic equivalent.

Decimal tab character   One of the choices in the **Tab Settings** option dialog box (**Paragraph** menu) is decimal tab. When selected, the text aligns at the first decimal point in the text. Ventura Publisher initially assumes that the period is used as the decimal point. However, European countries use the comma instead. Refer to Appendix E and enter the decimal (ASCII) value in the **Decimal Tab Char** entry field for the character you wish to use as a decimal point. (The comma is decimal value 44.)

This option also allows you to set the decimal tab character to a slash (/), an equal sign (=) or other character to force alignment around some other character.

Spell Check

Click on the **Spell Check** function button to check the spelling of all text and captions, specified text files, or selected text in the currently loaded chapter.

Operation

Click on the **Spell Check** function button. The Spell Check dialog box (Figure 6–8) is displayed.
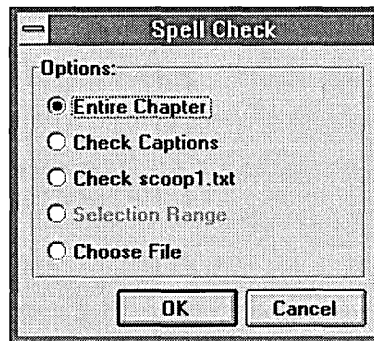
Figure 6–8. Spell Check dialog box.

Entire Chapter   The **Entire Chapter** option will check the spelling of all text in the chapter including frame text, box text, and text entered into caption frames. This option is particularly useful for final spell checking of a document containing modified text files imported from different sources.

Check Captions   The **Check Captions** option will check the spelling of frame text, box text, text entered into caption frames, and footnotes only.

☞   The spelling of text entered into dialog boxes such as the Headers & Footers, Anchors and Captions, and Equations dialog boxes cannot be checked.

Check [filename]   The **Check [filename]** (the name of the currently selected file will be displayed) option will check the spelling of the currently selected text

file. A text file is selected by placing the typing cursor in the text file or selecting a portion of the text in the text file using the Text tool, selecting a paragraph of the text file with the Paragraph tool, or selecting the text file frame with the Frame tool prior to selecting the **Spell Check** option. This option is particularly useful for checking the spelling of a newly imported text file that may not have been spell checked in the original word processor.

Selection Range The **Selection Range** option is available only if a range of text is selected using the text cursor prior to the **Spell Check** option being selected. This option will check the spelling of the selected range of text only. This option is particularly useful for quickly verifying a single word, or spell checking a modified section of text.

Choose File The **Choose File** option allows you to spell check one or more files, including the caption file, from the currently loaded chapter. When selected the Choose File dialog box (Figure 6–9) is displayed.
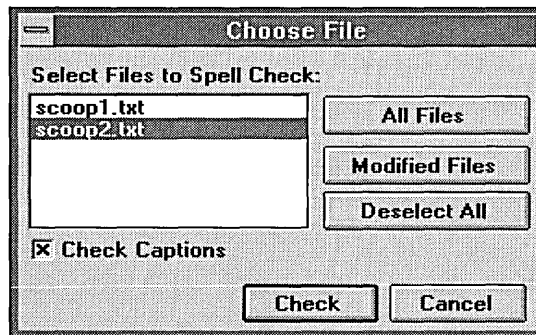
Figure 6–9.   Choose File dialog box.

The files list displays the file names of all text files imported into the currently loaded chapter. One or more of these files can be spell checked by selecting the file name from the file list. To deselect a specific file name, simply click on the selected file name.

All Files

The **All Files** option simply selects all imported text files for spell checking. This option is equivalent to selecting the **Entire Chapter** option in the Spell Check dialog box.

Modified Files

The **Modified Files** option selects only those text files that have been modified since the chapter was opened or last saved, whichever occurred last.

Deselect All

The **Deselect All** option deselects all selected file names in the file list.

Check Captions

The **Check Captions** check box can be used in conjunction with the other options in this dialog box to include box text, captions, and frame text in the spell check. Using this option alone is equivalent to selecting the **Check Caption** option in the Spell Check dialog box.

Performing a spelling check

The spelling check begins when you click on either the **OK** button in the Spell Check dialog box or the **Check** button in the Choose File dialog box.

If the text does not contain suspected misspellings, or the spell checker is finished checking the selected text, the following alert is displayed.
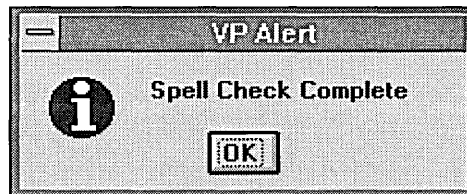
Click on the **OK** button to return the Ventura Publisher main screen.

When the spell checker locates a suspected misspelled word, the Check Spelling dialog box (Figure 6–10) is displayed. This dialog box allows you to correct or otherwise act on the suspected misspelled word.

Edit Menu
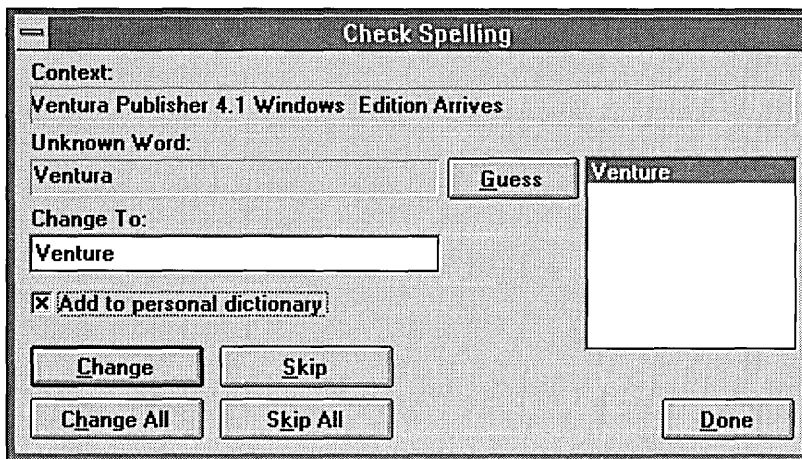
Figure 6–10. Check Spelling dialog box. All spelling corrections are made using this dialog box.

Context   The context is a short string of text surrounding the suspected misspelling. The context of a sentence can aid in determining whether the word is a spelling error or a correctly spelled word that is unknown to the spelling dictionary.

Unknown Word   The **Unknown Word** field displays the word that is suspected of being misspelled. This field is a display field only, and cannot be edited. A particular word will be displayed in the **Unknown Word** field under one or both of the following conditions.

- The word, as spelled, was not found in the Houghton-Mifflin or the personal dictionary.

- The capitalization of the word did not match that of a word found in either the Houghton-Mifflin or the personal dictionary.

☞   A word containing special items (e.g., index entry, thin space, etc.) within the word, and words containing a slash (e.g., DDE/OLE) may appear as misspelled because the spell checker cannot differentiate between the word and the special item embedded within the word. The spell checker will view each part of the word on either side of the special item as a whole word. The spell checker will, however, bypass any attribute codes embedded within a word. Also, the text inside of a special item code (e.g., frame anchor code, index code) will not be spell checked.

Change To   The **Change To** entry field is used to specify the correct spelling that is to be used for a misspelled word. Words are entered into the **Change To** entry field either by selecting a word from the suggestion list box, or by typing a word directly into the **Change To** entry field.

The initial entry in the **Change To** entry field will be the first word in the suggestion list box. If the spell checker can not determine any spelling suggestions, the suspected misspelled word itself will be displayed in the **Change To** entry field.

Suggestion list box and the Guess button   The suggestion list box (located to the right of the **Guess** button) displays suggested spelling corrections for the suspected misspelled word. The suggested spelling corrections are derived from the Houghton-Mifflin look-up dictionary and list correctly spelled words that are similar to the suspected misspelling. If available for selection (not grayed), click on the **Guess** button to broadened the look-up algorithm in order to include more suggested spelling corrections in the suggestion list.

☞   Since the words found in the personal dictionary tend to be unique words and are time consuming to correctly search, the spell checker does not search the personal dictionary for possible words to add to the suggestion list box.

To use one of the suggested spelling corrections from the list, simply select the word to be used from the suggestion list. The selected word will be placed in the **Change To** entry field.

Add to personal dictionary   The **Add to personal dictionary** option allows you to "teach" the spell checker words that are not already in the personal or look-up dictionaries. When the spell checker identifies a correctly spelled word as a possible misspelling, you can add the word to a personal dictionary using the **Add to personal dictionary** check box. This allows you to add words that are unique to your subject of writing to the personal dictionary.

The **Add to personal dictionary** option also allows you to correct the spelling of a misspelled word, if necessary, and then add the corrected word to the dictionary if it does not appear in the suggestion list.

The word added to the personal dictionary when the **Add to personal dictionary** check box is checked is dependent on whether the **Change** or the **Skip** button is selected.

Edit Menu

If the **Add to personal dictionary** check box is checked and you click on the **Change** or **Change All** button, the word entered in the **Change To** entry field will be added to the personal dictionary.

If the **Add to personal dictionary** check box is checked and you click on the **Skip** or **Skip All** button, the word in the **Unknown Word** field will be added to the personal dictionary.

☞ If the **Add to personal dictionary** check box is cleared, neither word will be added to the personal dictionary.

Change/Change All Click on the **Change** button to substitute the word displayed in the **Unknown Word** field with that displayed in the **Change To** entry field. The **Change** button is used to correct only the single occurrence of the word. To change all occurrences in text of the word displayed in the **Unknown Word** field, click on the **Change All** button.

If the **Add to personal dictionary** check box is checked, the word displayed in the **Change To** entry field will be added to the personal dictionary when either the **Change**, or the **Change All** button is selected.

☞ If the **Change All** button is selected for a particular word, the spelling check must be allowed to check the entire text in order to replace all occurrences of the word. If the spelling check process is aborted using the **Done** button, any occurrences of the word for which the **Change All** was selected appearing after the point at which the **Done** button was selected will not be changed.

Skip/Skip All Click on the **Skip** button to continue with the spelling check without performing any corrections to the word displayed in the **Unknown Word** field. The **Skip** button will bypass a single occurrence only. To bypass all other occurrences of the word in the chapter, click on the **Skip All** button.

If the **Add to personal dictionary** check box is checked, the word displayed in the **Unknown Word** field will be added to the personal dictionary when either the **Skip**, or the **Skip All** button is selected.

Done Click on the **Done** button to stop the spelling check. Any spelling corrections made up to the point the **Done** button is selected will *not* be undone.

☞ The spelling corrections made during a search and replace can only be undone using the **Revert to Saved** option in the **File** menu to load the chapter as it was last saved before the search and replace.

Editing the personal dictionary

The personal dictionary is an ASCII text file saved in the VENTURA directory containing the other Windows version Ventura Publisher files, or your preferences directory if you are running Ventura Publisher from a network. The personal dictionary file, named SPLDICT.PD, can be edited using a text editor capable of opening and saving files in ASCII format (such as Windows NOTEPAD).

☞ Opening and saving the SPLDICT.PD file in a format other than ASCII will cause incorrect spell checking.

You can edit the words in the personal dictionary as well as add or delete words using the text editor. Since the spell checker will also check for proper capitalization of a word, all acceptable capitalization variations of a word should be entered into the personal dictionary.

☞ If you want to start with an empty personal dictionary file, open the SPLDICT.PD file and remove all the words. *Do not* delete the SPLDICT.PD file as you will not be able to add words to the dictionary file if it does not exist. If the SPLDICT.PD file is inadvertently deleted, simply create a new SPLDICT.PD file in the VENTURA directory if you are using Ventura Publisher on a stand-alone system, or in your preferences directory if you are running Ventura Publisher on a network.

The following is an example of how the personal dictionary file may appear.

malleable
PhotoTouch
Ventura
VENTURA

Edit Menu

☞ Each word in the personal dictionary must be entered on a separate line. Also, the personal dictionary file should end with a blank line.

Notice that Ventura appears twice in the previous example. This allows you to specify that the word can appear in text with the initial letter capitalized as well as with all letters capitalized (such as in a headline). In the above example, Ventura will appear as a misspelling any time it is spelled incorrectly or the capitalization differs from initial capitalization or all uppercase (e.g., ventura, VenTura).

Search & Replace

Click on the **Search & Replace** function button to locate and optionally replace text, text attributes, and paragraph tags in the currently loaded chapter. Additionally, you can search for special items that have been inserted into the text of the chapter. The options available in the Search and Replace dialog box allow you make the search subject as broad or specific as necessary.

☞ Search and replace can only be performed on that text which is visible in the chapter. If a text file continues past the end of a frame without flowing into another frame, you cannot search and replace in the text continuing past the end of the frame.

Operation

Click on the **Search & Replace** function button. The Search and Replace dialog box (Figure 6–11) is displayed.
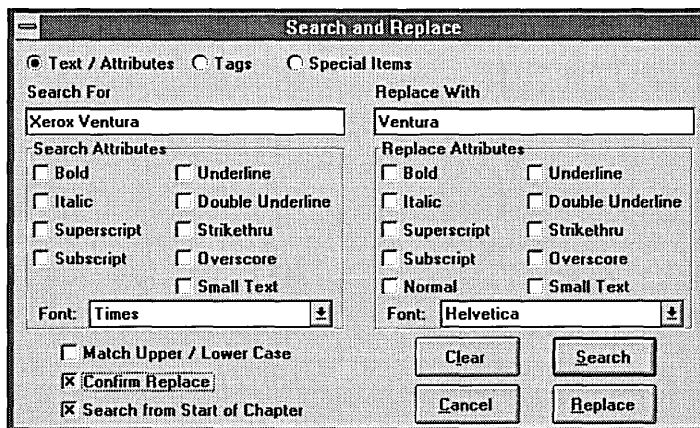
Figure 6–11.   Search and Replace dialog box in Text/Attributes mode.

The operation of the Search and Replace dialog box is divided into three modes; search and replace text or text attributes, search and replace tags, and search for special items. These modes are controlled by select-

ing either the **Text/Attributes, Tags,** or **Special Items** options at the top of the Search and Replace dialog box.

Text/Attributes mode

When the **Text/Attributes** mode option is selected, the dialog box shown in Figure 6–11 is displayed. The following options are available for performing a search or search and replace of text or text attributes in the chapter.

The **Search & Replace** option is capable of locating and optionally replacing text and text attributes in text imported into Ventura Publisher, text entered into frames or on the base page from within Ventura Publisher, box text, and text entered into caption frames. The **Search & Replace** option cannot be performed on footnotes, equations, and text entered as labels in a dialog box such as that entered into the Headers and Footers dialog box.

Header and footer text generated using the **1st Match** and **Last Match** options in the Headers and Footers dialog box will be affected as the corresponding text in the chapter is searched and replaced.

Search For and Replace With
The **Search For** entry field allows you to enter a specific text string for which to search.

☞ Ventura Publisher attribute and special item codes cannot be used in the **Search For** or **Replace With** entry fields. Use the **Search Attributes** and **Replace Attributes** options to search and replace text attributes or the **Special Items** mode option to search for special items.

The **Replace With** entry field allows you to enter replacement text for the text entered in the **Search For** entry field. If the text entered in the **Search For** entry field is found after you click on the **Replace** button, the search text will be replaced with the text entered in the **Replace With** entry field.

☞ If replaced, any text found matching the specified **Search For** options will be replaced with the text in the **Replace With** entry field exactly as it was entered in the field, regardless of the capitalization of the matching text, or the capitalization of the text in the **Search For** entry

field. If no text is entered in the **Replace With** entry field, the matching text will be deleted.

Search Attributes and Replace Attributes

The **Search Attributes** check boxes allow you to specify attributes for which to search. If no text is entered in the **Search For** entry field, text containing the selected **Search Attributes** options will be located. If text is entered in the **Search For** entry field, selecting any of the **Search Attributes** options will reduce the scope of the search to locating only the search text having attributes matching those selected in the **Search Attributes** options.

The **Replace Attributes** options allow you to specify attributes to be applied to text when the **Replace** button is selected.

☞ Checking the **Normal** check box clears all other **Replace Attributes** check boxes, and will convert any text matching the specified **Search For** options to the setting of the paragraph tag in which the text resides. This option is similar to using the text tool to highlight a string of text and then selecting the Text tool **Normal** option button. The exception to this is if a typeface is selected from the Font list box. In this case all style attributes will convert to that of the paragraph tag in which the matching text resides, but the typeface of the replacement text will the typeface selected from the **Font** list box.

Fonts list box

The **Fonts** list box allows you to add typeface attributes to the **Search Attributes** and **Replace Attributes** options.

To include typefaces in the **Search Attributes** and **Replace Attributes** options, simply select the desired typeface name from the corresponding **Font** list boxes. Selecting the **Default** option from the **Search Attributes** option **Font** list box will cause the search to locate the text entered in the **Search For** entry field regardless of the typeface assigned to that text. Selecting a typeface from the **Font** list box will reduce the scope of the search to locating only that text matching the text entered in the **Search For** entry field and assigned the typeface selected from the **Font** list box.

Match Upper/Lower Case

The **Match Upper/Lower Case** check box determines whether the search will locate text matching the capitalization of the text entered in the **Search For** entry field, or if the case will be ignored. If checked, the search will locate that text which exactly matches the capitalization of the text entered in the **Search For** entry field. If cleared, the case of the

text entered in the **Search For** entry field will be ignored during the search. The **Replace With** text is not affected by this option.

☞ If replaced, any text found matching the specified **Search For** options will be replaced with the text in the **Replace With** entry field exactly as it was entered in the field, regardless of the setting of the **Match Upper/Lower Case** check box, the capitalization of the matching text, or the capitalization of the text in the **Search For** entry field.

Confirm Replace The **Confirm Replace** check box allows you to control the progress of the search and replace.

☞ This option is applicable only when the **Replace** button is selected and has no affect when the **Search** button is selected.

If the **Confirm Replace** check box is cleared, the search and replace will be performed without any user intervention. All text elements matching the specified **Search For** options will be automatically replaced with the selected **Replace With** options.

☞ To ensure that only whole words are found and replaced, enter a space before and after the word entered in the **Search For** entry field. Otherwise text that is part of a word may be replaced with the text entered in the **Replace With** entry field. For example, if you search and replace the word *mate* (without spaces) with the word *spouse*, the word *amalgamate* would automatically be changed to *amalgaspouse*.

If the **Confirm Replace** check box is checked and matching text elements are found, the page containing the matching text element is displayed, the text element is highlighted, and the following dialog box is displayed.
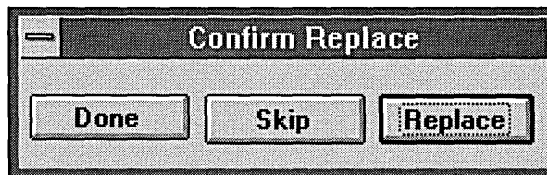
☞ If the highlighted text is obscured by the alert, the alert window can be moved by clicking on the alert window title bar and dragging it to a convenient location.

Click on the **Done** button to stop the search and replace operation. Any replacements made up to the point the **Done** button is selected will remain.

Click on the **Skip** button to continue the search and replace operation without affecting the highlighted text or paragraph.

Click on the **Replace** button to replace the highlighted text or paragraph with the selected **Replace With** options specified in the Search and Replace dialog box.

Search from Start of Chapter The **Search from Start of Chapter** option check box determines where the search will begin. This option is applicable to both the search and the search and replace operations.

☞ The search function searches through the chapter page by page. The text elements (e.g., box text, text file frame, frame caption, etc.) on each page are searched in the order in which the page elements where created on the individual page.

If the **Search from Start of Chapter** check box is checked, the search will start at the beginning of the chapter and proceed through the chapter page by page to the last text element placed on the last page of the chapter.

If the **Search from Start of Chapter** check box is cleared, the search will begin at the location of the text cursor if the Text tool is selected and the typing cursor placed in text, the currently selected frame or box text if the Frame tool is selected, or the currently selected paragraph if the Paragraph tool is selected. If nothing on the current page is selected, or if the base page is selected, the search will begin with the first text element created on the current page and proceed through the chapter page by page to the last text element placed on the last page of the chapter.

Clear Click on the **Clear** button to clear all the settings in the Search and Replace dialog box.

Cancel Click on the **Cancel** button to exit the dialog box abandoning all changes made in the dialog box.

Search Click on the **Search** button to begin the search for text elements matching the specified **Search For** options. The search will only *locate* text elements matching the specified **Search For** options. None of the **Replace With** options are applicable when the **Search** button is selected.

When a text element matching the specified **Search For** options is found, the page containing the text element is displayed, the text element is highlighted, and the following dialog box is displayed.
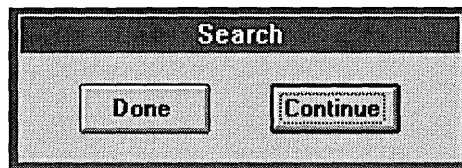
If the highlighted text is obscured by the alert, the alert window can be moved by clicking on the alert window title bar and dragging it to a convenient location.

Click on the **Done** button to stop the search leaving the last text element match highlighted.

Click on the **Continue** button to continue the search for other text elements matching the specified **Search For** options in the Search and Replace dialog box.

When the search has reached the end of the chapter, the following dialog box is displayed.
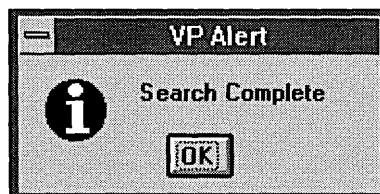
Click on the **OK** button to return to the Ventura Publisher main screen.

Replace Click on the **Replace** button to begin the search and replace operation. When selected, a search is performed for text elements matching the **Search For** options.

If matching text elements are found and the **Confirm Replace** check box in the Search and Replace dialog box cleared, the specified **Replace With** options will automatically be applied to the text elements.

If a matching text element is found and the **Confirm Replace** check box is checked, the page containing the matching text element is displayed, the text element is highlighted, and the following alert is displayed.

☞ If the highlighted text is obscured by the alert, the alert window can be moved by clicking on the alert window title bar and dragging it to a convenient location.

Click on the **Done** button to stop the search and replace operation. Any replacements made up to the point the **Done** button is selected will remain.

☞ The changes made during a search and replace can only be undone using the **Revert to Saved** option to load the chapter as it was last saved before the search and replace.

Click on the **Skip** button to continue the search and replace operation without affecting the highlighted text or paragraph.

Click on the **Replace** button to replace the highlighted text element with the **Replace With** options specified in the Search and Replace dialog box.

☞ If replaced, any text found matching the specified **Search For** options will be replaced with the text in the **Replace With** entry field exactly as it was entered in the field, regardless of the capitalization of the

matching text, or the capitalization of the text in the **Search For** entry
field.

When the search and replace has reached the end of the chapter, the
following alert is displayed.
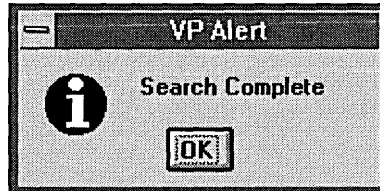
Click on the **OK** button to return to the Ventura Publisher main screen.

Tags mode

When the **Tags** mode option is selected, the dialog box shown in Figure
6–12 is displayed. The following options are available for the searching,
or searching and replacing of paragraph tags in the chapter.
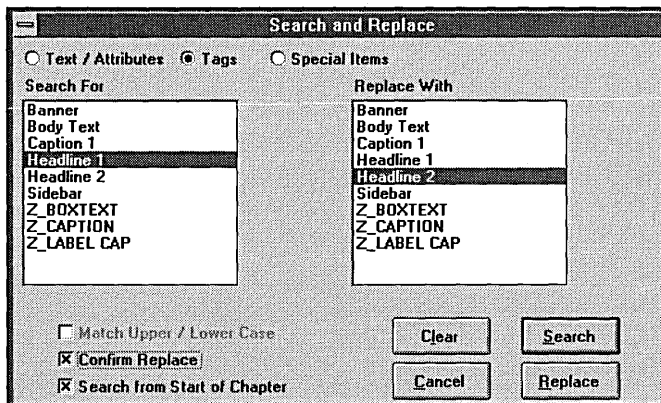
Figure 6–12.   Search and Replace dialog box in Tags mode.

Search For and   The **Search For** tag list is used to select a tag name for which to search.
Replace With   The **Replace With** tag list is used to select a replacement tag for the
search tag if the **Replace** button is selected.

☞ The names of generated tags (e.g., Z_BOXTEXT) will be displayed in the Search and Replace dialog box tag lists only if the **Generated Tags** option in the Set Preferences dialog box is set to **Shown**. If the **Generated Tags** option is set to **Hidden**, generated tags will not be displayed in the Search and Replace dialog box tag lists.

Confirm Replace The **Confirm Replace** check box allows you to control the progress of the search and replace.

☞ This option is applicable only when the **Replace** button is selected and has no affect when the **Search** button is selected.

If the **Confirm Replace** check box is cleared, the search and replace will be performed without any user intervention. All paragraphs with the specified **Search For** tag will be automatically replaced with the selected **Replace With** tag.

If the **Confirm Replace** check box is checked and matching tags are found, the page containing the matching tag is displayed, the paragraph is highlighted, and the following alert is displayed.
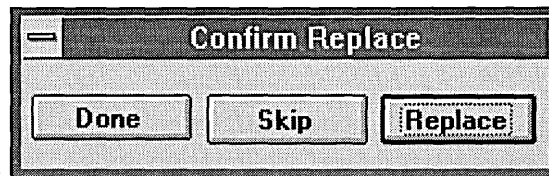
☞ If the highlighted paragraph is obscured by the alert, the alert window can be moved by clicking on the alert window title bar and dragging it to a convenient location.

Click on the **Done** button to stop the search and replace operation. Any tag replacements made up to the point the **Done** button is selected will *not* be undone.

Click on the **Skip** button to continue the search and replace operation without affecting the highlighted paragraph.

Click on the **Replace** button to replace the tag applied to the highlighted paragraph with the selected **Replace With** tag.

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☞ Text contained within a paragraph having attributes set using the attribute options in the Text menu will not be affected by changes to the paragraph tag.

Search from Start of Chapter

The **Search from Start of Chapter** check box determines where the search will begin. This option is applicable to both the search and the search and replace operations.

☞ The search function searches through the chapter page by page. The text elements (e.g., box text, text file frame, frame caption, etc.) on each page are searched in the order in which the page elements where created on the individual page.

If the **Search from Start of Chapter** check box is checked, the search will start at the beginning of the chapter and proceed through the chapter page by page to the last text element placed on the last page of the chapter.

If the **Search from Start of Chapter** check box is cleared, the search will begin at the location of the text cursor if the Text tool is selected, the currently selected frame or box text if the Frame tool is selected, or the currently selected paragraph if the Paragraph tool is selected. If nothing on the current page is selected, or if the base page is selected, the search will begin with the first text element created on the current page and proceed through the chapter page by page to the last text element placed on the last page of the chapter.

Cancel

Click on the **Cancel** button to exit the dialog box abandoning all changes made in the dialog box.

Search

Click on the **Search** button to begin the search for tags matching the specified **Search For** tag. The search will only *locate* paragraphs with a tag matching the selected **Search For** tag name. None of the **Replace With** options are applicable when the **Search** button is selected.

When a paragraph tagged with the specified **Search For** tag name is found, the page containing the paragraph tag is displayed, the paragraph is highlighted, and the following alert is displayed.

```
┌─────────────────────────────────────┐
│              Search                 │
│                                     │
│      ┌────────┐    ┌─────────┐     │
│      │  Done  │    │Continue │     │
│      └────────┘    └─────────┘     │
│                                     │
└─────────────────────────────────────┘
```
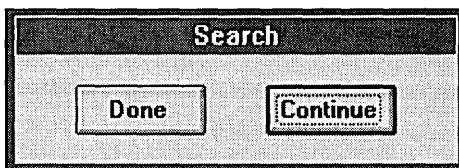
☞ If the highlighted paragraph is obscured by the alert, the alert window can be moved by clicking on the alert window title bar and dragging it to a convenient location.

Click on the **Done** button to stop the search, leaving the last paragraph match highlighted.

Click on the **Continue** button to continue the search for other paragraphs with a tag matching the selected **Search For** tag name.

When the search has reached the end of the chapter, the following alert is displayed.
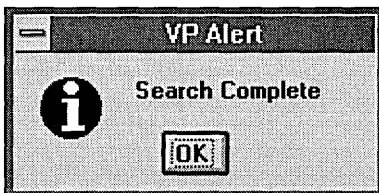
```
┌─────────────────────────────────────┐
│ ─            VP Alert               │
│                                     │
│     ⓘ      Search Complete         │
│                                     │
│            ┌──────┐                 │
│            │  OK  │                 │
│            └──────┘                 │
└─────────────────────────────────────┘
```

Click on the **OK** button to return to the Ventura Publisher main screen.

Replace Click on the **Replace** button to begin the search and replace operation. When selected, a search is performed for paragraphs with a tag matching the selected **Search For** tag name.

If matching paragraph tags are found and the **Confirm Replace** option in the Search and Replace dialog box is not selected, the specified **Replace With** tag will automatically be applied to the paragraph.

☞ The changes made during a search and replace can only be undone using the **Revert to Saved** option to load the chapter as it was last saved before the search and replace.

If a matching paragraph tag is found and the **Confirm Replace** check box is checked, the page containing the matching paragraph tag is displayed, the paragraph is highlighted, and the following alert is displayed.


☞ If the highlighted paragraph is obscured by the alert, the alert window can be moved by clicking on the alert window title bar and dragging it to a convenient location.

Click on the **Done** button to stop the search and replace operation. Any replacements made up to the point the **Done** button is selected will remain.

☞ The changes made during a search and replace can only be undone using the **Revert to Saved** option to load the chapter as it was last saved before the search and replace.

Click on the **Skip** button to continue the search and replace operation without affecting the highlighted paragraph.

Click on the **Replace** button to replace the tag applied to the high-lighted paragraph with the selected **Replace With** tag.

☞ Text contained within a paragraph having attributes set using the at-tribute options in the Text menu will not be affected by changes to the paragraph tag.

When the search and replace has reached the end of the chapter, the following dialog box is displayed.
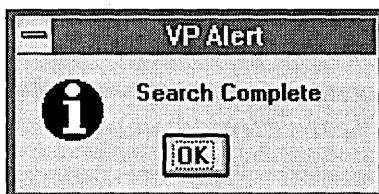
Click on the **OK** button to return to the Ventura Publisher main screen.

Special Items Mode

When the **Special Items** option is selected, the dialog box shown in Figure 6–13 is displayed. The following options are available for performing a search for special items in the chapter.
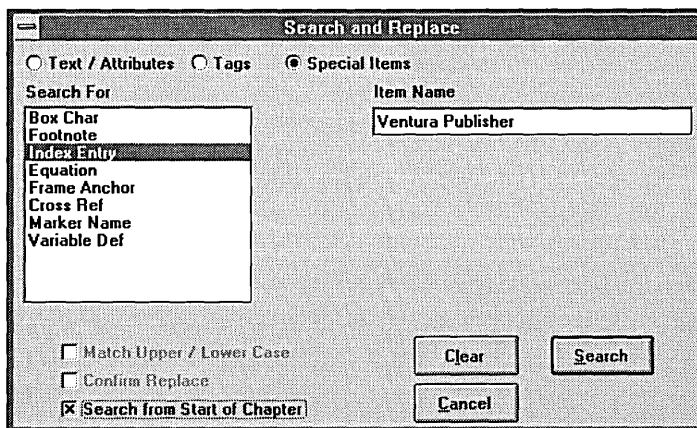
Figure 6–13.   Search and Replace dialog box in Special Items mode.

Search For   The **Search For** special items list box is used to select the type of special item for which you want to search.

Item Name   Certain special items such as frame anchors and index entries have item names. If you want to search for a specific instance of that special item, such as a specific frame anchor, type the name of the special item in the Item Name field. If you don't type in a specific name, the search will find the first instance of that special item. For example, if you type in a specific frame anchor name, the search will find the anchor with that

name. If you don't specify a name, the search will find the next frame anchor regardless of its name.

Search from Start of Chapter The **Search from Start of Chapter** check box determines where the search will begin.

☞ The search function searches through the chapter page by page. The text elements (e.g., box text, text file frame, frame caption, etc.) on each page are searched in the order in which the page elements where created on the individual page.

If the **Search from Start of Chapter** check box is checked, the search will start at the beginning of the chapter and proceed through the chapter page by page to the last text element placed on the last page of the chapter.

If the **Search from Start of Chapter** check box is cleared, the search will begin at the location of the text cursor if the Text tool is selected, the currently selected frame or box text if the Frame tool is selected, or the currently selected paragraph if the Paragraph tool is selected. If nothing on the current page is selected, or if the base page is selected, the search will begin with the first text element created on the current page and proceed through the chapter page by page to the last text element placed on the last page of the chapter.

Clear Click on the **Clear** button to clear all selections in the **Search For** list box and **Item Name** field.

Search Click on the **Search** button to begin the search for the special items specified in the **Search For** list and, when appropriate, under the **Item Name** field.

When a specified special item is found, the page containing the item is displayed, the special item is highlighted, and the following alert is displayed.
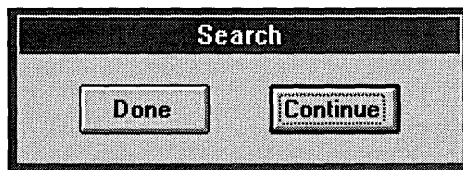
☞ If the highlighted special item is obscured by the alert, the alert window can be moved by clicking on the alert window title bar and dragging it to a convenient location.

Click on the **Done** button to stop the search at the currently matched item.

Click on the **Continue** button to continue the search for the next matching item.

When the search for special items reaches the end of the chapter the following alert is displayed.
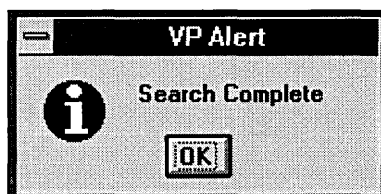
Click on the **OK** button to return to the Ventura Publisher main screen.

Cancel Click on the **Cancel** button to exit the Search and Replace dialog box.

Object Properties

The **Object Properties** option allows you to view and edit the proper-
ties of linked and embedded OLE objects pasted into your Ventura
Publisher chapter.

☞ Refer to Appendix K for more information on working with OLE objects.

Operation

The options available in the **Object Properties** dialog box are depend-
ent on the how the object in the currently selected frame was pasted into
the chapter.

☞ If this option is not available (grayed) the currently selected frame does
not contain a linked or embedded OLE object.

Linked objects

When a frame containing a linked object is selected and the **Object
Properties** option is selected from the **Edit** menu, the Link Properties
dialog box (Figure 6–14) is displayed. The options in this dialog box
allow you to edit the properties of the object as well as start the server
application and load the server file for the object.
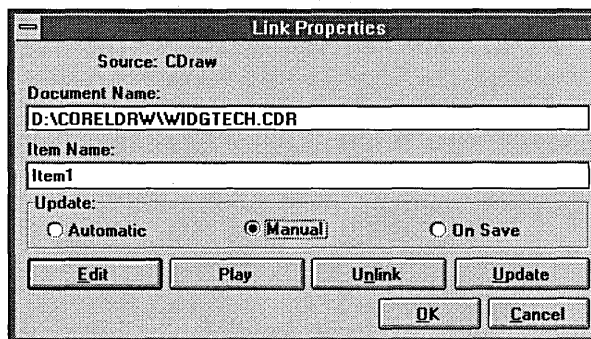
Figure 6–14.   Link Properties dialog box.

Source   The **Source** field tells you from which application the data currently on the clipboard originated.

Document Name   The **Document Name** field tells you from which file the data currently on the clipboard originated. This field can be edited if the server file has been moved to a different location.

Item Name   The **Item Name** field describes the data currently on the clipboard. This information may be screen coordinates if the object was copied from a paint program, row and column coordinates if the object was copied from a spreadsheet, or other data pertinent to the server application being able to identify the object when it is edited.

☞   The information in this field should not be edited unless you know how the server application will process the information when the object is edited.

Update   The **Update** option allows you to specify how a linked object is updated.

Automatic

Selecting **Automatic** will cause the object to updated anytime the object is modified.

Manual

Selecting **Manual** will cause the object to be updated only when the **Update** button is selected from the Link Properties dialog box.

OnSave

Selecting **OnSave** will cause the object to be updated only when the original server file is saved in the server application.

Edit   The **Edit** button will start the server application for the selected object and automatically load the associated server file.

Play   If the object contains animation or audio script data the **Play** button is used to start this script.

Unlink   The **Unlink** button is used to sever the link between the object and the server application. Once unlinked, the object cannot be updated in any

Edit Menu

way by the server application, nor can the server application be started using the unlinked object.

Update   The **Update** button will retrieve the most current version of the object from the server file.

OK   The **OK** button confirms and applies any changes made in the Link Properties dialog box.

Cancel   The **Cancel** button abandons any changes made in the Link Properties dialog box, including unlinking of the object.

Embedded objects

When a frame containing an embedded object is selected and the **Object Properties** option is selected from the **Edit** menu, the Embedded Object Properties dialog box (Figure 6–15) is displayed. The options in this dialog box allow you to edit the properties of the object as well as start the server application and load the server file for the object. The dialog box displays the name of the .VPO file for the currently selected object.
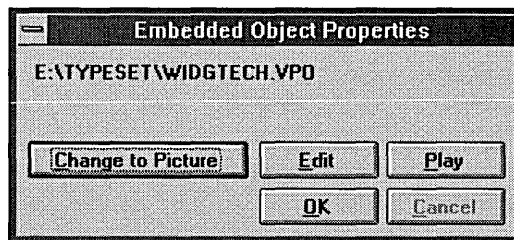
Figure 6–15.   Embedded Object Properties dialog box.

Change to Picture   The **Change to Picture** button will convert the embedded object to a static picture. This option is similar to the **Unlink** option found in the Link Properties dialog box for linked objects. Once converted to a picture, the embedded object cannot be updated nor can the server application and file be started using the embedded object.

Edit   The **Edit** button will start the server application for the selected object and automatically load the associated server file.

Play If the object contains animation or audio script data the **Play** button is used to start this script.

OK The **OK** button confirms and applies any changes made in the Embedded Object Properties dialog box.

Cancel The **Cancel** button abandons any changes made in the Embedded Object Properties dialog box, including unlinking of the object.

Edit Menu

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```
┌─────────────────────────────────────┐
│ View                                 │
├─────────────────────────────────────┤
│   Facing Pages View                  │
│   Window Width                       │
│   Reduced View          Ctrl+R       │
│ √ Normal View           Ctrl+N       │
│   Enlarged View         Ctrl+E       │
├─────────────────────────────────────┤
│ √ Show All Pictures                  │
│   Set Rulers...                      │
│ √ Show Ruler                         │
│   Show Column Guides                 │
│ √ Show Tabs & Returns   Ctrl+T       │
│   Show Loose Lines                   │
├─────────────────────────────────────┤
│ √ Column Snap                        │
│ √ Line Snap                          │
├─────────────────────────────────────┤
│ √ Button Bar                         │
│   Toolbox Window        Ctrl+W       │
│   Tag List Window       Ctrl+V       │
│   File List Window      Ctrl+Y       │
└─────────────────────────────────────┘
```

Figure 7–1. View menu.

Description

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

- Facing Pages View (fit facing pages to window width)
- Window Width View (fit page to width of application window)
- Reduced View (fit page to height of application window)
- Normal View (100% default – user definable))
- Enlarged View (200% default – user definable)

It also lets you change other aspects of how information is displayed on your screen.

A check mark is placed next to each option in the **View** menu that is currently enabled.

Views

The options in the **View** menu let you perform the following:

- Check the overall layout of a page.

- Provide better resolution when you are drawing graphics or editing text.

Operation

Select the desired option in the **View** menu. You can also use the keyboard to select any view, by pressing one of the following key combinations:

View	Ventura Key	Windows Key
Facing Pages View	None	Alt + V + F
Window Width	None	Alt + V + D
Reduced View	Ctrl + R	Alt + V + R
Normal View	Ctrl + N	Alt + V + N
Enlarged View	Ctrl + E	Alt + V + E

The zoom factor for the **Normal View** and **Enlarged View** options is definable using the options in the zoom menu. Additionally, the zoom menu allows custom zoom factors not available in the **View** menu. Refer to the Zoom Controls section of Chapter 2.

Depending on the current zoom factor, a certain amount of the application window may not be covered by the chapter page. If you notice the screen flickering in the area of the screen not covered by the chapter page (primarily on interlaced monitors in a high-resolution mode), you can set the Application Workspace to a different color using the Color option in the Windows Control Panel. You may need to experiment with a number of color settings before finding a color that will not cause the screen flickering.

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 views.

☞ In **Facing Pages View**, you cannot drag frames from one page to another. Use **Cut, Copy,** and **Paste** instead. The **Facing Pages View** option is available only when the **Sides** option of the **Page Size & Layout** option dialog box (**Chapter** menu) is set to **Double**.

View Menu

7 – 3

Show pictures/hide pictures

The **Hide Pictures** option replaces line art and images with a gray rectangular box. **Show Pictures** shows pictures which were previously hidden. Use this option to:

- Increase the screen drawing speed.
- See the frame margins, if the frame contains a picture.

Operation

To hide *all* pictures in the chapter:

➤ Make sure that no frame containing an image is selected.

➤ Select the **Hide All Pictures** option in the **View** menu.

To turn all pictures back on again, select **Show All Pictures** from the **View** menu. The frame and the picture it contains can still be moved, sized, scaled, cut, copied, and pasted while pictures are hidden.

To hide or show just one picture:

➤ Click on the Selector tool button.

➤ Select the picture you wish to hide/show.

➤ Select either the **Hide This Picture** or **Show This Picture** option in the **View** menu.

When pictures are hidden, a gray box is displayed 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.

When printing a chapter containing hidden pictures, enable the **Print Hidden Pictures** option in the Print dialog box to print all the pictures in a chapter. If the **Print Hidden Pictures** option is not enabled, the area of the page containing a hidden picture will print as solid black. Pictures that are not hidden will print regardless of the setting of the **Print Hidden Pictures** option setting.

Set Ruler

The **Set Ruler** option allows you to set different ruler measurement units for the vertical and horizontal rulers shown on the edge of the screen.

Operation

➤ Select the **Set Ruler** option. The Set Ruler dialog box (Figure 7–2) is displayed.

Set Ruler	
Horizontal Units:	Picas
Vertical Units:	Inches
Horizontal Zero Point:	0 centimeters
Vertical Zero Point:	0
	OK Cancel
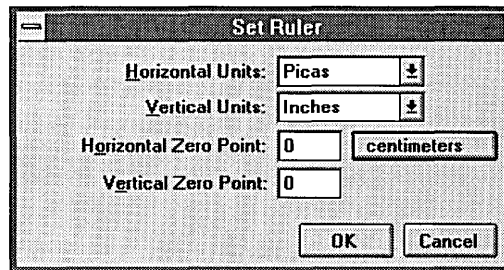
Figure 7–2. Set Ruler dialog box.

➤ Select the desired measurement unit for both the horizontal and vertical ruler.

➤ Set the horizontal and vertical zero points.

☞ Tabs and in/outdent settings are measured from the edges of the column, not the page. When the rulers are displayed and a paragraph selected, the zero point of the ruler will adjust to correspond to the left column edge for the currently selected paragraph. This allows you to better adjust the tab bar markers visually rather than having to calculate the difference between the set zero point and the actual column edge.

Once the Selector tool is enabled, or all paragraphs are deselected, the ruler zero point will return to the position set using the **Set Ruler** option or the interactive zero point adjustment feature.

You can also set the rulers 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 ...
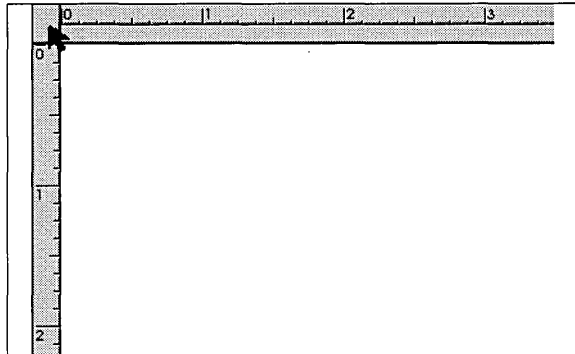
...drag the cross-hairs onto the screen. Use these cross hairs to check for vertical and horizontal alignment. In Facing Pages View, you can check for alignment across pages. When you release the mouse button ...
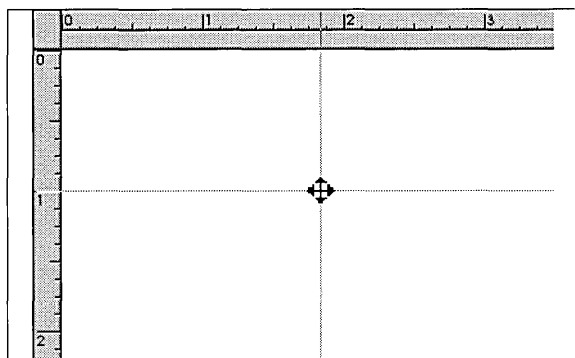
...the zero points move to the mouse location. To reset only the vertical ruler, move the mouse to the top ruler before releasing the mouse button. Double-click in the 0,0 box to reset both the horizontal and vertical rulers.

Ruler zero point set to location of mouse prior to releasing the mouse button.
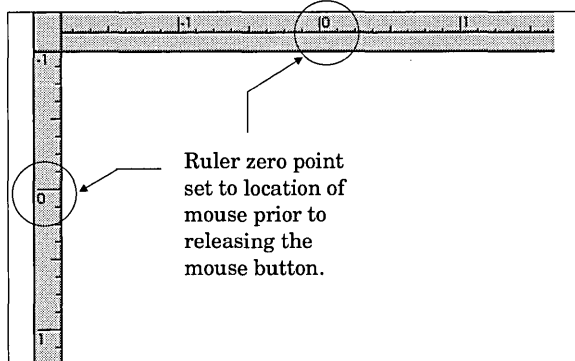
Show Rulers

The **Show Rulers** option turns rulers at the top and left edges of the screen on or off. The on-screen rulers help position pictures and graphics. The **Show Rulers** option also controls the displaying of the tab bar located below the horizontal ruler.

☞ Tabs, in/outdent, and temporary margins are measured from the edges of the column, not the page. When the rulers are displayed and a paragraph selected, the zero point of the ruler will adjust to correspond to the left column edge for the currently selected paragraph. This allows you to better adjust the tab bar markers visually rather than having to calculate the difference between the set zero point and the actual column edge.

Once the Selector tool is enabled, or all paragraphs are deselected, the ruler zero point will return to the position set using the **Set Ruler** option or the interactive zero point adjustment feature.

Operation

To display the rulers, select the **Show Rulers** option in the **View** menu. A check mark is displayed next to the menu item when the option is enabled. To hide the rulers, select the **Show Rulers** option again.

When rulers are shown, the position of the mouse cursor is always shown by a thin hairline which moves across the face of each ruler. These hairlines allow you to make accurate frame and graphic placement on the page.

To ensure precise frame size and placement, use the **Sizing & Scaling** option in the **Frame** menu.

To make precise graphics placement, use the **Grid Settings** option in the **Graphic** menu.

Show Column Guides

The **Show Column Guides** option paints faint dashed lines on the screen to show the outline of each column. The column guides help:

- Determine how much space is left at the bottom of the column.

- Aid in frame placement.

Operation

To enable column guides, select the **Show Column Guides** option in the **View** menu. A check mark is displayed next to the menu item when the option is enabled. To disable column guides, select **Show Column Guides** again.

☞ Column guides cannot be printed.

When **Column Snap** is enabled, frames which you create, move, or resize will snap to these column guides. The **Column Snap** option works regardless of whether the column guides are shown.

Show Tabs & Returns

The **Show Tabs & Returns** option provides visual markers for tabs, non-breaking spaces, line breaks, end of paragraph marks, end of file marks, index points, frame anchors, discretionary hyphens and other hidden inserted characters. Enable the **Show Tabs & Returns** option to help locate hidden characters while editing text.

Operation

To show tabs and returns, select the **Show Tabs & Returns** option in the **View** menu or press **Ctrl + T**. A check mark is displayed next to the menu item when the option is enabled. To hide these characters, select **Show Tabs & Returns** again. Figure 7–3 shows some of the symbols used to display hidden characters.

The symbols shown in Figure 7–3 are affected by the font specified for the paragraph in which the symbols appear. If the typeface used in the paragraph is a not a Roman type face (e.g., decorative or symbol face), the Ventura Publisher symbols may appear different than shown below.

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 enable the **Show Tabs & Returns** option whenever possible to avoid accidentally deleting hidden characters.

Tab	Discretionary Hyphen	Non-breaking and other fixed spaces	Line Break	Paragraph	End of file
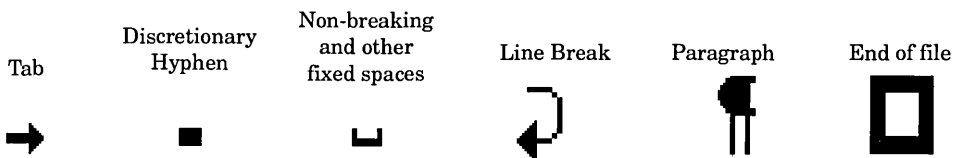
Figure 7–3. Common hidden characters. Index, anchors and other hidden text display as small circles. Actual characters shown on your screen may be different.

Show Loose Lines

The **Show Loose Lines** option highlights lines which exceed the **Maximum Space Width** setting in the **Paragraph Typography** option dialog box. 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. This option helps provide a visual landmark to aid in editing loose lines. You should place a discretionary hyphen in the first word below the loose line to correct a loose line.

Operation

To enable the displaying of loose lines, select the **Show Loose Lines** option in the **View** menu. A check mark is displayed next to the menu item when the option is enabled. To disable the displaying of loose lines, select the **Show Loose Lines** option again.

Loose lines are shown in reverse video (e.g., white text on a black background) on a monochrome display. They are shown in red on a color display. When displaying the page in reduced or facing pages view, loose lines may not be visible, depending on the resolution of your monitor.

To correct a loose line, place a discretionary hyphen in the first word below the loose line. Refer to the Text tool section of Chapter 3 for more information on discretionary hyphens.

Column Snap

The **Column Snap** option forces all frames to align with the sides of the page's column guides. Use this option to force picture and text frames placed on the page to align perfectly with the text columns.

Operation

To enable column snap, select the **Column Snap** option in the **View** menu. A check mark is displayed next to the menu item when the option is enabled. To disable column snap, select the **Column Snap** option again. A frame positioned within approximately 0.1 inch of a column guide will snap to that guide when **Column Snap** option is enabled.

Turning column snap on does not move frames already in the chapter until those frames are moved or resized.

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 tag inter-line spacing, and the **Line Snap** option is enabled, you can force the frame to align exactly with the top of the column guide.

Refer to the **Line Snap** option section starting on the next page.

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Line Snap

The **Line Snap** option forces frames to line up exactly with the Body Text inter-line spacing in the page. Enable this option to:

- Ensure that frames in adjacent columns line up exactly.

- Force the top of one frame to 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.

Operation

To enable line snap, select the **Line Snap** option in the **View** menu. A check mark is displayed next to the menu item when the option is enabled. To disable line snap, select the **Line Snap** option again.

This option uses the inter-line spacing for Body Text to create an invisible grid to which frames are snapped. If **Line Snap** is enabled or if the Body Text tag inter-line spacing changes after frames have been placed, you must move both the top and bottom of each frame in order to align the frame with the new Body Text grid.

☞ If you change the font size of the Body Text tag, while the **Auto-Adjustments** option is set to either **Styles** or **Both** in the **Set Preferences** option dialog box (**Edit** menu), the inter-line spacing for the Body Text tag will change. When you next select a frame, it will jump to the new line grid. To avoid this problem, either set the **Auto-Adjustments** option to **None** prior to changing the Body Text tag font size, or disable the **Line Snap** option prior to selecting a frame that you have already placed in the chapter.

Button Bar and Tool windows

The **Button Bar** option allows you to switch between the button bar interface and the "classic" interface. When a check mark is displayed next to this option, the button bar interface is displayed.

The tool window options are only available when the classic interface is in use (a check mark does not appear next to the **Button Bar** option). The **Toolbox Window, Tag List Window,** and **File List Window** options let you specify whether or not these windows are displayed.

The main purpose of these options is to let you hide or display the tool windows while the classic interface is in use.

Operation

To switch between the button bar interface and the classic interface, simply select the **Button Bar** option from the **View** menu.

To place a window on the screen, select the appropriate window option from the **View** menu. A check mark is displayed next to the menu item when the window is displayed. To remove the window from the screen choose the option again.

The classic interface and the use of these tool windows is not covered in this manual. If you are familiar with, and prefer to use the classic interface, refer to the *Classic Interface* section of Chapter 2 for information on the changes to the classic interface and the tool windows.

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```
┌─────────────────────────────────┐
│ Chapter                         │
├─────────────────────────────────┤
│ Page Size & Layout...           │
│ Chapter Typography...           │
├─────────────────────────────────┤
│ Headers & Footers...            │
│ Show Page Header                │
│ Show Page Footer                │
│ Footnote Settings...            │
├─────────────────────────────────┤
│ Insert/Remove Page...           │
│ Go to Page...           Ctrl+G  │
├─────────────────────────────────┤
│ Set Screening...                │
└─────────────────────────────────┘
```

Figure 8–1.   Chapter menu.

Description

The **Chapter** menu controls page formatting for the entire chapter. It is, thereby, distinguished from the **Frame** menu, which controls formatting for each individual frame.

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

Page Size & Layout

Click on the **Page Size & Layout** function button to define the physical size of the paper used in the printer, printing orientation, and selection of either single or double sided formatting. You are permitted only one set of size and layout specifications per chapter. Use the **Page Size & Layout** option to:

- Change between portrait and landscape display and printing.

- Change paper sizes.

- Permit different formatting on left and right pages.

Operation

➤ Click on the **Page Size & Layout** function button. The Page Layout dialog box (Figure 8–2) is displayed.
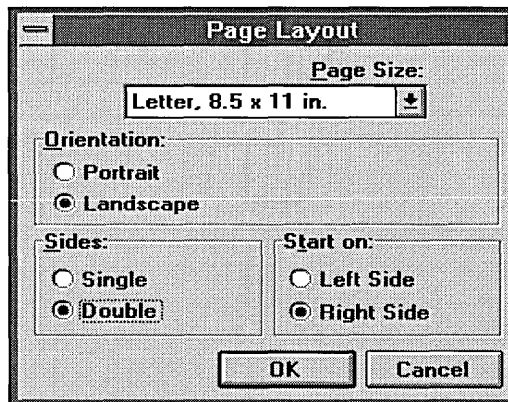
Figure 8–2. Page Layout dialog box. Settings shown are typical.

Orientation Select whether you want the chapter to be printed in Portrait or Landscape (Figure 8–3).

Portrait Landscape
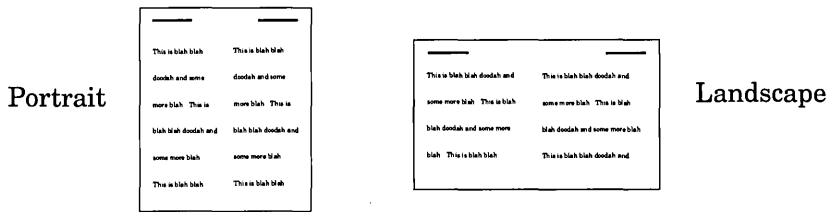
Figure 8–3. Portrait vs. Landscape printing.

Paper type Select the physical size of the paper on which your chapter will be printed. Smaller page sizes can be printed on printers that handle only one size of paper if you decrease the page's height and width using the Selector tool **Sizing and Scaling** option button.

Broad Sheet and 11 x 17 page sizes

If you select either Broad Sheet or 11 x 17 as the paper size, a dialog box is displayed at print time giving you two options:

- **Overlap**. This option allows 11 x 17 inch pages to be printed on four 8.5 x 11 inch pages which can then be manually pasted together to form an 11 x 17 inch page.

  Broad Sheet pages can be printed on either three 8 x 24 inch *strips*, four overlapping 11 x 17 inch pages, or nine overlapping 8.5 x 11 inch pages. These pages can then be manually pasted together to form one 18 x 24 inch page.

- **Normal**. This option allows you to print the page size unaltered if your printer supports these sizes.

☞ The Broad Sheet strip option is intended for use only with typesetting equipment and will not work with laser printers.

Sides/Start on Set the **Sides** option to either **Single** for single-sided page format or **Double** for double-sided format. Set the **Start On** option for the page side you want page one to start on (**Left Side** or **Right Side**). If you set **Sides** to **Single** and **Start On** to **Left Side**, 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 starting on the right side.

The **Facing Pages View** option in the **View** menu will display two facing pages only when the **Sides** option is set to **Double**.

☞ You must set the **Sides** option to **Double** 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.

Chapter Typography

The **Chapter Typography** option controls the character-to-character and line-to-line formatting for the entire chapter. You can override these settings for any frame or any page you have inserted manually (refer to the **Insert/Remove Page** option section later in this chapter) by selecting that frame or inserted page, then using the **Frame Typography** settings in the **Frame** menu. Use the **Chapter Typography** option to:

- Control text placement from column to column and page to page.

- Match typography to the style of document you are creating.

Operation

Select the **Chapter Typography** option in the **Chapter** menu. The Chapter Typography Settings dialog box (Figure 8–4) is displayed.

Chapter (Default) Typography Settings	
Widows (Min Lines at Top):	1
Orphans (Min Lines at Bottom):	1
Column Balance:	On
Move Down To 1st Baseline By:	Inter-Line
Pair Kerning:	On
Vert. Just. Within Frame:	Off
Vert. Just. Around Frame:	Off
Vert. Just. Allowed:	100 %
At Top of Frame:	0.153 inches
At Bottom of Frame:	0.153
	OK Cancel
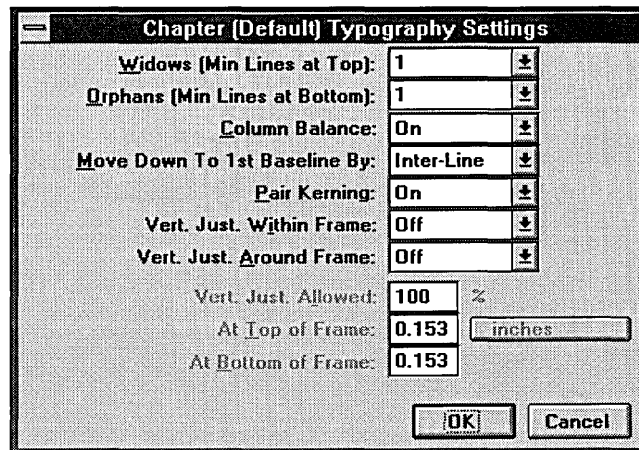
Figure 8–4.   Chapter Typography dialog box. Settings shown are typical.

Widows & A *widow* is a single line of text at the top of a page or column which has
Orphans 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 (Figure 8–5).
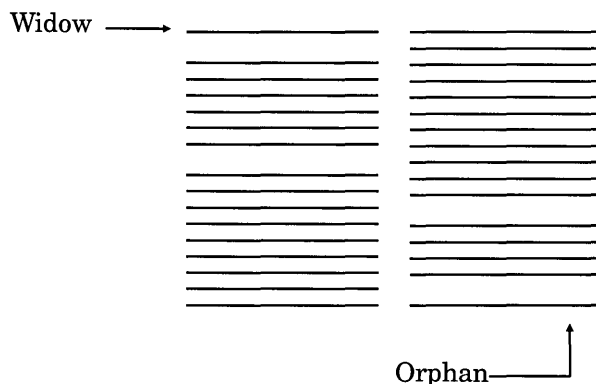
Widow ——→ _____   _____

Orphan————⌐

Figure 8–5. A widow (single line) at column top and an orphan (single line) at column end.

The **Widows** and **Orphans** options control the number of lines that can be widowed or orphaned. To operate:

➤ Select the **Chapter Typography** option in the **Chapter** menu.

➤ 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.

The default setting is two. This means that at least two lines must remain on the previous page or column or be forced to the next page/column, if possible.

Set both the **Widows** and **Orphans** options to **2** for most work. Set both to **1** if you want to disable this option. Magazines and books often allow widows and orphans so a setting of one may be proper for these documents.

The **Widows** and **Orphans** option settings are stored in the chapter (CHP) file.

Column balance Set the **Column Balance** option to **On** when your document has multiple columns and you want all columns to end at the same position at the bottom of the page. Figures 8–6 and 8–7 show the difference at the bottom of a page between column balance on and column balance off.
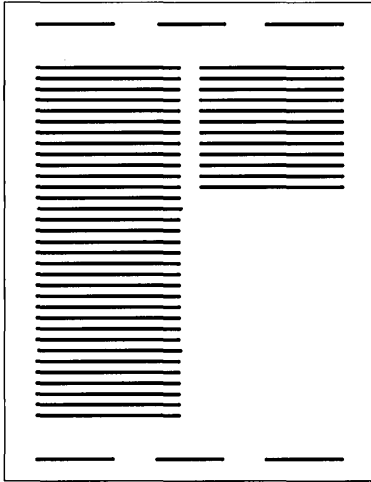
Figure 8–6.   Column balance off.   *Figure 8–7.   Column balance on.*
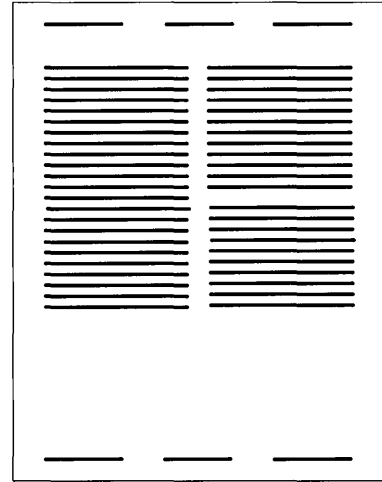
☞   Column balance reduces text formatting speed. Therefore, you should temporarily turn column balance off if you plan to make extensive changes on a page.

Column balance and frame-wide text

Using the Paragraph tool **Alignment** option and setting the **Overall Width** option to **Frame-Wide** overrides the column settings for any paragraph. This allows you to automatically format headings which straddle several columns of text. However, if this heading starts anywhere but on the first line of the page, it will interfere with text in adjacent columns.

To solve this problem, set the **Column Balance** option to **On**. Figures 8–8 and 8–9 show the results.

SETUP AND INSTALLATION

System requirements

:rox Ventura Publisher requires an IBM PC, AT, PS/2, or a compatible computer which the same software as these machines. Your uter must also contain the following or /alent:

40 kilobytes of RAM.

ı hard disk drive with one to three negabytes available space to hold software nd fonts (space required depends on rinters installed—see the Software Installation section which follows.) At least two ɔ three megabytes should still be available fter installation. This space is needed to ıold your document files and any additional onts you may later choose to install.

ı graphics board:

· AT&T 6300 (640 X 400) or Xerox 6065.
· Hercules Graphics Card, or equivalent
· IBM Color Card and compatible color monitor
· IBM Enhanced Graphics Adapter (EGA) or compatible
· IBM VGA or compatible
· Micro Display Systems Genius display
· Wyse 700
· Other (see Appendix J for a complete list of graphic boards and monitors supported)

Software installation

you previously installed version 1.0 of x Ventura Publisher, please consult the section Updating From Version 1.0 in Appendix

A. If you previously installed version 1.1, answer Y when asked by the installation program "Are you installing for the first time?"

SETUP AND INSTALLATION

System requirements

:rox Ventura Publisher requires an IBM PC, AT, PS/2, or a compatible computer which the same software as these machines. Your uter must also contain the following or /alent:

40 kilobytes of RAM.

ı hard disk drive with one to three negabytes available space to hold software nd fonts (space required depends on rinters installed—see the Software Installation section which follows.) At least two ɔ three megabytes should still be available fter installation. This space is needed to ıold your document files and any additional onts you may later choose to install.

· A graphics board:
  » AT&T 6300 (640 X 400) or Xerox 6065.
  » Hercules Graphics Card, or equivalent
  » IBM Color Card and compatible color monitor
  » IBM Enhanced Graphics Adapter (EGA) or compatible
  » IBM VGA or compatible
  » Micro Display Systems Genius display
  » Wyse 700
  » Other (see Appendix J for a complete list of graphic boards and monitors supported)

Software installation

you previously installed version 1.0 of x Ventura Publisher, please consult the section Updating From Version 1.0 in Appendix f you previously installed version 1.1, er Y when asked by the installation program "Are you installing for the first time?" iis section provides installation instructions ided for use by a person who has basic liarity with the IBM PC (or compatible) and ·. Additional installation information is ided in Appendix A. ɔte that Xerox Ventura Publisher will not ate when shared among multiple computers. s it licensed for sharing from a file server ɔg multiple computer workstations on a nunications network. However, a network on of Xerox Ventura Publisher is available. act Xerox at 1-(800)-822-8221 for price ɩvailability.

Preparing for installation

You need to know the following about your computer hardware:

  » The type of graphics board installed in your computer.
  » The printer port used by your printer, e.g., serial, parallel or special printer interface.
  » The 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 included with this product to understand the legal restrictions governing copying and installation.

Figure 8–8.   Column balance off. Note how text does not balance above frame-wide text near bottom of page.

Figure 8–9.   Column balance on. Note how text fills both columns above frame-wide text.

Column balance limitations

Certain options in the **Chapter** and **Paragraph** menus can limit the extent to which column balance is implemented. In particular, the **Widows** and **Orphans** options in the **Chapter Typography** option dialog box (**Chapter** menu) and the **Keep With Next** option in the **Breaks** option dialog box (**Paragraph** menu) force text to the next column or page. This creates gaps at the bottom of the previous column or page. Therefore, if you use the **Widows, Orphans,** and **Keep With Next** options when **Column Balance** is turned on, you may need to manually add additional space between paragraphs using narrow frames if you want multi-column pages to balance exactly. Refer to the Add Frame tool section in Chapter 3 for instructions on using frames to add space between lines and paragraphs.

Even if you do not use the **Widows, Orphans,** and **Keep With Next** options, setting the **Column Balance** option **On** still cannot always make each page balance perfectly. This is because *Column Balance adjusts the number of lines in adjacent columns,* but does not actually change the space between lines or paragraphs (vertical justification). Therefore, for example, if a two column page contains an odd number of lines, one column will be a line shorter than the other. Proper use of the vertical justification feature can solve this problem.

Move down to 1st baseline

Ventura Publisher provides two different ways to determine where the first line of text will begin on a page or within a frame. If you set the **Move Down To 1st Baseline By** option to **Cap Height**, the top of the column aligns with the top of the tallest capital letter in the font you have chosen. If you set the **Move Down To 1st Baseline By** option to **Inter-Line**, the first line of text starts at a distance from the top margin equal to the inter-line spacing set in the Paragraph tool **Spacing** option dialog box. See Figures 8–10 and 8–11.

Kerning

You can turn kerning globally on or off for the entire chapter by selecting the **Pair Kerning** option. This overrides the settings you chose for the **Automatic Pair Kerning** option in the **Paragraph Typography** option dialog box (**Paragraph** menu), but does not change them. If you set **Pair Kerning** to **On**, kerning will once again take effect for those paragraph tags for which you set the **Automatic Pair Kerning** option to **On**. Set the **Pair Kerning** option to **Off** to improve print and screen refresh speeds, especially when the **Automatic Pair Kerning** option is **On** for the Body Text tag. Note, however, that changing this setting *may* change where text is placed in your document.

Figure 8–10. Move down by cap height. The top of the words **Setup and Installation** *touch the top of the column.*

8–11. Move down by inter-line. The distance from the top of the column to the base of the words **Setup and Installation** *equals the Inter-Line space for the tag applied to this paragraph.*

Vertical justification

Vertical justification assures that text always reaches the exact bottom of each column or page (see Figure 8–12).
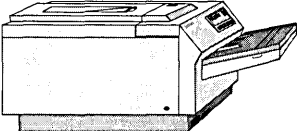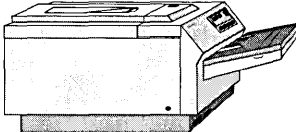
No vertical justification   Vertical justification turned on

Chapter 1

■ The Adventure Begins

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

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.

Chapter 1

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Figure 8–12.   Vertical justification example.

The options of the Paragraph tool **Spacing** option dialog box cannot force text to the bottom of the column or page because:

- The paragraph may not contain enough text to reach the bottom of the page.

- The **Keep With Next** setting in the Paragraph tool's **Breaks** option dialog box makes headings go to the next column or page. This creates a gap at the bottom of the current page.

- The **Widows** and **Orphans** options keep single lines of text from appearing at the top or bottom of columns or pages, also creating a gap.

- Page and column breaks force an artificial end to this page.

You should use vertical justification for virtually any document where the text continues from one page to the next. For forms, advertisements and similar documents, vertical justification is usually not needed.

Vertical justification automatically adds space before and after frames, tables, paragraphs and, if desired, between each line of text, until the text reaches the bottom of the column or page. The space is added in this order:

- First, between frames and the surrounding text, until the maximum amount allowed for each frame is added.

- If additional space is still needed, it is added between paragraphs or between tables and paragraphs until the maximum amount allowed for each paragraph or table is added.

- Finally, if more space is still needed, it is added between lines of text until the maximum amount allowed for each paragraph is added.

Space is always added, never subtracted. Text is never moved across page boundaries.

Vertical justification controls appear in four options:

- Chapter Typography

- Frame Typography

- Paragraph Typography

- Insert/Edit Table

The **Chapter Typography** option dialog box in the **Chapter** menu turns vertical justification on or off for the chapter. Once turned on, the

Frame Typography option in the **Frame** menu also lets you specify the maximum amount of space that can be added around any frame on the page.

The **Frame Typography** option is identical to the **Chapter Typography** option and lets you override the global settings for any selected frame. This lets you either stop vertical justification within a selected frame or add more space around a given frame on a page.

The **Paragraph Typography** option dialog box (**Paragraph** menu) settings let you specify the maximum amount that can be added above and below a paragraph. You can also specify the maximum amount of space that can be added between lines in a paragraph. The paragraph typography settings can be different for each paragraph tag. This lets you, for example, force most space to be added around headings, with little or no space added between Body Text paragraphs.

The **Insert/Edit Table** option dialog box settings (**Table** menu) let you specify the maximum amount of space that can be added above and below a table. The settings can be different for each table.

General guidelines This section provides detailed instructions about how to use the vertical justification controls in the **Chapter Typography** option dialog box. By default, the vertical justification feature is disabled (**Vert. Just. Allowed** option is set to **0%**) For most work, all you need to do is select the **Chapter Typography** option and set the **Vert. Just. Allowed** option to **75%**, **Vert. Just. Within Frame** option to **Feathering**, and **Vert. Just. Around Frame** option to **Moveable.** The defaults built into each style sheet will do the rest. The automatic defaults are:

- **Vert. Just. Allowed** in the **Chapter Typography** option dialog box is set to 0%.

- **At Top of Frame** and **At Bottom of Frame**: (**Chapter Typography** option dialog box) are set equal to Body Text tag inter-line spacing. If they have been changed, you will probably want to restore both the **At Top of Frame** and **At Bottom of Frame** settings to the same value as that set for Body Text tag **Inter-Line Spacing** in the **Paragraph** menu **Spacing** option dialog box.

- **Vert. Just. At Top of Para** and **At Bottom of Para** options in the **Paragraph Typography** option dialog box (**Paragraph** menu) are set equal to the Body Text tag **Above** and **Below** value in the **Spacing** option dialog box (**Paragraph** menu). If Body Text tag **Above** and **Below** values are both zero, the **Vert. Just. At Top of Para** and **At Bottom of Para** options are both set equal to Body Text

tag **Inter-Paragraph** value. If the Body Text tag **Above**, **Below**, and **Inter-Paragraph** values are all zero, then the **Vert. Just. At Top of Para** and **At Bottom of Para** options are set at zero. You may want to add more space if the tag's font is bigger than Body Text.

- **Between Lines of Paragraph** option in the **Paragraph Typography** option dialog box (**Paragraph** menu) is set at zero. If you want to use this control, set it at about 10% of the Body Text tag **Inter-Line** spacing. For tags which have larger fonts, such as headings, you can set this to a larger proportion of that tag's inter-line spacing.

If Body Text in adjacent columns must be kept aligned, then select **Carding** for the **Vert. Just. Within Frame** option in the **Chapter Typography** option dialog box (**Chapter** menu) and make every vertical justification setting in the **Chapter Typography**, **Frame Typography**, **Paragraph Typography**, and **Insert/Edit Table** dialog boxes an integer multiple of Body Text inter-line spacing.

☞ Refer to the vertical justification headings for the **Frame Typography** and **Paragraph Typography** option sections for further information on controls which affect vertical justification.
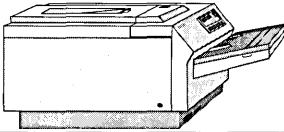
Vertical justification example

The example shown in Figure 8–13 shows how a page looks with the frame, paragraph, and inter-line spacing all working together.

Chapter 1

■ The Adventure Begins

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

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■ Chicago to Tokyo

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Chapter 1

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Figure 8–13. Vertical justification (on right column) with space added around frame, between paragraphs and between lines within the paragraph. The Chapter Typography and Paragraph Typography controls were set exactly as described in this section.

Vertical Justification Within Frame

The **Vert. Just. Within Frame** option enables vertical justification. When set to **Off**, no vertical justification takes place within the chapter.

When set to **Feathering,** the *exact* space required to make the text reach the bottom of the column is added between frames and text, and between paragraphs. When set to **Carding,** space is only added in multiples of the Body Text tag inter-line spacing (see Figure 8–14). Carding lets you achieve the goal of vertical justification (e.g., a uniform page bottom from one page to the next) while maintaining baseline alignment of body text from column to column and across facing pages. By contrast, feathering adds the exact space required, but body text in adjacent columns may no longer align.

☞ Carding does not *force* body text to align. Rather, it *maintains* alignment if each paragraph in the style sheet is designed so that its spacing is an exact multiple of Body Text's inter-line spacing.
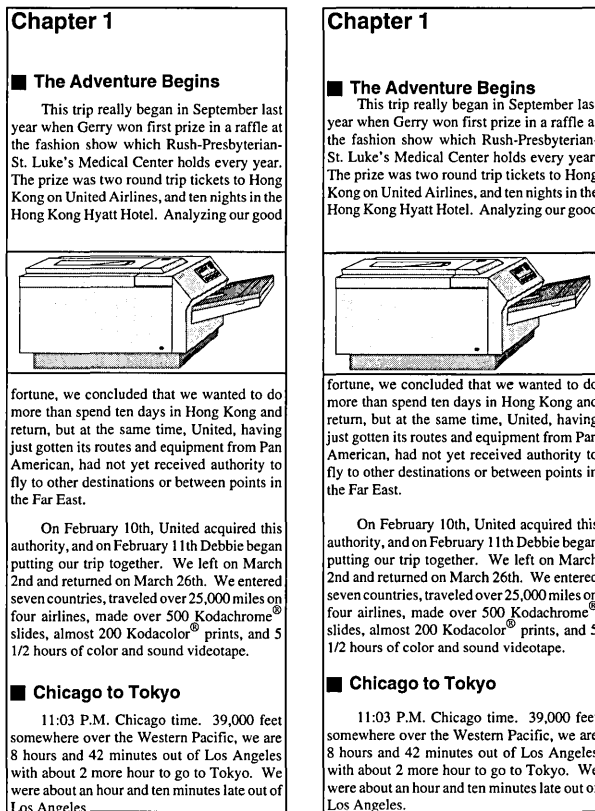
Figure 8–14. Carding (on the left) versus Feathering (on the right). Feathering adds space more uniformly, but may result in mis-alignment between Body Text lines in adjacent columns.

Vertical Justification Around Frame

The **Vert. Just. Around Frame** option determines how space is added around a frame on a page. You have two choices. If set to **Fixed,** each frame remains fixed in its position. Space is only added below the frame. If set to **Moveable,** the frame is moved down to create space above the frame. Extra space is then added below the frame. You should always

select **Moveable** unless your layout requires that frames not move at all. See Figure 8–15.

Vertical justification around frame **Fixed**   Vertical justification around frame **Moveable**

Chapter 1

■ **The Adventure Begins**
  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

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Chapter 1

■ **The Adventure Begins**

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Figure 8–15. **Fixed** *frame does not allow space to be added to any paragraph above the frame, or to the frame itself.*

At Top of Frame

The **At Top of Frame** option sets the maximum amount of space that can be added between a frame and the text which precedes it. This amount is in addition to the **Vertical Padding** setting for that frame in the **Sizing & Scaling** option dialog box. **At Bottom of Frame** operates in the same manner. Both of these options are available for selection only if the **Vert. Just. Around Frame** option is set to **Fixed** or **Moveable**.

If different amounts are set for the **At Top of Frame** and **At Bottom of Frame** options, and if less than the maximum amount of space is needed to make the last line of text reach the bottom of the page, then the space is added proportionally to the top and bottom of all frames in the column. For example (assuming just one frame in the column):

- **At Top of Frame** is set at 24 points.

- **At Bottom of Frame** is set at 12 points.

- Six points additional space is needed to make the text reach the exact bottom of this column.

- Then four points will be added above the frame and two points below the frame.

Vertical Justification Allowed

The **Vert. Just. Allowed** option determines the amount of vertical justification on each page. The normal setting for most work is 100%. This setting is available for selection only when the **Vert. Just. Within Frame** option is set to **Feathering** or **Carding**.

On any given page, the amount of space that can be added is determined by the maximum settings in the **Chapter Typography, Frame Typography**, and **Paragraph Typography** option dialog boxes. If text still will not reach the bottom of the page even after all this space has been added, then no vertical justification takes place at all. This prevents the creation of very loose pages on the last page of a chapter, before a page break, and other circumstances where little text appears on the page.

You can increase or decrease the maximum amount of space which vertical justification attempts to fill by specifying a value for **Vert. Just. Allowed** greater or less than 100%. For instance, if the **Vert. Just. at Top** option of a paragraph is 12 points, and if you specify a **Vert. Just. Allowed** value of **150%**, Ventura Publisher will actually try to add up to 18 points before deciding not to vertically justify a given page.

Headers & Footers

The **Headers & Footers** option defines text which is placed at the top and bottom of each page in the chapter.

Each header and footer can have three separate entries: one left-justified, one centered, and one right-justified, each up to two lines.

You can also 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 from pages 2, 4, 6, 8.

Chapter numbers and page numbers can be inserted into any header or footer.

Also, you can automatically create headings for books, manuals and directories by copying, to the header or footer, the first and/or last occurrence on a page of any paragraph tagged with a specified tag.

Use the **Headers & Footers** option to:

- Create page and chapter numbers.
- Create automatic section titles.
- Create directory headings.
- Create chapter headings.

Operation

To create headers and footers:

➤ Select the **Headers & Footers** option in the **Chapter** menu. The **Headers & Footers** option dialog box (Figure 8–16) is displayed. Additionally, a floating Tags list is displayed allowing easy insertion of tag names for the **First Match** and **Last Match** options.
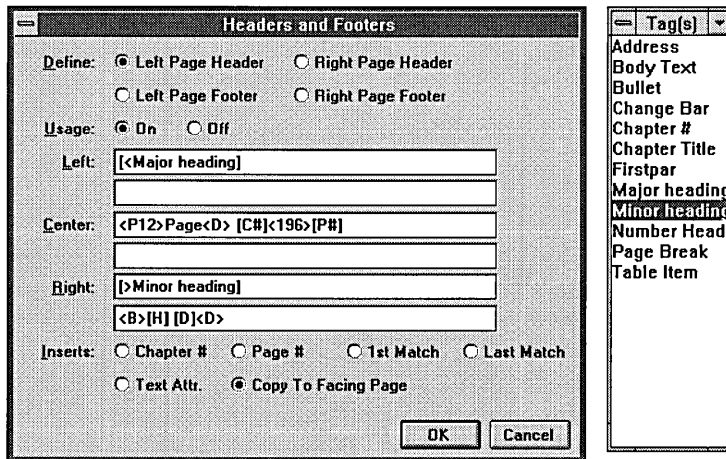
*Figure 8–16.   Headers & Footers dialog box. The word **Page** is set at 12 point.*

☞   If either the right or left header/footer doesn't appear on the screen when you click on the **OK** button, make sure the **Sides** option in the Page Size & Layout dialog box is set to **Double**. Also check to make sure you have defined a header or footer for both the left **and** right pages. Finally, make sure the header/footer is turned on for this page. (Refer to **Show Page Header,** and **Show Page Footer** options later in this chapter.)

Define   Use the **Define** option to define either a header or a footer (or both) and whether the header or footer will be on the right or the left hand page. Each of these options have their own **Usage** setting and definition entry fields.

Usage   Use the **Usage** options to set the state of any of the **Define** options. The **Usage** option for the selected **Define** option must be set to **On** before the definition entry fields will be available.

Definition entry fields   The definition entry fields are where the text that is to appear in the header or footer is entered. Each of the **Define** options have different definition entry fields allowing you to define different headers and footers for the left and right pages. The definition entry fields also allow the entering of text attribute codes and other special codes for formatting the headers and footers. The codes are described below.

Inserts   The **Inserts** options allow you to enter special codes and format the text entered in the definition entry fields. Inserts are entered into the definition entry fields by placing the typing cursor at the location in the

desired definition entry field and then selecting the desired insert. The **Inserts** options and their function are:

Chapter #/Page

Use the **Chapter #** and **Page #** inserts to place a chapter or page number in the header or footer.

Selecting the **Chapter #** insert places the [C#] code in the definition field. Selecting the **Page #** insert places the [P#] code in the definition field.

Chapter and page numbers automatically start with one (1). You can override this default, however, using the options in the **Update Counters** option dialog box (**Edit** menu).

1st Match/Last Match

Section and chapter headings are often placed in the header or footer of a long document or directory. Changing these headers as you revise a document can be a time-consuming and error-prone process. Fortunately, Ventura Publisher can automatically place section headings and chapter titles in the header or footer.

For instance, suppose that you want text tagged with a tag called Major Heading to appear left-justified on each left page.

➤ Select the **Left Page Header** option.

➤ Place the text cursor in the **Left:** entry field.

➤ Select the Major Heading tag from the floating Tags list.

➤ Select the **1st Match** option at the bottom of the dialog box. You will see the following appear in the Left entry field:

```
[<Major Heading]
```

This command copies the first occurrence of text tagged with the Major Heading tag to the top left of every left-hand page. If no text on a given page is tagged as Major Heading, the most recent paragraph in the chapter tagged with Major Heading is used. In this way, a section that continues for several pages will have the same headers. The headings at the top of every page in this Reference Guide were automatically generated using this feature. Figure 8–16 shows how to place text from paragraphs tagged with Major Heading and Minor Heading into the left page header.

Ventura Publisher also copies any index entries in the tagged text to the header or footer; as a result, index entries can be created to specify the entire range of pages in a section of the document. For instance, if the paragraph tagged with the Header tag contained an index entry, the page numbers listed in the index for that index entry would include all pages in which the text from the Header tag appeared in the header or footer.

Ventura Publisher copies all attributes and font changes from the tagged text into the header or footer.

Text Attr.

You can use the text attributes described in Appendix D to modify the header or footer text. Selecting the **Text Attr.** option inserts the code <D> into the definition entry field. The D can then be replaced with the desired attribute codes.

Figure 8–16 shows how these attributes can be used to change the word Page to 12 point.

The <%n> kerning code cannot be used in a header or footer. Use the <Kn> code to control the kerning of text in headers and footers. Refer to Appendix D for more information using the kerning codes.

Copy To Facing Page

If the **Sides** option in the Page Size & Layout dialog box is set to **Double**, you can cause a header or footer to be *mirrored* on opposite pages using the **Copy To Facing Pages** option.

For example, the heading used in this Reference Guide are set using the **Copy To Facing Pages** option. For all left hand pages, the primary head (the text associated with tag assigned to the chapter title) is set as a left header, and the secondary head (the text associated with the tag assigned to the section title) is set as a right header. By using the **Copy To Facing Pages** option, the primary head appears on the left of all left hand pages and on the right of all right hand pages. The secondary head appears on the right of all left hand pages, and on the left of all right hand pages.

If the **Sides** option is set to **Single**, and the **Start On** option is set to **Left Side** in the Page Size & Layout dialog box, only the left page

header and footer are used. The converse is true for **Single** and **Start On: Right Side.**

Date and time

Although there are no insert option for this feature, time and date can also be entered in the headers and footers. The date and time are entered in the header or footer by entering the following codes in the definition entry field.

[D] = Date

[H] = Time

The format of the time and date is determined by the format set in the Windows Control Panel. Additionally, text attribute codes can be used to set the size, typeface, color, etc. of the time and date headers.

A time entry in the header or footer will update each time the page is refreshed.

Header/footer continuation

The current match option is another feature for which no insert option exist. The current match feature allows more flexibility in controlling the information placed in the header or footer. Unlike the **First Match** and **Last Match** options, the current match feature allows you to specify that the text associated with a particular tag appear in the header of footer, even if the text appears on a previous page. This feature also allows you to specify additional text to appear in the header or footer if the text associated with the tag appears on a previous page. For example, the "Copy to Facing Page" heading on the previous page could appear as "Copy to Facing Page (Continued)" in the header or footer of this page. It is also possible to make text associated with a tag *not* appear in the header or footer if the text appears at the top of a page.

Use of this feature is described in detail in the *Creating Continuation Headers and Footers* section of Chapter 14.

Cancel Click on the **Cancel** button to exit the dialog box abandoning all changes made in the dialog box.

Tagging headers & footers

The tags *Z_HEADER* and *Z_FOOTER* are automatically created the first time you create either a header or footer. These header and footer tags are each initially assigned Body Text tag attributes. However, you can change the tag attributes for both header and footer. For instance, to place the header closer to the body of the document:

➤ Click on the Paragraph tool button.

➤ Select the header.

➤ Click on the **Spacing** option button and increase the header tag's **Above** spacing.

To place the footer closer to the body of the document, *decrease* the footer tag's **Above** space.

To place a ruling line below each header:

➤ Click on the Paragraph tool button.

➤ Select the header.

➤ Click on the **Ruling Line Below** option button. Customize as desired.

If the header **Above** space plus the header **Below** space is larger than the top margin, the top margin will be increased beyond what you set for the page's top margin.

To correct this situation:

➤ Click on the Paragraph tool button.

➤ Select the header text paragraph.

➤ Click on **Spacing** option button.

➤ Decrease the **Above** or **Below** space.

The same procedure applies to footers.

You cannot change the tab settings for the Z_HEADER and Z_FOOTER tags.

Show Page Header/Footer

The **Show Page Header** or **Show Page Footer** options enable (and suppress) the header or footer *for the current page*.

Operation

To turn the headers off for the page currently displayed, disable the **Show Page Header** option in the **Chapter** menu. To turn headers back on, enable the **Show Page Header** option again. A check mark will be displayed next to the menu option when the option is enabled. The **Show Page Footer** option works identically.

☞ The state of the **Show Page Header** and **Show Page Footer** options remains associated with the page number shown in the page number indicator, even if text is moved from one page to another. Therefore, do not turn headers or footers off until you have finished creating the chapter.

Footnote Settings

The **Footnote Settings** option controls the chapter footnote formatting. Footnotes are created using the **Insert Special Item: Footnote** option in the **Text** menu (refer to the **Text** menu chapter for more information on inserting footnotes).

Operation

➤ Select the **Footnote Settings** option in the **Chapter** menu. The Footnote Settings dialog box (Figure 8–17) is displayed.
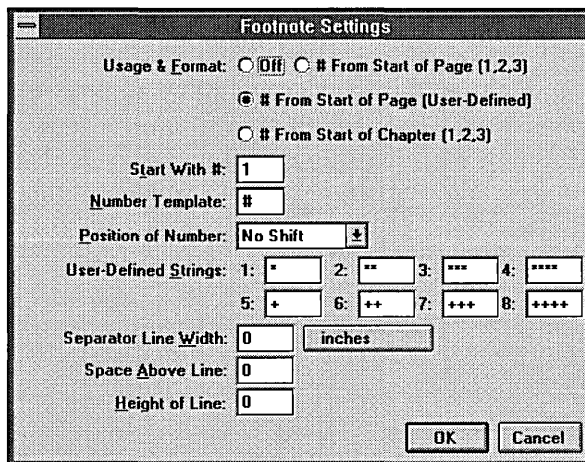
Figure 8–17.   Footnote Settings dialog box.

Usage & Format   **# From Start of Page (1,2,3).** This restarts 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 in the **User Defined Strings** entry field. The default strings are shown in Figure 8–17, 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 above, or you can't create footnotes for the chapter.

Start with To start footnote numbering at a number other than one, place the text cursor in the **Start With #** entry field and enter the starting number. This is useful when you are printing a single chapter in the middle of a long document.

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

Position of number Next, select your choice of **Subscript, Superscript**, or **No Shift**. These settings control the vertical placement of the footnote reference number or character within the text. The size and placement (e.g., superscript and subscript font size) of the footnote reference in text is controlled by the **Attribute Overrides** option settings for the tag of the paragraph in which the reference in placed.

The placement of the matching footnote number at the bottom of the page is controlled with paragraph tag settings. The procedure for modifying these settings is described at the end of this section.

User defined strings If you selected the **# From Start of Page (User Defined)** option, you may alter any or all of the character strings that appear in the **User-Defined Strings** entry fields. Use the cursor and backspace keys to erase the default characters, and then type in the ones you wish to substitute.

Ruling lines 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 and is measured from the left margin.

To turn footnotes off, select the **Off** option and then click on the **OK** button. Turning footnotes off does not affect the footnote text stored in the text files. As soon as footnotes are turned back on, all footnotes will once again be displayed.

Chapter Menu

☞ You can place footnote references on the base page only. Ventura Publisher ignores footnotes in frames or in box text.

Footnote frames

Footnotes are placed at the bottom of the page in a frame that Ventura Publisher creates when footnotes are turned on. This frame is automatically enlarged as you add additional footnotes. If you wish, you can select this frame using the Selector tool and change any of the attributes available in the Frame menu to achieve different footnote formatting. You cannot, however, change the number of columns in the footnote frame.

☞ If you have specified a large amount of **Above** or **Below** space for the Body Text tag prior to turning footnotes on, the frame which is automatically created to hold the footnote will be much larger than you probably want. To correct this problem:

➤ Click on the Paragraph tool button.

➤ Select the footnote number.

➤ Click on the **Spacing** option button and decrease the **Above** or **Below** option settings.

Repeat this process for the footnote text.

Customizing footnote tags

The footnote number at the bottom of the page is automatically assigned a tag called *Z_FNOT* #, and the footnote text is automatically tagged with a tag called *Z_FNOT ENTRY*. You can change each of these tags independently to achieve different formatting effects. Use the various Paragraph tool options to customize the footnote number and entry tags.

Footnote numbers   One common effect that you can create by changing the Paragraph menu options for the Z_FNOT # and Z_FNOT ENTRY tags is to place the footnote number on the same line as the footnote. To do this, follow the procedures given in the **Auto-Numbering** option section of the **Paragraph** menu chapter for placing section numbers on the same line as the paragraph that follows.

You can also make the footnote number at the bottom of the page superscript. To do this:

➤ Click on the Paragraph tool button.

➤ Select any footnote number at the bottom of the page.

➤ Click on the **Font** option button. Set the font size smaller than that of the footnote text. Initially the font size for the footnote number will be the same as that of the footnote text. Reduce the footnote number font size by 2 to 4 points.

➤ Click on the **Breaks** option button and set the **Line Break** option to **After**.

➤ Click on the **Spacing** option button and set the **Above, Below**, and **Inter-Line** options to zero.

➤ Select any footnote entry at the bottom of the page.

➤ Click on the **Breaks** option button and set the **Line Break** option to **After**.

➤ Click on the **Spacing** option in the **Paragraph** menu. Set the **Above** option setting to zero. Adjust the **Inter-Line** spacing to control the vertical placement of the footnote number in relation to the footnote text (typically 2 to 5 points). Adjust the **Below** spacing to control the spacing between footnote entries (typically equal to the font point size of the footnote text). Adjust these spacings as required to obtain the desired effect.

Chapter Menu

Insert /Remove Page

The **Insert/Remove Page** option allows you to insert or remove one or more blank pages anywhere in your chapter. Use the **Insert/Remove Page** option to:

- Add additional pages when text is placed in frames (e.g., newsletter or newspaper layout).

- Create multiple page formats in the same chapter.

- Remove pages which have been added.

Operation

To insert a page:

➤ Go to the page where the new page is to be inserted.

➤ Select the **Insert/Remove Page** option from the **Chapter** menu. The Insert/Remove Pages dialog box (Figure 8–18) is displayed.
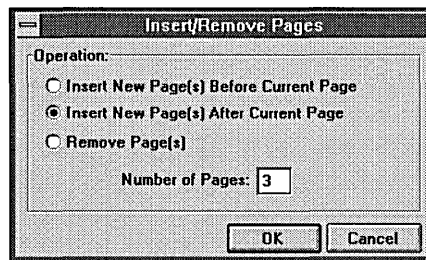
Figure 8–18.   Insert / Remove Pages dialog box.

➤ Select either the **Insert New Page(s) Before Current Page** or **Insert New Page(s) After Current Page** option, depending on whether the blank page or pages should appear before or after the currently displayed page.

➤ Enter the number of desired pages to add in the **Number of Pages** entry field.

➤ Click on the **OK** button.

Inserted page attributes Any text file that you place directly in an inserted page, rather than in a frame placed on top of the inserted page, automatically inserts additional pages as needed, until all text is placed in the chapter. Text already on the page that precedes the inserted page flows around the inserted file.

Example: If text from file TEXT1.DOC originally flows from page one to page eight, and a new page is inserted between pages six and seven, the text from file TEXT1.DOC will flow from page one to page six, skip page seven, and finish on pages eight and nine. If you place the text file TEXT2.DOC on the blank page seven, and if this file fills five pages, the text in the file TEXT1.DOC will then flow from page one to page six, then finish on pages twelve and thirteen. The text from the file TEXT2.DOC will be placed on pages seven through eleven.

All attributes from the original page are copied to the inserted page. However, you can customize the **Frame** menu settings for each inserted page. This allows you to change the page format in the middle of a document. You cannot, however, change from landscape to portrait format or vice versa.

Remove current page To remove an inserted page:

➤ Use the **Remove Text/File** option in the **Frame** menu to remove the file from the inserted page.

➤ Select the **Remove Page(s)** option from the Insert/Remove Page(s) dialog box.

➤ Enter the number of pages to remove in the **Number of Pages** entry field.

The page is removed from the chapter. You cannot remove the current page until you have removed all files from that page. The chapter is reformatted from the first page of the chapter after you remove a page. If you select to remove multiple pages, pages are removed starting with the current page and progressing toward the end of the chapter until the selected number of pages have been removed.

☞ When you remove a page, the page number indicator counts through all the pages in the chapter and renumbers them. Do not become alarmed when you see this happen: only the page you selected is being removed.

Chapter Menu

Go to Page

Click on the **Go to Page** function button to go directly to a desired page in your chapter. Use the **Go to Page** option to:

- 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, noncontiguous pages.

Operation

To go to another page:

➤ Click on the **Go to Page** function button, or press **Ctrl+G**. The Go To Page dialog box (Figure 8–19) is displayed.

Go to Page
Relative to: File
Which Page: Selected
Current 1
Selected Page: 21
OK   Cancel
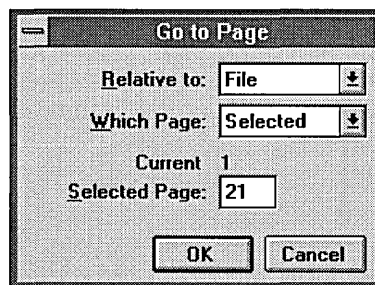
Figure 8–19.   Go to Page dialog box. Set to go to page 21.

➤ Select which page to go to. You can go to the first, previous, next or last page in the chapter merely by selecting one of these options from the **Which Page** list box, and then selecting the **OK** button.

You can also go directly to a specified page number by choosing **Selected** and then entering the appropriate page number in the **Selected Page** entry field. The current page number is shown for reference.

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

Go to next page in file   In newsletter, newspaper, or magazine documents, text files can start in a frame on one page and then continue in a frame on a much later page. In a chapter with many files, it can become difficult to find the next page that contains the remainder of the file. The **Relative To File** option solves this problem. To go to the next page that contains text from a selected file:

➤ Using the Selector tool, select the frame that contains the file.

➤ Click on the **Go to Page** function button.

➤ Select the **File** option from the **Relative To** list box.

➤ Set the **Which Page** option to **First**, **Prev**, **Next**, or **Last** to go to the first, previous, next, or last page which contains text from the selected file.

☞   When you change pages, you must place the text cursor at the desired location on the new page before you can resume editing.

Keyboard shortcuts

To move forward or back one page at a time, or go to the beginning or end of a chapter, use the following keyboard shortcuts (make sure Num Lock is off if you are using the number pad keys):

Action	Keyboard shortcut
Previous page	Page Up key
Next page	Page Down key
First page	Home key
Last page	End key

Page buttons

The page buttons also allow you to maneuver through your document. Click on the upper page button to display the previous page of the chapter or double-click on the upper button to display the first page of the chapter. Click on the lower page button the display the next page of chapter, or double-click on the lower page button to display the last page of the chapter.

Set Screening

The **Set Screening** option allows you to define chapter-wide screening model and line screen values. The values set in this dialog box will apply to all components of a chapter with the exception of gray-scale images which use the screening values set in the Image Settings dialog box. The **Set Screening** options are applicable only when used in conjunction with the Ventura Scan and Ventura Separator color extension products.

The **Set Screening** options are used to:

- Determine optimal scan resolution for images being scanned into Ventura Publisher using the Ventura Scan color extension product.

- Optimize the output of your chapter for the device on which it will be printed (e.g., laser printer or imagesetter) after the chapter is separated using the Ventura Separator color extension product.

Operation

Chapter-wide screening is set by selecting a *screening model*. A screening model is a set of values which directly correlate to a specific output device. The screening model contains information about the CMYK screening angles, line frequency, dot function, and resolution used by imagesetters.

The screening models allow Ventura Scan to calculate the optimum resolution for images scanned into Ventura Publisher. The screening model also allows the chapter to be printed or separated using settings that are optimal for the device (imagesetter) on which the chapter will ultimately be output.

The screening information is saved with the chapter. This allows the chapter to be sent to a service bureau using Ventura Publisher with Ventura Separator installed for separation using the screening values you set in the Select Screening Model dialog box. If the service bureau changes the screening values, or applies a custom screening model using Ventura Separator, the values set using Ventura Separator will be saved with the chapter.

To set the screening for your chapter:

➤ Select the **Set Screening** option from the **Chapter** menu. The Select Screening Model dialog box (Figure 8–20) is displayed.

Select Screening Model
Screening Model	default 2400
Line Screen	150
OK	Cancel
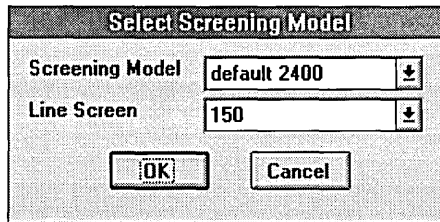
Figure 8–20.   Select Screening Model dialog box.

➤ Select a screening model from the **Screening Model** list box. The options in this menu correlate to the device on which the chapter will ultimately be output as shown in the following table.

Screening Model Option	Output Device
Default 300	Laser Printer
Default 600	Varityper or Compugraphic
Default 635	Linotype
Default 1200	Varityper or Compugraphic
Default 1270	Linotype
Default 1524	ECRM Pell Box – Monotype
Default 1693	Linotype
Default 2400	Varityper or Compugraphic
Default 3048	ECRM Pell Box – Monotype
Default 3386	Linotype (models 330 & 530 only)

➤ Select a halftone line screen option from the **Line Screen** menu. The halftone line screen determines how fine (or coarse) the image will be when output. This option is particularly important when using continuous-tone pictures in your chapter. The lower the line screen value, the coarser the image will be when output.

➤ Save the chapter. Since the screening information is saved with the chapter, you must save the chapter in order for the settings to be saved. If you change nothing in your chapter but the screening values and then select **Open Chapter** or **Quit** from the **File** menu before saving the chapter, you will be asked if you want to save the chapter.

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```
Frame
  Margins & Columns...
  Sizing & Scaling...
  Frame Typography...
  Anchors & Captions...
  Repeating Frame...
  Vertical Rules...
  Ruling Line Above...
  Ruling Line Below...
  Ruling Box Around...
  Frame Background...
  Remove Text/File...
  File Type/Rename...
  Image Setting...
  Add New Tag...
  Update Tag List...
```
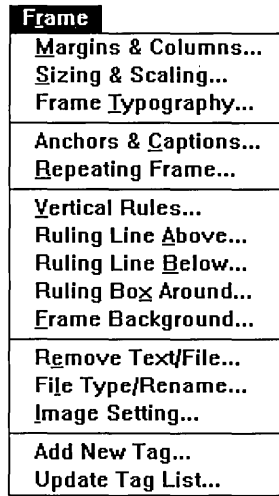
Figure 9–1. Frame menu.

The **Frame** menu controls the format of frames, as well as the page format (remember, the page is just another frame). Using the Selector tool option buttons you can control margins, columns, ruling lines, frame sizing and scaling, frame typography, anchors and captions, background fill patterns, and image settings.

The base page itself is much like any other frame, except that **Margins & Columns** settings for the page are stored in the style sheet file. All other frame settings are stored with the chapter file.

Changes made to any page affect all non-inserted pages (refer to *Insert/Remove Pages* section in the **Chapter** menu chapter). Changes to each inserted page or changes to frames which you draw affect only that one page or frame.

The Selector tool must be enabled and a frame selected to gain access to the frame editing option buttons.

Margins & Columns

Click on the **Margins & Columns** option button to set the margins for any page or frame, including frames automatically generated by Ventura Publisher (e.g., header, footer, footnote, or caption frames).

For the 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 (gutters)

Use the **Margins & Columns** option to:

• Set unique margins & columns for each frame

• Set different margins and column widths for left pages than right pages

• Create complementary facing pages

• Create padding between an image in a frame and the edges of the frame

Operation

You can change the margins and number of columns for the page or any frame by following the basic steps which follow. For special situations, you must modify these steps slightly as described in the sections on the next several pages.

Generated frames such as header, footer, footnote, and caption frames cannot be set to multiple columns.

Basic steps   The basic steps given here allow you to create pages or frames which have the same widths for each column and the same margins for the left and right pages.

➤ Click on the Selector tool button.

➤ Select the frame or page to be changed.

> Click on the **Margins & Columns** option button. The Margins & Columns dialog box (Figure 9–2) is displayed.
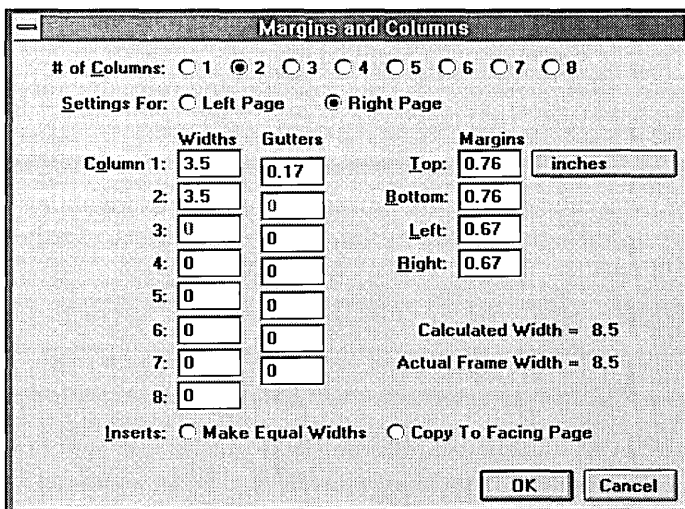
Figure 9–2. Margins & Columns dialog box. Right page settings shown.

> Select the number of columns you want for the page or frame you selected.

> Set each margin (top, bottom, left, right).

> Set the first gutter space (the space between the first and second column).

> Select the **Make Equal Widths** option.

> Click on the **OK** button.

Ventura Publisher will automatically calculate the column widths.

Unequal column widths You can also independently set each column's width as well as the gutter space between each column. This allows you to create unusual page designs where each column is different from the next.

> Select the number of columns.

> Set each margin (top, bottom, left, right).

> Set each column width.

> Set each gutter space.

After entering all information, but before selecting the **OK** button, 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**. Ventura Publisher cannot do this for you because you have 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.

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

Different left/right page margins

If the **Sides** option is set to **Double** in the **Page Size & Layout** option dialog box, each frame or page can have different margins, column widths, and gutter space for the left pages than for the 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 procedures for either equal or unequal column widths. However, *before* clicking on the **OK** button, select **Settings For** the other page, then enter all settings for that page. *You must set both pages before you click on the OK button or the settings for the one page will be automatically reflected to the other page.*

Copy to facing page

You can mirror the left and right margin and column settings of one page to the opposite page by selecting the **Copy to Facing Page** option. The margin settings automatically reflect, e.g., the right margin setting on one page becomes the left margin setting on the opposite page.

Captions

Whenever you create a caption using the **Anchors & Captions** option, a frame is automatically created for the new caption. This caption frame is automatically attached to the frame which contains the picture. The caption frame's settings can be changed independently by selecting it and setting its margins. The caption frame can also be selected and made larger or smaller.

☞ Hint: if you set different left/right page margins for a frame, use the **Anchors & Captions** option *after* you have set the frame's margins. Since the caption's initial margins are copied from the frame's margins, this eliminates the need to set the caption's margins.

Header & footer frames   When you first create a header or footer, a frame is automatically created to hold it. This frame's margins are initially set to vertically center the text. To place the headers and footers in a different location within the header or footer frame you can change either the frame margins or change the header or footer paragraph tag's above, below, or left/right spacing. Changing the tag spacing is a better choice because it is stored in the style sheet and will therefore affect other documents in a similar manner.

Footnote frames   When you first create a footnote, a frame is automatically created to hold it. The frame's margins are initially set to vertically center the footnote text. However, like header & footer frames, you can change either the frame margins or the paragraph's above, below, or left/right spacing to change the footnote's location within a frame.

Frame Menu

Sizing & Scaling

Click on the **Sizing & Scaling** option button to precisely control the size and placement of frames. It also allows you to exactly control picture reduction or enlargement and position within the frame. Finally, this option controls the way text is formatted around a frame. Use the **Sizing & Scaling** option to:

- Control the flow of text around a frame
- Place the frame at a precise location
- Scale pictures
- Crop pictures
- Create runarounds

Operation

Text flow around   When you create a frame, Ventura Publisher automatically causes text in your document to flow around it. You can override this setting, either to allow text to be superimposed on pictures, or to create runarounds.

To allow text to flow under a frame, set the **Flow Text Around** option to **Off**. If the text contains tabs, text may not completely flow around frames.

Use of this option to make text wrap around irregularly shaped pictures is covered in Chapter 14.

Frame placement   Normally, you would use the mouse to position frames where you want them on a page. If, however, you want to position a frame with absolute precision, use the **Sizing & Scaling** option as follows:

➤ Click on the Selector tool button.

➤ Select a frame.

➤ Click on the **Sizing & Scaling** option button. The Sizing & Scaling dialog box (Figure 9–3) is displayed.
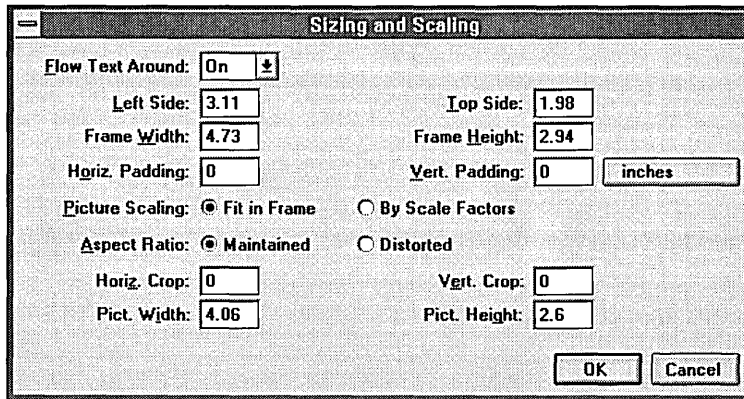
Figure 9–3.   Sizing & Scaling dialog box.

➤ Set the **Left Side** and **Top Side** 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 9–4).
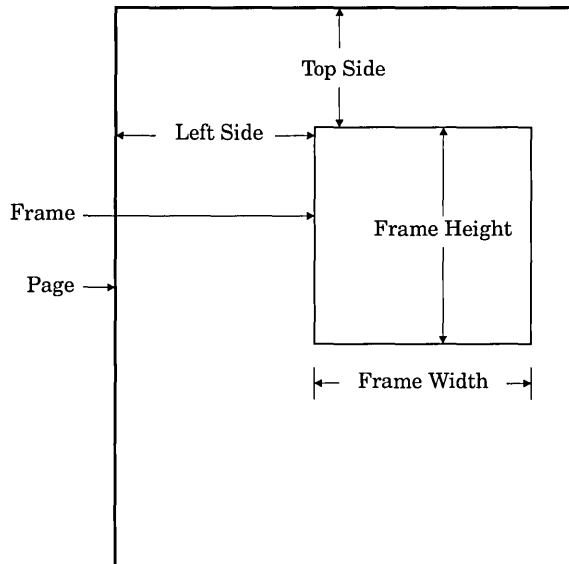
Figure 9–4.   Frame placement defined.

➤ Set the frame size by modifying the **Frame Width** and **Frame Height** settings.

9 – 7

Padding   Padding is particularly important when you place pictures across column boundaries in multi-column documents. Use **Vert. Padding** to control the spacing between frames and adjacent text and to prevent vertical rules between columns from touching the top and bottom of the picture frame. Use **Horiz. Padding** to keep text in adjacent columns from touching the sides of the picture.

Scaling Pictures   The **Picture Scaling** and **Aspect Ratio** options let you control a picture's size and aspect ratio.

Fit in frame

When you set the **Picture Scaling** option to **Fit In Frame**, you can increase or decrease the size of a picture by changing the size of the frame that contains it.

If you set **Aspect Ratio** option to **Maintain**, the height to width aspect ratio of the original picture is maintained as you make the frame larger and smaller (Figure 9–5). By contrast, setting **Aspect Ratio** to **Distorted** scales the picture to fill the entire frame, even if this distorts the image (Figure 9–6).

By scale factors

Setting the **Picture Scaling** option to **By Scale Factors** (Figure 9–7) allows you to precisely increase or decrease the size of the picture, *independent of the size of the frame.* When you select this option, the **Pict. Width** and **Pict. Height** options control the width and height of the picture. For instance, setting **Pict. Width** to 03.00 inches makes the picture exactly three inches wide.

Figure 9–5.   Fit   in Frame,   Aspect   Ratio: Maintain

Figure 9–6.   Fit   in Frame, Aspect Ratio: Distorted.

Figure 9–7.   By Scale Factors. Scale   width   &   height both doubled.
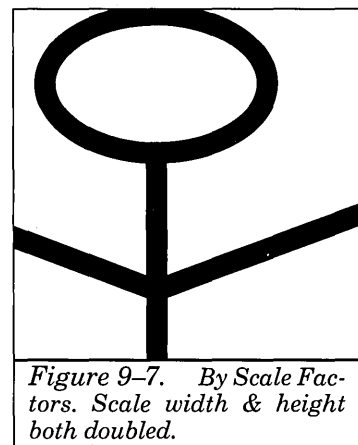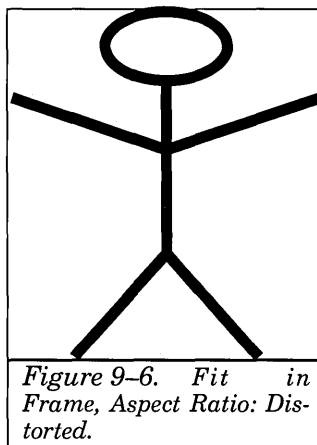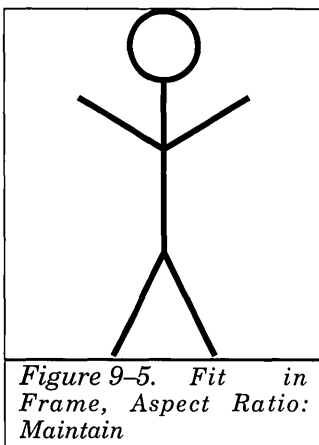
When you set the **Aspect Ratio** option to **Maintained**, only the **Pict. Width** option can be set. The **Pict. Height** is automatically increased or decreased as necessary to maintain the original aspect ratio of the picture. Neither the **Pict. Width** nor **Pict. Height** values can exceed 27 inches.

When you set the **Aspect Ratio** option to **Distorted**, you can enter settings for both the **Pict. Width** and **Pict. Height** options.

Cropping   Any picture can be cropped as follows:

➤ Click on the Selector tool button.

➤ Select the frame which contains the picture you wish to crop.

➤ While pressing the **Alt** key, place the mouse cursor in the center of the selected frame.

➤ Press and hold the mouse button and move the image to a new location within the frame.

Ignore any "clutter" that may be created as you crop the image. This will be eliminated when you release the mouse button.

You can also crop pictures by specifying the **Horiz. Crop** and **Vert. Crop** amount. These numbers move the scaled picture relative to the frame (see Figure 9–8). You can specify positive and negative numbers to move the picture in either direction.

Frame Menu
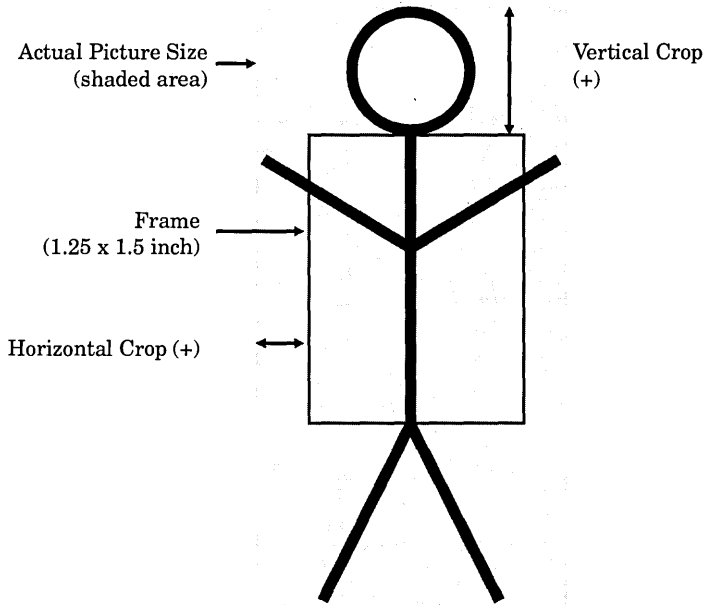
Figure 9–8. Cropping for picture which is scaled 1.5 inches in the horizontal direction, 3.0 inches in the vertical direction. Horizontal crop is +0.25 inches. Vertical crop is +0.50 inches.

Custom size pages The **Page Size & Layout** option offers several fixed page sizes. If your document requires that you create custom size pages, use the **Frame Width** and **Frame Height** options to create a custom size page. Custom pages must be smaller than the size selected in the **Page Size & Layout** option dialog box. To create custom size pages, follow these steps:

➤ Click on the Selector tool button.

➤ Select the page.

➤ Click on the **Sizing & Scaling** option button.

➤ Set the **Frame Width** and **Frame Height** to the size of the page you want to create.

➤ Click on the **OK** button.

Note that after you click on the **OK** button, the custom page is positioned at the upper left corner of the page. If you want to center the custom page, adjust the **Left Side** and **Top Side** values as necessary.

Bitmapped images Bitmapped images look best when printed at exactly their original size. If this is not feasible, you can obtain the next best results by making the picture an exact integer multiple larger or smaller (e.g., 2X, 3X, 4X ... or ½X, ⅓X, ¼X ...). If you scale the picture by an odd amount, the picture may be marred by horizontal and vertical *moiré* lines. These result from the scaling process and are unavoidable.

You will see similar moiré lines when the image is displayed on the screen. These lines result from the difference between the resolution of the screen and the printer resolution. They are normal, do not affect printing, and should be ignored.

☞ To ensure that your bitmapped images are always scaled correctly, always set the **Picture Scaling** option to **By Scale Factors** and the **Aspect Ratio** option to **Maintained**. Immediately after you select **By Scale Factors**, the **Picture Width** option will show the original size of the image. If you click on the **OK** button at this point, the picture will print at exactly its original size, with the best possible quality. If you want to double or halve the size of the image, simply enter a **Picture Width** which is exactly twice or half the original picture width.

Frame Menu

Frame Typography

Click on the **Frame Typography** option button to override the global settings defined in the Chapter Typography Settings dialog. Settings will apply only to the frame or inserted page you have selected. Use the **Frame Typography** option to fine-tune the typography on a given page.

Operation

➤ Click on the Selector tool button.

➤ Select the frame or inserted page you wish to change.

➤ Click on the **Frame Typography** option button.

The **Frame Typography** option dialog box (Figure 9–9) is displayed. Operation of the options in this dialog box is identical to the operation of the Chapter Typography Settings dialog box. Selecting **Default** sets that option to the value provided in the Chapter Typography Settings dialog box. Selecting any other setting overrides the Chapter Typography Settings dialog box settings for this frame.
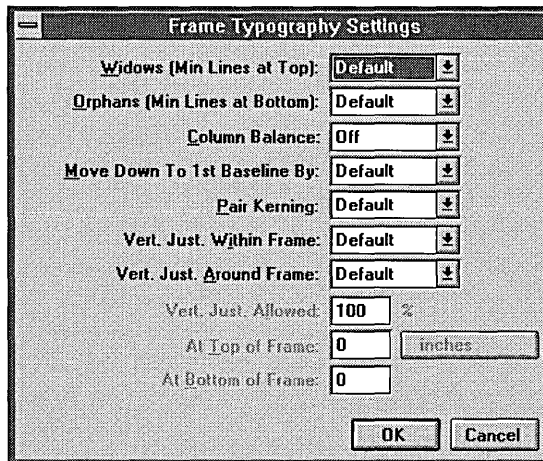
Figure 9–9. Frame Typography Settings dialog box.

The vertical justification controls in the **Frame Typography** option dialog box function in the identical manner to those in the Chapter Typography Settings dialog box. Having separate controls for each frame allows you to:

- Increase or decrease the vertical justification space around a selected frame.

- Enable or disable vertical justification for text placed within a frame, contrary to the global setting in the Chapter Typography Settings dialog box.

- Enable or disable vertical justification for inserted pages, contrary to the global setting in the Chapter Typography Settings dialog box.

If you want to change vertical justification for text placed within the frame, change **Vert. Just. Within Frame** and **Vert. Just. Allowed.**

If you want to change the amount of space added around the frame, change **Vert. Just. Around Frame**, then specify **At Top of Frame** and **At Bottom of Frame** values.

Remember that if text is placed into an inserted page, additional inserted pages are automatically created until all text is flowed. A change made to any of the inserted pages which contain this text file will affect all pages which contain this text file.

Frame Menu

Anchors & Captions

Click on the **Anchors & Captions** option button to:

- Assign an anchor name to a frame.
- Create captions for pictures by attaching a caption frame above, below, or to the left or right of any given frame.
- Automatically generate figure/table numbers.
- Anchor a picture to a location in the text.

Three different caption counters—a **Table #** counter, a **Figure #**, and a **Chapter #** counter—can be used to number captions. These counters are automatically updated as you add and delete captions. Refer to the *Update Counters* section in the **Edit** menu chapter.

All captions for a chapter are stored in the chapter's caption (CAP) file.

Operation

➤ Click on the Selector tool button and select a frame for which you want to create a caption or specify an anchor name.

➤ Click on the **Anchors & Captions** option button. The Anchors and Captions dialog box (Figure 9–10) is displayed.
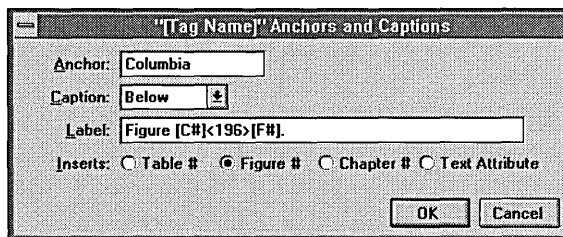
Figure 9–10. Anchors and Captions dialog box.

☞ If a frame tag has been applied to the selected frame, the name of the frame tag will appear in the title bar of the dialog box. Changes made in this dialog box when a frame tag name is displayed in the title bar will

affect all other frames in the chapter having the same tag applied. Refer to the *Creating a Caption* section (page 9–16) for information on how frame tags are affected by changes made in this dialog box.

Anchor Enter the anchor name you wish to assign to a frame in the **Anchor** entry field. This name must exactly match the anchor name you inserted into the text using the **Insert/Edit Anchor** option. Whenever the **Re-Anchor Frames** option is selected from the **Edit** menu, this frame will be moved to the page that contains the corresponding anchor reference in the text.

If the anchor name entered into the **Anchor** entry field has previously been applied to another frame, the following alert is displayed when you click on the **OK** button.
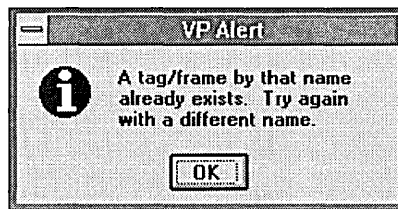
Click on the **OK** button to re-display the Anchors and Captions dialog box and give the frame a different anchor name.

Caption Selecting an option other than **Off** from the **Caption** list box will cause a caption frame to be created. The caption frame is attached to the frame for which the caption is being created, and will be placed according to the option selected from the **Caption** list box. Selecting the **Off** option from the **Caption** list box will remove the caption frame if one exists.

☞ The creation and location of the caption frame becomes part of the frame tag associated with the frame to which the caption is attached. The option selected from the **Caption** list box will affect all frames having the same frame tag as the tag associated with the frame to which this caption is attached.

Refer to the *Creating a Caption* section (page 9–16) for information and procedures for creating a caption frame and entering caption text.

Label The **Label** entry field allows you to enter text that is initially entered in the caption frame. This entry field should be used for text associated

with the variable text entered into frames (e.g., figure number, table number). Other descriptive text should be entered directly into the caption frame after the caption frame is created.

☞ The text entered in this field becomes part of the frame tag associated with the frame to which the caption is attached. The text entered in the **Label** entry field will appear with all frames having the same frame tag as the tag associated with the frame to which this caption is attached.

Refer to the *Creating a Caption* section below for information and procedures for creating a caption frame and entering caption text.

Inserts The **Inserts** options allow you to set up counters in the **Label** entry field. The inserts are used for automatic numbering of figures and tables contained with in the frame to which the caption is associated.

You can use either the table or figure number (not both) plus chapter number in each caption.

For example, if the caption settings shown in Figure 9–10 were the ninth caption in the fifth chapter, and the previous eight captions all specified the **[F#]** figure counter, this caption would display as:

```
Figure 5-9
```

If you want to change the text attributes of the generated portion of the caption, click on the **Text Attr.** button. The default code **<D>** for normal body text is displayed. You can modify this code to insert other text attributes, as described in Appendix D.

Refer to the *Creating a Caption* section below for information and procedures for creating a caption frame and entering caption text.

Creating a Caption

When a caption is created, the caption frame consists of two paragraphs. The first paragraph contains the text (and inserts) entered in the **Label** entry field of the Anchors and Caption dialog box. This part of the caption contains text automatically generated by Ventura Publisher, including the chapter, table, and figure counters. This text is stored in the chapter (CHP) file.

The second paragraph can contain any text you wish, and can be as long as you like. This text is entered by typing the text directly into the caption frame.

☞ The text entered directly into the caption frame will not appear in captions of other frames sharing the same frame tag. Only text entered into the **Label** entry field of the Anchors and Captions dialog box will appear in the caption of frames having the same frame tag.

To create a caption:

➤ Click on the Selector tool button.

➤ Select the frame for which a caption is to be created.

➤ Click on the **Anchors & Captions** option button. The Anchors and Captions dialog box (Figure 9–10) is displayed.

➤ Select a option from the Caption list box corresponding to the desired placement of the caption frame.

➤ Type the first part of the generated caption on the **Label** entry field. This is usually a word like figure or table.

➤ Using the **Inserts** options, select the **Table #**, **Figure #**, or **Chapter #** options at any point that you want to insert a generated number. Selecting these options places the following codes on the label entry field:

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

➤ Click on the **OK** button.

If the selected frame is tagged with a frame tag that is shared with other tags in the chapter, the following alert is displayed.

Frame Menu

```
┌─────────────────────────────────────────────┐
│ ▬  ▓▓▓▓▓▓▓▓▓ Frame Tag Changes ▓▓▓▓▓▓▓▓▓▓    │
│  ┌──┐                                        │
│  │▐ │  Warning: The changes you have made to this │
│  │▐ │  frame will affect all frames tagged as '[Tag │
│  │▐▼│  Name]'. Select the most appropriate option │
│  └──┘  below.                                │
│                                              │
│    ┌──────────────────┐ ┌──────────────────┐ │
│    │  Apply Globally  │ │ Apply New Tag... │ │
│    └──────────────────┘ └──────────────────┘ │
│    ┌──────────────────┐ ┌──────────────────┐ │
│    │   Untag Frame    │ │  Undo Changes    │ │
│    └──────────────────┘ └──────────────────┘ │
└─────────────────────────────────────────────┘
```
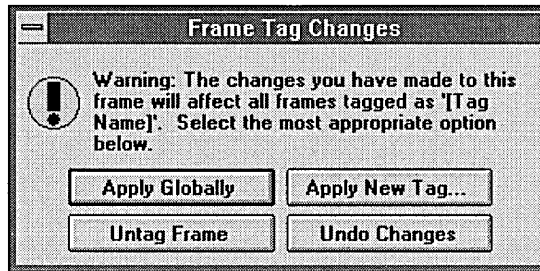
Click on the **Apply Globally** button to confirm the change to the tag and apply it to all other frames tagged with the frame tag.

Click on the **Untag Frame** button to apply the change, but remove the tag assignment from the frame. The attributes of the frame tag will remain in affect for that frame. However, the caption changes made to the frame will not effect the frame tag, and changes to the frame tag will no longer affect this frame.

Click on the **Apply New Tag** button to display the Add New Tag dialog box and create a new tag name. The created frame tag will have the same attributes of the old tag as well as the new changes.

Click on the **Undo Changes** to abandon the changes made to the frame.

Once the caption frame is attached, it always moves with the original frame, even when you use the **Cut, Copy,** or **Paste** options in the **Edit** menu. You can resize the caption frame in the vertical direction.

To remove a caption, select the frame and set the **Caption** option to **Off.**

If no text is displayed in the caption frame, click on the Selector tool button, select the caption frame, and make this frame longer or wider until the caption is displayed. Then click on the Paragraph tool button, select the caption, and adjust the above, below, and in from left/right space as necessary using the **Spacing** option button.

Additional caption text   If you make the caption frame longer you will notice an end of file mark □ in the caption frame next to or below the caption. Select the Text tool button, and place the text cursor directly in front of this end of file 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, you can make this free-form caption very long.

It is important that this text be entered in the caption frame rather than the **Label** entry field of the Anchors and Caption dialog box. Any text entered in the **Label** entry field is also saved with the frame tag associated with the frame. The text entered directly into the caption frame is not part of the frame tag.

This additional text is saved in the chapter's caption (CAP) file.

Caption tags A number of tags are automatically generated when you add a caption to a frame. The basic attributes for these tags are initially copied from Body Text tag.

Caption text consists of two paragraphs; a paragraph generated by entering text in the Anchors and Captions dialog box, and additional text entered direct into the caption frame.

You can change the caption tags so that additional caption text immediately follows the generated caption. To do this:

➤ Click on the Paragraph tool button.

➤ Select the generated caption (the first paragraph).

➤ Change the generated caption's tag attributes using the Paragraph tool option buttons as follows:

Paragraph option	Setting
Font	Same as additional text caption
Line Break	Before
Alignment	Left
Spacing	No space below
Ruling Lines Above	(As desired)
Ruling Lines Below	None

➤ Select the additional text paragraph and change the tag attributes to:

Paragraph option	Setting
Font	Same as generated caption
Line 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. For instance, the words "Figure 5–45" are created in the caption dialog box, and the remaining text is entered as additional text using the Text tool.

Repeating Frame

Click on the **Repeating Frame** option to duplicate a frame, its ruling lines, background, and contents, on every page in the chapter. Use the **Repeating Frame** option to:

- Create a letterhead, placing the company logo on every page of the chapter.

- Create thumb tabs by placing a box at the edge of every page with a page number in it.

- Place a large header or footer on every page.

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.

➤ Load a picture or text file into the frame, or simply enter text in the frame.

➤ Add ruling lines, background pattern, etc.

➤ Make sure that this frame is selected.

➤ Click on the **Repeating Frame** option button. The Repeating Frame dialog box (Figure 9–11) is displayed.
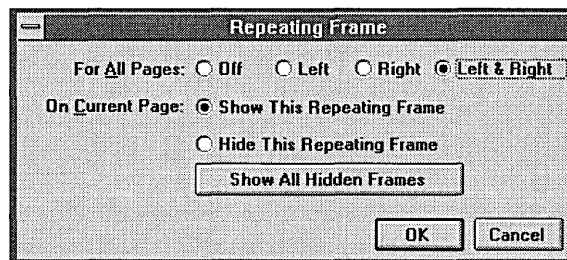
Figure 9–11.   Repeating Frame dialog box.

➤ If you want the frame to appear only on left pages, set the **For All Pages** option to **Left**. If you want the frame to appear only on right pages, set the **For All Pages** option to **Right**.

➤ If you want the frame to appear on both left and right pages, set the **For All Pages** option to **Left & Right**. The frame is automatically *reflected,* like a mirror image, on facing pages as shown in Figure 9–12.

☞ The **Sides** option in the **Page Size & Layout** dialog box must be set to **Double** for this mirror effect to occur.

Left Page   Right Page
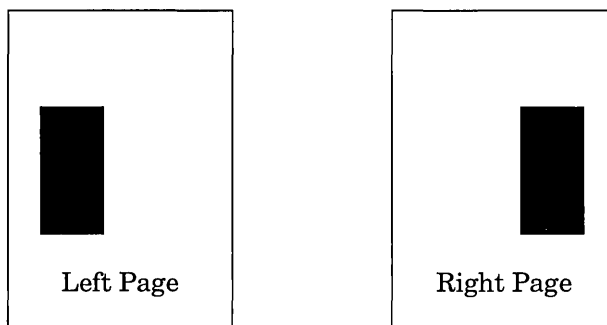
Figure 9–12. Repeating Frames reflected.

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

➤ Copy the frame to the next page. (Refer to the **Copy** option section in the **Edit** menu chapter.)

➤ Select the frame on the left page, then set the **For All Pages** option to **Left**.

➤ Select the frame on the right page and then set the **For All Pages** option to **Right**.

☞ You can select a repeating frame, 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, be resized and moved. Any change made to a repeating frame changes every occurrence of that frame on all pages.

☞ You can repeat up to six separate frames within a chapter. Repeating frames cannot have captions.

Hide/show repeating frames

To remove a repeating frame from the current page only:

➤ Click on the Frame tool button and select the frame.

➤ Click on the **Repeating Frame** option button.

➤ Select the **Hide This Repeating Frame** option in the Repeating Frame option dialog box.

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.

Delete repeating frames

To remove a repeating frame from the entire chapter:

➤ Click on the Frame tool button and select the repeating frame.

➤ Click on the **Repeating Frame** option button.

➤ Set the **For All Pages** option to **Off** in the Repeating Frame dialog box.

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

Large headers and footers

To create a header larger than allowed by the **Headers & Footers** option or create a multi-column header:

➤ Disable the **Show Headers & Footers** option in the **Chapter** menu.

➤ Create a frame at the top of a page. Make it extend the entire width of the page. Make its height equal to the top margin.

➤ Type the header text directly into this frame. Use the **Cross Ref.** option in the **Insert Special Item** secondary menu (**Text** menu) to insert page or chapter numbers into this frame.

➤ Make this frame a repeating frame.

The same technique works for footers. Use the **Cross Ref.** option to place chapter and page numbers in this repeating frame.

Frame Menu

Create more columns per page

Normally, the same exact text appears in each repeating frame, even if you place a large text file in the frame. However, if you first place the text file in the page, *then* continue it into the repeating frame, the text will flow naturally from page to page.

This means you can use repeating frames to create more columns per page, or to produce unusual formats. For instance, you can produce documents where text flows into a single column at the top of the page, and then into four columns at the bottom of the page.

To create this effect:

➤ Place a text file in the page.

➤ Draw a frame.

➤ Use the **Margins & Columns** option to set four columns in the selected frame.

➤ Continue the text file from the page into this frame by selecting the text file name in the Files list. This will cause the text in the page to continue into the frame.

➤ Click on the **Repeating Frame** option.

➤ Set the **For All Pages** option to **Left & Right** to make this frame repeat on both left and right pages.

➤ *Optional:* draw yet another frame (up to six repeating frames are allowed) and repeat the previous three steps.

On each page, the text will flow from the page into the repeating frame(s).

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

This same technique can be used to create a large document which contains more columns per page than the eight Ventura Publisher can normally handle. Simply start the text on the page and continue it into several frames. Each frame can have up to eight columns. Since the page can have eight columns and up to six repeating frames are allowed per chapter (each of these with up to eight columns) it is possible to create a document containing up to 56 columns on each page.

Vertical Rules

Click on the **Vertical Rules** option button to set ruling lines in the gutter between each column on either left pages, right pages, or all pages, or between columns of text within any frame. You can also place up to two vertical rules anywhere within a page or within a frame. Use the Vertical Rules option to:

- Place rules between columns

- Place rules at edge of page or column

Operation

➤ Click on the Selector tool button.

➤ Select the frame in which you want to place vertical rules.

➤ Click on the **Vertical Rules** option button. The Vertical Rules dialog box (Figure 9–13) is displayed.
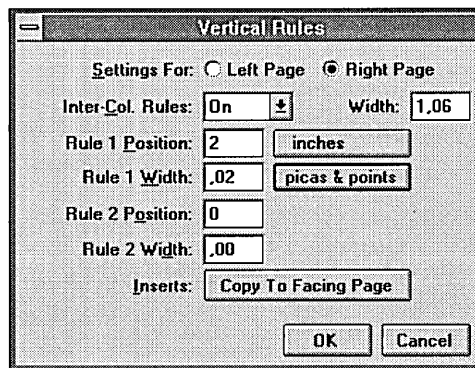
Figure 9–13.   Vertical Rules dialog box.

Settings For   The **Settings For** options allow you specify different vertical rules for left and right pages.

Inter-Col. Rules   To place ruling lines between each column, set the **Inter-Col. Rules** option to **On** and enter the inter-column rules **Width** value.

Rule 1 Position/   The **Rule 1 Position** and **Rule 2 Position** entry fields allow you to
Rule 2 Position   specify where the vertical rules will appear in the currently selected
                       frame. The rule position values are measured from the left edge of the
                       physical page, not the edge of the frame (Figure 9–14). Also, the vertical
                       rule settings are independent of the frame's margin settings.

Vertical Rule Placement
Measured From Edge Of
Underlying Page
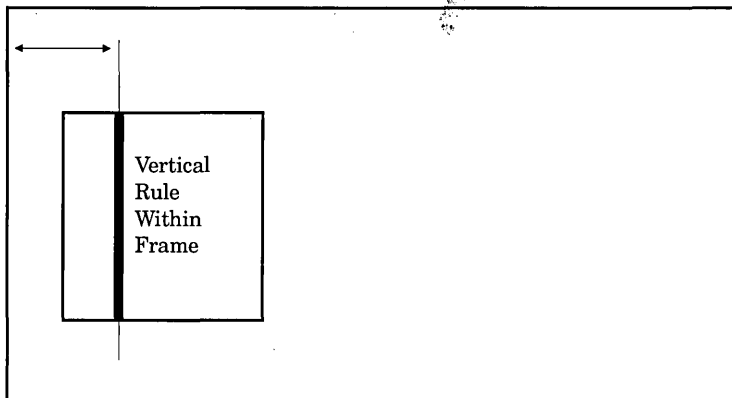
*Figure 9–14.   Vertical Rule placement is measured from the edge of page, not the
edge of the frame.*

The unit of measure button to the right of the **Rule 1 Position** entry
field allows you to change the unit of measure used for both the vertical
rule position values.

Rule 1 Width/   The **Rule 1 Width** and **Rule 2 Width** entry fields allow you to set the
Rule 2 Width   width of the vertical rules. If a value is not entered in an entry field, no
                    vertical line will be shown for the corresponding vertical rule.

The unit of measure button to the right of the **Rule 1 Width** entry field
allows you to change the unit of measure used for both the vertical rule
width values.

Copy To Facing   If the same settings are desired for the opposite page (when **Double** is
Pages   selected for the **Sides** option in the **Page Size & Layout** option dialog
                     box), 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.

Click on the **OK** button to exit the Vertical Rules dialog box and save the settings. Click on the **Cancel** button to abandon the setting changes and exit the Vertical Rules dialog box.

If you don't immediately see a vertical rule within the frame, the frame is probably in the wrong position on the page relative to the rule position. (See Figure 9–14.)

Frame-wide paragraphs (refer to the **Alignment** option in the **Paragraph** menu) interrupt vertical rules. Column-wide paragraphs do not.

Ruling Lines

You can place up to three ruling lines, each of different height and with different spacing between each rule. These ruling lines can be placed above, below, or around a frame or the page. Pattern and color can be assigned to each set of ruling lines.

All three ruling lines dialog boxes function the same way.

Use the ruling line options to isolate pictures or text in frames from the surrounding text.

Operation

➤ Click on the Selector tool button.

➤ Select the desired frame.

➤ Click on the appropriate ruling line option button (**Ruling Line Above**, **Ruling Line Below**, or **Ruling Box Around**). A dialog box corresponding to the type of ruling line option selected (Figure 9–15) is displayed.
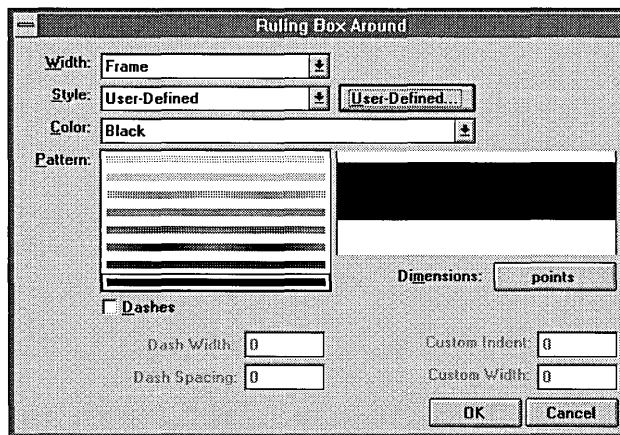
Figure 9–15. Ruling Lines dialog box.

Width   Set the **Width** option to **Frame** to make this ruling line available. None of the other options in this dialog box are available until this option is set to **Frame**.

Style   The **Style** list box allows you to select from a number of pre-defined line styles. If you don't want to use one of the pre-defined styles, click on the **User-Defined** button.

User-Defined

When the **User-Defined** option is selected, the User-Defined Rule Style dialog box (Figure 9–16) is displayed.
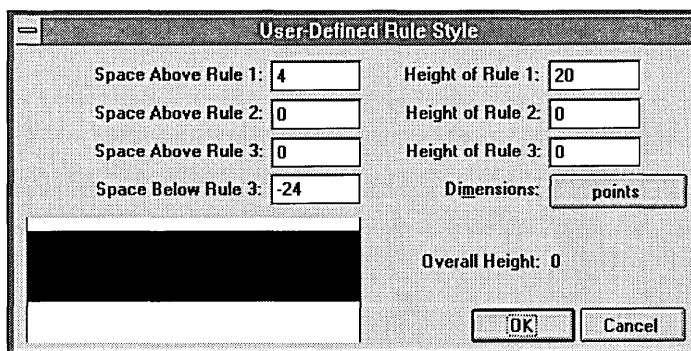
Figure 9–16.   User-Defined Rule Style dialog box.

Enter the appropriate ruling line height, as well as space between each ruling line, for each of the three rules. As soon as you move the text cursor to a new field, sample ruling lines appear to aid in determining the proper line thicknesses and spacing. This display is limited to about 0.5 inch. The total height occupied by all ruling lines is shown on the **Overall Height** line of the User-Defined Rule Style dialog box. You can create larger ruling lines, but they will not display in the dialog box.

The **Dimensions** button is used to change the unit of measure for the ruling line settings.

You must click on the **User-Defined** button in order to gain access to the User-Defined Rule Style dialog box.

Click on the **OK** button to exit the User-Defined Rule Style dialog box and save the settings. Click on the **Cancel** button to abandon the setting changes and exit the User-Defined Rule Style dialog box.

Color The **Color** list box allows you to select a color for the ruling lines. The same color and pattern is assigned to all rules defined for a particular frame.

Custom colors and shades of gray defined in the Define Colors dialog box will appear in this list box.

Pattern The **Pattern** list box lists eight pre-defined ruling line patterns. These patterns range in shading value from 0% to 100% in 12.5% increments.

Dimensions The **Dimensions** button is used to change the unit of measure for the dashed line settings.

Dashes If you wish to make dashed rules, check the **Dashes** check box. When checked, the **Dash Width** and **Dash Spacing** options become available.

☞ The **Custom Indent** and **Custom Width** options are not available for frame ruling lines. They are only available for paragraph ruling lines.

Dash Width

The **Dash Width** option allows you to enter a value for the amount of dash that will be visible between dash spaces.

Dash Spacing

The **Dash Spacing** option allows you to enter a value for the amount of space that will be visible between dashed lines.

Depending on the resolution of your screen, the dashes may not display in the **Normal** view. If dashes do not display on the screen, select the **Enlarged View** option from the **View** menu to see the dashed lines.

If ruling lines overwrite text or pictures inside the frame, increase the margins of the frame using the **Margins & Columns** option in the **Frame** menu.

Frame Background

Click on the **Frame Background** option button to set the frame background color and pattern. Use the **Frame Background** option to:

- Isolate a picture or text frame from the surrounding text.

- For printers that support white on black printing, you can set the background to black and the text within the frame will automatically change to white.

Operation

➤ Click on the Selector tool button.

➤ Select the desired frame.

➤ Click on the **Frame Background** option button. The Frame Background dialog box (Figure 9–17) is displayed.
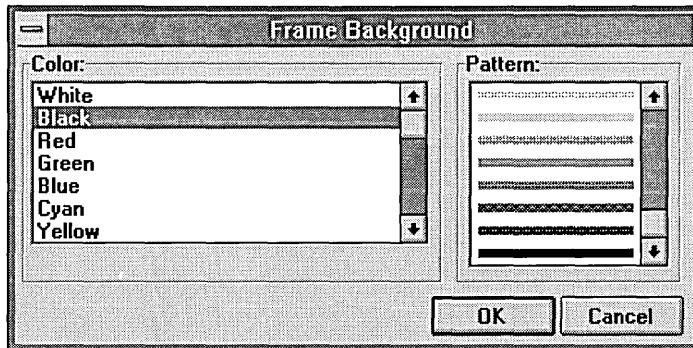
Figure 9–17.   Frame Background dialog box.

Color   The **Color** list box allows you to select a color for the background of the currently selected frame. Select a color from the list box by clicking on the color name.

Custom colors and shades of gray defined in the Define Colors dialog box will appear in this list box.

Pattern   The **Pattern** list box displays nine pre-defined ruling line patterns. These patterns range in shading value from 0% to 100% in 12.5% increments.

☞   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 any ruling line above the frame, and below the ruling line below.

• The space above the ruling box around.

Remove Text/File

Click on the **Remove Text/File** option button to remove a file from either a frame or the Files list. The file is *not* deleted from disk.

- Set the **Remove from** option to **List of Files** when you wish to eliminate one or more text or graphic files from a chapter.

- Set the **Remove from** option to **Frame** when you wish to create an empty frame. Choose this option when you have set a frame's margins, columns, ruling lines, background pattern, etc., and want to use **Copy Frame** and **Paste Frame** options to create more frames with these identical settings, but with nothing in them.

Operation

To remove a file name from either the Files list or from a frame or page:

➤ Click on the Selector tool button and select the frame.

➤ Click on the **Remove Text/File** option button.

If the text in the frame was entered into the frame from within Ventura Publisher (i.e., not imported using the Load Text/Picture option) the following alert is displayed.

VP Alert

Do you wish to remove the text from the selected frame or cancel the request?
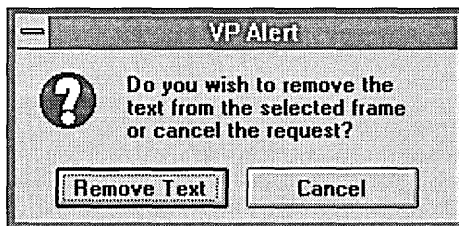
Remove Text   Cancel

Click on the **Remove Text** button to remove the frame text from the frame. Click on the **Cancel** button to cancel the operation.

Otherwise, the Remove File dialog box (Figure 9–18) is displayed.
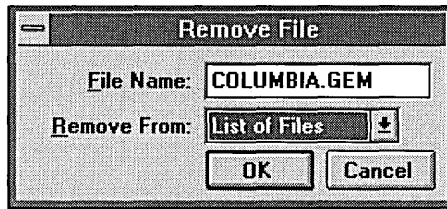
Figure 9–18.   Remove File dialog box.

➤ If you selected a frame containing a file, the **File Name** entry field displays the name of the file in that frame. If no file name is displayed, enter the name of the file you wish to remove in the **File Name** entry field.

➤ Select the **List of Files** option from the **Remove From** list box to remove the file from both the frame and the Files list. Select the **Frame** option in the **Remove From** list box to remove the file from the frame but not from the Files list.

It is a good idea to remove excess files from the Files list, since excess files slow down the time it takes to open a chapter. All text files in the Files list are loaded into memory, whether or not they are placed anywhere in the chapter.

You can place a file into a frame, even if that frame already contains a text or picture file:

➤ Select the frame.

➤ Select a file from the Files list.

When placing a file into a frame already occupied by a file, the first file will automatically be removed from the frame to make way for the second file. It is never possible to have two separate files occupying the same frame.

If the frame contains frame text (text entered directly into the frame from within Ventura Publisher), the following alert is displayed. If the text cursor has been placed in the frame, but no text was entered, the frame, in effect, still contains frame text.
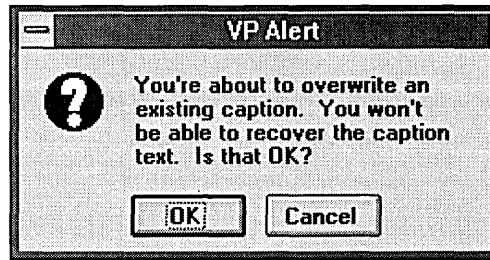
Click on the **OK** button to place the file in the frame (deleting the frame text). Click on the **Cancel** button to cancel the operation.

File Type/Rename

Click on the **File Type/Rename** option button to create a new text file, or change the word processor format of an existing file. Use the **File/Type Rename** option to:

- Create a new 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 word processor format to another. This option allows you to use text files from several word processors, and yet save each file in a common format.

- Convert caption and frame text to text files.

Operation

➤ Click on the Selector tool button.

➤ Select the page or frame containing the text file you want to rename or convert.

➤ Select the **File Type/Rename** option in the **Frame** menu. The File Type/Rename dialog box (Figure 9–19) is displayed.

```
┌─────────────────────────────────────────────────┐
│ ▭              File Type/Rename                  │
│                                                  │
│   Old Name:  E:\TYPESET\CHAR.TXT                 │
│                                                  │
│   New Name: │E:\TYPESET\CHAR.TXT              │  │
│                                                  │
│   Text Format: │ASCII                    ▼│      │
│                                                  │
│                        ┌────────┐  ┌────────┐    │
│                        │   OK   │  │ Cancel │    │
│                        └────────┘  └────────┘    │
└─────────────────────────────────────────────────┘
```
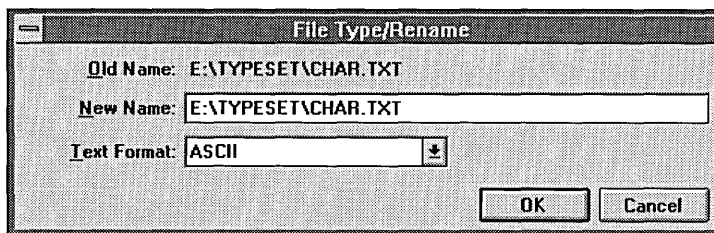
Figure 9–19.   File Type/Rename dialog box

➤ Enter or edit the new file name in the **New Name** entry field.

➤ Select the word processor format to be used.

➤ Click on the **OK** button.

When you next save the chapter, a new text file is created. The chapter will point to this new file instead of the old file. The old text file remains unchanged but will no longer appear in the Files list.

Convert frame text to text files Text that you type into a blank frame is stored in the chapter's caption (CAP) file. This type of text is call *frame text*. If you select a frame, click on **File Type/Rename** option button, and then specify a file name and text format, you can cause this text to be stored in a separate file rather than in the chapter's caption file.

You cannot convert the text within frame captions to separate text files.

☞ The chapter containing the converted frame text must be saved before the frame text will be saved to the specified file.

Converting text to a different word processor format Text loaded into a chapter using the Load Text/Picture option is loaded using a format option corresponding the the word processor in which the text was saved. If you select the frame containing the text, click on the **File Type/Rename** option button, and then specify a file name and a different text format, you can save the text file as a different word processor format.

☞ The chapter containing the converted text must be saved before the frame text will be saved to the specified file.

Frame Menu

Image Settings

Click on the **Image Settings** option button to control halftone process-
ing for images which contain shades of gray. This control is available
only for TIFF images. In addition the image settings control only affects
printing to PostScript printers.

Gray-scale TIFF images will print to non-PostScript printers, but the
image settings will have no effect. Also, a representation of a PostScript
image is printed to non-PostScript printers if the PostScript file contains
a TIFF bitmap or Windows metafile representation of the PostScript
code (if an image is displayed on the screen, an image will print).

Definitions

Gray-scale image. A gray-scale image is a scanned image in which
every dot in the picture is a shade of gray rather than just black.

Halftoning. Halftoning is the process of modifying a gray-scale image
so that it can be printed by a device that is capable of producing only
black dots. Halftoning converts each *gray* dot within a picture into a
pattern of *black* dots: light shades are represented by sparsely spaced
dots, while dark shades are represented by densely spaced dots. If
halftoning is done by the scanner, the resulting image is called a
dithered image. The gray information for dithered images is thrown
away before the image is brought into Ventura Publisher. Therefore, the
Image Settings option is not available for dithered images.

Displaying gray-scale images

When a gray-scale TIFF image file is loaded into a Ventura Publisher
chapter, Ventura Publisher will attempt to display the image file as a
gray-scale image instead of a dithered black and white image. The
properties of the graphics card and graphics driver installed in Windows
determine if a gray-scale image will display as a gray-scale image on the
screen. Refer to Appendix G for a description of the necessary criteria
for displaying gray-scale.

The best way to test if your graphics system is capable of displaying gray
scale in Ventura Publisher is to load the file POT4.TIF included on the

EXAMPLES Ventura Publisher program disk. If this image displays on the screen as a gray-scale image, other TIFF images containing gray-scale information will display as gray-scale. If the image is displayed as a black and white dithered image, your graphics system is not capable of displaying gray-scale in Ventura Publisher.

Operation

To change the halftone image settings:

➤ Select the frame which contains the gray-scale image.

➤ Click on the **Image Settings** option button. The Image Settings dialog box (Figure 9–20) is displayed.
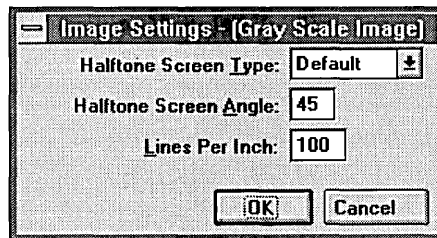
Figure 9–20.   Image Settings dialog box.

➤ Set the **Halftone Screen Type**, **Halftone Screen Angle**, and **Lines Per Inch** options as desired and then click on the **OK** button.

☞ The image setting changes made to a gray-scale image will not be displayed on the screen but will be apparent when the image is printed.

Recommended settings. Set the **Halftone Screen Type** option to **Default** for most work. This option uses the screen type stored in your printer and is optimized for your hardware. The screen angle is normally 45 degrees. Set the **Lines Per Inch** option to **60** for laser printers, **90** for 1200 dot per inch typesetters, and **150** for 2540 dot per inch typesetters. These settings will work for most situations. However, you may be able to dramatically reduce the size of gray-scale images, and also obtain better results if you understand the halftone process. This is described in the following subsection.

The **Custom** option uses settings stored in the PS2.EFF file supplied with the DOS/GEM version of Ventura Publisher and is not useful with the Windows version of Ventura Publisher. If this option is selected in the Windows version of Ventura Publisher, the **Dot** screen type will be used.

Halftoning process

The **Image Settings** option is but one control in the process which starts with scanning a photograph into the computer, and ends with the printing of that photograph from Ventura Publisher.

A number of parameters in this process interact to produce various different levels of picture quality. What follows is a definition of each parameter along with recommended ranges. Use these formulas and ranges to decide the trade-off that is best for your particular situation.

Printer resolution. Printer resolution is the number of dots that the printer can place within a square inch of paper or film. Laser printers usually print at 240, 300, 400, or 600 dots per inch. Most print at 300 dots per inch. Once you buy a printer or typesetting machine, the dots per inch is fixed.

Gray levels. Each dot which a printer or typesetting machine puts on paper or film is black, not a shade of gray. Therefore, gray must be approximated by a group of dots. For instance, you can print a small square which is five dots wide and five dots high. If you print all the dots in this little square, then the square looks totally black. If you print every other dot, then the square looks 50% gray. If you print only every fifth dot, then the square looks 20% gray. Thus, this little square in essence becomes a gray dot which can have 5 x 5 = 25 shades of gray. However, instead of being able to print 300 dots per inch, you can only print $\frac{300}{5} = 60$ gray dots per inch.

Screen frequency. The screen frequency refers to how many gray dots you place on the page per square inch. The screen is set in *lines* per inch. This unit of measure is used because in the traditional printing process, fine-mesh screens are placed over the photograph to convert the gray image into a series of dots. In the example in the previous paragraph, the screen frequency is 60 lines per inch.

Screen type and angle. The screen produces a regular pattern through the image. To make this pattern less noticeable, the screen is normally rotated at an angle with respect to the picture. Also, to create special effects, you can use screens which use patterns other than circular dots.

Scanner controls. If you use a scanner to create an image, you can usually vary the number of gray levels stored with each image, as well as the resolution. Scanners which recognize and store gray information usually let you vary the number of gray levels stored with every dot in a picture. The more gray levels per dot, the bigger the resulting file. Typical values are 16 levels (4 bits per dot), 64 levels (6 bits per dot), and 256 levels (8 bits per dot). Most scanners for desktop publishing can create images at 300 dots per inch, but let you scan at lower resolutions in order to create smaller files.

Halftoning guidelines

As you can see from the previous paragraphs, you can trade resolution for levels of gray. Therefore, before you scan an image, you should decide on the number of gray levels and the screen frequency you want. The relationship between these two is:

$$\text{Screen Frequency} = \frac{\text{Printer Resolution}}{\sqrt{\text{Gray Levels}}}$$

Thus, if you want to print 25 levels of gray on a 300 dot per inch printer, you should select a screen frequency of 60 lines per inch. Typical screen frequencies and gray levels are as follows:

- **Screen frequency**. Newspaper picture quality is created with screen frequencies of 65–75 line per inch. Magazine picture quality is created with screen frequencies of 120–150 lines per inch. 60, 75, 120, 133, and 150 are typical values.

- **Gray levels**. The eye cannot discern 256 different gray levels. Therefore, storing more than 256 levels of gray is a waste of space. At the other end of the spectrum, 32 gray levels is coarse, but adequate for many uses.

You can significantly decrease the size of scanned image files without degrading image quality by limiting scanner resolution to roughly the screen frequency, and by limiting the number of gray levels stored to just slightly more than the screen frequency and printer resolution allow. Restating the formula given earlier:

Frame Menu

$$\text{Gray Levels} = \left[\frac{\text{Printer Resolution}}{\text{Screen Frequency}}\right]^2$$

For instance, if you intend to print with a 60 line per inch screen to a 300 dot per inch printer, you should scan the image at only 20% more than 60 dots per inch, which is roughly 75 dots per inch. Also, you should scan for just a little more than 25 levels of gray, which translates to 32 or 64 gray levels on most scanners. You will need to experiment with your particular setup to find values that produce pleasing results with the smallest possible numbers.

The scanner resolution you use also depends on the enlargement done in Ventura Publisher. The general formula is:

Scanner Resolution ≈ 1.2 x Screen Frequency x Magnification

Thus, if you plan to double the size of the image using the **Sizing & Scaling** option, and you have set screen frequency to 60 lines per inch, you should scan the image at 1.2 x 60 x 2 ≈ 150 dots per inch. The factor of 1.2 is based on experience. You should experiment to see what works for you.

Finally, if you want to create special effects, you can try changing the **Halftone Screen Angle** and **Halftone Screen Type** options.

Figures 9–21, 9–22, and 9–23 show the results of changing the **Lines Per Inch** setting. The image was scanned at 75 dots per inch with 16 levels of gray.

Figure 9–21. 45 degree angle, 30 lines per inch, default screen.
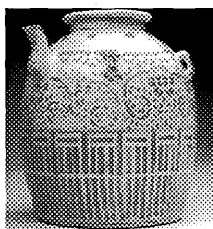
Figure 9–22. 45 degree angle, 60 lines per inch, default screen.
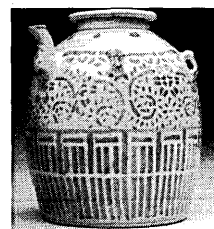
Figure 9–23. 45 degree angle, 120 lines per inch, default screen.

Add New Tag

Click on the **Add New Tag** option button to create new frame tags. Frame tags allow you to save combinations of frame characteristics in a tag that you can apply to frames. This ensures consistency between frames of a similar type within a chapter. For example, you might want to set up frames with the same size, border and background throughout a chapter. Additionally, you can maintain the same frame consistency throughout your chapters by creating frame tags in one chapter, and using the **Merge Tags** option in the Update Frame Tag List dialog box, merge the frame tags into your other chapters.

Refer to the *Frame tags* section starting on page 3–12 for a detailed description of frames tags and their use.

Operation

To add a new tag:

➤ Either click on the Add Frame tool button and draw a new frame or click on the Selector tool button and select an existing frame.

➤ Click on the **Add New Tag** option button. The Add New Tag dialog box (Figure 9–24) is displayed.
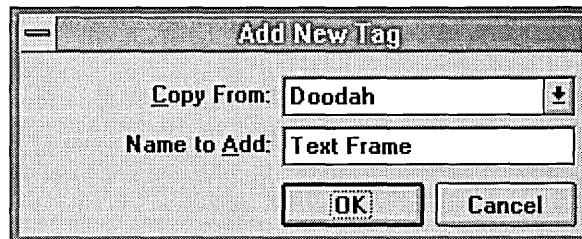
Figure 9–24. Add New Tag dialog box.

➤ If the currently selected frame has previously been assigned a tag, that tag name will appear in the **Copy From** list box. If you want the tag to have the initial properties of another frame tag, select the name of that frame tag from the **Copy From** list box. If the currently selected frame does not have a tag assigned, you can select the

<Selected Frame> option in the **Copy From** list box to apply the properties of the currently selected frame to the frame tag.

➤ Enter the name of the new tag in the **Name to Add** field. Try to make the name as descriptive as possible. The name can be up to 13 characters long.

➤ Click on the **OK** button.

If the name entered in the **Name to Add** entry field is the same as that of an existing frame tag, the following alert is displayed.
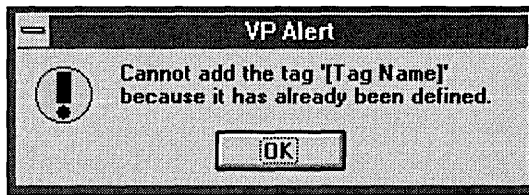
Click on the **OK** button to return to the Add New Tag dialog box and specify a different tag name in the **Name to Add** entry field.

Update Tag List

The **Update Tag List** option provides several tools to help you manage frame tags These tools include:

- Add Tag
- Delete Tag
- Rename Tag
- Load frame tags created in other chapters

Refer to the *Frame tags* section starting on page 3–12 for a detailed description of frames tags and their use.

Operation

➤ Click on the Selector tool button.

➤ Click on the **Update Frame Tag List** option button. The Update Frame Tag List dialog box (Figure 9–25) is displayed.
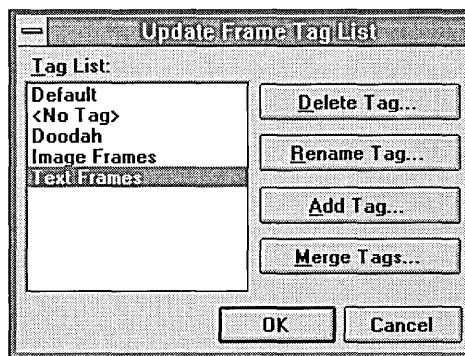
Figure 9–25. Update Frame Tag List dialog box.

Add Tag The **Add Tag** option duplicates the function of the **Add Tag** option in the **Frame** menu. For more information about the **Add Tag** option, refer to the **Add New Tag** section of this chapter.

Delete Tag   To delete a frame tag:

☞   The Default and <No Tag> frame tags cannot be deleted. However, the attributes of the Default frame tag can be changed.

➤ Select the tag you want to delete from the **Tag List** list box.

➤ Click on the **Delete Tag** button. The Delete Tag dialog box (Figure 9–26) is displayed.
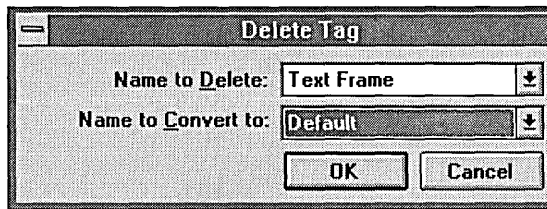
Figure 9–26.   Delete Tag dialog box.

➤ Frames tagged with the tag you are about to remove must be converted to some other tag. Select this tag name from the **Name to Convert to** list box and then click on the **OK** button. If you don't specify a name the Default tag is used.

The frame tags Default and <No Tag> are reserved by Ventura Publisher and cannot be deleted. If you have selected one on these tags names from the **Tag List** list box and click on the **Delete Tag** button, the following alert is displayed.
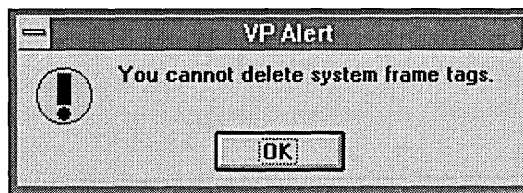
Click on the **OK** button to return to the Delete Tag dialog box.

Rename tag   To rename a frame tag:

☞   The Default and <No Tag> frame tags cannot be renamed. However, the attributes of the Default frame tag can be changed.

➤ Click on the **Rename Tag** button. The Rename Tag dialog box (Figure 9–27) is displayed.

```
┌──────────────────────────────────────────┐
│  ─            Rename Tag                  │
├──────────────────────────────────────────┤
│   Old Tag Name:  │ Text Frame        │ ± │ │
│                                           │
│   New Tag Name:  │ Newsletter Text   │    │
│                                           │
│              ┌─────────┐  ┌─────────┐     │
│              │   OK    │  │ Cancel  │     │
│              └─────────┘  └─────────┘     │
└──────────────────────────────────────────┘
```

Figure 9–27. Rename Tag dialog box.

➤ Enter the new tag name in the **New Tag Name** field. This is the name that will replace the old frame tag name throughout the document.

➤ Click on the **OK** button.

If the name entered in the **New Tag Name** entry field is the same as that of an existing frame tag, the following alert is displayed.

```
┌──────────────────────────────────────────┐
│  ─              VP Alert                  │
├──────────────────────────────────────────┤
│   ⊙   Cannot add the tag '[Tag Name]'    │
│       because it has already been defined.│
│              ┌─────────┐                  │
│              │   OK    │                  │
│              └─────────┘                  │
└──────────────────────────────────────────┘
```
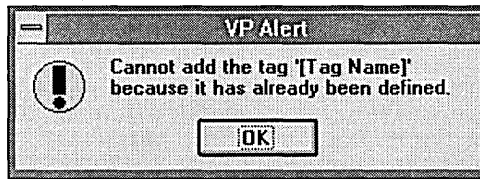
Click on the **OK** button to return to the Rename Tag dialog box and specify a different tag name in the **New Tag Name** entry field.

The frame tags "Default" and "<No Tag>" are reserved by Ventura Publisher and cannot be renamed. If you select one of these tag from the **Tag List** list box and click on the **Rename Tag** button, the following alert is displayed.

```
┌──────────────────────────────────────────┐
│  ─              VP Alert                  │
├──────────────────────────────────────────┤
│   ⊙   You cannot rename system frame      │
│       tags.                               │
│              ┌─────────┐                  │
│              │   OK    │                  │
│              └─────────┘                  │
└──────────────────────────────────────────┘
```
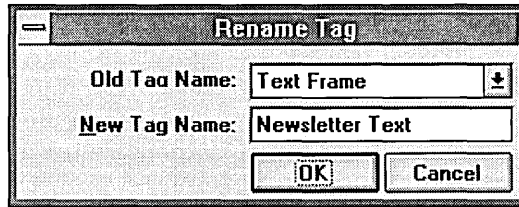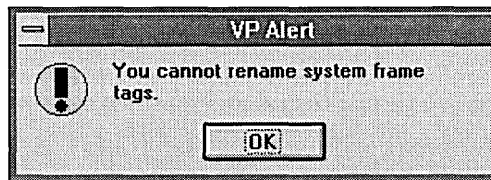
Click on the **OK** button to return to the Rename Tag dialog box.

Merge Tags Ventura Publisher stores frame tags in a file with the same name as the chapter but with an extension of FRM. For example, if you are working

on a chapter named EXAMPLE1.CHP, the frame tags are stored in a file named EXAMPLE1.FRM.

Use the merge frame tags option to import frame tags created in another chapter. This feature allows you to maintain continuity between chapters in a publication or between related documents. The Merge Frame Tags option also allows you to merge multiple frame tag files together. All the frame tags defined in a chapter are saved in the frame tag file associated with the chapter you are working on. If you merge two or more frame tag files that have frame tags with the same name, the frame tag that is merged first is the one that is used. To merge frame tag files:

➤ Click on **Merge Tags** button. The Open File dialog box (Figure 9–28) is displayed.
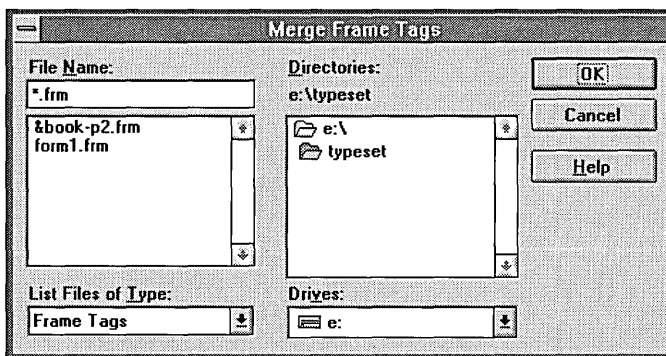
Figure 9–28.   Open File dialog box for frame tag (FRM) files.

➤ Use the **Drives** and **Directories** list boxes to locate the desired frame tag file. When the name of the desired frame tag file is shown in the **File Name** list box, either select the frame tag file name and click on the **OK** button, or double-click on the file name name.

☞ If the FRM file contains a frame tag with the same name as one in the currently loaded chapter, the frame tag from the FRM file will not be merged. Use the **Rename Tag** option to change the name of the tag in the currently loaded chapter, then merge the frame tag file.

```
┌─────────────────────────────────┐
│ Paragraph                       │
├─────────────────────────────────┤
│ Font Settings...                │
│ Alignment...                    │
│ Spacing...                      │
│ Breaks...                       │
│ Tab Settings...                 │
│ Special Effects...              │
│ Attribute Overrides...          │
│ Paragraph Typography...         │
├─────────────────────────────────┤
│ Ruling Line Above...            │
│ Ruling Line Below...            │
│ Ruling Box Around...            │
├─────────────────────────────────┤
│ Auto-Numbering...               │
│ Define Colors...                │
├─────────────────────────────────┤
│ Add New Tag...         Ctrl+2   │
│ Update Tag List...     Ctrl+K   │
└─────────────────────────────────┘
```
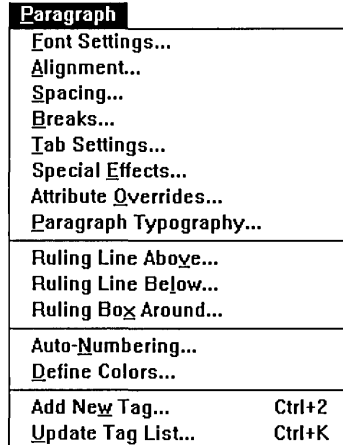
Figure 10–1. Paragraph menu.

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, and other typographic characteristics for a paragraph. A collection of tags, plus the current page layout and margin and column settings, is stored in a style sheet. Ventura Publisher includes a series of style sheets designed by typographers (refer to Appendix J). You can also create your own style sheets as described in Chapter 3.

In order for the tag attributes options in the Paragraph menu to be selected, the Paragraph tool or the Text tool must be enabled and a paragraph selected.

The tag Body Text is reserved by Ventura Publisher. Although you can change the characteristics of the Body Text tag, you cannot remove or rename the tag. All text not formatted with a specific tag is automatically formatted with the Body Text tag attributes.

Note that before you can change a tag's attributes, you must first select a paragraph that has been tagged with this tag. This allows you to see what that tag's attributes currently look like, and also allows you to see immediately the effect of any changes you have made.

☞ Any attribute changes made to selected text using the Text tool and the Text menu options, take precedence over the paragraph tag attributes.

Selecting paragraphs

Paragraphs can be selected using both the Paragraph tool and the Text tool.

Using the Paragraph tool, simply place the mouse cursor over the paragraph and click the mouse button. To selected multiple paragraphs, press and hold the **Shift** key while selecting the paragraphs.

Using the Text tool, simply place the cursor anywhere over text of the paragraph and click the mouse button. When the typing cursor is placed in text, the paragraph is, in effect, selected, and the tag attribute option buttons are available.

To select multiple paragraphs with the Text tool, place the cursor anywhere inside of the first paragraph of text, click and hold the mouse button, and swipe the cursor over the paragraphs you wish to select. You are not required to select all of the text in the paragraph to select the paragraph. When the Text tool is used to select multiple paragraphs, only the text attribute options are available. Using these options will affect only the highlighted text and not the tag attributes.

☞ Only the Paragraph tool can be used for select noncontiguous paragraphs. Selecting multiple paragraphs is only effective for applying tags to multiple paragraphs. If you select multiple paragraphs that are assigned different tags and change the tag attributes, the attribute changes affect only the tag assigned to the first paragraph selected.

Font Settings

The **Font** option defines the typeface, type size, type style (bold, italic), color, and attributes for each paragraph. Use the Font Settings option to:

- Set the font for each paragraph tag

- Change text to white to print white text on a black background

- Change text colors for color separations

- Create additional paragraph line attributes for tables

Operation

To change a tag's font:

➤ Click on either the Paragraph tool or the Text tool button.

➤ Select a paragraph assigned with the tag you wish to modify.

➤ Click on the **Font Settings** option button. The Font dialog box (Figure 10–2) is displayed. The typefaces and fonts available depend on the printer width table currently loaded.
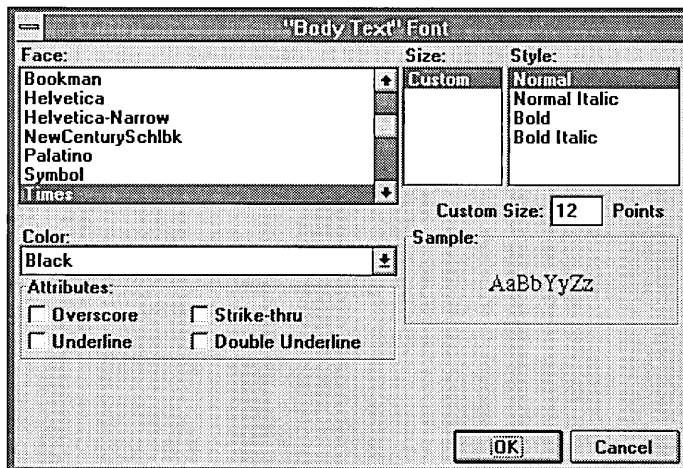

*Figure 10–2. Font dialog box. Size option displays the word **Custom** for PostScript printers; displays discrete sizes for other printers.*

10 – 3

➤ Select the desired **Face**, **Size**, **Style**, **Color**, and **Attributes** options. The font **Size** options are displayed in *points*, where 72 points equal one inch. Ten, eleven, and twelve points are standard sizes for Body Text.

☞ Custom colors and shades of gray defined in the Define Colors dialog box will appear in the **Color** list box. Custom colors can be created using the **Define Colors** option as described on page 10–60.

When you click on the **OK** button, 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 that you assign to blocks of text using the Text tool.

For PostScript printers, select the size (in points) in the **Custom Size** entry field (Figure 10–2). Any integer size between 1 and 254 points is allowed. For other printers, only certain font sizes are available, and the **Custom Size** entry field is unavailable. Instead, select one of the discrete sizes under the **Size** option.

☞ Depending on the printer installed, not all styles are available for every typeface. With the HP LaserJet Plus, for instance, **Normal** type is available for 10 point Dutch (Times Roman) type, but is not available for 24 point Dutch. You can add additional fonts to overcome these limitations. If you have a PostScript printer, you can print only the fonts actually installed in your printer or on your computer's hard disk.

Auto adjust styles   You can make adjustments to paragraph tags more automatic by setting the **Auto Adjustments** option in the **Set Preferences** option dialog box (**Edit** menu) to **Styles** or **Both**. Once set to **Styles** or **Both**, changing the size of the font will automatically change the tag's spacing and line attributes. 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 space in the **Paragraph** menu **Spacing** option dialog box *after* changing fonts.

Attributes   If you wish to apply an attribute to the entire paragraph as part of the tagging process, select the attribute or attributes from the Font dialog box. If you wish to change the attributes of selected text within a paragraph, use the Text tool and the Text tool option buttons as described in the *Set Font Attributes* option section of **Text** menu chapter.

Alignment

The **Alignment** option controls the way in which text lines up within a column. The controls available include horizontal alignment, vertical alignment, text rotation, hyphenation controls, first line indent/outdent, decimal alignment, and column-wide or frame-wide overall paragraph width. Use the **Alignment** option to:

- Change the justification and hyphenation of paragraph text.

- Center headlines.

- Align text within tables.

- Force a paragraph to go across the entire frame or page, even when the document has multiple columns.

- Cause the first lines in a paragraph to be indented either by a fixed amount, or relative to the length of the last line in the previous paragraph.

- Change hyphenation algorithms or dictionaries (allowing simultaneous hyphenation in two languages within the same document).

Operation

➤ Click on either the Paragraph tool or the Text tool button.

➤ Select a paragraph assigned with the tag you wish to modify.

➤ Click on the **Alignment** option button. The Alignment dialog box (Figure 10–3) is displayed.
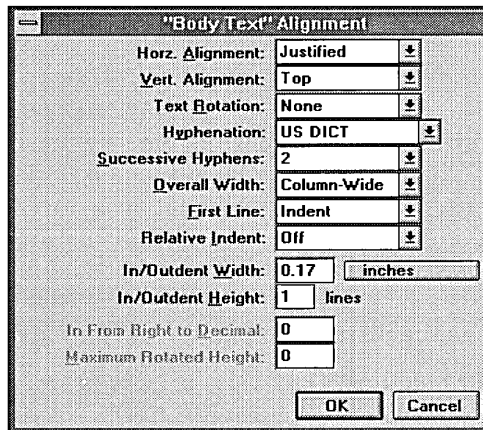
Paragraph Menu

Figure 10–3. Alignment dialog box.

Horizontal Use the **Horiz. Alignment** option to align text horizontally within a
alignment page, frame or box text.

Selecting **Left** causes text to align with the left column guide; this type
of alignment is also known as "ragged right." Selecting **Right** causes
text to align with the right column guide. Choosing **Center** causes text
to be centered within the column.

Selecting **Justified** causes the edge of text to align evenly with both left
and right column guides. Note, however, that tabs cannot be displayed
with justified text.

If the selected paragraph consists of numbers in a table, set the **Horiz.
Alignment** option to **Decimal** to align text automatically without using
tabs. The first decimal point in the line will be placed at the distance
from the right margin that you specify using the **In From Right to
Decimal** setting at the bottom of the dialog box.

☞ The default decimal character is a period. To change the decimal char-
acter to a comma (e.g., foreign language usage), refer to **Set Preferen-
ces** in the **Edit** menu section.

Vertical Use the **Vert. Alignment** option to align a paragraph vertically within
alignment a page, frame or box. Combine this option with the **Horiz. Alignment**
option to place text at any corner, on any side, or in the middle of any
page, frame or box text.

☞ The **Middle** and **Bottom** options should be used only for text within frames or box text. Use on the page itself will work, but may become confusing.

Text rotation   Ventura Publisher allows you to rotate selected paragraphs in increments of 90 degrees. Use this option to create headings for tables or annotate graphs and charts which you have placed in frames.

To use this option once you have set the alignment options:

➤ Select the desired rotation option from the **Text Rotation** list box. The available options are **None, 90, 180,** and **270**.

➤ Set the **Maximum Rotated Height** option to the height you wish the rotated paragraph to occupy.

Hints for rotating text

Edit the text before you rotate it, if possible. If you must edit the text after tagging it for rotation, you may find it easier to tag the text temporarily with a tag which has the **Text Rotation** option set to **None**. Assign the tag which contains the rotated text attributes when you are finished editing.

You will find rotated text easier to work with if you place the text in a box or frame rather than directly on the page. This is because rotated text displaces other text on the page. If you place rotated text in a frame or box, on the other hand, you can move the frame or box easily to position the text properly. You can then anchor the frame or box to the surrounding text.

Hyphenation   You can turn hyphenation 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 DICT. Refer to Appendix B if you want to change hyphenation.

The **Successive Hyphens** option controls the number of consecutive lines of text that can be hyphenated. The default setting is 2. To change this number, select the desired number from the list box.

The hyphenation algorithms can be overridden at any specific point in text by using discretionary hyphens. If you *always* want to hyphenate a word at a different place in the word, or if you don't want to hyphenate a given word, you can modify Ventura Publisher's hyphenation dictionary. Refer to Appendix B for more information on hyphenation.

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Overall width To override column settings and make a paragraph print across the entire frame or page, set the **Overall Width** option to **Frame-Wide**. Text after a frame-wide paragraph continues *below* the frame-wide paragraph. Frame-wide paragraphs in other than the left column print over the paragraphs in the left column. 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.* Refer to the *Chapter Typography* section in the Chapter menu chapter for more information about column balance.

Frame-wide paragraphs interrupt vertical rules.

First line indent/outdent The **First Line** option allows you to force the first line of a paragraph in or out from the left margin by the space specified on the **In/Outdent Width** entry field. To set an indent of 0.1 inch:

➤ Set the **First Line** option to **Indent**.

➤ Set the **Relative Indent** option to **Off**.

➤ Position the text cursor on the **In/Outdent Width** entry field and type **.1** (make sure the measurement units are set to inches).

If you specify a temporary margin using the **In From Left** setting in the **Spacing** option dialog box, the **In/Outdent Width** value is calculated from this temporary margin.

The **In/Outdent Width** setting can also be adjusted interactively using the markers on the tab bar. Refer to page 3–56 for more details on using the tab bar for adjusting the **In/Outdent Width** setting.

☞ Do not use the **In/Outdent Width** option in conjunction with right aligned or centered text.

Relative indents Setting the **Relative Indent** option to **On** adds a first line indent to the current paragraph exactly equal to the length of the last line in the previous paragraph. If you specify an **In/Outdent Width** value, Ventura Publisher adds this additional fixed amount to the length of the previous line. When used in conjunction with the **Breaks** option in the **Paragraph** menu, this option is useful to create lead-ins. The Putting It Together chapter (Chapter 14) describes lead-in paragraphs in more detail.

The **In/Outdent Height** option allows you to 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. This can be used to make space for a lead-in which uses a much larger font.

If you set the **First Line** option to **Outdent**, and then specify a very large number for **In/Outdent Height**, you can force the entire paragraph to move to the left of the existing margin.

To indent the entire paragraph, use the **In From Left** spacing option in the Spacing dialog box instead.

Spacing

The **Spacing** option controls the space between lines and paragraphs, and sets temporary margins. Use the Spacing option to:

- Set inter-line spacing (leading)
- Set space between paragraphs
- Set temporary left and right margins (for quotes, bullets, etc.)
- Create complementary left and right pages (Figure 10–4).
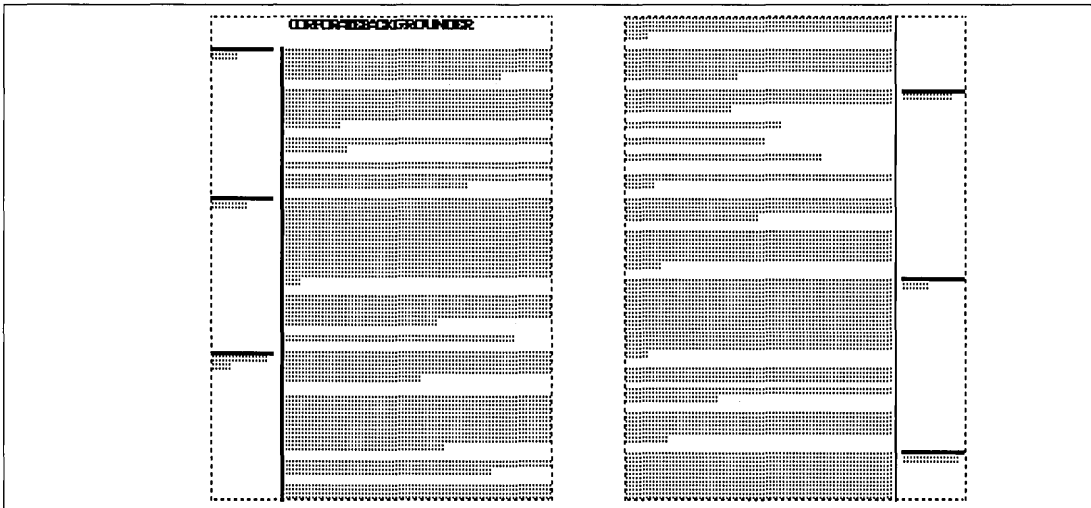
Figure 10–4.   Complementary left and right pages.

Operation

➤ Click on either the Paragraph tool or the Text tool button.

➤ Select a paragraph assigned with the tag you wish to modify.

➤ Click on the **Spacing** option button. The Spacing dialog box (Figure 10–5) is displayed.
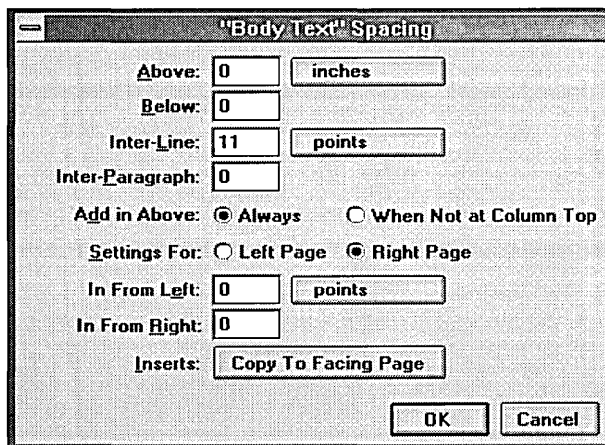
Figure 10–5. Spacing dialog box. **Add in Above When Not at Column Top** *means* above *space is not added when paragraph is at top of column or page.*

Above/Below   The **Above** and **Below** spacing options both add additional space between paragraphs. For instance, if you set **Inter-Line** spacing to 12.00 points and **Below** space to 12.00 points, you will create exactly one blank line between paragraphs, much like pressing the **Enter** key twice in a row in your word processor. However, unlike a word processor where you can only add discrete lines of space between paragraphs, Ventura Publisher allows you to add any amount of space above or below a paragraph.

Interaction between above and below space

Above and **Below** settings always add additional vertical space between paragraphs. Think of **Above** and **Below** space as the minimum acceptable blank space between the currently selected paragraph and the paragraphs which precede and follow it.

Ventura Publisher prevents interference between **Above** and **Below** space settings for adjacent paragraphs. If, for example, you add **Below** space to a paragraph, and the paragraph that follows it has **Above** space added to it, *only the greater of the two spaces is used.* This option lets you design each paragraph tag without needing to compute the endless permutations of how much space can appear between each possible pair of paragraph tags.

Inter-Line   The **Inter-Line** spacing option ("leading") sets the space between the base of the characters on one line and the base of the characters on the

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following line (Figure 10–6). Typesetting aesthetics usually allow a comfortable 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 which uses 10 point type should have 12 point inter-line spacing. Make the **Inter-Line** spacing greater than this nominal amount when the columns in your document are wide.
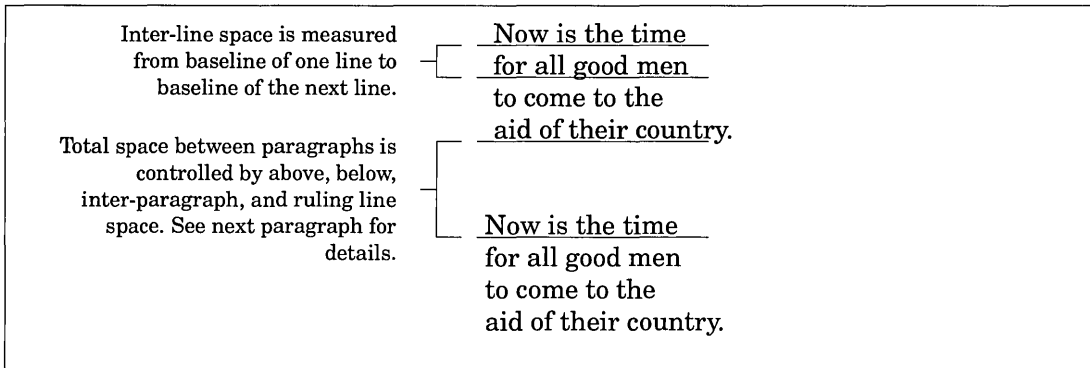
Inter-line space is measured from baseline of one line to baseline of the next line.

Total space between paragraphs is controlled by above, below, inter-paragraph, and ruling line space. See next paragraph for details.

    Now is the time
    for all good men
    to come to the
    aid of their country.

    Now is the time
    for all good men
    to come to the
    aid of their country.

Figure 10–6.   Paragraph vertical space.

Inter–Paragraph   Whereas **Above** and **Below** space *always* add additional space between paragraphs, **Inter-Paragraph** spacing only adds space between paragraphs that have *identical settings for Inter-Paragraph space.*

Inter-Paragraph space is occasionally useful when you want the space between similar paragraphs to be greater than the space between these paragraphs and the headings or other paragraphs which precede them. The &PRPT-P1.STY style sheet in Appendix J provides a good example of how to use the **Inter-Paragraph** spacing option. In this style sheet, the space between Body Text paragraphs is set with **Inter-Paragraph** space. The **Inter-Paragraph** settings for Head Level 1 and Head Level 2, on the other hand, are different and, therefore, do not apply when the two types of paragraphs are placed adjacent to one another.

For most style sheets, you will not need to use the **Inter-Paragraph** space setting. As a rule of thumb, use **Above** and **Below** space settings to control the amount of space between paragraphs, and set **Inter-Paragraph** space to zero.

Add in above   Setting the **Add in Above** option to **When Not at Column Top** suppresses any **Above** space when the paragraph begins a new column. You should almost always select **When Not at Column Top** whenever

Above space is set to anything other than zero. Otherwise, you could introduce an extra undesired space at the top of a page.

☞ If you inadvertently set spacing in inches instead of points, you might set spacing which is greater than the page length. If this happens, an alert is displayed. The Spacing option dialog box settings will also be adjusted so that the paragraph will not be spaced off the page (and the next page, and the one after that, etc.). Readjust the spacing values so that the paragraph spacing is not greater than that of the page.
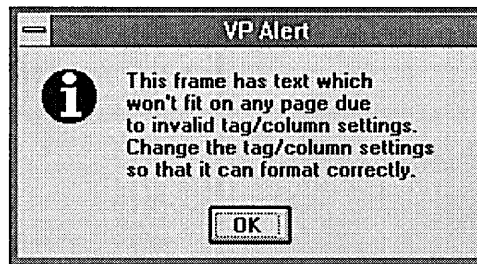
In From Left/Right Set temporary margins using **In From Left** and **In From Right** options. **In From Left** and **In From Right** refer to the distance towards the center of the column from the column edges (Figure 10–7). You can set the **In From Left** and **In From Right** options differently for left and right pages. To enter different settings for each page, first set the **Settings For** option to **Left Page** and enter its **In From Left** and **In From Right** settings, then repeat for the **Right Page**. You can copy the **In From Left** and **In From Right** settings to the opposite page at any time by selecting **Copy To Facing Page**.

☞ Note that the **Settings For** option applies only to the **In From Left** and **In From Right** options, not to the rest of the spacing options.

The **In From Left** and **In From Right** settings can also be adjusted interactively using the markers on the tab bar. Refer to page 3–56 for more details on using the tab bar for adjusting the **In From Left** and **In From Right** settings.
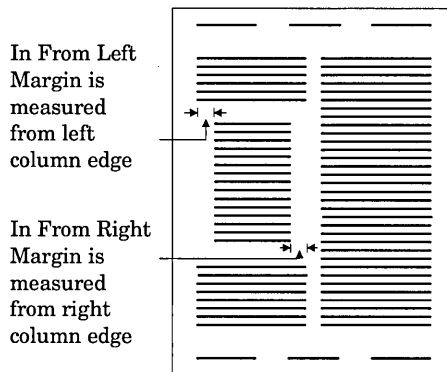
In From Left
Margin is
measured
from left
column edge

In From Right
Margin is
measured
from right
column edge

Figure 10–7. In from left/right setting.

Total space between paragraphs

The spacing between paragraphs depends on how the **Move Down To 1st Baseline By** option is set in the **Chapter Typography** and **Frame Typography** dialog boxes.

Inter-Line

If the **Move Down To 1st Baseline By** option is set to **Inter-Line**, the following formula is used to calculate spacing between paragraphs:

- Either the space **Below** value for the first paragraph or the space **Above** value for the second paragraph is used, whichever is greater

    plus

- The **Inter-Paragraph** spacing is used, if it is the same value for the first and second paragraphs

    plus

- The **Inter-Line** spacing of the second paragraph is used

Cap-Height

If the **Move Down To 1st Baseline By** option is set to **Cap Height**, the formula used to calculate spacing between paragraphs depends on the type size of the text in the first and second paragraphs.

When the first paragraph and the second paragraph have text of the same type size:

- Either the space **Below** value for the first paragraph or the space **Above** value for the second paragraph is used, whichever is greater

    plus

- The **Inter-Paragraph** spacing is used, if it is the same value for the first and second paragraphs

    plus

- The **Inter-Line spacing** of the first paragraph

When the type size of the second paragraph is larger than that of the first paragraph:

- Either the space **Below** value for the first paragraph or the space **Above** value for the second paragraph is used, whichever is greater

    plus

- The **Inter-Paragraph** spacing is used, if it is the same value for the first and second paragraphs

    plus

- The **Inter-Line** spacing of the first paragraph plus the difference in type sizes between the first and second paragraphs

When the type size of the second paragraph is smaller than that of the first paragraph:

- Either the space **Below** value for the first paragraph or the Space **Above** value for the second paragraph is used, whichever is greater

    plus

- The **Inter-Paragraph** spacing is used, if it is the same value for the first and second paragraphs

    plus

- The **Inter-Line** spacing of the first paragraph less the difference in type sizes between the first and second paragraphs
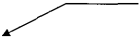
👉 Other paragraph attributes such as a ruling line below the first paragraph or a ruling line above the second paragraph will affect the spacing between paragraphs. However, the overall space of these attributes is simply added to the paragraph space as calculated previously.

Extra carriage returns between paragraphs

Because space between paragraphs is controlled by the paragraph tag's **Above**, **Below**, and **Inter-Paragraph** settings, you should press the **Enter** key only once at the end of each paragraph, not twice as you normally do in a word processor. If you have already created a document in a word processor which contains two carriage returns (**Enter**s) at the end of each paragraph, go back to your word processor and place the following statement as the first line in the file:

```
@PARAFILTR  ON  =  ←————————— Place a space after the equal
                               sign.
```

This causes two consecutive carriage returns to be converted into one carriage return when the file is loaded into Ventura Publisher. (If you want to preserve two carriage returns at some point in your document, place a blank space in front of the second carriage return.)

Multiple column spacing

To ensure that text in adjacent columns aligns properly, 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 tag'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 and overall ruling line height **above** so that both together equal an integral multiple of Body Text's inter-line spacing.

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➤ Set **Below** space and overall ruling line height **below** so that both together equal an integral multiple of Body Text's **Inter-Line** spacing.

The style sheets in Appendix J provide examples of how to set multi-column tag spacing.

Margin width ruling lines

Ruling lines which are set to **Margin Width** are affected by the **In From Left** and **In From Right** settings. A paragraph ruling line set to **Margin Width** will move in from the left and right margins by the **In From Left** and **In From Right** amount.

Breaks

A *break* controls 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 (**Before/Until Left, Before/Until Right**).

The break can occur before, after, or both before and after the paragraph. If your settings for a particular paragraph tag include **Page Break: Before and After**, for example, any paragraph so tagged will always start at the top of a new page, and will be the only paragraph on that page.

Use the breaks option to:

- Create vertical tabs
- Create outdented heading
- Create paragraph lead-ins
- Create page breaks
- Keep paragraphs from being split across columns or pages
- Keep auto-numbers, footnote numbers and caption numbers on same line as text which follows

Operation

To adjust the break settings for paragraphs:

➤ Click on either the Paragraph tool or the Text tool button.

➤ Select a paragraph assigned with the tag you wish to modify.

➤ Click on the **Breaks** option button. The Breaks dialog box (Figure 10–8) is displayed.
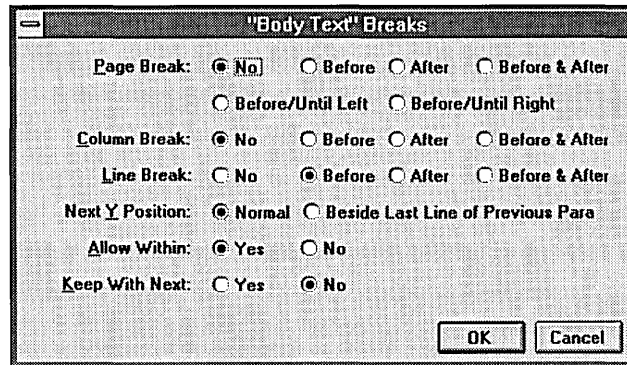
Figure 10–8. Breaks dialog box. These are the appropriate settings for most tags.

Page and Column breaks

The **Page Break** settings control whether text is forced to the next page (or frame). For most tags, set the **Page Break** option to **No**.

If you set the **Page Break** option to **Before**, then any paragraph tagged with this tag will appear at the top of a new page or at the top of the next frame. If you set the **Page Break** option to **After**, then the following paragraph will begin on a new page or in a new frame.

The **Page Break Before/Until Left** option forces the text to a left page, inserting a blank right page if necessary. The **Page Break Before/Until Right** option forces the text to a right page, inserting a blank left page if necessary.

Column Breaks work the same way except the paragraph is displayed at the top of a new column instead of a new page or frame.

Line break

A **Line Break** controls whether space is added between paragraphs. If you set the **Line Break** option to **After** for this paragraph, or **Line Break** option to **Before** for the next paragraph (or both), then the space between these two paragraphs is determined by the formula described on page 10–14. When no line break is set between two paragraphs, the space between these paragraphs is set by the **Next Y Position** option.

Next Y Position Normal

The "Y" in **Next Y Position** refers to vertical space.

Assuming that the **Page Break, Column Break,** and **Line Break** between two successive paragraphs are all set to **No**, setting the **Next Y Position** option to **Normal** causes both paragraphs to begin at the identical vertical position on the page. This may cause both paragraphs

to print on top of each other, which is not particularly useful. However, if you increase the second paragraph tag's **In From Left** spacing, and increase the first paragraph's **In From Right** spacing, the two paragraph's will print *next to each other.* This is how you create a vertical tab, as shown in Figure 10–9.

First paragraph. No line break after. In From Right (Paragraph Spacing option) set to 12,00 picas from right margin, In From Left 7,06 picas from left margin. Allow Within set to NO, Keep With Next set to YES.	Second paragraph. No line break before. In From Left (Paragraph Spacing option) set to 16,00 picas from left margin. Next Y Position set to Normal (which makes this paragraph format on the first line of the previous paragraph).

Figure 10–9. Vertical tab.

Next Y Position Beside Last Line If no break of any type is set between two paragraphs and if the **Next Y Position** option is set to **Beside Last Line of Previous Paragraph** for the second paragraph, the second paragraph begins on the same line as the *last line* of the previous paragraph. For example, the next "paragraph" is actually two different paragraphs. The first paragraph— **The style sheet examples**—is formatted with the **Line Break** option set to **Before**. The second paragraph (the remainder of the text) is formatted with the **Line Break** option set to **After**, the **Relative Indent** option set to **On** (**Alignment** option dialog box), and the **Next Y Position** option set to **Beside Last Line of Previous Paragraph**.

This is a separate paragraph ⟶	**The style sheet examples** in Appendix J show how tag options can be combined together.

☞ Most paragraphs in the style sheets supplied with Ventura Publisher have the **Line Break** option set to **Before**. However, if you change Body Text **Line Break** option to **After** in order to place lead-ins or section numbers on the same line, as in the previous paragraph above, you may find that text sometimes overlaps the previous paragraph during text editing. To fix this problem, change the **Line Break** option from **Before** to **After** for the other tags in the style sheet.

Each break further down in the dialog box is overridden by the break shown immediately above (e.g., if both the **Page Break** and **Column Break** options are set to **Before**, only the **Page Break** option takes effect).

Allow Within　This setting controls line breaks within a paragraph. You can use this setting to keep an entire paragraph together in a frame or on one page or column. If you set **Allow Within** to **No**, the tagged paragraph will never be split across the column, frame, or page boundaries. This setting is recommended:

- When the **Keep With Next** is set to **Yes**.

- For any heading or paragraph that is moved into the margin using a combination of **Breaks** and **In from Left** and **In from Right** spacing.

Keep with Next　This setting can keep the tagged paragraph in the same column, frame, or page as the next paragraph. Set **Keep With Next** to **Yes** for lead-ins and section numbers. It is also recommended for headings, when you want to prevent headings from being left alone at the bottom of a page or column.

The **Keep With Next** option should be set to **No** for Body Text, since Body Text paragraphs are usually separate paragraphs.

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Tab Settings

Whenever Ventura Publisher encounters a horizontal tab character in the text, it positions the next character at the next tab location. You may set up to 16 tabs for each paragraph tag. Placement of each tab is measured relative to the left column edge rather than the page edge. You can choose right, center, left, or decimal alignment of text relative to each tab position.

You can fill the space created by the tab with any character. These fill characters are called *leaders* (pronounced leed-ers.)

Interactively setting tabs

In addition to the settings in this dialog box, tabs for the currently selected paragraph can be created, adjusted, and deleted using the ruler/tab bar. Refer to the *Tab bar* section starting on page 3–54 for information on using the tab bar.

Operation

➤ Click on either the Paragraph or the Text tool.

➤ Select a paragraph assigned with the tag you wish to modify.

➤ Click on the **Tab Settings** option in the **Paragraph** menu. The dialog box shown in Figure 10–10 is displayed.
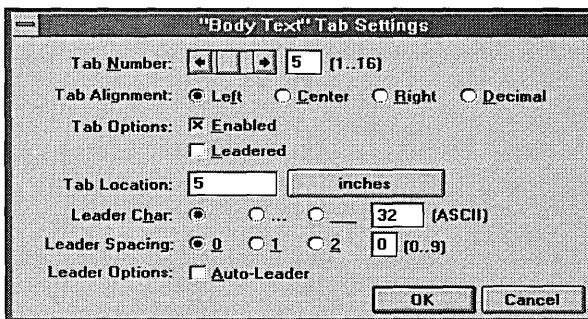
Figure 10–10.   Tab Settings dialog box.

➤ Choose the **Tab Number** you want to set. Start with tab number **1**.

➤ Check the **Enabled** check box to enable this tab stop.

➤ Choose whether the **Tab Alignment** is to be **Left, Center, Right,** or **Decimal** aligned.

➤ Set **Tab Options** to **Leadered** if you want to place leader characters between the last tab and this tab stop.

➤ Enter the **Tab Location.** *The tab location is measured from the left edge of the current column*, not from the left edge of the page.

➤ If you want to set additional tab stops, repeat this process for additional tab numbers.

Leaders   If you choose **Leadered** for any tab stop, follow these steps:

➤ Select one of the **Leader Char** options (spaces, periods, underlines, or some other character which you define) for this tag. You may choose only one leader character for the paragraph tag.

➤ If you want to define your own leader character, choose the decimal number which corresponds to the character you want to put in the tab space, place the text cursor in the box at the end of the **Leader Char** entry field, and type this number. Refer to the character set table in Appendix E or the *Quick Reference Guide* for a list of available characters.

➤ Enter the **Leader Spacing** between leader characters. For instance if you select **Leader Spacing: 2**, you will put two spaces between each leader character.

Auto-Leader

If you select **Auto-Leader,** the leader characters you have selected will be placed between the end of the last line of the paragraph and the right margin, even if you insert no tab at the end of the paragraph. Use this option to completely fill a box with dots or dashes. This is useful for tables.

☞   Setting the **Horiz. Alignment** option in the **Alignment** dialog box (**Paragraph** menu) to **Justified** overrides the tab settings for the tag. Therefore, tabs do not work if **Horiz. Alignment** is set to **Justified**. Also, tabs cannot be set for headers or footers created with the **Headers & Footers** option in the **Chapter** menu.

Do not set tabs to create a first line indent. Set the **First Line** option to **Indent** in the **Alignment** option dialog box instead.

Tabs are designed to be used on a single line. Terminate this line with a paragraph end (*Enter*) or line break (**Ctrl + Enter**). Also, when tabs are set, automatic word wrap will not work. Therefore, text on any line which contains a tab may extend beyond the right margin. Use a line break (**Ctrl + Enter**) to force this text down to the next line.

Tables

When using proportionally spaced fonts, you cannot format tables (such as those imported from a spreadsheet) using spaces between entries. Therefore, you must use tabs to make columns align correctly.

Equations

You can also use tabs to format simple equations. Set a center tab stop at the position on the page where you want to center the equation. Then, type a tab character followed by the equation. The equation automatically centers itself at the location defined by the tab stop. Ventura Publisher provides a complete equation option which should normally be used to create equations.

Special Effects

The **Special Effects** option allows you to add a **Big First Character** (also called a *drop cap*) or **Bullet** at the beginning of a paragraph. You can select font and text attributes (bold, italic, etc.) for the bullet or big character independently from the rest of the paragraph. Use the Special Effects option to create:

- Drop caps at beginning of paragraph

- Real typographic bullets for lists (e.g., • instead of *)

Operation

➤ Click on either the Paragraph tool or the Text tool button.

➤ Select a paragraph assigned with the tag you wish to modify.

➤ Click on the **Special Effects** option button. The Special Effects dialog box (Figure 10–11) is displayed.
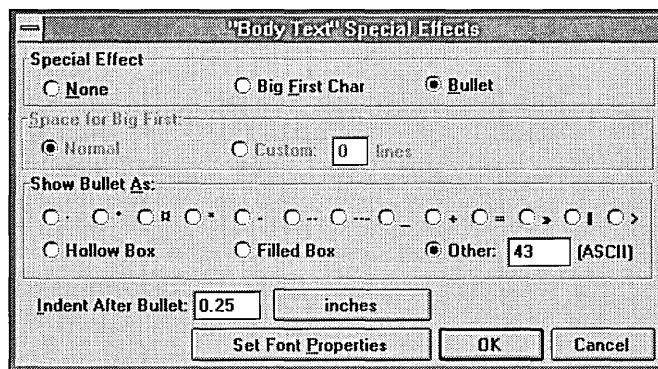
Figure 10–11. Special Effects dialog box.

None Set the **Special Effect** option to **None** to remove an existing special effect from a given paragraph tag.

Big first character To create a big first letter:

➤ Set the **Special Effect** option to **Big First Char**.

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➤ Click on the **Set Font Properties** button.

➤ Select the desired **Face, Size, Style, Color, Attributes** (overscore, etc.) options, and character **Shift Up** or **Down**.

➤ Click on the **OK** button to return to the Special Effects dialog box.

➤ Specify a setting for **Space for Big First.** This option specifies how many lines of text the first character will occupy. **Normal** creates the number of line automatically. **Custom** allows you to specify the number of lines.

When you select **Custom,** the big character rests on the baseline of the last line specified in the **Space for Big First** setting. When you select **Normal,** the top of the big character aligns with the top of the first line of the paragraph. These default positions can be overridden by selecting **Set Font Properties** and then selecting **Shift Up** or **Down**.

Bullet To add a bullet:

➤ Set the **Special Effect** option to **Bullet**.

➤ Click on the **Set Font Properties** button. Use the Font Settings dialog box to make the bullet a different font from the rest of the paragraph. The actual font selections available depend on the printer installed. Select the desired **Face, Size, Style, Color, Attributes** (overscore, etc.) options, and character **Shift Up** or **Down**.

➤ Click on the **OK** button to return to the Special Effects dialog box.

➤ Select the **Show Bullet As** option for the desired bullet type. To use some other bullet character, select the **Other** option, and enter the decimal number for the bullet character in the **Bullet Char** entry field. Refer to Appendix E or the *Quick Reference Guide* for a complete listing of the available characters.

➤ Set the desired **Indent After Bullet** value. This indent specifies the space between the beginning of the bullet and the text following the bullet.

Attribute Overrides

The **Attribute Overrides** option allows you to customize the following text attributes of a paragraph tag: overscore, strike-thru, underline, small text, superscript, and subscript. Use the Attributes Overrides option to:

- "Fine tune" typography.

- Adjust superscript and subscripted character vertical placement.

- Create special effects (e.g., move strike-thru up so that it can be used as a second overscore).

Operation

➤ Click on the Paragraph tool or the Text tool button.

➤ Select a paragraph assigned with the tag you wish to modify.

➤ Select the **Attributes Overrides** option. The Attributes Override dialog box (Figure 10–12) is displayed.
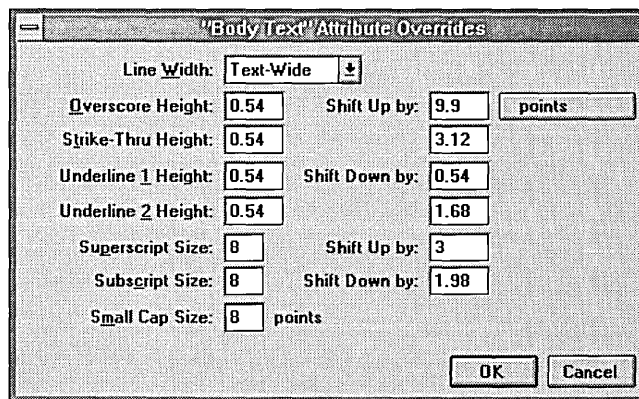
Figure 10–12. Attribute Overrides dialog box.

Line Width The **Line Width** option controls what portion of the line of text is covered by a line attribute. The usual setting is **Text-Wide**, which applies the attribute only to the currently selected text. However, if you select **Margin-Wide**, the attribute extends from the left to right margin,

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even if the text is only a few characters long. This is useful in tables to place a line above or below an entry in a table.

Line heights You can modify the line and spacing settings for the overscore, strike-thru, underline, and double underline attributes. These settings will affect tag attributes as well as attributes set to a selected range of text using the Text tool. For each line attribute, you can specify both the height (thickness) of the line and the distance to shift this line from the text baseline. 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.

Attribute fonts You can set the font size and vertical placement of text which is super-script, subscript, and you can change the font size of small text. Specify both the size of the font (in points) and the distance to shift the super- or subscript characters vertically from the text baseline.

The font size can be *larger* than the paragraph font as well as smaller. You can, therefore, use this option to create a shortcut for font changes. For instance, if you often need to set selected text to 14 point within a paragraph set to 12 point, set the **Small Cap Size** option to 14 point. Then, any time you want 14 point text, simply select that text and assign **Small** from the **Text** menu.

Auto-adjust Attribute height and font size automatically increase and decrease when you change a paragraph tag's font size, unless you set the **Auto-Adjustments** option to **None** in the **Set Preferences** option dialog box. If **Auto-Adjustments** is set to **Style** or **Both**, then the height of each attribute scales proportionally to the font size change, and each attributes' font size is set to two points less than the tag's fonts size.

Paragraph Typography

The **Paragraph Typography** option allows you to control important typographic attributes for each tag, including kerning, letter spacing, spacing between words, and spacing between lines. The **Paragraph Typography** option controls:

- **Automatic Pair 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**—Reduce visual impact of loose lines (lines with too much space between words) by adding space between letters.

- **Tracking**—Expand or condense headlines to fit a given space. Adjust tracking of Body Text to expand or condense the size of the entire document with only a subtle change in overall appearance.

- **Grow Inter-Line To Fit**—Automatically increases space between lines whenever selected text is made larger.

- **Space Widths**—Controls the amount of space between words on a justified line.

- **Vertical Justification**. Automatically adds space between paragraphs and between lines within paragraphs to make text exactly reach the bottom of the column.

Operation

➤ Click on either the Paragraph tool or the Text tool button.

➤ Select a paragraph assigned with the tag you wish to modify.

➤ Click on the **Paragraph Typography** option button. The Paragraph Typography dialog box (Figure 10–13) is displayed.
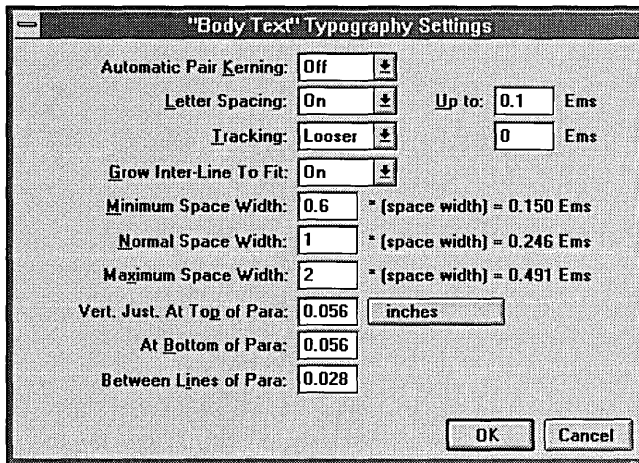
Figure 10–13. Paragraph Typography dialog box.

Automatic pair kerning Certain pairs of letters should be squeezed together in order to improve the appearance and readability of the page. The classic example is the capital letter A followed by a capital V (e.g., **AV**). Note how the upper left position of the V actually precedes the lower right position of the A. The process of reducing space between certain pairs of letters is called kerning.

Ventura Publisher allows you to reduce the space between characters in one of two ways: manually or automatically. Manual kerning is described in the Text tool section Chapter 3. Automatic pair kerning is described here. None of the automatic kerning controls have any affect on manual kerning and vice versa.

Automatic pair kerning is most frequently used in headings and other parts of documents which use large type sizes. Automatic kerning can be used for body text as well, but will reduce formatting speed by about 30% and will increase print time. The style sheets supplied with Ventura Publisher turn automatic kerning on only for headings.

Only a few of the over 30,000 possible pairs of characters actually require kerning. Depending on the font, a width table contains between 100 and 500 kerning pairs.

To turn automatic pair kerning *off* for the entire chapter, use the **Chapter Typography** option in the **Chapter** menu. If you turn kerning **On** in the **Chapter Typography** option dialog box, you must still set the **Automatic Pair Kerning** option to **On** for the currently selected paragraph.

To see the effect of automatic kerning on the computer screen, **On-Screen Kerning** must be turned on in the **Set Preferences** option dialog box (**Edit** menu).

This option will work only if the font width table for your printer includes kerning information.

Grow Inter-Line When you select text within a paragraph and change its font size using the **Text** menu **Set Font Attributes** option, the space between lines is not adjusted unless you set the **Grow Inter-Line To Fit** option to **On**. For example, the **Grow Inter-Line To Fit** option is turned **Off** for this paragraph and, therefore, the words big text overlap the previous line.

By contrast, the **Grow Inter-Line To Fit** option is turned **On** for this

paragraph so that the big text does not overlap the previous line.

Grow Inter-Line To Fit is very important for creating local overrides to paragraph font settings without needing to create a new tag. For instance, if you want to change a paragraph's font, but don't need to change alignment or spacing between this paragraph and the paragraphs before and after it:

➤ Click on the Text tool.

➤ Select the entire paragraph.

➤ Change the font typeface, style and size.

The inter-line spacing is automatically adjusted if the **Grow Inter-Line To Fit** option is set to **On**.

Letter Spacing When a line of text is justified, Ventura Publisher adds or subtracts space between each word until the last character in the line exactly reaches the right column. If a word at the beginning of a line is long compared to the length of the previous line (very likely in a multi-column document), the space between words on the previous line above may exceed the **Maximum Space Width** value. This results in a *loose line* (Figure 10–14).

Letter spacing is controlled by these settings:

• Letter Spacing On/Off

• Minimum, Normal, and Maximum space widths

• Letter Spacing Up to: _____ Ems

The automatic letter spacing control attempts to improve the appearance of a loose line by adding additional space between *letters*, thereby reducing space between words. Technically, the line is still considered loose and will still be flagged by the **Show Loose Lines** control in the **View** menu. However, it will look better with additional space between letters.

If the **Letter Spacing** option is set to **On**, Ventura Publisher adds additional space between letters until the space between words is equal to or less than the **Maximum Space Width** value.

To use the **Letter Spacing** option:

➤ Select the paragraph using the Paragraph tool.

➤ Click on the **Alignment** option button and set the **Horiz. Alignment** option to **Justified**.

➤ Click on the **Paragraph Typography** option button and set the **Letter Spacing** option to **On**.

➤ Set the **Minimum Space Width** to less than the **Normal Space Width**. A typical number is 0.700 (e.g., 70% of **Normal Space Width**). Values above 1.000 have no effect. The **Minimum Space Width** is the smallest space that can appear between words in a justified line.

➤ Set the **Normal Space Width** option to 1.000.

➤ Set the **Maximum Space Width** to the largest space allowable *between words* during justification. A typical value is 2.000 (e.g., twice the **Normal Space Width**).

➤ Set the **Up To** amount to the maximum space allowed *between letters* during letter spacing. 0.100 Ems is a typical amount.

The **Up To** setting prevents letter spacing from adding more space between letters than between words. In extreme cases this can actually happen. For most documents, keep this set to 0.100 Ems.

The resulting space width is calculated and shown in *Ems*, a typographic measurement equal to the width of the capital M in the current paragraph font size.

Normal Space Width

The **Normal Space Width** setting allows you to control the amount of space between words. This allows you to increase or decrease the size of any paragraph formatted with this tag. For instance, choosing a value of 2 doubles the space between every word. 1.000 is the normal setting for most documents.

Tracking

Tracking allows you to increase or decrease the space between every letter in a paragraph. To use this control:

➤ Select the **Looser** option to increase, or the **Tighter** option to decrease space between letters.

➤ Enter, on the **Tracking** entry field, the amount to add or subtract between individual letters.

Tracking is set in Ems, which are equal to the width of the capital M in the current font. You will quickly find that even a few hundredths of an Em makes a dramatic difference.

Tracking is typically used for very large headlines. Larger type sizes often look better if the letters are moved slightly closer together. You can also change tracking for body text. This will dramatically change both the look of the document and the number of pages needed to fit all the text in your document.

Local tracking override

The **Tracking** option controls tracking for the entire paragraph. To override the tracking setting for an individual paragraph or just for part of a paragraph, click on the Text tool and use the manual kerning/tracking option described in the Chapter 3.

Paragraph Menu

Example: Normal Space Width
                           (line is not justified)

Line is not justified. Normal space width.

This line is justified and has as many characters as possible on one line

Maximum number of characters on a justified
line results in Minimum Space Width.

Letter spacing OFF results in more
than the Maximum Space Width value

This   is   a   loose   line   and   therefore   the   line

This   is   a   loose   line   and   therefore   the   line

Letter spacing ON adds space between
letters and reduces space between words
up to the Maximum Space Width value

Figure 10–14.   Letter spacing controls.

Vertical justification

During vertical justification, additional space is first added between every picture and the text which surrounds these pictures. If, after all space has been added between pictures and the surrounding text, more space is still needed, space is next added between paragraphs, and between paragraphs and tables. The amount added before each paragraph or table can be different than the space added after.

Vertical justification between paragraphs   The **Vert. Just. At Top of Paragraph** and **At Bottom of Paragraph** options set the maximum amount of space that can be added above and below a paragraph during vertical justification. If less than the maximum amount of space is needed, then space for each paragraph is added in proportion to each paragraph's **Vert. Just At Top of Paragraph** and **At Bottom of Paragraph** amounts. The following example describes how this adjustment works. Assume, for instance, that within a given column:

- Twenty-four points additional space is needed to make text reach the bottom of a page.

- There are two complete paragraphs in the column, one tagged with Head and one tagged with Body Text.

- The tag called Head allows 18 points **Vert. Just. At Top of Paragraph** and 12 points **At Bottom of Paragraph**.

- The Body Text tag allows 12 points **Vert. Just. At Top of Paragraph** and six points **At Bottom of Paragraph**.

Using these assumptions, an additional nine points is added above, and six points is added below the Head. Six points will be added above and three points below the Body Text.

If the **Vert Just. At Top of Paragraph** option is set at zero, then no space is added above this paragraph during vertical justification. The same comment applies to the **At Bottom of Paragraph** option.

Vertical justification between lines

The last step in vertical justification is to add space between lines in each paragraph, if needed. Space is added between lines only if the text doesn't reach the exact bottom of the column, even after all space has been added between pictures and text, and between paragraphs and tables. The maximum amount allowed between lines for each paragraph tag is set by the **Between Lines of Para** option (see Figure 10–13). This setting also determines the allocation of space among different paragraphs in a column. Thus, if you set ten points between lines for a tag called Head, but only one point between lines in Body Text, then ten times more space will be added between lines in each Head in a column than will be added between Body Text lines.

If you set **Between Lines of Para** at zero, then no space will be added between lines for paragraphs tagged with this tag.

Vertical justification for tables

The **Insert/Edit Table** dialog box contains a **Vert. Just. Top** and **Vert. Just. Bottom** setting which functions identically to the paragraph settings described in the last subsection. Each table is treated just like a paragraph for purposes of vertical justification.

The **Vert. Just. Top** and **Vert. Just. Bottom** settings can be different for each table in your document.

Refer to page 8–10 for more information on vertical justification.

Paragraph Menu
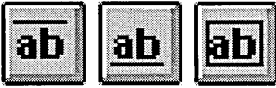
Ruling Lines

All three ruling line options function in an identical manner and provide the capability to place ruling lines above, below, and around a paragraph.

You can place up to three ruling lines, each of different thickness, with different spacing between each rule, above, below, or around a paragraph. You can then assign texture and color to each set of ruling lines. Ruling lines can be dashed. The paragraph ruling line options allow you to:

- Isolate text from surrounding copy.

- Provide lines between entries in a table.

- Place a ruling line on top of text to create the "reverse video" effect shown in Figure 10–17.

- Create change bars.

Operation

➤ Click on either the Paragraph tool or the Text tool button.

➤ Select a paragraph assigned with the tag you wish to modify.

➤ Click on the desired ruling line option button (**Ruling Line Above**, **Ruling Line Below**, or **Ruling Box Around**). A ruling line dialog box (Figure 10–15) corresponding to the ruling line option selected is displayed.

The **Ruling Boxes Around** is primarily 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. To avoid this problem, set the **Allow Within** option to **No** using the **Breaks** option

button. Also, a ruling box around a paragraph is only as wide as the first line in the paragraph.
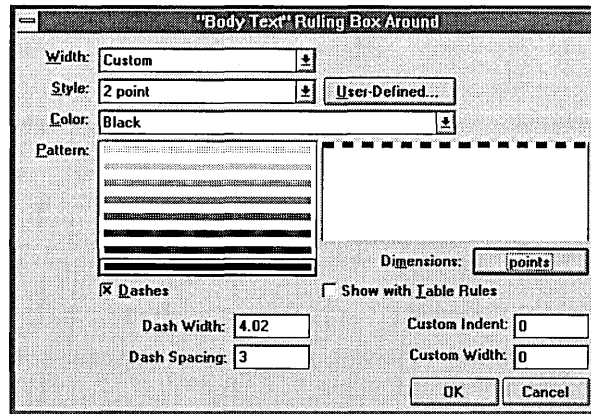
Figure 10–15. Ruling Box Around dialog box. Each ruling line dialog box operates identically.

Width   Select one of the ruling line **Width** options. These options include:

- **Text**—The ruling line width equals the width of the first line of text. Any indent set using the **Alignment** and **Spacing** options (**Paragraph** menu) will affect a Text ruling line.

- **Margin**—The ruling line width equals the width of the current column, less the paragraph's **In From Left** and **In From Right** spacing as set in the **Paragraph** menu **Spacing** option dialog box.

- **Column**—The ruling line width equals the width of the current column.

- **Frame**—The ruling line width equals the width of the frame if you have set the **Overall Width** option in the **Alignment** option dialog box (**Paragraph** menu) to **Frame-Wide**.

- **Custom**—You can set the starting point and width of the ruling line to any value you wish. Specify distance in (+) or out (-) from the left margin (**Custom Indent**) and width of the ruling line (**Custom Width**).

Style   The **Style** list box allows you to select from a number of pre-defined line styles. If you don't want to use one of the pre-defined styles, click on the **User-Defined** button.
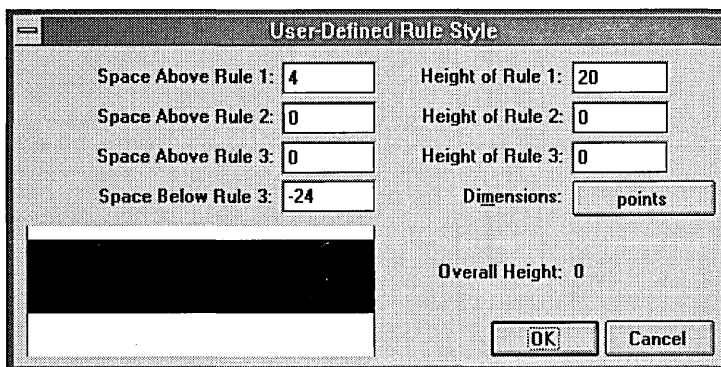
Figure 10–16.   User Defined Rule Style dialog box.

User-Defined   When the **User-Defined** option is selected, the User-Defined Rule Style dialog box (Figure 10–16) is displayed. Enter the appropriate ruling line height, as well as space between each ruling line, for each of the three rules. As soon as you move the text cursor to a new field, sample ruling lines appear to aid in determining the proper line thicknesses and spacing. This display is limited to about 0.5 inch. The total height occupied by all ruling lines is shown on the **Overall Height** line of the User-Defined Rule Style dialog box. You can create larger ruling lines, but they will not display in the dialog box.

The **Dimensions** button is used to change the unit of measure for the ruling line settings.

☞   You must click on the **User Defined** button in order to gain access to the User-Defined Rule Style dialog box.

Click on the **OK** button to exit the User-Defined Rule Style dialog box and save the settings. Click on the **Cancel** button to abandon the setting changes and exit the User-Defined Rule Style dialog box.

Color   The **Color** list box allows you to select a color for the ruling lines. The same color and pattern is assigned to all rules defined for a particular tag.

Custom colors and shades of gray defined in the Define Colors dialog box will appear in this list box.

Pattern The **Pattern** list box lists eight pre-defined ruling line patterns. These patterns range in shading value from 12.5% to 100% in 12.5% increments.

Dimensions The **Dimensions** button is used to change the unit of measure for the dashed line settings.

Dashes If you wish to make dashed rules, check the **Dashes** check box. When checked, the **Dash Width** and **Dash Spacing** options become available.

Dash Width

The **Dash Width** option allows you to enter a value for the amount of dash that will be visible between dash spaces.

Dash Spacing

The **Dash Spacing** option allows you to enter a value for the amount of space that will be visible between dashed lines.

Depending on the resolution of your screen, the dashes may not display in the **Normal** view. If dashes do not display on the screen, select the **Enlarged View** option to see the dashed lines.

Custom Indent/ The **Custom Indent** and **Custom Width** options are available only if
Custom width the **Custom** option is selected from the **Width** list box. These options allow you to enter custom values for the starting location and width of the ruling line.

White text on black rule

Using the Ruling Lines Above option, you can create reverse video text, e.g., placing a black ruling line over white text as shown in Figure 10–17. Refer to page 14–9 for the procedures to create this effect.

☞ Some printers are not capable of printing white text. Printing the CAPABILI.CHP (found in the TYPESET directory if the example chapters where installed) will allow you to determine if your printer is capable of printing white text.
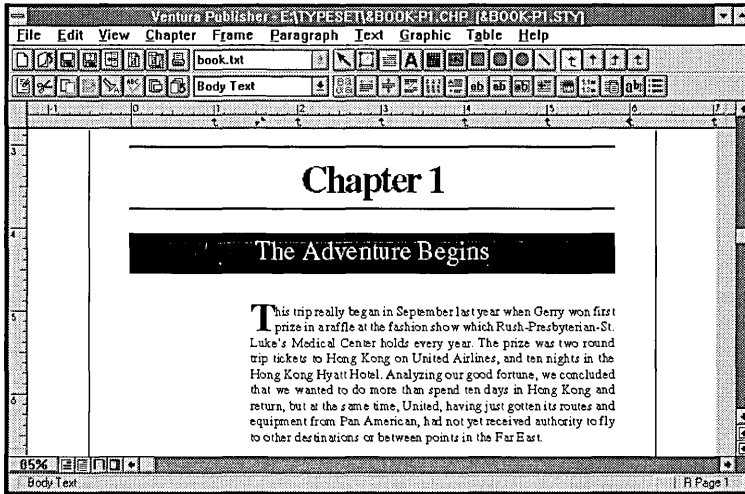
Figure 10–17.   White text within a black ruling line.

Auto-Numbering

Click on the **Auto-Numbering** option button to setup automatic section numbering for selected paragraph types. These section numbers can contain combinations of numbering styles and punctuation. The **Auto-Numbering** option allows you to create:

- Technical manual section numbers
- Outlines

Operation

Section Numbers This option automatically inserts numbers, letters or Roman numerals before every paragraph tagged with a specified tag. For example, the first paragraph tagged with the tag called **Heading** will be numbered 1, the next **Heading** paragraph will be numbered 2, and so on. You can create up to ten levels of section numbering by specifying ten different tag names in the Auto-Numbering dialog box.

To number paragraphs automatically, follow these directions:

➤ Click on the **Auto-Numbering** option button. The Auto-Numbering dialog (Figure 10–18) is displayed.
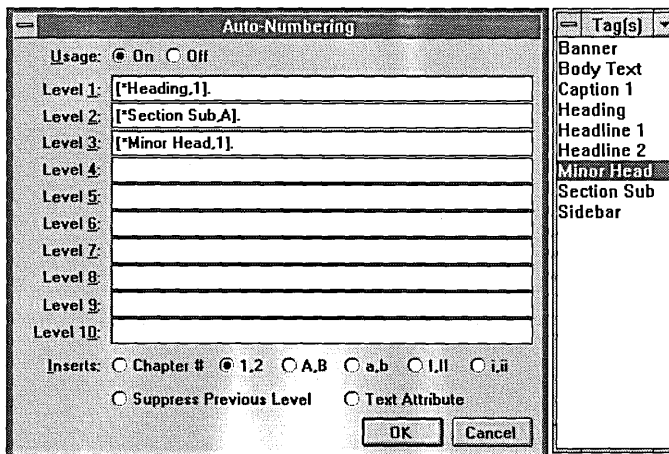
Figure 10–18.   Auto-Numbering dialog box. This example will place 1., 2., etc. in front of every paragraph tagged as a Heading; 1.1., 1.2., ... 2.1., 2.2., etc. in front of every paragraph tagged as a Section Sub, and so on.

➤ Set the **Usage** option to **On**. Place the text cursor on the **Level 1** entry field.

➤ Select the desired tag name from the floating Tags list and then choose one of the following:
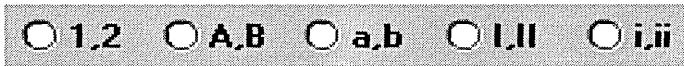
This determines whether Arabic, letters, or Roman numerals will be used.

For example, if you select the Heading tag name from the Tags list and then select Arabic numbering (e.g., 1,2), this places the entry:

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

on the **Level 1** entry field.

➤ Click on the **OK** button. In this example an Arabic number is inserted before every paragraph tagged with the Heading tag. Each succeeding Heading paragraph is numbered consecutively, even if other paragraphs intervene.

Numbers other than one   To start numbering with a number other than one, enter this number just inside the right bracket, without erasing the default numbers. For instance, to start numbering with the number 3, modify the preceding example to look like this:

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

This starting number is optional and is always entered in Arabic. If a starting number is omitted, **one** is assumed.

The starting number does not represent an actual Arabic number, but represents the starting number's relation to the default number or letter. For example, if lowercase letters are used for auto-numbering and you want to start with the letter d, the above example would look like:

```
[*Heading,a,4]
```

Adding punctuation   You can add punctuation (periods, hyphens, etc.) by placing the desired punctuation marks before or after the [ ] brackets that contain the tag name. For instance, to place a period after the section number as-

sociated with paragraphs tagged with Heading, change the **Level 1** entry field to:

`[*Heading,1].`

Repeat the above procedure for each additional level or tag that you wish to number automatically.

Example: the dialog box shown in Figure 10–18 will place 1., 2., etc. in front of every paragraph tagged as a Heading; 1.1., 1.2., … 2.1., 2.2., etc. in front of every paragraph tagged as a Section Sub, and so on.

Numbering hierarchy

Each time a tag specified in the **Auto-Numbering** option dialog box is encountered, the numbers for all lower level paragraphs are reset to their starting number.

Renumbering

Section numbers are added, deleted, or changed only when you make a change in the **Auto-Numbering** option dialog box, and then select the **Renumber Chapter** option in the **Edit** menu. Section numbers cannot be edited, although you can cut (delete) text which contains them.

Only text in pages can be auto-numbered. Text in frames and box text cannot be auto-numbered.

Outlines

In the previous examples, the section numbers accumulate at each level. Thus, a third level heading includes the numbers from the first and second levels, e.g., Section 2.5.3.

For outlines and certain other numbering schemes, however, you will want to suppress the previous numbering levels. For instance you want:

Paragraph Menu

I. First level
    A. Second level

not

I. First level

Previous level not
suppressed   ⟶ (I.A) Second level

To auto-number without including previous level numbers, use the **Suppress Previous Level** option. For instance, to suppress level one numbering for a level 2 paragraph:

➤ Place the text cursor at the far left of the **Level 2** entry field.

➤ Select the **Suppress Previous Level** option. This places a **[-]** at the current text cursor position.

➤ Add the section number as described under **Section Numbers**.

Figure 10–19 shows the settings for an outline that follows normal conventions (uppercase Roman letters, followed by uppercase letters, then Arabic numbers).
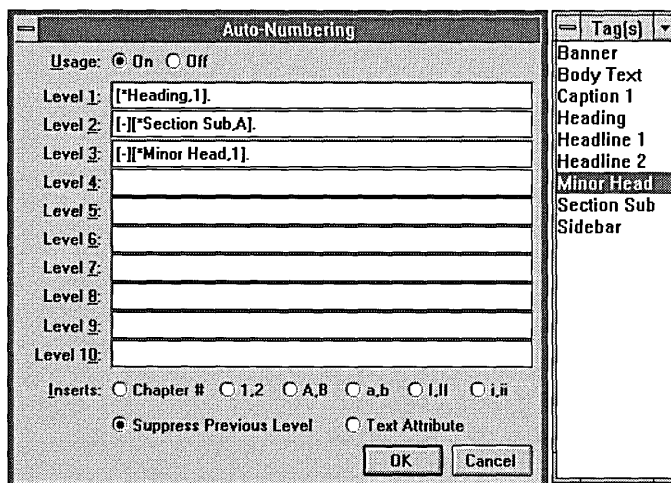
Figure 10–19. Numbering for outline. Note that the [-] characters at the beginning of levels 2 and 3 suppress printing of previous level numbers.

Generated section number tags

When section numbers are generated, each of the ten levels is automatically tagged with the following tags:

Level 1	Z_SEC1
Level 2	Z_SEC2
...	...
Level 10	Z_SEC10

Although you cannot change these tag names, you can alter their typographic settings. Generated tags are not shown in the Tags list, unless you set the **Generated Tags** option to **Shown** in the **Set Preferences** option (**Edit** menu) dialog box.

Altering generated section number tags   Initially, these generated tags have the same attributes as Body Text, which means that the section numbers appear on the line *above* the heading with which they are associated. If you want to place section numbers on the same line as their associated paragraphs, you can alter these generated tags by changing **Paragraph** menu settings for both the section number tag and the tag of the associated paragraph.

Change the section number's tag attributes to:

Paragraph option	Setting
Font	Same as paragraph
Alignment	Left
Spacing	No space below
Breaks	Line break before, Keep with next
Ruling Lines Above	As desired
Ruling Lines Below	None

Change the paragraph's tag attributes to:

Paragraph option	Setting
Font	Same as section tag
Alignment	Indent relative to previous line, plus one pica
Spacing	No space above

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Paragraph option	Setting
Breaks	Line break after
Ruling Lines Above	None
Ruling Lines Below	As desired

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

Figure 10–20 shows the results of changing the tags.

Changing paragraph tags places section numbers on same line with the headings.

8.5.1 Text Blocking (Run Arounds)

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

Immediately after placing Frames on a page using the

Figure 10–20.   Generated section numbers placed on same line as headings.

Chapter numbers

You can include chapter numbers at any level by selecting the **Chapter #** option in the **Auto-Numbering** option dialog box. This places [C#] at the current text cursor position and automatically inserts the chapter number at that location within the section number.

Independent numbered lists

If you create an outline or a numbered list using the approach shown in Figure 10–19, 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.

To reset numbering:

➤ Place Body Text as the tag name in the **Level 1** entry field.

➤ Create your numbered list hierarchy starting in the **Level 2** entry field.

Thus, as soon as any body text paragraph is encountered, the outline or list numbering resets itself. Body text paragraphs will now be numbered. You can, however, eliminate numbering at any level merely by deleting the paragraph numbering type. For instance, if you want to use the Body Text tag to reset numbering, place the following in the **Level 1** entry field:

```
[*Body Text]
```

Note that numbering is removed

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

Auto-text addition

You can place text on any level, either before or after the tag name. Figure 10–18 shows periods placed after some of the tag names. Other text can be placed on these lines as well. If the section number is eliminated, as described in the previous paragraph, 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** (e.g., for a chapter that contains the text of an interview), type:

```
[*Question]Daily Times:
```

at the appropriate level.

Text attributes

You can use any of the text attributes (e.g., bold—**<B>**) shown in Appendix D. You must place these attributes outside the command brackets (e.g., outside the [ ] brackets).

Example: to change the word **Times** in the above example to bold italic, type:

```
<B>[*Question]Daily <BI>Times:<D>
```

Define Colors

The **Define Colors** option allows you access to the complete PANTONE® Color library as well as the ability to define custom colors and shades of gray. A total of 253 colors from a palette of 16.8 million can be defined for use in a chapter. You can then apply these colors and shades of gray to text, ruling lines, graphics, etc.

☞ The capability to see the colors on the monitor is dependent on the video hardware attached to your computer and the video drivers installed in Windows.

Color separations definition

Conventional ink printing creates colors two ways:

- **Process Color**. A page is run through the press four times, once for each of the four process colors (cyan, yellow, magenta, and black). The colors are, in essence, mixed on the page to produce an almost limitless range and hue of colors.

  Process color is used to print color photographs and other images that require reproduction of a large range of colors. Because the color you see depends on correct placement of the different color dots placed on the page by the printing press, process color requires near-perfect alignment of the four colors on the page to produce good results. This perfect alignment is called *registration*.

- **Spot Color**. A page is run through the press once for each specific color on the page. Each color printed on the page is generally separated from the other colors on the page instead of being mixed together.

  Spot color is used when only a few discrete colors are needed, such as a single color for headings and ruling lines. Registration is not as critical with spot color, because no color mixing is done on the page.

Ventura Publisher supports both process and spot color.

PANTONE is a registered trademark of Pantone, Inc.

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☞ Ventura Publisher supports process color separation of all page ele-
ments (text, graphics, and pictures) through the installation and use of
the Ventura Separator color extension product.

You can print colors in one of four ways:

- If you print to a color PostScript printer such as the QMS Color
  Script™ 100, each page is printed in color.

- If you print each page to a black and white laser printer or imageset-
  ter, the colors are converted to shades of gray (some limitations
  apply—refer to the **Limitations** section for your printer in Appendix
  F).

- If you print each page to a black and white laser printer or imageset-
  ter, and click on the **Color Separations** option in the **Print** option
  dialog box, a separate black page is printed for each color you have
  defined. Colors are not converted to shades of gray.

- If you print each page to a file using either spot color separation or
  process color separation, the files can then be sent to a service bureau
  and printed on an imagesetter.

Color models   Colors can be defined in Ventura Publisher using one of six color models.
These color models are:

- CMYK – Cyan, Magenta, Yellow, Black
- CMY – Cyan, Magenta, Yellow
- RGB – Red, Green, Blue
- HLS – Hue, Lightness, Saturation
- PANTONE MATCHING SYSTEM® solid color definitions
- PANTONE MATCHING SYSTEM process color definitions

☞ PANTONE Color computer hard copy simulations used in Ventura Pub-
lisher are four-color process simulations and may not match
PANTONE-identified solid color standards. Use PANTONE Color Ref-
erence Manuals for accurate color. PANTONE Color simulations are
only obtainable on licensed hardware when driven by qualified-licensed
software packages. Contact Pantone, Inc. for a current list of qualified
licensees. Pantone, Inc. assumes no responsibility for color inaccuracies
on non-licensed output devices.

PANTONE MATCHING SYSTEM is a registered trademark of Pantone, Inc.

Operation

➤ Click on either the Paragraph tool or the Text tool button.

➤ Click on the **Define Colors** option button. The Define Colors dialog box (Figure 10–21) is displayed. The colors displayed in this dialog box are those colors that have been defined for use with the current style sheet. The first eight colors are default colors and cannot be edited or deleted.

☞ Color names displayed in the Define Colors dialog box may appear with an asterisk. An asterisk will appear in a color name when a color defined in a style sheet from a previous version of Ventura Publisher has the same color name as one of the version 4.0 and above default colors but different color values. Refer to page 10–62 for more information on how colors defined in previous versions of Ventura Publisher are imported into Ventura Publisher Windows edition 4.0 and above.
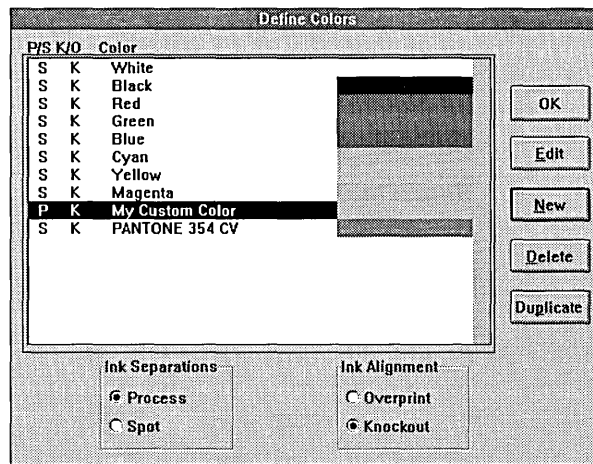
Figure 10–21. Define Colors dialog box.

Color list box   The color list box displays the colors defined in the currently loaded style sheet. Selecting any of the colors shown will allow you to duplicate, and then edit and save the color under another name using the selected color as a base for the new color. Selecting any of the non-default colors will allow you to edit, delete, or duplicate that color. With the exception of changing the **Ink Separations** and **Ink Alignment** settings, the eight default colors appearing at the top of the color list cannot be edited or deleted.

☞ Color numbers for the colors defined in the Define Colors dialog box can be determined by using the Update Tag List dialog box **Print Stylesheet** option. The generated text file will list all color numbers necessary for entering color formatting codes from within a word processor.

Colors are selected by clicking on the color name. Double-clicking on a color name will display a vertical color bar for that color along the right edge of the other horizontal color bars. This allows you to see how the selected color appears in comparison with the rest of the colors in the list.

Two columns of letters appear to the left of the color names. These letters relate to the **Ink Separations** and **Ink Alignment** settings for the corresponding color.

☞ These settings will not appear in any other dialog box displaying a color menu. If you have defined two identical colors with different **Ink Separations** or **Ink Alignment** settings you should include the corresponding setting in the name of at least one of the identical colors.

Ink separations The Ink Separations options allow you to specify whether the selected color will be a spot color or a process color. These settings only apply when the chapter is either spot- or process-color separated using the options in the Print dialog box.

☞ A color set as a process color will separate like a spot color unless the Ventura Separator color extension product is installed. A color can be defined as a process color without Ventura Separator installed to allow for the chapter to be separated by a service bureau using Ventura Publisher with Ventura Separator installed.

Ink Alignment The **Ink Alignment** options allow you to specify how a color will act when placed on top of another color. These options are applicable only when the Ventura Separator color extension product is installed or if your chapter is to be sent to a service bureau using Ventura Publisher and Ventura Separator.

Overprint

A color defined as an **Overprint** color will not obscure a color placed below, but will blend with the color. This capability is available only when the color is process color separated.

☞ Overprint can only be accomplished when the chapter is process color separated using the Ventura Separator color product. If a color is defined as an **Overprint** color and subsequently separated using spot color separation, the color will act as if it were a **Knockout** color.

Top layer

Bottom layer
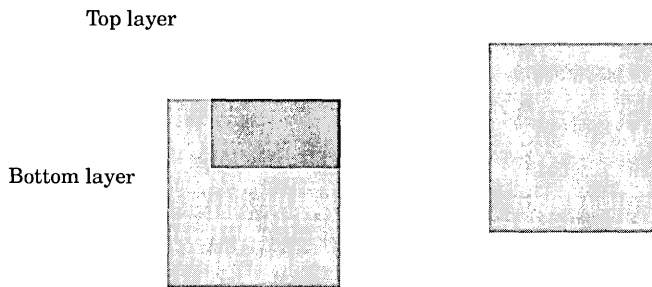
Figure 10–22.   Example of how overprint colors separate.

Knockout

A color defined as a **Knockout** color will completely obscure a color placed below the knockout color. When separated, any colors below the knockout color will produce a white mask corresponding to the area covered by the knockout color.

Top layer

Bottom layer
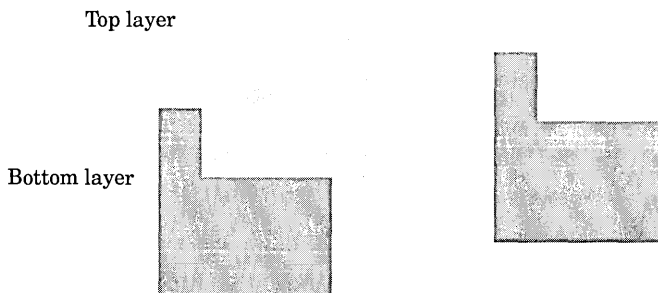
Figure 10–23.   Example of how knockout colors separate.

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**Edit/new/
duplicate** These three options operate similarly and will be described together with any differences in operation noted. Each option performs the following general functions.

Edit – The **Edit** option is used to edit an existing color or color name selected from the Define Colors dialog box.

New – The **New** option is used to add a new color to the Define colors dialog box.

Duplicate – The **Duplicate** option is used to add a new color to the Define Colors dialog box based on an existing color selected from the Define Colors dialog box.

☞ PANTONE colors cannot be edited. In order to redefine a PANTONE color, you must add the PANTONE color to the Define Colors dialog box and then click on the Duplicate button. The Specify Color dialog box will appear with the CMYK (for PANTONE process) or RGB (for PANTONE solid) equivalents displayed. The color values can then be edited as desired and the color saved to the color list under a new name.

When one of these options is selected, the Specify Color dialog box (Figure 10–24) is displayed.
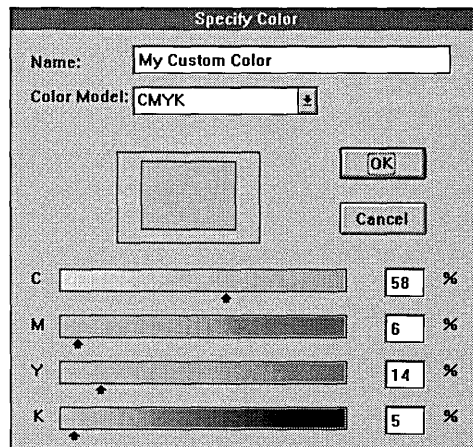
Figure 10–24.   *Specify Color dialog box with CMYK color model selected.*

Name

When the **Edit** option is selected from the Define Colors dialog box, the **Name** field will display the name of the color selected in the Define Colors dialog box. When the **New** option is selected from the Define Colors dialog box, the **Name** field will be blank. When the **Duplicate** option is selected from the Define Colors dialog box, the **Name** field will display "Copy of" followed by the name of the color selected in the Define Colors dialog box.

☞ If the **Duplicate** option is selected when a PANTONE color is selected in the color list, the "Copy of" will not appear. Instead, the **Name** field will be left and a new name will be required.

If the **Edit** option was selected from the Define Colors dialog box, changing the name in the **Name** field will overwrite the name of the color selected in the Define Colors dialog box. If the **New** option is selected from the Define Colors dialog box, a new name must be entered in the **Name** field before the color can be added to the Define Colors dialog box list.

A maximum of 25 characters can be entered for the color name.

If a color name entered in the **Name** field is the same as that used by a previously defined color, the following alert is displayed when you click on the **OK** button to exit the Specify Color dialog box.
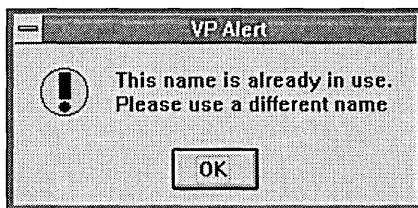
If the **Name** field is left blank, the following alert is displayed when you click on the **OK** button to exit the Specify Color dialog box.

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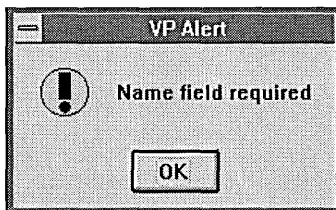
Click on the **OK** button from either alert to return to the Specify Color dialog box and enter or change the name in the **Name** entry field.

Color Model

A *color model* is simply a set of color components used to define a single color. By manipulating the color component values of the color model, you can define a color from a palette of up to 16.8 million colors. Ventura Publisher provides the following color models.

- CMYK – **C**yan, **M**agenta, **Y**ellow, blac**K**

- CMY – **C**yan, **M**agenta, **Y**ellow

- RGB – **R**ed, **G**reen, **B**lue

- HLS – **H**ue, **L**ightness, **S**aturation

Ventura Publisher also supplies 2 PANTONE color definition libraries.

- PANTONE solid – PANTONE color definitions for spot color printing

- PANTONE process – PANTONE color definitions for process color printing

PANTONE color definitions are not true color models since the components of the colors cannot be edited or user defined. Instead, the colors are pre-defined colors generated as a common standard for the pre-press and printing industry to ensure consistency throughout the pre-press operations and printing of color.

The **Color Model** list box allows you to select a color model for use in defining a color. Selecting one of the top four color model options (CMYK, CMY, RGB, or HLS) will change the color model setting bars at the bottom of the dialog box to display the individual settings available for the selected color model. When changing color models, the color settings from the previous color model are translated to the new color model in order to maintain the same color across color models.

When changing from CMYK, CMY, RGB, or HLS color models to one of the PANTONE color definition library options, the color settings from the previous color model are not translated.

Selecting one of the PANTONE options will display the Select PANTONE Color dialog box for the selected PANTONE definition

library (solid or process). This dialog box allows you to select one of the pre-defined color definitions for use in you chapter. Refer to the PANTONE color model section starting on page 10–58 for more information on working with PANTONE colors.

Color chip

The color chip, located in the center of the Specify Color dialog box, allows you to view how changes to the different color model settings affect the color you are defining.

When the **New** option is selected from the Define Color dialog box, the color chip is initially white. As you modify the settings for the selected color model, the color produced using those settings is displayed in the color chip.

When the **Edit** or **Duplicate** option is selected from the Define Colors dialog box, the color chip is divided. Initially, both halves of the color chip will be identical. As you modify the settings for the selected color model, the right side of the color chip will change to reflect the changes while the left side of the color chip will remain the same as the color originally selected. This allows you to view how the changes to the color model settings affect how the color is changed in comparison to the color originally selected.

The color chip is not used when one of the PANTONE color definition library options are selected.

Color model component settings

The color model component settings comprise three or four color bars at the bottom of the dialog box depending on the color model selected (except PANTONE) from the **Color Model** list box.

A color model component is adjusted by either dragging the arrow at the bottom of each color bar, or by entering a percentage in the entry field of each color bar. Each color model component can be set to any value between 0 and 100% in increments of 1%.

As you change the settings for each component of the color model, the color bars will redraw to show you how further adjustments to each setting will affect the color you are defining.

☞ If you enter a percentage value in the entry field for any color bar, you must move out of the color bar entry field using the **Tab** key or by clicking in another entry field before the color bars will update.

PANTONE color definitions Ventura Publisher provides both the PANTONE solid color and PANTONE process color definition libraries. When one of the PANTONE color definition libraries is selected from the **Color Model** menu, the Select PANTONE dialog box (Figure 10–25) is displayed.

☞ When selecting a PANTONE color for use in your document, select the PANTONE color from the library that matches how the document is to be separated (**PANTONE Solid** for spot color or **PANTONE Process** process color separated).

The PANTONE solid color definition library is used to reproduce the PANTONE colors shown in a PANTONE solid color chip book when the color is printed as a spot color. Similarly, the PANTONE process color definition library is used to reproduce the PANTONE colors shown in a PANTONE process color chip book when the color is separated into CMYK color components.

The PANTONE solid color definitions selectable in Ventura Publisher will faithfully match the PANTONE solid color inks used by printers. PANTONE solid colors that are process color separated cannot be reproduced correctly.

The PANTONE process color definitions selectable in Ventura Publisher are designed to be process color separated, and no spot color inks are available for these colors.

☞ PANTONE colors cannot be edited. In order to redefine a PANTONE color, you must first add the PANTONE color to the color list in the Define Colors dialog box, and then, with the PANTONE color selected, click on the **Duplicate** button. The Specify Color dialog box will appear with the CMYK color model (for PANTONE process) or RGB color model (for PANTONE solid) equivalents displayed. The color model components can then be edited as desired, and the color saved to the color list under a new name.

Selecting a PANTONE color

Selecting one of the PANTONE color definition options from the **Color Model** menu will display the Select PANTONE dialog box (Figure 10–25).
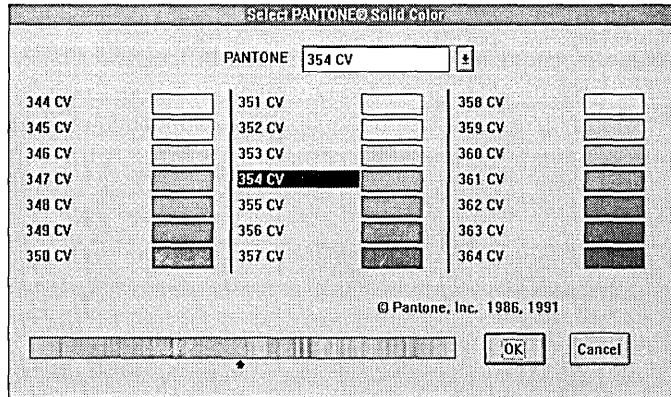
Figure 10–25.   Select PANTONE® Solid Color dialog box.

PANTONE colors can be selected from the Select PANTONE dialog box in one of three ways:

* If you know the name of the PANTONE color you want to select, simply highlight the name in the PANTONE entry field, type the first three or four characters of the PANTONE name you want to select, and then press the **TAB** key. The first PANTONE name matching the characters you entered will be displayed in the PANTONE entry field and shown as highlighted in the PANTONE chip area of the dialog box below the PANTONE color entry field.

  If the correct PANTONE color is not displayed in the PANTONE entry field, the desired PANTONE color will probably be displayed in the PANTONE chip area of the dialog box. Simply click on the desired color chip.

* Selecting the PANTONE list box located next to the PANTONE color entry field displays a scrolling list from which a PANTONE color can be selected.

* Click and drag the arrow below the PANTONE color bar at the bottom of the dialog box to the approximate color you wish to select. As you move the arrow, the color chips will update to display the PANTONE colors in the color range corresponding to the position of the arrow. When the desired PANTONE color is displayed in the color chip area of the dialog box, select the desired color chip.

☞ The color chip columns in this dialog box directly correspond to the color chips found on each page of a standard PANTONE chip book.

Defining and using custom shades of grays

Custom shades of gray can be defined the same as any other color in the **Define Colors** dialog box. Once you define a shade of gray, you can use it within any of the dialog boxes that support color. To assign a gray level after you have defined it using the **Define Colors** option, follow these steps:

➤ Select the shade of gray from the **Color** list box within any dialog box containing color options.

➤ If the dialog box includes a **Pattern** list box, select the solid pattern option.

☞ The **Pattern** setting available in most dialog boxes provides an alternate, but less flexible, way to produce shades of gray. Combining a gray color with a pattern can be confusing and is not recommended.

Color printing

The **Define Colors** option allows you to create a color name and assign a unique color value to that name. The actual hue you create is useful only when you print to a color printer which can print a large range of colors. Only color printers such as the QMS ColorScript™ printer are supported. However, by assigning color names to text and graphics, you can create color separations which can be sent to an offset printing facility as the input to color production of your document.

☞ Process color separation and separation of color pictures loaded into a chapter are supported only when the Ventura Separator color extension is installed.

Spot color   If you plan to have your document printed using the spot color separation and printing process, follow this procedure:

➤ Define the desired colors using the options in the Define Colors dialog box as described previously. Set the **Ink Separations** setting for each

color to **Spot**. Set the **Ink Alignment** setting for each color to **Knockout**.

☞ A color set to **Process** will separate like a spot color unless the Ventura Separator color extension product is installed. Likewise a color set to **Overprint** will separate like a knockout color unless Ventura Separator is installed. A color can be defined as a process and overprint color without Ventura Separator installed to allow for the chapter to be process color separated by a service bureau using Ventura Publisher with Ventura Separator installed. Refer to the Process color section below for information on using process and overprint colors in a document that is to be process color separated.

➤ Assign the **Color Names** you have defined to fonts, ruling lines, background fill patterns, and graphics.

➤ When you print draft copies of your document, ensure the **Color Separations** check box is not checked in the Ventura Print Options dialog box. This will produce a black and white representation of your final color page. Each color is converted to an appropriate shade of gray, depending on the capabilities of your printer.

➤ When you are ready to print the final copy, check the **Color Separations** check box and use the Colors option dialog box to select the colors to be included in the separation. Ventura Publisher will print a separate black and white page for each color selected in the Separation Colors dialog box.

For each separation plate (page), only the text and Ventura Publisher graphics for that color is printed, and each color is printed in 100% black. During the offset printing process, these individual black and white pages are transferred to color plates. The people who make these plates and the people who control the printing presses determine the shade and hue of each color. Refer to the **Print** option section starting on page 5–54 for more information on using the separations options in the Print dialog box.

Process color   If you plan to have your document printed using the process color separation and printing process, follow this procedure:

➤ Define the desired colors using the options in the Define Colors dialog box as previously described.

☞ A color set to **Process** will separate like a spot color unless the Ventura Separator color extension product is installed. Likewise a color set to

Overprint will separate like a knockout color unless Ventura Separator is installed. A color can be defined as a process and overprint color without Ventura Separator installed to allow for the chapter to be separated by a service bureau using Ventura Publisher with Ventura Separator installed.

➤ Assign the **Color Names** you have defined to fonts, ruling lines, background fill patterns, and graphics.

➤ When you print draft copies of your document, ensure the **Color Separations** check box is not checked in the Ventura Print Options dialog box. This will produce a black and white representation of your final color page. Each color is converted to an appropriate shade of gray, depending on the capabilities of your printer.

➤ When you are ready to print the final copy, check the **Color Separations** check box and use the **Colors** option dialog box to select the colors to be included in the separation. If Ventura Separator is not installed, you cannot perform process color separation on the chapter. However, you can copy the chapter to a floppy disk using the Manage Publication option and send the chapter to a service bureau using Ventura Publisher with Ventura Separator installed for process color separation. If Ventura Separator is installed, refer to the Ventura Separator documentation for a description of how Ventura Separator operates and procedures for creating process color separations.

Colors defined in previous versions of Ventura Publisher

The colors defined in the Define Colors dialog box in all versions of Ventura Publisher having color capabilities are stored in the style sheet.

In versions of Ventura Publisher prior to version 4.0, you have the capability of applying a total of 8 colors to any component of your chapter. Six of these colors (color numbers 2 through 7) are user definable using the options in the Define Colors dialog box. The colors white and black (color numbers 0 and 1) are not editable colors.

In Ventura Publisher 4.0 and above you have the capability of applying a maximum of 254 colors to components of your chapter. In Ventura Publisher 4.0 and above however, the first 8 colors (color numbers 0 through 7) are not editable colors.

When loading a style sheet in Ventura Publisher version 4.0 and above that was generated in an earlier version, Ventura Publisher 4.0 and above will analyze the colors stored in the style sheet. If the colors in the

earlier version style sheet have not been redefined or renamed from the standard default color values and names, Ventura Publisher will bring these colors straight across to match the eight non-editable default colors in Ventura Publisher 4.0 and above.

If one or more colors have been redefined or renamed in the earlier version style sheet, Ventura Publisher 4.0 and above will reassign these colors (and the color numbers) below the 8 non-editable colors in Ventura Publisher 4.0 and above. It is important to note that Ventura Publisher will not reassign the color number of the components of a chapter to the new reassigned color number. For example, consider the following scenario:

In a version of Ventura Publisher prior to 4.0, I have redefined the default color red (color number 2) to be a 50% gray (CMYK set to 50%), and changed the name to *50% Gray*. I have then assigned this color to a tag named *Headline*. All other colors are left at the default color values and names.

When this chapter is opened in Ventura Publisher 4.0 and above, the color named 50% Gray (color number 2 in the previous version) will not match the non-editable color number 2 (red) in Ventura Publisher 4.0 and above. The 50% Gray color value and name will then be reassigned to color number 9 in Ventura Publisher 4.0 and above. However, any paragraphs tagged with the Headline tag name will appear in red since Ventura Publisher has not reassigned the color number applied to the Headline tag, and color number 2 is red in Ventura Publisher 4.0 and above.

Color names displayed in the Define Colors dialog box may appear with an asterisk. An asterisk will appear in a color name when a color defined in a style sheet from a previous version of Ventura Publisher has the same color name as one of the version 4.0 and above default colors but different color values.

The 50% Gray color name and number can again be applied to the Headline tag by using the Paragraph tool to selecting any paragraph tagged with the Headline tag, and changing the color in the **Fonts** option dialog box to the reassigned 50% Gray color.

Add New Tag

The **Add New Tag** option allows you to create new paragraph tags.

Operation

➤ Click on either the Paragraph tool or the Text tool button.

➤ Select a paragraph to which you want to apply the new tag.

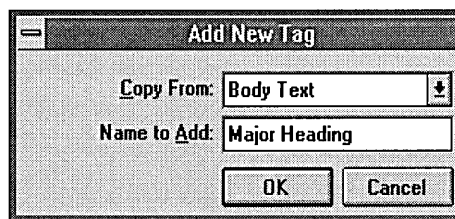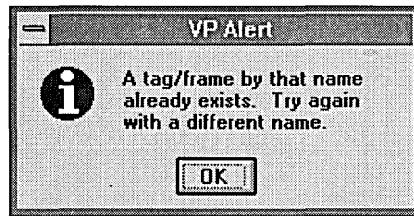➤ Click on the **Add New Tag** option button, or press **Ctrl + 2**. The Add New Tag dialog box (Figure 10–29) is displayed.

Figure 10–29. Add New Tag dialog box.

➤ Enter the name of the new tag in the **Name to Add** entry field. If you want to copy the settings from a tag other than the one selected, select the tag name from the **Copy From** list box.

➤ Click on the **OK** button when finished. The new tag name immediately appears in the alphabetized Tags list, and the currently selected paragraph is tagged with this new tag.

If the name entered in the **Name to Add** entry field is the same as that of a previously created tag, the following alert is displayed.

Click on the **OK** button to return to the Add New Tag dialog box and enter another name in the **Name to Add** entry field.

Update Tag List

The **Update Tag List** option provides several tools to help you manage the paragraph tags that are stored in the style sheet. These tools include:

- Delete tags

- Rename tags

- Assign tag names to function keys

- Print the style sheet

- Save the style sheet

- Add a new tag

The last two functions are duplicates of those found elsewhere in Ventura Publisher: the ability to save a style sheet is described in the **Save Style As** option section of the **File** menu chapter, and the **Add Tag** option duplicates the function described in the **Add New Tag** option section of this chapter.

Operation

➤ Click on either the Paragraph tool or the Text tool button. If you select the Text tool

➤ Click on the **Update Tag List** option button. The Update Tag List (Figure 10–26) is displayed.
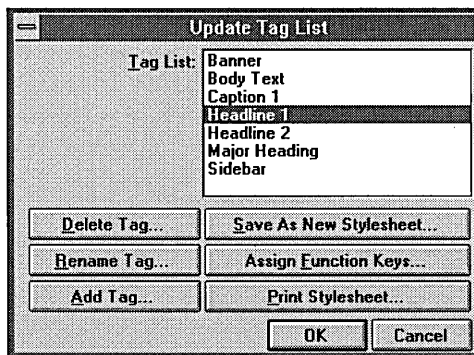
Figure 10–26.   Update Tag List dialog box.

Tag List list box The **Tag List** list box displays all of the tags in the currently loaded style sheet. Select a tag from the list box by clicking on the tag name.

Delete Tag The **Delete Tag** option permanently removes the selected tag from the style sheet. To delete a tag:

➤ Select the name of the tag you wish to delete from the **Tag List** list box.

➤ Click on the **Delete Tag** button. The Delete Tag dialog box (Figure 10–27) is displayed.
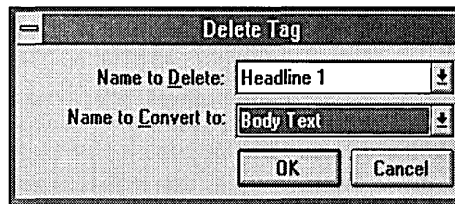
Figure 10–27. Delete Tag dialog box.

➤ If the name of the tag you wish to delete is not displayed in the **Name to Delete** list box, simply select the desired tag name from the list box.

➤ Paragraphs tagged with the tag you are about to remove must be converted to some other tag. Select this tag name from the **Name to Convert to** list box.

If, for example, 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 the Sub Head tag, and the tag Headline is removed from the style sheet.

➤ Click on the **OK** button.

If you attempt to delete the Body Text tag, the following alert is displayed.

10 – 67
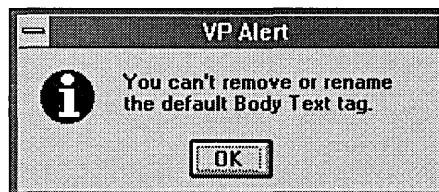
Click on the **OK** button to return to the Delete Tag dialog box.

Recovering deleted tags

Use caution with this option if you use the same style sheet for more than one chapter. Although **Delete Tag** removes the selected tag from paragraphs in all text files in the currently opened chapter, all other text files previously formatted with this style sheet may still contain paragraphs tagged with the removed tag name. When you once again open chapters containing these text files combined with the revised style sheet, all paragraphs previously tagged with the removed name will be formatted as Body Text, and the removed tag name will appear in upper case in the Tags list.

Once you delete a tag, this tag is removed from the current chapter. If you decide you do not want these tags removed from the current chapter after you click on the **OK** button in the **Delete Tag** option dialog box, you can still recover the original chapter as follows:

➤ Click on the **Cancel** button in the **Update Tags List** option dialog box.

➤ Click on **Abandon** when asked if you want to save or abandon changes to the style sheet. If you want to save the changes, save them under a new name.

➤ Select the **Revert to Saved** option in the **File** menu.

Rename tag The **Rename Tag** option allows you to change the names of existing tags. To rename a tag:

➤ Select the name of the tag you wish to rename from the **Tag List** list box.

➤ Click on the **Rename Tag** button. The Rename Tag dialog box (Figure 10–28) is displayed.
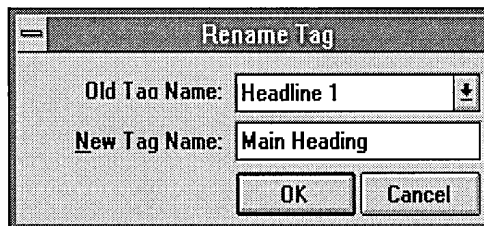
Figure 10–28. Rename Tag dialog box.

➤ If the name of the tag you wish to rename is not displayed in the **Old Tag Name** list box, simply select the desired tag name from the list box.

➤ Enter the new tag name in the **New Tag Name** entry field and click on the **OK** button.

If you attempt to rename the Body Text tag, the following alert is displayed.
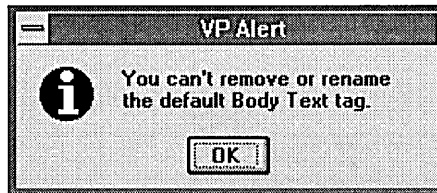
Click on the **OK** button to return to the Delete Tag dialog box.

Add New Tag   The **Add New Tag** option allows you to create new tag names. To add a new tag:

➤ Click on the **Add New Tag** button. The Add New Tag dialog box (Figure 10–29) is displayed.

Figure 10–29.   Add New Tag dialog box.

➤ Enter the name of the new tag in the **Name to Add** entry field. If you want to copy the settings from a tag other than the one selected, select the tag name from the **Copy From** list box.

➤ Click on the **OK** button when finished. The new tag name immediately appears in the alphabetized Tags list, and the currently selected paragraph is tagged with this new tag.

If the name entered in the **Name to Add** entry field is the same as that of a previously created tag, the following alert is displayed.

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Click on the **OK** button to return to the Add New Tag dialog box and enter another name in the **Name to Add** entry field.

Save As New Stylesheet

The **Save As New Stylesheet** option allows you to save the style sheet under another name. Saving the style sheet under the same name after making modifications to the style sheet will cause those modifications to be applied to other chapters that use the same style sheet. To ensure that you don't make unwanted changes to other chapters, you should always save the style sheet under a new name after making style sheet modifications unless you want those modifications to affect other chapters. To save the style sheet under another name from the Update Tag List dialog box:

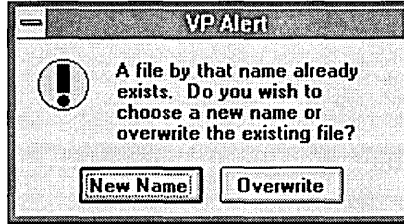➤ Click on the **Save As New Stylesheet** button. The Save File As dialog box (Figure 5–9) is displayed.
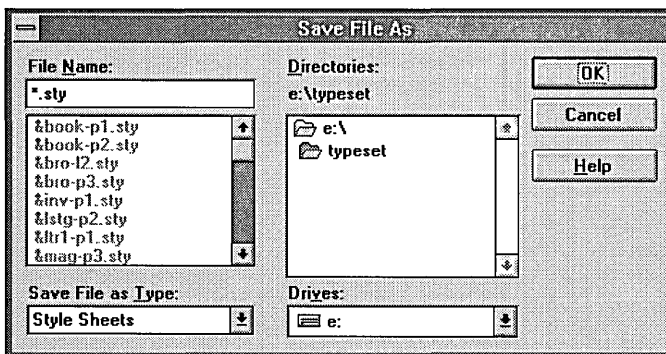
Figure 10–30. Save File As dialog box for style sheet (STY) files.

➤ Use the **Drives** and **Directories** list boxes to locate the drive and directory in which you want the style sheet file to be saved. When the name of the destination directory is shown in the **Directories** list box, enter a file name for the style sheet in the **File Name** entry field and click on the **OK** button. If you want the style sheet to be saved over a previously saved style sheet file, select the file name of the previously saved style sheet file in the **File Name** list box and click on the **OK** button, or double-click on the style sheet file name.

If the extension is not specified, Ventura Publisher automatically adds STY.

If the file name under which you are saving the style sheet is the same as that of a previously saved style sheet, the following alert is displayed.

Click on the **New Name** button to re-display the Save File As dialog box and select a different file name for the style sheet. Click on the **Over-write** button to save the style sheet over the previously saved style sheet file.

Assign Function Keys
The **Assign Function Keys** option allows you to assign tag names to the keyboard function keys. These tags can be assigned to paragraphs using either the Paragraph tool or the Text tool.

If you use this option to tag paragraphs while using the Text tool, it greatly decreases the time required to format and edit a document because it eliminates switching between the Paragraph and Text tools.

➤ Click on the **Assign Function Keys** button. The Assign Function Keys dialog box (Figure 10–31) is displayed.
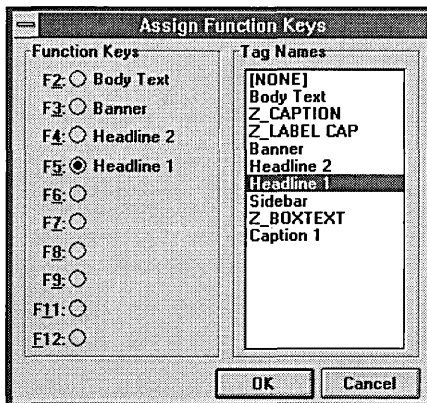
Figure 10–31.   Assign Function Keys dialog box.

➤ Select one of the **Function Keys** options.

➤ Select the tag name you wish to assign to the selected key from the **Tag Name** list box.

➤ Repeat the last two steps for each function key to which you wish to assign a tag.

➤ Click on the **OK** button when finished.

☞ Function keys F1 and F10 are reserved by Windows and cannot be reassigned.

Once you have assigned tags to function keys, you can apply them by using either the Paragraph tool or the Text tool to select a paragraph, and then pressing the function key corresponding to the tag that you want applied to the paragraph.

Print style sheet The **Print Stylesheet** option generates a text file containing a description of the attributes of all tags in the currently loaded style sheet. To generate this style sheet file:

Click on the **Print Stylesheet** button. The save File As dialog box (Figure 10–32) is displayed.
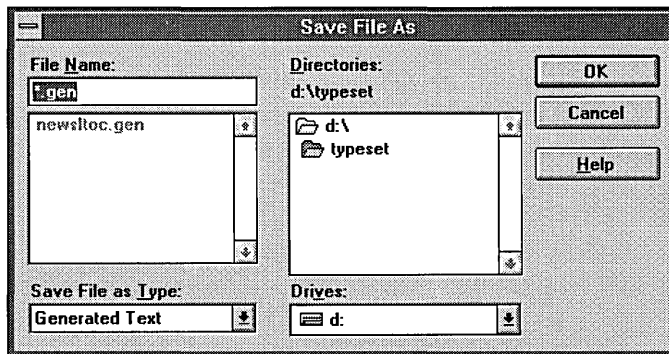
Figure 10–32. Save File As dialog box for generated (GEN) style sheet description files.

Use the **Drives** and **Directories** list boxes to locate the drive and directory in which you want the file to be saved. When the name of the destination directory is shown in the **Directories** list box, enter a file name for the style sheet description file in the **File Name** entry field and click on the **OK** button. If you want the file to be saved over a

previously saved file, select the file name from the **File Name** list box and click on the **OK** button, or double-click on the file name.

If the extension is not specified, Ventura Publisher automatically adds GEN.

If the file name under which you are saving the style sheet description file is the same as that of a previously saved file, the following alert is displayed.
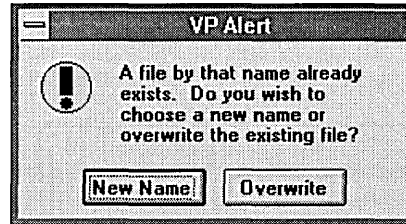
Click on the **New Name** button to re-display the Save File As dialog box and select a different file name for the style sheet. Click on the **Overwrite** button to save the style sheet over the previously saved style sheet file.

Once the style sheet description file has been generated, you can then load this file into Ventura Publisher using the **Load Text/Picture** option and selecting the **Generated** text format. Create your own style sheet to format this text, or use the STYLOG.STY style sheet provided in the TYPESET directory.

☞ The text file generated using this option lists the color numbers for all colors defined in the Define Colors dialog box. These color numbers are used for entering text color formatting codes in a word processor and dialog boxes within Ventura Publisher.

Cancel Click on the **Cancel** button exits the Update Tag List dialog box and abandons all changes to the style sheet.

The **Cancel** button will not undo a change made to a style sheet that was saved to disk using the **Save As New Stylesheet** option.

OK Selecting the **OK** button exits the Update Tag List dialog box. If any unsaved changes have been made to the style sheet, the following alert is displayed.

Paragraph Menu
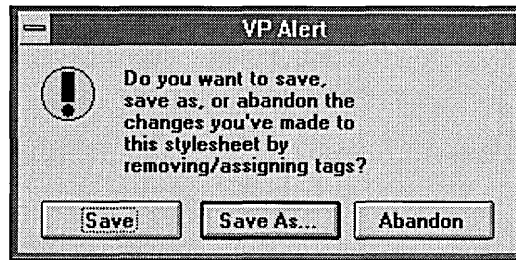
Click on the **Abandon** button to abandon the changes to the style sheet.

Click on the **Save** button to save the changes to the style sheet under the current style sheet name.

Click on the **Save As** button to display the Save File As dialog box (Figure 10–33).
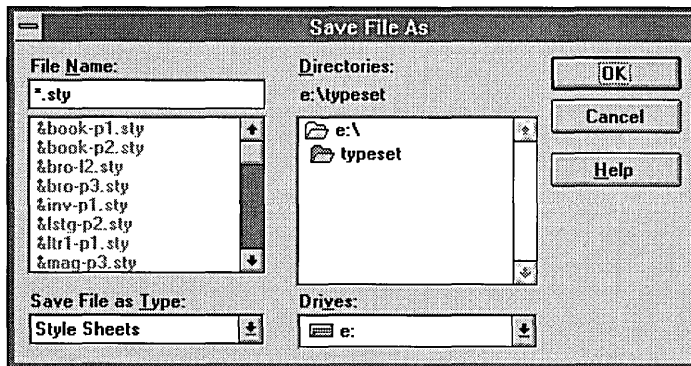
Figure 10–33.   Save File As dialog box for saving style sheet (STY) files.

Use the **Drives** and **Directories** list boxes to locate the drive and directory in which you want the style sheet file to be saved. When the name of the destination directory is shown in the **Directories** list box, enter a file name for the style sheet in the **File Name** entry field and click on the **OK** button. If you want the style sheet to be saved over a previously saved style sheet file, select the file name of the previously saved style sheet file in the **File Name** list box and click on the **OK** button, or double-click on the style sheet file name.

If the extension is not specified, Ventura Publisher automatically adds STY.

If the file name under which you are saving the style sheet is the same as that of a previously saved style sheet, the following alert is displayed.

Click on the **New Name** button to re-display the Save File As dialog box and select a different file name for the style sheet. Click on the **Overwrite** button to save the style sheet over the previously saved style sheet file.

This page intentionally left blank.
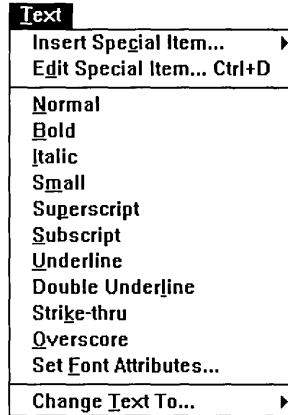
Figure 11–1. Text menu.

Description

The **Text** menu lets you:

- Insert:
  - Box characters
  - Footnotes
  - Index references
  - Equations
  - Frame anchors
  - Cross references
  - Tables
- Change text attributes (bold, italic, subscript, point size, etc.)

Insert Special Item

The **Insert Special Item** option provides convenient access to the following features:

Box characters

Footnotes

Indices

Equations

Frame anchors

Cross references

Cross reference markers

Variable definitions

Tables

Operation

To insert any special item:

➤ Place the text cursor at the location where you want to insert a special code.

➤ Select the **Insert Special Item** option in the **Text** menu. The secondary menu (Figure 11–2) is displayed.

```
┌─Text──────────────────────────────────────────────┐
│  Insert Special Item...        │  Box Char...      │
│  Edit Special Item... Ctrl+D   │  Footnote         │
│                                │  Index Entry...   │
│  Normal                        │  Equation...      │
│  Bold                          │  Frame Anchor...  │
│  Italic                        │  Cross Ref...     │
│  Small                         │  Marker Name...   │
│  Superscript                   │  Variable Def...  │
│  Subscript                     │  Table...         │
│  Underline                     └───────────────────┘
│  Double Underline              │
│  Strike-thru                   │
│  Overscore                     │
│  Set Font Attributes...        │
│                                │
│  Change Text To...           ▶ │
└────────────────────────────────┘
```
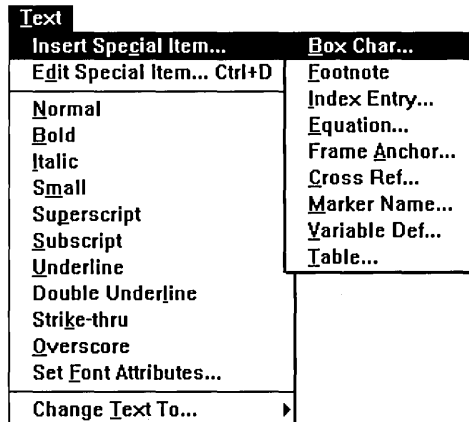
Figure 11–2. Special Item menu.

➤ Select the special item you want to insert, or press the appropriate accelerator key. The dialog box for the selected option will appear.

Each special item is described on the following pages.

Box Character

Many fonts do not provide square box characters. Ventura Publisher therefore includes the capability to generate them. To insert a box character:

➤ Click on the Text tool button.

➤ Place the text cursor where you want the box to appear.

➤ Select the **Insert Special Item** option in the **Text** menu.

➤ Select the **Box Char** option from the secondary menu. The following alert is displayed.

```
┌──────────────────────────────────┐
│            VP Alert              │
├──────────────────────────────────┤
│  ╔═╗   Do you wish to insert a   │
│  ║?║   hollow or filled box      │
│  ╚═╝   character at the selected │
│        location, or cancel the   │
│        request?                  │
│                                  │
│  [ Hollow ]  [ Filled ]  [ Cancel ] │
└──────────────────────────────────┘
```

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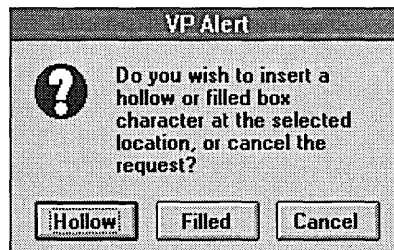
Click on the **Hollow** button to insert a hollow box (□). Click on the **Filled** button to insert a filled box (■). Click on the **Cancel** button to cancel the operation.

You can use the **Text** menu **Set Font Attributes** option dialog box to change the size of the box character, shift it up or down, or move it left or right.

Footnote

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

Footnotes must first be enabled using the **Footnote Settings** option in the **Chapter** menu. To create a footnote, follow these steps:

➤ Click on the Text tool button.

➤ Place the text cursor where you want the reference inserted.

➤ Select the **Insert Special Item** option in the **Text** menu.

➤ Select the **Footnote** option from the secondary 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 the end of file marker □ .

➤ Place the text cursor in front of the end of file marker at the bottom of the page and type the desired footnote text.

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 **Delete** key. Both the footnote reference and the footnote itself are deleted.

Footnotes which are too long to fit on the current page will automatically continue onto the next page.

Footnotes can be created from within your word processor even if your word processor does not support footnoting. Refer to page D–9 for details.

See also the **Footnote Settings** option section starting on page 8–26.

Index Entry

The **Index Entry** option inserts an index reference at the current position of the text cursor. After all index entries have been inserted, use the **Manage Publication** option dialog box to generate an index.

A *primary entry* is the major heading you wish to index.

A *secondary entry* is an optional subheading which appears under the primary entry.

The sort keys are an *optional* setting which overrides an index entry's normal alphabetic position. This is useful, for instance, to place entries beginning with articles (e.g., a, an, the), in a different alphabetic position than the entry's spelling dictates.

➤ Position the text cursor at the location in the text that you wish to reference and select the **Insert Special Item** option in the **Text** menu.

➤ Select the **Index Entry** option from the secondary menu. The Insert/Edit Index Entry dialog box (Figure 11–3) is displayed.
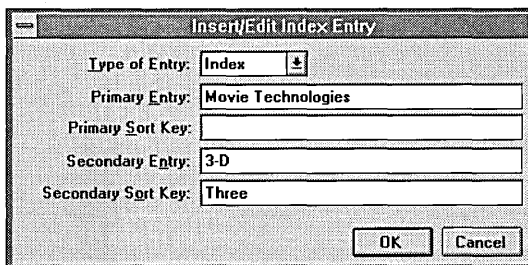
Figure 11–3.   Insert / Edit Index Entry dialog box.

➤ Set the **Type of Entry** option to **Index**.

➤ In the **Primary Entry** entry field, type the primary index reference.

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➤ *Optional:* in the **Secondary Entry** entry field type a subheading. This will appear in the index as a subheading under the primary reference.

For instance, in a book about the movie industry, a primary reference might be **Movie Technologies** and a secondary reference **Sound**, **3-D**, or **Wide Screen**.

Be careful to type precisely the same words in the **Primary** and **Secondary** entry fields for each index entry that references the same concept. Otherwise, you will 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 Screens, two separate entries will appear in the index instead of two page references under the same entry.

Sort keys Use the primary and secondary sort keys to place numbers and/or phrases beginning with articles (e.g., a, an, the), in an alphabetic position different from what the spelling of the number or phrase would suggest. For instance, if the primary entry is The Maltese Falcon, and you want to alphabetize this entry under Maltese rather than The, enter Maltese Falcon on the **Primary Sort Key** entry field. Sort keys work with all three **Type of Entry** options. Sort keys are *optional*. Leave this entry field blank for most index entries. The same sort key name cannot be used for different **Primary Entry** names.

See, See also The **See** and **See Also** entry fields are used to reference other index entries. The index in this reference guide provides many good examples of how to use the **See** and **See Also** options.

If you set the **Type of Entry** option to **See**, the word See precedes the secondary entry when you generate an index using the **Manage Publication** option dialog box **Make Index** option. The **See Also** option works like the **See** option, except that the words See Also precede the secondary entry. The **Make Index** option in the **Manage Publication** option dialog box allows you to substitute the words of your choice in place of See and See Also.

See and See Also index entries are alphabetized according to the entry or sort key. They are *not* placed alphabetically under See.

No page or chapter number is placed after a **See** or **See Also** entry. Therefore, the locations of these entries within a chapter or publication do not matter. It is therefore recommended that you group all See and See Also references together at the beginning or end of a chapter. You

can then add and delete these cross-references without searching for them.

If you want to include chapter and page references in the See and See Also entries:

➤ Set the **Type of Entry** option to **Index**.

➤ Begin the **Primary Entry** or **Secondary Entry** entry fields with the words See or See Also.

➤ Duplicate the **Primary Entry** or **Secondary Entry** entry field string in the corresponding sort key entry field, minus the words See or See Also.

Entry in Insert/Edit Index dialog box	Index created by Manage Publication Make Index command
Type of entry: Index **Primary**: Auto-Numbering **Secondary**:	
Type of entry: Index **Primary**: Auto-numbering **Secondary**: Example	Auto-Numbering, 5-54 - 5-60 Example, L-39 See also, Section numbering
Type of entry: See Also **Primary**: Auto-numbering **Secondary**: Section numbering	

Figure 11–4. Entries in the Insert/Edit Index dialog box are used by the ***Manage Publication*** *option dialog box* ***Make Index*** *option to create index entries.*

Text Menu

Editing index entries

You can edit index entries in the following manner:

➤ Place the text cursor at the location of the index entry. The location of the index entry is marked by a small circle if the **Show Tabs & Returns** option in the **View** menu in enabled.

> If necessary, move the text cursor back and forth until the current selection indicator displays the word **Index**.

> Select the **Edit Special Item** option in the **Text** menu or press **Ctrl+D**. Make whatever changes you desire, and then select the **OK** button.

Cut, copy, paste index entry

To cut or copy an index entry:

> Place the text cursor immediately in front of the index entry. If necessary, move the text cursor until **Index Entry** is displayed in the current selection indicator in the lower left corner of the screen.

> To delete the index entry, click on the **Cut** function button, or press the **Delete** key. The index entry is deleted from the text.

☞ When an index entry is cut, the index entry is not copied to the clipboard. If you wish to restore the index entry, immediately click on the **Undo** function button. If you wish to move an index entry, copy the index entry to the clipboard using the **Copy** function button or the **Shift + Delete** keys, and then cut the index entry using the **Cut** function button or the **Delete** key.

> To copy the index entry, click on the **Copy** function button, or press **Shift+Delete**. The index entry is copied to the clipboard.

After the index entry is copied to the clipboard, you can then paste this item in another location. Simply place the text cursor where you want the item to appear and then click on the **Paste** function button, or press the **Insert** key. This is especially useful for quickly inserting multiple index entries in text.

Indexing in your word processor

You can type index entries in your word processor even if your word processor doesn't support indexing. If your word processor *does* support indexing, you must still enter index references as shown below. For instance, to create the index entries shown in Figure 11–3, insert the following into the word processor text file:

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

The **Manage Publication** option dialog box **Make Index** option places this entry into the final index in this format:

<u>M</u>

Motion Picture

    See Movies

Movie Technologies

Index entry
sorted
according to
the sort word
three

    Sound   4-12, 4-15 – 4-18

    See also Technology

    3-D   **4-34**, 5-33

    Wide screen 4-25, 5-15
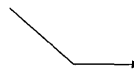
Multiple page references

Entering the identical index entry in more than one location results in multiple chapter and page references, separated by commas. If the identical entries appear on consecutive pages, the starting and ending pages are shown, separated by a dash (e.g., the secondary entry Sound in the previous example).

For advanced users: to automatically index the range of pages occupied by a section or chapter, follow these steps:

➤ Use the **1st Match** or **Last Match** option in the **Headers & Footers** option dialog box to automatically place tagged text at the top and bottom of each page. (Refer to the **Headers & Footers** section starting on page 8–20.)

➤ Insert the index entry in a paragraph.

➤ Tag that paragraph with the tag specified in the **1st Match** or **Last Match** entry field string in the **Headers & Footers** option dialog box.

The tagged text—along with the index—will automatically be duplicated at the top or bottom of each page until the next tagged heading is encountered. When the **Make Index** option is selected in the Manage Publication dialog box, it will generate a range entry (e.g., the 4-15 – 4-18) which covers the entire section.

Refer to the *Index Generation* section in the **File** menu chapter (page 5–45) and the *Headers & Footers* section in the **Chapter** menu chapter (page 8–20).

Text Menu

Equations

You can create complex mathematical and scientific equations directly within the text of your document. With this feature you can produce most of the formulae and equations used in physics, mathematics, engineering, and science.

The equation feature is used to create both simple mathematical formulae such as

$$a^2 = \sqrt{b^2 + c^2}$$

as well as complex formulae such as

$$\nabla\phi = \frac{\partial\phi}{\partial r}\mathbf{r} + \frac{1}{r}\frac{\partial\phi}{\partial\theta}\theta + \frac{1}{r\sin\theta}\frac{\partial\phi}{\partial\varphi}\phi$$

You can enter an equation at any point in the text of your document.

☞ Before you enter an equation, make sure that **Grow Inter-Line To Fit** option in the **Paragraph Typography** option dialog box is set to **On** for any paragraphs which will contain equations. This automatically creates vertical space to fit the equation as it grows.

To enter an equation:

➤ Click on the Text tool button.

➤ Place the text cursor at the location in the text where you want the equation to appear.

➤ Select the **Insert Special Item** option in the **Text** menu.

➤ Select the **Equation** option from the secondary menu. The equation editor screen shown in Figure 11–5 is displayed.
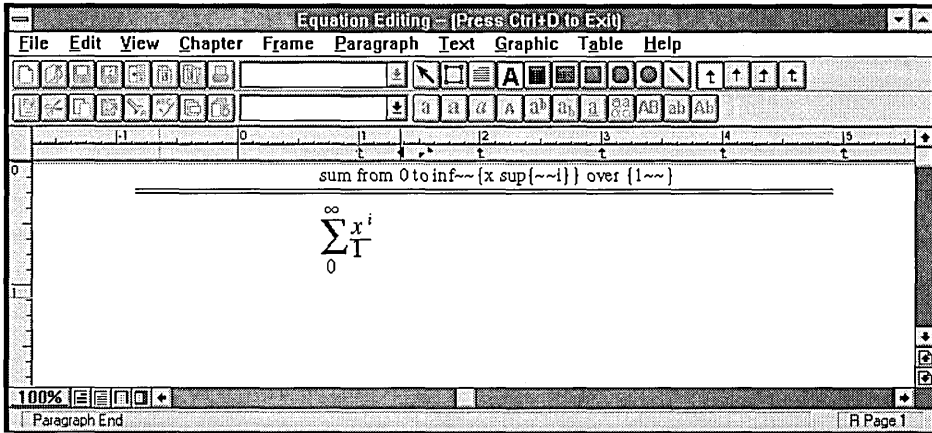
Figure 11–5. Equation Editing screen.

➤ Type the commands to create the equation. You can select the **Insert Special Item** option in the **Text** menu while in the **Equation Editing** screen to get a secondary menu which provides a few of the most commonly used commands (Figure 11–6). The complete command set is listed at the end of this section, and the rules for using these commands are provided on the following pages.
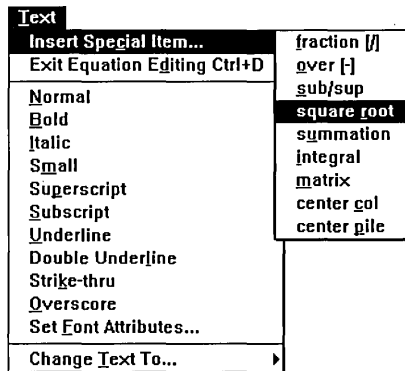
Figure 11–6. Equation secondary menu. This is only available from within the Equation Editing screen.

If you pause for a few seconds while typing, the equation is displayed below the line. For instance, to make $\sqrt{x^2 + y^2}$ appear, type:

```
size 18 sqrt size 10 { x sup 2~+~y sup 2 }
```

The word **sqrt** produces the square root symbol, the word **sup** creates a superscript, the ~ characters add space between characters, **size** changes the size of the type, and the braces { } group a portion of the equation together.

Press **Ctrl+D** to exit from the equation screen. The equation you have just defined is displayed in the text.

Do not use the Text tool attribute options to change the font or place lines within the equation. Instead, use the commands described in *Font Changes* section beginning on page 11–18.

☞ Equations may not appear on the screen exactly as they are printed because Ventura Publisher must create all equations from the relatively few symbol screen fonts provided. To make equations on the screen more accurately reflect the printed result, install Adobe Type Manager as described in Appendix I.

Edit equations To edit an existing equation:

➤ Place the text cursor directly in front of the equation. If necessary, move the text cursor back and forth, using the keyboard cursor keys, until the word **Equation** is displayed in the current selection indicator.

➤ Select the **Edit Special Item** option in the **Text** menu, or press **Ctrl+D**.

The equation screen shown in Figure 11–5 is displayed and you can then edit the equation.

Cut, copy, paste equation To cut or copy an equation

➤ Place the text cursor immediately in front of the equation. If necessary, move the text cursor until **Equation** is displayed in the current selection indicator in the lower left corner of the screen.

➤ To delete the equation, click on the **Cut** function button or press the **Delete** key. The equation is deleted from the text and placed in the clipboard.

☞ When an equation is cut, the equation is not copied to the clipboard. If you wish to restore the equation, immediately click on the **Undo** function button. If you wish to move an equation, copy the equation to the clipboard using the **Copy** function button or the **Shift + Delete** keys,

and then cut the equation entry using the **Cut** function button or the **Delete** key.

➤ To copy the equation, click on the **Copy** function button or press **Shift+Delete**. The equation is copied to the clipboard.

After the equation is copied to the clipboard, you can then paste this item in another location. Simply place the text cursor where you want the item to appear and then click on the **Paste** function button or press the **Insert** key.

Equation style sheets

No special tags are needed for equations. However, you may want to use the Paragraph tool **Attribute Overrides** option to adjust the size and height of superscripts and subscripts for the paragraphs which contain equations.

You should not use tabs within equations.

Some of the equation commands automatically grow the equation character to fit the expression which follows. On printers which use discrete size fonts (e.g., HP LaserJet), the exact size required may not be available. This may result in some overlap of a math operator, such as the square root symbol, and the numbers and text in the equation.

Equation rules

The Ventura Publisher equation language uses natural names and a simple syntax which lets you specify equations in the same manner as if you were speaking them out loud. For instance, to specify $\cos(\theta_1) + \sin(\theta_2)$ you simply type:

```
cos ( theta sub 1 )~+~sin ( theta sub 2 )
```

The ~ characters add additional space between characters.

The equation language has very few formal rules. There are, however, four rules which you must remember to follow:

Rule 1—You *must place a space both before and after all commands and special words*. The equation language recognizes over 100 commands and special words. For instance, the word omega gets translated to the Greek character Ω within an equation. As another example, the word

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`matrix` is used to automatically place the characters which follow into a matrix. If you fail to place a space before and after a special word, the word will simply print as you typed it rather than be interpreted as a special command.

Rule 2—Spaces placed in the equation do not print. This means that X+Y and X   +   Y will both print as X+Y. To put a space between characters, use the tilde character ~ for a normal space and ʌ for a thin space.

Rule 4—Commands must always be entered into the equation edit screen in lower case letters. Commands entered as initial cap or upper case will be displayed just as they where entered.

Rule 3—Commands modify the expression immediately following. The only exception is the diacritical mark commands, which modify the preceding expression (e.g., `xyz bar` produces $\overline{xyz}$). An *expression* is:

- Any character

- Any special word

- Any group of characters not separated by a space

- Anything placed inside of braces { }.

Typical expressions are:

- X+Y which produces $X+Y$

- `omega` which produces Ω

- `{x sup 2~+~y sup 2}` which produces $x^2 + y^2$

☞ The most common mistake made by users when creating equations is forgetting to put a space between commands and special words.

Typeface changes within an equation are created using the keywords **font, size, bold, symbol,** and **italic.** Do *not* use the < > codes shown in Appendix D.

How to create equations

This section shows how to create equations. Once you know how to create them, you can use the exhaustive list of commands and special words given in the next section to produce any equation.

All equations are made up of the following classes of commands and special words:

- **Symbol words**. These are words which are translated into symbol character equivalents, including Greek characters and certain mathematical symbols. For example: `PI` produces Π

- **Romanized words**. These are words which are translated into Roman (normal) type. All text in an equation is otherwise printed in italic type. Romanized words include math operators such as sin, cos, and log.

- **Diacritical marks.** A diacritical mark is any character, symbol, or accent which is displayed above a letter or group of letters. For example: `xyz dyad` produces $\overleftrightarrow{xyz}$. As mentioned earlier, diacritical mark operators appear *after* the expression.

- **Font commands**. These commands change the font of the expression which follows. For example: `abc~+~bold xyz` produces $abc + \boldsymbol{xyz}$

- **Equation commands**. These commands either create a math symbol (such as $\int$), or modify the position of the expression which follows.

For example, the equation command **sum** in the equation:

`sum from {i~=~1} to inf ~~{x sub i over {x sub i~+~1}}`

produces

$$\sum_{i=1}^{\infty} \frac{x_i}{x_i + 1}$$

Typing equations The best way to learn how to create an equation is to enable the equation screen, as described at the beginning of this section, and then begin typing. To know what to type, practice saying the equation out loud. For instance, to create:

$$\frac{x^2}{y^2}$$

you would say: "x superscript 2 over y superscript 2." The code that you type is virtually identical:

```
x sup 2 over y sup 2
```

Don't be afraid to try something. You can see the results immediately and if what you typed is not right, delete or modify what you just typed.

Braces

Larger equations require braces. For instance,

$$\frac{a_1 + b_1}{\sqrt{c_1 + d_1}}$$

requires braces around everything in the numerator and braces around everything in the denominator (with the exception of the `sqrt` command) in order for the **over** command to correctly place one expression over the other. The actual expression used to produce this equation is:

```
{a sub ~+~b sub 1} over sqrt {c sub 1~+~d sub 1}
```

A good habit to get into is to always type both the opening and closing brace at the same time. Then move the text cursor between the two braces and begin typing. This way you don't forget to add the closing brace. Failure to have the same number of left and right braces makes the equation format incorrectly.

Spaces

Note the ~ characters in the previous expression. Since spaces are used to separate expressions (not to add space), you must explicitly place space characters where you want more space in the equation. The ~ character adds a normal space, and the ^ character adds a thin space.

Equation commands

The command and special word summary beginning on page 11–25 provides a complete list of the equation commands available. The ex-

amples provided show you how to use these commands. The examples at the very end of the chapter show you how to combine various commands together to produce fairly complex equations. This section provides a brief description of each command along with a list of unusual uses.

above   The **above** command places one expression directly over the other in a matrix or pile (a pile is like a matrix except that adjacent elements are not forced to align).

back, down,   The **back** command moves the expression that follows to the left by the
fwd, up   amount specified. The **down**, **fwd**, and **up** commands move the following expression down, to the right, and up respectively. The units used are $\frac{1}{10}$ of a point. For example:

```
A over back 30 A
```

produces

$$\frac{A}{A}$$

Use these commands to override the automatic placement provided by Ventura Publisher.

Braces   Braces group expressions together into a single expression. Braces should always be used in pairs. The one exception to this is when you use the brace with a **left** command. In this case you do not need a matching right brace. This lets you create expressions like:

```
left {pile {x above y above z}
```

which produces

$$\begin{cases} x \\ y \\ z \end{cases}$$

ccol, lcol, rcol   These commands are used within a matrix to align the expression which follows—and every element in that expression—within the center, left, or right of a column. For instance,

```
matrix { ccol { { x sub i + y sub i } above
y sub i above z sub i } }
```

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produces:

$$x_i + y_i$$
$$y_i$$
$$z_i$$

These three commands are always used within a **matrix** command. Outside a matrix command, use piles instead. A matrix must have the same number of elements in each column.

See **Above**.

color   You can change the color of any portion of the equation using the **color** command. For example,

```
x sub color 2 y
```

will change **y** to the color currently defined for color index 2. Refer to page 10–51 for information on how to define colors.

cpile, lpile,rpile, pile   Piles are stacks of identical equations which should align above each other. The syntax and use are identical to ccol, lcol, and rcol except that no **matrix** command precedes the pile. The **pile** and **cpile** are the same. A typical example is:

```
y~=~left { rpile {-1 above -2 above 0}  ~~~
lpile { {roman when ~x~=~1} above {roman when
~x~=~0} above {roman when ~x~=~1} }
```

This produces:

$$y = \begin{cases} -1 & \text{when } x = 1 \\ -2 & \text{when } x = 0 \\ 0 & \text{when } x = 1 \end{cases}$$

down   See **back**.

Font changes   You can change font within an equation using the font commands. These include: **bold, fat, font, italic, roman, size,** and **symbol**. The **bold** and **fat** commands are identical and both change the following expression to bold. The **font** command lets you change the font using the font

ID numbers given in Appendix I. For instance to change to Helvetica (or Swiss), you type:

```
Change~"to"~font 2 Helvetica.
```

This produces

Change to Helvetica

The **italic** command changes to italic and **roman** changes to normal type, e.g., not italic. The **size** command lets you change the size of the type so that you can override the default sizes used to generate the equation. The **symbol** command is the same as **font 128** and lets you access all the other characters in the symbol character set shown in Appendix E. Look at the examples at the end of this chapter to see how to use the font changes within equations.

☞ These commands affect only the following expression, not the entire equation.

Fraction bar When entering fractions in a word processor, the slash is generally used as the fraction bar producing a fraction that looks like 1/2. Typographically, though, this is an incorrect format for fractions. Ventura Publisher's equation generator provides a **fraction bar** option which places a true fraction bar between two expressions. It also superscripts the expression in front and moves it to the left. It subscripts the expression after the fraction bar and moves it to the right to produce a fraction that looks like ½. The slash key (/) is used to create the fraction bar, but in the **Equation Editing** screen it is handled as a fraction bar and not as a slash.

from The **from** command takes the text which follows **from** and places it directly under the expression which precedes the **from** command. It is used primarily in conjunction with the **sum**, **prod**, and **union** commands, but also occasionally with the **int** $\int$ command. Example:

```
sum from i=0 to inf
```

which produces

Text Menu

$$\sum_{i=0}^{\infty}$$

The command **to** is often used in conjunction with **from** and must follow the from command.

The from command can also be used in other interesting ways. For instance:

```
lim from {x -> inf}~~ {x~+~1} over x
```

produces

$$\lim_{x \to \infty} \frac{x+1}{x}$$

fwd   See **down**.

int   The integral command produces an integral sign $\int$. Use the ~ and ^ characters and the **fwd** and **back** operators to move the expression which follows the integral to the location you want. The limits for the integral are set using the **sub** and **sup** commands. These commands place the limits in the typical positions to the right of the integral near the top and bottom. If you want the limits placed directly underneath and above the integral, use **to** and **from** in place of sub and sup. If you want to make the integral sign larger, use the **size** command. Example:

```
0~=~size 18 int sub {size 10 -1} sup {size 10
{~~1}}~x sup 2~dx
```

which creates

$$0 = \int_{-1}^{1} x^2 \, dx$$

inter   The intersection command produces an intersection symbol $\cap$.

lcol   See **ccol**.

left   The **left** command coupled with the **right** command lets you place large braces { }, brackets [ ], parentheses ( ), bars | |, floor ⌊, and ceiling ⌈ characters around the expression which follows. The enclosing marks automatically grow vertically to fit the expression. For instance:

```
x~=~left ( a sup 2 over b sup 2 right )
```

produces $x = \left(\dfrac{a^2}{b^2} \right)$

Normally you should have a **right** to match each **left** command. However, you can omit the right if you want unbalanced parenthesis.

The **left** command can be used with any character, although these other characters will not expand. This can occasionally be useful. For instance, use **left nothing** to provide a match to a right brace or parenthesis which has no left counterpart.

lineup, mark   This command lets you align subsequent equations with a marked location in the current equation. One **lineup** and one **mark** command is allowed in each equation.

The horizontal starting location of the expression which follows the **mark** command is remembered. In a later equation, the expression following the **lineup** command is moved to this location. For example:

```
x~ mark =~y~+~z
```

produces

$x = y + z.$

Then, if a later equation uses the lineup command:

```
y~+~z~ lineup =x
```

produces

$y + z = x$

Note how the equal signs in the two equations align with each other.

The lineup and mark commands cannot be used *within* an equation to align text. Use the pile or matrix plus col commands instead.

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☞ The **mark** and its associated **lineup** must both appear on the same page.

---

lpile See **cpile**.

mark See **lineup**.

matrix The matrix command creates a matrix with even vertical spacing between rows, regardless of whether each element in the matrix has the same height. Ventura Publisher looks at the entire matrix before deciding on the proper spacing to use between rows. By contrast, the space between rows in each column in a pile varies depending on the height of each expression.

Each column within the matrix must have the same number of elements. The lcol, ccol, and rcol are used to align elements within each column of the matrix. Each column can be aligned left, center, or right. For example:

```
matrix {lcol {a sub 1 above a sub 2}~lcol
{b sub 1 above b sub 2}}
```

produces:

$a_1\, b_1$
$a_2\, b_2$

See also **lcol**.

over The **over** command centers the previous expression over the top of the following expression and places a horizontal bar between them. The previous expression is shifted up and the following expression down. The over command is used for fractions. For example:

```
a~+~b over c~+~d
```

produces

$$a + \frac{b}{c} + d.$$

pile See **lpile**.

prod   The **prod** command creates a product symbol $\prod$. This command is usually used with the **from** and **to** commands. Use the size command to make the product symbol bigger. For example:

```
prod from {i~=~1} to inf ~1 over x sub 1
```

produces

$$\prod_{i=1}^{\infty} \frac{1}{x_1}$$

See also **from**.

rcol   See **ccol**.

right   See **left**.

rpile   See **cpile**.

sqrt   The square root operator creates a square root symbol, which automatically grows to fit the expression that follows. On printers which use discrete size fonts (e.g., HP LaserJet), the exact size required may not be available. This may result in some overlap of the square root and the numbers and text in the equation. An example of a square root is,

```
y~=~size 18 sqrt size 10 { {x sup 2 over 2}~+~1 }
```

which produces

$$y = \sqrt{\frac{x^2}{2} + 1}$$

sub, sup   The subscript command subscripts the expression which follows. The superscript command superscripts the expression which follows. The size and shift for superscripts and subscripts are defined in the **Attribute Overrides** option dialog box for the current tag used. A typical example is:

```
a sub 1
```

which produces

Text Menu

a_1

You can subscript or superscript to multiple levels. For instance,

```
a sub n sub 1
```

produces

a_{n_1}

You can combine multiple superscripts and subscripts. For instance,

```
x sup y sub z
```

produces

x^{y_z}

Each successive superscript or subscript formats further to the right. The one exception to this rule is `a sub i sup 2` which produces

a_i^2

The superscript and subscript commands are also used with the **int** command to place limits above and below the integral sign.

When formatting superscripts and subscript, Ventura Publisher moves the base characters as necessary to make room for the shifted text. This can lead to problems. For instance:

```
2 over X sup 2~+~1 over Y
```

produces

$$\frac{2}{X^2} + \frac{1}{Y}$$

Notice how the X and Y do not align because the **X** was moved down to keep the exponent from touching the line. The trick in this and other similar situations is to create a phantom character using the **nothing** command. In this case:

```
2 over X sup 2~+~1 over Y sup nothing
```

produces

$$\frac{2}{X^2} + \frac{1}{Y}$$

to   See **from**, **int**, and **prod**.

up   See **down**.

union   The **union** command creates the union character $\cup$.

Quoted text   You occasionally may want one of the special characters or words to appear exactly as you type it rather than being interpreted as a command. Also, you may want to use other characters in the character set. Any text placed between two inch " " marks will appear exactly as you type it.

Command and special word tables

The following tables provide an exhaustive list of every command and special word used by the equation feature.

The following is a list of special characters:

Special Characters	Result
,...,	,...,
...	...
!=	$\neq$
+-	$\pm$
->	$\rightarrow$
<-	$\leftarrow$
<<	$<$
<=	$\leq$
= =	$\equiv$
>=	$\geq$
>>	$>$
approx	$\approx$
cdot	$\cdot$
ceiling	$\lceil$
del	∂
floor	$\lfloor$
grad	∇
inf	∞

Special Characters	Result
nothing	
partial	∂
prime	$'$
times	$\times$
Spaces	**Result**
~	(space)
^	(thin space)

Greek Character Name	Greek Character
DELTA	Δ
EPSILON	E
GAMMA	Γ
LAMBDA	Λ
OMEGA	Ω
PHI	Φ
PI	Π
PSI	Ψ
SIGMA	Σ
THETA	Θ
UPSILON	Y
XI	Ξ
alpha	α
beta	β
chi	χ
delta	δ
epsilon	ε
eta	η
gamma	γ
iota	ι
kappa	κ
lambda	λ
mu	μ
nu	ν
omega	ω
omicron	o
phi	φ
pi	π
psi	ψ
rho	ρ
sigma	σ
tau	τ
theta	θ
upsilon	υ
xi	ξ
zeta	ζ

Romanized Word Name	Romanized Word
Im	Im
Re	Re
and	and
arc	arc
cos	cos
cosh	cosh
cot	cot
coth	coth
det	det
exp	exp
for	for
if	if
lim	lim
ln	ln
log	log
max	max
min	min
sin	sin
sinh	sinh
tan	tan
tanh	tanh

Diacritical marks To place a diacritical mark above a lower case letter, type the following commands in all lower case (e.g., x hat to get $\hat{x}$). To place the diacritical mark above an upper case letter, type the command with the first letter capitalized (e.g., X Hat to get $\hat{X}$).

Command	Example	Result
bar	xyz bar	$\overline{xyz}$
dot	xyz dot	$x\dot{y}z$
dotdot	xyz dotdot	$x\ddot{y}z$
dyad	xyz dyad	$x\overleftrightarrow{y}z$
hat	xyz hat	$x\hat{y}z$
tilde	xyz tilde	$x\tilde{y}z$
under	xyz under	$x\underline{y}z$
vec	xyz vec	$x\vec{yz}$

Font commands Font commands let you change the font of any portion of an equation. These commands *must* be used because the standard Ventura Publisher font and tag controls cannot be placed inside an equation.

Text Menu

Command	Example	Result
color	This~is~ color 2 RED~text	*This is RED text*
fat	This~is~ fat FAT~text	*This is **FAT** text*
font	This~is~in~ font 2 Helvetica~face	*This is in Helvetica face*
italic	cos (theta)~or~ italic cos (theta)	$\cos(\theta)$ *or* $\cos(\theta)$
roman	This~is~ roman ROMAN~text	*This is* ROMAN *text*
size	This~is~ size 12 {12~point}~text	*This is* 12 *point* text
symbol	cos (symbol f)~+~sin (symbol g)	$\cos(\phi) + \sin(\gamma)$

Equation commands

Command	Example	Result
braces	text~roman{text}	*text* text
/	x~=~a/b	$x = {}^{a}\!/\!_{b}$
above	(see *pile*)	
back	y back 120 x	*x y*
ccol	(see *matrix*)	
cpile	(see *pile*)	
down	y down 100 x	$\begin{array}{l} y \\ \quad x \end{array}$
from	(see *sum*)	
fwd	y fwd 100 x	*y x*
int	int sub 0 sup inf {^1 over x^dx}	$\int_{0}^{\infty} \dfrac{1}{x}\,dx$
inter	C~=~A inter B	$C = A \cap B$
lcol	(see *matrix*)	
left	left {text right}	$\{text\}$
	left {a sub b sup c right}	$\{a_b^c\}$
lineup	(see *mark*)	
lpile	(see *pile*)	

Command	Example	Result
mark	y sub n+1~mark =~y sub n^+^1	$y_{n+1} = y_n + 1$
	y sub 0~lineup =~0	$y_0 = 0$
	y sub {last}~lineup =~inf	$y_{last} = \infty$
matrix	matrix {ccol{a above b}~ccol {c above d}}	$\begin{matrix} a & c \\ b & d \end{matrix}$
over	a over {b^+^c}	$\dfrac{a}{b + c}$
pile	rpile { 0 above 2x above 0 }~~lpile { x < 0 above 0 <= x <= 1 above 1< x }	$\begin{matrix} 0 & x<0 \\ 2x & 0 \le x \le 1 \\ 0 & 1<x \end{matrix}$
prod	prod from {i~=~1} to inf X sub i	$\displaystyle\prod_{i=1}^{\infty} X_i$
rcol	(see *matrix*)	
right	left { rpile { {x~+~y} above x above x sup 2 } right }	$\left\{ \begin{matrix} x+y \\ x \\ x^2 \end{matrix} \right.$
rpile	(see *pile*)	
sqrt	sqrt {x sup 2^+^y sup 2}	$\sqrt{x^2 + y^2}$
sub	a sub b	a_b
	a sub b sub c	a_{b_c}
sum	sum from {i~=~1} to inf X sub i	$\displaystyle\sum_{i=1}^{\infty} X_i$
sup	a sup b	a^b
	a sup b sup c	a^{b^c}
	a sub b sup c	a_b^c
	a sup b sub c	a^{b_c}
to	(see *sum*)	
union	C~=~A union B	$C = A \cup B$
up	y up 100 x	$\begin{matrix} x \\ y \end{matrix}$

Equation examples

The following provide examples of fairly sophisticated equations.

grad symbol f~=~{del symbol f}over{del r sup nothing}^{roman bold r}~+~1 over {r sup nothing}^{del symbol f}over{del theta sup nothing}^{bold theta}~+~1 over{r^sin^theta sup nothing}^{del symbol f}over{del phi sup nothing}^{bold symbol f}	$$\nabla\phi = \frac{\partial\phi}{\partial r}\,\mathbf{r} + \frac{1}{r}\frac{\partial\phi}{\partial\theta}\,\theta + \frac{1}{r\sin\theta}\frac{\partial\phi}{\partial\varphi}\,\phi$$
bold{grad~times~roman A}~=~ left l {matrix{ccol{{(bold roman r)over {r sup 2^sin^theta}}above{del over {del r}}above{A sub r}}~~ccol{{(bold theta} over{r^sin^theta sup nothing}} above{del over{del theta}}above {rA sub theta}}~~ccol{{{bold symbol f} over {r sup nothing}}above{del over {del phi}}above {rA sub phi^sin^theta}}}} right l	$$\nabla\times\mathbf{A} = \begin{vmatrix} \dfrac{\mathbf{r}}{r^2\sin\theta} & \dfrac{\theta}{r\sin\theta} & \dfrac{\phi}{r} \\[6pt] \dfrac{\partial}{\partial r} & \dfrac{\partial}{\partial\theta} & \dfrac{\partial}{\partial\varphi} \\[6pt] A_r & rA_\theta & rA_\varphi\sin\theta \end{vmatrix}$$
grad sup 2 symbol f~=~1 over {r sup nothing}^del over {del r sup nothing}^ left ({r ^{del symbol f}over{del r sup nothing}}right)~+~1 over{r sup 2}^{del sup 2 symbol f}over{del phi sup 2}~+~{del sup 2 symbol f}over{del z sup 2}	$$\nabla^2\phi = \frac{1}{r}\frac{\partial}{\partial r}\left(r\frac{\partial\phi}{\partial r}\right) + \frac{1}{r^2}\frac{\partial^2\phi}{\partial\varphi^2} + \frac{\partial^2\phi}{\partial z^2}$$
f(x)~=~left { lpile { p sub 1 (x) ~roman when ~x sub 0 ~<~x~<~x sub 1 above p sub 1 (x) ~roman when ~x sub 1 ~<~x~<~x sub 2 above ~~~cdot above ~~~cdot above ~~~cdot above p sub m (x) ~roman when ~x sub {m-1} ~<~x~<~x sub m}	$$f(x) = \begin{cases} p_1(x)\ \text{when } x_0 < x < x_1 \\ p_1(x)\ \text{when } x_1 < x < x_2 \\ \quad\cdot \\ \quad\cdot \\ \quad\cdot \\ p_m(x)\ \text{when } x_{m-1} < x < x_m \end{cases}$$
fwd 100 { up 20 {nothing sup n} } size 30 down 70 sqrt {size 10 n sup 2 over 2 sup n } ~+~{ n sup { 2/n } }over 2 sup nothing	$$\sqrt[n]{\frac{n^2}{2^n}} + \frac{n^{2/n}}{2}$$
F(x)~=~1 over { sigma sqrt { 2 pi } }~ int sub { - inf } sup {(x-u) / sigma } e sup {- u sup 2 / 2 }^sigma^du	$$F(x) = \frac{1}{\sigma\sqrt{2\pi}}\int_{-\infty}^{(x-u)/\sigma} e^{-u^2/2}\,\sigma\,du$$
m y dotdot ~+~c y dot~+~ky~=~0	$$m\ddot{y} + c\dot{y} + ky = 0$$
C sup * (omega sub max)~+~2mF sub 0 over { c sqrt { 4 m sup 2 { omega sub 0 } sup 2 ^-^ c sup 2 } }	$$C^*(\omega_{max}) + \frac{2mF_0}{c\sqrt{4m^2\omega_0{}^2 - c^2}}$$

1 over R~=~lim from { m -> inf } ~ left I c sub { m+1} over c sub m right I	$$\frac{1}{R} = \lim_{m\to\infty} \left\lvert \frac{c_{m+1}}{c_m} \right\rvert$$
bold A~=~ left (matrix { lcol { a sub 11 above a sub 21 above ~~cdot above a sub m1 }~lcol { a sub 12 above a sub 22 above ~~cdot above a sub m2 }~lcol { ... above ... above ... above ... }~ lcol { a sub 1n above a sub 2n above ~~cdot above a sub mn } } right)	$$A = \begin{pmatrix} a_{11} & a_{12} & \dots & a_{1n} \\ a_{21} & a_{22} & \dots & a_{2n} \\ . & . & \dots & . \\ a_{m1} & a_{m2} & \dots & a_{mn} \end{pmatrix}$$
left I matrix { rcol { 3 above 1 above -6}~rcol { 6 above -1 above -12}~ rcol { -4 above 3 above 8} } right I ~=~0	$$\begin{vmatrix} 3 & 6 & -4 \\ 1 & -1 & 3 \\ -6 & -12 & 8 \end{vmatrix} = 0$$
int int from back 80 R ^symbol å (x,y)^dx^dy~=~int sub a sup b^ left [int sub g(x) sup h(x) {symbol å (x,^y)^dy} right] ~dx	$$\iint\limits_R f(x,y)\, dx\, dy = \int_a^b \left[\int_{g(x)}^{h(x)} f(x,y)\, dy \right] dx$$
roman { div bold u }~=~f grad sup 2 g~+~roman "grad"^f^cdot^roman "grad" g	$$\mathrm{div}\,\mathbf{u} = f\nabla^2 g + \mathrm{grad}\, f \cdot \mathrm{grad}\, g$$
{ (z sub 1^+^z sub 2) } bar~=~{ z sub 1 } bar~+~{ z sub 2 } bar	$$\overline{(z_1 + z_2)} = \overline{z_1} + \overline{z_2}$$
sum from n=0 to inf^left [left ({n~+~k} over n right) right] sup {~-1}	$$\sum_{n=0}^{\infty} \left[\left(\frac{n+k}{n} \right) \right]^{-1}$$
lpile { x sub -2 above x sub -1 above x sub 0 above x sub 1 above x sub 2}~~ lpile { f sub -2 above f sub -1 above f sub 0 above f sub 1 above f sub 2} ~~lpile { delta f sub { -3 / 2 } above delta f sub {-1 / 2} above delta f sub { 1 / 2} above delta f sub {3 / 2} }~~lpile { delta sup 2 f sub -1 above delta sup 2 f sub 0 above delta sup 2 f sub 1}~~lpile { delta sup 3 f sub { -1 / 2 } above delta sup 3 f sub { 1 / 2 } }	$$\begin{array}{lllll} x_{-2} & f_{-2} & & & \\ & & \delta f_{-3/2} & & \\ x_{-1} & f_{-1} & & \delta^2 f_{-1} & \\ & & \delta f_{-1/2} & & \delta^3 f_{-1/2} \\ x_0 & f_0 & & \delta^2 f_0 & \\ & & \delta f_{1/2} & & \delta^3 f_{1/2} \\ x_1 & f_1 & & \delta^2 f_1 & \\ & & \delta f_{3/2} & & \\ x_2 & f_2 & & & \end{array}$$

Frame Anchor

The **Frame Anchor** option allows you to place a frame anchor into text. This frame anchor links a specified frame to the anchor's location in the text. Ventura Publisher provides both an automatic anchor which instantly moves the frame whenever the text containing the anchor is moved, and a manual anchor which moves the referenced frame only when you execute the **Re-Anchor Frames** command.

Text Menu

Definition To make a frame move when text gets moved from page to page, you must first label the frame, and then insert a reference to that label into the text of your document. This establishes a link between the frame and a particular location in the text. The frame label is entered using the **Anchors & Captions** option in the **Frame** menu. You then insert the reference to this label (called a frame anchor) using the **Frame Anchor** option of the **Insert Special Item** secondary menu.

You can anchor a frame in one of three different ways:

- Anchor the frame so that when text moves to a new page, the frame occupies the same location on the new page as it did on the old page **(Fixed, On Same Page As Anchor)**. Use this option if illustrations always appear at the top or bottom of a page.

- Anchor the frame directly above or directly below the text, but don't move it until the **Re-Anchor Frames** option (**Edit** menu) is selected **(Relative, Above/Below Anchor Line)**. Use this option if you want illustrations to stay in their current positions until you give the command to move.

- Anchor the frame in the line of text, and make it move whenever the text moves **(Relative, Automatically At Anchor)**. Use this option if you want to anchor small pictures *within* a line of text so that they always move with the text.

To insert a frame anchor into the text on the page:

➤ Place the text cursor where you wish to insert an anchor point.

➤ Select the **Insert Special Item** option in the **Text** menu.

➤ Select the **Frame Anchor** option from the secondary menu. The Insert/Edit Anchor dialog box (Figure 11–7) is displayed.
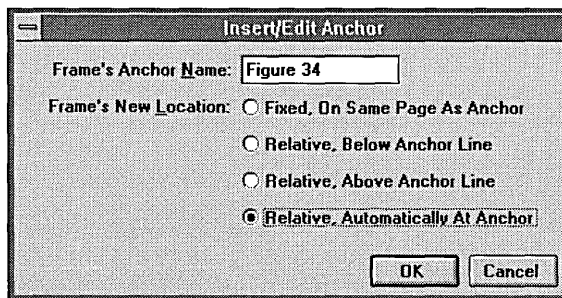
Figure 11–7. Insert/Edit Anchor dialog box.

➤ In the **Frame's Anchor Name** entry field, type the name of the frame you wish to reference.

Although the case used in this name doesn't matter, the frame anchor name spelling must exactly match the name entered for that frame in the **Anchors & Captions** option dialog box (**Frame** menu). If the spelling doesn't match, a VP Alert box is displayed.

If you select the **Relative, Below Anchor Line** option, the top of the frame moves to the line below the line containing the anchor. If you select the **Relative, Above Anchor Line** option, the bottom of the frame is moved to the line above the line containing the anchor.

If you select the **Fixed, On Same Page As Anchor** option, the frame's position on a new page is identical to its position on the old page.

Automatic frame anchoring If you select the **Relative, Automatically At Anchor** option, the frame automatically moves as the text moves. This feature allows you to create small drawings and insert them within tiny frames into a line of text. To use this feature, the **Grow Inter-Line To Fit** option (**Paragraph Typography** option dialog box) for the paragraph tag of the paragraph containing the anchor should be set to **On**. When you anchor a frame using this feature, Ventura Publisher automatically sets the **Flow Text Around** option **Off** (**Sizing & Scaling** option dialog box) for this frame.

You can also use **Relative, Automatically At Anchor** to anchor a large frame to the end of a paragraph or within a table. Follow the procedures in the previous paragraph. To make the feature work correctly with a *full size* frame, note the following:

• You must insert the anchor directly after a line break (**Ctrl+Enter**) or in a blank paragraph. In either, case the frame anchor should be flush with the left or right margin.

• The **Column Snap** option in the **View** menu should be enabled, and the frame drawn so that both sides are snapped to a column guide.

Anchored graphics You can attach graphics drawn using the graphic tools to any frame on the page. Use this feature to anchor arrows and callouts to locations in the text. Follow these steps:

➤ Anchor a small frame at the end of a paragraph using the **Relative, Automatically At Anchor** option as described above.

➤ Select the small frame.

Text Menu

➤ Click on the desired graphic tool button and draw the graphics.

When the text moves, so do the frames and all graphics tied to the frames.

☞ The frame anchoring function works best if the **Move Down To 1st Baseline** option in the **Chapter Typography** option dialog box is set to **Inter-Line**.

Cut, copy, paste frame anchor

To cut or copy a frame anchor:

➤ Place the text cursor immediately in front of the frame anchor. If necessary, move the text cursor until **Frame Anchor** is displayed in the current selection indicator in the lower left corner of the screen.

➤ To delete the frame anchor, click on the Cut function button or press the **Delete**. The frame anchor is deleted from the text.

☞ When a frame anchor is cut, the frame anchor is not copied to the clipboard. If you wish to restore the frame anchor, immediately click on the **Undo** function button. If you wish to move a frame anchor, copy the frame anchor to the clipboard using the **Copy** function button or press the **Shift + Delete** keys, and then cut the frame anchor using the **Cut** function button or press the **Delete** key.

➤ To copy the frame anchor, click on the **Copy** function button or press **Shift+Delete**. The frame anchor is copied to the clipboard.

After the frame anchor is copied to the clipboard, you can then paste this item in another location. Simply place the text cursor where you want the item to appear and then click on the **Paste** function button or press the **Insert** key.

Cross Reference/Marker Name

A cross reference is any reference to a page, chapter, figure, table, caption, variable text, or section number. The cross referencing feature creates and updates these references so that you don't need to keep track of where pictures and text have moved in your document.

- For newsletters, magazines and newspapers, this feature generates Continued On and Continued From references to help the reader find the next portion of an article.

- For manuals and books, this feature creates and updates references to figures, tables, and pages.

- For all documents, this feature can customize the document by inserting product names, customer names, etc. prior to printing.

Insert current page or chapter number

The simplest use of the cross reference feature is to insert the current page or chapter number anywhere on the page. To insert the current page or chapter number anywhere on the page:

➤ Click on the Text tool button.

➤ Place the text cursor at the location where you want the page number to appear.

➤ Select the **Insert Special Item** option in the **Text** menu.

➤ Select the **Cross Ref** option from the secondary menu. The Insert/Edit Reference dialog box (Figure 11–8) is displayed.
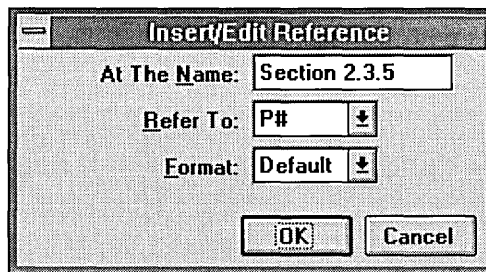
Figure 11–8. Insert/Edit Reference dialog box.

➤ Leave the **At The Name** entry field blank.

➤ Select the **P#** option from the **Refer To** list box to insert the current page number, or the **C#** option to insert the chapter number. If you select any other **Refer To** option when the **At The Name** entry field is blank, the current page number is inserted.

Mark the reference location

To refer to a location in the document other than the current page or chapter, you must first mark the location to which you wish to refer by inserting a marker name in text. You can mark:

- A place in the text
- A frame

Mark text

To insert a marker name into the text:

➤ Click on the Text tool button.

➤ Place the text cursor at the location you want to reference.

➤ Select the **Insert Special Item** option in the **Text** menu.

➤ Select the **Marker Name** option from the secondary menu. The Insert/Edit Marker Name dialog box (Figure 11–9) is displayed.
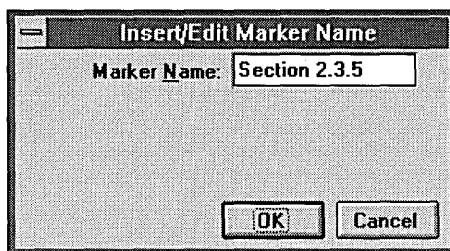
Figure 11–9.   Insert / Edit Marker Name dialog box.

➤ Enter a marker name. You can use both upper or lower case letters plus numbers. However, the case is ignored when this label is referenced (e.g., PICT, Pict, pict are all treated as the same label). Write this marker name on a piece of paper so you can remember the label name you've chosen.

Mark frame

Frames are marked by assigning an anchor name to the frame. This anchor name is then used by both the frame anchor feature and this cross reference feature. To mark a frame:

➤ Click on the Selector tool button.

➤ Select the frame you wish to label.

➤ Click on the **Anchors & Captions** option button.

➤ Enter a name in the **Anchor Name** entry field.

Cut, copy, paste marker name

To cut or copy a marker name:

➤ Place the text cursor immediately in front of the marker name. If necessary, move the text cursor until **Marker Name** is displayed in the current selection indicator in the lower left corner of the screen.

➤ To delete the marker name, click on the **Cut** function button or press the **Delete** key. The marker name is deleted from the text.

When a marker name is cut, the marker name is not copied to the clipboard. If you wish to restore the marker name, immediately click on the **Undo** function button. If you wish to move a marker name, copy the marker name to the clipboard using the **Copy** function button or the **Shift + Delete** keys, and then cut the marker name using the **Cut** function button or the **Delete** key.

➤ To copy the marker name, click on the **Copy** function button or press **Shift+Delete**. The marker name is copied to the clipboard.

After the marker name is copied to the clipboard, you can then paste this item in another location. Simply place the text cursor where you want the item to appear and then click on the **Paste** function button or press the **Insert** key. This especially useful for quickly inserting multiple marker names in text.

Generate the cross reference

Once you have marked frames and places in the text, you can reference these points. To generate a reference, you insert a cross reference into the text. This cross reference automatically creates text when the publication is renumbered using the **Renumber** option in the **Manage Publication** option dialog box (**File** menu).

To insert a cross reference, follow these steps:

➤ Click on the Text tool button and place the text cursor at the exact location where you want the reference to appear.

➤ Select the **Insert Special Item** option in the **Text** menu.

➤ Select the **Cross Ref** option from the secondary menu. The dialog box shown in Figure 11–8 is displayed.

➤ Enter the name of the frame anchor or text marker to which you want to refer in the **At The Name** entry field.

➤ Select the type of reference you want to create from the **Refer To** list box. The options available are:

Page number P#:
Page number of referenced item

Chapter number C#:
Chapter number of referenced item

Figure number F#:
Figure number for referenced frame

Table number T#:
Table number for referenced frame

Section number S*:
Section number which precedes the referenced item

Caption text C*:
Generated caption text (the part set by the Anchors & Caption dialog box) from the referenced frame

Variable text V*:
Text defined for referenced variable

➤ If you select one of the # options (e.g., P#), you can select the format for this number from the **Format** list box. The **Default** option uses the currently defined numbering for each type of counter. If you want to use some other format, select this format from the **Format** list box.

➤ Click on the **OK** button. No number is displayed initially.

➤ Using the **Manage Publication** option dialog box in the **File** menu, create a publication which contains all the chapters in your document. Select the **Renumber** option in the **Manage Publication** option dialog box to update all cross references.

References can be made either forward or backward within a publication. If you want to generate multiple references (e.g., both the chapter and page number), you need to insert multiple cross references.

Error file   If Ventura Publisher cannot find a marker name or frame anchor which matches the cross reference, it generates an error file which contains a list of all bad references. You can then load this file into a frame or use your word processor to read the text in this file. You should then use this information to correct the cross references or add the missing marker and anchor names.

Cut, copy, paste cross reference

To cut or copy a cross reference:

➤ Place the text cursor immediately in front of the cross reference. If necessary, move the text cursor until **Reference** is displayed in the current selection indicator in the lower left corner of the screen.

➤ To delete a cross reference, click on the **Cut** function button or press the **Delete** key when **Reference** is displayed in the current selection indicator. The cross reference is deleted from the text.

☞ When a cross reference is cut, the cross reference is not copied to the clipboard. If you wish to restore the cross reference, immediately click on the **Undo** function button. If you wish to move a cross reference, copy the cross reference to the clipboard using the **Copy** function button or the **Shift** + **Delete** keys, and then cut the cross reference using the **Cut** function button or the **Delete** key.

➤ To copy a cross reference, click on the **Copy** function button or press **Shift+Delete** when **Reference** is displayed in the current selection indicator. The cross reference is copied to the clipboard.

After the cross reference is copied to the clipboard, you can then paste this item in another location. Simply place the text cursor where you want the item to appear and then click on the **Paste** function button or press the **Insert** key. This especially useful for quickly inserting multiple cross references in text.

Variable Definition

The **Variable Def** option lets you customize documents by inserting variable text at cross reference points. When you renumber the publication, the current value of these variables is inserted at all of the locations in your document which you've specified. This is useful when you need to:

• Insert the current date.

• Insert the current revision number.

• Change the name of the product.

• Insert the name of the customer.

While this can be done using the search and replace function in a word processor, you often don't want to replace every occurrence of a par-

11 – 39

ticular phrase. Also, variable insertion lets you replace many different variables simultaneously. Finally, variable insertion will change every text file in every chapter associated with a publication.

For example, you can create a variable called Product using the **Variable Def** option in the **Insert Special Item** secondary menu (**Text** menu). To define this variable, enter Product in the **Variable Name** entry field. Then in the **Substitute Text** entry field, enter the text you wish to insert, for instance Widget. Then, at each location in the publication where you want the name of the product to appear, insert a cross reference. In the **Cross Ref** option dialog box, enter the name Product in the **At The Name** option entry field, and set the **Refer To** option to **V***. To actually get the new name to appear, renumber the publication using the **Manage Publication** option dialog box **Renumber** option. At the end of the renumber operation, the word Widget will appear at each location where you inserted a cross reference that refers to the variable called Product.

Variable insertion

To insert a variable:

➤ Click on the Text tool button.

➤ Place the text cursor at the location where you want to store the variable definition. The beginning of the first chapter in the publication is the normal location at which to insert all variables. This makes it easier to find and edit them at a later time.

➤ Select the **Insert Special Item** option in the **Text** menu.

➤ Select the **Variable Def** option from the secondary menu. The Insert/Edit Variable Definition dialog box (Figure 11–10) is displayed.
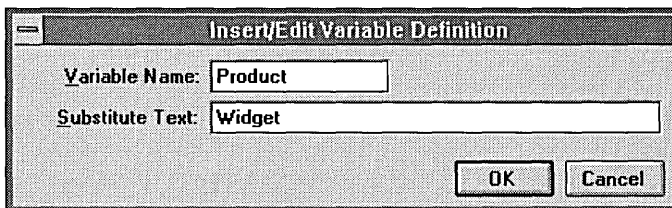
Figure 11–10. Insert / Edit Variable Definition dialog box.

➤ Enter the variable in the **Variable Name** entry field. This name is later referenced in the **At The Name** entry field in the **Cross Ref** option dialog box. Do not use square brackets [ ] or braces { } within the variable name.

➤ Enter the text to insert into the cross reference.

➤ Click on the **OK** button.

During the renumber operation, Ventura Publisher uses the current definition for each variable. This lets you change the variable definition at different locations throughout the document. In general, however, it is easiest to define each variable only once, and to place this definition at the beginning of the first chapter in the publication.

Cut, copy, paste variable

To cut or copy a variable:

➤ Place the text cursor immediately in front of the variable. If necessary, move the text cursor until the word **Variable** is displayed in the current selection indicator in the lower left corner of the screen.

➤ To delete the variable, click on the **Cut** function button or press the **Delete** key. The variable is deleted from the text.

☞ When a variable is cut, the variable is not copied to the clipboard. If you wish to restore the variable, immediately click on the **Undo** function button. If you wish to move a variable, copy the variable to the clipboard using the **Copy** function button or the **Shift + Delete** keys, and then cut the variable using the **Cut** function button or the **Delete** key.

To copy the variable, click on the **Copy** function button or press **Shift+Delete**. The variable is copied to the clipboard.

You can then paste this item in another location. Simply place the text cursor where you want the item to appear and then click on the **Paste** function button or press the **Insert** key. This especially useful for quickly inserting multiple variables in text.

Table

The **Table** option operates identically to the **Insert New Table** option in the **Table** menu. When the **Table** option is selected from the **Insert Special Item** secondary menu, the Insert/Edit Table dialog box is displayed. Refer to the **Insert New Table** option section in the **Table** menu chapter from information on creating and editing a table.

Text Menu

☞ When creating a table using the Text tool and the **Table** option from the **Insert Special Item** secondary menu, the text cursor must be position at the very beginning or end of a paragraph.

Edit Special Item

The **Edit Special Item** option allows you to easily edit the following special codes:

- Index entries
- Equations
- Frame anchors
- Cross references
- Marker names
- Variables

You can delete box characters, footnotes, and page/chapter number special codes, but you cannot edit them.

Operation

To edit a special item:

➤ Place the text cursor immediately in front of the special item. If necessary, move the text cursor until the name of the special item is displayed in the current selection indicator in the lower left corner of the screen.

➤ Select the **Edit Special Item** option in the **Text** menu or press **Ctrl+D**. The dialog box for the special item is displayed.

➤ Make whatever changes you desire, and then click on the **OK** button.

Use the **Ctrl+D** keyboard shortcut to edit a special item.

Attribute options

The 10 attribute options described in this section allow you to easily change the appearance of the highlighted text. Attributes can be combined, though some are mutually exclusive (e.g., superscript and subscript). Text attributes set using these attribute option override the settings of the paragraph tag.

To change text attributes such as font size, typeface, and color for highlighted text (verses the entire paragraph), use the **Set Font Attributes** option described starting on page 11–46.

The **Normal** option button resets the highlighted text to the font, size, and style attributes of the paragraph tag associated with the paragraph in which the text appears.

The **Bold** option button changes the font attributes of the highlighted text to boldface.

The **Italic** option button changes the font attributes of the highlighted text to italics.

The **Small** option button allows you to easily change the selected text to a predetermined size. The size of the text is determined by the settings in the Attribute Overrides dialog box for the paragraph tag in which the selected text appears.

The **Superscript** option button changes the highlighted text to superscript. The size and amount of upward shift of the superscript text is determined by the settings in the Attribute Overrides dialog box for the paragraph tag in which the superscript text appears.

The **Subscript** option button changes the highlighted text to subscript. The size and amount of downward shift of the subscript text is determined by the settings in the Attribute Overrides dialog box for the paragraph tag in which the subscript text appears.

The **Underline** option button places a line below the highlighted text. The height and spacing of the underline are determined by the settings in the Attribute Overrides dialog box for the paragraph tag in which the underlined text appears.

The **Dbl Underline** option button places two lines below the high-
lighted text. The height and spacing of the underlines are determined
by the settings in the Attribute Overrides dialog box for the paragraph
tag in which the underlined text appears.

The **Strike-thru** option button places a line through the highlighted
text. The height and spacing of the strike-thru are determined by the
settings in the Attribute Overrides dialog box for the paragraph tag in
which the strike-thru text appears.

The **Overscore** option button places a line above the highlighted text.
The height and spacing of the overscore are determined by the settings
in the Attribute Overrides dialog box for the paragraph tag in which the
overscored text appears.

Set Font Attributes

The **Set Font Attributes** option allows you to change the appearance of a selected range of text.

Operation

To change the font of selected text:

➤ Click on the Text tool button.

➤ Select the text whose font you wish to change.

➤ Click on the **Set Font Attributes** option button. The Font Setting For Selected Text dialog box (Figure 11–11) is displayed.
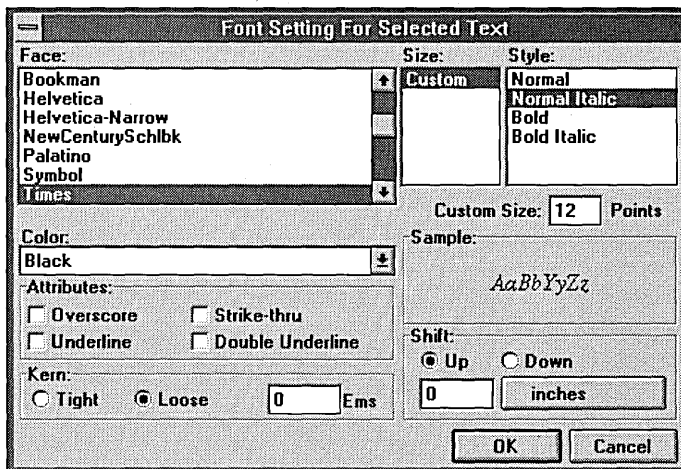
Figure 11–11. Font Setting For Selected Text dialog box.

➤ Select the **Face, Size, Style, Color,** and **Attributes** options you desire for the selected text, and then click on the **OK** button.

☞ Custom colors and shades of gray defined in the Define Colors dialog box will appear in the **Color** list box. Custom colors can be created using the **Define Colors** option as described on page 10–60.

Move selected text

The **Set Font Attributes** option dialog box lets you change the spacing between letters in the selected text, and also move the text up or down.

To change the spacing of the selected text:

➤ Set the **Kern** option to **Looser** to move the characters apart. Set the **Kern** option to **Tighter** to move the characters together.

➤ Enter the amount of space to add (looser) or subtract (tighter) between each character in the **Kern** entry field.

The amount you enter is measured in *Ems*, where one Em equals the width of the @ character in the currently selected font.

To move an individual letter to the left or right:

➤ Select only a single letter.

➤ Press and hold the **Shift** key.

➤ Press either the right or left keyboard cursor key. The text *following the selected letter* will move in the direction of the arrow.

To shift selected text up or down:

➤ Set the **Shift** option to **Up** to move the text up, or **Down** to move the text down.

➤ Enter the amount by which you wish to shift the text in the **Shift** entry field.

Change Text To

The **Change Text To** option allows you to quickly change the case of letters in a selected block of text.

The **Capitalize** option button converts the *first letter of each word* in the selected text to capital letters.

The **Upper Case** option button changes *every* letter of the selected text to upper case.

The **Lower Case** option button changes *every* letter of the selected text to lower case.

The **Normal** option button restores the selected text to the attributes specified by the paragraph tag. However, it does not undo case conversions (e.g., uppercase to lowercase).

Graphic	
Show On All Pages	
Send to Back	Ctrl+Z
Bring to Front	Ctrl+A
Line Attributes...	Ctrl+L
Fill Attributes...	Ctrl+F
Select All	Ctrl+Q
Grid Settings...	

Figure 12–1.   Graphic menu.

The options in the **Graphic** menu allow you to perform four major functions on selected graphics:

• Make them repeat on every page.

• Move them in front or behind one another.

• Change line and fill (shading) attributes.

• Create a grid to which all graphics will snap.

Refer to the Chapter 3 for information on how to use the graphic drawing features.

Show On All/This Page(s)

This option allows you to make a graphic print on every page in the document. Use the **Show On All/This Page(s)** option to:

- Create camera crop marks anywhere on the page.

- Create custom column guides which are not centered in the gutter.

Operation

➤ Click on the Selector tool button.

➤ Select the desired graphic and then select the **Show On All/This Page(s)** option button.

If you select a graphic that already displays on all pages, then the Graphics menu selection for this option displays **Show On This Page.** If you want to stop the graphic from repeating on every page in the document, select this option. The graphic will be shown only on the current page.

Graphics repeat at the same place on both left and right pages. If you want graphics to repeat at different locations on left pages than on right pages, follow these steps:

➤ Go to any left page.

➤ Click on the Add Frame tool button.

➤ Add a small new frame in the margin of your document. The placement of this frame does not matter as long as it doesn't interfere with any of the text.

➤ Make sure that the frame you just drew is still selected and then draw all the graphics which you wish to repeat on left pages.

➤ Click on the **Repeating Frame** option button and set the **For All Pages** option to **Left**.

➤ Go to any right page.

➤ Repeat the previous five steps except set the **For All Pages** option in the Repeating Frame dialog box to **Right**.

If you do not want graphics attached to a repeating frame to show on a particular page:

➤ Go to the page where you do not want graphics to appear.

➤ Select the frame to which you have attached graphics.

➤ Click on the **Repeating Frame** option button.

➤ Set the **On Current Page** option to **Hide This Repeating Frame**.

Send to Back

The **Send to Back** option takes the selected graphic and places it at the bottom of all graphics associated with the currently selected frame.

Operation

Use the Selector tool to select the graphic you wish to place behind all other graphics. Click on the **Send to Back** option button, or press and hold the **Ctrl** key and then press **Z**.

Sometimes you cannot select a graphic because it is positioned behind another graphic. This situation can be corrected as follows:
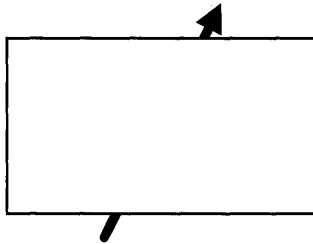
Figure 12–2.   Line sent to back of rectangle.

➤ Click on the Selector tool button.

➤ Press and hold the **Ctrl** key.

➤ Position the mouse cursor over the graphic you wish to select and then click the mouse button until the graphic you want is selected.

Each press of the mouse button, selects the next graphic further down in the stack.

Bring to Front

The **Bring to Front** option takes the selected graphic and places it on top of all graphics associated with the currently selected frame.

Operation

Use the Selector tool to select the graphic you wish to place on top of other graphics. Click on the **Bring to Front** option button, or press and hold the **Ctrl** key and then press **A**.

Sometimes you cannot select a graphic because it is positioned behind another graphic. This situation can be corrected as follows:
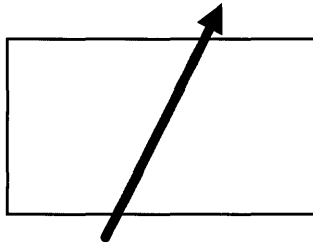
Figure 12–3.   Line brought to front of rectangle.

➤ Click on the Selector tool button.

➤ Press and hold the **Ctrl** key.

➤ Position the mouse cursor over the graphic you wish to select and then click the mouse button until the graphic you want is selected.

Each press of the mouse button, selects the next graphic further down in the stack.

Graphic Menu

Line Attributes

The **Line Attributes** option allows you to change the thickness, color, and end style of a line drawn in Ventura Publisher or of an outline surrounding other graphics drawn in Ventura Publisher. Use the **Line Attributes** option to:

- Change the thickness of graphic lines used as extra rules.

- Create one- or two-way arrows for callouts.

Operation

➤ Using the Selector tool, select the desired graphic.

➤ Click on the **Line Attributes** option button. The Line Attributes dialog box (Figure 12–4) is displayed. Each of the five graphic tools has its own dialog box.
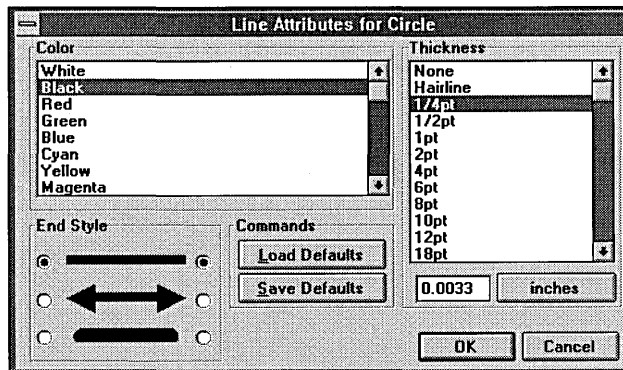
Figure 12–4.   Line Attributes dialog box.

Color   The **Color** list box displays the available colors that can be applied to graphic lines. Colors are selected from the list by clicking on the desired color name.

☞   Custom colors and shades of gray defined in the Define Colors dialog box will appear in this list box.

Thickness   The **Thickness** list box displays a number of pre-defined line thick-
nesses that can be applied to graphic lines. Pre-defined line thickness
are selected by clicking on the desired line thickness. To enter a custom
line thickness, select the unit of measure button to display the desired
unit of measure and then enter the desire line thickness in the **Thick-
ness** entry field.

End Style   The **End Style** option allows you to apply different line endings to the
graphic lines. The beginning and ending of each line can have a different
end style. Although this option is available regardless of the type of
graphic selected, this option is applicable only to graphic lines.

☞   The **End Style** options do not necessarily correspond to the line as it is
displayed on the screen but rather to the beginning and ending of the
line as it was drawn. If, for example, you draw a line from the right side
of the screen to the left, the end style for the right end of the line would
be selected from the left column of the **End Style** option. This is because
the right end of the line was the beginning of the line as it was drawn.

Load defaults/   You can save the **Line Attributes option settings for each graphic type
Save defaults**   (box text, line, ellipse, rectangle, rounded rectangle) by using the **Save
Defaults** option. If you select the **Save Defaults** button, the next
graphic you create of the same type will have identical attributes.

If you want to apply the saved defaults to an existing graphic of the same
type:

➤ Select the desired graphic and select the **Line Attributes** option.

➤ Click on the **Load Defaults** button. When you click on the **OK**
button, the saved defaults are automatically applied to the selected
graphic.

To copy attributes from one graphic to another:

➤ Select the graphic whose attributes you wish to copy and click on the
Line Attributes option button.

➤ Click on the **Save Defaults** button. This makes the attributes of the
currently selected graphic the default for that graphic type.

➤ Select the graphic whose attributes you want to change.

➤ Click on the **Line Attributes** option button and click on the **Load
Defaults** button. The attributes just saved are copied to the selected
graphic.

Graphic Menu

Fill Attributes

The **Fill Attributes** option allows you to change the color and background pattern of each graphic. This option is not available for lines.

Operation

➤ Use the Selector tool to select the desired graphic.

➤ Click on the **Fill Attributes** option button. The Fill Attributes dialog box (Figure 12–5) is displayed. Each of the graphic types has its own dialog box.
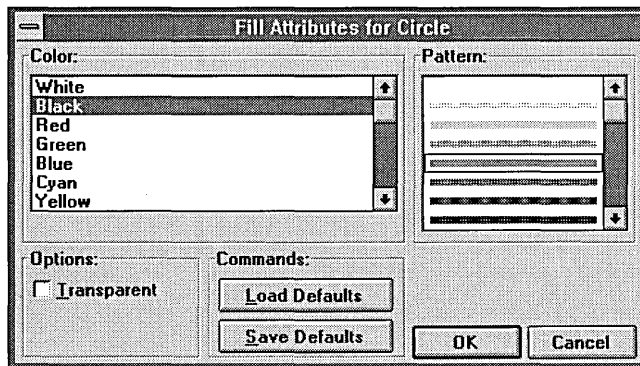
Figure 12–5.   Fill Attributes dialog box.

Color   The **Color** list box displays the available colors that can be applied to the fill area of a graphic. Colors are selected from the list by clicking on the desired color name.

Custom colors and shades of gray defined in the Define Colors dialog box will appear in this list.

Pattern   The **Pattern** option list box displays nine pre-defined ruling line patterns. These patterns range in shading value from 0% to 100% in 12.5% increments.

Transparent   The **Transparent** option allows you to change overlapping graphics. If **Transparent** check box is not checked for the graphic on top, that

graphic will block completely any other graphics below it. If you check the **Transparent** check box for the graphic on top, and if its fill pattern is anything other than solid, 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.

Load defaults/
Save defaults

You can save the fill attributes for each graphic type (box text, ellipse, rectangle, rounded rectangle) by using the **Save Defaults** option. If you select the **Save Defaults** button for the current graphic, the next graphic of that type that you create will have the same attributes.

If you want to apply any saved defaults to an existing graphic of the same type:

➤ Select the desired graphic.

➤ Click on the **Fill Attributes** option button.

➤ Click on the **Load Defaults** button. When you select the **OK** button, the saved defaults are automatically applied to the selected graphic.

To copy fill attributes from one graphic to another:

➤ Select the graphic whose attributes you wish to copy.

➤ Click on the **Fill Attributes** option button.

➤ Click on the **Save Defaults** button. This makes the attributes of the currently selected graphic the default for that graphic type.

➤ Select the graphic whose attributes you want to change.

➤ Click on the **Fill Attributes** option button.

➤ Click on the **Load Defaults** button. The attributes just saved are copied to the selected graphic.

Graphic Menu

Select All

The **Select All** option selects every graphic associated with the selected frame. Use the Select All option to:

- 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

➤ Click on the Selector tool button.

➤ Select the frame whose graphics you wish to select.

➤ Click on the **Select All** option button, or hold the **Ctrl+ Q**.

If after choosing **Select All** you want to de-select individual graphics, follow these steps:

➤ Press and hold the **Shift** key.

➤ Select the graphics you do not want selected.

To move all the graphics selected:

➤ Move the mouse cursor to the center of any one of the selected graphics, then press and hold the mouse key.

➤ Wait until the mouse cursor changes to the shape of a cross with arrows at each end.

➤ While still pressing and holding the mouse button, move the graphics to a new location.

Grid Settings

The **Grid Settings** option defines an invisible grid for the currently selected frame. All graphics attached to that frame will then snap to the grid points when drawn or moved. You can define a different grid for each frame on each page.

Operation

➤ Use the Selector tool to select the frame for which you wish to define a grid.

➤ Click on the **Grid Settings** option button. The Grid Settings dialog box (Figure 12–6) is displayed.
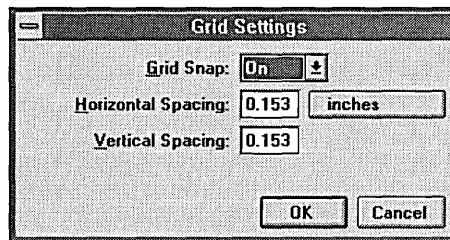
Figure 12–6. Grid Settings dialog box.

➤ Set the **Grid Snap** option to **On**.

➤ Set the horizontal and vertical spacing.

For **Vertical Spacing**, you should normally enter a value equal to the inter-line spacing of the Body Text tag, or a sub-multiple of this space. For instance, if Body Text's inter-line spacing is 12.00 points, set **Vertical Spacing** to 12.00, 6.00, 4.00, or 3.00 points.

In general, enter the largest horizontal and vertical spacing values possible, which provides the resolution you need. Keeping the grid large allows you to easily see whether two graphics are indeed aligned with one another.

The measurement of the grid begins at the upper left corner of the frame. If the grid settings are set for the base page, the measurement of

Graphic Menu

12 – 11

the grid begins at the upper left corner of the full page regardless of any margin, column, page size or layout settings.

```
┌─────────────────────────┐
│ Table                   │
├─────────────────────────┤
│  Insert Row...          │
│  Insert Column...       │
│  Join Cells             │
│  Split Cells            │
│  Set Tint...            │
│  Set Column Width...    │
├─────────────────────────┤
│  Normal Rules           │
│  Custom Rules...      ▶  │
├─────────────────────────┤
│  Insert New Table...    │
│  Change Settings...     │
└─────────────────────────┘
```
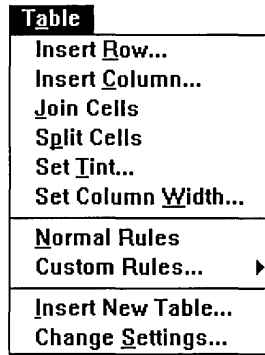
Figure 13–1.   Table menu.

The options in the **Table** menu allow you to insert and edit tables inserted into the text of your chapter.

Refer to the Table tool section in Chapter 3 for a description of how to create and edit tables.

The *Forms* section in Chapter 14 describes how to create forms using the Table tool.

Insert Row/Column
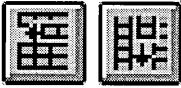
These two options let you add additional rows and columns to an existing table. To delete rows and columns select the row or column to be deleted and then click on the **Cut** function button.

Operation

To add a new column or row to an existing table:

➤ Click on the Table tool button.

➤ Select the location where you want to insert the rows or columns. Any new row(s) will be inserted below the selected row; any new columns will be inserted to the right of the currently selected column.

➤ Press and hold the mouse button.

➤ Select as many rows below, or columns to the right, as you want to insert.

➤ Click on either the **Insert Row** or **Insert Column** option button. The following alert is displayed to confirm the operation.

```
┌─────────────────────────────┐
│  ─          VP Alert        │
├─────────────────────────────┤
│   ╱!╲   Are you sure you want to   │
│  ( ! )  insert 1 row(s) in front   │
│   ╲ ╱   of ROW# 1 in your table?   │
│                             │
│      ┌────────┐ ┌────────┐  │
│      │ Insert │ │ Cancel │  │
│      └────────┘ └────────┘  │
└─────────────────────────────┘
```
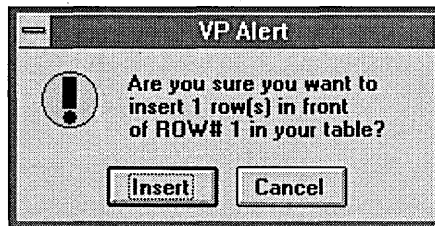
Click on the **Insert** button to insert the table column or row. Click on the **Cancel** button to cancel the operation.

When inserting a row, the inserted row inherits the attributes of the row below the inserted row. When inserting a column, the inserted column inherits the attributes as set in the Insert/Edit Table dialog box.

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Join/Split Cells
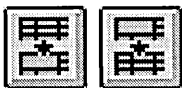
These options let you combine adjacent cells in the table together or, once joined, split them apart again.

In most tables, some cells are larger than others such as in the example shown in Figure 3–16. This is useful for creating column heads that straddle across multiple columns.

Operation

You can create larger cells by selecting more than one cell and then clicking on the **Join Cells** option in the **Table** menu. The text in the upper left cell in the selected group is the text shown in the resulting single large cell. Text in the other cells is not immediately lost. It is just hidden from view. It *will* be lost, however, when the chapter is saved.

To un-join a cell select the cell and then click on the **Split Cells** option in the **Table** menu.

Set Tint

The **Set Tint** option lets you apply background color and pattern to selected cells in your table. The **Define Colors** option in the **Paragraph** menu lets you define a color which can be applied to any cell in the table using the **Set Tint** option or to selected text in the table using the **Text** menu **Set Font Attributes** option. If you define a color which is simply a shade of gray, you can use this option to create any of 500 different shades of gray. To define a shade of gray, select the **Define Colors** option in the **Paragraph** menu. Set the **Color Mode** option to **CYMK**, set the **Cyan**, **Magenta** and **Yellow** color options to **0%**, then select the percentage of black that corresponds to the level of gray you desire.

Operation

To apply a color (or shade of gray) to a cell in the table:

➤ Click on the Table tool button.

➤ Select the cell or cells you wish to tint.

➤ Click on the **Set Tint** option button. The Table Cell Tint dialog box (Figure 13–2) is displayed.
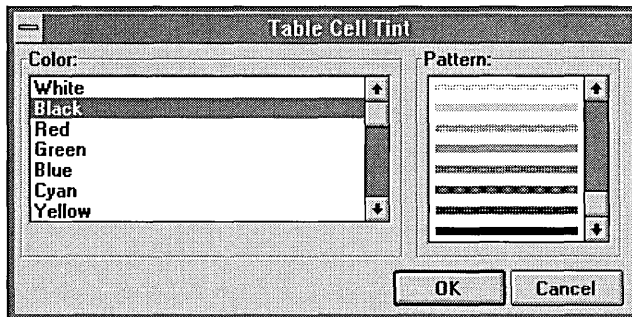
Figure 13–2.   Table Cell Tint dialog box.

Color   The **Color** list box lists the available colors that can be applied as table tints. A color is selected by clicking on the desired color name.

Custom colors and shades of gray defined in the Define Colors dialog box will appear in this list.

Pattern   The **Pattern** list box lists nine pre-defined ruling line patterns. A pattern option is selected by clicking on the desired pattern. The pattern options range in shading value from 0% to 100% in 12.5% increments.

Set Column Width

The **Set Column Width** option lets you precisely define the width of any column in the table. You can also interactively change column widths as described in the following section.

Operation

You can change the width of any column in one of two ways. The first way is more precise, while the second is useful when exactness is not required.

- **Dialog box**. Select a column (you only need to select one row) and then click on the **Set Column Width** option in the **Table** menu.

- **Interactive**. With the Table tool selected, press and hold the **Alt** key, move the mouse cursor to the middle of the column you want to change, press and hold the mouse button, then drag the right column boundary to the new location. The column width of all columns to the right of the adjusted column will be resized proportionately.

If you choose to set a column width using the first method, the dialog box shown in Figure 13–3 is displayed. To change column widths:
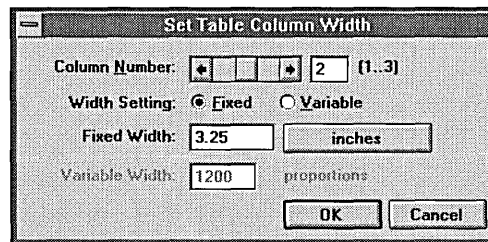
Figure 13–3. Set Table Column Width dialog box.

➤ Set the **Column Number** option to the column for which you want to adjust the width. The column number for the currently selected column is displayed at the top of the box. You can modify any column number without exiting from this dialog box by selecting the arrow on either side of the **Column Number** scroll bar, or entering the desired column number in the **Column Number** entry field. This

changes the column number, allowing you to then change the settings for that column.

➤ For each column selected, choose a **Width Setting** option of either **Fixed** width or **Variable** width. A fixed width column sets the width you enter in the **Fixed Width** entry field. A variable width column takes a proportionate share of whatever space is left after all fixed width columns have been formatted. The portion of the space allocated to each variable column is determined by the **Variable Width** setting.

➤ The **Variable Width** value is a dimensionless number which is compared to the other **Variable Width** settings for every other column in the table. A column with a **Variable Width** of **2** gets twice as much space as a column with a **Variable Width** of **1**. If all columns are to have the same width, set them all to the same number.

One way to set **Variable Width** is to set the narrowest column to a **Variable Width** value of **1** and all other columns to some integer multiple of this narrow column's width. Another approach is to allocate a percentage of the space available to each column. For example, if you want a column to occupy 35% of the non-fixed space, simply enter **35** in the **Variable Width** entry field. Then enter the percentages for each remaining variable width column. If you use this approach, make sure the widths for all **Variable Width** columns in the table add up to 100.

➤ Click on the **OK** button. Your column width settings take effect immediately.

Ruling Lines
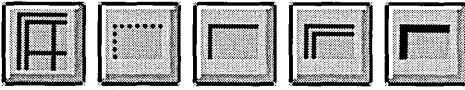
You can change any ruling line in your table using the **Normal Rules** and **Custom Rules** options. To change all ruling lines in an existing table, use the **Table** menu **Change Settings** option instead.

Operation

To change the ruling lines between cells:

➤ Click on the Table tool button.

➤ Place the mouse cursor at the beginning of the ruling line segment you want to change.

➤ Press and hold the mouse button.

➤ Move the mouse cursor to the end of the ruling line segment.

➤ Release the mouse button. The ruling line segment is selected and appears as a thick line.

➤ Select one of the **Custom Rules** option buttons. (The **Normal Rules** option returns the ruling line to the default ruling line specified in the Insert/Edit Table dialog box.)

You can also select cells if you want to change all the rules around those cells. To select an entire cell, you must drag the mouse cursor from the upper left hand corner of the first cell to the lower right hand corner of the last cell while holding the mouse button.

The ruling line definitions are stored in generated tags which are created when you first create the table. These tags are called Z_HIDDEN, Z_SINGLE, Z_DOUBLE, and Z_THICK. You can change these tag's ruling line attributes as follows:

➤ Click on the Paragraph tool button.

➤ Select the **Set Preferences** option from the **Edit** menu.

➤ Set the **Generated Tags** option to **Shown**.

➤ Select any paragraph and tag it with the tag whose ruling line attributes you wish to change, e.g., Z_SINGLE.

➤ Click on the Paragraph tool **Ruling Line Above** option button.

➤ Check the **Show in Table Rules List** check box. This will place the tag name in the **Custom Rules** dialog box.

➤ Set the ruling line options that you want. Click on the **OK** button.

➤ Re-tag the paragraph to its original tag.

☞ You can add any paragraph tag to the **Table** menu's **Custom Rule** option. Simply follow the previous eight steps. Once added, you can apply its ruling line definitions to any ruling line in a table. Thus you can have more than four ruling line definitions to choose from.

The maximum number of ruling line overrides per table is approximately 640 if you use only the four default tag names (e.g., Z_HIDDEN, Z_SINGLE, Z_DOUBLE, and Z_THICK). If you use other tag names, the maximum depends on the length of the tag name: the longer the name, the fewer overrides are allowed.

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Insert/Edit Table
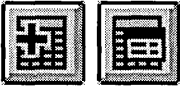
The **Insert New Table** option button performs the same function as the **Table** option in the **Insert Special Item** secondary menu. Once a table exists, you can edit many of its settings using the **Change Settings** option button. Both the **Insert New Table** and **Change Settings** options use the Insert/Edit Table dialog box (Figure 13–4). The remainder of this section describes the operation of this dialog box.
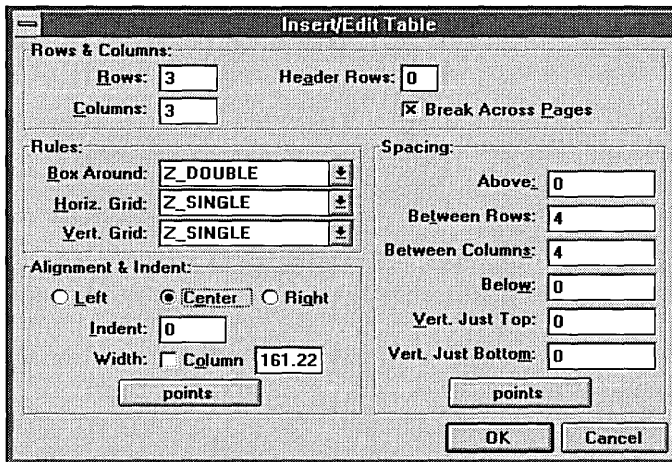
Figure 13–4. Insert / Edit Table dialog box.

Operation

Rows and Columns When you first insert a table, this feature allows you to specify the number of rows and columns which the table will initially contain. To add rows and columns to a table which already exists, use the **Table** menu **Insert Row** and **Insert Column** option buttons.

When you first create the table, every cell in the table is the same width and height. You can change the width of any column after the table is created. The height of each row adjusts automatically as you add additional text.

Table Menu

Header Rows

When a table continues across page or column boundaries, you can make Ventura Publisher automatically repeat rows at the top of the continuation of the table by entering the number of rows that make up the header. Note that the table is never broken in the middle of header rows.

Breaks across pages

You can keep a table from being broken across two pages. If you enable this feature, the table will continue across the bottom of a column or page, or from one frame to the next. If you disable this feature, the table is always placed in its entirety in one column, page, or frame.

Rules   You can place ruling lines around the entire table (**Box Around**), between each row (**Horiz. Grid**), and between each column (**Vert. Grid**).

The **Rules** options in this dialog box set the default for the entire table. You can override these defaults for any line which you select. This procedure is described on page 13–8.

The ruling line definitions which appear in each list box can be altered, and you can add new tags to the Insert/Edit Tables dialog box and **Custom Rules** option as follows:

➤ Click on the Paragraph tool button.

➤ Select any paragraph in your chapter and temporarily assign the tag you wish to change to this paragraph. If the tag doesn't appear in the Tags list, set the **Generated Tags** option to **Shown** in the **Set Preferences** option dialog box (**Edit** menu).

➤ Click on the **Ruling Line Above** option in the **Paragraph** menu.

➤ Define the ruling line for this tag.

➤ Before clicking on the **OK** button, check the **Show in Table Rules List** check box. Checking this check box makes the tag name appear in the Insert/Edit Table and the **Custom Rules** option of the **Table** menu.

Alignment & Indent   These settings control the width of the entire table. By contrast, the widths of the columns *within* the table are adjusted using the **Set Column Width** option button.

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Alignment

This option allows you to set the alignment of the entire table relative to the column or frame containing the table. This option is only available when the **Width** option **Column** check box is not checked.

Indent

This option allows you to set the indent distance of the table from the left side of the column or frame containing the table. This option is only available when the **Width** option **Column** check box is not checked.

Width

If the **Width** option **Column** check box is checked, then the table will fit into the current column width. If the table continues to another column, it will automatically adjust to that column's width.

To create a table width independent of the width of the column, follow these steps:

➤ Ensure the **Width** option **Column** check box is not checked. This disables automatic column width adjustment.

➤ Select an **Alignment** option. The **Alignment** options specify where the table will be aligned relative to the current column. You can specify **Left**, **Center**, or **Right**.

➤ Enter a value in the **Indent** entry field. The **Indent** value lets you specify how far to move the table from the left edge of the column or frame containing the table.

➤ Enter a value in the **Width** entry field. The **Width** value lets you specify the overall width of the table.

➤ Click on the **OK** button.

Spacing The **Spacing** options allow you to fine tune the spacing of the rows and columns of your table, as well as the spacing of the table in relation to other tables and paragraphs in your document.

Space above

This setting adds vertical space between the beginning of the table and the bottom of the previous paragraph. It operates in the identical manner to the **Above** option in the Paragraph tool's Spacing dialog box.

Table Menu

It's generally a good idea to add an amount equal to or greater than Body Text inter-line spacing.

Space between rows

This settings adds vertical space between each row in the table. If the **Move Down To 1st Baseline** setting in the Chapter Typography dialog box is set to **Cap Height**, then the total space between lines is the cap height plus the space between rows. If **Inter-Line** is selected in the Chapter Typography dialog box, then the inter-line spacing for the first tag in the table is added to the space between rows.

Space between columns

You can specify how much horizontal space to add to the left of each column. Use this control to keep text from touching the text in adjacent cells.

Space below

This setting adds space between the end of the table and the top of the following paragraph. It operates in the identical manner to the **Below** option in the Paragraph tool's Spacing dialog box. It's generally a good idea to add an amount equal to or greater than Body Text inter-line spacing.

Vertical justification at top

This provides the same control as vertical justification at the top of a paragraph. Refer to page 8–10, for more information.

Vertical justification at bottom

This provides the same control as vertical justification at the bottom of a paragraph. Refer to page 8–10, for more information.

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PUTTING IT TOGETHER

This chapter tells you how to combine all the features in Ventura Publisher to produce your documents.

Creating typographic effects. This section shows how to combine the different paragraph attributes together into tags to produce both common as well as unusual typographic effects such as lead-ins, outdented headings, and reversed text.

Creating text runarounds. This section shows how to manipulate frames so that text can be made to flow around in irregularly shaped picture.

Creating continuation headers and footers. This section describes the various ways to use the header/footer current match feature to control the information displayed in the headers and footers of your chapter.

Shortcuts. This section describes a number of alternate methods of working with the components of a document, and provides shortcuts to help you become more productive when using Ventura Publisher.

Creating typographic effects

This section gives step-by-step instructions for combining several paragraph options together to create common typographic effects. The style sheets in Appendix J contain other effects not explicitly covered here.

This section describes the following effects:

- Big first character (white on black)
- Footnote superscripts
- Headings (outdented)
- Indents/Outdents
  - Lead-ins
  - Hanging indent
  - Simple indents
- Reverse type/shaded type
- Change bars

Reversed big first character

The Paragraph tool **Special Effects** option allows you to create a big first character at the beginning of a paragraph. Occasionally, you may want to create an effect similar to the one shown in Figure 14–1, where white text appears inside a black box. You can create this effect using a combination of Paragraph tool options. Once created, you can instantly format any paragraph in your document with this effect.

> **T**he Special Effects option in the Paragraph menu lets you create a big first character at the beginning of a paragraph. Occasionally, you may want to create an effect similar to the one shown in Figure 15-14, where white text appears inside of a black box. You can create this effect using a combination of options from the Paragraph menu, then format any paragraph in your document to display this newly-created effect.

Figure 14–1. Reversed big character.

☞ Not all printers can print white text on a black background. Print the CAPABILI.CHP chapter located in the TYPESET directory to see whether your printer is capable of producing this effect.

➤ Make the first letter (the one you want to make large) a separate paragraph.

➤ Create two new tags, one for the first paragraph which consists of just one letter, and one for the paragraph that follows it. Both should have the same attributes initially.

➤ Click on the Paragraph tool button, then select the paragraph that contains just the first character.

☞ All changes to the font attributes of the first big character will be made in the **Special Effects** option dialog box. Do **not** change any of this tags attributes in the **Font** or **Spacing** option dialog boxes.

➤ Click on the **Spacing** option button and note the value in the Inter-Line entry field. Click on the **Cancel** button.

➤ Click on the **Special Effects** option button.

➤ Select the **Big First Character** option.

➤ Set the **Space for Big First** option to **Custom**.

➤ Enter the number of lines you wish to create for the big first character in the **Space for Big First** entry field.

➤ Click on the **Set Font Properties** button and select the desired typeface and color for the big first character.

➤ Select the font size for the big first character. The optimal font size should be based on the following formula.

$$P \times L + (I \times L \div 2) - L = \text{big first character font size}$$

where:
P = the font size of the text following the big first character
L = the number of lines entered in the **Space for Big First** entry field
I = the inter-line spacing (in points) of the text following the big first character

In the example shown in Figure 14–1, the text font size is 10 points, the inter-line spacing is 12 points, and the big first character is to take up 2 lines. The following is the equation for determining the optimal

Putting It Together

font size of this big first character.

$10 \times 2 + (12 \times 2 \div 2) - 2 = 30$

➤ Select the **White** color option from the **Color** list box.

➤ Click on the **OK** button in the two dialog boxes to return to the main screen.

☞ If you deselect the paragraph, you will not be able to read the text, because the letters and background are both white. The following steps will create a black line over the text so that it can be read.

➤ With the paragraph still selected, click on the **Breaks** option button.

➤ Set the **Line Break** option to **Before** and then click on the **OK** button.

➤ Click on the **Ruling Line Above** option button.

➤ Select the **Text** option from the **Width** list box, and then click on the **User-Defined** button.

➤ Make sure the **Dimensions** option is set to **points**.

➤ Enter a **Height for Rule 1** that is about 20% less than the point size of the big first character.

➤ Enter a **Space Below Rule 3** that is about 15% less than the point size of the big first character. Enter this value as a negative number so that the ruling line will be forced down over the big first character.

☞ The value entered in the **Space Below Rule 3** entry field must be entered as a negative number.

➤ If the big first character is the first paragraph in the column, enter the difference between the **Space Below Rule 3** value and the **Height of Rule 1** value in the **Space Above Rule 1** entry field.

Figure 14–2 shows the User-Defined Ruling Style dialog box for the example shown in Figure 14–1.
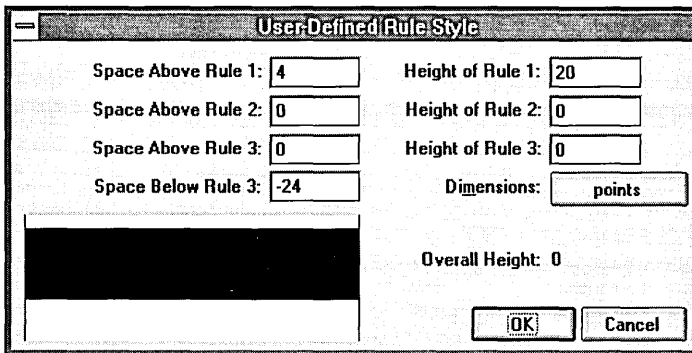
*Figure 14–2. User-Defined Ruling Style dialog box for the first paragraph. Note that since the example was placed in a frame, and thus was at the top of a column, the difference between the **Space Below Rule 3** value and the **Height of Rule 1** value (24 – 20 = 4) was entered in the **Space Above Rule 1** entry field.*

➤ Click on the **OK** button to exit the User-Defined Ruling Style dialog box, and click on the **OK** button to exit the Ruling Line Above dialog box.

You can adjust the **Height of Rule 1** and the **Space Below Rule 3** values to adjust the size of the ruling line and its placement over the big first character, respectively.

You have now finished creating the tag attributes for the first paragraph. To design tag attributes for the second paragraph:

➤ Using the Paragraph tool, select the text that will follow the reversed letter.

➤ Use the Add New Tag option to assign a new tag name to this paragraph.

➤ Click on the **Alignment** option button.

➤ Set the **Relative Indent** option to **On**.

➤ Enter an **In/Outdent Width** value of 2 or 3 points.

➤ Enter an **In/Outdent Height** number to indicate how many lines should be indented to allow for the reversed box. The number of lines should equal the number of lines selected for **Space for Big First Character** option in the **Special Effects** option dialog box. The **Alignment** option dialog box settings for this example are shown in Figure 14–3.

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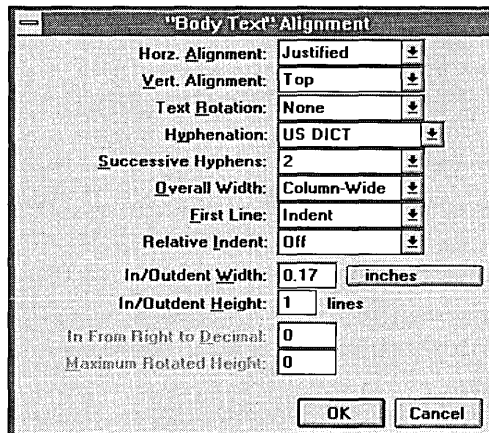
Figure 14–3. Alignment option dialog box for the second paragraph.

➤ Click on the **OK** button.

➤ With the paragraph text still selected, click on the **Breaks** option button.

➤ Set the **Line Break** option to **After** and then click on the **OK** button.

The tags for this effect are complete. To apply the effect to a paragraph, simply setup the paragraph as described in the first step on page 14–3 and apply the tags to the two paragraphs.

Headings (outdented)

One of the most common typographic effects is a heading or subhead which is outdented into the left margin. The headings which appear in the left margin of this Reference Guide are a good example (Figure 14–4). Note how the text in the paragraph following these headings continues at *the same vertical position* as the first line in the heading.

You must set all the tags in a style sheet correctly to make this effect work properly. Every tag, except the headings, should be set as follows:

Paragraph option	Setting
Line Break	After
Spacing In From Left	Equal to the left gutter space (this manual uses 7 picas)

The headings should be set as follows:

Paragraph option	Setting
Line Break	Before
Spacing In From Right	Column width minus left gutter (this manual uses 24 picas)

Indents/Outdents

In From Right space for first paragraph.

Heading for a paragraph

Note how this first line is placed on the same line as the first line of the heading which precedes it. Also note how the text for this paragraph is moved in from the left margin. This is *not* done by setting multiple columns in the Frame menu. Instead, create a blank left margin by setting the In From Left space for this paragraph .

In From Left space for second paragraph.

Figure 14–4. Outdented heading. Set Line Break: Before for heading, Line Break: After for paragraph which follows.

The following sections describe common types of indents and outdents, along with the typical Paragraph settings needed to achieve these effects. The indents and outdents described include:

- Lead-ins

- Hanging indents

- Simple indents

Lead-in A *lead-in* is the first text in a paragraph. This text is often printed in a font that is different from that of the remaining text.

The simplest way to create an occasional bold or italic lead-in is to select the lead-in text using the Text tool and assign one of attributes from the **Text** menu. However, if you use lead-ins frequently, you will find it easier to design a paragraph tag which creates the lead-in automatically. If you use this method, the lead-in text is actually a separate paragraph from the text which follows, even though both appear to

constitute part of the same paragraph. The following steps show you how to design a lead-in.

This is a lead-in paragraph. This is a separate paragraph from the lead-in. This paragraph has Relative Indent: **On**, Indent 5 points (both are in the Alignment option), and Line Break: **After** (Breaks option). The lead-in has Line Break Before, Keep With Next: **Yes**, and Allow Within: **No**.

Figure 14–5. Lead-in example. Note that the lead-in is a separate paragraph.

➤ Click on the Paragraph tool button.

➤ Select the lead-in paragraph. (If necessary, click on the Text tool and make the lead-in a separate paragraph by placing the text cursor immediately after the lead-in and then pressing the **Enter** key.)

➤ Click on the **Add New Tag** option button and create a new tag name for the lead-in.

➤ Using the Paragraph option buttons change the lead-in attributes as follows

   – Set the Font Settings dialog box **Face** and **Style** options to **Bold Italic** (or other attribute which will highlight the lead-in).

   – Set the Breaks dialog box **Line Break** option to **Before**.

   – Set the Breaks dialog box **Keep With Next** option to **Yes**.

➤ Select the paragraph which follows the lead-in.

➤ Click on the **Add New Tag** option button and create a new tag name for the paragraph which follows the lead-in.

➤ Change this second paragraph's attributes to:

Paragraph option	Setting
Alignment	Relative Indent: On
Breaks	Line Break After, Beside Last Line of Prev.

This effect will work correctly with justified text only if the lead-in is less than the width of one line.

Hanging indent   The hanging indent shown in Figure 14–6 is identical to an outdented heading. Follow the procedures given in the previous section.

To create this effect easily, assign both the outdented head, as well as the paragraph which follows, to function keys. Then, while typing using the Text tool, simply press the function key to make the text move into or away from the margin.

Page 3   This is another example of a hanging indent. The words **Page 3** are actually a separate paragraph. Refer to the previous section (Headings (Outdented) for a description of how to create this effect. This outdent has Horizontal Alignment set Right.

This is an example of a hanging indent. In the Alignment option select First Line: Indent, and In/Outdent Width: 4 picas (or whatever the first line indent should be).

This is an example of a hanging outdent. Select First Line: Outdent, and In/Outdent Width: 4 picas (or whatever the first line outdent should be).

Figure 14–6.   Hanging outdents and indents.

Simple indents   Create simple indents and outdents of the type shown in Figure 14–6 by
and outdents   using the In/Outdent Width markers on the tab bar. Refer to page 3–56 for more information on using the tab bar.

Reverse type

Reverse type means that white letters are printed on a black background.

Some printers are not capable of printing white text. Printing the CAPABILI.CHP will allow you to determine if your printer is capable of printing white text.

To reverse all text on the page or frame:

➤ Click on the Selector tool button and select the page or frame.

➤ Click on the **Frame Background** option button.

➤ Select the **Black** color option from the **Color** list box

The text in this frame is automatically reversed by changing frame
background color to black.

Figure 14–7.   Reverse type. Your printer must be able to print white text.

You can also create a single line of white text inside a black ruling line,
by creating a paragraph tag which has a ruling line shifted down over
the paragraph. Follow these steps:
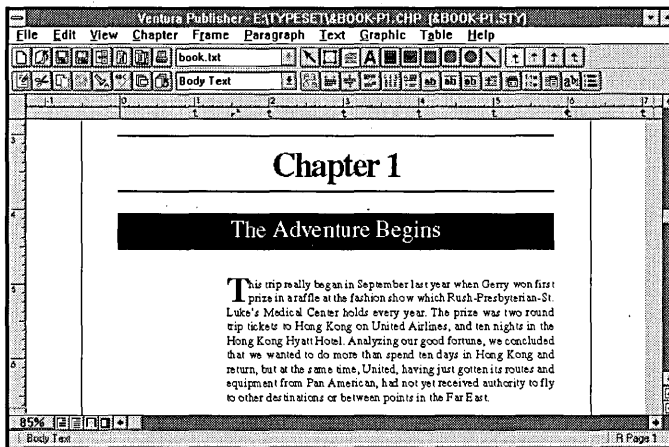
Figure 14–8.   Reverse text within a ruling line.

➤ Click on the Text tool and type the text you want to appear as reversed
   text.

➤ Click on the Paragraph tool button and select the paragraph.

➤ Create a new tag called, for example, White Text.

➤ Set the size, alignment, and other tag attributes as desired.

➤ Click on the **Font Settings** option button. Select the **White** color
   option from the **Color** list box, and the solid (bottom) **Pattern** list box
   option, and then click on the **OK** button.

☞ If you deselect the paragraph at this point, you will not be able to read the text, because the letters and background are both white. The following steps will create a black line over the text so that it can be read.

➤ Click on the **Ruling Line Above** option button. Select the desired options from the **Width** and **Color** list boxes. Select the solid (bottom) option from the **Pattern** list box.

➤ Click on the **User-Defined** button. Click on the **Dimensions** button until the **points** unit of measure is displayed. Since the values you will enter in this dialog box are based on the size of the tag font, setting the unit of measure to **points** will ensure that the correct values are entered.

➤ In the **Height of Rule 1** entry field, enter a value that is larger than the point size of the tag. For example, enter 36 if the size of the fonts used is 24 point type, or 24 for 18 point type.

☞ The display area in the dialog box will not display lines higher than 36 points correctly, although you can still create them.

➤ In the **Space Below Rule 3** entry field, enter a value corresponding to the distance required to move the ruling line down over the text. This value is calculated by adding the font size in points with the ruling line size in points, then dividing the sum by -2. For example, if you want to place 24 point white type within a 36 point ruling line, the equation would be:

$$\frac{24 + 36}{-2} = -30$$

☞ The number entered in the Space Below Rule 3 entry field must be a negative number in order for the ruling line to shift downward over the text.

➤ Click on the **OK** button in both the User-Defined Rule Style and the Ruling Line Above dialog boxes.

Experiment with different **Space Below Rule 3** amounts to place the text at different vertical positions within the rule.

Shaded type You can also place text within backgrounds which are not completely black. Simply use one of the other patterns options for the frame

background or ruling line. Change the text color from white to black, if the pattern is an extremely light one.

Change bars

A change bar alerts the reader that the contents of a paragraph have changed. You can also use a change bar as a custom vertical rule to highlight headlines in newspapers, newsletters, or magazines. Design a change bar as follows:

➤ Click on the Paragraph tool button and select a paragraph that is to have a change bar.

➤ Click on the **Add New Tag** option button. Select the **Body Text** tag name from the **Copy From** list box and enter a name for the new tag in the **Name To Add** entry field. Click on the **OK** button.

➤ Click on the **Ruling Box Around** option button.

➤ Select the **Custom** option from the **Width** list box.

➤ Click on the **Dimensions** button until **points** is displayed.

➤ Enter a value of 1 point in the **Custom Width** entry field.

➤ Click on the **User-Defined** button and enter a **Height of Rule 1** of less than 2 points. Click on the **OK** button.

➤ Add a small (e.g., 1 pica) negative **Custom Indent**: value.

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.

Creating text runarounds

Normally, text that is already on a page flows around a newly created frame. However, text can be made to flow behind a selected frame by setting the **Text Flow Around** option to **Off** in the **Sizing & Scaling** option dialog box (**Frame** menu.) You can use this feature to make text follow the outline of an irregular object (a runaround) as follows:

➤ Use the Add Frame tool to create a frame.

➤ With this frame selected, click on the **Sizing & Scaling** option button.

➤ Set the **Text Flow Around** option to **Off** and click on the **OK** button.

➤ Place a picture in the frame. You should now have an image which overlaps text, as shown in Figure 14–9.
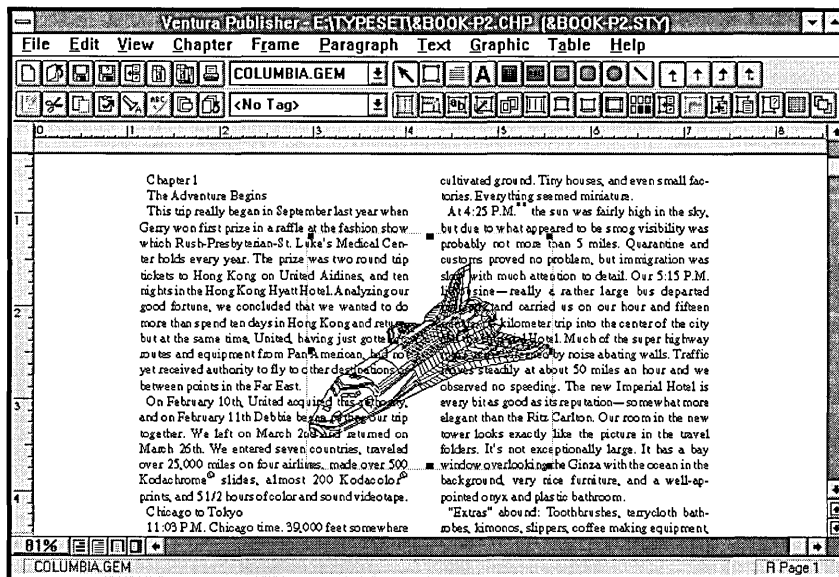
Figure 14–9.   Flow text around turned off.

➤ Click on the Add Frame tool and draw frames over each portion of the picture that you want to be free of text. To keep the Add Frame tool selected, hold down either **Shift** key while placing these frames. See Figures 14–10 and 14–11.
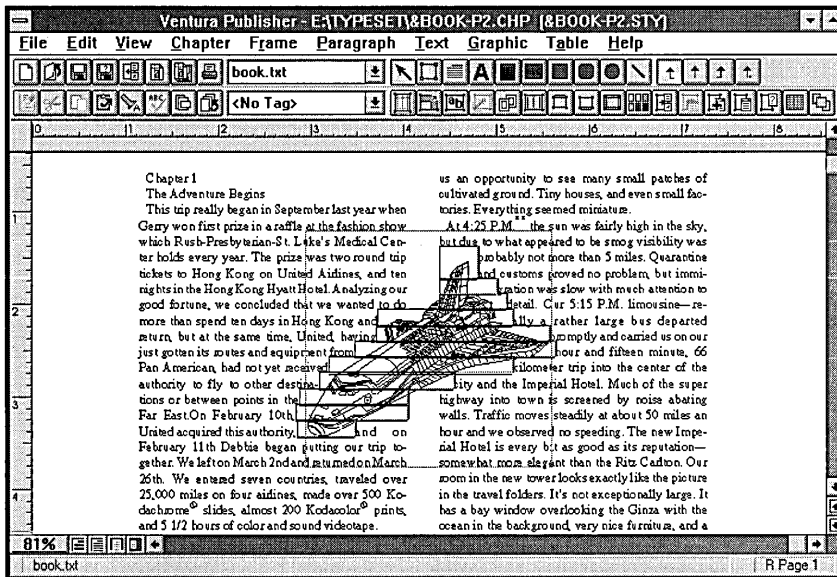
Figure 14–10. Multiple frames added to create runaround.
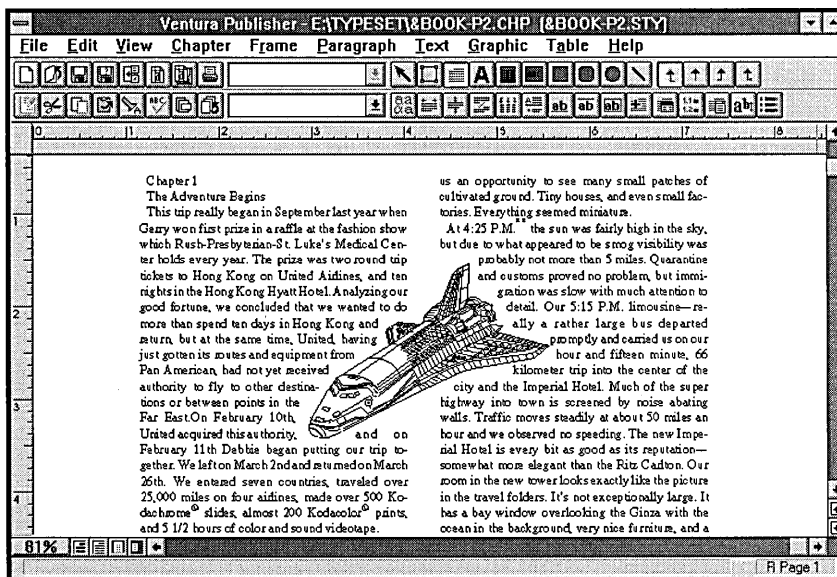
Figure 14–11. Completed runaround.

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Creating continuation headers and footers

The following section shows how to create continuation headers in Ventura Publisher using the current match feature in the Headers and Footers dialog box.

The current match feature allows more flexibility in controlling the information placed in the header or footer. Unlike the **First Match** and **Last Match** options in the Headers and Footers dialog box, the current match feature allows you to specify that the text associated with a particular tag appear in the header of footer, even if the text appears on a previous page. This feature also allows you to specify additional text to appear in the header or footer if the text associated with the tag appears on a previous page. For example, the "Copy to Facing Page" heading on the previous page could appear as "Copy to Facing Page (Continued)" in the header or footer of this page. It is also possible to make text associated with a tag *not* appear in the header or footer if the text appears at the top of a page. The three general uses for this feature are described in this section.

An overview of the current match feature

The current match feature allows you to create continuation headers and footers. An understanding of its use is important. If you understand how it works you can create your own custom continuation headings.

To use the current match feature, type the following in the **Left, Right**, or **Center** fields of the **Headers & Footers** dialog box.

[^tag name1,tag name2]

☞ You must type a caret (Shift+6) before the first tag name and must separate the two tag names with a comma. Do not use spaces before or after the comma. The whole must be enclosed by brackets.

If the first paragraph on a page uses the tag specified by tag name1, that paragraph's text is printed as part of the header or footer. Otherwise the text of the last occurrence of tag name2 is printed as part of the header or footer.

A simple continuation header or footer

Simplest and easiest to use continuation header or footer. General purpose for instances where topics span many pages. There are many instances when you want the header or footer on a page to accurately reflect the topic of the text that is at the top of the page. By contrast, first match and last match print the text of a topic introduced on the current page, regardless of whether the text at the top of the page is a continuation of a previous topic. The following is a simple example of how to create continuation headers or footers.

➤ Type the same tag name for tag name1 and for tag name2 in the **Left**, **Right**, or **Center** fields of the **Headers & Footers** dialog box. Use the format of [^tag name1,tag name2].

If the page begins with the tag, the text of that paragraph is printed in the header or footer. If the page doesn't begin with that tag, the text of the last occurrence of that tag is printed in the header or footer.

You might use this when you want a header or footer to indicate that text at the top of the page belongs to a topic heading that started earlier in the chapter. Only when a new topic starts at the top of the page will the header or footer contain text from a topic paragraph on the current page.

A true continuation header or footer

Easy to use continuation header or footer. Use this when you want the continuation header text to be different from the topic text. For example, you might want the word "continued" appended to the topic in the header or footer on subsequent pages after the first occurrence of the topic.

A better example of how to use this feature is to create two tags for each topic paragraph. The first contains the actual text of the topic paragraph, while the second contains the continuation text for headers and footers.

You might use this if you want one header or footer string for topics that start at the top of a page and another header or footer string for topics that are continuations from another page. For this example, two separate topic headings are used for each topic. The first is for the topic itself. The second is for the continuation text.

➤ Create two paragraph tags. The following are sample paragraphs and tags.

@Heading = Ventura Publisher
@HeadingCont = Ventura Publisher (Cont.)

➤ Type the two different tag names for tag name1 and tag name2 in the **Left**, **Right**, or **Center** fields of the **Headers & Footers** dialog box. Use the format of [^tag name1,tag name2]. In this example, type [^Heading,HeadingCont].

➤ Set **Keep With Next** in the **Breaks** dialog box of the **Paragraph** menu to **Yes** for both of these tags. It is important that these paragraphs always stay together.

➤ Set **Line Break** in the **Breaks** dialog box to **No** for the HeadingCont tag. This tag is created solely for use with the header or footer so it shouldn't take up any space.

➤ Set **Color** to **White** in the **Font Settings** dialog box of the **Paragraph** menu for the HeadingCont tag. The color is set to white so it doesn't print on the page.

If the Heading tag appears at the top of the page, the topic heading "Ventura Publisher" prints as the first paragraph on the page and are contained in the header or footer. On subsequent pages, until another Heading/HeadingCont pair appears, the words "Ventura Publisher (Cont.)" print in the header or footer.

If the Heading tag does not appear at the top of the page, the topic heading "Ventura Publisher" prints somewhere after the first paragraph but is not contained in the header or footer. On subsequent pages, until another Heading/HeadingCont pair appears, the words "Ventura Publisher (Cont.)" print in the header or footer.

Special continuation headers and footers

A more complex use of continuation headers or footers. Use this when you want the continuation text to be different from the topic text and when you don't want the topic text to print in the header when it occurs at the top of a page. For example, you might want the word "continued" appended to the topic in the header or footer on subsequent pages after the first occurrence of the topic. In addition, you might not want the header or footer to print if the topic occurs at the top of a page.

This is useful if the topic paragraph and the header are of roughly equal size, for example. The following example creates three tags that print a topic heading, a continuation header or footer, and a blank header or footer when the topic appears at the top of the page.

➤ Create two paragraph tags. The following are sample paragraphs and tags. Heading doesn't have any text. So if it appears at the top of a page the header or footer doesn't contain any text.

@Heading =
@HeadingCont = Ventura Publisher (Cont.)

➤ Type the two different tag names for tag name1 and tag name2 in the **Left, Right,** or **Center** fields of the **Headers & Footers** dialog box. Use the format of [^tag name1,tag name2]. In this example, type [^Heading,HeadingCont].

➤ Set **Keep With Next** in the **Breaks** dialog box of the **Paragraph** menu to **Yes** for both of these paragraphs. It is important that these paragraphs always stay together.

➤ Set **Line Break** in the **Breaks** dialog box to **No** for the HeadingCont tag. This tag is created solely for use with the header or footer so it shouldn't take up any space.

➤ Set **Color** to **White** in the **Font Settings** dialog box of the **Paragraph** menu for the HeadingCont tag. It shouldn't print on the page so the color is set to white.

➤ Create a third tag that is the real topic heading and that will print every time it is encountered. Note that neither one of the above tags (Heading and HeadingCont) ever print on the page. They are strictly used for the headers and footers. The following are the set of tags for this example.

@Heading =
@HeadingCont = Ventura Publisher (Cont.)
@RealHeading = Ventura Publisher

➤ Set **Keep With Next** in the **Breaks** dialog box of the **Paragraph** menu to **Yes** for all of these tags. It is important to keep all these paragraphs together.

The above set of tags result in the topic text being printed every time the topic changes and a continuation header being printed on every page except when a new topic starts at the top of a page.

Tips for working with tags and continuation headers or footers

In the previous examples, some of the tags use no line break and use a color of white. These features make the paragraphs invisible on the page and hide them behind other paragraphs. This may make writing or editing the text difficult. If you observe some of the following tips, however, your task is much easier.

• When adding one of these paragraphs, first write the text using the body text tag (or any other visible, easy to use tag) and then tag the paragraph with the no line break/white color tag. This makes text entry easy.

• If you need to edit one of the paragraphs, consider using Search and Replace. While the text is invisible to you, Search and Replace can find and change it easily.

• If you need to edit a specific paragraph, try using the cursor keys to move the cursor to the same line as the hidden tag. You can tell when the cursor is on the right line because the tag name appears in the tag list. Change the tag to Body Text. Edit the text and retag the paragraph.

• If you need to edit many of the paragraphs, you can change the **Color** to **Black** in the **Font Settings** dialog box of the **Paragraph** menu and set **Line Break** in the **Breaks** dialog box to **Yes**. This lets you see the text so you may edit it. Remember that you are adding line breaks by doing this. If the text you are editing is in the middle of a long chapter, it may get pushed many pages from its original position. When you are done editing the text, remember to set the color back to white and set the line break back to no.

• The Spell Check works with the hidden text, so any misspellings in the paragraphs, even though the text is invisible to you, will be caught and may be changed using the Spell Check.

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Shortcuts

Select frame/graphic underneath

When you place one frame entirely under one or more frames or graphic, you cannot select the frame or graphic on the bottom in the normal way. To correct this problem, press and hold the **Ctrl** key while you select. In this way, you can select each frame or graphic in succession, starting with the currently selected frame.

Precise frame size and placement

You can be place, size, and crop frames precisely using the Frame tool **Sizing & Scaling** option button. On the other hand, the mouse provides a much faster way to accomplish these functions.

A good way to take advantage of both features is to enable the **Show Rulers** option in the **View** menu 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/graphic selection

You can select several frames (or graphics) at the same time, then move, cut, copy, paste, or resize them as a group. To select several frames or graphics, make sure the Selector tool is enabled. Press and hold either **Shift** key on the keyboard as you select each frame or graphic. Finally, release the **Shift** key, then move, cut, copy or paste the group of frames.

To de-select one of a group of selected frames or graphics, hold down either **Shift** key and select that frame.

Selecting any frame or graphic *without* pressing the **Shift** key de-selects all other frames or graphics.

Display without selection borders

When you are using any tool other than Paragraph, a light textured border is displayed around each picture. This border illustrates the placement of the frame and will not be printed. Click on the Paragraph tool to display the frames without these selection borders. To add borders that *will* print, use the **Ruling Lines** options as described in the **Frame** menu chapter.

Copy-fitting

Copy-fitting is the process of making the copy (text) fit a given space. Ventura Publisher provides several copy-fitting tools that you can use individually or together to solve copy-fitting problems. A description of these tools and their application follows:

1) **Text Editing**. The traditional way, and still the best, to get copy to fit a given space is to add and delete text. Ventura Publisher's Text tool gives you a word processor that not only allows you to add and delete text, but also allows you to see instantaneously 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 page and text is "pushed" or "pulled" from the next column or page as needed. If the **Line Snap** option is enabled in the **View** menu, you can easily control the number of lines of text in the 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** enabled. 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.

When using this technique, remember that the **Widows and Orphans** 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.

3) **Change tracking**. You can change the space between every letter within a selected text block, thus increasing or decreasing the space it occupies. This method is not approved by most designers, but it works and is easy to use.

➤ Click on the Text tool button and then select all the text which you wish to fit in a column.

➤ Hold either **Shift** key.

➤ Press the right arrow to add small amounts of space between each letter. Press the left arrow to decrease the amount of space between each letter.

➤ Continue pressing the appropriate arrow until the text fits the space.

4) **Vertical Justification**. The vertical justification feature automatically assures that text reaches the bottom of a page or column.

Page break

With many word processors, you can create a new page at any point in the text. Ventura Publisher allows you to do this using Paragraph tool **Breaks**. However, you may want to create a page break during editing process. This is easy to do:

➤ Using the Text tool, create an empty paragraph.

➤ Click on the Paragraph tool button.

➤ Select the blank paragraph and click on the **Add New Tag** option button.

➤ Select the **Body Text** tag name from the **Copy From** list box and enter a name for the new tag in the **Name To Add** entry field. Click on the **OK** button.

➤ Click on the **Breaks** option button. Set the **Page Break** option to **After**.

➤ Use the **Assign Function Keys** option in the **Update Tag List** option dialog box (**Paragraph** menu) to 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 paragraph in which you are editing is then pushed to the next page or frame.

Force justification

If the last line of a paragraph consists of nothing but a short word, you may want to force the last word from the previous line to go to this last line. One way to do this is use the line break feature (**Ctrl + Enter**). However, if the text is justified, this will result in a short line, which is incorrect. Another, better approach is to use Ventura Publisher's interactive tracking feature. Follow these steps:

➤ Click on the Text tool button.

➤ Select the next to last line in the paragraph, starting at the beginning of the first word in the line, and ending *immediately in front* of the last word on the line.

➤ Press and hold either **Shift** key.

➤ Press the right arrow key several times until the last word on the line jumps to the beginning of the next line.

By adding space between every letter and every space in the line, you have produced a justified line.

Putting It Together

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Installation notes

Memory adjustments

The Ventura Publisher program consumes about 400 kilobytes of memory. In addition, it normally allocates 144 kilobytes of memory to hold paragraph and text information and 128 kilobytes of memory for frames and tags.

If you are experiencing slow screen refresh or typematic rate, or you are receiving Out of Frame Memory or Out of Text Memory alerts, these memory allocations can be increased as follows:

➤ Select the **About Ventura Publisher** option in the Ventura Publisher **Help** menu.

➤ For both memory types, enter the memory you wish to allocate in the **Requested** entry field.

➤ You must quit and restart Ventura Publisher in order for these new memory allocations to take effect. These settings are stored in the VPWIN.INF file. If you should have to delete the VPWIN.INF for any reason, these setting will need to be readjusted after starting Ventura Publisher again.

☞ Do not allocate more than the amount of real memory in your system.

Installation parameters

Each time you run Ventura Publisher, the following items are retrieved from a file called VPWIN.INF so that you can resume with Ventura Publisher in the same state as when you last used the program:

- The unit of measurement (e.g., inches, centimeters, etc.) used in each dialog box.

- View menu settings

- Toolbox (Table, Text, etc.) settings

- The most recent style sheet used

When you install Ventura Publisher, the installation program asks you where you want to save **preferences**. The answer you provide to this question determines where the VPWIN.INF file is located. If you wish to later change the location of this file, you can use the Windows **Program Manager** to alter the setup parameters for Ventura Publisher as follows:

➤ Open the Windows Applications window and click once on the Ventura Publisher icon.

➤ Select the Program Manager **File** menu.

➤ Select the **Properties** option from the **File** menu.

➤ In the **Command Line** entry field, change the **/I** switch to point to a new directory.

For example, if you changed the Command line to read:

C:\VENTURA\VPWIN.EXE /I=C:\MYPREF

the VPWIN.INF file would be stored in the C:\MYPREF directory. If you don't specify a /I switch, the VPWIN.INF file is stored in the VENTURA directory.

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Network shared file management

Most networks allow each workstation to use different drive designations for the same physical sectors on the file server. This means that one user may access the **G** drive while another user accesses the same file from the **F** drive. This drive mapping is controlled through each user's logon script.

The Network Administrator must ensure that each workstation on the network uses the same drive letter to access the same files. If consistency is not maintained, then some users will not be able to successfully open a chapter. This is due to the fact that each chapter refers to specific drive and path names. As an example of the problem, if all the files are saved by the one user on drive F, then if the logon script for another makes those same files appear to be on drive G, Ventura Publisher will be unable to find these files because the F drive does not exist.

Another file management issue which is more obvious also requires help from the network administrator. Users can create chapters which use files stored anywhere on the network system, including each user's local workstation. If a chapter refers to files on a user's local workstation, then another user who tries to open this chapter will not be able to access these files. Thus, the Network Administrator should notify all users that any chapter saved on the network server should only refer to files saved on the server. If a user is in doubt as to whether the chapter refers to files on their local workstation, they can follow these steps:

➤ Select the **Manage Publication** option in the **File** menu.

➤ Use the **Add Chapter** option to add the chapter you wish to examine.

➤ Select the chapter name in the Multi-Chapter dialog box.

➤ Select the **Open** button.

All the files contained in the chapter, including drive and path names, are displayed. Select **Close** when you are finished examining the contents of the chapter.

If a user cannot access a file in a chapter or does not have rights to a drive or path on which one or more files are contained, the owner of the chapter file must use the **Manage Publication** option (**File** menu) to place a copy of the chapter, and all files contained in the chapter, in a globally accessible directory on the file server.

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File name conventions

Import file extensions

The following table lists the default file name extensions shown in the Load Text/Picture dialog box.

Text/Picture Option	Extension
ASCII	TXT
AutoCAD	SLD
CGM	CGM
DCA	RFT
DCS	MAS
GEM Line Art	GEM
GEM Image	IMG
HPGL	HPG
Lotus 1-2-3	PIC
Macintosh Paint	PNT
Macintosh PICT	PCT
MS Word, Word for Windows	DOC
Multimate	DOC
PC Paintbrush	PCX
PostScript Encapsulated	EPS
PRN to Table	PRN
TIFF files	TIF
Video Show files	PIC
Windows metafile	WMF
Wordperfect (4.2 and 5.0)	WP
WordStar	WS
Xywrite	TXT

Publication/Chapter data file extensions

The following table lists the Ventura Publisher file name extensions applied to components of a chapter.

Ventura Publisher Document File	Extension
Captions	CAP
Chapters	CHP
Chapter information	CIF
Frame tags file	FRM
Generated text	GEN
Graphics	VGR
HPGL converter settings	PRF
OLE object file	VPO
Publications	PUB
Style sheets	STY
Width tables	WID

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

Program file extensions

The following table lists the program file name extensions found in the VENTURA directory. If you don't need to translate from certain file formats, you can delete the appropriate BFF and WLD files in order to save disk space. For instance, if you delete the file WCGM.WLD, the CGM option will be removed from the Load Text/Picture dialog box.

Program File	Extension
File translation filters	BFF, WLD
Translation information files	CNF
Hyphenation dictionaries	HY*, DIC
Personal spelling dictionary	PD
Program files	DAT, DLL, DSK, EXE, FON, HLP, MEN, MSG, RAM, SRN, STR, INI
Session configuration files	INF

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Program File	Extension
Temporary files	EMS, MEM
Font mapping files	UP, WFT
Screening data file	PPT
Network serial number file	SER
Color index files	CMYKPROC.TXT, CMYKSPOT.TXT, RGBPROC.TXT, RGBSPOT.TXT

Chapter Information File (CIF file)

Ventura Publisher creates a Chapter Information File (CIF) whenever a chapter is saved. This file shows:

- The time the chapter was first created

- The date the chapter was first created

- The time the chapter was last printed as a publication using the **Manage Publication** print

- The date the chapter was last printed as a publication using the **Manage Publication** print

- The time the chapter was last archived

- The date the chapter was last archived

- The time any portion of the chapter was last printed as a chapter using the **Print** option in the **File** menu

- The date any portion of the chapter was last printed as a chapter using the **Print** option in the **File** menu

The CIF file is designed to be used by other programs to provide document management facilities. Other programs can add any information desired to these files as long as the format described below is followed. Multiple programs may contribute to the CIF file. Ventura Publisher will copy the resulting CIF file whenever a chapter is copied using the **Copy All** option in the **Manage Publication** option dialog box.

The information which follows is provided for programmers who want to use this file to created their own document management software.

Record header

The Ventura Publisher CIF file format consists of a linked series of records. The first record is reserved for Ventura Publisher and is 128 bytes in length. Other records may be added and maintained by other programs that need to save their own data within the CIF file.

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The CIF file has no header, e.g., it begins immediately with the first record. Each record begins with a record header consisting of the following:

- **Offset 0–3**. Long (32 bit) pointer to the next record in the file. This field contains the byte offset from the top of the file of the next record. A null value must be placed in the last record in the file and this field must contain zero (indicates end of file). Existing applications differ in the manner used to encode offsets in the pointer field. Refer to **Record Pointer Encoding** below.

- **Offset 4–5**. Word containing a vendor code assigned by Ventura Software. If you are writing a program for noncommercial use, use decimal 102. Some older programs which create CIF files may place a null in this field.

- **Offset 6–7**. This word is used (optionally) by the program that you write to distinguish between different types of records your application creates.

The record header is followed by the data. The initial record created by Ventura Publisher is filled with 0s from offset 8 through 128 (decimal). The record you create can be any length as long as you place a record with a 00 00 00 00 pointer in offset 0 as the last record in the file to indicate end of file.

You must modify the CIF file in such a way that records created by other programs and, by Ventura Publisher itself, are preserved. This means that you must maintain the pointer chain.

Format of record #1

The first record in the CIF file is created and maintained by Ventura Publisher itself. As mentioned before, this record contains the date and time of the document's initial create, last archive, and last Manage Publication print. All dates and times are stored in DOS format. These dates and times begin following the record header (offset 8) and appear in the following order:

Offset	Value
08	Initial creation time
10	Initial creation date
12	Last publication print time
14	Last publication print date
16	Last archive time

18   . . . . Last archive date
20   . . . . Last chapter print time
22   . . . . Last chapter print date

Place 0s through offset 128.

During a **Copy All** operation, the archive date is updated for the source and destination CIF file. The format of the records you create can be anything, as long as the record pointer chain is maintained.

Record pointer encoding

The length of the first record created by Ventura Publisher is 128 (80 Hex). If your application is going to add another record to the CIF file, then your application must point to the location for the first additional record (e.g., 80 Hex). To do this, you should encode the record pointer at the beginning of the header with the low word first followed by the high word as follows:

```
80 00    00 00
```

Some applications which used the CIF file before these specifications were published reversed the sense of the high and low words as follows:

```
00 00    80 00
```

If the CIF file has been modified by a program other than Ventura Publisher, this other method may have been used. If so, it is the programmer's responsibility to maintain compatibility with these older programs by using this method instead. Therefore, your program should read the first word of the file. If it is non-zero, use the standard low word/high word convention. If the first word is zero, and the second word is non-zero, however, your program must use the high/low convention for this CIF file instead.

This page intentionally left blank.

Ventura Publisher automatically hyphenates text whenever **Hyphenation** (see the **Paragraph** menu **Alignment** option) is turned on. The placement of hyphens within a word is determined by a combination of the resident Houghton-Mifflin dictionary, plus a small exception dictionary contained in the file HYPHUSER.DIC. If you want to always add additional hyphens within a word, or always suppress hyphenation for certain words, you need to edit the exception dictionary. (To override or suppress hyphenation for just one word, use a **discretionary hyphen** instead.)

Add words to hyphenation dictionary

To add words to the dictionary, modify the HYPHUSER.DIC file (located in the VENTURA directory) using your word processor. Read this file into your word processor as an ASCII text file. Add the words with the hyphens inserted, as shown on the following pages, and then save the file back to disk as an ASCII text file. *Words can be inserted in lower case only.* Insert words alphabetically. Several words are already included in HYPHUSER.DIC to get you started.

☞ Failure to store this file as an ASCII file will result in incorrect hyphenation.

Suppress hyphenation 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 without hyphens.

Long words Only the first seven characters (excluding hyphens) of each entry in the dictionary are read by the hyphenation algorithm. Thus, entering the following:

con–sid–er–able

will not produce a hyphen between **er** and **able** because this part of the word occurs after the seventh character. If you want the algorithm to read more than seven characters, place an asterisk * before the eighth character and each character thereafter, e.g.,

con–sid–e*r–*able

The asterisk means "read the next character." If you do not place an asterisk before the b, l and e at the end of the example word, the rest of the letters are not read. Consequently, other derivatives, such as **con-sideration** and **considerate**, will be hyphenated at the same points as **considerable**, even if you do not enter them separately in the dictionary.

The following are examples of entries into the hyphenation dictionary.

in-de-fat-*i-*g*a-ble
moth-er-h*o*o*d
plu-ral-i-*t*y
ventura
xerox

Using multiple hyphenation algorithms

Ventura Publisher allows you to use two hyphenation algorithms at the same time by specifying one algorithm with a .HY1 extension and another with a .HY2 extension. How a particular paragraph is hyphenated is dependant on the algorithm applied to the tag with which the paragraph is formatted.

Since hyphenation of text is accomplished when the chapter is opened, if you change the algorithm applied to a tag, the hyphenation points will not be changed until the chapter is saved and again opened.

Compatibility with GEM Ventura Publisher

Hyphenation in the GEM version of Ventura Publisher is accomplished by the use of the following:

• USENGLSH.HY1 algorithm. Provides fast hyphenation and is the default hyphenation algorithm installed if the EDCO dictionary is not selected when the GEM version of Ventura Publisher was installed.

If this algorithm is installed in the GEM version of Ventura Publisher, USENGLSH is displayed as a hyphenation option in the GEM version Alignment dialog box.

- USENGLS2.HY2 algorithm. Provides exhaustive hyphenation. This is the alternate hyphenation algorithm and is installed manually. This algorithm provides compatibility with the Windows alternate algorithm as discussed later. If this algorithm is installed in the GEM version of Ventura Publisher, USENGLS2 is displayed as a hyphenation option in the GEM version Alignment dialog box.

- EDCO hyphenation dictionary. Provides a 130,000 word look-up type dictionary. This dictionary may be installed if the Professional Extension features of the GEM version are installed. If this dictionary is installed in the GEM version of Ventura Publisher, US DICT is displayed as a hyphenation option in the GEM version Alignment dialog box.

The Windows version of Ventura Publisher uses, by default, a Houghton-Mifflin dictionary. However, to ensure compatibility with the GEM version of Ventura Publisher, an alternate hyphenation algorithm is included with the Windows version. This algorithm, called WUENGLSH.WH1, is comparable to the GEM version USENGLS2.HY2 algorithm. This allows documents formatted in the GEM version using the USENGLS2.HY2 algorithm to maintain the same hyphenation when opened in the Windows version using the WUENGLSH.WH1 algorithm.

☞ At this time, the Windows version of Ventura Publisher does not provide a dictionary or algorithm comparable to the GEM version EDCO dictionary or USENGLSH.HY1 algorithm. If all or part of a document created in the GEM version uses the EDCO dictionary or the UENGLSH.WH1 algorithm, hyphenation differences may occur when that document is opened in the Windows version.

If the USENGLS2.HY2 hyphenation algorithm is used to hyphenate a document in the GEM version of Ventura Publisher, you can maintain the same hyphenation points when the document is opened in the Windows version. To ensure that documents created in the GEM version of Ventura Publisher maintain the same hyphenation points when opened in the Windows version, you must manually install the Windows version WUENGLSH.WH1 algorithm.

The file name extension of the USENGLS2 (GEM alternate algorithm) is important in determining how the WUENGLSH (Windows alternate algorithm) is to be installed. To determine the file name extension:

➤ On the computer on which the GEM version is installed, change to the drive and VENTURA directory where Ventura Publisher is installed.

➤ Type:

DIR *.HY*

➤ Note the file name extension of the file USENGLS2. Perform the following procedure corresponding to the file name extension of this file.

☞ If this file does not appear, the documents created in the GEM version are not hyphenated using the alternate algorithm and the same hyphenation points cannot be maintained.

For file name extension .HY1

➤ On the computer on which the Windows version of Ventura Publisher is installed, use the Windows File Manager or DOS RENAME command to rename the file WHMIFF.WH1 in the VENTURA directory to WHMIFF.WH2.

➤ Using the Windows File Manager or DOS COPY command, copy the file WUENGLSH.WH1 from the ALTHYPH directory of the Windows Ventura Publisher UTILITIES disk into the VENTURA directory in which Windows Ventura Publisher is installed.

The Windows version of Ventura Publisher will now maintain hyphenation points of documents created in the GEM version using the USENGLS2.HY1 hyphenation algorithm. Also, the Houghton-Mifflin hyphenation dictionary (US DICT) will be maintained as the second option in the Windows Ventura Publisher Alignment dialog box.

For file name extension .HY2

On the computer on which the Windows version of Ventura Publisher is installed, use the Windows File Manager or DOS COPY command to copy the file WUENGLSH.WH1 from the ALTHYPH directory of the Windows Ventura Publisher UTILITIES disk into the VENTURA directory in which Windows Ventura Publisher is installed.

The Windows version of Ventura Publisher will now maintain hyphenation points of documents created in the GEM version using the USENGLS2.HY2 hyphenation algorithm. Also, the Houghton-Mifflin

hyphenation dictionary (US DICT) will be maintained as the first option in the Windows Ventura Publisher Alignment dialog box.

☞ Ventura Publisher allows you to maintain two different hyphenation options. This means that a document may have some paragraphs that are hyphenated using the USENGLS2 algorithm and other paragraphs hyphenated using one of the other hyphenation options. If a document created in the GEM version has some paragraphs hyphenated with the USENGLS2 algorithm and other paragraphs hyphenated with one of the other hyphenation options, the paragraphs hyphenated with an option other than USENGLS2 may not maintain the same hyphenation points when opened in the Windows version.

Using alternate hyphenation algorithms

Ventura Publisher includes alternate hyphenation algorithms for several languages. The following table lists the countries for which alternate hyphenation algorithms are supplied and the file name associated with each language.

Language	Hyphenation File Name(s)
English (United Kingdom)	UK.WH2, DHEXUK.DIC
Swedish	SVENSK.WH2, DHEXSW.DIC
Finnish	SUOMI.WH2
Portuguese	PORTUGAL.WH2
Norwegian	NORSK.WH2
Italian	ITALIANO.WH2
Dutch	HOLLAND.WH2, DHEXNL.DIC
French	FRANCAIS.WH2
German	DEUTSCH.WH2, DHEXGE.DIC
Danish	DANSK.WH2, DHEXDK.DIC
Spanish	ESPANOL.WH2

Ventura Publisher, by providing the ability to load and apply two different hyphenation algorithms, allows you to produce multi-lingual documents while maintaining the correct hyphenation for each language.

The alternate hyphenation algorithm files are located in the ALTHYPH directory of the Ventura Publisher UTILITIES diskette. To install an alternate hyphenation algorithm simply copy the corresponding files from the program diskettes to the Ventura Publisher Windows version VENTURA directory.

The extension of the hyphenation algorithm determines its order in the **Hyphenation** option of the Alignment dialog box. An algorithm with the extension .HY1 will appear first in the **Hyphenation** option list, and the extension .HY2 will appear second. Simply rename the extensions to change the order in which the algorithms appear in the **Hyphenation** option.

Only one file with the .HY1 and one file with the .HY2 extension should appear in the VENTURA directory at any time.

How a particular paragraph is hyphenated is dependant on the algorithm applied to the tag with which the paragraph is formatted. Since hyphenation of text is accomplished when the chapter is opened, if you change the algorithm applied to a tag, the hyphenation points will not be changed until the chapter is saved and again opened.

APPENDIX C
TROUBLESHOOTING

This chapter will aid you in determining the cause of a problem should
one arise. You should refer to this chapter before calling the customer
support line. This chapter contains two major sections. The first
provides answers to the most common questions asked of our customer
support staff. The second section provides a listing of error messages
along with a description of what they mean and what to do if you receive
one.

Troubleshooting

Common questions

The following is a list of common questions asked of our customer support staff. If you do not find the answer to your question in this section, refer to the Index under the heading "Troubleshooting" to find references to common problems, along with the recommended solutions to these problems.

Fonts

Can I buy additional fonts for my printer and use them with Ventura Publisher?

Yes. Each font vendor provides a font generation and installation kit for installing their fonts in Windows. Follow the instructions provided with the font generation and installation utility. The fonts you add will immediately be available in the ENVIRON.WID width table. If you have generated a custom width table, you must rebuild the custom width table using the using the options in the Manage Width Table dialog box.

When using the font vendors generation program, make sure you select the Windows, or Windows Ventura Publisher option, if one is available, for the environment for which to generated fonts. If the font generation program lists Ventura Publisher as an option, and the option does not specify the Windows version of Ventura Publisher, the fonts generated will be for the DOS/GEM version of Ventura Publisher and will not be compatible with Windows.

What is the width table used for and why do I need it?

Each printer creates individual letters and symbols differently, with a different shape, height, and width. Ventura Publisher must know, for each printer 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 that the end of each line, paragraph, and page matches the printed output. This information is contained in a width table file. One width table file can contain width information for many different fonts. To create your own width table for the fonts currently installed for a specific printer, select the **Use Environment's Width Table** button in the **Manage Width Table** option dialog box (**File** menu).

I changed the font for one paragraph, but now all the paragraphs have been changed to the new font. Why?

The **Paragraph** menu controls the font of paragraph *tags*, not individual paragraphs. When you select a paragraph and change its font while using the Paragraph tool, you actually change the font of the tag which controls the format of that paragraph. Every other paragraph to which this tag is assigned will also change.

Printing

My printer doesn't print. What should I check?

1. Check that the printer is turned on, and that it is getting power.

2. Check that the printer cable is connected.

3. Check that the cable is attached to the correct connector on the computer.

4. If you are using a serial cable, check the wiring diagrams in Appendix F.

5. If you are using a serial cable and your computer contains more than one serial port, make sure these ports are not configured identically (e.g., both set to COM1).

6. If you have connected several printers to your computer through a switch, make sure the switch is set in the correct position.

7. Ensure that the printer is setup properly in Windows via the Control Panel.

I can see my headers and footers on the screen but they don't print. Why not?

Laser printers cannot print to the exact edge of the paper. Most leave between 0.25 and 0.50 inches blank space around the edge of the page. Ventura Publisher cannot know what your printer is capable of printing. However, *you* can easily find out. Load the CAPABILI chapter located in the TYPESET directory and print it to your printer. The white space around the edge of the page indicates the area to which your printer can't print. Once you print CAPABILI, you should also note the other effects on the page which your printer can or cannot produce.

If you find that your printer is not capable of printing a header or footer in its current position, you must reposition the text within the header or footer frame. To move the header down:

Troubleshooting

1. Select the Paragraph tool.

2. Select the text in the header.

3. Select the **Spacing** option in the **Paragraph** menu.

4. Increase the **Above** space.

You can also select the header frame using the Selection tool (the arrow) tool and increase the top margin. However, this will only affect the current chapter. Changing the paragraph tag, as described above, will affect every chapter and therefore fix the problem for all chapters using the current style sheet.

You can use a similar approach to change the placement of footers within the footer frame.

How can I send the printer output to a disk file instead of to the printer? How can this disk file then be printed?

There are a number of reasons why one would want to print to a file. The procedures for printing to a file under the most common circumstances are described in the Putting It Together chapter (Chapter 14).

Copy files

How do I copy all the files associated with a chapter? The DOS COPY command does not work.

The Ventura Publisher chapter (CHP) files contain references to every file contained in your document. The DOS COPY command will not change these references when you copy the chapter file and all the associated files to another location on your hard disk, or when you copy them to a floppy disk. As a result, when you open the copied chapter, it will attempt to retrieve files from their original location. When it can't find them, an error message is displayed on the screen. In addition, when using the DOS COPY command, you may forget to copy some of the files in your chapter.

Fortunately, Ventura Publisher provides its own copy function which copies *all* files associated with either a single chapter or with an entire publication. In addition, the chapter file is modified to retrieve the files from their new locations after the copy process has been completed. For details on how to use the **Copy All** option, refer to page 5–47.

General operation

I loaded a text (or picture) file, but it doesn't appear on the page. What's wrong?

You must do the following to place text or picture files on the page or in a specific frame:

1. Select the Selection tool (the arrow).

2. Select the frame or page where you want the text or graphic to appear.

3. Select the file name from the Files list.

If you select the frame or page *prior* to loading a file, that file will automatically be placed into the frame or page.

If a frame contains a picture and the picture doesn't display:

1. Select the frame and then select the **Show This Picture** option from the **View** menu.

2. If a picture is placed into a frame which previously held another picture, the scaling and cropping values for the old picture still apply. This may position the new picture outside of the frame. Select the frame, then press and hold the **Alt** key. Put the mouse cursor in the center of the frame and while still holding the **Alt** key, press and hold the mouse button. Move the mouse around and see if the picture appears. You can also fix this problem as follows: select the frame and then select the **Fit in Frame** and **Maintained** options in the **Sizing & Scaling** option dialog box (**Frame** menu).

My chapter has 0s and 1s in it. What happened to my text?

You used the **Load Text/Picture** option to load a chapter (CHP) file. You should have used the **Open Chapter** option. Remember, the **Load Text/Picture** option allows you to add files to an existing chapter whereas the **Save** and **Open Chapter** options save and retrieve *all* files that were previously loaded.

I can't see both pages of the document at once while in the facing pages view.

In order to view facing pages using the **View Facing Pages** option, you must have the **Sides** option in the **Page Size & Layout** option dialog box (**Chapter** menu) set to **Double**.

How do I change text attributes for part of the text in the headers or footers?

Use the codes shown on page D–5 in Appendix D within the **Headers & Footers** dialog box. Figure 8–16 on page 8–20 provides an ex-

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ample of how to change point size. For example, to change to bold, use <B>. To change to italic, use <MI>. To change back to the font set by the paragraph's tag, use <D>. When changing kerning of the text in the header or footer, you must use the <Kn> command instead of the <%n> command. Refer to the Text attributes section of Appendix D for more information on adding attributes to headers and footers.

I placed a tab in the text and now the rest of the line has moved beyond the edge of the column. What should I do?

Tab stops move all text in a line to the right. Text does not automatically wrap to the next line. Use a line break (**Ctrl + Enter**) to end the line.

Why doesn't the text cursor appear in the middle of a blank page when I try to place it there?

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 (or box text) at this point, placing the upper left corner of the frame at the position where you wish to start typing. Then, place the cursor inside this frame and begin typing.

When should I place text directly into a frame, and when should I use box text?

Place text directly into a frame when:

1. The text originates in your word processor.

2. The text must continue into another frame (e.g., a newspaper article).

3. The text must be formatted into more than one column.

Use box text in all other situations.

Which scanners does Ventura Publisher support?

Images can be scanned directly into Ventura Publisher frames when the Ventura Scan color extension product is also installed. Otherwise, any scanner that converts its images into TIFF, GEM image, or PC Paintbrush PCX (version 2.5 or above) format can be used to scan images for loading into Ventura Publisher.

Can I make text flow around irregularly shaped images like circles and triangles?

Yes. Ventura Publisher can generate "text runaround." The method is described in the *Creating a Text Runaround* section starting on page 14–13.

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 Ventura Publisher.

Does Ventura Publisher work on a network?

Yes. This package contains all software necessary to install Ventura Publisher for network operation. Refer to the Installation and Configuration Guide

Error messages and alerts

The following is an alphabetical listing of messages that can appear in Ventura Publisher, along with an explanation of what they mean and what to do when they occur. Messages deemed self-explanatory are not listed.

A file by that name already exists. Do you wish to choose a new name or overwrite the existing file?

This message warns you that you are about to write over an existing file. You can either save the file under a new name, or overwrite the existing file.

A second Z_TBL_BEG tag was found in the midst of a table definition. Check for a missing Z_TBL_END tag or remove the extra Z_TBL_BEG tag and try again.

Indicates that a file brought into Ventura Publisher does not have the proper beginning and end statements for a table definition. You must use a word processor to modify the file. Refer to Appendix D for more information.

A tag/frame by that name already exists. Try again with a different name.

Ventura Publisher prevents you from accidentally assigning the same name to two different tags or to different frames.

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

If you elect to abandon, any changes made to this chapter, including changes to the style sheet, will be lost and the last saved version of the chapter will be opened. If you wish to retain the changes to the style sheet, but abandon changes to the rest of the chapter, select **Save Style As** option in the **File** menu *prior* to selecting the **Revert to Saved** option.

All 6 of your repeating frames are already in use

Ventura Publisher allows up to six repeating frames per chapter. To eliminate this error message, you must use the **Repeating Frame** option dialog box (**Frame** menu) to make one of the existing six repeating frames a normal frame.

An ASCII error file named: *file* **has been created with a list of the errors that occurred during cross-referencing.**

Any references to markers or frame names which don't exist will result in an error. You can read the error file using the ASCII function in your word processor, or you can load it into Ventura Publisher (use the WordStar or XyWrite option) to see the list of marker and frame names which could not be referenced. You should then edit the text files in your chapter to add the missing references.

An unexpected tag named: *tagname* **was found between the Z_TBL_BEG and the Z_TBL_END paragraphs. Check for missing Z_TBL_END.**

– or –

Incorrect Z_TBL_BEG definition: *table def* **This string either is not correct or is not expected in a Z_TBL_BEG definition paragraph.**

– or –

Incorrect Z_TBL_BODY definition: *table def* **This string either is not correct or is not expected in a Z_TBL_BODY definition paragraph.**

These errors usually result if you have accidentally changed the table header information while using your word processor to edit one of the text files in a chapter. This error is sometimes difficult to recover. You will need to make changes to the text file using your word processor rather than with Ventura Publisher. First try adding a **Z_TBL_END** = statement to the end of your table. If the error still occurs, eliminate the entire table from **Z_TBL_BEG** = to **Z_TBL_END** = and then reopen the chapter and reconstruct the table.

Are you sure you want to print *n* **spot color overlays per page of this chapter? If not, either print just one page for all colors or cancel the print request.**

If you answer **Overlays**, then a separate page will be printed for each color that is enabled. Thus, if you have defined three colors (including black), a ten page document will produce thirty printed pages.

Are you sure you want to {paste/insert} *#* **column(s) in front of COLUMN# x in your table?**

– or –

Are you sure you want to {paste/insert} *#* **row(s) in front of ROW# y in your table?**

This alert gives you a chance to stop a paste or insert operation into a table.

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Cannot create the TOC or index file. Verify that all sub-directories of the TOC or index file path exist.

You must specify a valid disk drive and directory path in the table of contents or index dialog box. If you are unfamiliar with directory paths, refer to the DOS reference manual supplied with your computer.

Cannot make the following subdirectory: *directory* **as one of the Copy All destination paths.**

You must specify a valid disk drive and directory in the **Copy All** option dialog box. Do not put a chapter or file name on any of the destination lines. Instead, simply type the disk drive and directory path, e.g., A:\BACKUP\.

Copy All destination directories should be prefaced with a drive and path, such as: C:\ or C:\TYPESET\.

You must supply the final backslash (\) when typing a directory name. Thus C:\ is correct; C: is not. C:\TYPESET\ is correct; C:\TYPESET is not.

Currently, there is nothing on the clipboard. Therefore, you can't insert any text at the current cursor location.

You must cut or copy text before you can paste text at the current text cursor location.

Do you wish to {cut/copy} your entire table to the clipboard?

If you select only a part of a table, then only that portion of the table is cut or copied to the clipboard. However, if you select the entire table, then the entire table will be cut or copied to the clipboard. You can then paste the entire table in another location in the document.

Do you wish to insert a reference to the current page or chapter number or cancel the request?

If you insert a reference, but do not supply a reference name, a reference to the current page (or chapter) is inserted.

You are about to overwrite an existing caption. You won't be able to recover the caption text. Is that OK?

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 is displayed, warning you that the text in this frame will be permanently lost. If you don't want to lose this text, but you still want to place text into this frame, use the Text tool to cut the text from the frame, then go ahead and put the text or picture file into the frame. You can then paste the text on the clipboard to another location in the document.

Do you wish to {cut/copy} m row(s) or n column(s) from location RxCy in your table?

When you select cells in a table using the Table tool, all or part of both rows and columns are selected. When performing a cut or copy on a table the entire row or column is affected not just the selected cells. Ventura Publisher requires that you specify whether you want the selected row(s) or column(s) cut or copied.

Do you want to save, save as, or abandon the changes you've made to this style sheet by removing/assigning tags?

This message is displayed when you select **OK** in the **Update Tags list** option. If you select **Abandon**, all changes made in the **Update Tags List** option dialog box are discarded.

Do you wish to re-anchor just this page's frames, or all page's frames, or cancel the request?

If you choose to only re-anchor frames on this page, only this page and the pages immediately before and after are affected.

Failure - Network Detected with No NetBIOS

The message occurs on non-Novell networks in one of two instances:

- Full NetBIOS is not installed in a network seat attempting to run Ventura Publisher from copy installed on the network server.

- Full NetBIOS is not installed on a stand alone system (system with Ventura Publisher installed on a local hard disk) attempting to access the network drive using Ventura Publisher.

In either case, full NetBIOS must be installed when using Ventura Publisher on a network.

File name collision: *file*. Do you wish to rename this file, ignore the collision & copy over, or cancel the archive process?

During the **Manage Publication** option **Copy All** process, this message is displayed if two files with the same name, but located in different directories, are to be archived to the same place. If you rename the file, you will end up with two unique files on the target

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directory. If you ignore, then the last file copied will be the only one used. The safest thing to do is to rename the file. This way no information is lost.

Filename already exists on the target drive. Do you wish to overwrite the old version, keep the old file, or cancel the archive process?

This message is displayed during the **Manage Publication** dialog box **Copy All** process 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, Ventura Publisher assumes that they are identical and does not bother to re-copy the file.

Headers, Footers, and other Repeating Frames can't be cut or copied to the clipboard.

You cannot cut, copy, or paste frames which are automatically generated by 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.

This message is displayed if you insert a page and then try to type on this new page.

In order to delete the paragraph in front of a table, you must first make sure it is an empty paragraph by deleting all of its characters.

To delete a paragraph which precedes a table, first delete all text from the paragraph. Then, with the text cursor placed at the end of the now-empty paragraph, press the **Delete** key.

Multiple users trying to open: *file* for reading and writing. Try Again or Cancel.

Only one user can open a chapter at any one time. If you want to view a chapter which has already been opened by someone else, use the **Browse** option in the **Open Chapter** option dialog box instead.

No file by the name you've typed exists. Therefore, it can't be removed or have its file type changed.

The file name you specified in the **Remove Text/File** option dialog box does not exist or was spelled wrong. A better way to perform this operation would be to select the frame containing the file you wish to have removed, and then select the **Remove Text/File** option. The name of the file in the selected frame will appear in the dialog box.

No tag by the name you've typed exists. Therefore, it can't be renamed, removed, converted to, or assigned to function key.

Check the tag name as shown in the Tags 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.

Only one paragraph is allowed per table cell. Do you want to insert a blank paragraph above or below this entire table, or cancel the request?

If you want to produce multiple lines of text within a table cell, use a **line break** instead (produced by pressing **Ctrl + Enter**).

Only text files can be renamed and retyped using this command.

The **File Type/Rename** option is available only for frames that contain text.

Output file already exists.

When generating an index or table of contents, Ventura Publisher will alert you if the name you specified for the output file already exist. You will be given the opportunity to overwrite the file that already exists, rename the output file, or cancel the operation.

Renaming the base page's text file to match this chapter name leads to a conflict with a filename that already exists.

If you start typing on a blank page in a new chapter, and if you then use the **Save** or **Save As** options, Ventura Publisher automatically creates a text file with the same name as the chapter file name. (The extension used will be the same one used for the text file in the last chapter you saved.) However, if a file by this name already exists, you must provide a different name.

Save or Abandon changes to this chapter?

– or –

Save or Abandon changes to this style sheet?

You have selected the **New** or **Open Chapter** option from the **File** menu before saving changes to the currently opened chapter or style sheet. Select the **Save** option to save the chapter or style sheet before opening or starting another chapter. Select **Abandon** to abandon all the changes made to the currently opened chapter or style sheet before opening or starting another chapter.

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Save or Abandon changes to this publication?

When you select **OK** in the **Manage Publication** option dialog box, Ventura Publisher reminds you to save the publication if any changes have been made since it was last saved. Since table of contents and index settings are saved with the publication, any changes made while generating a table of contents or index will cause this message to appear.

The current width table & the merge width table are set for different devices. What should be done?

You cannot add fonts from a width table intended for a different printer (e.g., HP LaserJet Plus and PostScript).

The file named: *file* referenced in the chapter or publication you are currently loading, could not be found.

A text, picture, or chapter file has been deleted or moved to another subdirectory. This message often occurs if you use the DOS COPY command to copy chapters. You must use the **Manage Publication** option dialog box **Copy All** command (refer to page 5–47) to copy chapters. Otherwise the chapter will look for text and picture files in the location where they resided prior to the copy operation. When it doesn't find them, this message is displayed.

The file you're trying to open as a Ventura Publisher CHP file is not in the standard chapter file format.

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.

You have selected a file which is not a standard publication 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.

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.

If you receive this message while Ventura Publisher is loading, delete all files in the VENTURA directory which have the extension INF.

The file you're trying to use as a Ventura Publisher WID file is not in the standard width table file format.

You have selected a file which is not a standard width table file. You probably renamed or copied an incorrect file, or specified the wrong file name.

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.

Whenever you load a style sheet file, 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, Ventura Publisher will not be able to find the width table. The current width table (e.g., ENVIRON.WID, located in the VENTURA sub-directory) will be used instead.

To prevent this problem, always use the **Manage Publication** option dialog box **Copy All** command rather than the File Manager or the DOS COPY command, when copying chapters. To correct the problem, look at the contents of the style sheet file using the DOS TYPE command. While most of what is displayed 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.

If you receive this message and Ventura Publisher will not load, delete the file VPWIN.INF from the VENTURA 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.

Text generated by Ventura Publisher, such as figure numbers and section numbers, cannot be editing using the Text tool.

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/memory space for the conversion.

The most common reason this message occurs is when you try to load pictures directly from a floppy disk. If your disk is almost full, and the picture file is large, the floppy disk will not have room for both the original picture file and the GEM format file which is created

during conversion. The solution is to copy the picture to your computer hard disk before loading the picture file into your document.

If the error occurs when you try to load a picture from the hard disk, delete some files to make room on your hard disk. This message also occurs if you select a file which does not match the picture file format for the type of file you specified (e.g., You selected AutoCAD in the **Load Text/Picture** option dialog box, but loaded a LOTUS file instead).

The style sheet file you requested could not be found. Therefore, it was not loaded.

Whenever you run Ventura Publisher, it automatically loads the style sheet which was in use at the end of the last session. However, it suppresses any reading of floppy disk drives to avoid Windows error messages should you forget to put a disk in the drive prior to running Ventura Publisher. Therefore, this message is displayed if, when you previously ran Ventura Publisher, the last chapter opened resided on a floppy disk, or the style sheet was deleted between sessions. The style sheet values stored in DEFAULT.STY are used instead.

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.

Justification overrides tab settings. Therefore, you must select a horizontal alignment setting other than **Justify** (**Alignment** option, page 10–6) in order for tab settings to take effect.

The text file you're trying to load is not stored in the word processing format that you just specified or that the CHP file indicates.

Some word processing programs create files which can be identified through information stored in the file header. If the file can be identified, and if the file does not match the file format option selected in the **Load Text/Picture** option dialog box, then this error message occurs.

The time/date of the file named: *file* has been updated since it was loaded. Should we cancel the save or overwrite with this later version?

This message indicates that someone else on the network has modified one of the files in your chapter using a program other than Ventura Publisher. You may either overwrite, in which case you will destroy the other person's work, or you may cancel and then use the **File Type/Rename** option to change the name of the file so that when you save the chapter, your new version will not corrupt the other person's changes. You should then consult with the other person in order to merge your changes together.

The values you're setting for margins and columns exceed the width or height of the frame.

This message occurs if you try to specify margin and column dimensions that are larger than the actual page size as set in the **Page Size & Layout** option dialog box. You must either set the page size larger, or specify margin and column dimensions that will fit within the page size.

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?

This message indicates you've run out of room on the target disk during a **Manage Publication** option dialog box **Copy All** operation. Insert the next 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.

This message occurs using the **Add Fonts from Width Table** option within the **Manage Width Table** option dialog box. 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.

Terminate the **Manage Publication** operation by selecting **OK**, then select the **New** option in the **File** menu to remove the existing chapter from memory. Finally, select the **Manage Publication** 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.

You may have exceeded the number of paragraphs allowed per chapter, or the total amount of text per paragraph.

There were no rows of table data between the Z_TBL_BEG tag and the Z_TBL_END tag. Add some data rows and try again.

You must edit the text file with your word processor to either remove the @Z_TBL_BEG and @Z_TBL_END tags, or else place appropriate table text between them. The information provided under the **Tables** heading in Appendix D defines the format for tables.

This chapter has at least one hidden picture. Do you want to print all hidden pictures or keep them hidden?

This message occurs if any picture in your chapter is hidden. To eliminate the message the next time you print:

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1. Select the Paragraph tool.

2. Select the **Hide All Pictures** option in the **View** menu.

3. Select the **Show All Pictures** option in the **View** menu.

If the **View** menu initially displays **Show All Pictures**, select this option, then proceed with steps 2 and 3 above.

This chapter is opened for browsing only, no changes can be saved. To make changes and save them, you must use OPEN CHAPTER not BROWSE CHAPTER.

You cannot save any changes made while browsing a chapter.

This file could not be found: *file.* **Do you wish to skip over it, or retry with a new disk, or cancel the archive process?**

This message is displayed when you use the **Manage Publication** option dialog box **Copy All** option to retrieve a large publication from several floppy disks. When you receive this message, insert the next disk, and select **Retry**. If you can't find the file, but want to continue the archive process, select **Skip**.

The message also occurs if a file to which a chapter points has been deleted. If you select **Skip**, the rest of the files in the chapter will be copied.

This frame has text which won't fit on any page due to invalid tag/column settings. Change the tag/column settings so that it can format correctly.

This message is displayed under a number of different circumstances. First, if you accidentally create a tag which makes it impossible to fit any portion of a paragraph on a page. Examples include: any of the **Spacing** options set to very large numbers; **Keep With Next** (**Breaks** option dialog box) set to **Yes** for Body Text (this causes every paragraph to "chase" after each following paragraph, resulting in nothing being placed on any page); and fonts larger than the frame. This message also occurs if you place text inside a frame (or box text) and then reduce the size of the frame or box. The solution is to:

1. Tag a paragraph with the tag you suspect may have been improperly set, and then check each **Paragraph** menu option for obviously erroneous settings, or

2. Make the frame (or box text) larger.

This message may also appear if you create a caption for a frame. If the message does occur, select the Selection tool (the arrow), select the caption, and then increase the size of the caption frame until the message goes away. You can also decrease the above and below space for the two paragraphs inside the caption frame.

This message also occurs if you place another frame on top of a frame which contains text (either in the frame itself, in box text, or in the frame's caption). The solution is to move the frame on top, so that the text in the frame underneath now displays.

This style sheet file is marked with the DOS Read Only attribute. Changes to it can only be saved using Save Style As with a different name.

You can use the DOS ATTRIB command to set style sheets to *read-only*. This is useful if you don't want others to change a master style sheet. Any changes made to such a style sheet will result in this message when the chapter is saved.

This variable definition string is too long or complex to show in the dialogue. Only what can be shown will be shown.

You can create variable definitions that are longer than Ventura Publisher can place in the dialog box. This message indicates that the variable string cannot be displayed. However, it is still usable.

To edit a special code you need to place the text cursor just in front of the special code. Some special codes can't be edited in this way.

The text cursor needs to be position in text where the special item has been inserted. Place the text cursor in the text at the approximate location of the special code and use the cursor keys to move the cursor until the special item name (e.g., Index, Frame Anchor, Cross Ref) is displayed in the current selection indicator. Some special codes, such as footnotes, hollow boxes, and filled boxes cannot be edited this way.

Too Many Active Users

This message occurs when the number of users attempting to run Ventura Publisher from the network server exceeds the number of network nodes installed. Either wait until another user quits Ventura Publisher, or install addition network nodes. Refer to Chapter 2 for the more information on network nodes and their installation.

Unable to find Anchor Frame: *anchor.* **Do you wish to ignore, rename, or delete this unresolved anchor frame reference?**

This message indicates that Ventura Publisher can't find any frame in the chapter which has an anchor name to match an anchor you placed in the text. If you select **Ignore**, 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 name which you specified for the frame, enter that name. If this

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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.

You can only insert a table before a text paragraph that is not part of a table, header, footer, or footnote. Reposition the table selection and try again.

– or –

You can only insert a table before the 1st character or after the last character of an existing paragraph. Reposition the text cursor and try again.

Tables can only be placed between paragraphs, and they cannot be placed into frames which are generated automatically by Ventura Publisher, such as headers, footers, and footnotes.

You can only insert/edit a special code if you have first placed the text cursor at a single text location.

If you have selected a range of text, you cannot insert or edit a special code. Press the left or right arrow keys to position the text cursor at the correct location, and then try again.

You can't merge a width table with itself.

When using the **Add Fonts from Width Table** option in the **Manage Width Table** option dialog box, you must first load the width table to which you wish to add fonts, and then add fonts from a different width table into the first one. The two width tables must be for the same device (e.g., both for a PostScript printer) and be named differently.

You can't remove a tag and then convert the paragraph back to the same tag.

The name on the **Name to Delete** and **Name to Convert to** entry fields cannot be the same.

You can't remove every face, size, and style font from a width table.

You must leave at least one font in a width table.

You can't remove or rename the default Body Text tag.

The Body Text tag can not be removed or renamed. However, you can change any of the attributes of the Body Text tag just as you would any other tag.

You're about to overwrite an existing caption. You won't be able to recover the caption text. Is that OK?

If you type text into a blank frame, the text in this frame is saved in the chapter's caption (CAP) file. If you later try to place text into this frame from a file in the Files list, this message warns you that the text currently in the frame will be lost. If this is a problem, cancel this operation, then select the **File Type/Rename** option in the **Frame** menu. Specify a file name and word processor format, and then select **OK**. If you then save the chapter, the text in this frame will instead be saved as a separate text file. If you then place text from another file into this frame, the original text will still be available in the external file.

Your disk is full. The file named: *file* has not been saved. Before trying to save it again, delete enough files to make room.

You have run out of room on your hard disk. Use the Windows File Manager to delete enough files to make room for the chapter or style sheet you are saving. *If you Quit from 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 trying to load a file containing a paragraph that is larger than 8000 characters. This has corrupted memory, so quit as soon as possible.

Paragraphs are limited to 8,000 characters. This is about 1,600 words or eight typewritten pages. Paragraphs longer than this may cause problems in some circumstances. The solution is to reduce the size of the paragraph by splitting it into several paragraphs. If you want to maintain the appearance of one solid paragraph, create a new tag for the second paragraph and set its **Line Break** option to **After** (**Breaks** option dialog box) and its **Relative Indent** option to **On** (**Alignment** option dialog box). Set the **Line Break** option (**Breaks** option dialog box) to **Before** for the first paragraph. This will cause the second paragraph to continue immediately after the first paragraph.

You're out of non-text memory! Turn backups on, save your document, and quit the program as soon as possible.

– or –

You're out of text memory! Turn backups on, save your document, and quit the program as soon as possible.

These messages appear when the combination of text, number of frames, number of paragraphs, and number of tags exceeds the

amount of memory available. Immediately save your chapter. Select the **About Ventura Publisher** option in the **Help** menu. Increase the **Frame & Tag Memory** and **Paragraph & Text Memory** values by placing the text cursor in the **Requested** entry fields and entering greater than the **In Use** value. You must exit and restart Ventura Publisher in order for the new values to take affect.

You're trying to load a file that contains an incorrect table description. Edit the file to correct the problem, and try again.

This message usually results from editing the contents of a table from within your word processor. Refer to the Tables section in Appendix D for the correct syntax for data within a table.

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.

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 you load a text file containing tags that don't match the style sheet currently loaded. The tags which don't match are added to the tags already in the style sheet. The solution is to select **New**, load the *correct* style sheet, and then load the desired text file(s).

Ventura Publisher can read text directly from many popular word processors. 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** option. Text is saved automatically by saving a chapter using the **Save** or **Save As** options. Once saved, text can be edited using a word processor. The text can also be checked for spelling errors using a word processor's spelling checker, or from within Ventura Publisher using the **Spell Check** option. Finally, text originally loaded into Ventura Publisher in one word processor format can be converted to another word processor format using the **File Type/Rename** option in the **Frame** menu.

The two-way communication between a word processor and Ventura Publisher allows you to combine the familiar user interface and advanced text processing capability of your favorite word processing program with the graphics and typesetting features of Ventura Publisher.

This section explains how to prepare text from various word processors, spreadsheets, and databases for use by Ventura Publisher.

The information in this appendix can also be used by a programmer to convert text from a word processor or other program into text which can be read by Ventura Publisher as an ASCII or word processing file.

Scope of text translation

Ventura Publisher creates typeset documents. The information needed to produce these typeset documents is far more complex than that needed to simply print typewriter-style text from a word processor. Therefore, Ventura Publisher adds typesetting margins, indents, hyphenation, page breaks, bullets, page numbering, headers and footers, footnotes, tab settings, picture anchoring, font information, table of contents, index, and section numbering into the text which is ultimately stored back into the word processor file. In addition, much of the format information used by the word processor is ignored when the

text is read into Ventura Publisher. For instance, a **center** command in a word processor is used to center text across a page. However, in a typeset page, text can be centered not only across a page, but within a column, across two columns, or within a frame. Thus, the word processor's center command does not provide sufficient information to unambiguously define what Ventura Publisher should do.

Since the format information from the original word processor is eliminated as soon as the chapter is saved, you must save the text file under a different name before loading it into Ventura Publisher if you want to retain the original word processor formatting.

However, text attribute information used by the author to convey meaning *is* used. All attributes assigned using Ventura Publisher's Text tool (e.g., underline, boldface, font settings) can be transferred to and from any word processor or ASCII file. This is described in the sections which follow.

In order to store typesetting information into a word processor format, much of the word processor's format information—other than text attributes—is replaced by Ventura Publisher attribute codes when Ventura Publisher saves the chapter.

Tags

Ventura Publisher's paragraph format tags can be inserted from within your word processor as follows (the @ *must* be the first character in the line at the beginning of a paragraph):

@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 word processor or in Ventura Publisher, these tags can be inserted into the text as shown in Figure D–1.

@HEADING 1 = Common questions

The following is a list of common questions asked of our customer support staff. If you do not find the answer to your question in this section, refer to the Index under the heading <169>Troubleshooting<170> to find references to common problems, along with the recommended solutions to these problems.

@HEADING 2 = Fonts<$IFonts;Adding new>

@HEADING 4 = Can I buy additional fonts for my printer and use them with Ventura Publisher?

Figure D–1. Text for Appendix C, as it appears in a word processor 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. (Refer to 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:

<text in brackets>

type:

<<text in brackets>>

If the word processor can create and edit foreign characters, Ventura Publisher will translate these without the need to use the < > codes.

Tabs

Any time you press the **Tab** key on the keyboard, you insert a tab character into the text. The word processor then moves the cursor to the next tab stop setting for that paragraph. If the tab settings in the

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Ventura Publisher style sheet are at different locations from the tab stops in the word processor, this will lead to incorrectly formatted tables, as shown in Figure D–2. To avoid this problem, use tab settings in the word processor that are similar to the style sheet to be used. Because word processor tab stops are set according to the number of characters which you want to skip, while Ventura Publisher's tab stops are set according to distance from the left column edge, this may require a little experimentation. However, you can closely approximate the word processor's tab settings by setting the **Tab Alignment** option in the **Tab Settings** option dialog box (**Paragraph** menu) to **Left**, and setting the distance (in inches) to a value given by the following formula:

$$\frac{\text{Tab Stop}}{\text{Pitch}} - \frac{\text{Left Margin}}{\text{Pitch}} = \text{Distance}$$
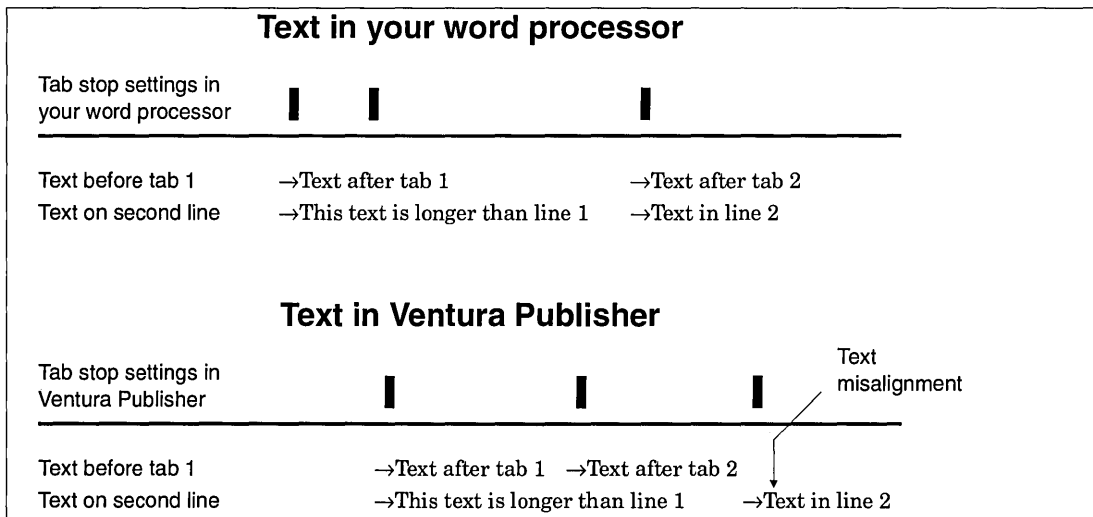
Figure D–2. Tab stops set differently from those in your word processor causes text to mis-align within Ventura Publisher.

The tab stop and left margin options are measured in numbers of characters. Pitch is measured in characters per inch. Distance is measured in inches. For instance, if your word processor prints at 10 pitch (e.g., 10 characters per inch) and you have a tab stop set at 30 characters from edge of the page, and a left margin of 15 characters, the Ventura Publisher tab stop should be set for $\frac{30}{10} - \frac{15}{10} = 1.50$ inches.

Tab check list • Set the **Horiz. Alignment** option in the **Alignment** dialog box (**Paragraph** menu) to a setting other than **Justified** for any paragraph that contains tabs.

- Make sure the word processor is configured to insert tabs. Certain word processors (such as WordStar) when configured incorrectly, add spaces rather than tabs.

- Text which includes tab characters does not automatically wrap around frames (use line breaks if lines extend beyond the edge of frames).

Text attributes

Ventura Publisher correctly translates, displays, and prints text attributes, such as boldface and underline, from each word processor supported. Similarly, any text attributes added using the Text tool are stored back in the word processor's native file format.

However, because Ventura Publisher can create a much wider range of text attributes than any word processor, and because combinations of these attributes are treated differently within 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 word processor, such as boldface, when used alone, are translated back to the original attribute when a chapter is saved in Ventura Publisher. When used in combination with other attributes, they are translated back to the original attribute using combinations of the following Ventura Publisher codes.

Attribute	Code
Medium weight type	<M>
Bold weight type	<B>
Italics	<I>
Underline	<U>
Double underline	<=>
Overscore	<O>
Strike-thru	<X>
Small	<S>
Superscript	<^>
Subscript	<v>

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Attribute	Code
Color index	**\<Cn\>**
Replace n with the desired color number. Use the Print Stylesheet option in the Update Tag List dialog box for a listing of the color numbers defined in the current style sheet. n=255 resets color to paragraph tag color.	
Typeface	**\<Fn\>**
Replace n with one of the **Font ID** numbers shown in the Typeface section of Appendix I. Reset to the tag's paragraph font with **\<F255\>.** Additional fonts which you purchase may have font IDs different than those shown. The legal range of font ID numbers is 1 to 65,535.	
Point Size	**\<Pn\>**
Replace n with the type size, measured in points (1 point equals 1/72 inch). n=255 resets to point size specified by the paragraph tag.	
Base Line Jump	**\<Jn\>**
Replace n with the vertical offset. n may range from 1 to 255. The amount of jump **up**, in points (p), is translated to n as follows $$n = 256 - (\frac{300}{72})(p).$$ The amount of jump **down**, in points (p), is translated to n as follows $$n = (\frac{300}{72})(p).$$ \<J0\> is reserved and used to reset the Base Line Jump to zero. For example, jump up 6 points is \<J231\>. Jump down 6 points is \<J25\>.	
Begin Kerning	**\<Kn\>**
This method is used for controlling kerning in headers and footers only. Replace n with the amount of left horizontal shift, measured in 1/300 of an inch. n may range from -127 to 127. The measurement -001 is used to reset the kerning to zero. Use the following method for kerning text other than headers and footers.	
Kern/Track	**\<%n\>**
Replace n with the number of ems to add (positive values of n) or subtract (negative values of n) between each character in the selected text. Place \<%0\> to mark the end of the text which should be kerned/tracked.	
Resume Normal	**\<D\>**

☞   All attributes are terminated at the end of a paragraph, even if the Resume Normal character code (**\<D\>**) is not encountered. Also, all previous attributes are terminated any time new attributes are set.

Examples: Attributes can be grouped together into sequences. For example, to set Bold, Italic, Blue text, the code is **\<BIC4\>.** *Any new text attribute sequence encountered cancels all previous attributes.*

Attributes native to the word processor 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 word processor's own commands.

Other inserted text

In addition to paragraph tags and text attributes, Ventura Publisher also inserts other fields into the text file, including line breaks, discretionary hyphens, non-breaking spaces, frame anchors, index references and footnotes. These are always stored back into the word processor file inside of < > brackets. The codes for each attribute are as follows. Some of these are described more fully in the paragraphs which follow this table.

Text Attribute	Text Code
Box (Hollow)	<$B0>
Box (Filled)	<$B1>
Chapter number	<$R[C#]>
Discretionary Hyphen	<->
Em space	<_>
En space	<~>
Figure Space	<+>
Footnote	<$Ftext>
Fraction	<$Enumerator/denominator >
Fraction	<$Enumerator over denominator >
Hidden text	<$!text>
Index	<$IPrimary[Primary sort];Secondary[Secondary sort]>
Line Break	<R>
Non-Breaking Space	<N>
Page number	<$R[P#]>

Text Attribute	Text Code
Picture anchor (below)	<$&anchor name[v]>
Picture anchor (same page)	<$&anchor name>
Picture anchor (above)	<$&anchor name[^]>
Picture anchor (automatic)	<$&anchor name[-]>
Thin Space	< I >

TrueType weights   The follow table lists the TrueType text attribute weight codes. These codes are entered into text in exactly the same manner as other text attribute bracket codes.

TrueType Weight	Attribute Code
Thin	<W1>
Extra Light or Ultra Light	<W2>
Light	<W3>
Normal or Regular	<W4>
Medium	<W5>
Semi Bold or Demi Bold	<W6>
Bold	<W7>
Extra Bold or Ultra Bold	<W8>
Black or Heavy	<W9>

Line Break <R>   A line break begins a new line without creating a new paragraph. Use line breaks when printing large database files to separate individual lines within a record. The fewer paragraphs in a database printout, the larger the database file can be. Make sure, however, that you do not create a paragraph longer then 4-6K bytes.

Discretionary Hyphen <->   A discretionary hyphen <-> presents an additional hyphenation opportunity to Ventura Publisher's hyphenation algorithm. If the word which contains a discretionary hyphen is not placed at the end of a line, no hyphen is shown on the screen and no hyphen is printed.

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

Non-Breaking Space <N>   The non-breaking space <N> inserts a space, but unlike a normal space, no break (line break, page break, etc.) may occur at this point. The non-breaking space is used to keep words together on the same line.

The non-breaking space is expanded and compressed during justification, unlike the thin, figure, em, and en spaces which are always fixed width, regardless of justification.

Footnotes <$F>** Footnotes can be inserted at any point in a text file by specifying <$Ftext> where **text is the footnote text which will appear at the bottom of the page. Within Ventura Publisher, the appropriate footnote number is generated at the location in the text where the <$Ftext> appears.

Frame anchors Frames can be anchored in one of four ways:

- Fixed, on the same page

- Relative, above the anchor location

- Relative, below the anchor location

- Relative, automatically at anchor

The anchor reference is placed in the text as indicated in the earlier table. For instance, <$&SCREEN23[v]> will anchor the frame named SCREEN23 to the spot immediately below the line which contains the anchor.

Hidden text The hidden text allows you to place comments and other text in your files which Ventura Publisher will not display or print. Thus, if you place the following in a text file

```
<$!Note: this section revised on June 26, 1989>
```

this text will not appear in your document, but will still be available to edit within your word processor.

Index Index entries are placed within a text file as follows:

```
<$IPrimary[Primary sort];Secondary[Secondary sort]>
```

where **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, **$S** is used in place of **$I**. For **See Also** references, **$A** is used in place of **$I**.

If no sort keys are specified, the correct code is:

```
<$IPrimary;Secondary>
```

If only a primary reference is used, the code is:

```
<$IPrimary>
```

App-D Text

Index references can easily be entered directly into your favorite word processor. Simply locate the point you wish to index and type the index references. For instance, this paragraph was indexed within Word-Perfect by typing:

```
<$IWord processor;Developing index in>
```

at the beginning of the paragraph.

Box characters To place box characters (e.g., □ or ■) in your document, enter:

```
<$B0> or <$B1>
```

Additional inserted text

The following shows additional codes which can be entered from within a word processor or from any other program to create the effects used by Ventura Publisher.

Cross references ## Marker

**<$M>** — Text marker used to provide a reference point in a text stream which may be referenced (forward or backward) by a <$R> code. Syntax:

```
<$M[label]>
```

label is the identifying label (name) of the marker. (Note: case will be ignored.)

String variable

**<$V>** — String variable used to define a string variable which may later be backward referenced by a <$R> code. The *most recent* declaration of a string variable is the one used when referenced. Syntax:

```
<$V[label]string>
```

where *label* is the identifying label (name) of the string variable (note: case will be ignored).

string is the string which is to be substituted when the variable is referenced. The string is not limited in length and may be an empty string.

Reference

<$R> — Reference used to cause a reference substitution into the text stream. Syntax:

```
<$R[type,label,format]string>
```

type may be one of the following:

- **C#** to designate the chapter number of the referenced frame or marker.
- **P#** to designate the page number of the referenced frame or marker.
- **F#** to designate the figure number of the referenced frame.
- **T#** to designate the table number of the referenced frame.
- **S*** to designate the section number string of the referenced marker (e.g., the text is derived from the section number paragraph immediately preceding the paragraph in which the marker appears).
- **C*** to designate the caption label text of the referenced frame.
- **V*** to designate a string variable substitution.

label is the name of the desired string variable or marker, or the anchor name of the desired frame. This parameter is optional. Refer to restrictions below (note: case will be ignored).

format is a format identifier, using the same syntax as is used for the format identifier for chapter, page, figure, and table counters. This parameter is optional; refer to restrictions below.

string is the text which is last determined to be the appropriate substitution during publication reference generation. Initially, it may be an empty string or any default string. A specified default string will be overwritten when publication cross-referencing is performed. Optional parameters in the <$R> code may be used only when appropriate. Specifically, the following formats are the only valid ones.

- **[C#]** or **[P#]**: substitute the current chapter or page number in the format specified for the current chapter or page.
- **[C#,label], [P#,label], [F#,label]**, or **[T#,label]**: substitute the chapter, page, figure, or table number of the object or position referenced by *label*, using the format currently defined for the object/location's chapter or page. The label must reference a frame for

figure and table numbers. It may reference either a frame or a text marker for chapter and page numbers.

- **[C#,label,format], [P#,label,format], [F#,label,format],** or **[T#,label,format]:** as described for the optional syntax immediately above, except that the specified format is to be used.

- **[S*]:** substitute the section number string of the current paragraph.

- **[S*,label]:** substitute the section number string of the paragraph which holds the marker referenced by *label*. The label must reference a text marker.

- **[C*,label]:** substitute the caption label string of the frame referenced by *label*.

- **[V*,label]:** substitute the variable string referenced (and already defined) by *label*.

Reference Error Messages

Two types of error messages may be generated during cross referencing and written to an error file with the same file name as the publication with the last three letters change to ERR and an extension of GEN. The entries in this file have the following format:

- **XXX.CHP**, page 51: No section number defined.

  This type of error indicates that a [S*] or [S*,label] reference was made to a paragraph which has no active section number.

- **XXX.CHP**, page 52: Unresolved reference label (LABEL 1).

  This type of error indicates that reference was made to a label which does not exist.

An alert directing the user to examine the error file will appear on the screen if an error is encountered.

Equations

Equations are entered in a word processor exactly as you type them from within the Ventura Publisher equation editor. Precede the equation with <$E and end it with >. For example,

```
<$E2~sqrt { -^{ a over 3 } cos theta sub 1 }>
```

produces

$$2\sqrt{-\dfrac{a}{3}\cos\theta_1}$$

Any **>** character should be entered as **>>**.

No attributes (e.g., <B>) should be included within the equation. Use **font** and **size** instead.

Tables Tables begin with a **@Z_TBL_BEG =** statement and end with a **@Z_TBL_END =** statement. The information directly after the @Z_TBL_BEG = statement defines the structure of the table as described below. Each row in the table is entered in a separate paragraph. Each column in each row is separated by a comma followed by a space (type two commas followed by a space to make a comma followed by a space appear within a column). If no space follows the comma, (e.g., within a number) only one comma is needed. What follows is the definition of each element within a table. These elements should appear in the order shown. The example following the definitions shows the actual structure for this table as it appears within a word processor.

Command	Use	Example
@Z_TBL_BEG =	Place at the beginning of a table.	@Z_TBL_BEG =
COLUMNS( )	Defines the number of columns in the table.	COLUMNS(4)
DIMENSION( )	Defines the dimensions used for the parameters which follow. **IN specifies inches; PT specifies points; CM** specifies centimeters; **PI** specifies picas. You can locally override the global setting by placing these parameters directly after the parameter.	DIMENSION(IN)
COLWIDTHS(W1, W2, ... WN)	Defines the width of each cell within the table. **E specifies variable width.**	COLWIDTHS(.67,2.97,E1),
WIDTH( )	Optional parameter. Width of table if **Custom is specified.**	WIDTH(5.00)
INDENT( )	Optional parameter. Indent from left column if custom width is less than current column width.	INDENT(1.00)
ABOVE( )	Optional parameter. Space above the table.	ABOVE(.049)
BELOW( )	Optional parameter. Space below the table.	BELOW(.017)
VJTOP( )	Optional parameter. Vertical justification above the table.	VJTOP(.015)
VJBOT( )	Optional parameter. Vertical justification below the table.	VJBOT(.031)
HGUTTER( )	Optional parameter. Space between columns.	HGUTTER(.032)
VGUTTER( )	Optional parameter. Space between rows.	VGUTTER(.059)
BOX( )	Optional parameter. Tag to be used for ruling lines around.	BOX(Z_DOUBLE)

Command	Use	Example
HGRID( )	Optional parameter. Tag to be used for ruling lines between rows.	HGRID(Z_SINGLE)
VGRID( )	Optional parameter. Tag to be used for ruling lines between columns.	VGRID(Z_SINGLE)
KEEP( )	Breaks are allowed (OFF) or not allowed (ON).	KEEP(OFF)
RULE(Tag Name, Cell Range)	Optional parameter(s). Defines ruling line override for any range in the cell. List all ruling line overrides at the beginning of table in one paragraph separated by commas.	RULE(Z_HIDDEN,R9C2..R9C3)
L0(Cell Range), L1(Cell Range), L2(Cell Range), L3(Cell Range)	Defines the line type override for a line or cell. If the specified range is a number of cells, attributes will apply only to the lines bordering the specified range.	L0(R3C1..R5C5) L0 = Hidden line L1 = Single line L2 = Double line L3 = Thick line
@Z_TBL_HEAD = tag1, tag2, ..., tagn	Defines the tags for each column in the header row.	@Z_TBL_HEAD = TABLE TEXT, TABLE 2, TABLE 3, TABLE 4
@Z_TBL_BODY = tag1, tag2, ..., tagn	Defines the tags for each column in a row. Use before first non-header row and before any row whose tags are different from preceding row. A tag for each column must be specified.	@Z_TBL_BODY = TABLE TEXT, TABLE TEXT, TABLE TEXT, TABLE TEXT
C1, C2, C3, C4	Data for each column in a row. Use a ^ character before the comma to indicate this cell is joined with the one above; + to indicate this cell is joined with cell to the right.	1, 2, 3, 4 5, 6, ^, 8 9, 10, 11, +, +
<$!Bnm>	Set tint for cell. Tint appears at end of cell entry. n is color, m is pattern.	1b, 2b, 3b, 4b<$!B26>
@Z_TBL_END =	Indicates the end of the table.	@Z_TBL_END =

Heading for the preceding table as it appears in a word processor.

```
@Z_TBL_BEG = COLUMNS(3), DIMENSION(IN), HGUTTER(.083),
VGUTTER(.083), BOX(Z_DOUBLE), HGRID(Z_SINGLE), VGRID(Z_SINGLE),
KEEP(OFF)

@Z_TBL_HEAD = TABLE TEXT, TABLE TEXT, TABLE TEXT

<$!B11>, <$!B11>, <$!B11>,
```

Command, Use, Example

```
@Z_TBL_BODY = TABLE 6, TABLE 6, TABLE 6
```

body of table

```
@Z_TBL_END =
```

Deleting null paragraphs

Each time you press the **Enter** key when using the word processor, you create a new paragraph. If you press **Enter** twice in a row in order to place a blank line between paragraphs, Ventura Publisher creates a null paragraph, complete with all the space normally placed between paragraphs. If this is not desirable, you can delete all extra carriage returns by using your word processor to place the following tag at the beginning of the text file:

```
@PARAFILTR  ON  =
```
            ←——— Enter a space after
                  the equal sign.

This must be added from within your word processor, not from within Ventura Publisher. The extra paragraphs will be eliminated the next time you load this text file or open a chapter containing the text file. When you save the chapter, the extra paragraphs are permanently eliminated.

If you want to retain two carriage returns at a few places in a document, but still use the @PARAFILTR ON = feature, place a space in front of the second carriage return. Ventura Publisher will see **carriage return—space—carriage return** rather than two carriage returns in a row and will not eliminate the second carriage return.

App-D Text

ASCII text

Most word processors, 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 or WK1 files, and dBase III saves databases in DBF files. Text can be moved to and from many of these popular programs as standard ASCII text files. You can load ASCII files using either the **ASCII** option, **8 Bit ASCII** option, or **WordStar** option. Loading as an ASCII or 8 Bit 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. Most spreadsheet and database files should be loaded as WordStar files.

Characters not used in ASCII text

The American Code for Information Interchange (ASCII) uses seven bits for data and one bit for parity. This allows 128 characters. However, to allow for non-English and typographic characters, Ventura Publisher provides an **8 Bit ASCII** converter which uses the parity bit as data. This allows the entire Ventura Publisher character set to be represented in a pseudo-ASCII format. Please note that ASCII characters below decimal 32 (except tab—decimal 9—) are not translated to or from Ventura Publisher.

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.

Spreadsheets

Data from both DOS-based and Windows-based spreadsheet applications can be imported into Ventura Publisher. The procedures used for importing the spreadsheet data into Ventura Publisher is dependent on whether the spreadsheet application is DOS-based or Windows-based, the how the data is exported from the spreadsheet application. The two methods for importing spreadsheet data are:

- Exporting the data from the spreadsheet application as an ACSII file, or via the Windows clipboard (for Windows-based spreadsheet applications). The data is then imported into Ventura Publisher as tabbed text.

- Exporting the data as a space or comma delimited ASCII file and importing it into Ventura Publisher as a table using the **PRN to Table** option.

Windows spreadsheet applications

Data from Windows-based spreadsheet application can be imported into Ventura in two ways. The first method is to print the data to a file and then load the file into Ventura Publisher as a table. The second will import that data as tabbed text via the Windows clipboard.

Print data to a file
Most Windows-based spreadsheet applications have the ability to print the spreadsheet data to a file that can be loaded into Ventura Publisher as a table using the PRN to Table format option in the Load Text/Picture dialog box. Refer to the documentation accompanying the spreadsheet application for the procedures required for printing the spreadsheet data to a file.

For those Windows-based spreadsheet applications that do not have the capability to print to a file as a function of the application, the data can be printed to a file using the Generic/Text Only Windows printer driver. This driver is installed in Windows using the Printer option in the Windows control panel. Refer to the Windows documentation for information on installing this driver and configuring it to output to a file.

By installing this driver and setting it to output to a file, the spreadsheet can be output through this driver to a file that can then be loaded into Ventura Publisher as a table. However, the spreadsheet must output

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this data to the printer driver with either two spaces (space delimited), or a comma and two spaces (comma delimited) between each cell. This can generally be done by adding two spaces after the data in each cell. or by adjusting the column width so that two spaces will follow the data in each cell when the spreadsheet is printed to a file.

Import via Windows clipboard

The Windows clipboard can be used to import data from Windows-based spreadsheet applications into Ventura Publisher as tabbed text. To import the data:

➤ Open the spreadsheet application and load the desired spreadsheet.

➤ Highlight the cells containing the data you want to import into Ventura Publisher.

➤ Select the Paste option from the spreadsheet application's menu.

➤ If not already running, start Ventura Publisher.

➤ Load the chapter in which you want the data imported.

➤ Click on the Text tool and place the text cursor in text at the location you want the spreadsheet data to be imported.

➤ Click on the Paste function button.

The spreadsheet data will be pasted into the chapter as tabbed text. The spacing of the data will be dependant on the tab settings set for the tag associated with the spreadsheet data (typically Body Text). Assign another tag to the data, adjust the tab settings, and format the data as desired.

DOS spreadsheet applications

Data from DOS-based spreadsheets can be saved as ASCII files using the spreadsheet's print-to-file option (/PF in Lotus 1-2-3.) In 1-2-3, the file name chosen automatically has the extension PRN added. Most spreadsheets, including Lotus 1-2-3, place spaces, not tabs, between each column and cannot be configured to automatically insert tab characters between columns. Therefore, when using proportionally spaced fonts on Ventura Publisher, the columns will not align, unless you manually place tabs between each column, as described in the Tabs section starting on page D–3.

When loading a text file generated by a spreadsheet application, first set the tab stops for Body Text to the desired positions. Then, use the **Load Text/Pictures** option button to load the spreadsheet print file as a WordStar file. (Because each row is separated by a single carriage return, and because 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. In WordStar files, Ventura Publisher treats single carriage returns as paragraph breaks.) Finally, use the Text tool to delete all spaces and then insert tabs between each column in each row.

A simpler solution which doesn't require inserting tabs is to simply change the imported spreadsheet text to Courier or some other font which is not proportionally spaced. This can be done by creating a new tag, changing its font to Courier, and then tagging the spreadsheet paragraph(s) with this new tag. Make sure to set the **Normal Space Width** option in the **Paragraph Typography** option dialog box to **1.0** in order to get the columns to align perfectly.

Databases

Most database applications will allow you to export selected database information to an ASCII file using commands such as REPORT and LABEL. To import database information into Ventura Publisher, the files generated by the database application must be either comma delimited (a comma and two spaces are placed after the information from each field) or double space delimited (two spaces are entered after the information from each field) files. Refer to the documentation for your specific database application for information on generating a delimited ACSII file from the database application.

ASCII files generated by database application can be imported into Ventura Publisher using the **PRN to Table** import option.

Word processors

Ami Pro

Ventura Publisher can read and write standard Ami Pro 2.0 text files. Ventura Publisher automatically converts standard Ami Pro text attributes into Ventura Publisher text attributes, (e.g. bold, italic, superscript, subscript).

☞ Ventura Publisher cannot import Ami Pro protected text files. Save the file as an unprotected file before importing it into Ventura Publisher.

Attribute	Keyboard keys
Begin/End Bold	Ctrl B
Begin/End Superscript	(Special Effects)
Begin/End Subscript	(Special Effects)
Begin/End Strike-thru	(Special Effects)
Underline	Ctrl U
Discretionary Hyphen	Ctrl -
Non Break Space	Ctrl Space

All other attributes, attribute combinations, footnotes, index references, and text characters must be entered into Ami Pro using the < > commands outlined earlier in this chapter.

DCA

Ventura Publisher can read and write standard DCA version 2.0 files. Displaywrite III and Displaywrite IV can save and retrieve DCA files.

Ventura Publisher automatically converts standard DCA text attributes to Ventura Publisher text attributes.

All other attributes, attribute combinations, footnotes, index references, and text characters must be entered into DCA using the < > commands outlined earlier in this chapter.

Lotus Manuscript To convert a Lotus Manuscript file into DCA format, follow these steps:

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➤ Select **File Conversion Utility** from the **Document Manage/Main Menu**.

➤ Select **DCA Revisable Form Export**.

➤ Type the DCA file name. The RFT extension is added automatically.

➤ Press the **Insert** key.

Displaywrite III   To convert a Displaywrite III document into DCA, follow these steps:

➤ Select **J—Document Utilities** from the main menu.

➤ Select **F—Convert Document** from the document utility menu.

➤ Enter the Displaywrite III file name and then type the file name of the DCA file you wish to create.

➤ Select **A—Document to Revisable Form Text**. Press **Enter.**

Displaywrite III automatically assigns the RFT extension to the converted file name.

Displaywrite IV   To convert a Displaywrite IV document into DCA, follow these steps:

➤ Select **6—Utilities** from the main menu.

➤ Select **6—Document Conversions** from the utility menu.

➤ Enter the Displaywrite IV file name and then type the file name of the DCA file you wish to create.

➤ Select **Document to Revisable Form Text**. Press **Enter.**

Displaywrite IV automatically assigns the RFT extension to the converted file name.

Volkswriter 3   To convert a Volkswriter 3 document into DCA, follow these steps:

➤ Select the **U** utility from the main menu.

➤ Select **B—Volkswriter to DCA Revisable Form Text** from the **Utility** menu.

➤ Type the Volkswriter document name.

➤ Type the Converted DCA file name. The extension **RF** is automatically assigned.

➤ Press **Enter.**

➤ Answer **Y** to the question "Do you want to continue?"

Office Writer To convert an Office Writer document into DCA, follow these steps:

➤ Select **Convert** from the main menu.

➤ Select **Office Writer to DCA** from the Convert menu.

➤ Type the Office Writer document name.

➤ Type the DCA file name. The extension DCA is automatically assigned.

➤ Press **Enter.**

Note: only Office Writer version 4.0 and above support DCA.

WordStar 2000 To convert a WordStar 2000 document into DCA, follow these steps:

➤ Select **A—Additional Features** from the main menu.

➤ Select **Convert** from the Additional Features menu.

➤ Type the WordStar 2000 document file name.

➤ Type the DCA file name. The extension RFT is automatically assigned.

➤ Press **Enter.**

Samna Word To convert a Samna Word document into DCA, follow these steps:

➤ Press **F9** from the Samna main screen.

➤ Press **T (translate)** from the Do What? prompt.

➤ Press **D (Samna to DCA)** from the Translate prompt.

➤ Press **S (Samna to DCA Revisable Form).**

➤ Type the name of the Samna document.

➤ Type the name of the DCA document. Type the file extension.

➤ Press **Enter.**

App-D Text

Microsoft Word

Ventura Publisher can read and write standard Microsoft Word files. Microsoft Word style sheets are not usable by Ventura Publisher.

Ventura Publisher automatically converts standard Word text attributes to Ventura Publisher text attributes.

Attribute	Keyboard keys
Begin/End Bold	Alt B
Begin/End Superscript	Alt +
Begin/End Subscript	Alt -
Begin/End Strike-thru	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 earlier in this chapter.

Microsoft Word for Windows/Windows Write

Ventura Publisher can read and write standard Microsoft Word for Windows and Windows Write files. Microsoft Word for Windows style sheets are not usable by Ventura Publisher.

In order to load text files created in Windows Write, the file must be saved using the Microsoft Word format option.

Ventura Publisher automatically converts standard Word text attributes to Ventura Publisher text attributes.

Attribute	Keyboard keys
Begin/End Bold	Alt B
Begin/End Superscript	Alt +
Begin/End Subscript	Alt -
Begin/End Strike-thru	Alt S

Attribute	Keyboard keys
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 earlier in this chapter.

Ventura Publisher will import Word for Windows text files containing graphics. However, the graphics will not be imported into Ventura Publisher, and all graphics codes will be stripped from the text file when the file is saved by Ventura Publisher.

Ventura Publisher cannot load Microsoft Word for Windows documents saved using the Fast Save option. Before loading a Word for Windows document into Ventura Publisher, use the Word for Windows Save As option and disable the Fast Save option before saving the document.

Multimate

Ventura Publisher can read and write standard Multimate files.

Ventura Publisher automatically converts standard Multimate text attributes to Ventura Publisher text attributes.

Attribute	Keyboard keys
Begin/End Bold	Alt Z
Begin/End Superscript	Alt Q
Begin/End Subscript	Alt W
Begin/End Strike-thru	Alt O
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 earlier in this chapter.

App-D Text

WordPerfect

Ventura Publisher can read and write WordPerfect version 4.1 or 4.2 files using the **WordPerfect 4** option in the **Load Text/Picture** option dialog box. Use the **WordPerfect 5** option to load version 5.x files.

☞ Password protected WordPerfect files cannot be imported into Ventura Publisher. In order to import a WordPerfect file that is password protected, you must first open the text file in WordPerfect, save the text file under a different name as a non-password protected file, and then import the new file.

Ventura Publisher automatically converts standard WordPerfect text attributes to Ventura Publisher text attributes.

Attribute	Keyboard keys
Begin/End Bold	F6
Begin/End Superscript	Shift F1
Begin/End Subscript	Shift F1
Begin/End Strike-thru	Alt F5
Underline	F8
Discretionary Hyphen	Ctrl
Non Break Space	Home

All other attributes, attribute combinations, footnotes, index references, and text characters must be entered into WordPerfect using the < > commands outlined earlier in this chapter.

WordStar

Ventura Publisher can read and write standard WordStar 3.3, 3.4, 4.0, and 5.X files. Other versions of WordStar may also work.

Ventura Publisher automatically converts standard WordStar attributes to Ventura Publisher text attributes. Ventura Publisher also reads all WordStar dot commands as text, so you should eliminate these codes from the text file before loading the file into Ventura Publisher.

Attribute	Keyboard keys
Start/Stop Bold	Ctrl B
Start/Stop Superscript	Ctrl T
Start/Stop Subscript	Ctrl V
Start/Stop Strike-thru	Ctrl X
Start/Stop Underline	Ctrl S
Discretionary Hyphen	Soft hyphen
Non Break Space	Ctrl O

All other attributes, attribute combinations, footnotes, index references, and text characters must be entered into WordStar using the < > commands outlined earlier in this chapter.

Foreign characters entered in WordStar 3.4 which are not available in both the Ventura Publisher *and* the IBM character sets will not display or print.

WordStar tabs When you press the tab key, WordStar does not always place a tab character into the text, but instead inserts multiple spaces. As described earlier in this chapter, Ventura Publisher requires the actual tab character in order to correctly format tabular information. If you use Word-Star 3.0, turn the **Vari-Tab** feature within WordStar **Off**. When using WordStar 4.0 or 5.X, use the non-document mode and type **Ctrl + PI** for a tab character. The tab character will not display on the screen, but it will be inserted in the text and recognized by Ventura Publisher as a tab.

Xywrite

Ventura Publisher can read and write standard Xywrite II and Xywrite III files.

Ventura Publisher automatically converts standard Xywrite text attributes to Ventura Publisher text attributes.

All other attributes, attribute combinations, footnotes, index references, and text characters must be entered into Xywrite using the **< >** commands outlined earlier in this chapter.

App-D Text

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APPENDIX E
CHARACTER SETS & CODES

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 from inside Ventura Publisher by holding down the **Alt** key and then typing the **ANSI** equivalent for that character, or by entering the **Decimal** code into the text file using your word processor. The tables on the following pages show both the decimal and ANSI equivalents. Ventura Publisher provides a number of shortcut keyboard entries for more commonly used symbols (e.g., © and ®). It is recommended that you use these shortcut entries instead of the ANSI code whenever possible. Refer to page 2–15 for a complete listing of the shortcut characters provided by Ventura Publisher.

ANSI code The interpretation of the keys entered from the keyboard is a function of Windows and not of Ventura Publisher. Windows reads all keyboard entries as ANSI code characters and passes the code to Ventura Publisher. To enter characters not available on the keyboard, press the **Alt** key and enter the ANSI equivalent of the desired character. You must enter the full ANSI code as it is listed in the table on the following pages.

The ANSI code must be entered using the numeric keypad. The ANSI code cannot be entered using the number keys across the top of the keyboard.

The ANSI code character set is used only when entering characters from the keyboard while you are in Ventura Publisher. It is important to note that a character entered into a chapter file using the **Alt** + ANSI code combination will be translated to the decimal code equivalent of that character when the text file is saved. For example, to enter an accented lowercase E (é) from the keyboard while in Ventura Publisher, you would

press and hold the **Alt** key and enter the ANSI code 0233 on the keyboard number pad. When the text file is saved and opened in your word processor, the ANSI code (0233) entered inside Ventura Publisher, is saved in the text file as the decimal equivalent and appears as <130>.

Decimal code Ventura Publisher uses the decimal code character set when reading and interpreting characters entered into a text file in a word processor. These characters are entered into your text file by enclosing the Decimal equivalent of the desired character in brackets. When the text file is read into Ventura Publisher, the decimal numbers contained in brackets are converted to the corresponding character. Use the decimal code only when entering these character directly into the text file using your word processor.

When using your word processor 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 word processors which support foreign characters, Ventura Publisher will accept these characters without placing numbers inside of < >. However, the decimal equivalent of these characters must be less than 169, and the foreign characters in your word processor must have the same decimal equivalents as those shown on the following pages. For characters above 169, use the decimal code inside of brackets, e.g., <185> for §.

Ventura Publisher character set

Decimal	ANSI	Inter-national	Symbol	Decimal	ANSI	Inter-national	Symbol
32	032			57	057	9	9
33	033	!	!	58	058	:	:
34	034	"	∀	59	059	;	;
35	035	#	#	60	060	<	<
36	036	$	∃	61	061	=	=
37	037	%	%	62	062	>	>
38	038	&	&	63	063	?	?
39	039	'	∋	64	064	@	≅
40	040	(	(	65	065	A	A
41	041	)	)	66	066	B	B
42	042	*	∗	67	067	C	X
43	043	+	+	68	068	D	Δ
44	044	,	,	69	069	E	E
45	045	-	−	70	070	F	Φ
46	046	.	.	71	071	G	Γ
47	047	/	/	72	072	H	H
48	048	0	0	73	073	I	I
49	049	1	1	74	074	J	ϑ
50	050	2	2	75	075	K	K
51	051	3	3	76	076	L	Λ
52	052	4	4	77	077	M	M
53	053	5	5	78	078	N	N
54	054	6	6	79	079	O	O
55	055	7	7	80	080	P	Π
56	056	8	8	81	081	Q	Θ

Decimal	ANSI	Inter-national	Symbol	Decimal	ANSI	Inter-national	Symbol
82	082	R	P	109	0109	m	μ
83	083	S	Σ	110	0110	n	ν
84	084	T	T	111	0111	o	o
85	085	U	Υ	112	0112	p	π
86	086	V	ς	113	0113	q	θ
87	087	W	Ω	114	0114	r	ρ
88	088	X	Ξ	115	0115	s	σ
89	089	Y	Ψ	116	0116	t	τ
90	090	Z	Z	117	0117	u	υ
91	091	[	[	118	0118	v	ϖ
92	092	\	∴	119	0119	w	ω
93	093	]	]	120	0120	x	ξ
94	094	^	⊥	121	0121	y	ψ
95	095	_	_	122	0122	z	ζ
96	096	'	‾	123	0123	{	{
97	097	a	α	124	0124	|	|
98	098	b	β	125	0125	}	}
99	099	c	χ	126	0126	~	~
100	0100	d	δ	127	0127		
101	0101	e	ε	128	0199	Ç	
102	0102	f	φ	129	0252	ü	Υ
103	0103	g	γ	130	0233	é	′
104	0104	h	η	131	0226	â	≤
105	0105	i	ι	132	0228	ä	/
106	0106	j	φ	133	0224	à	∞
107	0107	k	κ	134	0229	å	f
108	0108	l	λ	135	0231	ç	♣

Decimal	ANSI	Inter-national	Symbol	Decimal	ANSI	Inter-national	Symbol
136	0234	ê	♦	163	0250	ú	℘
137	0235	ë	♥	164	0241	ñ	⊗
138	0232	è	♠	165	0209	Ñ	⊕
139	0239	ï	↔	166	0170	ª	∅
140	0238	î	←	167	0186	º	∩
141	0236	ì	↑	168	0191	¿	∪
142	0196	Ä	→	169	0147	"	⊃
143	0197	Å	↓	170	0148	"	⊇
144	0201	É	°	171	0139	‹ *	⊄
145	0230	æ	±	172	0155	› *	⊂
146	0198	Æ	"	173	0161	¡	⊆
147	0244	ô	≥	174	0171	«	∈
148	0246	ö	×	175	0187	»	∉
149	0242	ò	∝	176	0227	ã	∠
150	0251	û	∂	177	0245	õ	∇
151	0249	ù	•	178	0216	Ø	®
152	0255	ÿ	÷	179	0248	ø	©
153	0214	Ö	≠	180	0156	œ *	™
154	0220	Ü	≡	181	0140	Œ *	Π
155	0162	¢	≈	182	0192	À	√
156	0163	£	...	183	0195	Ã	·
157	0165	¥	|	184	0213	Õ	¬
158	0164	¤	—	185	0167	§	∧
159	0136	ƒ	↵	186	0135	‡ *	∨
160	0225	á	ℵ	187	0134	† *	⇔
161	0237	í	ℑ	188	0182	¶	⇐
162	0243	ó	ℜ	189	0169	©	⇑

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Decimal	ANSI	Inter-national	Symbol
190	0174	®	⇒
191	0153	™	⇓
192	0132	„	◊
193	0133	…	⟨
194	0137	‰ *	®
195	0149	• *	©
196	0150	–	™
197	0151	—	Σ
198	0176	°	⎛
199	0193	Á	⎜
200	0194	Â	⎝
201	0200	È	⎡
202	0202	Ê	⎢
203	0203	Ë	⎣
204	0204	Ì	⎧
205	0205	Í	⎨
206	0206	Î	⎩
207	0207	Ï	⎪

Decimal	ANSI	Inter-national	Symbol
208	0210	Ò	
209	0211	Ó	⟩
210	0212	Ô	∫
211	0138	Š *	⌠
212	0154	š *	⎮
213	0217	Ù	⌡
214	0218	Ú	⎞
215	0219	Û	⎟
216	0159	ÿ *	⎠
217	0223	ß	⎤
218		Ž	⎥
219		ž	⎦
220		/	⎫
221			⎬
222			⎭

* In order to access these characters using the ANSI code, you must have Adobe Type Manager (version 2.0 or above), Bitstream FaceLift (version 2.0 or above) or TrueType fonts installed and active.

Text codes

A complete description of the text codes is provided in Appendix D.

Text attributes	Codes
Box (Hollow) (Filled)	<$B0> <$B1>
Base Line Jump	<Jnnn>
Begin/End (%0) Kerning	<%n>
Bold weight type	<B>
Color index	<Cnnn>
Double underline	<=>
Italics	<I>
Line Break	<R>
Medium weight type	<M>
Overscore	<O>
Point Size	<Pnnn>
Resume Normal	<D>
Small	<S>
Strike-thru	<X>
Subscript	<v>
Superscript	<^>
Typeface	<Fnnn>
Underline	<U>
Spaces	
Em space	< >
En space	<~>
Figure Space	<+>
Non-Breaking Space	<N>
Thin Space	<|>
Inserted text	
Discretionary Hyphen	<->
Footnote	<$Ftext>
Fractions	<$E1/2 > or <$E1 over 2 >
Hidden text	<$!text>
Index	<$Iprimary[sort];secondary[sort]>
Page number (chapter number C#)	<$R[P#]>
Picture anchor (below)	<$&anchor name[v]>
Picture anchor (same page)	<$&anchor name>
Picture anchor (above)	<$&anchor name[^]>
Picture anchor (automatic)	<$&anchor name[-]>

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This appendix provides important additional information about your printer.

General limitations

☞ **YOUR PRINTER MAY NOT BE CAPABLE OF PRINTING EVERYTHING YOU SEE ON THE COMPUTER SCREEN.**

Speed, resolution, maximum picture size, character set, and unprintable space at the edge of the page are different for each printer. Also, the document may not be centered on the page due to manufacturing tolerances in your printer.

How to see your printer's limits To see the limitations of your printer, print the chapter called CAPABILI (contained in the TYPESET directory, if you installed the example files).

Printer troubleshooting

Wrong font sizes in pictures

On printers which do not use a page description language or scalable font technology (e.g., dot matrix printers), the fonts which appear in line art can only be discrete sizes. Therefore, when the picture is imported or scaled, the fonts may be slightly too large or too small for the picture. Solution:

➤ Make the picture slightly larger or smaller.

➤ Better yet, don't put text in pictures. Instead, attach box text to the frame which contains the illustration and use the considerable typographic power of Ventura Publisher to produce annotations for your pictures.

Headers or footers disappear

If headers & footers don't appear on the printed page, this most likely is caused by your printer not being able to print all the way to the edge of the page. The solution: increase the above and below space for the header and footer tags. You can also compensate for the blank space at the edge of the page by adjusting the margins.

Graphics will not print on an HP laser printer

In order for graphics to print on an HP LaserJet, the printer setup must be properly configured. Check the Windows printer setup settings for the HP printer as follows:

➤ Select the **Printers** option in the Windows Control Panel.

   The Printers dialog box is displayed.

➤ Select the HP printer from the list of **Installed Printers**.

➤ Select the **Configure** button.

   The Printers - Configure dialog box is displayed.

➤ Select the **Setup** button.

   The PCL/HP LaserJet settings dialog box is displayed.

➤ Check the following settings:

   – Make sure the **Graphics Resolution** option is set to **300 dots per inch**.

   – Make sure the correct printer type is selected for the **Printer** option.

   – Make sure the **Memory** option is set for the proper amount of memory installed in your printer.

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> Select the **OK** button in each dialog box until you have exited from all dialog boxes.

Another problem that may cause graphics not to print on an HP LaserJet printer is the lack of a SET TEMP= line in your AUTOEXEC.BAT file or insufficient disk space for the temporary file to be stored.

Nothing prints from any program

If nothing will print to your printer from any program in Windows, the following steps will help to isolate the problem. Some of the latter steps are printer specific. After each step, try the print operation again before continuing to the next step.

Verify settings Use the **Printers** option in the Windows Control Panel and verify that the settings (e.g., printer type, print resolution, printer memory, port configuration, etc.) for the printer are correct. Go through each available option and verify the settings.

Printer self-test Refer to the printer documentation and perform the printer self-test, if your printer has one, to see if the basic printer mechanism is working. This causes the printer to print one or more pages. If nothing happens in this self-print mode, consult your printer manufacturer or dealer for further help. Also check the printer's configuration switches as outlined in the printer manufacturer's documentation.

Temporary files Using the Windows Notepad, Sys Edit, or other ASCII text editor, make sure that a SET TEMP= line is present in your AUTOEXEC.BAT file. This line tells Windows and Windows applications where to put temporary files they create. If the SET TEMP= line is not present, enter it in the AUTOEXEC.BAT file. The line should include the drive and path in which Windows and Windows applications are to store the temporary files they create. For example:

SET TEMP=C:\TEMP

would cause Windows and Windows applications to store the temporary file in the TEMP directory of the C drive.

☞ After this line is entered in the AUTOEXEC.BAT file, you will have to quit Windows and reboot your computer for the changes to take effect.

The drive selected should have at least 2 megabytes of free disk space available *while Windows is running*. To verify the available disk space on the hard drive while Windows is running, run the Windows File Manager and select the drive on which the temporary files are to be stored. The amount of free disk space will be displayed at the bottom of the File Manager window.

MODE command If your printer is connected a serial port on your computer, you may have to enter a DOS MODE command to initialize the printer port. The MODE command should be entered at the DOS prompt as:

MODE *port*:9600,8,1,n

replace *port* with the correct COM port on which the printer is connected (e.g., COM1, COM2). If this solves the problem, this command can be entered into your AUTOEXEC.BAT file so that the printer port will automatically be initialized each time you boot the computer.

Printer cabling Another problem may be in the printer cable itself. 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. Most printers which use a serial cable use one which is wired similarly to a null modem cable. The correct wiring diagrams for HP LaserJet and Apple LaserWriter cables are shown in figures F–2 and F–1.
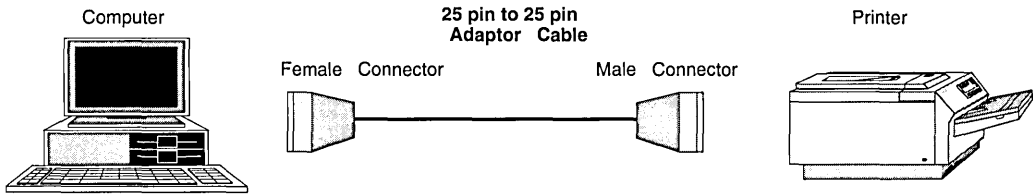
Figure F–2. Wiring diagram for 25 pin to 25 pin adaptor cable.
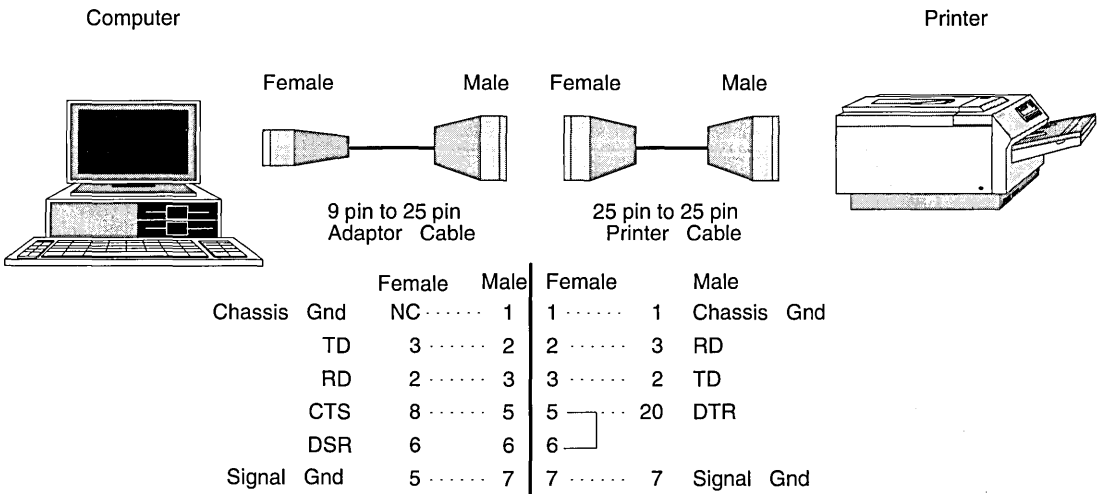
Figure F–1. Wiring diagram for 9 pin to 25 pin adaptor cable.

Nothing will print on a PostScript printer

If nothing will print to your PostScript printer from any program, and the procedures discussed previously do not rectify the problem, the

PostScript header or the handshake settings may be set incorrectly. The following paragraphs describe how to verify these settings and correct them if they are set incorrectly.

PostScript Header The header is necessary for Windows to properly print to your Post-Script printer. The header can be downloaded one of two ways; either at the beginning of each print job, or you can download the header once after the printer has been turned on. The following paragraphs describe how to setup Windows for each of these download options.

☞ The default and recommended setting is to download the header at the start of each print job. If you are printing to a PostScript printer over a network, or printing to a PostScript file the header *must* be download at the start of each job. If you are in doubt as to which option to select or are unfamiliar with copying files directly to printer ports, select this option.

Download at the start of each print job

If the header is set to download at the start of each job, Windows will automatically download the header for you when you print to a Post-Script printer. The automatic downloading of the header will add only a few seconds to each print job. To set the header to download at the start of each print job:

➤ Select the **Printer Setup** option from the Ventura Publisher **File** menu.

➤ Select the appropriate PostScript printer option from the **Printers** list and select the **Setup** button.

➤ Select the **Options** button to display the Options dialog box.

➤ Set the **Header** option to **Download each job**.

➤ Select the **OK** button in each dialog box to save your settings and return to Ventura Publisher.

Download once when printer is turned on

If this option is selected, Windows will not download the header, but will expect it to be manually downloaded to the printer. This option will save a couple seconds at the start of each print job.

To use this option, you must write the PostScript header to a file and then copy the header file to the printer each time the printer is turned on.

☞ This option should **not** be used if you are printing over a network or printing to a PostScript file.

➤ Select the **Printer Setup** option from the Ventura Publisher **File** menu.

➤ Select the appropriate PostScript printer option from the **Printers** list and select the **Setup** button.

➤ Select the **Options** button to display the Options dialog box.

➤ Set the **Header** option to **Already Downloaded**.

➤ Select the **Header** button.

   The Header dialog box is displayed.

➤ Set the **Send Header to** option to **File**. Select the **OK** button.

   A dialog box is displayed prompting you for a path and file name for the header file.

➤ Enter the complete path and file name for the header file. Select the **OK** button.

   The header file is written to disk and the Options dialog box reappears.

➤ Select **OK** in each dialog box to save your settings and return to Ventura Publisher.

The generated header file must be copied to the printer *each time the printer is turned on*. The file can be copied to the printer by entering the following command line at the DOS prompt, in the AUTOEXEC.BAT file, or in a batch file.

```
COPY d:\path\filename COMx:
```

Where `d:\path\` is the complete drive and directory where the header file is located, `filename` is the name you selected for the file when it was generated, and `COMx` is the printer port on which the printer is connected (e.g., COM1, COM2).

When the header is successfully downloaded to the printer, a page will be printed with the message "Windows PostScript header loaded" appearing at the bottom.

Handshaking The handshake setting determines how the printer and the computer printer port communicate with each other. Normally the default settings should be correct; however, if you are experiencing problems printing and have not been able to isolated the problem, the handshake setting should be changed as follows:

➤ Open the Windows Control Panel and double-click on the **Ports** icon.

➤ Select the port on which the printer is connected and select the **Settings** button.

➤ Unless you are certain that the setting should be different, ensure the options are set as follows:

    Baud Rate   9600

    Data Bits   8

    Parity   None

    Stop Bits   1

➤ Set the **Flow Control** option to **Xon/Xoff**. Select the **OK** button in each dialog box until the Control Panel is displayed.

➤ Double-click on the Control Panel **Printers** icon.

➤ Select the appropriate PostScript printer from the **Installed Printers** option and then select the **Configure** button.

  The Printers - Configure dialog box is displayed.

➤ Select the **Setup** button from the Printers - Configure dialog box.

  The printer setup dialog box is displayed.

➤ Select the **Options** button from the printer setup dialog box.

  The Options dialog box is displayed.

➤ Select the **Handshake** button from the Options dialog box.

  The Handshake dialog box is displayed.

➤ Set the **Set Handshake to** option to **Software**. Select the **OK** button.

➤ When the dialog box asking to permanently alter the printer's hand-shaking is displayed, select the **OK** button.

When the handshaking is successfully changed, a page will be printed with a message acknowledging that the software handshake setting has been enabled.

➤ Select **OK** in each dialog box until the Control Panel is displayed. Close the Control Panel.

HP LaserJet

Paper size Ventura Publisher and the HP LaserJet handles 8½ X 11 inch, 8½ X 14 inch, and A4 (21.0 X 29.7 centimeters) paper. The LaserJet 2000 supports B5 and Double in addition to these sizes. 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. Also, the document may not be centered on the page due to manufacturing tolerances. To see the amount of blank space around the edge of the page on your printer, as well as the offset from center, print the CAPABILI.CHP chapter in the TYPESET directory. You can compensate for the offset by adjusting the left and right margins. You can avoid disappearing headers and footers by changing the above and below space for the header and footer tags.

Fonts are loaded by Windows 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** (LaserJet Plus) 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 out of memory error 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.

➤ Add more memory to your printer.

Draft printing You can use the LaserJet printer to produce draft copies of documents which will ultimately be printed on a typesetter or other printer. If you use the width table for the ultimate device but print directly to the LaserJet, each line will end at the correct location and the amount of text on each page will match the ultimate printout.

LaserJet limitations

The LaserJet printers have the following limitations:

- The LaserJet Plus and Series II printers cannot print both portrait and landscape fonts on the same page. Therefore, the rotated text feature (**Alignment** option) cannot be used with these LaserJet printers. The LaserJet Series III does not have this limitation.

- The LaserJet Plus and Series II printers cannot print white text on a black background. The LaserJet Series III does not have this limitation.

- The LaserJet Plus cannot print text larger than 36 points. The LaserJet Series II and Series III do not have this limitation.

- The LaserJet Plus and Series II printers cannot print opaque images which obscure the text or pictures below. The LaserJet Series III does not have this limitation.

- The LaserJet prints text, or lines drawn using any of the graphic tools, in 100% black only. It cannot print these objects in shades of gray. The LaserJet Series III does not have this limitation.

- More than 512K memory may be required to print pages which contain a large number of fonts.

PostScript

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 LaserWriter, IBM, and other "desktop" printers, 1270 dots per inch for the Linotronic 100, and 2540 dots per inch for the Linotronic 300.

Fonts   Initially, only the fonts which are stored permanently in your printer can be printed by Ventura Publisher. For most PostScript printers this includes:

Helvetica	Times Roman
Symbol	Courier
Avant Garde	Bookman
Century Schoolbook	Helvetica Narrow
Palatino	Zapf Chancery
Zapf Dingbats	

However, other fonts can be installed in Windows for the PostScript printer. These fonts will automatically be included in any dialog box displaying a font option after the width table for the PostScript printer is rebuilt. Refer to Appendix I for more information on installing fonts and building width tables.

Printing to a file   You may find it useful to print to a disk file and then later send this disk to the printer or typesetter. The methods for doing this are covered in the Putting It Together chapter (Chapter 15).

Draft printing

You can use your PostScript printer to produce draft copies of documents which will ultimately be printed on a non-PostScript typesetter or other printer. If you use the width table for the ultimate device but print directly to your PostScript printer, each line will end at the correct location and the amount of text on each page will match the ultimate printout.

App-F Printers

PostScript limitations

Transparent graphics   PostScript cannot print transparent overlapping graphics. This means that if one graphic overlaps another, the graphic on the bottom will always be completely obscured.

Ruling line around images   Because PostScript cannot print transparent overlapping graphics, a ruling box around an image will not print. The solution is to set the frame margins equal to the overall ruling box height.

This appendix describes limitations inherent in the process of converting from a variety of different graphic formats into Ventura Publisher's internal graphic format. This chapter also includes other important information about pictures.

AutoCAD pictures

Ventura Publisher converts slide files from AutoCAD. AutoCAD .SLD files are created using the AutoCAD ADE (Advanced Drafting Extension) package. The AutoCAD **MSLIDE** command is used. The use of this command is covered in the AutoCAD User Reference manual. Refer to the AutoCAD Reference Manual index under **Slides.** Better resolution can be obtained by configuring AutoCAD's plotter option for a Hewlett-Packard plotter and then plotting your drawing to an HPGL format file.

DCS

DCS (Desktop Color Specification) format pictures are pre-separated, CMYK, pictures produced by high-end graphics programs including the ColorPro color extension product.

CGM

Ventura Publisher converts CGM files. Key features and limitations include:

* All typefaces are converted to Helvetica.

* Colors are retained.

* Pattern fills are converted based on the GSS CGI definition..

EPS

Ventura Publisher converts EPS files. Key features and limitations include:

- EPS files will display on screen only if the EPS file includes either a TIFF or Windows metafile description of the PostScript image. Otherwise, a large X is placed in the frame.

- EPS files can only be printed to PostScript printers. However, if the EPS file includes either a TIFF or Windows metafile description of the PostScript image, then this image will print to non-PostScript printers. The resolution of this image depends on the quality of the TIFF or Windows metafile representation.

- All colors in the EPS file are retained. Ventura Separator provides additional features when loading EPS files containing colors.

- A PostScript file must be specifically made into an *Encapsulated* PostScript file. The rules for converting PostScript files can be obtained from Adobe Systems Technical Support. Write:

  Technical Support
  Adobe Systems
  1870 Embarcadero Road
  Palo Alto, CA 94303
  USA

Tagged information file format (TIFF)

Ventura Publisher supports the importing of TIFF format files, including gray-scale and 24-bit color TIFFs. It may take considerable time to redraw a page containing a TIFF file (particularly 16- and 24-bit TIFFS) since Ventura Publisher will always display the TIFF file at the highest possible resolution. If you load TIFF files into a chapter, you should hide the images when not actually working with the image. This will greatly reduce the time it takes Ventura Publisher to redraw a page containing a TIFF file since Ventura Publisher will not be required to display the TIFF file.

Displaying gray-scale TIFF files When a gray-scale TIFF file is loaded into a Ventura Publisher chapter. Ventura Publisher will attempt to display the TIFF file as a gray-scale image instead of a dithered black and white image. The properties of the graphics card and the driver installed in Windows determine if a gray-

scale image will display as a gray-scale on the screen. In order for a gray-scale TIFF image to display gray-scale, one of the following criteria must be met.

- The graphics card and installed driver are capable of displaying 32,565 or more colors.

- The graphics card and installed driver display 256 colors or less, but are gray-scale instead of color devices.

- The graphics card and installed driver display 256 colors or less, but the driver provides 3 shades of gray plus black and white to the Windows palette.

The best way to test if your graphics system is capable of displaying gray scale in Ventura Publisher is to load the file POT4.TIF included on the EXAMPLES Ventura Publisher program disk. If this image displays on the screen as a gray-scale image, other TIFF images containing gray-scale information will display as gray-scale. If the image appears as a black and white dithered image, your graphics system is not capable of displaying gray-scale.

HPGL

The Hewlett-Packard Graphics Language (HPGL) is a two-letter mnemonic graphics language which is used to by many applications to send graphic pictures to plotters. If an application program is told to send the output to a file instead of the plotter, an HPGL file is created which can be loaded into Ventura Publisher using the **Load Text/Picture** option.

The technology used in plotters is quite different from that used in laser printers and typesetters. Therefore, when translating pictures from HPGL, Ventura Publisher must make many assumptions about which plotter was originally used, how the plotter was configured, and many other factors. While the default assumptions built into Ventura Publisher provide adequate results for many uses, you can override the defaults by using the dialog box shown in the following figure. The application of each setting in the dialog box is described below.
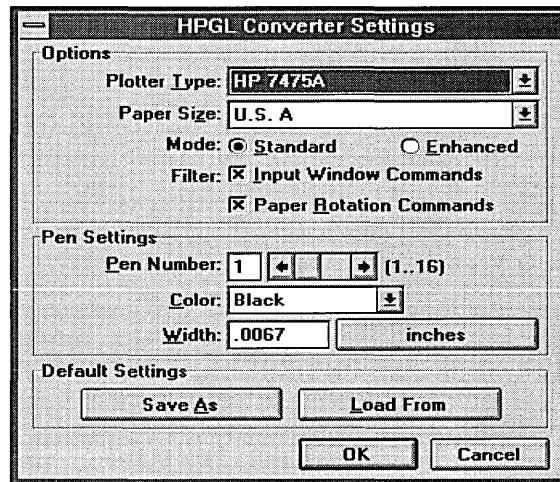
Figure G-1.   HPGL dialog box.

Plotter—Paper The **Plotter Type** and **Paper Size** options let you communicate to Ventura Publisher both the plotter model and paper size to which the HPGL picture was originally to be sent. If you are unsure, select **HP 7475A -- U.S.A.**

The HPGL conversion process was optimized for the HP 7475A plotter. Therefore if you have an option, select the 7475A as the output device when originally creating the HPGL picture. If you cannot create the image for the 7475A, then if the plotter selection in this dialog box does not match the plotter for which the image was intended, you may find that the image is clipped or flipped.

Plotter mode The **Mode** option controls interpretation of the User Defined Character Instruction (**UC**). The normal setting is **Standard**. If your plotter was set for enhanced when the picture was originally printed, you may want to change this setting to **Enhanced**, especially if user-defined characters don't print at all or print incorrectly.

Input window The **Input Window Commands** option enables (On) or disables (Off) the clipping rectangle specified by the Input Window (IW) instruction. The normal setting is **Off**. If you find that parts of the picture appear in the Ventura Publisher frame which were outside the original plotted copy of the picture, enable the **Input Window Commands** option.

Rotation The **Paper Rotation Commands** option uses (enabled) or ignores the Rotate Coordinate System Instruction (**RO**). The RO command is only

supported for the 7475 plotter in U.S. sizes A and B. If you find that parts
of the picture appear rotated and other parts do not, enable this option.

Pen number   The **Pen Number** option lets you select each of 16 pens. For each pen,
you can select the pen color and pen width. Thus, you can define how
each color in the plotted version of the picture should be transformed to
the printed version.

Pen color   You can select a different color for each of the pen from the **Color** list
box. **Color** options other than black and white will produce different
colors on a color printer, and these colors cannot be customized. When
printing from Ventura Publisher to a black and white printer, these
colors will be mapped to shades of gray, depending on the printer
selected. Colors are not converted to gray when printed to a color printer
or separated using the Ventura Separator color extension product.

Pen width   The thickness of each pen can be individually specified.

☞   If the fill pattern with objects in a pictures looks different than you ex-
pect, experiment with thicker pen widths.

If only one pen is used for the entire drawing, then making this pen
thicker may make the fill pattern look better but may degrade the rest
of the picture. You may need to experiment to find the best setting. Also,
if several pens are used, you may need to experiment to discover which
pen thickness controls which part of the drawing.

Save as new   Once you have customized your HPGL settings, you can save them for
default settings   future conversions. Simply select the **Save As** button and the current
settings will automatically be retrieved the next time you load an HPGL
image. The current default settings are saved in the HPGL.PRF file in
the VENTURA directory.

The settings used for each picture are stored in a file with the same
name as the picture but with the extension PRF. This file is copied by
the **Manage Publication** option dialog box **Copy All** command so that
if the picture later is reconverted, the HPGL Converter Settings dialog
box will appear, however, the settings will be the same as when the
HPGL file was previously converted.

Text   The Ventura Publisher HPGL conversion converts all text into "stroked"
text. This means that the letters will appear to have been drawn with a
plotting pen. Part (although not all) of the reason that HPGL conver-

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sions take longer than other graphic conversions is due to the time needed to create each letter at the appropriate size. The character conversion was implemented using Bitstream's Courier font which means the fonts have serifs. Also, fonts have thickness which is controlled by the **Pen Width** setting.

The stroked font information is contained in the HPGL.BFF file. If you delete this file, text conversion will be done using bitmaps, similarly to the way it was done in earlier versions of Ventura Publisher, although since fonts are drawn differently than before, you won't get an exact match to Ventura Publisher version 2.0.

The following commands are supported in this release. This command set fully supports **7440, 7470**, and **7475** type plotters.

HPGL Mnemonic	Full name	Description
AA	Arc absolute	Chord angle in degrees.
AR	Arc relative	Chord angle in degrees.
CA	Alternate set	
CI	Circle	Chord angle in degrees.
CP	Character Plot	
CS	Standard set	
DF	Set default values	
DI	Absolute direction	
DR	Relative direction	
DT	Define label terminator	Any character except ESC and ;
EA	Edge rectangle absolute	Always solid line style.
EP	Edge polygon	Only RA,RR,EA,ER,WG,EW supported.
ER	Edge rectangle relative	
EW	Edge wedge	
FP	Fill Polygon	Only RA,RR,EA,ER,WG,EW supported.

HPGL Mnemonic	Full name	Description
FT	Fill Type	Parallel hatches only supported at 0deg,+45deg,90deg. Hatch spacing not supported. Cross hatches supported at 0,45,90,-45 degrees.
IN	Initialize	
IP	Input P1 P2	
IW	Input window	
LB	Label string	
LT	Line type	Pattern length is not supported. Adaptive line types are drawn the same as fixed line types. Does not affect EA,ER.
PA	Plot absolute	
PD	Pen down	
PG	Page feed	Does not support multiple pages.
PR	Plot relative	
PU	Pen up	
RA	Fill rectangle absolute	
RO	Rotate coordinate system	Supports 0,90 degrees.
RR	Fill rectangle relative	
SC	Scale	Supports types 0,1,2.
SI	Absolute character size	
SL	Character slant	
SM	Symbol mode	
SP	Select Pen	Supports 1-16 with control over color and width.
SA	Select alternate set	
SR	Relative character size	

HPGL Mnemonic	Full name	Description
SS	Select standard set	
TL	Tick length	
UC	User defined character	Supports Enhanced mode or standard mode.
WG	Fill wedge	
XT	X tick	
YT	Y tick	

The following commands are NOT supported in this release. Unsupported features of **7550** type plotter are:

HPGL Mnemonic	Full name
BF	Buffered plot
BL	Buffered label
CC	Character chord angle
CM	Character selection mode
CT	Chord tolerance
CV	Curved line generator
DL	Downloadable character
DS	Designate character set into slot
ES	Extra character space
IV	Invoke character slot
LO	Label origin
PB	Print buffered label
PM	Polygon mode
RP	Replot
UF	User defined fill

Unsupported features of HPGL/2 type device are:

HPGL Mnemonic	Full name
AD	Alternate font definition
AT	Absolute three point arc
RT	Relative three point arc
PE	Polyline encoded

HPGL Mnemonic	Full name
SD	Standard font definition
CF	Character fill mode
TD	Transparent data
DV	Define variable text path
LA	Line attributes
PW	Pen width
WU	Pen width unit selection
FT	Fill type (Includes dithers and user)
AC	Anchor corner
RF	Raster fill definition
UL	User define line type
IR	Input relative P1 P2

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. Within 1-2-3, the keystrokes required 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.

The Lotus 1-2-3 graphics converter supports the Lotus International Character Set (LICS).

Macintosh Paint

Ventura Publisher converts Macintosh Paint files. Transfer files from the Macintosh to the PC using a network or communication program. Features and limitations include:

Pictures always transfer as a full 8 x 10 page. Therefore, a small image on a white page must be enlarged considerably within the frame.

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Macintosh PICT

Ventura Publisher converts Macintosh PICT files. You must transfer files from the Macintosh to your PC using a network or communication program. Bit images within PICT files do not convert.

Fonts in the PICT files are converted to fonts available in your PC according to the table in the PCTTOGEM.CNF file. This file is stored in the VENTURA directory and is an ASCII file which begins with the keyword *fontmap* and ends with the keyword *endfontmap*. Each line in between the two keywords defines which Ventura Publisher fonts will be used in place of the Macintosh fonts. The first number in each line is the font ID on the Macintosh; the second the ID of the font which will be used on the PC. The remainder of the line is treated as a comment. The following table lists how PICT fonts are converted when brought into Ventura Publisher.

Macintosh Font ID Number	Ventura Publisher Font ID Number	Macintosh Font Name	Ventura Publisher Font Name
0	1	System Font	Courier
1	2	Application Font	Helvetica
2	14	New York	Times Roman
3	2	Geneva	Helvetica
4	14	Monaco	Times Roman
5	14	Venice	Times Roman
6	14	London	Times Roman
7	14	Athens	Times Roman
8	14	San Francisco	Times Roman
9	14	Toronto	Times Roman
11	14	Cairo	Times Roman
12	14	Los Angeles	Times Roman
20	14	Times	Times Roman
21	2	Helvetica	Helvetica
22	1	Courier	Courier
23	128	Symbol	Symbol
24	14	Taliesin	Times Roman

PC Paintbrush/PCX pictures

Many popular graphics and scanning programs will save images in PCX format. Ventura Publisher supports PCX versions 3.0 and above, including 24-bit PCX images.

Ventura Publisher will display all colors produced using the original graphics or scanning program.

☞ An PCX format image saved once from Windows Paint will not contain a palette (definition of colors for the image). When this image is loaded into Ventura Publisher, Ventura Publisher will, to the best of its ability, generate a palette for the image. The colors produced in this palette may not be the same as those produced in Windows Paintbrush. If the image is saved a second time from Windows Paintbrush before being loaded into Ventura Publisher, the palette will be saved with the image and Ventura Publisher will not be required to generate the palette.

Video Show

Text in General Parametric Video Show files may be mapped to white. Turn the **Frame Background** to black to see if any white text appears. Key limitations include:

• Only 7-bit (not 8-bit) pictures are converted.

• Color is converted into shades of gray.

• The 3D bar function is not implemented.

Windows Metafile

Windows applications support two formats of Windows Metafile; placeable and standard. Most Windows applications will output Windows Metafile pictures in the placeable format. Ventura Publisher uses the standard format. When a Windows metafile picture is loaded using the **Load Text/Picture** option, Ventura Publisher looks at the format of the Windows metafile and determines the format.

If the file was written using the standard Windows metafile format, the picture is loaded directly into the chapter. If the file was written using

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the placeable Windows metafile format, the file must be converted to standard Windows metafile format before being loaded into the chapter.

When loading a placeable Windows metafile format picture, the following VP alert box is displayed.
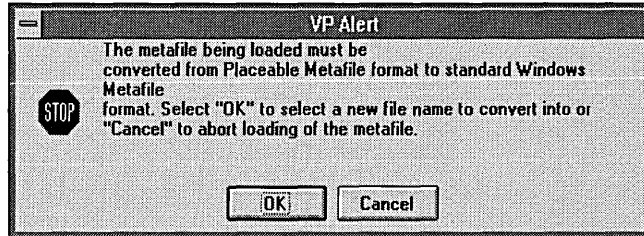
Click on the **Cancel** button to prevent the file from being loaded into the chapter. Click on the **OK** button to continue loading the image. If the **OK** button is selected, the Save File As dialog box is displayed. This dialog box allows you to select a new name for the converted Windows metafile picture keeping the original placeable Windows metafile picture file unchanged.
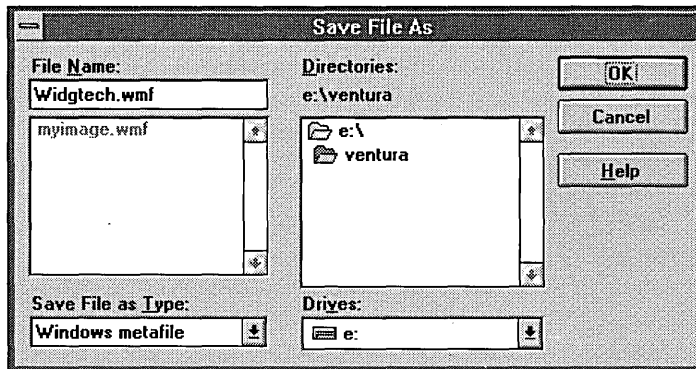
Select a location and a name for the new standard Windows metafile picture. The default extension for Windows metafile is .WMF and will be added if no extension is specified in the file name. If you select an existing file name, a VP alert box appears asking you to confirm the file overwrite.

Once the file has been converted to a standard Windows metafile format, the new file will be loaded into the chapter. The original placeable Windows metafile picture will not be included in the chapter, nor will it be copied if the chapter is moved using the **Manage Publication** option.

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."

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.

Baseline. 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.

Body Text is also the name of the default tag in a Ventura Publisher style sheet. All text in a Ventura Publisher chapter is automatically formatted with this Body Text tag unless you assign other tags to specific paragraphs using the Paragraph tool.

Box Text. Box created using the graphic tool 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. The 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 the current column or page, it continues at the top of the next column or page. This is called a normal **Line Break**.

If you want a paragraph to always begin at the top of a new column, you set a **Column Break**. If you want a paragraph to always begin at the top of a new page, you set a **Page Break**.

Any two paragraphs which contain no break of any kind between them will print on top of each other, unless you use the paragraph **Spacing** options to move one paragraph to the left and the other paragraph to the right.

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. All Ventura Publisher documents are saved as chapters.

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.

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 Line tool. If you draw your own, select the crop marks you have drawn and then select **Show On All Pages** in the **Graphic** menu. This will make the crop marks appear on every page.

Descender. The portion of a letter which extends below the baseline. The tail on the lower case y is a good example of a descender.

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 dictionary. Discretionary hyphens always take precedence over any hyphens inserted by Ventura Publisher.

Em. A unit of measure which is exactly as wide as the @ in the font and point size being used. Em units are often used to specify the width of a column or the amount of indentation.

Em Dash. An em dash (decimal 197) is one em long and is used to separate parenthetical statements—such as this one—from the surrounding text. An em dash is created by pressing and holding the **Ctrl** key and then pressing **]**.

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**. Ventura Publisher actually uses the width of the @ character.

En. A unit of measure which equals one half the width of an em.

En Dash. An en dash (decimal 196) is used between numbers. For example: **Figure 5–35**. The en dash is also used in place of a hyphen in a compound adjective one element of which consists of two words or a hyphenated word. For example: **non-stop–no-frills flight**. An en dash is created by pressing and holding the **Ctrl** key and then pressing **[**.

En Space. An en space equals one half the width of an em space. Its width is equal to the letter n in the current font. An en space is created by pressing and holding both the **Ctrl** and **Shift** keys and then pressing **N**.

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**.

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.

Footer. Text which appears at the bottom of every page in the document.

Frame. A rectangular box used to hold text or pictures. Each page is also a frame. Pages are automatically created as needed to accommodate all text in a file. You create frames by using the Add Frame tool, and then modify their attributes using the options in the **Frame** menu.

Generated Tag. A tag created automatically for text which Ventura Publisher generates (e.g., figure numbers, section numbers). All generated tag names begin with Z_.

Greeking. The act of representing text by dummy type having no meaning, or by a series of straight lines. Within 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.

Gutter. The blank space between columns, or the blank space between two pages in a bound document.

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Halftone. The process of representing a shade of gray by a series of black dots of different size. The bigger the dots, the darker the shade of gray. On printers which cannot print different sizes of dots (e.g., a laser printer), the halftone is produced by printing different numbers of dots in a given area.

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**.

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:

Table Item 1 . . . . .Item 2 . . . . .Item 3 . . . . .Item 4

Leaders ─────────────────────────

Leading. The distance in points from the baseline of one line of type to the next. Within Ventura Publisher, leading is adjusted using the **Inter-line** setting in the **Paragraph** menu **Spacing** option dialog box.

Letter spacing. The process whereby the visual impact of loose lines (lines with too much space between words) is reduced by adding space between letters.

Line art. A picture which is produced on the computer and stored as mathematically defined objects. In traditional typesetting, line art refers to illustrations containing only black or white, with no shades of gray.

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.

Mechanical. A finished "camera ready" piece of artwork, generally one or two pages.

Maximum Space Width. The largest space between words that Ventura Publisher will allow in a justified line of text. This maximum is specified in the **Paragraph Typography** option of the **Paragraph** menu. If more space than this maximum is required, the line is flagged as a *loose line*. If **Letterspacing** is enabled in the **Paragraph Typography** option dialog box, additional space is added between letters, and the space between words is not allowed to exceed the maximum.

Minimum Space Width. The smallest space between words that Ventura Publisher will allow in a justified line of text. This minimum is specified in the **Paragraph Typography** option dialog box of the **Paragraph** menu. If less space than this maximum is required, the last word on this line is moved to the next line.

Monospaced. An equal amount of character width for each character. Most typewriters and printers are monospaced, whereas most typeset material is proportionally spaced. Also called *monopitch.* See **Proportional Spacing**.

Non-breaking space. A special space used to keep words from being separated at the end of a line. To create a non-breaking space press: **Ctrl + spacebar.**

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Normal Space Width. The space between words in an un-justified line of text.

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.

Page. The frame defined by the **Page Size & Layout** option in the **Chapter** menu. Additional frames are placed on top of this page. The page counter on the screen shows the number of pages in the document.

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 $\frac{1}{6}$ 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 $\frac{1}{72}$ 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**.

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 PostScript, 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. Use the **Manage Publication** option in the **File** menu to create a publication. Once created, you can copy, renumber, or print every page in the publication.

You can also create a table of contents or index for all of the chapters contained in the publication.

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 dialog box, 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. Use the **Frame** menu ruling line options to place ruling lines around frames, and the **Paragraph** menu's ruling line options to place lines above, below, or around paragraphs. You can also draw ruling lines using the Line tool. These lines can be attached to frames and will move whenever the frame moves.

Run around. Text which follows the outline of a picture.

Sans serif. Type style which does not have small horizontal strokes at the top and bottom of each letter. This is sans serif type.

Scale. Increasing or decreasing the size of a picture.

Scanner. A device which converts a paper drawing into a computer image.

Serif. Type style which has small horizontal strokes at the top and bottom of each letter. All body text in this manual is serif type.

Style Sheet. A file which is stored separately from text, but which controls the typographic format of that text. When you design a style sheet, you give each set of typographic attributes a name. These names are called *tags*. You assign attributes from the style sheet to each paragraph in the document by first selecting a paragraph and then selecting the appropriate tag from the Tags list.

Tag. The format applied to a particular paragraph using the Paragraph tool. Tags are stored in the style sheet. The Tags list window shows all tags available in the currently loaded style sheet.

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. Ventura Publisher can produce documents on a laser printer that have near typeset quality.

Vertical Justification. The process which forces text in each column to the exact bottom of each column or page.

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, Ventura Publisher does not attempt to prevent this kind of widow. Also, see **Orphan.**

Width Table. A file which contains all information about the height and width of each character — in each size and weight — for every typeface you might want to use in a document. The width table is totally independent from the font itself. It merely controls the positioning of one character relative to the next. Thus, you can create documents for ultimate printing on printer or typesetter which contains fonts not available on your local computer or printer. To actually display or print a font, the font must exist in either your computer or printer.

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 word processor 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.

Font installation

Fonts can be installed in Windows in two ways; direct installation into Windows using an installation kit or the Windows Control Panel (e.g., TrueType, Bitstream, Zenographics SuperPrint, etc.), or by the use of a font rasterization utility (e.g., Adobe Type Manager, Bitstream Face-Lift).

It is important to remember when installing fonts using an installation kit, to install them for the Windows environment, or for Windows Ventura Publisher if this option is available.

Font installation kits will have options for generating fonts for Ventura Publisher. However, unless the option specifically refers to the Windows version of Ventura Publisher, the fonts generated when using this option can only be used with the DOS/GEM version of Ventura Publisher.

Width tables

The first time Ventura Publisher is run, a *width table* file called EN-VIRON.WID is created. This width table gives Ventura Publisher information about the fonts installed for the default printer. Depending on the number of fonts installed for the default printer and the speed of your computer, generating the width table could take from a few seconds, to several minutes.

Each time you run Ventura Publisher, it loads the style sheet that was in use at the end of your last session. If this style sheet points to the ENVIRON.WID width table, Ventura Publisher will rebuild this width table. This also occurs when a chapter is loaded.

To speed load time, you should generate a custom width table and apply it to all your style sheets. When a style sheet uses a width table with a name other than ENVIRON.WID, Ventura Publisher will not attempt to rebuild the width table when the style sheet is loaded, thus speeding the program or chapter loading time.

To generate and apply a custom width table:

➤ Click on the **Load Diff. Style** function button.

➤ Use the **Drives** and **Directories** list boxes to located the style sheet to which you want to apply the custom width table. Select the style sheet name in the **File Name** list box and click on the **OK** button.

➤ Select the **Printer Setup** option from the **File** menu and select the printer for which you want to generate a width table.

➤ Click on the **OK** button. An ENVIRON.WID width table will be built. This can take from a few seconds if you have only a few fonts installed in Windows, to several minutes if you have a many fonts installed.

➤ Select the **Manage Width Table** option from the **File** menu.

➤ Edit the font list as desired.

➤ Click on the **Save As New Width Table** button.

➤ Specify a path and name for the custom width table and then click on the **OK** button. The name of the width table should not be EN-VIRON.WID.

➤ Select the **OK** button to exit the Manage Width Table dialog box.

➤ Click on the **Save Style As** function button and select the same style sheet name from the **File Name** list box. Click on the **OK** button.

➤ When the alert box is displayed, click on the **Overwrite** button to apply the custom width table to the style sheet.

If the style sheet using the custom width table is in use at the end of your session, the next time you run Ventura Publisher the width table will not be rebuilt and the program will load faster. Also, when loading a chapter using a custom width table, the chapter loading speed will be increased because the width table will not be rebuilt.

Because custom width tables are never automatically rebuilt by Ventura Publisher, if you add or delete fonts from Windows you must manually rebuild the custom width table using the previous steps.

PostScript font metric (.PFM) files

If your document is to be sent to a service bureau for output on a typesetter, you may wish to have access to the additional fonts available in the typesetter memory without having to purchase each font. This can be done by using the PostScript font metric (.PFM) files supplied with Ventura Publisher.

When installed and applied to text in your document, these font metrics allow you to use fonts for which you do not have corresponding printer fonts. The correct font will not be displayed on the screen or printed on a desktop laser printer unless the corresponding printer font (not supplied with Ventura Publisher) is installed, however, the line endings and alignment for the correct font will be maintained. When the document using the .PFM files is printed to a file and sent to a service bureau for printing on a typesetter, the correct font will be printed.

You must inform the service bureau of all typefaces used in you document to ensure that the font will be loaded into the typesetter memory when your document is printed.

The following table lists the font metric files supplied with Ventura Publisher and the corresponding typefaces.

Font Metric Filename	Typeface
AGDO____.PFM	AvantGarde-DemiOblique
AGD_____.PFM	AvantGarde-Demi
AGWO____.PFM	AvantGarde-BookOblique
AGW_____.PFM	AvantGarde-Book
ATB_____.PFM	AmericanTypewriter-Bold
ATM_____.PFM	AmericanTypewriter-Medium
BDBI____.PFM	Bodoni-BoldItalic
BDB_____.PFM	Bodoni-Bold
BDI_____.PFM	Bodoni-Italic
BDPS____.PFM	Bodoni-Poster
BD_____.PFM	Bodoni
BGB_____.PFM	Benguiat-Bold
BGW_____.PFM	Benguiat-Book
BKDI____.PFM	Bookman-DemiItalic

Font Metric Filename	Typeface
BKD____.PFM	Bookman-Demi
BKLI____.PFM	Bookman-LightItalic
BKL____.PFM	Bookman-Light
CHBI____.PFM	Cheltenham-BoldItalic
CHB____.PFM	Cheltenham-Bold
CHWI____.PFM	Cheltenham-BookItalic
CHW____.PFM	Cheltenham-Book
CSB____.PFM	CenturyOldStyle-Bold
CSI____.PFM	CenturyOldStyle-Italic
CSRG___.PFM	CenturyOldStyle-Regular
FQB____.PFM	FrizQuadrata-Bold
FQ_____.PFM	FrizQuadrata
FRDO___.PFM	FranklinGothic-DemiOblique
FRD____.PFM	FranklinGothic-Demi
FRHO___.PFM	FranklinGothic-HeavyOblique
FRH____.PFM	FranklinGothic-Heavy
FRWO___.PFM	FranklinGothic-BookOblique
FRW____.PFM	FranklinGothic-Book
FS_____.PFM	FreestyleScript
GABI___.PFM	Garamond-BoldItalic
GAB____.PFM	Garamond-Bold
GALI___.PFM	Garamond-LightItalic
GAL____.PFM	Garamond-Light
GLBI___.PFM	Galliard-BoldItalic
GLB____.PFM	Galliard-Bold
GLI____.PFM	Galliard-Italic
GLR____.PFM	Galliard-Roman
GOBI___.PFM	Goudy-BoldItalic
GOB____.PFM	Goudy-Bold
GOI____.PFM	Goudy-Italic
GO_____.PFM	Goudy
GYBO___.PFM	Glypha-BoldOblique
GYB____.PFM	Glypha-Bold
GYO____.PFM	Glypha-Oblique
GY_____.PFM	Glypha
HVBLO___.PFM	Helvetica-BlackOblique
HVBL___.PFM	Helvetica-Black
HVCBL___.PFM	Helvetica-Condensed-Black

Font Metric Filename	Typeface
HVCBO___.PFM	Helvetica-Condensed-BoldObl
HVCB____.PFM	Helvetica-Condensed-Bold
HVCDO___.PFM	Helvetica-Condensed-Oblique
HVCLO___.PFM	Helvetica-Condensed-LightObl
HVCL____.PFM	Helvetica-Condensed-Light
HVCO____.PFM	Helvetica-Condensed-BlackObl
HVC_____.PFM	Helvetica-Condensed
HVN_____.PFM	Helvetica-Narrow-Black
HVNO____.PFM	Helvetica-Narrow-Oblique
HVNB____.PFM	Helvetica-Narrow-Bold
HVNBO___.PFM	Helvetica-Narrow-Oblique
HVLO____.PFM	Helvetica-LightOblique
HVL_____.PFM	Helvetica-Light
KRB_____.PFM	Korinna-Bold
KRKB____.PFM	Korinna-KursivBold
KRKX____.PFM	Korinna-KursivRegular
KRRG____.PFM	Korinna-Regular
LGBSL___.PFM	LetterGothic-BoldSlanted
LGB_____.PFM	LetterGothic-Bold
LGSL____.PFM	LetterGothic-Slanted
LG_____.PFM	LetterGothic
LUDO____.PFM	LubalinGraph-DemiOblique
LUD_____.PFM	LubalinGraph-Demi
LUWO____.PFM	LubalinGraph-BookOblique
LUW_____.PFM	LubalinGraph-Book
MA_____.PFM	Machine
MEBI____.PFM	Melior-BoldItalic
MEB_____.PFM	Melior-Bold
MEI_____.PFM	Melior-Italic
ME_____.PFM	Melior
NBBI____.PFM	NewBaskerville-BoldItalic
NBB_____.PFM	NewBaskerville-Bold
NBI_____.PFM	NewBaskerville-Italic
NBR_____.PFM	NewBaskerville-Roman
NCBI____.PFM	NewCenturySchlbk-BoldItalic
NCB_____.PFM	NewCenturySchlbk-Bold
NCI_____.PFM	NewCenturySchlbk-Italic
NCR_____.PFM	NewCenturySchlbk-Roman

Font Metric Filename	Typeface
OPBO___.PFM	Optima-BoldOblique
OPB____.PFM	Optima-Bold
OPO____.PFM	Optima-Oblique
OP_____.PFM	Optima
ORSL___.PFM	Orator-Slanted
OR_____.PFM	Orator
PA_____.PFM	ParkAvenue
PEBSL__.PFM	PrestigeElite-BoldSlanted
PEB____.PFM	PrestigeElite-Bold
PESL___.PFM	PrestigeElite-Slanted
PE_____.PFM	PrestigeElite
POBI___.PFM	Palatino-BoldItalic
POB____.PFM	Palatino-Bold
POI____.PFM	Palatino-Italic
POR____.PFM	Palatino-Roman
SO_____.PFM	Sonata
SUDI___.PFM	Souvenir-DemiItalic
SUD____.PFM	Souvenir-Demi
SULI___.PFM	Souvenir-LightItalic
TMBI___.PFM	TrumpMediaeval-BoldItalic
TMB____.PFM	TrumpMediaeval-Bold
TMI____.PFM	TrumpMediaeval-Italic
TMR____.PFM	TrumpMediaeval-Roman
ZCMI___.PFM	ZapfChancery-MediumItalic
ZD_____.PFM	ZapfDingbats

Installing font metrics

Before you can use the font metrics in your document, you must have a PostScript printer driver installed and properly configured in the Windows Control Panel. Once the printer is properly installed you must modify your WIN.INI file and generate a custom width table in order to use the printer font metrics.

➤ Using the Windows File Manager, create a directory for the .PFM files on your hard drive. Copy the .PFM and .TXT files from the PFM directory on the Ventura Publisher UTILITIES diskette.

➤ Make a backup copy of the WIN.INI file in the directory in which Windows is installed.

➤ Using a Windows text editor or word processor with search and replace capabilities (e.g., Windows Write), open the SOFTFONT.TXT file from the directory you created for the .PFM files. This file must be opened as an ASCII file.

➤ Highlight all of the text in the SOFTFONT.TXT file and select the **Copy** option from the **Edit** menu of the Windows text editor. Close the SOFTFONT.TXT file.

➤ Open the WIN.INI file from the directory in which Windows is installed. This file must be opened as an ASCII file.

➤ Locate the section in the WIN.INI labeled [PostScript,FILE].

➤ Place the typing cursor after the last entry of the [PostScript,FILE] section and select the **Paste** option to paste the text copied from the SOFTFONT.TXT file.

➤ If there where other font entries in the [PostScript,FILE] section, you will have to renumber the softfont number of each of the entries copied from the SOFTFONT.TXT file. To do this, locate the entry:

softfont1=X:\AGD____.PFM

Starting with the number following the softfont number of the entry above this one, consecutively renumber all the softfont entries pasted into the WIN.INI. For example:

softfont23=C:\PSFONTS\PFM\RVB____.PFM
softfont1=X:\AGD____.PFM
...
...
...
softfont115=X:\ZD____.PFM

would be renumbered to

softfont23=C:\PSFONTS\PFM\RVB____.PFM
softfont24=X:\AGD____.PFM
...
...
...
softfont138=X:\ZD____.PFM

➤ Locate the last softfont entry in the [PostScript,FILE] section and note the softfont number.

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➤ Go to the top of the [PostScript,FILE] section.

➤ If one exists, change the softfonts= number to the number of the last softfont entry. If it doesn't exist, enter:

softfonts=115

above the first softfont entry.

➤ Using the search and replace capabilities of the text editor, change the string X:\ to the drive and path of the directory in which you copied the .PFM files.

➤ Save the WIN.INI file and exit the text editor.

➤ Exit and restart Windows.

➤ Run Ventura Publisher.

➤ Click on the **Load Diff. Style** function button.

➤ Load the style sheet used to format chapters that are to be sent to the service bureau.

➤ Select the **Printer Setup** option from the **File** menu.

➤ Select the PostScript printer from **Specific Printer** list box and click on the **OK** button.

➤ Select the **Manage Width Table** option from the **File** menu.

➤ Edit the font list as desired and then click on the **Save As New Width Table** button.

➤ Specify a path and name for the custom width table and then select the **Save** button. The name selected for the width table should not be ENVIRON.WID.

➤ Select the **OK** button to exit the Manage Width Table dialog box.

➤ Select the **Save Style As** option from the **File** menu.

➤ Locate and select the style sheet you previously loaded or enter a new style sheet name and then select the **Save** button. If you selected the same style sheet name as that already loaded and wish to apply the width table to this style sheet, select the **Overwrite** button when the alert box is displayed.

When this style sheet and width table are applied to a chapter, the fonts listed in the previous table will be available in all dialog boxes having a font menu.

☞ Because custom width tables are never automatically rebuilt by Ventura Publisher, if you add or delete fonts from Windows you must manually rebuild the custom width table using the previous steps.

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Font troubleshooting

The following paragraphs will help isolate a problem relating to fonts if one should arise.

Fonts for Epson or dot matrix printers do not display or print

If you have used the Bitstream Fontware installation kit to generate screen and printer fonts for an Epson or dot matrix printer, you must make sure that the resolution setting for the printer is set correctly. The Bitstream Fontware installation kit generates fonts for Epson and dot matrix printers at certain resolutions. If the resolution setting in the printer properties dialog box are set for the resolution for which the fonts where generated, they will not print or display.

To determine the resolution at which Bitstream will generate the fonts, you can view the .DDF file for the printer. The .DDF files are located on the Bitstream Fontware disks. The file name of the .DDF file is descriptive enough that you could determine the correct .DDF file for your printer.

When you have located the correct .DDF file for your printer, use the Windows Notepad or other ASCII text editor to open the file. The file will contain a line similar to the following:

vdpi=120

the number following the vdpi= is the resolution at which Bitstream Fontware will generated the font. This resolution is the setting you should select for the printer in the printer settings dialog box.

☞ Do not change or save the .DDF file while in the ASCII text editor used to view the file.

Typeface codes

The following is a list of industry standard typefaces and their associated Ventura Publisher ID's. These font ID are used for entering font codes into word processors, and Ventura Publisher dialog boxes that support entering of font codes (e.g., Make Index, Make TOC). Refer to Appendix D for more information on the syntax for entering font codes.

The PostScript file name is listed for reference. Additional fonts which you purchase may have font IDs different then those shown here.

Typeface	PostScript File Name	Face ID
System Faces (International Character Set)		
Courier-Bold	COURIB	1
Courier-Bold Oblique	COURIBO	1
Courier	COURI	1
Helvetica-Oblique	HELVEO	2
Helvetica-Bold	HELVEB	2
Helvetica	HELVE	2
Helvetica-Bold Oblique	TIMESBO	2
Times-Bold Italic	TIMESBI	14
Times-Italic	TIMESI	14
Times-Bold	TIMESB	14
Times-Roman	TIMESR	14
Serifed Faces (International Character Set)		
New Century Schoolbook-Italic	NCI_____	20
New Century Schoolbook-Roman	NCR_____	20
New Century Schoolbook-Bold Italic	NCBI_____	20
New Century Schoolbook-Bold	NCB_____	20
Palatino-Italic	POI_____	21

Typeface	PostScript File Name	Face ID
Palatino-Bold Italic	POBI_____	21
Palatino-Bold	POB_____	21
Palatino-	POR_____	21
Garamond-Bold	GAB_____	22
Garamond-Bold Italic	GABI_____	22
Garamond-Light	GAL_____	22
Garamond-Light Italic	GALI_____	22
Bookman-Demi	BKD_____	23
Bookman-Light Italic	BKLI_____	23
Bookman-Demi Italic	BKDI_____	23
Bookman-Light	BKL_____	23
Lubalin Graph-Demi Oblique	LUDO_____	24
Lubalin Graph-Book	LUW_____	24
Lubalin GraphBook Oblique	LUWO_____	24
Lubalin Graph-Demi	LUD_____	24
Souvenir-Light	SUL_____	25
Souvenir-Light Italic	SULI_____	25
Souvenir-Demi	SUD_____	25
Souvenir-Demi Italic	SUDI_____	25
Benguiat-Book	BGW_____	26
Benguiat-Bold	BGB_____	26
Glypha-Bold	GYB_____	27
Glypha	GYR_____	27
Glypha-Oblique	GYO_____	27
Glypha-Bold Oblique	GYBO_____	27
Friz Quadrata	FQRG_____	28

Typeface	PostScript File Name	Face ID
Friz Quadrata-Bold	FQB_____	28
Zapf Chancery-Medium Italic	ZCMI_____	29
Trump Mediaeval-Italic	TMI_____	30
Trump Mediaeval-Bold Italic	TMBI_____	30
Trump Mediaeval-Roman	TMR_____	30
Trump Mediaeval-Bold	TMB_____	30
Melior-Bold Italic	MEBI_____	31
Melior-Bold	MEB_____	31
Melior-Italic	MEI_____	31
Melior	MER_____	31
Galliard-Bold Italic	GLBI_____	32
Galliard-Bold	GLB_____	32
Galliard-Italic	GLI_____	32
Galliard	GLR_____	32
New Baskerville-Bold Italic	NBBI_____	33
New Baskerville-Bold	NBB_____	33
New Baskerville-Italic	NBI_____	33
New Baskerville-Roman	NBR_____	33
Goudy-Bold Italic	GOBI_____	34
Goudy-Bold	GOB_____	34
Goudy-Italic	GOI_____	34
Goudy	GOR_____	34
Park Avenue	PAM_____	35
Bodoni-Bold Italic	BDBI_____	36
Bodoni-Bold	BDB_____	36
Bodoni-Italic	BDI_____	36

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Typeface	PostScript File Name	Face ID
Bodoni	BDR_____	36
Bodoni-Poster	BDPS_____	37
Century Old Style-Bold	COB_____	38
Century Old Style-Italic	COI_____	38
Century Old Style-Regular	CORG_____	38
Cheltenham-Bold Italic	CHBI_____	39
Cheltenham-Bold	CHB_____	39
Cheltenham-Book Italic	CHWI_____	39
Cheltenham-Book	CHW_____	39
Sans Serifed Faces (International Character Set)		
Helvetica-Narrow-Bold	HELVENB	50
Helvetica-Narrow-Bold Oblique	HELVENBO	50
Helvetica-Narrow-Oblique	HELVENO	50
Helvetica-Narrow	HELVEN	50
Avant Garde-Book	AGW_____	51
Avant Garde-Demi Oblique	AGDO_____	51
Avant Garde-Demi	AGD_____	51
Avant Garde-Book Oblique	AGWO_____	51
Optima-Bold Oblique	OPBO_____	52
Optima-Bold	OPB_____	52
Optima-Oblique	OPO_____	52
Optima	OP_____	52
Korinna-Kursiv Bold	KRKB_____	53
Korinna-Bold	KRB_____	53
Korinna-Kursiv Regular	KRKX_____	53
Korinna-Regular	KRRG_____	53

Typeface	PostScript File Name	Face ID
Helvetica-Light	HLV_____	54
Helvetica-Light Oblique	HLVO_____	54
Helvetica-Black	HVBL_____·	55
Helvetica-Black Oblique	HVBLO____	55
Franklin Gothic-Demi	FRD_____	56
Franklin Gothic-Book	FRW_____	56
Franklin Gothic-Demi Oblique	FRDO_____	56
Franklin Gothic-Book Oblique	FRWO_____	56
Franklin Gothic-Heavy	FRH_____	57
Franklin Gothic-Heavy Oblique	FRHO_____	57
Helvetica-Condensed-Light Oblique	HVCLO____	58
Helvetica-Condensed-Light	HVCL_____	58
Helvetica-Condensed-Bold Oblique	HVCBO____	69
Helvetica-Condensed-Oblique	HVCDO____	59
Helvetica-Condensed	HVC_____	59
Helvetica-Condensed-Bold	HVCB_____	59
Helvetica-Condensed-Oblique	HVCO_____	60
Helvetica-Condensed-Black	HVCBL____	60
Typewriter (mono-spaced) faces (International Character Set)		
American Typewriter-Bold	ATB_____	100
American Typewriter-Medium	ATM_____	100
Machine	MAM_____	101
Courier-Oblique	COURIO	102
Prestige Elite	PERG_____	103
Prestige Elite-Bold	PEB_____	103
Prestige Elite-Bold Slanted	PEBSL____	103

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Typeface	PostScript File Name	Face ID
Prestige Elite-Slanted	PESL____	103
Orator-Slanted	ORSL____	104
Orator	ORRG____	104
Letter Gothic-Bold	LGB_____	105
Letter Gothic-Slanted	LGSL____	105
Letter Gothic	LGRG____	105
Letter Gothic-Bold Slanted	LGBSL___	105
PI Fonts (Different Character Sets)		
Symbol	SYMBOL	128
Zapf Dingbats	ZDM_____	129
Sonata	MUSO____	130

Ventura Publisher includes 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 Ventura Publisher 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 Style As** in the **File** menu.

Ventura Publisher also provides an example chapter file 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 (e.g., &BOOK-P1.CHP uses &BOOK-P1.STY).

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 chapter 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 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, e.g., to see an example of the &PHON-P2 style sheet, open the chapter &PHON-P2.CHP.

CAPABILI.CHP

&BOOK-P1.CHP

&BOOK-P2.CHP

&BRO-P3.CHP

The Title of The Seminar

A Short Description of the Seminar

July 23, 1987
Mariott Hotel
Detroit, Michigan

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.

7:30-8:00 A.M — First event.
Mr. Joe Smith
Vice-President
XYZ Corp.

A brief description of what Mr. Smith will talk about.

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

&BRO-L2.CHP

---

micro**Publishing Report**

Small Computer Solutions for Publications Professionals

2004 Curtis Ave. #A   Redondo Beach, CA 90278   (213) 376-5724

March 1, 1986

Mr. Joe Smith
ABC Corporation
123 Main St.
Detroit, MI 43434

INVOICE

Quantity	Description	Price	Subtotal
1	Subscription	$175.00	$175.00
5	Seminar fee including late charges	$575.00	$2,875.00

Total now due: $3,050.00

&INV-P1.CHP

Digitizers

Digitizers

Chorus Data Systems ....(555) 424 2900
PC-Eye
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 8300
Thinktank
Outlining software
195.00
IBM PC or Macintosh

Reference Software ....(555) 828 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

page 1

&LSTG-P2.CHP

Ajax Corp.
Leaders in Industrial Innovation
123 Sapporro Road
Palos Verdes, CA 90274
(555) 541-1234

Mr. J. Smith
123 Main St.
Detroit, MI 98989

November 15, 1987

Dear Mr. Smith,

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,

John L. Smith
Customer Service Manager

&LTR-P1.CHP

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.

As laser printers gain more attention with lower prices, higher speeds and quality output, high-end dot-matrix

Competing Technologies

* Daisy Wheel
* Dot Matrix
* Laser printers
* 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

printer from a dot-matrix printer "he can run much of his graphics software and get better graphics resolution," Jones said.

Figure -II-
The Author

"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 its 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 to continue competing with laser printer in the future. He also said the two technologies can work well together. "If you've got a laser shared by six to 10 people, you may still have dot-matrix

Figure -I-
Japanese Sales

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 dots per inch) and can produce from eight to 10 pages per minute.

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.

The laser printer provides sharper graphic images, Jones noted, and the

> This is a liftout. It highlights a key quote or statement in the article.

laser now has the wealth of software support dot-matrix printers have always enjoyed. So, if a user moves to a laser

November 15, 1988

&MAG-P3.CHP

Widget World News
Views and News of Widget Manufacturing in the 80s

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? 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.

Acme Magazine asked Joe Smith, a compensation consulting specialist for the software industry, to design and conduct the survey. Twenty-four positions, representing four program-mer job families plus management, were included.

Data was collected for base pay, bonus and incentive payments, and whether or 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

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 cost benefit, coupled with search and retrieval software, make an astonishing price/performance ratio.

Caption

March, 1987

&NEWS-P2.CHP

Widget World News
Views and News of Widget Manufacturing in the 80s

142 Gultrep Pkwy.   Detroit, MI 98987   (413) 567-9888

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Figure 1   Caption Information

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November, 1987

&NEWS-P3.CHP

AST Research Inc. — Xerox

Company	Phone	Company	Phone
AST Research Inc.	(555) 863 1333	Dunn Instruments	(555) 957 1600
Abation Technology	(555) 905 9399	Dunn Technology Inc.	(555) 758 9469
Addison-Wesley Publishing Co.	(555) 944 3700	Eastman Kodak	(555) 445 6325
Adobe Systems Inc.	(555) 852 0271	Ekonix Corporation	(555) 275 5070
Adserve Media Systems, Inc.	(555) 213 5700	Electronic Information Technology	(555) 227 1447
Advanced Technologies Int'l	(555) 748 1688	The Electronic Publisher	(555) 837 7233
AFIPS	(555) 620 6926	Emerging Technology Consultants	(555) 447 9495
Airus	(555) 684 3000	Epsilon	(555) 273 0250
Allied Linotype	(555) 434 2200	Epson America, Inc.	(555) 534 4500
Aloizype Typographics	(555) 577 3035	Ericsson Information Systems	(555) 805 3962
Alpha Software Corp.	(555) 229 2924	Esgraph Incorporated	(555) 524 0377
AlphaGraphics	(555) 862 4100	Expert Technologies	(555) 621 0818
Alterbed	(555) 426 0009	Flint Hills Software	(555) 841 4503
American Business Press	(555) 661 6360	Form Maker Software, Inc.	(555) 833 3676
Amgraf, Inc.	(555) 474 4797	Frost & Sullivan Inc.	(555) 233 1080
Amron Data Services	(555) 859 8333	FTL Systems	(555) 487 2142
Apple Computer, Inc.	(555) 996 1010	Fujitsu America Inc.	(555) 946 8777
Applied Publishing Technologies	(555) 872 1190	Future Computing Inc.	(555) 437 2400
Archtype	(555) 482 2739	General Binding Corporation	(555) 272 3700
Amx Logic Systems Inc.	(555) 292 6425	Genasys Systems	(555) 564 3636
Ashton-Tate	(555) 329 6000	Genicom Corp.	(555) 949 1188
AST Research Inc.	(555) 863 1333	Genos Systems Corp.	(555) 945 9720
Autographix	(555) 890 8558	Geodic Concepts, Inc.	(555) 854 4672
Autologic	(555) 498 9611	Graphic Connections	(555) 251 9750
Automatic Fulfilment Services	(555) 368 8722	Graphic Arts Technical Foundation	(555) 621 6941
Autospec Inc.	(555) 849 0890	Graham Software Corp.	(555) 359 1024
Award Software Inc.	(555) 395 2773	GSS	(555) 641 2200
Beach Media Inc.	(555) 226 6726	Hammermill Papers Group	(555) 456 6611
Bell & Howell Company	(555) 262 1600	Hampstead Computer Graphics	(555) 329 5078
BPAA	(555) 661 0222	Helena Business	(555) 961 1842
Business Systems International	(555) 998 7227	Hewlett-Packard	(555) 323 3869
Buttonware Inc.	(555) 746 4296	Xerox	(214) 436 2616
Canon USA Inc., Printer Div.	(555) 488 6700		
Capital Equipment Co.	(555) 829 6220		
Cauzin Systems, Inc.	(555) 573 0150		
Centram Systems West, Inc.	(555) 644 8244		
CF Inc.	(555) 829 4990		
Chorus Data Systems	(555) 424 2900		
Comm Type Interface Typesetting	(555) 938 8973		
Composition Technology Int'l	(555) 848 1010		
Compugraphic Corp.	(555) 944 6555		
CompuNews, Inc.	(555) 826 1110		
CompuScan, Inc.	(555) 268 6001		
CompuServe	(555) 457 8500		
Computer EdiType Systems	(555) 222 8145		
Computing Software Services Inc.	(555) 432 6077		
Concept Technologies, Inc.	(555) 684 3314		
Creative Strategies Reserch Inter	(555) 249 7550		
Cybertext Corp.	(555) 822 7079		
Data Transforms	(555) 832 1501		
Data Change, Inc.	(555) 441 1332		
Data Frontiers, Inc	(555) 467 3125		
Data Recording Systems, Inc.	(555) 293 2400		
Data Sytems of Connecticut Inc.	(555) 877 5451		
Datacopy	(555) 965 7900		
Datalogica Inc	(555) 268 4444		
Datamate Co.	(555) 262 7276		
Dataquest Inc	(555) 971 9000		
Datek Information Services, Inc.	(555) 893 9130		
DayFlo Inc.	(555) 476 3044		
DecisionWare, Inc.	(555) 383 6059		
Decision Resources	(555) 222 1974		
Desktop Graphics	(555) 738 9098		
Dest Corporation	(555) 946 7100		
Dicomed Corp.	(555) 685 3000		
Dicorix Inc.	(555) 259 3100		
Digital Equipment Corp.	(555) 884 5111		
Digital Technology International	(555) 226 2984		

1

&PHON-P2.CHP

Ajax Corp.
Leaders in Industrial Innovation
123 Sapporro Road
Palos Verdes, CA 90274
(555) 541-1234

FOR IMMEDIATE RELEASE

For more information:
Mr. Joe Flack
(212) 555-1212

XYZ Corp. Ships 1000th Product

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. 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, president of XYZ Corp. "We have now shipped more widgets than the other ten companies combined. 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.

&PREL-P2.CHP

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.

Currently, there is an in-house printing and type-setting shop. Because of delays and priorities, the training department does not have rready 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:

Figure 1-1   The caption for this figure.

- 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

&PRPT-P1.CHP

PROPOSAL TO ACME INSURANCE CORPORATION

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Title of Report   1-1

&PRPT-P2.CHP

Title of this table

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.	$458
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

&TBL2-L1.CHP

	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

&TBL-P1.CHP

PUBLISHING CHAPTER

Publishing Chapter Page 1

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

Menu Option	Availability
Publisher Info	Always available

FILE

Menu Option	Availability
Open	Always available
Save	Always available
Save As	Always available
Abandon	Available if chapter has been changed

&TCHD-P1.CHP

App-J Style Sheets

1. USER INTERFACE

1.1. WYSIWYG

Figure 1-1
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.

1.1.1 Keyboard Keys

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.
- 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.

1-A   WYSIWYG

&TDOC-P1.CHP

Presentation Title
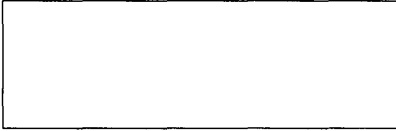
Presenter's Name
Presenter's Organization

Main Topic is the Most Important

- **Use line breaks to add space vertically**
- **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**
- **Still another subtopic**

This is a Diagram

Another Main Topic

- **Subtopic**
  - **Subsubtopic**
  - **Subsubtopic**

&VWGF-P1.CHP

Presentation Title

Presenter's Name
Presenter's Organization

Main Topic is the Most Important

- **Use line breaks to add space vertically**
- **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**
- **Still another subtopic**

Another Main Topic

- **Subtopic**
  - **Subsubtopic**
  - **Subsubtopic**
- **Subtopic**

&VWGF-L1.CHP

OLE (Object Linking and Embedding) is a function that allows Windows applications to not just transfer data, but to share common data by establishing a link between two applications. Both applications must have OLE capabilities in order to establish this link.

The application generating the data in this link is called the *server*, the application receiving the data is called the *client*, and the data that is shared between the server and the client is called an *object*. Links are established by copying to, and pasting from, the Windows clipboard.

☞ Ventura Publisher is strictly a client application. Ventura Publisher can receive objects from server applications, but cannot act as a server application to provide objects to another application. Also, Ventura Publisher cannot directly edit the contents of any object. Any editing of objects must be done using the original server application and file

Ventura Publisher is completely compliant with version 1.0 of Microsoft's standards for OLE client applications. Ventura Publisher does not directly support DDE functions. If an application only supports DDE functions, this application will be unable to perform as a server application for Ventura Publisher. Likewise, if an application does not conform to version 1.0 of Microsoft's standards for OLE server applications, the application may not be able to perform as a server application, or may be limited in its capabilities with Ventura Publisher.

Using OLE functions

An OLE object can be pasted into Ventura Publisher in one of two ways; as a *linked* object (hot link) or as an *embedded* object (cold link). The main difference between embedding and linking an object is which application maintains control over the object.

When an object is linked with a Ventura Publisher chapter, the server application maintains all control over the linked object. Any changes made to the original server file from which the object was copied, will automatically be applied to the object and all client links to the object.

The automatic updating of specific linked objects can be suppressed without changing the linked status of the object by using the options in the Object Properties dialog box. Refer to the Object Properties option description starting on page 6–52 for more information on editing object properties.

When an object is embedded into a Ventura Publisher chapter, Ventura Publisher maintains control over the object. This allows the embedded object to be isolated from changes made to the original server file from which the object was copied. The original server file can be edited in the server application, however, the only time the embedded object will be updated is if the server application and file are launched from within Ventura Publisher. Once the server application and file are launched from within Ventura Publisher, the original server file can be edited and the changes applied to the embedded object in Ventura Publisher.

Because Ventura Publisher modifies text by adding formatting information, and Ventura Publisher cannot directly modify OLE objects, it is not recommended that OLE functions be used to copy text into Ventura Publisher. Using OLE functions to copy text into Ventura Publisher will limit the Ventura Publisher formatting functions that can be used with the text.

Linked object

When an object is linked to a Ventura Publisher chapter, a .VPO file containing data about the server application and file from which the object was copied and a screen image of the object is created. Each time a Ventura Publisher chapter containing a linked object is opened, Ventura Publisher, using the information in the .VPO file, requests the most current copy of the object from the server application (if the object is set for automatic update in the Object Properties dialog box). If the server file has been updated in the server application a copy of the updated object is passed to the Ventura Publisher chapter.

If the server application or file is no longer available (e.g., server application or file deleted or moved, or the chapter containing the object

is multi-chapter copied to a system which does not containing the server application or file) the object copied to Ventura Publisher cannot be automatically updated until the server application and file are again available. Refer to the File Management and OLE section later in this appendix for information on how to manage and move chapters containing OLE links.

Linking an OLE object

The following exercises will demonstrate how to link OLE objects to Ventura Publisher chapters and how the links function.

➤ Open an application (other than Ventura Publisher) having OLE capabilities. This application will be the server application in the OLE link.

➤ Open a previously saved file or create a new file using the server application.

☞ If you have opened a previously saved file and do not want this file changed, save the file under another name before proceeding. If you are creating a new file, the file must be saved before you can establish a link with Ventura Publisher.

➤ Using the tools in the server application, select all or part of the data and copy it to the clipboard (normally done by using the **Copy** option in the application's **Edit** menu).

➤ If not already running, start Ventura Publisher. Do not exit from the server application at this time.

➤ Although OLE objects can be linked with a previously saved chapter, for this exercise you should create a new chapter. The style sheet and chapter should be saved before the object is linked.

➤ Create a frame to hold the object. Objects can also be placed on the base page.

➤ Select the **Paste Link** option from the Ventura Publisher **Edit** menu. You can also select the **Link Object** option from the **Paste Special** option dialog box. If either of these options are not available (grayed) the application you copied from does not have OLE capabilities.

The Save File As dialog box shown in Figure K–1 is displayed.
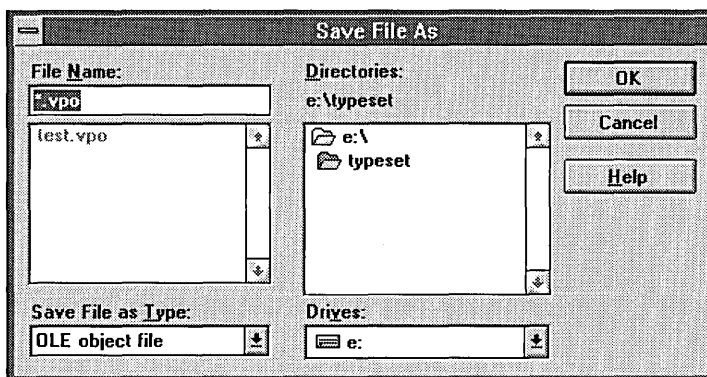
Figure K–1.   Save File As dialog box for object (VPO) files.

➤ When the Save File As dialog box is displayed, select a location and enter a name for the .VPO file. Click on the **OK** button.

The object should appear in the selected Ventura Publisher frame just as it appeared in the server application.

➤ Arrange the Ventura Publisher and the server application windows so that they appear side by side. This can be done using the Windows **Tile** option.

➤ Make the server application window active by clicking anywhere in the application window.

➤ Using the tools in the server application, edit the file. If only a part of the data in the file was copied to the clipboard, edit that part of the file.

As you edit the file in the server application you should notice that the object linked to the Ventura Publisher chapter is also displaying the changes.

Do not exit from either the server application or Ventura Publisher at this time.

Editing a linked OLE object   As discussed earlier, when an object is linked to a Ventura Publisher chapter a .VPO file is created containing information about the server application and file from which the object was copied. This information allows Ventura Publisher to run the server application and automatically load the server file when you wish to edit the object.

➤ Save both the file in the server application and the Ventura Publisher chapter.

➤ Exit from the server application.

➤ Click in the Ventura Publisher window to make it active.

➤ Select the frame containing the OLE object.

➤ Select the **Object Properties** option from the **Edit** menu. If the **Object Properties** option is not available (grayed) the selected frame does not contain an OLE object.

The Object Properties dialog box is displayed. The Object Properties dialog box options allow you to change the properties of the selected OLE object. Refer to page 6–52 for more information on the options in this dialog box.

☞ The server application and file can also be opened by double-clicking in a frame containing an object.

➤ Select the **Edit** button.

The server application and file from which the object was copied is loaded. The server file can then be edited with any changes to the server file automatically being shown in the Ventura Publisher chapter.

➤ Save the Ventura Publisher chapter and click on the **New** function button to display a new untitled chapter.

➤ Click in the server application window to make it active.

➤ Edit the server application file. Save the server file and exit from the server application.

➤ Click in the Ventura Publisher window to make it active.

➤ Open the chapter containing the OLE object. The OLE object will reflect the changes made in the server file from which the linked object was copied.

When you open a chapter containing a linked OLE object, Ventura Publisher queries the server application as to whether or not the server file from which the linked object was copied has been modified. If the server file has been modified, the most current version of the object is passed to Ventura Publisher from the server application and the linked object is updated.

The OLE capabilities of Ventura Publisher and server applications are functions of the OLE dynamic link library (DLL) files. When Ventura Publisher queries a server application for information as to whether or not a server file has been modified, Ventura Publisher uses functions supported in newer OLE dynamic link library files. If the server application from which a linked object was copied is using older versions of the OLE support files, the server application may not have the capability to correctly answer Ventura Publisher's update query. As a result, the server application will report to Ventura Publisher that the server file has not been modified (even though you know it to be modified), and the OLE object will not be automatically updated.

If you find that linked objects set for automatic update are not automatically updating, contact the manufacturer of the server application from which the object was copied for information about receiving a newer version of the OLE dynamic link library support files for that application.

To manually update objects that are not automatically updating when they should, select the frame containing the object, select the **Object Properties** option from the **Edit** menu and select the **Update** option.

Embedded object

When an object is embedded into a Ventura Publisher chapter, a .VPO file is created containing information about the server application and file from which the object was copied, as well as a copy of the object data. When a Ventura Publisher chapter containing an embedded object is opened, only the object data in the .VPO file is used and no communication or data exchange occurs between Ventura Publisher and the server application. If updated object information is required, the embedded object's server application and file can be opened from within Ventura Publisher, the server file edited, and the object data in the .VPO updated.

Embedding an OLE object The following exercises will demonstrate how to embed OLE objects into Ventura Publisher chapters and how the embedded links function.

➤ Open an application (other than Ventura Publisher) having OLE capabilities. This application will be the server application in the OLE link.

➤ Open a previously saved file or create a new file using the server application.

☞ If you have opened a previously saved file and do not want this file changed, save the file under another name before proceeding. If you are creating a new file, the file must be saved before you can establish a link with Ventura Publisher.

➤ Using the tools in the server application, select all or part of the data and copy it to the clipboard (normally done by using the **Copy** option in the applications **Edit** menu).

➤ If not already running, start Ventura Publisher. Do not exit from the server application at this time.

➤ Although OLE objects can be embedded into a previously saved chapter, for this exercise you should create a new chapter. The style sheet and chapter should be saved before the OLE link is established.

➤ Create a frame to hold the object. Objects can also be placed on the base page.

➤ Select the **Paste Object** option from the Ventura Publisher **Edit** menu. You can also select the **Embedded Object** option from the **Paste Special** option dialog box. If either of these options are not available (grayed) the application you copied from does not have OLE capabilities. The Save File As dialog box (Figure K–2) is displayed.
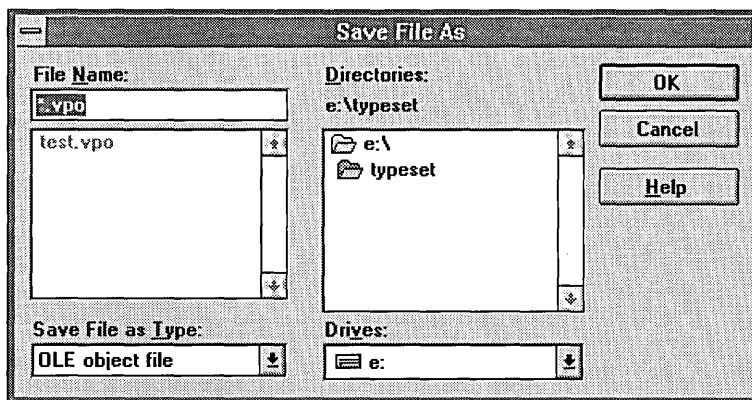
Figure K–2. Save File As dialog box for object (VPO) files.

➤ When the Save File As dialog box is displayed, select a location and enter a name for the .VPO file. Select **Save**.

The object should appear in the selected Ventura Publisher frame just as it appeared in the server application.

➤ Arrange the Ventura Publisher and the server application windows so that they appear side by side. This can be done using the Windows **Tile** option.

➤ Make the server application window active by clicking anywhere in the application window.

➤ Using the tools in the server application, edit the file. If only a part of the data in the file was copied to the clipboard, edit that part of the file.

As you edit the file in the server application you should notice that the object embedded in the Ventura Publisher chapter does not change. Embedded objects are isolated from automatic changes made to the server file. To update the object, you must use the **Update** option in the Object Properties dialog box.

Updating an embedded OLE object

As discussed earlier, when an object is embedded into a Ventura Publisher chapter, a .VPO file is created containing information about the server application and file from which the object was copied as well as the object data. This information allows Ventura Publisher to run the server application and automatically load the server file when you wish to update the object.

➤ Save both the file in the server application and the Ventura Publisher chapter.

➤ Select the New option from the Ventura Publisher File menu to load a new untitled chapter.

➤ Make the server application window active and edit the server file.

➤ Make the Ventura Publisher window active and reopen the chapter containing the embedded OLE object.

When the chapter opens notice that no update dialog box is displayed as it does with a linked object, nor is the embedded object changed.

➤ Make the server application window active and save the server file.

➤ Exit from the server application.

➤ Click in the Ventura Publisher window to make it active.

➤ Select the frame containing the OLE object.

➤ Select the **Object Properties** option from the **Edit** menu. If the **Object Properties** option is not available (grayed) the selected frame does not contain an OLE object.

The Object Properties dialog box is displayed. The Object Properties dialog box options allow you to change the properties of the selected OLE object. Refer to page 6–52 for more information on the options in this dialog box.

➤ Select the **Edit** button.

☞ The server application and file can also be opened by double-clicking in a frame containing an object.

The server application and file from which the object was copied is loaded. Because the server file has been edited since the object was embedded in Ventura Publisher, the server file and the object in the Ventura Publisher should not appear the same.

☞ If the server application or file is no longer available (e.g., server application or file deleted or moved, or the chapter containing the object is multi-chapter copied to a system which does not containing the server application or file) the object copied to Ventura Publisher cannot be updated until the server application and file are again available. Refer to the File Management and OLE section later in this appendix for information on how to manage and move chapters containing OLE links.

➤ Select the server application **Update** option. This option is generally located in the **Edit** menu.

The Update option will send a copy of the edited server file to the object embedded in the Ventura Publisher chapter, thus applying the changes in the server file to the object in the Ventura Publisher chapter.

File Management and OLE

The use and operation of OLE presents certain file management requirements for both server applications and Ventura Publisher. This section will describe the procedures necessary for file management of chapters and server files associated with OLE links.

Server application and files

The importance of how server files from which objects pasted into Ventura Publisher are handled depends on how the object was pasted into the chapter. The following paragraphs describe file management considerations to take into account when moving server files associated with objects pasted in Ventura Publisher chapters.

Linked objects When an object is pasted as a linked object, only information about the server application and file and a screen representation of the object are saved in the object (and the .VPO file). With linked objects, no data is saved with the object. In order for the object to be edited and automatically updated, both the server application and original file must be available in the same location as when the object was linked with the Ventura Publisher chapter. If either the server application or the original server file are not available, no editing or automatic updating can occur until both are again available. If the server file name or location is change no editing or updating can occur until the server name or location saved in the object is modified.

If the original server file from which the object was created is moved or renamed, the **Object Properties** option dialog box (**Edit** menu) will allow you to modify the object in order to specify the new location and name of the server file. To modify the location or name of the server file in the object:

➤ Select the frame containing the linked object.

➤ Select the **Object Properties** option from the **Edit** menu. If this option is not available (grayed) the selected frame does not contain an OLE object.

➤ Place the typing cursor in the **Document Name** entry field and edit the name to reflect the new location or name of the server file.

Embedded objects. When an object is pasted as an embedded object, the data for that object is saved in the object (and the .VPO file). The original server file is no longer linked to the embedded object and can be moved or deleted without affecting the embedded object. When an object is embedded, only the server application itself is required to edit the object. All data necessary to recreate the object in a format native to the server application is contained in the object. If the server application is not available, the embedded object cannot be edited until the server application is available.

When an embedded object is used to start a server application from within Ventura Publisher, the object data is passed to the server application and the data is reconstructed in a form native to the server application.

Ventura Publisher chapters

When you use the Manage Publication option to copy a chapter to another location, all files associated with the chapters are copied (including the .VPO file). However, if a chapter contains an OLE object none of the server files will be copied.

If you are copying a chapter to another location on your system the links will be maintained because the server applications and files are in the same location.

If you are copying the chapter to another system, and the server applications and files are not available, no editing or updating of the objects in the chapter can be done until the server application and file are again available.

It is important to note that if the server application or file is not available on the system to which the chapter was copied, the link is not terminated, but simply suspended. If it is necessary to edit the object on the system to which the chapter was copied and the object was embedded, simply installing the application will allow you to edit the embedded object. If the object was linked to the chapter, installing the server application and copying the original server file will allow the object to be automatically updated and edited. If the location (drive or directory) of the copied server file is different than it was on the initial system, you can use the **Object Properties** option dialog box (**Edit** menu) to edit the server file location saved in the object.

➤ With the chapter containing the object open in Ventura Publisher, select the frame containing the object.

➤ Select the **Object Properties** option from the **Edit** menu. If this option is not available (grayed) the selected frame does not contain an OLE object.

➤ Place the typing cursor in the **Document Name** entry field and edit the path and name to reflect the new location of the server file.

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